AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 7, 2020 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award
1. City of Isanti- Recipient of MDH 2018 Water Fluoridation Quality Award

F. Approve City Council Minutes
1. December 17, 2019- Regular Meeting of the City Council
2. December 17, 2019- Committee of the Whole Meeting
3. November 19, 2019- Planning Commission Meeting

F. Announcements

1.	**CITY OFFICES CLOSED**	Monday, January 20, 2020
		(In Observance of Martin Luther King Jr. Day)
2.	Committee of the Whole	Tuesday, January 21, 2020 at 5:00 p.m.
3.	City Council Meeting	Tuesday, January 21, 2020 at 7:00 p.m.
4.	Planning Commission Meeting	Tuesday, January 21, 2020
		(Immediately following the City Council Meeting)
5.	Goal Setting	Monday, January 27, 2020 at 6:00 p.m.
6.	Park, Recreation & Culture Board Meeting	Tuesday, January 28, 2020 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

1. Interview Applicant for Vacant Park, Recreation and Culture Board Seat
   a. Resolution 2020-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for 2020
2. Resolution 2020-XXX Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for year 2020
3. Resolution 2020-XXX Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments, Adding Authorization for Use of the City Credit Card

City Administrator Josi Wood

4. Ordinance-XXX Amending City Code Chapter 260, Sewers
5. Ordinance-XXX Amending City Code Chapter 325, Water
6. Ordinance-XXX Amending City Code Chapter 262, Sewer and Water Service Charges
7. Ordinance-XXX Amending City Code Chapter 227, Parking and Storage

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $729,034.21 Payroll in the Amount of $98,195.07 and Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,363.61
2. Resolution 2020-XXX Approving a Conditional Use Permit Application to Operate a Microbrewery at 2 Enterprise Ave Suite A3
3. Resolution 2020-XXX to Adopt City Mission, Vision, and Value Statements
4. Resolution 2020-XXX Authorizing Staff to Create a Sledding Hill in Bluebird Park
5. Resolution 2020-XXX Approving Operation of the Compost Site
6. Resolution 2020-XXX Approving Isantian Ad Rates and Sponsorship Packages
7. Resolution 2020-XXX Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities
8. Resolution 2020-XXX Approving Application for an Exempt Gambling Permit for Ruffed Grouse Society- Rum River Chapter
9. EDA Board Member Termination
10. Resolution 2020-XXX Offering the Position of PT CSO to Jeremy Roberts- Lethaby
11. Resolution 2020-XXX Offering the Position of FT Police Officer to Christopher Morgan

L. Other Communications

1. Review Conflict of Interest Policy

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 17, 2019 – 7:00 P.M.
CITY HALL

F.1.

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

The Pledge of Allegiance was recited.

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

Members Absent: None

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

D. Adopt Agenda

Addendum:

Add AP in the amount of $4,658.70 to K.1

Motion by Lundeen, second by Bergley to approve agenda with the modification listed above.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. December 3, 2019- Regular Meeting of the City Council
2. October 1, 2019- Economic Development Authority
3. November 5, 2019- Economic Development Authority

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

G. Announcements

1.	**CITY OFFICES CLOSED**	Tuesday, December 24, 2019 (All day) *(In Observance of Christmas Eve)* Wednesday, December 25, 2019 *(In Observance of Christmas Day)* Wednesday, January 1, 2020) *(In Observance of New Year's Day)*
2.	City Council Meeting	Tuesday, January 7, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, January 7, 2020 *(Immediately following City Council Meeting)*

H. Council Committee Reports

Councilor Lundeen shared that the Joint Powers Agreement that was approved by City Council at the previous City Council meeting on December 3, 2019 has been tabled at the Fire District meeting for further discussion.

I. Public Hearings

None

J. Business Items

1. **Resolution 2019-319** Authorizing Police Department to Accept the Knights of Columbus Winter Coat Donation for Children in Need *(Rick Dassinger)*

Rick Dassinger from Knights of Columbus shared that the Knights of Columbus has been doing the winter coat donation for about 6 years. Dassinger continued to share that the goal every year is to achieve 2 to 4 boxes of coats every year.

Mayor Johnson asked if the coats are brand new.

Dassinger stated that they are new coats and they go out to the garment manufacturers to achieve the best deal for coats.

Councilor Collison asked how many coats are in a box.

Dassinger stated that there are 26 coats per box.

A motion was made by Lundeen, seconded by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Ordinance-714** Amending City Code Chapter 445 Zoning Ordinance Section 16 Signs

City Administrator Josi Wood shared that this ordinance was discussed at Committee of the Whole. Wood continued to share that this is an amendment to the Chapter 445 for section of signs to clarify the sign area will include the face of the sign and not all the faces.

A motion was made by Lundeen, seconded by Gordon to approve the Ordinance as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

3. **Resolution 2019-320** Authorizing Engineering Services for the 2020 Storm System Maintenance Project

City Engineer Jason Cook shared that this resolution is to continue the annual maintenance program that got identified during the study in 2015 where storm apron and ponds within the city were reviewed for compliance of the MS4 program. Cook continued to share that this coming year was slated to be culverts along Whiskey Road but after review, most of those culverts are sitting half a foot to a foot below the ditch bottom because the ditch is filled in. Cook further shared that he contacted the County to see what their timeline is for ditch maintenance and the County's response is that they do not currently have a schedule for that work. Cook stated that as it is not budgeted at this time and to buy a little more time, he recommends switching to the 2021 maintenance year. Cook stated that there was no specific reason for this segment being before or after the other but it was to break down the overall system. Cook additionally shared that there is no need to do one versus the other so to buy more time Cook recommended doing the northern region of Isanti this coming year.

A motion was made by Lundeen, seconded by Bergley to approve the resolution as presented. Motion passed 5-0. Motion carried.

4. **Resolution 2019-321** Authorizing Engineering Services for the 2020 Pavement Management Project

City Engineer Jason Cook shared that this is for the annual maintenance program that was identified during the pavement evaluations which created a 10 year program where the City is on its 3rd year of going through the system of streets that are identified as needing maintenance prior to bring too failed to perform the maintenance where larger projects would have to be done to rehabilitate them. Cook continued to share that the streets on the Northeast region of the City would be evaluated the need for seal-coat and mill and overlay.

A motion was made by Gordon, seconded by Lundeen to approve the resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

5. **Resolution 2019-322** SAC and WAC Deferral Program

Community Development Director Sheila Sellman shared that this is a program that was created in 2015 to defer SAC and WAC payments and so far, it has been done on single family homes. Sellman continued to share that is defers the payment until a building permit is issued. Sellman further shared that this is approved every year by City Council and Sellman asked the City Council if they would like to approve indefinitely or would like it to still come back to City Council every year because they program expires December 31st, 2019.

A motion was made by Lundeen, seconded by Collison to approve SAC and WAC Deferral Program indefinitely. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $237,458.76 Payroll in the Amount of $148,764.84
2. **Resolution 2019-323** Approving Part Time Deputy City Clerk/ Human Resources to Full Time Status
3. **Resolution 2019-324** Approving the Revised Job Description for the Position of Planner
4. **Resolution 2019-325** Approving the New Part Time Position of Community Service Officer (CSO)
5. **Resolution 2019-326** Accepting Part-Time Liquor Store Clerk Carla Scharber's Letter of Resignation
6. **Resolution 2019-327** Accepting Full-Time Police Officer Joseph Vogl's Letter of Resignation
7. **Resolution 2019-328** Approving 2020 Farmers Market Rules and Regulations and Vendor Application
8. **Resolution 2019-329** Approving the Purchase of a 1993 Water Truck from the City of Cambridge
9. **Resolution 2019-330** Approving the Sale of Surplus/Abandoned Property Held by the Police Department at Public Auction
10. **Resolution 2019-331** Approving Amendment to the 2019 Budget
11. Annual City Administrator Review Summary

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

L. Other Communications

1. Draft Minutes from the November 26, 2019 Parks, Recreation and Culture Board Meeting
2. November Police Department Report
3. November Code Enforcement Officer Report
4. November Building Inspector Report
5. December Engineering Project Status Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:28 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, DECEMBER 17, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Assistant City Administrator/ Special Projects Don Lorsung, Chief of Police Travis Muyres, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman and City Engineer Jason Cook

D. Committee Meeting Items

1. Public Works Updates
- Information was shared with the Committee

2. Proposed City Mission, Vision sand Value Statements
- Recommendation from Committee is to move forward and bring to City Council meeting.

3. Administrative Permit Fees for Non-Profits (Deer Hide Boxes) Discussion
- Recommendation from Committee is to move forward and bring to City Council meeting.

4. Draft ORD Amending Chapter 227- Parking and Storage
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

5. Draft ORD Amending Chapter 68- Adult Use
- Recommendation from Committee is for staff to gather legal information from attorney and bring back to Committee of the Whole for further discussion.

6. Draft ORD Amending:
    a. Chapter 260- Sewers
    b. Chapter 325- Water
    c. Chapter 262- Sewer and Water Service Charges
- Recommendation from Committee is to move forward and post 6.a, 6.b and 6.c for 10 days and bring to City Council meeting.

7. Sledding Hill Discussion
- Recommendation from Committee is to move forward with Public Works constructing the sledding hill with dirt and bring to City Council meeting.

8. Annexed Parcel Code Enforcement Discussion

- Recommendation from Committee is to include permitting parcels of 2 acres or more up to 6 cars, 3 trailers, commercial vehicle weight up to 50,000 lbs. with a deadline of June 1st, 2020 for annexed residents to come into compliance and bring back to Committee of the Whole for further discussion.

9. Goal Setting 2020 Meeting Time Discussion

- Recommendation from Committee is to have Goal Setting meeting for 2020 on Monday, January 27th, 2020 at 6:00 p.m.

E. Adjournment

Meeting was adjourned at 6:34 p.m.

Jaden Moore

Respectfully Submitted,
Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Planning Commission Meeting Minutes
November 19, 2019

Call to Order: Chair Johnson called the meeting to order at 7:38pm.

Roll Call: Commission members present: Mayor Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Aryssa Simon, Alexander Collins.
Staff Present: Community Development Director Sheila Sellman, Assistant City Administrator/Special Projects Don Lorsung.

Meeting Minutes: Motion by Lundeen, second by Simon and Collins to approve meeting minutes from the September 17, 2019 meeting. Motion passed 7-0.

Public Hearing
A. A request from Art and Science Academy for a Conditional Use Permit Amendment under City Ordinance 445, Section 6, Article 3, subd 4C. Said request is for a temporary storage container at 1005 7th Avenue NE PID 16.145.0010. Sellman reviewed the staff report and explained that the findings of fact have not been met therefore staff recommended denial. Chair Johnson opened the public hearing, no one from the public spoke on this item except for the applicant, Kevin Fitton. Fitton explained that the school is at capacity and needs additional room for storage. The most cost-effective option for the school is the shipping container. When asked Fitton stated that the least amount of time for the storage container would be five years but he is requesting 7-10 years. The school plans to expand but needs funding and approvals. Lundeen explained that a few years back the city made an effort to remove storage containers from several properties in the city and it would not be fair to allow this now. The Commission suggested building a garage since they will need storage even after the school addition. Fitton said it was not feasible for them to do that. Gordon stated he could support the container for five years. Collins had concerns about the timeline to build the addition. Johnson closed the public hearing at 8:05pm.
Gordon motioned to approve the storage container for five years, Simon seconded the motion, the motion failed 5-2. AYE Gordon and Collins NAY: Johnson, Lundeen, Collison, Bergley and Simon.
Gordon made another motion to approve the storage container for three years, Simon seconded the motion. Motion failed 4-3. AYE: Gordon, Collins, Simon. NAY: Johnson, Collison, Bergley, Lundeen.

Other Business
A. Comprehensive Plan Update

a) Chapter 4 – The Economy: Lorsung reviewed the Economic Development efforts over the past 10-years and projected growth trends along with other key points of the chapter. The Commission had no questions or comments
b) Chapter 5 – Natural Resources: Lorsung reviewed the goals to maintaining natural systems and other key points of the chapter. The Commission had no questions or comments.

B. Commissioner terms expire 12-31-119 (except for Collins 12-31-21): Sellman asked Simon if she wanted to be on the Commission again and she expressed interest. Simon will need to submit an application. Sellman also explained that we will advertise for the open seat.

Discussion Items: None

Adjournment: Motion by Lundeen, second by Bergley to adjourn, motion passed meeting adjourned at 8:30pm.

Sheila Sellman

Respectfully Submitted
Sheila Sellman, Community Development Director

J.1.

A Community For Generations.
Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Luke Merrill E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:
Education and/or Knowledge that will be useful to the Board:
4 years on County Park Board
Bachelor Degree in Economics
Bachelor Degree in Psychology
Many leadership Roles in College (Econ President, Peer advisor team lead, Scholarship committee, etc.)
Why you are interested on being on the Board?
I enjoy being involved and have been trying to get involved with city Business for a handful of years w/no real opportunity to do so.

What is your vision of Isanti?

Small town feel, w/ conveniences of a larger town/city

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

I've lived in Isanti for my entire life (minus my 4 years @ UMD).

Resume Attached

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks- Human Resources/ City Clerk
Date: January 7, 2020
Subject: Appointments to Committees and Boards

Background:
Appointments must be made for year 2020 for Advisory Committees, Commissions, and Boards. Attached for reference, is a blank Resolution prepared for year 2020.

Park, Recreation and Culture Board
Two Board seats are open and one Student Representative position is also open. Advertisements were placed to seek interested candidates. An application was received from current Board member Aaron Zdon and one application was received from Luke Merrill. Both Open Board seats are 3-year terms extending to December 31, 2022. The Student Representative is a 1-year term.
Attached are interview questions for applicant and the application.

EDA
There is one seat open for an appointed member. The term for the open seat extends to December 31, 2024. No applications were received for the open EDA seat.

Planning Commission
There is one open seat for an appointed member. An application was received from current Board member Arissya Simon. The Board seat is for a 3-year term extending to December 31, 2022

Request:
Interview subject candidate that applied for open seat, and make appointments for Park, Recreation and Culture Board and Planning Commission. Make appointments for members and representatives for City Commission and Advisory Boards for year 2020.

Attachment:
- Resolution 2020-XXX Designating Committees and Representative City Commissions and Advisory Boards for Year 2020
- Candidate Application

RESOLUTION 2020-XXX

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2020

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2020:

Committee of the Whole	
Economic Development Authority	
Parks, Recreation & Culture Board	
Planning Commission	
Rum River BMX Association Board	
Community Education	
Cable TV Liaison	
Civil Defense Director	
Fire District	
ICICLE	
School Liaison	
Chamber of Commerce Liaison	
Bike Isanti County Committee	
C-I Bike/Walk Trail	
Public Works Labor Management Committee	
Weed Inspector	

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor _____.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

Brian Thum	*(Appointed 8-7-2019; term expiration 12-31-2020)*
Open Seat	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
Open Seat	**Council Representative** (*term expiration 12-31-2020)*
Open Seat	**Student Representative** *(term expiration 12-31-2020)*

5. That the City Council designates the following individuals to the Planning Commission for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Open Seat	*(term expiration 12-31-2024)*
Jill Reller	*(Appointed 12-16-2018; term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks- Human Resources/ City Clerk
Date: January 7, 2020
Subject: Designating Official Newspaper, Appointing Depositories, Professional Services and Setting City Council Meetings for the Year 2020

Background:

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2020 official city newspaper have been received from the Isanti-Chisago County Star and County News Review.

County News Review	**$1.99 per column inch (11 lines/inch)** **408 distributions in the City of Isanti**
Isanti-Chisago County Star	**$2.00 per column inch; (9 lines/inch)** **1885 distributions in 55040**

Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2020.

The Resolution also sets 2020 meeting schedules for all Boards and Committees per the attached schedule. Committee of the Whole meetings begin at 5:00 p.m., City Council meetings begin at 7:00 p.m. Planning Commission and Economic Development Authority meetings begin immediately following the City Council meeting and Park, Recreation and Culture Board meetings begin at 6:00 p.m.

RESOLUTION 2020-XXX

DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR, PROFESSIONAL SERVICES AND SETTING CITY COUNCIL MEETINGS FOR YEAR 2020

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City requested and received bids for the designation of the official city newspaper for 2020; and,

WHEREAS, the following bids and distribution numbers were received by the City: County News Review $1.99 per column inch (11 lines/inch) 408 distributions in the City of Isanti Isanti-Chisago County Star $2.00 per column inch; (9 lines/inch) 1885 distributions in 55040; and,

WHEREAS, the City Council has determined that to best serve the City needs, two regular monthly meetings are required per month as MN. Stat. No. 412.191, subd. 2 allows for the City to have as many meetings as required to complete City business;

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

1. That the City accepts and designates the _____as the official newspaper for 2020 at a rate _____ per column inch, at __lines/inch, __point type.

2. That the following institutions and organizations are designated as follows:

Depositories: Falcon National Bank
Minnco Credit Union
RBC Wealth Management

City Engineer: Bolton & Menk, Inc.
City Auditor: Abdo, Eick & Meyers, LLP
Financial Advisor: Northland Securities, Inc.
Bond Counsel: Briggs & Morgan

City Attorney: Ratwik Roszak & Maloney, P.A

3. The Regular City Council and Commission meetings are set forth for the year 2020 as attached. Exhibit A. Special meetings and work sessions will be posted as needed.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit. A.

CITY OF ISANTI
2020 MEETING SCHEDULES
All meetings held at City Hall

Committee of the Whole (COW) meetings begin at 5:00 pm
City Council meetings begin at 7:00 pm
Planning Commission (PC) immediately follow City Council meetings
Economic Development Authority (EDA) immediately follow City Council meetings
Park Recreation and Culture Board (PRC) meetings begin at 6:00 pm

January

7th - City Council/ EDA

21st - COW/City Council/ PC

27th - Goal Setting 6:00pm

28th - Park, Recreation and Culture Board

February

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

March

4th (Wed)- City Council, EDA

17th - COW/City Council/ PC

24th - Park, Recreation and Culture Board

April

7th - City Council/ EDA

21st - COW/City Council/ PC

28th -Park, Recreation and Culture Board

May

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Park, Recreation and Culture Board

June

2nd - City Council/ EDA

16th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

July

7th - City Council/ EDA

21st - COW/City Council/ PC

28th - Park, Recreation and Culture Board

August

5th (Wed)- City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

September

1st - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

October

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Park, Recreation and Culture Board

November

4th (Wed)- City Council/ EDA

17th - COW/City Council/ PC

24th - Park, Recreation and Culture Board

December

1st - City Council/ EDA

15th - COW/City Council/ PC

NO Park, Recreation and Culture Board Meeting

J.3.

RESOLUTION 2020-XXX

AUTHORIZING SIGNATORIES FOR THE PURPOSE OF ACCESSING AND MAINTAINING CITY FUNDS AND INVESTMENTS, ADDING AUTHORIZATION FOR USE OF THE CITY CREDIT CARD

WHEREAS, the City of Isanti must account for receipts and payables as a part of maintaining accurate accounting procedures; and,

WHEREAS, City funds are maintained in financial institutions as designated by resolution and authorized by Council; and,

WHEREAS, it has been identified that these investments and funds must be accessed and maintained by authorized personnel; and,

WHEREAS, due to potential change in staff or appointments on the City Council, the City finds it is in the best interest of the City to redefine authorized personnel to place their signatures on investment and financial documents on an annual basis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: Effective January 7, 2020 the following are hereby authorized to place their signatures on such documents that are required to provide for the investments, transferring of funds and signing of checks for the purpose of maintaining city finances.

1. At Falcon National Bank, the following shall be listed as signatories:

Mayor	Jeffrey Johnson
Mayor Pro-Tem	Steve Lundeen
Finance Director	Mike Betker
City Administrator	Josi Wood
HR/City Clerk	Katie Brooks
Asst. City Administrator	Donald Lorsung

2. At Minnco Credit Union, the following shall be listed as signatories:

Mayor	Jeffrey Johnson
Mayor Pro-Tem	Steve Lundeen
Finance Director	Mike Betker
City Administrator	Josi Wood

3a. At Minnco Credit Union, the following are authorized to use the City Credit Card in conformance with City policies. The City Administrator, Finance Director and Assistant Finance Director are authorized to access information on the account;

   a. City Administrator Josi Wood
   b. Assistant City Administrator Don Lorsung
   c. Police Chief Travis Muyres
   d. Liquor Store Manager John Jacobi
   e. Finance Director Mike Betker

f. Assistant Finance Director Pamela Dahlheimer
g. Human Resources/City Clerk Katie Brooks
h. Community Development Director Shelia Sellman
i. Community Events and Parks Coordinator Jennifer Garvey

3. At RBC Wealth Management, the following shall be listed as signatories:

Finance Director	Mike Betker
City Administrator	Josi Wood

4. Mayor Pro-Tem signature is only required in absence of the Mayor.

5. The Assistant City Administrator's Signature is only required in the absence of the City Administrator, Human Resources/City Clerk or Finance Director.

6. This resolution shall supersede any past resolutions.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2020.

Attest:

_____
Mayor Jeffrey Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: December 20, 2019
Subject: City Code Chapter 260, Sewer & 325, Water Amendments and New City Code Chapter 262, Sewer and Water Service Charges

Background:

Staff has finished a complete review of the City Code Chapters regarding Sanitary Sewer and Water Utilities. This complex review involved reviewing existing codes, in which a number of amendments had been added over the course of many years, with existing policy. It is staff's intent to make these codes clearer, consistent and easier to understand. Also, as previously discussed, hotel/motel base charges have been removed and those uses would be subject to commercial rate charges.

New Code Chapter 262:

As a part of this review it was determined that the majority of inquiries and information sought by citizens regard utility service charges. To address this need staff has prepared a draft New Code Chapter 262, Sewer and Water Charges. This new Chapter incorporates all applicable sections of city code chapters 260 and 325, as well as current utility billing policy.

The City Attorney has reviewed the City code amendments and new City Code Chapter.

Recommendation:

Committee of the Whole reviewed the proposed City Code Chapter 260 & 325 Amendments and proposed new City Code Chapter 262 and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 260, Sewer & 325, Water.
2. Approve new City Code Chapter 262, Sewer and Water Service Charges

Attachments:

- Ordinance XXX – An Ordinance to Amend the Code for the City Of Isanti, Chapter 260, Sewers
- Ordinance XXX – An Ordinance to Amend the Code for the City of Isanti, Chapter 325
- Ordinance XXX – An Ordinance to Amend the Code for the City of Isanti Adding Chapter 262, Sewer and Water Service Charges

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 260, SEWERS

THE CITY COUNCIL OF THE CITY OF ISANTI HEREBY ORDAINS AS FOLLOWS:

The Code of the City of Isanti, Chapter 260, Sewers, is hereby deleted in its entirety and amended to read as follows:

Chapter 260

SEWERS

Article I Sewers, General Requirements

260-1 Definitions
260-2 Administration
260-3 Destructive acts
260-4 Connection to public sanitary sewer system required
260-5 Authority to inspect
260-6 Liability
260-7 Waste disposal
260-8 Unlawful discharges
260-9 Toilet facilities
260-10 Conflict with additional requirements

Article II Public Sewer Connections

260-11 Standards
260-12 Trunk utility charges
260-13 Meters for private water supply systems
260-14 Permit required
260-15 Permit application
260-16 Permit classes
260-17 Accessibility charge
260-18 Usage charges
260-19 Owner responsible for all costs
260-20 Repairs
260-21 Separate building sewers
260-22 Existing building sewers
260-23 Connections/building sewers

Article III On Site Sewage Treatment Systems

260-24 Connection required, compliance
260-25 Permit required
260-26 Inspection
260-27 Compliance with Standards
260-28 Non-compliant system-connection to public sanitary sewer system
260-29 Point of sale inspection

Article IV Use of Public Sanitary Sewer System

260-30 Discharge to sanitary sewers
260-31 Use of storm drains prohibited
260-32 Prohibited discharges into public sanitary sewers
260-33 Waste interceptors
260-34 Maintenance at owner's expense, waste interceptor
260-35 Other prohibited discharges
260-36 Accidental discharges
260-37 Preliminary treatment
260-38 Maintenance at owner's expense, preliminary treatment facilities
260-39 Control manhole
260-40 Testing and analysis
260-41 Special agreements
260-42 Right to meter sewage flow/other meters
260-43 Other regulations for industrial users
260-44 Recovery of costs
260-45 Miscellaneous provisions
260-46 Violations and penalties

Article I Sewers, General Requirements

260-1 Definitions.

BUILDING DRAIN -- The part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the building.

BUILDING SEWER – The pipe extending from the building drain to the public sewer or another place of disposal.

B.O.D. (Biochemical Oxygen Demand) The quantity of oxygen utilized in the bio-chemical oxidation of organic matter under standardized laboratory procedure, expressed in parts per million by weight.

CITY – The City of Isanti or its officers or employees authorized to perform the functions to which there is reference in the Chapter.

NORMAL STRENGTH SEWAGE WASTE – Wastewater that is primarily introduced by residential users (domestic wastewater strength) with a BOD concentration not greater than 220 mg/l, a total suspended solids (TSS) concentration not greater than 240 mg/l, ammonia nitrogen concentration not greater than 25 mg/l, and total phosphorus concentration not greater than 8 mg/l.

GARBAGE – Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, storage, and sale of produce.

INDIVIDUAL SEWAGE DISPOSAL SYSTEM – A sewage disposal system other than a public community system and which receives sewage from an individual establishment.

INDUSTRIAL WASTE (Wastewater)– The liquid wastes from industrial processes and distinct from residential or domestic strength wastes, and exceeds normal domestic strength.

NATURAL OUTLET –Any outlet into a watercourse, pond, ditch, lake or other body of surface or ground water.

NOTICE – A notice in writing directed to the owner or other person affected for the time specified by the ordinance, stating briefly the condition that is the reason for the notice and the consequences that will result upon failure to comply with the terms of the notice. A notice shall be deemed given when either it is personally served on the person to whom it is directed or mailed to them at their last known address. If the owner or other person cannot be reached by mail so addressed, service may be made upon the occupant of the building or premises. Notification may also be made by posting the notice on the front door of the building.

NPDES PERMIT – National Pollutant Discharge Elimination System Permit (NPDES) is a permit issued by the MPCA, setting the limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to Sections 402 and 405 of the Act.

OWNER – The person, company, corporation, or their authorized agent, that owns a building or premises.

pH – The logarithm of the reciprocal of the concentration of hydrogen ions in terms of grams per liter of solution.

PREMISES – A platted lot or part thereof or unplatted parcel of land, either occupied or unoccupied and/or any building or structure on the property.

PROPERLY SHREDDED GARBAGE – The wastes from the preparation, cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particles greater than one-half inch in any dimension.

PUBLIC SANITARY SEWER SYSTEM – A sanitary sewer utility owned, maintained and controlled by the City.

SANITARY SEWAGE – Any water-carried domestic waste, exclusive of subsurface building or roof storm water drainage, of any residence, commercial or industrial establishment, whether treated or untreated, and includes domestic waste. Raw Sewage is sewage that has not been subjected to any treatment process.

SERVICE – Connection to the public sanitary sewer system controlled by the City.

SPECIAL ASSESSMENT – A charge for construction of public sanitary sewer system improvements pursuant to City Code Chapter 276, or a charge for any repair performed by the City or any fees and usage charges which; pursuant to State law, are certified to the County for collection with property taxes.

SEWAGE TREATMENT PLANT (Collection/Disposal System/Works) – An arrangement of any devices, facilities, structures, piping, equipment or processes owned or used by the City for collection and treatment of municipal, domestic and industrial sewage.

STORM SEWER- A sewer that carries storm and/or surface waters and drainage but excludes sanitary sewage and polluted wastes.

SUSPENDED SOLIDS – Solids that either float on the surface of, or are in suspension in water, sanitary sewage, or other liquids, and which are removable by filtering.

WATERCOURSE- A channel in which a flow of water occurs, either continuously or intermittently.

260-2 Administration.

The City Administrator or their designee shall have control and general supervision of all public sanitary sewer collection and treatment systems in the City and shall be responsible for administering the provisions of this Chapter.

260-3 Destructive acts.

No unauthorized persons shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the public sanitary sewer system. Said person(s) shall be subject to costs and/or penalties pursuant to Sections 260-44 and 260-46 of this Chapter.

260-4 Connection to public sanitary sewer system required.

All buildings and premises discharging sanitary sewage and located in the City and adjacent to any street, alley, public easement or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer shall be required at their expense to install a suitable sanitary sewer service connection in accordance with the provisions of this Chapter.

A. Where a parcel of property in the City has an available connection to the public sanitary sewer system, no owner or occupant shall construct a private sanitary sewage system (SSTS) on the property or make use of any existing private SSTS on the property. Existing SSTS can continue until such time as there is system failure or the system is non-compliant.

B. Use of existing on-site private SSTS for treatment of sanitary sewage in existing buildings and premises where no public sanitary sewer is available in an adjacent right-of-way shall be permitted in accordance with the requirements of this Chapter.

C. Any privy, septic tank, cesspool or other such facility intended or used for the disposal of sewage that is constructed or maintained in violation of any of the provisions of this section of this article is declared to be a public nuisance as per City Code Chapter 216-2 and the City may abate the same in the manner provided by law.

260-5 Authority to inspect.

The City Engineer, Building Official and other duly authorized employees of the City, bearing proper credentials and identification, shall be allowed to enter upon all buildings, premises or properties for the purposes of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Chapter. In the event that access is denied by the owner, authorized agent, or tenant the City may request an administrative search warrant to access the building, premises or property. Nothing in this section shall be construed as to limit the authority of the City to enter any building, premises or property in urgent emergency situations where there is imminent danger to protect the public health, safety and welfare.

260-6 Liability.

In addition to any penalties in this Chapter, any persons or firms violating the provisions of this Chapter may become liable to the City for any expense, loss or damage by reason of such violation.

260-7 Waste disposal.

It shall be unlawful for any person to place, deposit, or permit to be deposited in an unsanitary manner upon public or private property within the City, or in any area under jurisdiction, any human or animal excrement, garbage or objectionable waste.

260-8 Unlawful discharges.

It shall be unlawful to discharge into any natural outlet or to any storm sewer or storm drain, or in any area under the jurisdiction of the City, any sanitary sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this Chapter.

260-9 Toilet facilities.

The owner of each building, dwelling or premises used for human occupancy, employment, recreation, or other purpose, is required at their expense to install and maintain suitable toilet facilities therein and connect such facilities directly to the public sanitary sewer system, unless connected to an existing private SSTS in accordance with the requirements of this Chapter.

260-10 Conflict with additional requirements.

No statement in this Chapter shall be construed to interfere with any additional requirements that may be imposed by the MPCA or the Minnesota Department of Health.

Article II Public Sewer Connections

260-11 Standards.

A. Connection. The connection of a sanitary sewer service into the public sanitary sewer system shall conform to the requirements of the Minnesota Building and Plumbing Code, as adopted by the City. All such connections shall be made gastight and watertight, and verified with the proper testing to prevent infiltration/inflow. All installation and materials shall be approved by the City.

B. Capacity. New connection(s) to the public sanitary sewer utility system shall be permitted as long as sufficient capacity is available in the public sanitary sewer system, including capacity for flow, BODs, nutrient levels and suspended solids, as determined by the City Engineer.

260-12 Trunk Utility Charges.

Trunk utility charges have been established for new subdivided areas of the City that did not pay for the original sanitary sewer system. No system connection shall be made to the City public sanitary sewer system unless all trunk utility charges have been paid and developer-installed public improvements have been accepted or, if applicable, the lot has been fully assessed for the cost of public sanitary sewer improvements.

260-13 Meters for private water supply systems.

All users who operate and maintain a private water supply system shall install a meter for recording water used for domestic purposes and all water discharged to the public sanitary sewer system. The meter shall be provided by the City with the cost of the meter and installation by a licensed plumber paid by the owner.

260-14 Permit required.

No person shall uncover, make any connections with or opening into, use, alter, repair or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Building Official or City Administrator or their designee and otherwise complying with the terms of this Chapter and the conditions accompanying the permit.

260-15 Permit application.

Applications for permits shall be made in the name of the owner or authorized agent and the licensed plumber or contractor. The permit shall state the location, name of owner, street number of the building or premises to be connected and how occupied. No person shall extend any private building drain or sanitary service connection beyond the approved scope of work for which the sanitary sewer connection permit has been given.

260-16 Permit classes.

A. There shall be two classes of building sanitary sewer permits:

1. Residential or commercial service

2. Establishments producing industrial wastes

B. In either case, the application shall be supplemented by any plans, specifications or any other information considered pertinent in the judgement of the City. An industrial user, as a condition of permit issuance, must provide information describing its wastewater constituents, characteristics, volume and type of activity.

260-17 Accessibility charge.

In addition to any usage fees, trunk fees or special assessments, the sewer access fee (SAC) established by the resolution of the City Council shall be payable prior to the issuance of a building permit. Any applicable building or connection permit fees shall also be paid at the time the permit application is submitted to the City.

260-18 Usage charges.

Upon connection of any building or premises to the public sanitary sewer system, the owner shall pay usage charges each month at rates fixed by the City Council. The sewer service charge shall be payable as of the day of approval by the City of the connection between the building drain and building sewer or the connection between the building sewer and the public sanitary sewer system, whichever connection would permit use of the public sanitary sewer system. The owner is responsible for payment of usage charges and if unpaid shall be a lien on the property pursuant to Section 260-45(B)

260-19 Owner responsible for all costs.

All costs and expense incidental to the installation and connection to the public sanitary sewer system shall be borne by the owner of the building or premises. The owner shall indemnify the City from any loss or damage to the public sanitary sewer system that may be directly or indirectly caused by the installation of the building sewer. Once installed, it shall be the responsibility of the owner to keep the sewer connection and building/premises sewer plumbing in working condition. New sanitary sewer service lines, upon approval by the City Administrator, may be placed under an existing driveway. The owner is liable for any repairs for the service line under the driveway.

260- 20 Repairs.

After initial service connection has been made to the sanitary sewer main, the owner of the building or premises shall be liable for all repairs required to the sanitary sewer service. This includes all sewer connection plumbing and piping from the building drain and/or connection to the sanitary sewer main, including any driveway, landscaping, sidewalk and street repairs. This also includes the thawing of frozen service lines to the sanitary sewer service main. The owner shall complete all repairs as directed by the City. Each day after three calendar days that the owner neglects or fails to act to make or procure services for repairs shall constitute a separate violation of this Chapter. After three calendar days of no action by the owner, the City may then cause the work to be done and recover from the owner the costs of repair work, pursuant to Section 260-45 (B) of this Chapter.

260-21 Separate building sewers.

Every building shall have its own independent connection with a private or public sanitary sewer collection system, except that a group of buildings on a single property may be connected to one or more manholes which are constructed on the premises and connected to a private or public sanitary sewer system. These connections and collection systems shall be approved by the City Engineer. Easements shall be granted to the City for any manhole or private sanitary collection system. When one or more buildings are served by a joint sanitary sewer service line and the opportunity to separate connections is made available by the City, the owner(s) shall connect to an independent connection at their cost and expense.

260-22 Existing building sewers.

Existing older building sewers may be used in conjunction with new buildings or structures only when they are found, on examination and test by the Building Official or their designee, to meet all the requirements of this Chapter.

260-23 Connections / building sewers.

Only an authorized licensed contractor, plumber, or City crews may tap or make connections from the building drain or building sewer into a public sanitary sewer service line.
A building sewer shall be constructed under the following conditions:

A. OSHA Regulations Incorporated by Reference. The Safety and Health Regulations for Construction, Department of Labor, Occupational Safety and Health Administration regarding Excavations, Trenching and Shoring, are hereby adopted by the City and incorporated as part of this Chapter as completely as if set out here in full. If any personnel shall fail to comply with the requirements of the Regulations, the Building Official may, by written notice, stop all work in the trench until there is compliance, including sheeting and bracing if ordered. Each one-half hour of work in the trench after written directive to stop, shall constitute a separate violation herein.

B. Construction. The size, slopes, alignment, materials of construction of a building sanitary sewer and methods of excavating, placing of the pipe, jointing, testing and backfilling of the trench shall all conform to the requirements of the State of Minnesota Building and Plumbing Code or other applicable rules and regulations of the City.

C. Connection point. The connection of the building sewer with the public sewer shall be made at the "Y" branch designated for the property, if suitable. Any other location for the connection shall be only as directed by the City.

D. Inspection. Before covering or backfilling such building sewer, the contractor or plumber must obtain inspection and approval of said sewer construction by the Building Official or their designee.

E. Cost and liability. All costs and expenses incidental to the installation and connection of the building sewer shall be borne by the owner(s). The owner(s) shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer and/or sanitary sewer service line.

Article III On Site Sewage Treatment Systems

260-24 Connection required, compliance.

When a service stub in the right of way or easement for the public sanitary sewer is not available as per Section 260-4(B) of this chapter, the building sanitary sewer shall be connected to a private on-site sanitary sewage treatment system (SSTS) complying with the provisions of this Chapter.

260-25 Permit required.

Prior to commencement of construction or repair of a SSTS, the owner shall first obtain a written permit from the City or it's appointed agent. The applicant shall furnish any plans, specifications or other information as deemed necessary by the permitting agency.

260-26 Inspection.

A permit for a private wastewater disposal system shall not become effective until the installation is completed to the satisfaction of the City or its appointed agent. The City or it's appointed agent shall be allowed to inspect the work at any stage of construction, and, in any event, the applicant for the permit shall notify the City or its appointed agent when work is ready for final inspection and before the underground portions are covered.

260-27 Compliance with standards.

The type, capacities, location, layout, operation, repair and abandonment of a SSTS shall comply with all requirements of MPCA MN Rules Chapters 7080, "Individual Subsurface Sewage Treatment System Standards" as amended from time to time. No septic tank, cesspool or system shall be permitted to discharge to a natural outlet.

260-28 Non-compliant system - connection to public sanitary sewer system.

In the event an existing SSTS system is non-compliant and a service stub in the right of way or easement for the public sanitary sewer main is available, the owner must connect to the public sanitary sewer utility system in the time frame set forth below at their cost and pay all applicable fees per this Chapter. The existing SSTS shall be abandoned and rendered unusable per the requirements of this Chapter.

A. In the case of a failing system, the SSTS shall be upgraded, replaced, repaired, or use discontinued within 180 days of receiving written notice from the City or authorized agent.
B. In the case of an SSTS whose failure is an imminent threat to public health or safety, the system shall be upgraded, replaced, repaired or use discontinued within 60 days of receiving written notice from the City.

260-29 Point of sale inspection.

A. Compliance certificate. No owner of a building located in the City that is not served by the public sanitary sewer system, shall sell such building by conveyance or contract for conveyance without first obtaining a compliance inspection certificate of the SSTS from the City or it's appointed agent prior to the time of sale.

B. Time of sale. Time of sale shall mean when a written purchase agreement is executed by the buyer or, in the absence of a purchase agreement, the time of execution of any document providing for the conveyance by deed or contract.

C. Exception. Upon filing of an executed written agreement by the present and prospective owners, which agreement sets forth the date by which the new owner will complete the necessary corrective action and which agreement and corrective action dates are approved by the City or it's appointed agent, and deposit of sums representing 150% of the cost of the improvements, as estimated by a licensed SSTS designer, the occupancy may be permitted pending issuance of a the point of sale certificate of compliance.

Article IV Use of Public Sanitary Sewer System

260-30 Discharge to sanitary sewers.

No person shall discharge or cause to be discharged any storm water, surface water, ground water, subsurface drainage, sump pump water, cooling water, or unpolluted industrial process waters into any public sanitary sewer system.

260-31 Use of storm drains prohibited.

No person shall permit any sanitary sewage to flow into the public storm drain from any building or premises owned by them or under their control.
260-32 Prohibited discharges into public sanitary sewers.

A. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes in any public sewers:

1. Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit.
2. Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil, or grease.
3. Any gasoline, benzene, naphtha, fuel oil, petroleum product or other flammable or explosive liquid, solid or gas.
4. Any garbage that has not been properly shredded.
5. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
6. Any waters or waste having a pH lower than 6.0 or higher than 8.5 or having any other property to corrode or abrade, cause materials to be deposited or attached to the walls of sewers, or having any other property capable of causing damage or hazard to structures, equipment, and personnel of the sewage works.
7. Any waters or waste containing a toxic, poisonous, or radioactive substance in sufficient quantity to interfere with any sewage treatment process, constitute a hazard to humans, or create any hazard in the sewage treatment plant.
8. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.
9. Any noxious or malodorous gas or substance capable of creating a public nuisance.
10. Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals or create a toxic effect in the receiving water of the wastewater disposal system. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Clean Water Act.

260-33 Waste interceptor.

Grease, oil and sand interceptors in excess of 100 parts per million shall be provided at the owners or premises expense when they are necessary for the proper handling of liquid wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredient; except that such interceptors shall not be required for residential buildings where there are no contributing commercial uses. All such interceptors shall be of a type and capacity approved by the City Engineer, and shall be located as to be readily available and easily accessible for cleaning and inspection. Waste interceptors are subject to inspection by the Building Official or their appointed agent.

260-34 Maintenance at owner's expense, waste interceptor.

All grease, oil and sand interceptors shall be maintained by the owner, at their expense, in continuously efficient operation at all times. In the event of an emergency, the City reserves the right to perform or contract for any maintenance activities for private interceptors, with all costs to be paid by the owner. The City reserves the right to shut off flows from the building or facility

in event of non-compliance. Unpaid charges shall be a lien on the property pursuant to Section 260-45(B) of this Chapter.

260-35 Other prohibited discharges.

The admission into the public sewers of any of the following waters or wastes is prohibited except upon the written approval of the City Engineer:

A. The admission into the public sanitary sewer of any waters or wastes having:

1. A five day Biochemical Oxygen Demand (BOD) greater than 300 parts per million by weight.
2. Containing more than 350 parts per million by weight of suspended solids.
3. Containing any quantity of substances having the characteristics described in Section 260-32.
4. Having an average daily flow greater than 2% of the average daily sewage flow of the City is prohibited except upon written approval of the City Engineer.
5. Containing in excess of 0.02 mg/l total identifiable chlorinated hydrocarbons.
6. Containing phosphorus in excess of 15 parts per million by weight.

260-36 Accidental discharges.

A. Facilities. Where required by the City, the owner of any building or premises serviced by a public sanitary sewer shall provide protection from an accidental discharge of prohibited materials or other substances regulated by this Chapter. Where necessary, facilities to prevent accidental discharges shall be provided and maintained at the owner's expense.

B. Notification to the City. The owner or their agent shall notify the City immediately upon having a slug or accidental discharge of substances or wastewater in violation of this Chapter to enable countermeasures to be taken by the City to minimize damage to the sewage treatment plant. The notification will not relieve the owner of liability for any expense, loss or damage to City treatment facilities or the sewage treatment process, or for any fines imposed on the City on account thereof under any state or federal law. The owner shall insure that all employees or occupants who may cause or discover such a discharge are advised of the emergency notification procedure.

260-37 Preliminary treatment.

A. The owner shall provide, at the owner's expense, preliminary treatment of waste as may be necessary to:

1. Reduce the Biochemical Oxygen Demand (BOD) to 300 parts per million by weight.
2. Reduce the suspended solids to 350 parts per million by weight.

3. Rectify any violation of Section 260-32.
4. Control the quantities and rates of discharge of such waters and wastes.
5. Comply with Section 260-35.
6. Comply with any MPCA permit limits.

B. Plans, specifications, and any other pertinent information relating to proposed preliminary treatment facilities must be submitted for the approval of the City Engineer and the Minnesota Pollution Control Agency (MPCA) and no construction of such facilities may be commenced until said approvals are obtained in writing.

260-38 Maintenance at owner's expense, preliminary treatment facilities.

Where preliminary treatment facilities are provided, they shall be maintained continuously in satisfactory and effective operation by the owner. In the event of an emergency circumstance where the City has to perform or contract for any maintenance activities for pretreatment facilities, all such costs shall be paid by the owner. The City reserves the right to shut off flows from the building or premises in event of non-compliance. Unpaid charges shall be a lien on the property pursuant to Section 260-45(B) of this Chapter.

260-39 Control manhole.

The owner of any building or premises served by a building sewer carrying industrial wastes shall install a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. The manhole may be used for placement of flow or waste measuring devices. The manhole shall be constructed in accordance with plans approved by the City Engineer. Such manhole shall be located in a public easement or right-of-way and shall be accessible by the City at all times. The manhole shall be installed by the owner at their expense, and be maintained to be safe and accessible at all times.

260-40 Testing and analysis.

All measured tests and analysis of the characteristics of water and wastes to which reference is made in this Chapter or required by written agreement, shall be determined with methods employed by the Minnesota Department of Health and MPCA, based upon samples taken at the control manhole provided for in Section 260-39 of this Chapter. In the event that no control manhole has been required, the nearest downstream manhole in the public sanitary sewer system from the point where the building or premise is connected shall be considered the control manhole for the purposes of this Section.

260-41 Special agreements.

No statement contained in this Chapter shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial sanitary sewer waste of unusual strength or character may be accepted by the City for treatment, subject to payment by the industrial concern, providing that National Categorical Pretreatment Standards

and the City's NPDES and State Disposal Permit limitations are not violated. Special agreements shall be approved by resolution of the City Council.

260-42 Right to meter sewage flow / other meters.

A. Metering requirement. The City reserves the right to require metering of sewage flow or to base estimated flow on metered water usage. Any sewage flow metering system shall be approved by the City Engineer.

B. Other meters. If an industrial user had discharges that are subject to Section 260-33 and/or Section 260-37, and also discharges normal strength sewage waste in the public sanitary sewage system, the City may permit or require the installation of other water meters to determine the quantities of normal strength sewage waste that can actually enter the public sanitary sewer system without pre-treatment or a special agreement.

260-43 Other regulations for industrial users.

Any additional regulations or requirements promulgated by the City regarding industrial waste(s) shall be adopted by resolution of the City Council.

260-44 Recovery of costs.

In addition to any penalties that may be imposed for violation of any provision of this Chapter, the City may charge, and if not paid, special assess against, any owner of a building or premises the cost of recovery, repairs or restoration of any portion of the public sanitary sewer system and facilities due to the negligence or non-compliance of the owner pursuant to Section 260-45(B) of this Chapter. This includes service connection installation or repair, and charges for use of the public sanitary sewer system.

260-45 Miscellaneous provisions.

A. Shut off by City only. No person, party or firm, without permission from the City, shall shut off the connection from the building drain or building sewer to the public sanitary sewer system. In emergency situations, in the event where fluid is entering a building or premises from the public sanitary sewer system, the system can be temporarily plugged.

B. Certification of unpaid account balances with taxes. Unpaid sanitary sewer service charges or fees, interest and penalties on accounts shall be certified to the county auditor at least once annually and more often if deemed necessary. Prior to certification, a notice shall be sent by U.S. mail to the account holder and state the date that payment needs to be made prior to certification. The notice shall also inform the account holder of their right to a hearing before the City Council to dispute the amount owed. If approved by the City Council, all delinquent amounts, penalties and charges, including administrative fees, shall be certified to the County Auditor for collection with property taxes.

260-46 Violations and penalties.

Any person violating any provision of this Chapter shall, upon conviction therefore, be punished by a fine not exceeding $1,000 or by imprisonment not exceeding 90 days, or both, plus costs of prosecution in either case. A separate offense shall be deemed committed for each day the violation shall continue.

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this ____ day of _____2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on: _____
Published on: _____
Effective Date: _____

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 325, WATER

THE CITY COUNCIL OF THE CITY OF ISANTI HEREBY ORDAINS AS FOLLOWS:

The Code of the City of Isanti, Chapter 325, Water, is hereby deleted in its entirety and amended to read as follows:

Chapter 325

Water

Article I Purpose and Establishment

325-1 Definitions
325-2 Water utility
325-3 Administration
325-4 Connection to the public water system required
325-5 Deficiency of water

Article II Connection and Regulations

325-6 Waterline connections
325-7 Installation of connections
325-8 Authority to inspect
325-9 Meters
325-10 Taking water without authority, operation of valve boxes
325-11 Responsibility for repairs
325-12 Certification of unpaid accounts with taxes

Article III Private Wells

325-13 Private wells
325-14 No Private wells without City authorization

Article IV Water conservation restrictions, critical water deficiency, lawn sprinkling, watering and irrigation

325-15 Intent
325-16 Water conservation Restrictions, critical water deficiency
325-17 Lawn sprinkling , watering and irrigation
325-18 Cross connections prohibited

Article V Violations and penalties

325-19 Violations and penalties

ARTICLE I Purpose and Establishment

325-1 Definitions.

As used in this article, unless the context otherwise requires, the following terms shall have the meanings intended:

CITY – The City of Isanti or its officers or employees authorized to perform the functions to which there is reference in the Chapter.

DEPARTMENT - The city water department.

EMERGENCY - The declaration of a critical water deficiency by the Governor, and/or Mayor.

IRRIGATION - The watering of shrubs, trees, sod, seeded areas, gardens, lawns, or any other outdoor vegetation, except outdoor vegetation utilized for agricultural purposes.

NOTICE – A notice in writing directed to the owner, tenant or other person affected for the time specified by the ordinance, stating briefly the condition that is the reason for the notice, and the consequences that will result upon failure to comply with the terms of the notice. A notice shall be deemed given when either it is personally served on the person to whom it is directed or mailed to them at their last known address. If the owner, tenant or other person cannot be reached by mail, service may be made upon the occupant of the building or premises. Notification may also be made by posting the notice on the front door of the building.

NOTIFICATION TO THE PUBLIC - Notification through local media and city website.

OWNER – The person, company, corporation or their authorized agent that owns a building or premises.

PREMISES – A platted lot or part thereof or unplatted parcel of land, either occupied or unoccupied and/or any building or structure on the property.

PUBLIC WATER SUPPLIER - The city or other entity that owns, manages, or operates a public water supply, as defined in Minn. Statutes § 144.382, subdivision 4.

PUBLIC WATER SUPPLY SYSTEM – The public water supply and utility owned, managed and controlled by the City.

SPECIAL ASSESSMENT – A charge for construction of public water supply system improvements pursuant to City Code Chapter 276, or a charge for any repair performed by the City or any fees and usage charges which, pursuant to State law, are certified to the County for collection with property taxes.

RECLAIMED WATER - Water collected from rooftops, paved surfaces, or other collection devices and all water utilized more than once before re-entering the natural water cycle.

VALVE BOX – Curb stop valve or shut off valve installed on the water service line that controls the flow of water from the public water supply system to a building or premises.

WATER RECIRCULATION SYSTEM - Any system which enables a user to reuse water at least once prior to returning the water to the natural water cycle.

325-2 Water utility.

The City's public water system is to provide safe drinking water to City residents through a distribution system that has capacity for additional planned growth of Isanti. The public water system is only sustainable when there are proper requirements to connect to the system and set appropriate user fees for annual operations, capital improvements and system equipment replacement.

325-3 Administration.

The City Administrator or their designee shall have control and general supervision of the public water system in the City and shall be responsible for administering the provisions of this Chapter to ensure that a compliant, efficient and proper public water system is maintained.

325-4 Connection to the public water system required.

All buildings and premises in the City, unless through a permitted private water supply for domestic use, shall be connected to the public water system. Where a building or premises in the City has connected to the public water system no owner, tenant or occupant shall:

A. Construct any private water supply or well on the property for domestic use or potable water.

B. Make use of an existing private water supply or well for domestic use or potable water not in compliance with the Chapter.

C. Make use of any private water supply or well for commercial or industrial purposes, or as a commercial or industrial domestic or potable water supply without consent of the City.

D. Create or continue a physical connection between a private water supply or well and the plumbing system connected to the public water system.

E. Disconnect from the City water system, unless the disconnection is part of repair of the building or premises service line, or plumbing system.

325-5 Deficiency of water.

The City shall not be liable for any deficiency or failure in the supply of water to customers, whether occasioned by shutting water off for the purpose of making repairs or connections or from any other cause whatsoever. This includes replacement of damaged

equipment or repair of plumbing systems in a building or premises. In the case of fire, or alarm of fire, or in making repairs or construction of new water system improvements, water may be shut off at such time and kept off as long as necessary. In addition, the City Council or City Administrator shall have the right to place reasonable restrictions on the use of the public water system in emergency situations, in accordance with Article IV of this Chapter.

ARTICLE II Connection and Regulations

325-6 Waterline connections.

All connections to the public water system shall be in conformity with the following rules and regulations, except that the City Council may, by resolution, waive the same upon appeal by the owner, showing special conditions justifying such waiver.

A. Separate connection required. Every building or premises served by the public water supply system shall have a separate water service line, valve box and water meter. In the case of existing combined connections between two or more properties, when the opportunity to separate the service connections is available through City or private development, the services shall be separated at the Owner's expense. In the case of a multi-unit building or premises with building units under separate lease or ownership, each unit shall have a separate valve box and meter. Multi-unit buildings without separate valve boxes shall have a shutoff valve accessible to the City.

B. Water service line and valve box location. The water service line and valve box shall be located in boulevard areas in street right-of-way or easements. A setback of 10 feet shall be maintained on either side of the water service line that extends from the water main to the valve box, from any driveway, landscaping or other private improvements. Should a 10 foot setback not be possible due to the characteristics of the lot, the City Administrator or their designee has the authority to approve placement of the water service line and valve box with less than a 10 foot setback. In situations where there is not a 10 foot setback, the owner is responsible for repair of the water service from the water main to and including the valve box. In cases where there is a driveway and/or landscaping over the water service line from the water main to the valve box and repairs are needed, the owner is responsible for repair or replacement of any driveway, landscaping, sprinkler systems or other private improvements. Any existing valve box on the premises or property that is replaced due to a new relocated valve box shall be disconnected and removed. In all cases, the valve box shall be accessible at ground level and operable.

C. Permit required. No owner, firm or corporation shall make any type of connection to the public water supply system without first obtaining a permit from the City. Applications shall include the legal description of the property to be served, the uses for which the connection is requested, the size of service to be used, full name and address of the owner, and when the connection will be made. All fees, including water accessibility charges (WAC) and residential equivalent connection (REC) charges, shall be paid at the time the application is filed. Failure to pay all fees voids the application.

325-7 Installation of connections.

All connections to the public water system shall be in accordance with the following requirements.

A. Licensed plumber required. No person, firm or corporation shall perform work on and/or connect any water service line to the public water supply system valve box unless such person, firm or corporation is a plumber duly licensed under the laws of the State of Minnesota.

B. Pipe requirements. All service lines shall be either copper, polyvinyl chloride (PVC), or ductile iron pipes; lead free brass fittings are required. Use of PVC requires installation of tracer wire in accordance with Minnesota Rural Water Association specifications.

C. Pressure and connections. All ductile iron, PVC or copper pipe must sustain a pressure of not less than 150 pounds per square inch. No person shall excavate in a public street to service a water main unless they obtain a permit from the City.

325-8 Authority to inspect.

The City Engineer, Building Official, and other duly authorized employees of the City, bearing proper credentials and identification, shall be allowed to enter upon all buildings, premises, or properties for the purposed of inspection, observation, measurement, sampling and testing in accordance with the provisions of this Chapter. In the event that access is denied by the owner or authorized agent, or tenant, the City may request an administrative search warrant to access the building, premises or property. Nothing in this section shall be construed as to limit the authority of the City to enter any building, premises, or property in urgent emergency situations where there is imminent danger to protect the public health, safety and welfare.

325-9 Meters.

All water sold or used shall be measured by water meters, unless it is not possible or impractical to install meters as determined by the Public Services Director. Meters shall be installed in every building or premises prior to occupation and/or use of the public water system. All meters and remote readers are the property of the City of Isanti.

A. Applications for meters. All applications for the installation of water meters shall be made to the Community Development Department. All new meters installed shall be purchased by the owner or contractor from the City. The cost of new meters and ancillary equipment shall be set by resolution of the City Council.

B. Installation by licensed plumber. For all new services the water meter shall be installed by a licensed plumber. All meters, fittings, wiring and remote reading devices shall be installed in accordance with the requirements of the Building Official and Public Works Department.

C. Access to meters. All water meters connected to the water system shall be accessible to the City Administrator, Public Works Department or their designee between the hours of 7:00 a.m. and 8:00 p.m. of any business day. Refusal by the owner, or tenant, to allow inspection of the water meter, after notification by the City that admission is required, shall constitute a violation of this Chapter.

D. Repair and replacement of meters. In cases where a water meter needs repair the owner is responsible for such repair by a licensed plumber. Should the City make a repair, the owner shall reimburse the City for the expense of repairing or replacing any such meter. Failure to reimburse the City for water meter repair and service expenses may result in the water supply to the building or premises being shut off or collection through the use of special assessments, as best determined by the City pursuant to Section 325-12 of this Chapter.

E. Bypass of meter. It shall be unlawful for any owner or tenant to tamper with, alter, bypass or in any manner whatsoever interfere with the proper use and functioning of any water meter within the City.

F. Meter accuracy. If an owner questions the accuracy of the water meter and desires their meter to be tested, they shall pay a fee, established by resolution of the City Council. If the meter tests within a range of minus 3% to plus 5%, the meter is deemed accurate. If the meter reads high an adjustment to the water bill will be calculated by the City, in accordance with City Code Chapter 262-4 (G), Utility rate overcharge. In any case, if meter is not accurate and needs to be replaced, the owner shall pay the cost of replacement.

G. Final reading. It shall be the responsibility of the owner to notify the city to request a final reading at the time of customer's building change.

H. Meters for fire protection systems. The owner of a building or premises protected by a private fire protection system connected to the public utility shall, if directed by the City, install a meter purchased from the City on the fire service at their expense. If water from a fire service is being wasted or used for purposes other than fire protection, the owner or occupant will be notified and a charge may be made for the estimated amount of water so used. If such improper conditions are not corrected within 30 days, the water service may be terminated until proper corrections are made.

I. Use of Hydrants – Meters. Appropriation of water from hydrants and use of meters shall be in accordance with the policy for use of City hydrants, as adopted by resolution of the City Council.

J. Frozen meters. Owners shall be responsible for protecting water meters from freezing. If a meter freezes, the owner may be required to relocate the meter to a location approved by the City. If a meter is damaged by freezing, the replacement cost of the meter, per the Fee Schedule, is borne by the owner.

325-10 Taking water without authority, operation of valve boxes

A. Taking water without authority. Taking water without authority, tampering with valve boxes, water meters, water systems, or installation of meter bypasses is strictly prohibited, and if determined by the City Administrator or their designee that probable cause exists to believe that any such violation is occurring or has occurred, shall subject the owner or tenant, to immediate disconnection of service and an estimated bill will be issued for unmetered water use. Charges for disconnection and reconnection shall apply to any reinstatement of a water account under this Section. Repair and replacement of damaged meter equipment shall be charged. All fees, repair and replacement costs, personnel time and the bill for unmetered water use shall be paid in full prior to reinstatement of a water account and reconnection of water service.

B. Operation of valve boxes. The operation of valve boxes and/or gate valves is strictly prohibited without prior approval by the City Administrator or their designee. In the case of a declared emergency, with prior approval as per this paragraph, valve boxes or gate valves may be operated by a licensed plumber.

325-11 Responsibility for repairs.

It is the responsibility of the owner to maintain and repair all plumbing distribution lines, systems and fixtures in a building or premises.

A. Service line repair – owner's responsibility. The cost for all repairs and replacement of the water service line from the valve box to the building or

premises shall be borne entirely by the owner. In the case of failure by the owner to repair any leak after 24 hours written notice by the City, the water may be shut off and will not be reconnected until the repairs are complete and all fees are paid. These fees include disconnection and reconnection fees. It is the City Administrator or their designee's decision to let the leak continue, throttle the valve to reduce flow, or shut off the service. When the waste of water is great, and there is a threat to property or infrastructure or when damage is likely to result from the leak, the water may be turned off if the repair is not completed immediately. The City reserves the right to make the repair if the owner fails to act after written notice by the City. If the repair or replacement of a service line and/or valve box that is the owner's responsibility is made by the City, the costs for labor, contractor and materials shall be billed to the owner. If these costs are unpaid, a lien will be made on the premises and property, pursuant to Section 325-12 of this Chapter.

B. Service line repair – city responsibility. The City is responsible for repair of service line leaks from the watermain up to and including the valve box, if the service line and/or valve box were installed to City standards as per Section 325-6 (B) of this Chapter. The City is not responsible for replacing any infrastructure (lighting, sprinkler systems, etc.) on private property and items such as landscaping, trees, driveway surfacing, etc. in boulevard or easement areas. Boulevard and easement areas will be brought up to grade, raked out and seeded down with grass seed. Driveway areas will be brought up to grade with Class V material and it shall be the owner's responsibility to replace any surfacing.

C. Service line repair – driveways. If the service line is extended and/or the valve box is located under a driveway, the owner assumes all responsibility and costs for maintenance and repair of the service line and/or valve box from the water main to the building or premises. This includes all costs of restoration, including driveway surfacing.

D. Thawing of Water Lines. The City is not responsible for thawing the portion of service line for which the premises owner is responsible per Paragraph A of this Section. Policy regarding the thawing of frozen water service lines is per City resolution, as adopted by the City Council.

325-12 Certification of unpaid accounts with taxes.

Unpaid accounts, charges and fees as per this Chapter shall be certified to the county auditor at least annually, and more often if deemed necessary. Prior to certification, a notice shall be sent by U.S. mail to the account holder and state the date that payment needs to be made prior to certification. The notice shall also inform the account holder of their right to a hearing before the City Council to dispute the amount owed. If approved by the City Council, all delinquent amounts, penalties and charges, including

administrative fees, shall be certified to the County Auditor for collection with property taxes.

ARTICLE III Private Wells

325-13 Private wells.

The City Council finds that due to the threat of contamination of private wells used for human consumption, all private wells shall be tested on an annual basis. Private wells with water that is unfit for human consumption will be required to hook up to the public water system, if available.

A. Annual testing. The City shall require annual testing of water quality from buildings or premises served by private wells in areas where the City water is reasonably available. If the owner objects to inclusion in such survey on the grounds that their building or premises cannot be served by City water, or on other grounds; they may appeal to the City Council within 10 days of receipt of notice of water testing, and the City Council shall thereupon hold a hearing to determine whether or not such premises should be deemed to be within the area where City water is reasonably available. The finding of the City Council shall be conclusive in this regard.

B. Water quality standards. For the purposes of this article, in order for water from private wells located in the City of Isanti to be deemed fit for human consumption, the chemical analysis of such water must indicate that said water complies with the following quality standards:

    1. Bacteriological. The maximum contaminant level for coliform bacteria in water from private wells is zero.

    2. Nitrates. The concentration of nitrates (as N) in water from private wells shall not exceed 10 milligrams per liter.

C. Well water testing; condemnation and replacement.

    1. The owner of each building or premises included in the above survey shall submit a sample of water from their private well to a recognized testing laboratory certified by the State of Minnesota Department of Health for a chemical analysis thereof, the cost of which shall be borne by each of the owners. The results of said chemical analysis indicating whether said water is fit for human consumption and certified to by said testing laboratory shall be submitted to the City Administrator or their designee on or before the first day of November of each year. Such a chemical analysis shall be performed and the results thereof submitted to

the City Administrator or their designee as above stated for so long as any of the premises included in the above survey continue to be served by a private well. In the event that test results are not provided to the City, the City has the right to collect a sample from the building or premises and shall have the water tested and a private well water testing fee, as set by resolution of the City Council, and specified in City Code Chapter A344 Fee Schedule, shall be billed to the owner. If the bill is unpaid, the charges shall become a lien on the property, and collected pursuant to Section 325-12 of this Chapter.

2. If the result of the above chemical analysis shows the water to be fit for human consumption, no further action is required until the annual test is due the next year. If the result of the chemical analysis shows the water to be unfit for human consumption, the City Administrator or their designee shall thereupon notify the owner of each premises affected regarding the test results and need for hookup to the public water supply system. If the well is failing as per Paragraph B (1) of this section, the owner will be allowed to disinfect their well and re-test the well water.

3. Upon their request the owners of said building or premises affected shall have an opportunity to be heard at a hearing held by the City Council. At such hearing, the City Council may resolve that such private well be condemned and that the owner of the affected premises apply immediately for hookup to the City water system, that upon failure or refusal of said owner or owners to so apply, the Council may order such hookup to be made and assess the costs and interest as determined by the City Council, against the premises affected as a special assessment payable in one lump sum with the real estate taxes due the following year as per Section 325-12 of this Chapter.

D. Certain private wells condemned. All private wells used to provide water for human consumption in the City of Isanti, that are included or includable in the survey set forth in Subsection A hereof and if at any time the water therefrom is found to be unfit for human consumption as a result of the chemical analysis of said water, are hereby declared to be a nuisance and are hereby condemned, and upon hearing and proper findings by the City Council, the owner of the building or premises served by such private well are required to apply for and hook up to the City water system, and upon failure or refusal by said owner to so apply and hook up, the Council may order such hookup and assess the costs and interest as determined by the City Council, against the premises affected as a special assessment payable in one lump sum with the real estate taxes due the following year as per Section 325-12 of this Chapter.

325-14. No new private wells without City Council authorization.

No new private wells for human consumption shall be constructed in the City in any area where the public water system is available. In cases of hardship where the public water system is not available, an owner may request an exemption from the City Council to construct a private well. The hardship shall no longer exist once a watermain and a water service line is extended to the parcel. On that date, the owner will have 60 months to connect to the public water supply system unless their well is found unfit for human consumption in accordance with the requirements of this Section.

ARTICLE IV Water Conservation Restrictions, Critical Water Deficiency, Lawn Sprinkling, Watering and Irrigation

325-15 Intent. This article establishes water conservation restrictions, and the plan will be in effect at any time the Governor, and/or Mayor, declares by executive order a critical water deficiency, pursuant to Minn. Statutes 103G.291. This article also regulates lawn sprinkling and irrigation to conserve water resources and prevent harmful and wasteful effects on water resources by limiting lawn sprinkling, lawn watering and irrigation during mid-day hours.

325-16 Water conservation restrictions, critical water deficiency

A. Application

1. This ordinance applies to all customers of public water suppliers who own or control water use on any premises.
2. No owner or person shall make, cause, use, or permit the use of water received from a public water supply for residential, commercial, industrial, governmental, or any other purpose in any manner contrary to any provision in this Article.
3. Mandatory emergency conservation measures shall be implemented based upon the declaration of a critical water emergency by the Governor, and/or Mayor.

B. Waste of water prohibited.

1. Customers or owners shall maintain taps, faucets, valves and other waste facilities so that water waste is eliminated from seeps, dripping faucets, etc.
2. No owner or person shall waste water deliberately by allowing irrigation or sprinkling water to run off onto the street or into the drains.

3. Water may be ran through approved water taps during specified time periods to keep service lines from freezing in accordance with the water tap policy, as adopted by resolution of the City Council.

C. Declaration of critical water deficiency.
Upon the declaration of a critical water deficiency by the Governor, and/ or Mayor, the public water supplier shall immediately post notice of the emergency declaration at the usual meeting place of the city council, or the official city bulletin board. The city shall provide notification to the public as quickly as possible or through established water supply plans, emergency response plans, or procedures.

D. Mandatory emergency water conservation measures.
Upon declaration of a water emergency and notification to the public, the following mandatory restrictions upon nonessential water use shall be enforced:

1. Outdoor irrigation of yards, gardens, golf courses, parklands, and other non-agricultural land, except for those areas irrigated with reclaimed water, is prohibited.
2. Washing or spraying of sidewalks, driveways, parking areas, tennis courts, patios, or other paved areas with water from any pressurized source, including garden hoses, except to alleviate immediate health or safety hazards, is prohibited.
3. The outdoor use of any water-based play apparatus connected to a pressurized source is prohibited.
4. Restaurants and other food service establishments are prohibited from serving water to their customers, unless water is specifically requested by the customer.
5. Operation of outdoor misting systems used to cool public areas is prohibited.
6. The filling of swimming pools, fountains, spas, or other exterior water features is prohibited.
7. The washing of automobiles, trucks, trailers, and other types of mobile equipment is prohibited, except at facilities equipped with wash water recirculation systems, and for vehicles requiring frequent washing to protect public health, safety, and welfare.

E. Variances.
The City Administrator, or his/her designee, is authorized to grant variances to this ordinance where strict application of its provisions would result in serious hardship to a customer. A variance may be granted only for reasons involving health or safety. An applicant may appeal the denial of a variance within five days of the decision by submitting a written appeal to the City Administrator. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final.

F. Violations.

1. Violations shall be determined and cited by the City Administrator or his/her designee.

2. Upon discovery of a first violation, the violator shall be issued, either personally or by mail, a warning letter that sets forth the violation and describes the remedy and fines for future violations.

3. Upon subsequent violations at the same location, the violator shall be issued, either personally or by mail, an administrative citation that sets forth the violation and shall describe the remedy. The City reserves the right to charge the violation as a misdemeanor violation, as per Article V of this Chapter.

4. A violator may appeal the citation within five days of its issuance by submitting a written appeal to the City. The City Council shall hear the appeal at the next City Council meeting. The decision of the City Council is final. Violators may be granted an administrative waiver if evidence is provided that equipment failure was the cause of the violation. A letter from a qualified vendor or invoice for equipment repair will be required to show proof of equipment failure.

G. Severability.

If any provision of this ordinance or the application of any provision to a particular situation is held to be invalid by a court of competent jurisdiction, the remaining portions of the ordinance and the application of the ordinance to any other situation shall not be invalidated.

325-17 Lawn sprinkling, watering and irrigation.

A. Use and regulation.

The use of the municipal water system or any private well or other source of water for lawn sprinkling, lawn watering or lawn irrigation purposes shall be regulated as provided in this article. In the event the City Administrator determines that a water shortage exists, the City Administrator is authorized to restrict the sprinkling, watering or irrigation of lawns within the City by posting a notice at City Hall setting forth the restrictions and providing notification to the public. Such restrictions may include a limitation as to which days of the week, dates of the months, or hours of the day during which lawn sprinkling, lawn watering and lawn irrigation is prohibited. In addition, the City Administrator may declare a total lawn sprinkling, lawn watering and lawn irrigation ban if the City Administrator determines that a water shortage of such magnitude as to threaten the public health or safety exists or will likely exist if such ban is not imposed.

B. Use of private wells.

The use of any private well or source of water other than the City's water system, for lawn sprinkling, lawn watering, or lawn irrigation purposes, shall be

exempt from any restrictions and the annual watering restrictions imposed pursuant to this Section if the owner has registered the private well or other source of water to be used for such purposes with the Public Works Department of the City of Isanti, obtained a water appropriation permit, if required under any applicable State or Federal law or regulation, and posted a sign provided by the Public Works Department that clearly informs the public of the alternative water source. If any owner claims the privilege of exemption from the restrictions otherwise applicable under this Section, a representative of the City may inspect the subject property during reasonable times to ensure compliance with this provision.

C. Annual restrictions.

During the period from May 1 through September 1 annually, all lawns on all property with addresses that end with an odd number may be sprinkled, watered or irrigated only on odd-numbered days, and all lawns on property with addresses that end with an even number may be sprinkled, watered or irrigated only on even-numbered days, provided, however, that during this time period, no lawn sprinkling, lawn watering nor lawn irrigation shall be allowed from 12:00 p.m. to 6:00 p.m. each day. This provision shall automatically apply unless superseded by action of the City Administrator as provided in this Section above imposing more restrictive measures. Notwithstanding the provisions of this Section, the City Administrator or his/her designee, may, upon request of an owner, authorize daily sprinkling, watering or irrigation of newly seeded or sodded lawn areas provided that such permission will not increase the risk of a water shortage of such magnitude as to threaten the public health or safety.

325-18 Cross connections prohibited

No owner, tenant or person shall construct, cause to be constructed or operate any device which provides a cross connection between the municipal water supply and a private well or the sewer system.

Article V Violations and Penalties

325-19 Violations and penalties

A. Any owner, tenant or person violating any provision of this Chapter shall, upon conviction thereof, be punished by a fine not exceeding $1,000 or by imprisonment not exceeding 90 days, or both, plus costs of conviction in either case.

B. An owner, tenant or person violating any provision of Article IV shall be subject to a usage charge for the first, second and third violation occurring within a 12 month

period. The usage charge shall be as set by resolution of the City Council and specified in City Code Chapter A344, Fee Schedule. The usage charge shall be added to the monthly water bill. Any unpaid charges shall become a lien on the property, as per Section 325-12 of this Chapter. Further violations shall be punishable as a misdemeanor violation, as per paragraph A of this Article.

EFFECTIVE DATE:

This ordinance shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this ____ day of 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on: _____
Published on: _____
Effective Date_____

ORDINANCE NO. _____ **J.6.**

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI ADDING CHAPTER 262, SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 262

SEWER AND WATER SERVICE CHARGES

Article I Sanitary Sewer and Water Rates and Regulations

262-1 Definitions
262-2 Sanitary sewer and water utility charges
262-3 Sanitary sewer and water rate table
262-4 Sanitary sewer and water rates
262-5 Accounts and billing for services
262-6 Right to discontinue service
262-7 Miscellaneous provisions

Article II Special Sewer Treatment Fund

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Article IV Violations and Penalties

262-13 Violations and Penalties

Article I Sanitary Sewer and Water Rates and Regulations

262-1. Definitions

As used in this article, the following terms shall have the meanings indicated:

CITY – The City of Isanti or its officers or employees authorized to perform the functions to which there is reference in the Chapter.

COMMERCIAL MALLS – A group of attached buildings, or a single building, containing a series of separate stores, offices, or establishments, that are engaged in retail, service, or similar occupations. Such commercial malls may also be known as mini-malls, strip malls, shopping centers, discount centers, or similar titles.

DEPARTMENT – The City sanitary sewer or water department, as a part of the Public Services Department.

IRRIGATION – Means the watering of shrubs, trees, sod and seeded areas.

NORMAL STRENGTH SEWAGE WASTE – Means wastewater that is primarily introduced by residential users with a BOD concentration not greater than 220 mg/l, a total suspended solids (TSS) concentration not great than 240 mg/l, ammonia concentration not greater than 25 mg/l, and total phosphorus concentration not great than 8 mg/l.

NOTICE – A notice in writing directed to the owner, tenant or other person affected for the time specified by the ordinance, stating briefly the condition that is the reason for the notice, and the consequences that will result upon failure to comply with the terms of the notice. A notice shall be deemed given when either it is personally served on the person to whom it is directed to or mailed to them at their last known address. If the owner, tenant or other person cannot be reached by mail service, service may be made upon the occupant of the building or premises. Notification may also be made by a posting the notice on the front door of the building.

OWNER – The person, company, corporation or their authorized agent that owns a building or premises.

PREMISES-A platted lot or part thereof or unplatted parcel of land, either occupied or unoccupied and/or any building or structure on the property.

PUBLIC SANITARY SEWER SYSTEM – The public sanitary sewer utility owned, maintained and controlled by the City.

PUBLIC WATER SUPPLY SYSTEM – The public water supply and utility owned, managed or controlled by the City.

SPECIAL ASSESSMENTS – Means a charge for construction of a public sanitary sewer system or public water supply system improvements pursuant to City Code Chapter 276, or a charge for any repair performed by the City, or any fees and usage charges which, pursuant to State law, are certified to the County for collection with property taxes.

VALVE BOX – Means curb stop or shut off valve installed on the water service line that controls the flow of water from the public water supply system to the building or premises.

262- 2 Sanitary sewer and water utility charges.

Sanitary Sewer and Water Utilities service charges are fees collected from all system users and those who have reasonable access to the public sanitary sewer and water supply systems (sanitary sewer and water utilities). The City Council has determined that in order to pay for the cost of construction, reconstruction, repair, enlargement, improvement, maintenance, operation and use of the City's sanitary sewer and water utilities; the cost of new State and Federal regulations; principal and interest due on obligations issued or to be issued therefor; it is necessary to impose the following just and equitable charges for the use and availability of the sanitary sewer and water utilities service. Fees, as authorized by Minn. Statutes 444.075, for connection to and usage of the sanitary sewer and water utilities system are set based on the financial needs of the sanitary sewer utility and water utility.

262-3 Sanitary sewer and water rate table.

Sanitary sewer and water rate tables have been prepared to provide annual rates for sanitary sewer and water accessibility charges, base fees and usage rates, and are attached as a part of this Chapter. Accessibility charge rates, base fees and sewer rates shall be adjusted periodically, as per the rate table. New charges are applicable beginning on the date of the first meter reading in the month that rates are adjusted.

262-4 Sanitary sewer and water rates.

Sanitary sewer rates for users with normal strength sewage waste (NSSW) are listed in the Sewer Rate Table. Users are charged base fee(s) and usage charges (per gallon). Water rates for users are listed in the Water Rate Table.

A. Base fees are charged as follows:

    1. Single Family dwellings are charged one base fee per unit.
    2. Apartment units are charged 80% of the base fee charge per unit.
    3. Commercial and industrial structures shall be charged base fees per account based on water consumption. The base fee rate and base fee charges shall be set in the Commercial Base Fee Consumption Schedule of the Sanitary Sewer and Water Rate Table.
    4. Irrigation meters, when used in conjunction with residential, commercial or industrial uses, are not subject to base fee charges. To be discussed

B. Base fees – utility not connected or not in service. The owner of any building or premises to which the public sanitary sewer system or water system is available through a service stub in the City right-of-way or easement but either not connected, or installed but not in service, shall pay a monthly availability charge equivalent to 50% of the sewer base fee as provided in the Sewer Rate Table and availability charge equivalent to 50% of the water base fee as provided in the Water Rate Table. Failure by the owner to pay the fee, shall subject them to collection of the fee pursuant to Section 262-7(B) of this Chapter.

C. Usage charge. Upon connection of any building or premises to the public sanitary sewer system and/or water system, the owner shall pay for sewage and water based on water used each month at rates listed in the Sewer Rate Table and Water Rate Table.

D. Sewer charge options – Residential accounts. For the purpose of calculating the sewer usage charge, new residential accounts are billed a minimum of 3,500 gallons per month and charged according to the winter average method. This is calculated by taking the average of water used in the months of January, February and March of each year to get average monthly sewage use. Winter averages are updated annually on the April billing statement. The account holder has the option of electing billing based on actual water usage (gallon per gallon). The election to change sewer charge options shall be made by November 1st for the following year. If the option is to change back to the winter average method, a minimum usage of 3,500 gallons per month will be used until the average is calculated. Election to change calculation of sewer charges may be done annually. For any month during the averaging period that a property is vacant, that account shall be assigned a minimum usage of 3,500 gallons. In no case will the sewer charge exceed the actual metered water usage.

E. Sewer – Commercial accounts. Commercial customers are charged for sewer usage based upon their monthly water usage. If an irrigation system is in place, the owner, at their own expense, may have a separate meter installed for the irrigation system. Only the water usage rate applies to the irrigation meter.

F. Industrial charges. Sanitary sewer base fees, usage rates, or other fees for industrial users with waste flows in excess of normal strength sewage waste shall be set by Special Agreement and are calculated based upon their impact on the sewer plant's capacity and treatment system (BOD, TSS, phosphorus, ammonia, etc.) as outlined in their discharge permit.

G. Accessibility charge. The accessibility charge for connection of a building or premises to the sanitary sewer system or water system is listed in the Sewer Rate Table as the SAC fee (Sewer Accessibility Charge) and the Water Rate Table as the WAC fee (Water Accessibility Charge). The accessibility charge for a single-family dwelling or equivalent shall be 100% of the full connection charge for each unit.

H. Residential equivalency connection charge. Residential equivalency connection charges (RECs) will be established by the City for nonresidential users as per the City Engineer's recommendations.

I. Trunk Utility Charges. Trunk utility charges have been established for new subdivided areas of the City that did not pay for the original sanitary sewer system and water system.

262-5 Accounts and billing for services.

A. Accounts. All accounts shall be carried in the name of the owner who personally, or by their tenant as authorized agent, are designated the account holder and shall apply for sanitary sewer service and/or water service. If the building or premises is rented, the

tenant, if so authorized by the owner, may carry the account in their name. The owner shall, at all times, be personally liable for sanitary sewer and water services used in the building or premises, whether they are occupying the same or not. Any unpaid charges shall become a lien on the property, as per Section 262-7 (B) of this Chapter.

B. Deposit. The City reserves the right to request a deposit for sanitary sewer and water services. The deposit shall be in accordance with the City Fee Schedule. The deposit shall be held as a guarantee to hold the City free from any loss occasioned by failure of payment on the account as per this Chapter. If the deposit is used for payment of delinquent sanitary sewer service and/or water service charges, penalties and interest due, and the deposit is depleted; the sanitary sewer service and/or water service shall be discontinued. The account will be suspended until all delinquent charges and a new deposit are paid to the City.

C. Billing cycle. Sanitary sewer and water service base fees, user charges, fees by special agreement shall be billed on a monthly basis. Bills on accounts for the past month's service are mailed on or about the last business day of the month. Bills are due by the 20th of the following month. If that day is on a holiday or weekend, the charges are due by the end of the next business day. Bills on accounts shall be paid within 5 calendar days of the due date for the account to remain current.

D. Penalty charge and interest on unpaid bills. The monthly charges in this section shall be subject to penalties after the final due date. Unpaid accounts shall be subject to a penalty charge of interest at the rate of 1.5% per month, with a minimum penalty charge of $5.00 per month for unpaid balances of $10.00 or greater.

E. Disconnection. All delinquent and unpaid accounts are subject to disconnection as per Section 260-6 of this Chapter, except as otherwise provided by law. At any time, accounts paid by a check without sufficient funds (non-sufficient funds check), upon discovery by the City, are considered delinquent. These accounts are subject to immediate disconnection unless precluded by state statute. No further notifications or posting will be given. All delinquent amounts, connection and disconnection fees, must be paid prior to sanitary sewer service and/or water service being restored. These accounts shall be required to pay with cash or credit card for delinquent and future account payments.

F. Payment plan for delinquent accounts. The account holder may request a payment plan for the unpaid balance of a delinquent sanitary sewer and/or water utility account owed the City. All delinquent amounts, penalties and charges will be included in the payment plan. The term of repayment shall not exceed 90 days. During the time of the repayment plan, the account shall be kept current. If at any time during the time of repayment the account becomes delinquent by non-payment of charges, the City shall proceed to discontinue services as per Section 262-6 of this Chapter. If disconnected, charges per Section 262-6 will apply and no further payment arrangements will be extended to the account. The owner is responsible for all delinquent charges on the account and if unpaid shall be a lien on the property pursuant to 262-7 (B) of this Chapter. Account holders may utilize a payment plan once annually, and in no case more than 3 times in a 10 year time period.

G. Utility rate overcharge. In the event it has been determined by the City that an account has been overcharged, the City will pay a credit to the account of the monthly overcharge for a period of up to 12 months, provided that the account is current. In the event that the account is delinquent, any credit shall be applied to the unpaid balance, any penalties or interest due the City. In the case where the overcharge in total exceeds $1,000.00, a longer time period of credit shall be determined by the City Council.

H. Utility rate undercharge. In the event an account has been undercharged through no fault of their own, the City will seek recovery for up to 12 months of undercharged use. At the request of the account holder, the City will provide a payment plan for the undercharged usage equivalent to the number of months being charged at no interest to the account holder, provided that payments by the account holder prior to discovery of the undercharge were current. If not current, undercharged usage charges are due upon discovery and notification of the account holder. If the undercharge in total exceeds $1,000.00, a longer time period shall be determined by the City Council. The City reserves the right to collect these charges as per Section 262-7 (B) of this Chapter.

262-6 Right to discontinue service.

A. Notification. The City shall notify the owner or tenant; the account holder whose name the account has been placed in when a sanitary sewer service and/or water service account is 30 days past the due date. This notification shall be by U.S. Mail. This notification shall include:

1. The amount owed the City, including any interest or other appropriate charges.
2. The date by which the account must be paid.
3. Who the account holder may contact regarding this matter. This includes the right of the account holder to discuss the delinquent charge(s) and/or set up a payment plan if applicable as per Section 260-4(F).

If the account is not paid by the date that was in the first notification, the City shall hand deliver a notice to the dwelling or premises by posting on the front entry door. A delinquent posting notice fee, as per the City Fee Schedule, shall be charged to the delinquent party's account to cover administrative costs associated with the preparation and delivery of this notice. This second notice shall state that the delinquent account balance and door posting fee shall be paid by the specified time and date. It shall also state who the account holder may contact to appeal the shutoff. Any appeal must be made prior to the close of the last business day before the day the utility is shutoff. The appeal shall be made to the City Administrator or their designee. The notice shall also include all applicable charges to disconnect and to reconnect the service as per this Chapter and that these fees shall be applied to the account balance.

B. Shutoff. Services will be discontinued to the accounts which have not made payment or arrangements with the City regarding the delinquent account. In the event of a sanitary sewer service in a building or premises served by a private well, if practical a removable plug be placed in the building drain or service connection. If not practical, sewage usage

shall be continued to be billed against the account. Shutoff of services shall not be done in the following situations:

1. The account holder's household has a member of the armed forces that has issued orders for active duty, for deployment, or for a permanent change in duty in accordance with Minn. Statutes 325E.028.
2. In cases where the National Weather Service has issued an excessive heat watch, heat advisory or heat warning, and those warnings and watches are in effect, in accordance with Minn. Statutes 216.0975.

C. Charges. The City shall charge a fee to disconnect services and a fee to reconnect services to a delinquent sanitary sewer service and/or water service account. These charges are due at the time the delinquent account balance is paid to the City.

D. Shutoff by City only. No person, party or firm shall turn on or off the water supply at the valve box, gate valve or restrict a sanitary sewer service without permission of the City. In emergency situations, water may be shut off or turned on, with the City notified as soon as practical.

E. Taking water without authority. Taking water without authority, tampering with valve boxes, water meters, public water systems, or installation of meter bypasses is strictly prohibited, and if determined by the City Administrator or their designee that probable cause exists to believe that any such violation is occurring or has occurred, shall subject the owner or tenant to immediate disconnection of service and an estimated bill will be issued for unmetered water use. Charges for disconnection and reconnection shall apply to any reinstatement of a water account. Repair and replacement of damaged meter equipment shall be charged. All fees, repair and replacement costs, personnel time and unmetered water use shall be paid in full prior to reinstatement of a water account and reconnection of water service.

F. Shutoffs in multiunit buildings. In a situation where the water supply has been shut off to one or more units in a multiunit building by the City, water will not be turned on and/or a meter reinstalled if the account holder has delinquent accounts in other units in the same building.

G. Delinquent account in shared connection. In the event that an account holder has an unpaid delinquent account in a building or premises that receives water service through a common waterline where the shutoff and/or water meter serve other account holders whose accounts are in good standing, the City shall not shutoff utility services. The delinquent account holder is responsible for disconnection and reconnection fees if the account is not paid prior to the disconnection date that the account would have been disconnected. If a monthly reoccurrence, disconnection and reconnection fees shall be charged every 3 month that the account is delinquent. The owner of the building or premises is responsible for all delinquent charges on the account, and if unpaid shall be made a lien on the property pursuant to Section 262-7 (B) of this Chapter.

H. Request for disconnection. The account holder, owner or authorized agent, may request that their sanitary sewer and/or water service be discontinued. The City will then shut off the water and if necessary, remove the water meter. A disconnection fee will be charged and if reconnected, a reconnection feel will also be charged. When the sanitary sewer

service and/or water service is discontinued, a monthly fee equivalent to 50% of the sewer base and water base fee will be charged. The owner is responsible for the base fee charges, and if unpaid shall be a lien on the property pursuant to 262-7 (B) of this Chapter.

I. Disconnection due to other utility disconnection and vacancy. If the account has the electric and/or gas utilities shut off during the time period between October 15 and April 15, and the City determines in good faith that the premises has been vacated by the former account holder and no transfer of the account has been made, the City reserves the right to discontinue sanitary sewer service and/or water service to the premises. The account shall be deemed delinquent and charges to reinstate the account as per this Chapter shall apply.

262-7 Miscellaneous provisions.

A. Refusal to allow access. If an owner refuses to give consent to the City to enter the building or premises served to inspect a meter and/or obtain a reading, the City will pursue an administrative search warrant to gain access.

B. Certification of unpaid account balances with taxes. Unpaid sanitary sewer and/or water service charges, interest and penalties on accounts shall be certified to the county auditor at least once annually, and may be done more often if deemed necessary. Prior to certification, a notice shall be sent by U.S. mail to the account holder and state the date that payment needs to be made prior to certification. The notice shall also inform the account holder of their right to a hearing before the City Council to dispute the amount owned. If approved by the City Council, all delinquent amounts, penalties and charges, including administrative fees, shall be certified to the County Auditor for collection with property taxes.

Article II Special Sewer Treatment Fund

262-8 Special sewer treatment fund.

The funds received from the collection of connection charges authorized by this article shall be deposited in a fund to be known as the "Special Sewage Treatment Fund". The fund shall be administered by the City Council and shall be used for the following purposes, in the following priority:

A. To meet the operational and maintenance costs of the sanitary sewer system.

B. To be applied to the design and construction costs of a new sewage treatment plant, or an addition to the existing plant, and any capital charges represented by bonds or certificates of indebtedness or otherwise incurred in connection therewith.

C. For reasonable requirements for replacement or obsolescence.

Article III Hookup Charges for Commercial Malls

262-9 Intent and purpose.

The intent and purpose of this article is to make certain that each user of the City sewer and water utility system shall pay a fair price for their proportional use of the service.

262-10 Administrative standards.

Whenever in the course of administration and enforcement of this article, it is necessary to make any administrative decision, unless other standards are so provided in this article, the decision shall be made to that the result will be consistent with the intent and purpose of this Article.

262-11 Connection charges.

The sanitary sewer and water connection charges for a commercial mall shall be one sanitary sewer access charge (SAC) or water access charge (WAC) per 3,000 square feet or fraction thereof of building. This shall include both finished and unfinished square footage.

262-12 Part of building permit.

These charges shall be made part of the building permit and payment for them shall be made at the time the building permit is paid for. Failure to pay the charges shall mean that the building permit shall not be issued.

Article IV Violations and Penalties

262-13 Violations and penalties.

Any person violating any provision of this Chapter shall, upon conviction thereof, be punished by a fine not exceeding $1,000.00 or by imprisonment not exceeding 90 days, or both, plus costs of conviction in either case. A separate offense shall be deemed committed for each day the violation shall continue.

EFFECTIVE DATE:
This ordinance shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this ____ day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on: _____
Published on: _____
Effective Date: _____

J.7.

A Community For Generations.

Isanti

Request for City Council Action Memo

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: January 7, 2020
Subject: Ordinance 2020-XXX- Amending Chapter 227- Parking and Storage

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Background:

As was reviewed and recommended by Committee of the Whole, staff has drafted an ORD to remove the No Parking on the west side of 9th Ave NE and add No Parking to both sides of 8th Ave NE from Heritage Blvd to the intersection of 9th Ave NE and then extending an additional 300'south on 8th Ave NE.

Staff Request:

Staff is seeking action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 227 PARKING AND STORAGE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Sub-paragraph (5), Paragraph C., Parking, Stopping, and Standing Provisions, Section 227-2, Parking Regulations, Article II General Parking Regulations, of Chapter 227 of the Code of the City of Isanti is hereby amended to add the following text:

227-2. Parking regulations.

C. Parking, stopping and standing provisions.

(5) No parking is allowed on any of the following streets or highway:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SE beginning at its intersection with Palomino Road SE to its intersection with Townsedge Road SE. Along the East side of Railroad Ave SE beginning at its intersection with Main Street E to its intersection with Palomino Road SE.

(c) Along either side of County Road 5 NE/NW beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Ave SW from its intersection with Main Street W heading south to its intersection with Elizabeth St SW.

(e) Along either side of Elizabeth St SW from its intersection with Fifth Ave SW heading east to its intersection with Second Ave SW.

(f) Along either side of Fifth Ave SW from its intersection with Elizabeth St SW heading south to its intersection with S Brookview Ln SW.

(g) Along either side of Second Ave SW from its intersection with Main St W heading south to its intersection with Elizabeth St SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway St SE, from Highway 65 NE to 6th Ave NE.

(j) Along either side of 6th Ave NE, from Broadway St SE to Heritage Blvd NE.

(k) Along the West side of Centennial Dr. NW, from Heritage Blvd NW extending South 905' (feet).

(l) Along the South side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

(m) Along the West side of Dahlin Ave NE, from Heritage Blvd NE to Main St E.

(n) Along the south side of Main Street East, east of the Elim Street NE intersection to Highway 65 NE.

(o) Along the east side of 9th Ave from 8th Ave NE extending south 500' (feet).

(p) Along both sides of 8th Ave NE extending south from Heritage Blvd NE to the intersection of 8th Avenue NE and 9th Ave NE.

(q) Along both sides of 8th Ave NE extending 300' (feet) southwest from the intersection of 9th Ave NE.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this ___ day of _____.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/18/2019 - 12/18/2019

Dec 18, 2019 12:15PM

Report Criteria:
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12/19	12/18/2019	52612	2030	ARTISAN BEER COMPANY	609-20200	65.20
12/19	12/18/2019	52613	395	BCA	101-20200	995.00
12/19	12/18/2019	52614	9	BERNICKS PEPSI-COLA	609-20200	822.10
12/19	12/18/2019	52615	2319	BREAKTHRU BEVERAGE	609-20200	8,105.99
12/19	12/18/2019	52616	2537	BROOKS, KATIE	101-20200	280.60
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12/19	12/18/2019	52621	2817	COTE, TIM & ANNELI	601-20200	26.57
12/19	12/18/2019	52622	1472	CRAWFORDS EQUIPMENT INC	101-20200	73.50
12/19	12/18/2019	52623	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,843.90
12/19	12/18/2019	52624	2478	EAST CENTRAL ENERGY	101-20200	42.19
12/19	12/18/2019	52625	55	ECM PUBLISHERS INC	101-20200	289.55
12/19	12/18/2019	52626	912	FASTENAL COMPANY	601-20200	60.15
12/19	12/18/2019	52627	160	HAWKINS INC	602-20200	4,306.21
12/19	12/18/2019	52628	2847	IRLBECK, DYLAN	601-20200	50.19
12/19	12/18/2019	52629	188	ISANTI COUNTY SHERIFF	101-20200	1,683.11
12/19	12/18/2019	52630	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,204.06
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12/19	12/18/2019	52633	2727	LEGACY TITLE	601-20200	39.81
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12/19	12/18/2019	52638	1604	MINNESOTA UI FUND	101-20200	25.00
12/19	12/18/2019	52639	2080	MVTL LABORATORIES INC	602-20200	159.58
12/19	12/18/2019	52640	2170	NHH ROOFING PLUS	226-20200	8,325.00
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12/19	12/18/2019	52642	2848	PHILPOT, BRAD & MARY BENESCH	601-20200	68.42
12/19	12/18/2019	52643	2827	RATWIK, ROSZAK & MALONEY, P.A.	602-20200	5,730.54
12/19	12/18/2019	52644	2613	Servion Title	601-20200	28.29
12/19	12/18/2019	52645	2396	SOUTHERN GLAZERS OF MN	609-20200	12,907.94
12/19	12/18/2019	52646	1361	STAPLES ADVANTAGE	101-20200	345.68
12/19	12/18/2019	52647	96	STREICHERS	101-20200	825.34
12/19	12/18/2019	52648	1762	THE TITLE GROUP	601-20200	24.62
12/19	12/18/2019	52649	1740	TOSHIBA FINANCIAL SERVICES	108-20200	313.24
12/19	12/18/2019	52650	42	VIKING COCA-COLA BOTTLING CO	609-20200	219.25
12/19	12/18/2019	52651	1286	VINOCOPIA INC	609-20200	1,337.00
12/19	12/18/2019	52652	4	WATSON CO INC	609-20200	1,248.88
12/19	12/18/2019	52653	780	WINE MERCHANTS	609-20200	204.00
12/19	12/18/2019	52654	2009	WOOD, JOSEPHINE	101-20200	188.84
12/19	12/18/2019	52655	2849	YAGGY, MICHELLE	601-20200	13.07
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M = Manual Check, V = Void Check

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12/19	12/26/2019	52661	2850	BEAUDRY OIL & PROPANE	601-20200	1,774.72
12/19	12/26/2019	52662	53	BELLBOY CORPORATION	609-20200	4,323.10
12/19	12/26/2019	52663	9	BERNICKS PEPSI-COLA	609-20200	1,070.90
12/19	12/26/2019	52664	1500	BOLTON & MENK INC	505-20200	20,378.80
12/19	12/26/2019	52665	309	CITY OF CAMBRIDGE	920-20200	2,000.00
12/19	12/26/2019	52666	120	CONNEXUS ENERGY	101-20200	18,591.19
12/19	12/26/2019	52667	2685	COX, BRENNAN	001-20200	184.00
12/19	12/26/2019	52668	2760	CREATIVE SERVICES OF NEW ENGLAND	101-20200	216.95
12/19	12/26/2019	52669	918	CRYSTAL SPRINGS ICE	609-20200	77.76
12/19	12/26/2019	52670	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,631.50
12/19	12/26/2019	52671	2720	DEFIANT DISTRIBUTORS	609-20200	903.17
12/19	12/26/2019	52672	55	ECM PUBLISHERS INC	101-20200	321.95
12/19	12/26/2019	52673	346	EDAM	108-20200	295.00
12/19	12/26/2019	52674	2794	EMERGENCY EQUIPMENT CONNECTION, INC	101-20200	1,657.40
12/19	12/26/2019	52675	2028	FURTHER	861-20200	167.90
12/19	12/26/2019	52676	596	GRAFIX SHOPPE	101-20200	235.00
12/19	12/26/2019	52677	1684	ISANTI COUNTY AUDITOR-	411-20200	10,327.30
12/19	12/26/2019	52678	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,776.88
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12/19	12/26/2019	52681	2364	METERING & TECHNOLOGY	601-20200	1,822.92
12/19	12/26/2019	52682	1536	MINNESOTA DEED	219-20200	833.33
12/19	12/26/2019	52683	329	MN RURAL WATER ASSN	602-20200	250.00
12/19	12/26/2019	52684	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	15.00
12/19	12/26/2019	52685	617	PAUSTIS & SONS	609-20200	846.50
12/19	12/26/2019	52686	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,820.87
12/19	12/26/2019	52687	2851	PROFESSIONAL TURF & RENOVATION INC	104-20200	18,500.00
12/19	12/26/2019	52688	2341	RED BULL DISTRIBUTION	609-20200	140.50
12/19	12/26/2019	52689	2473	RITEWAY BUSINESS FORMS	603-20200	1,822.62
12/19	12/26/2019	52690	2396	SOUTHERN GLAZERS OF MN	609-20200	1,590.25
12/19	12/26/2019	52691	1442	ST. LOUIS MRO INC	101-20200	22.50
12/19	12/26/2019	52692	1361	STAPLES ADVANTAGE	101-20200	12.94
12/19	12/26/2019	52693	2834	SUN MECHANICAL, INC.	601-20200	418.30
12/19	12/26/2019	52694	626	THE WINE COMPANY	609-20200	218.00
12/19	12/26/2019	52695	2561	TM JOHNSON BROS INC	101-20200	223.00
12/19	12/26/2019	52696	42	VIKING COCA-COLA BOTTLING CO	609-20200	129.15
12/19	12/26/2019	52697	4	WATSON CO INC	609-20200	1,477.08
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/02/2020	52698	1141	ASSURANT EMPLOYEE BENEFITS	101-20200	22.69
01/20	01/02/2020	52699	2221	C & L DISTRIBUTING	609-20200	149.80
01/20	01/02/2020	52700	1629	CITY OF ISANTI	226-20200	13,196.09
01/20	01/02/2020	52701	1736	COMM OF MMB, TREAS DIV	101-20200	860.00
01/20	01/02/2020	52702	918	CRYSTAL SPRINGS ICE	609-20200	151.47
01/20	01/02/2020	52703	8	DAHLHEIMER DISTRIBUTING CO	609-20200	24,500.60
01/20	01/02/2020	52704	1941	DELTA DENTAL	861-20200	2,610.20
01/20	01/02/2020	52705	55	ECM PUBLISHERS INC	101-20200	126.63
01/20	01/02/2020	52706	1682	FERGUSON WATERWORKS	601-20200	164.44
01/20	01/02/2020	52707	2028	FURTHER	861-20200	1,006.37
01/20	01/02/2020	52708	267	GALLS, LLC	101-20200	380.99
01/20	01/02/2020	52709	739	HACH COMPANY	601-20200	446.13
01/20	01/02/2020	52710	1435	ISANTI TOWNSHIP	101-20200	1,368.82
01/20	01/02/2020	52711	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,312.82
01/20	01/02/2020	52712	5	KAWALEK TRUCKING	609-20200	197.00
01/20	01/02/2020	52713	17	MCDONALD DISTRIBUTING CO	609-20200	6,180.55
01/20	01/02/2020	52714	1044	MINNEAPOLIS FINANCE	101-20200	109.80
01/20	01/02/2020	52715	1945	MN DEPT OF LABOR	101-20200	2,165.07
01/20	01/02/2020	52716	2080	MVTL LABORATORIES INC	602-20200	159.58
01/20	01/02/2020	52717	1165	NORTHLAND TRUST	602-20200	428,856.25
01/20	01/02/2020	52718	617	PAUSTIS & SONS	609-20200	686.75
01/20	01/02/2020	52719	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,463.25
01/20	01/02/2020	52720	1401	ROAD MACHINERY &	101-20200	39.43
01/20	01/02/2020	52721	1361	STAPLES ADVANTAGE	101-20200	64.81
01/20	01/02/2020	52722	96	STREICHERS	101-20200	125.99
01/20	01/02/2020	52723	1290	THE AMBLE GROUP	101-20200	48.40
01/20	01/02/2020	52724	97	TOTAL CONTROL SYSTEMS INC	602-20200	18,092.18
01/20	01/02/2020	52725	1878	TOWMASTER	101-20200	23.32
01/20	01/02/2020	52726	42	VIKING COCA-COLA BOTTLING CO	609-20200	247.23
01/20	01/02/2020	52727	1286	VINOCOPIA INC	609-20200	275.00
01/20	01/02/2020	52728	4	WATSON CO INC	609-20200	1,059.62
01/20	01/02/2020	52729	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,682.00
01/20	01/02/2020	52730	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						521,109.28

City of Isanti

Gross Payroll	84,738.06
Social Security & Medicare	4,766.55
Public Employees Retirement	8,690.46
Total City Expense	98,195.07

Pay Date 12/27/2019

Pay Period 26 (12/8-12/21/19)

City of Isanti

Gross Payroll	7,769.25
Social Security & Medicare	594.36
Total City Expense	8,363.61

Pay Date 12/31/2019

Pay Period: Q4CCPay19 (10/1-12/31/19)

A Community For Generations.
Isanti

Request for City Council Action

TO: Mayor Johnson and Members of the City Council

FROM: Sheila Sellman, Community Development Director

DATE: January 7, 2020

SUBJECT: Resolution 2020-XXX approving a Conditional Use Permit to operate a microbrewery at 2 Enterprise Ave

---

Overview/Background
The applicant was approved for a Conditional Use Permit (CUP) on February 7, 2018, for a microbrewery at this proposed location. According to City Code Section 21 Subd. 7 if within on year after a CUP has been granted, the permitted work is not completed, the permit shall become null and void. The CUP expired February 7, 2019. The applicant is preparing to open and therefore needs a new CUP.

Analysis of Application
Zoning: The subject property is located at 2 Enterprise Ave NE, and is part of a larger existing building. This property falls within the TH-65 Overlay District of the B-2 Zoning Code. 'Microbrewery' is a Conditional Use in the TH-65 Overlay District.

Parking and Traffic: The parcel is already developed. According to the applicant, there will be up to 50 seats for patrons and up to four employees at a given time. Sit-down restaurants require one stall per 3 seats and 1 space per employee. In this case, 20 stalls would be required. The parking is shared in this location; however, the additional stalls should be striped.

Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under Section 17 of this Ordinance.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Parking for this development does not impact pedestrian circulation.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
This section is met.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The building already exists, and as such, is compliant with our zoning code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary. To date applications have been sent into the state and city liquor licenses have been applied for.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary. To date applications have been sent into the state and city liquor licenses have been applied for.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
This use complies with the performance standards of the zoning district.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.
Any additional stipulations will be included in the final resolution passed by the City Council.

Planning Commission Recommendation
The Planning Commission held a public hearing at their regular meeting of December 17, 2019. No one from the public was present for this item. The Commission recommend approval as presented.

Staff Recommendation
Staff recommends approval with the following conditions:
1) The additional parking stalls along the south parking lot shall be painted as approved in the original development.
2) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
3) Signage to be applied for and reviewed by the City prior to installation.

Attachments:
Resolution 2020-XXX
Findings of Fact
Conditional Use Permit

RESOLUTION 2020-XXX

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT APPLICATION TO OPERATE A MICROBREWERY AT 2 ENTERPRISE AVE NE SUITE A3

WHEREAS, Warren and Brett Thunstrom (applicants) have requested a Conditional Use Permit approval for the operation of a Microbrewery at 2 Enterprise Avenue NE Suite A3 in the City of Isanti (PID 16.132.0040); and,

WHEREAS, the property is located within the "B-2" General Business District and the "TH-65" Overlay District, of which requires a Conditional Use Permit to operate a Microbrewery in said zoning districts; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on December 17, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for a Microbrewery located at the property described within this resolution, be hereby approved with the following conditions:

1) Install (paint) 24 additional parking stalls along the south parking lot as approved in the original development.
2) Obtain any applicable licensing and permits from the proper City, County, State, and Federal Governments as deemed necessary.
3) Obtain sign permit approval from the City prior to any signage being installed.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Warren and Brett Thunstrom (applicants) for a Conditional Use Permit to operate a Microbrewery at the property addressed as 2 Enterprise Avenue NE Suite A3 (PID 16.132.0040) in the City of Isanti.

Findings of Fact

1. The applicants are requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned "B-2" General Business District and included in the "TH-65" Highway 65 Overlay District.
3. The applicants approved for a CUP on February 7, 2018, since the use has not been established said permit expired on February 7, 2019.
4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on December 17, 2019 at 7:00 p.m. at City Hall within the City Council Chambers.
5. Notice of the Conditional Use Permit application was published with the *Isanti County News* on December 5, 2019. Notices were sent to all property owners located within 350 feet of the aforementioned address.
6. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics):*

    A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
    The proposed use for the site is consistent with the goals and objectives of the comprehensive plan.

    B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
    The proposed use meets the purpose and intent of the "B-2" & "TH-65" zoning districts

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
The proposed use is in a commercial and industrial area. Staff believes that will not be detrimental or endanger the public health, safety, morals, or comfort.

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
Staff does not believe that the proposed use will be injurious to the use and enjoyment of the other properties within the immediate vicinity.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The conditional use will not impede the normal and orderly development and improvement of the surrounding properties. The use will be located within an existing structure.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
Adequate public facilities and services are currently available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The conditional use complies to all other regulations within the district in which it is located.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The conditional use complies with the general and specific performance standards as specified within this article, as stated by this document.

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under Section 17 of this Ordinance.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Parking for this development does not impact pedestrian circulation.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
This section is met.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
This area is surrounded by commercial and industrial uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
This section is met.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The building already exists, and as such, is compliant with our zoning code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary. To date applications have been sent into the State and city liquor license has been applied for.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
This property is in a commercial district, and as such, this section is non-applicable. To date applications have been sent into the State and city liquor license has been applied for.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
This use complies with the performance standards of the zoning district.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.
Any additional stipulations will be included in the final resolution passed by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on December 17, 2019. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Lundeen, seconded by Bergley to recommend approval of the Conditional Use Permit with conditions. Motion passed unanimously.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of a microbrewery for First Draft Brewery located at 2 Enterprise Ave. N.E., Suite A3, Isanti, Minnesota 55040.

Request: A Conditional Use Permit for a Micro-brewery in the Highway 65 Overlay District

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on December 17, 2019 and the Isanti City Council on January 7, 2019 pursuant the Isanti Zoning Ordinance, for the following described property:

2 Enterprise Avenue N.E., suite A3, Isanti, legally described as Towns Edge Business Center CIC 2010-1 [PID 16.132.0040].

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

1) The additional 24 parking stalls along the south parking lot shall be painted as approved in the original development.
2) Any applicable licensing and permits shall be obtained from the proper City, State, County, and Federal Governments as deemed necessary.
3) Signage to be applied for and reviewed by the City prior to installation.

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 7, 2020
Subject: Resolution to Adopt City Mission, Vision and Value Statements

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One of the 2019 Goal Setting items was to establish a city Mission statement. Through great collaboration with Staff, the below statements were proposed.

Committee of the Whole reviewed the statements at their Dec 17th meeting and recommends approval.

Mission:
To provide a safe healthy vibrant community and manage our resources to enhance the quality of life. We are dedicated to cost-effective governance, professional management and excellent public services.

Vision:
To support and engage the community through leadership, professionalism and integrity to ensure Isanti continues to be a community for generations.

Core Values:
Leadership: To encourage innovation, creativity, and initiative.
Service: To be fair, friendly, helpful and customer-service oriented.
Ethics and Integrity: To be truthful, accountable, responsible, professional, and with good moral standards.
Collaboration: To recognize that our people are our most valuable resource.
Community: To respect and promote our community and share opportunities to succeed.
Stewardship: To consider the long-term consequences of actions, protect our assets, and invest in the future.

Request:
Staff is requesting action on this item.

Attachment:
- Res 2020-XXX

RESOLUTION 2020-XXX

RESOLUTION TO ADOPT CITY MISSION, VISION, AND VALUE STATEMENTS

WHEREAS, 2019 Council Goal Setting expressed interest in having a City Mission Statement developed; and,

WHEREAS, Staff worked collaboratively to write the following Mission, Vision and Value Statements:

Mission:
To provide a safe healthy vibrant community and manage our resources to enhance the quality of life. We are dedicated to cost-effective governance, professional management and excellent public services.

Vision:
To support and engage the community through leadership, professionalism and integrity to ensure Isanti continues to be a community for generations.

Core Values:
Leadership: To encourage innovation, creativity, and initiative.
Service: To be fair, friendly, helpful and customer-service oriented.
Ethics and Integrity: To be truthful, accountable, responsible, professional, and with good moral standards.
Collaboration: To recognize that our people are our most valuable resource.
Community: To respect and promote our community and share opportunities to succeed.
Stewardship: To consider the long-term consequences of actions, protect our assets, and invest in the future.

WHEREAS, the Council Committee of the Whole reviewed the statements at the December 17th meeting and recommended adoption as presented;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the City Mission, Vision and Value Statements per this Resolution.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: January 7th, 2020

Subject: Consider a Resolution Authorizing Public Works Staff to Create a Sledding Hill in Bluebird Park

---

Background:
Committee of the Whole met and discussed creating a sledding hill in Bluebird Park. The sledding hill would be built in the NW corner of Bluebird Park using existing dirt on hand. The sledding hill would be 120' long by 50'wide with 10' by 20' flat staging area on top. The hill would have an approximate slope of 4:1 for sledding and a 6:1 slope on the sides and back. It will take 3 Public Works employees 80 hours to create the hill and additional $500.00 for seeding.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2020-XXX – Resolution Authorizing Public Works Staff To Create a Sledding Hill in Bluebird Park

RESOLUTION NO. 2020-XXX

A RESOLUTION AUTHORIZING PUBLIC WORKS STAFF TO CREATE A SLEDDING HILL IN BLUEBIRD PARK

WHEREAS, Committee of the Whole discussed creating a sledding hill in Bluebird Park; and,

WHEREAS, the sledding hill would be in the NW corner of Bluebird Park; and,

WHEREAS, the sledding hill would be 120' long and 50' wide with a 10' by 20' flat staging area on top; and,

WHEREAS, the sledding hill would have a 6:1 slope on the sides and back and a 4:1 slope for sledding in the front; and,

WHEREAS, the Public Works Dept. would be creating the sledding using existing dirt on hand; and,

WHEREAS, the cost to build the hill will be 3 Public Works employees at approximately 80 hours coded to wages and salaries; and,

WHEREAS, there will be an additional cost of $500 for seeding coded to PRC-400;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to authorize Public Works staff to create a sledding hill in the NW corner of Bluebird Park using existing dirt on hand per this resolution.

Adopted by the Isanti City Council this 7th day of January, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

CITY COUNCIL MEMO

To: **Mayor Johnson and Members of City Council**
From: Matt Sylvester, Public Services Director
Date: January 7, 2020
Subject: Resolution 2020-XXX Approving Compost Facility Operation

---

Background:
The City Council has reviewed the compost facility hours and operation and the hiring of seasonal public works staff on an annual basis. Below are the proposed days/hours of operation for the 2020 season. The recommended season open date would be Tuesday, April 21 and season close date would be Sunday, November 8 with hours the same as the 2019 season. As discussed at Committee of the Whole, the 2020 open dates would include adding the first and last 3 Saturday's of the season.

2020 Proposed Compost Hours of Operation:
April 21st – November 8th
Sunday – Noon – 5:00pm
Monday – Closed
Tuesday – 1:00pm – 7:00pm *or sunset
Wednesday – Closed
Thursday – 1:00pm – 7:00pm *or sunset
Friday – Closed
Saturday – Open Noon -5:00pm -April 25th, May 2nd, May9th, Oct 24th, Oct 31st, and Nov 7th.

Closed in Observance of Holidays

- Sunday, May 24 – Memorial Day
- Sunday, July 5 – 4th of July
- Sunday, September 6 – Labor Day

Seasonal Staff:
The 2020 budget has funds for three public works seasonal employees.

Requests:
Staff is seeking action on this item to post compost facility hours and approval to post for seasonal public works employees.

Attachments:

- Res – XXX

RESOLUTION NO. 2020-XXX

APPROVING OPERATION OF THE COMPOST SITE

WHEREAS, the compost facility will open for the 2020 season and be staffed by an attendant to monitor that only grass and leaves be accepted per our permit; and,

WHEREAS, the compost site will also be open the first 3 Saturdays of the season from noon to 5:00 beginning on April 25th and the last 3 Saturdays of the season beginning on October 24th; and,

WHEREAS, the compost site will be open to the public for residential yard waste including grass clippings and leaves when the site is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m. or sunset and Sundays noon to 5:00 p.m. beginning April 21 and closing November 8; and,

WHEREAS, the compost site will be closed for the following days in observance of the Holiday: May 24, July 5, September 6 and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. Staff may post the hours the compost site will be open when it is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m or sunset, and the first and last 3 Saturdays of the season and Sundays noon to 5:00 p.m.
2. Staff may post the dates the site is open for the season; April 21 - November 8.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.6.

Memo

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey, Parks, Recreation and Culture Manager

Date: January 7, 2020

Subject: Resolution Approving Isantian Ad Rates and Sponsorship Packages

---

Background:

The City of Isanti offsets some of the expense of printing the quarterly Isantian newsletter by selling advertising space. There are 2.75" x 1.5" standard ads and one half-page ad available. The City emails the rate sheet to past ad purchasers, and City of Isanti businesses. The City also offers sponsorship packages for City programs including the Farmers' Market, Community Garden, and Street Dances. Community Partnership Packages have been developed for local businesses to easily support all of these initiatives. Pricing is as follows:

- Standard Ad: $400/year (runs 4 times)
- Half Page Ad: $1200/year (runs 4 times)
- Tier 1: $650
- Tier 2: $1100
- Tier 3: $1350

Package details are listed in "Exhibit A" of the attached resolution.

Staff Request:

Staff requests City Council approval of the Isantian ad and sponsorship package rates.

Attachment:

- Resolution 2020- XXX
    - Isantian Ad Rate Sheet and Contract

RESOLUTION NO. 2020-XXX

RESOLUTION APPROVING ISANTIAN AD RATES AND SPONSORSHIP PACKAGES

WHEREAS, in 2017, the City of Isanti began handling the advertisements in the Isantian newsletter in-house; and,

WHEREAS, revenue from advertisements supports the cost of publishing the newsletter; and,

WHEREAS, the standard size ad rate will be $400 with twelve (12) ad spaces available, and the half page rate will be $1200 (one available).

WHEREAS, the City of Isanti also seeks local businesses and organizations each year to participate in sponsorship programs for the Street Dances and Farmers' Market/Community Garden (the Cultivate Wellness program); and,

WHEREAS, to encourage business involvement in the community, the City of Isanti will be offering limited time discounted sponsorship packages with purchase of a standard ad in the Isantian newsletter as follows:

- Tier 1: $650
- Tier 2: $1100
- Tier 3: $1350

WHEREAS, participating businesses will be required to submit an order form and contract, attached to this Resolution as "Exhibit A,"

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Isantian ad rates and sponsorship packages, effective January 8th, 2020.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize City staff to sign participant contracts as they are submitted.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Isantian Ad Rates

There are many great ways for Isanti businesses to support our community. For a limited time, businesses may select a discounted sponsorship package with purchase of a standard ad in the Isantian. All ads will run 4 times in the Spring, Summer, Fall, and Winter editions of the newsletter. Isantian's are delivered to over 2000 homes and businesses in Isanti.

Ad commitments and content must be submitted by **FEBRUARY 1, 2020**.
Sponsorship pricing not guaranteed after the deadline.

Standard Isantian Ad: $ 400	HALF PAGE Isantian Ad: $1200
1.5" x 2.75" - Full Color	5" x 7.5" - Full Color
12 ad	1 ad
spaces available	space available

OR

Community Partnership Packages

	Tier 1	Tier 2	Tier 3
Cultivate Wellness (*Farmers Market & Community Garden*)	$50	$100	$200
Street Dances	$250	$700	$1000
Standard Isantian Ad	$400	$400	$400
Savings	$50	$100	$250
Your Price	$650	$1100	$1350
Your Benefits	Business name and link on cityofisanti.us Community Garden, Farmers Market and Street Dance pages and social media post	Business cards/promo on information table at Farmers Market, able to distribute promos at Street Dances, name and logo on Street Dance posters Plus lower level benefits	Full color logo on Street Dance marketing materials and stage banner, name announced by Street Dance bands, Full color logo on Farmers' Market bag Plus lower level benefits

To purchase a standard ad or community partnership package, complete the attached form. Contact Jenny Garvey, the Parks, Recreation, and Culture Manager at isantiparks@cityofisanti.us or 763-444-5512 with any questions.

A Community For Generations.

Isanti

Advertisement Agreement and Order Form

Isantian Newsletter

Company:_____ Contact Name: _____

Address: _____

Phone:_____Email:_____Website: _____

This agreement (the "Agreement") for advertising in the Isantian is made as of

_____, by and between_____(the "Client") and the
(date) (Your name or company name)

City of Isanti, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040.

1. Services: Subject to the terms and conditions of this Agreement, the City agrees to provide advertisement in the form and quantity marked below and print (the "Advertisement) to be distributed to the residents and businesses of the City of Isanti in 2020. The Isantian is distributed to Isanti residents and businesses 4 times per year.
2. **Ad content needs to be emailed to isantiparks@cityofisanti.us . Ad content shall be provided in high resolution with .PDF or .EPS preferred formatting. Subject line needs to say "City of Isanti Advertising." The print ready and ad copy sized correctly ad needs to be received by FEBRUARY 1, 2020. Additional design work or proofs will result in additional charges as agreed upon by the Client and City or its designee before work is performed. The City of Isanti reserves the right not to run the ad if the quality and content of the ad is not of high quality and content. Call 763.444.5512 or email for ad size requirements.**
3. Payment and Terms: Client will pay to the City of Isanti the sum of $_____, for the Advertisement in the Isantian Newsletter and / or Community Partnership Package in the type and quantities as marked below. Payment for this advertising is due upon signing this Agreement. Payment must be cash or check.
4. Release and Waiver: Client further agrees to release, indemnify, and hold harmless the EDA and the City of Isanti, its employees, agents, contractors or suppliers against any and all losses, expenses, and claims resulting in whole or part, directly or indirectly, from the Advertisement. Client agrees that in no event shall the City of Isanti, its employees, agents, contractors or suppliers total and aggregate liability under this agreement exceed the amount of fees paid by Client. Client agrees that the City of Isanti does not and cannot guarantee success or any particular result. The City of Isanti can make no warranty or guarantee expressed or implied as to the success of your Advertisement.

This Agreement contains the entire Agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement shall be governed by the laws of the State of Minnesota.

Sample Size of 2.75" X 1.5" Ad

Advertising Type and Rates

Advertisement Type (s)	Cost
☐ 2.75" X 1.5" Ad in Isantian (4 ads/year)	$400
☐ ½ Page ad on back of Isantian (4 ads/year)	$1200
☐ Tier 1 Community Partnership Package	$650
☐ Tier 2 Community Partnership Package	$1200
☐ Tier 3 Community Partnership Package	$1350

Signatures:

You should read and understand this agreement. It is a legal and binding contract.

Client Signature:_____ City Staff Signature:_____

Printed Name:_____Date:_____ Printed Name:_____Date: _____

K.7.

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey - Parks, Recreation and Culture Manager

Date: January 7, 2020

Subject: Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities

---

Background:

Catholic Charities wishes to continue operating Senior Dining out of the Isanti Community Center in 2020. Per Resolution 2018-285, there is to be a 3% annual increase to the monthly fee for this use. Therefore, the 2020 rate will be $114.73 per month.

Staff recommends approving all other terms of the contract as presented.

Staff Request:

Staff requests City Council approval of the Site Use Agreement with Catholic Charities with the amendment to the monthly rate.

Attachment:

- Resolution 2020- XXX
    - Catholic Charities Senior Dining Program Site Use Agreement

RESOLUTION 2020- XXX

RESOLUTION TO EXTEND SITE USE AGREEMENT BETWEEN THE CITY OF ISANTI AND CATHOLIC CHARITIES

WHEREAS, Catholic Charities requests the City enter into a 2020 Site Use Agreement; and,

WHEREAS, the agreement allows Catholic Charities Senior Dining Program to partner with the City to provide meals for seniors in Isanti and the surrounding communities; and,

WHEREAS, the Isanti Community Center is the site location for the service; and,

WHEREAS, the hours of operation for the service are from 10:30 a.m. to 1:30 p.m.; and,

WHEREAS, due to increased costs associated with the operations of the facility, the City of Isanti will require a 3% annual increase in the monthly fee to Senior Dining; and,

WHEREAS, the 2020 monthly rate will be $114.73,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve entering into the 2020 Site Use Agreement with Catholic Charities, attached to this resolution as 'Exhibit A.'

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Isanti, Minnesota.

This agreement made this 1st day of January, 2020 by and between Isanti Community Center, 110 1st Ave, N, PO Box 428, Isanti, MN 55040 hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect January 1, 2020 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. The Senior Dining Program agrees to pay $114.73 per month to help offset the costs of the operation.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and City of Isanti City of Isanti Community Events and Parks Coordinator. Any issues/concerns regarding this contract can be referred to Ruth Hunstiger, Director of Community Services, at 320-229-4592.

IV. Senior Dining agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Isanti Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Isanti, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Other days of closing will be determined by Senior Dining and the Company. Other dates Senior Dining will not occupy the facility are: February 27th, Blood Drive, March 3rd Primary, March 18th Chamber Event, April 23rd Blood Drive, June 17th Mayor's Event, June 25th Blood Drive, August 11th Primary, August 20th Blood Drive, October 15th Blood Drive, November 3rd Elections, December 10th Blood Drive and December 12-20th Isanti Lion's Christmas Project.

VI. Senior Dining agrees to restore the used facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company. Senior Dining will be responsible for daily set up of the facility according to its preference.

VII. Senior Dining shall at it's own expense procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars ($1,000,000.00) and Workers Compensation Insurance on all staff relating to the site mentioned above. Senior Dining shall hold the building owner harmless for damages or injury occurring on the rented premises for which Senior Dining is found liable.

VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Maintenance and repair costs of equipment owned by the Company will be the responsibility of the Company.

IX. In the event Senior Dining or the Company must cancel all or part of the terms of this agreement, both parties will provide the other agency sixty (60) days notice in writing. Upon written receipt by the Company from Catholic Charities Senior Dining, this agreement is subject to immediate termination by Senior Dining should federal, state or local dollars be reduced or withdrawn.

X. Senior Dining may use the kitchen and dining room during the hours of 10:30 a.m. to 1:30 p.m. Monday through Friday.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

XII. Other:

CATHOLIC CHARITIES
SENIOR DINING PROGRAM

Ruth Heerstrger
Program Director

Date 12/18/19

OWNER/OPERATOR

_____

Date _____

K.8.

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUFFED GROUSE SOCIETY – RUM RIVER CHAPTER

WHEREAS, the City has received an application for an exempt gambling permit from the Ruffed Grouse Society – Rum River Chapter to hold a fundraiser event on March 20, 2020 at The Hall at Spirit River, 1321 Heritage Blvd, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Ruffed Grouse Society – Rum River Chapter application for an exempt gambling permit is approved for the following date:

Friday, March 20, 2020
At The Hall at Spirit River; and,

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been received from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 7th day of January 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Ruffed Grouse Society - Rum River Chapter

Address of Organization:

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
James Govedrik		

Type of Event: Banquet Date of event: 03-28-2020

Location and address of event:

Hall at Spirit River

1321 Heritage Blvd., Isanti, MN 55040

Estimated value of prizes to be awarded: $5,000.00

Name of applicant: James Govedrik Applicant's phone number:

Signature of applicant:

Date: 12-26-2019

Approved by City Council _____ Resolution # _____

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks- Human Resources/ City Clerk
Date: January 7, 2020
Subject: EDA Board Member Termination

Background:

The City of Isanti follows federal guidelines for the completion of paperwork for all Employees, Elected Officials, and Board Members. Federal requirements for specific forms require completion within (3) three days of start. Clark Johnson was appointed to an open seat for Economic Development Authority on November 5, 2019 with an official start date on December 3, 2019. After many failed attempts to obtain required documentation from Clark Johnson to complete paperwork, the City must terminate his appointment effective immediately.

Request:
Staff is requesting action on this item to terminate Clark Johnson's appointment.

K.10.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME COMMUNITY SERVICE OFFICER (CSO) TO JEREMY ROBERTS-LETHABY

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

WHEREAS, the City Council approved to advertise and accept applications to Community Service Officer position; and,

WHEREAS, the Interviewing Panel selected Jeremy Roberts- Lethaby as the most qualified candidate for the open Part-Time CSO position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Jeremy Roberts- Lethaby for the City of Isanti and that he shall be eligible to start in that position on or after January 8th 2020.
2. That Jeremy Roberts- Lethaby shall start at Step 1 of the wage scale at $17.63 per hour without benefits.
3. That Jeremy Roberts- Lethaby shall be on probationary status per the Personnel Policy in the position of the Community Service Officer.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 7th day of January 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO CHRISTOPHER MORGAN

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Interviewing Panel selected Christopher Morgan as the most qualified candidate for an open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation and refence check, medical evaluation, drug test and psychological evaluation,

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

1. That Human Resources has offered the Full-Time Police Officer position to Christopher Morgan for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Christopher Morgan shall start at Step 5 of the Wage Scale at $34.50 per hour.
3. That Christopher Morgan shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Christopher Morgan's start date is effective after January 7, 2020, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 7th day of January 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo

To: Mayor Johnson and Members of the City Council
From: Katie Brooks- Human Resources/ City Clerk
Date: January 7, 2020
Subject: Conflict of Interest Policy Annual Review

Background:
The Conflict of Interest Policy is reviewed annually and all members of the City Council and Board Members are required to fill out the Conflict of Interest Disclosure Form provided by the City Clerk.

Request:
Staff is requesting City Council review this policy and then filling out the Conflict of Interest form.

Attachments:
Conflict of Interest Policy

CONFLICT OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards by the employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
   a. Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
   b. Must not engage in, solicit, negotiate for, or promise to accept private employment nor will they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
   c. Must not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
   d. Must not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
   e. Must not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:
      1. Lawful campaign contributions.
      2. Services to assist an official in the performance of official duties.
      3. Services of insignificant monetary value.
      4. A plaque or similar item.
      5. A trinket or item of insignificant monetary value.
      6. Informational material of unexceptional value.

7. Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
8. Gifts given because of the recipient's membership in a group.
9. Gifts between family members.

f. Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.
g. Must not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City will make known that interest in writing as provided in the disclosure section of this Policy.
3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), will enter into any contract with the City unless otherwise authorized by law.
4. Public Officials must disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials will not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official will not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed, must, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Clerk. All subsequent applicants for appointment on Boards and Commissions will file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official will file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead will be excluded from the above disclosure. Each Public Official must disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy will be set forth on a form made available by the City Clerk or designee.

Discipline
Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council will refer the matter to the City Attorney for investigation and the City Attorney will report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report will be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request will be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member will not participate in the Council's deliberations or vote on the issue.

Violations
Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 21, 2020 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda
E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. January 7, 2020- Regular Meeting of the City Council
2. December 3, 2019- Economic Development Authority

G. Announcements

1.	Goal Setting	Monday, January 27, 2020 at 6:00 p.m.
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 28, 2020 at 6:00 p.m.
3.	City Council Meeting	Tuesday, February 4, 2020 at 7:00 p.m.
4.	EDA Meeting	Tuesday, February 4, 2020 *(Following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2020-XXX to Extend Partnership Agreement with ECRL and Isanti Friends of the Library *(Rachel Howell)*
2. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

K. Approve Consent Agenda
1. Accounts Payable in the Amount of $270,046.87 Payroll in the Amount of $105,775.29
2. Resolution 2020-XXX Accepting Resignation of Liquor Store Clerk Becky Whitman
3. Approving the New Job Description for Administrative Assistant Intern
4. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department
5. Resolution 2020-XXX Approving 2020 Community Garden Handbook and Application
6. Resolution 2020-XXX Terminating the Contract for Consulting Services
7. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2020
8. Resolution 2020-XXX Approving GeoTab Fleet Management GPS

L. Other Communications
1. December Police Department Reports
2. December Code Enforcement Officer Report
3. December Building Inspector Report
4. January Engineering Project Status Report

Adjournment

F.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 7, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

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

I. Citizens Input
None.

D. Adopt Agenda
Addendum:
Revision J.1.A- Removal of Number 3
Revision J.3- Add Department Head to Authorizing Signatories

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

E. Proclamations/Commendations/Certificate Award
1. City of Isanti- Recipient of MDH 2018 Water Fluoridation Quality Award
Mayor Johnson shared that the City of Isanti has received the Water Fluoridation Award where a picture was taken earlier in the day and will be passed on to the newspaper. Johnson continued to share that this is the 3rd Water Fluoridation Award that the City has received.

F. Approve City Council Minutes
1. December 17, 2019- Regular Meeting of the City Council
2. December 17, 2019- Committee of the Whole Meeting
3. November 19, 2019- Planning Commission Meeting

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

F. Announcements

1. **CITY OFFICES CLOSED** — Monday, January 20, 2020
(In Observance of Martin Luther King Jr. Day)
2. Committee of the Whole — Tuesday, January 21, 2020 at 5:00 p.m.

3. City Council Meeting — Tuesday, January 21, 2020 at 7:00 p.m.
4. Planning Commission Meeting — Tuesday, January 21, 2020 *(Immediately following the City Council Meeting)*
5. Goal Setting — Monday, January 27, 2020 at 6:00 p.m.
6. Park, Recreation & Culture Board Meeting — Tuesday, January 28, 2020 at 6:00 p.m.

H. Council Committee Reports

None.

I. Public Hearings

None.

J. Business Items

1. Interview Applicant for Vacant Park, Recreation and Culture Board Seat

There was one applicant for the open Park, Recreation and Culture Board. The applicant was Luke Merrill and he was asked questions specific to the Board.

Motion by Lundeen, second by Bergley to appoint Luke Merrill to the open Park, Recreation and Culture Board seat. Motion passed 5-0. Motion carried.

a. **Resolution 2020-001** Designating Committees and Representatives for City Commissions and Advisory Boards for 2020

Mayor Johnson asked if it was a requirement to have a City Council Representative for the Chamber of Commerce Liaison.

Community Development Director Sheila Sellman stated that it is not a requirement and is up to City Council if they would like a representative at the meeting.

Councilor Lundeen stated that it is nice to have a representative from City Council at the meetings.

Mayor Johnson recommended Committees remain the same as 2019 except Bergley attend Chamber of Commerce meetings.

Motion by Bergley, second by Gordon to approve leaving committees the same as 2019 with the modification of Councilor Bergley attending Chamber of Commerce meetings. Motion passed 5-0. Motion carried.

Mayor Johnson stated that in 2019 he chose Councilor Lundeen as Mayor Pro-Tem and he would like to keep it the same.

Motion to approve by Bergley, second by Gordon to approve Councilor Lundeen as Mayor Pro-Tem. Motion passed 5-0. Motion carried.

2. **Resolution 2020-002** Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for year 2020

City Administrator Josi Wood shared that 2 bids were received for the official newspaper. One was from County News Review and the other from Isanti-Chisago County Star. Wood further shared that the bid from County News review is $1.99 per column inch; 11 lines/ inch 408 distributions in the City of Isanti and the bid received from Isanti-Chisago County Star is $2.00 per column inch; 9 lines/ inch; 1885 distributions in 55040 Zip Code. Wood further shared that County News Review who has been our official newspaper for many years has gone to a subscription-based mailing.

Councilor Lundeen asked if the newspapers charge for online reading and a way to track online readers.

Isanti-Chisago Star News, Jeff Andres stated that by law the newspaper cannot charge and that they have to be published free online and for everyone to see online for free.

Motion by Bergley, second by Lundeen to designate Isanti-Chisago Star as the City of Isanti's official newspaper. Motion passed 5-0. Motion carried.

Motion by Gordon, second by Lundeen to approve City Council Meeting dates for 2020 as presented. Motion passed 5-0. Motion carried.

3. **Resolution 2020-003** Authorizing Signatories for the Purpose of Accessing and Maintaining City Funds and Investments, Adding Authorization for Use of the City Credit Card

Motion by Bergley, second by Collison to approve resolution with the revision of adding Department Head to authorizing signatories. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

4. **Ordinance-715** Amending City Code Chapter 260, Sewers
5. **Ordinance-716** Amending City Code Chapter 325, Water
6. **Ordinance-717** Amending City Code Chapter 262, Sewer and Water Service Charges

City Administrator Josi Wood shared that Ordinance 715, Ordinance 716 and Ordinance 717 were presented and discussed at Committee of the Whole.

Councilor Lundeen stated that the stormwater utility fee is twice as high as other cities and numerous residents have brought it to his attention. Lundeen suggested that it the fee should be reviewed.

Wood stated that this year will be the utility rate study because it is 5 years old and it will be included in the study.

Motion by Lundeen, second by Bergley to approve Ordinance 715, Ordinance 716 and Ordinance 717 as presented. Motion passed 5-0. Motion carried.

Ordinance-718 Amending City Code Chapter 227, Parking and Storage
City Administrator Josi Wood shared that this Ordinance was presented at Committee of the Whole. Motion by Lundeen, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $729,034.21 Payroll in the Amount of $98,195.07 and Fourth Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,363.61
2. **Resolution 2020-004** Approving a Conditional Use Permit Application to Operate a Microbrewery at 2 Enterprise Ave Suite A3
3. **Resolution 2020-005** to Adopt City Mission, Vision, and Value Statements
4. **Resolution 2020-006** Authorizing Staff to Create a Sledding Hill in Bluebird Park
5. **Resolution 2020-007** Approving Operation of the Compost Site
6. **Resolution 2020-008** Approving Isantian Ad Rates and Sponsorship Packages
7. **Resolution 2020-009** Resolution to Extend Site Use Agreement Between the City of Isanti and Catholic Charities
8. **Resolution 2020-010** Approving Application for an Exempt Gambling Permit for Ruffed Grouse Society- Rum River Chapter
9. EDA Board Member Termination
10. **Resolution 2020-011** Offering the Position of PT CSO to Jeremy Roberts- Lethaby
11. **Resolution 2020-012** Offering the Position of FT Police Officer to Christopher Morgan

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

L. Other Communications

1. Review Conflict of Interest Policy

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:30 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
December 3, 2019

1. **Call to Order**: EDA President Johnson called the meeting to order at 9:20pm.
   a. **Pledge of Allegiance**
   b. **Roll Call**: Members Present – Johnson, Bergley, Gordon, Reller, Lundeen. Absent: Collison. Staff Present: Community Development Director Sheila Sellman
   c. **Agenda Modification:** Removal of Business item, Mr. Greiner requested to reschedule the presentation.
   d. **Swear in Clark Johnson:** Sellman swore in Clark Johnson who then joined the meeting.

2. **Approval of Agenda:** Motion by Lundeen, second by Bergley motion passes 6-0.
3. Approval of November 5, 2019 meeting minutes: Motion by Lundeen, second by Bergley motion passed 6-0.

4. Removed

5. **Other Business:** Sellman and the mayor reviewed businesses they have visited this year and intend to visit 1-2 a month for a meet and greet. Sellman's goal is to meet with all businesses in town. Reller suggested posting these visits on FaceBook and to provide a short summary of what the business does.

6. **Marketing/Work Plan survey:** Sellman prepared a survey for the EDA to fill out for the update of the Marketing/Work Plan.

7. **Adjourn:** Motion by Lundeen, second by Bergley to adjourn, motion passed 6-0. Meeting adjourned at 9:30pm.

Respectfully Submitted

Sheila Sellman, Community Development Director/EDA Secretary

A Community For Generations.

Isanti

J.1.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 21, 2020
Subject: Resolution to Extend Partnership Agreement with ECRL and Isanti Friends of the Library

---

East Central Regional Library (ECRL) Assistant Director Rachel Garret Howell will be present to provide an update on the Library Outreach Stop, and request to extend the Partnership Agreement through the year 2020. As a part of this, the City Council will also need to consider extending the Partnership Agreement with the Isanti Friends of the Library for the same term.

Request:
Staff is requesting action on this item.

Attachment:
- Res 2020-XXX

RESOLUTION 2020-XXX

APPROVING PARTNERSHIP AGREEMENTS BETWEEN THE CITY OF ISANTI AND THE EAST CENTRAL REGIONAL LIBRARY AND THE ISANTI AREA FRIENDS OF THE LIBRARY

WHEREAS, on December 7, 2010 the City Council approved Resolution No. 2010-274, a Resolution Extending the Original Partnership Agreements Between the City of Isanti and the East Central Regional Library (ECRL) and the Isanti Area Friends of the Library, relating to a ECRL Outreach Stop (formerly Library Link Site) in Isanti City Hall; and,

WHEREAS, the ECRL and the Isanti Area Friends of the Library and the City of Isanti have annually renewed the Partnership Agreements, providing ECRL services through the Outreach Stop at City Hall; and,

WHEREAS, the agreement with the ECRL for an Outreach Stop at the Isanti City Hall has been presented for 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the new Partnership Agreement with the East Central Regional Library Board and the Isanti Area Friends of the Library through the year 2020; that are hereby attached as 'Exhibit A' and 'Exhibit B' and made a part of this resolution.

This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources / City Clerk

Exhibit A

East Central Regional Library
Outreach Stop
Partnership Agreement

In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL hereby agrees to continue to provide library outreach services in **Isanti** for the community of **Isanti** in **Isanti** County.

A selection of materials and services will be offered in the **Isanti City Hall** facility located at **110 1st Avenue Northwest** in the town of **Isanti**. The facility will be staffed by an ECRL staff member and open 4 hours per week one day a week, thus providing connectivity to reading materials and resources from ECRL.

In order to make this library service partnership successful, the representatives of the community of **Isanti** and the library staff of ECRL agree to accept the following responsibilities:

ECRL will provide:

- Staff to open the outreach stop 4 hours a week once a week
- A minimum of 350 items of library materials and may be adjusted to serve the needs of the public as needed
- Insurance on equipment and materials owned by ECRL
- Weekly delivery service and rotation of collection with new items on a regular schedule
- Maintenance of checkout-dedicated computer, software, scanner and receipt printer

The Community will provide:

- An appropriate facility, handicapped-accessible, with a handicapped-accessible public restroom
- Insurance to protect property and community owned contents
- Insurance to protect against liability
- Internet connectivity to central library catalog and databases – line capacity to be a minimum of 1 MBS
- Maintenance of the book drop
- Parking to accommodate visitors to the outreach stop
- Shoveling of walkways
- Adequate space within that facility for a 14' x 14' minimum Outreach Stop area
- Signage to establish Outreach Stop for East Central Regional Library
- Shelving for a minimum of 350 books and other items
- Comfortable seating and reading tables for 5-8 customers at time
- Utilities for the facility
- Cleaning of the facility
- Security for library computer, equipment and materials when not in active use
- Maintenance of any community-provided computer equipment

The site will be evaluated once a year. If, at the end of each evaluation, the site is determined not viable for the regional library system, or not valuable to the community, ECRL or the community may terminate this agreement with 30 days' notice, without penalty or recrimination. If adequate funding is provided, if the ECRL Board approves and the outreach stop is determined to be viable and valuable to all parties, the agreement may be renewed annually.

Signed Carla Lydon Date 01-10-2020
Regional Library Director
For East Central Regional Library

Signed _____ Date _____
Mayor or City Council Designee
For the Community of Isanti

Exhibit B

East Central Regional Library
OUTREACH STOP
PARTNERSHIP AGREEMENT between Friends of the Isanti Area Library, Inc. and the City of Isanti

In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL has agreed pursuant to a Partnership Agreement with the City of Isanti to establish an Outreach Stop for library outreach services in Isanti through a site provided by the City of Isanti. A copy of said agreement between the City of Isanti and ECRL is attached hereto as Exhibit A. As an integral part of the service provision, assistance will be provided by Friends of the Isanti Area Library, Inc., a Minnesota non-profit corporation.

A selection of library materials and services will be offered in Conference Room A, located at City Hall in the City of Isanti. The facility will be staffed by a combination of ECRL staff and community volunteers, with the goal of being open one day a week for 4 hours, serving as many customers from the area as possible, and providing computer connectivity to the reading materials and resource databases of ECRL.

In order to make this library service partnership successful, the representatives of the Friends of the Isanti Area Library and City of Isanti agree to accept the following responsibilities:

The Friends of the Isanti Area Library will provide:

- Internet Connectivity to central library catalog and databases – line capacity to be a minimum of 1 Mbs
- Maintenance of the book drop at the City Hall site;
- Signage to establish location as "Outreach Stop Site to East Central Regional Library"
- Free standing shelving for approximately 350-400 books and other items and any required installation;
- The Friends of the Isanti Area Library may, at their sole option, provide on site Computers for the public, to use for catalog searching, database browsing, Internet surfing. Printers for public use for a fee, with the Friends of the Isanti Area Library responsible for any funds/transactions regarding usage. If such Computer **Equipment is provided, it must meet ECRL minimum standards, and have content-filtering software.**
- Maintenance of any such community-provided computer equipment;
- Commitment to recruiting dependable volunteer staffing to work at site for open hours planned;
- Functional seating and worktable for volunteers;
- Comfortable seating and reading tables for 5-8 customers at a time;
- Identification and assistance in recruiting volunteer workers from the community as needed by the ECRL;

The City of Isanti will provide:

- An appropriate facility at Isanti City Hall, handicapped-accessible, with a handicapped-accessible public restroom;
- Insurance to protect property and community owned contents;
- Insurance to protect against liability;
- Parking to accommodate Link Site traffic;

- Shoveling of walkways into the Link Site as needed;
- Adequate space within that facility for a 14'x14' minimum Link Site service area;
- Cleaning of facility;
- A locked facility for library computer, equipment, and materials when not in active use;
- Allow use of City Hall during normal hours of operation. Typically Monday thru Friday from 8am to 4:30pm.
- Electricity for the Outreach Stop site
- Heat for the Outreach Stop site.
- Cooling for the Outreach Stop site.

Notwithstanding any other provision of this agreement, either party to this agreement may elect to terminate this agreement with or without cause at any time upon not less than 30 calendar day's written notice to the other party hereto. The site will be evaluated annually or more often if deemed appropriate by the Friends of the Isanti Area Library or the City of Isanti. If adequate funding and fulfillment of responsibilities by the Friends of the Isanti Area Library and City of Isanti is provided, and the Outreach Stop site is determined by all parties to continue to be feasible all parties, the agreement may be renewed annually.

(Signed) Susi McCune _____ *(Date)* 1/15/2020

President
Friends of the Isanti Area Library, Inc.

*(Signed)*_____ *(Date)*_____

Mayor
City of Isanti

* *

J.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: January 21, 2020
Subject: Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

---

Background:
In December of 2019 the shop boilers broke down and were not functioning. We called TM Johnson Brothers out to make repairs. TM Johnson Brothers informed us that the boilers were not repairable and would need to be replaced.

The boilers are listed on the 20 year capital improvement plan as "Infloor Heat Boilers (2)" in fund 920 in the Streets department. The boilers had been scheduled for replacement in 2022 at an estimated cost of $26,225. Unfortunately they need to be replaced now as we are only running on the make-up air unit. To accept the recommended quote, Council would authorize by resolution, acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow for the expenditure. Future 20 year Capital Improvement Plans will then reflect that change and the estimated 25 year useful life would remain unchanged. Future replacement of the boilers would be planned for year 2045.

Staff reached out to four different vendors for quotes.

- Sun Mechanical
- AIRESERV
- Deans Heating
- TM Johnson Brothers

Recommendation:
Staff is recommending Deans Heating due to their expertise and due diligence in wanting to solve the issues we have with the shop boilers.

Request:
Staff would like action on this item to replace the Boilers at the Public Works Shop.

Attachments:

- Resolution No. 2020-XXX
- Quote-Sun Mechanical
- Quote AIRESERV
- Quote- Deans Heating
- Quote- TM Johnson Bros

RESOLUTION 2020-XXX

APPROVING BOILER REPLACEMENT AT THE PUBLIC WORKS SHOP

WHEREAS, the Public Works shop boilers are broke down and are unrepairable and in need of replacement: and,

WHEREAS, the following quotes were received:

Vendor	Quote
Sun Mechanical	$47,798.00
Deans Heating	$31,775.00
AIRESERV	$31,125.00
TM Johnson Brothers	$25,175.00

WHEREAS, the purchase is unbudgeted, the funding source is defined as Capital Replacement Fund (Fund 920) fund balance, increasing budgeted expenditures to 920-43100-500 Capital Outlay; and,

WHEREAS, the vendor will take the old boilers back with them for recycling;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from_____ in the amount of _____ and allow the Finance Director to make the necessary budget adjustments.

This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

SUN MECHANICAL, INC.

10834 178TH CIRCLE NW

ELK RIVER, MN 55330

PHONE: 763-274-2866 FAX: 763-274-2871

Jan, 15 2020 **WE ARE CERT WBE, AND DBE FOR MnUCP PROJECTS!**

To: Matt Sylvester

Att:
Project: Isanti Public works Boiler Replacement
Subject:

Dear Sir:

We are pleased to provide you with this proposal for plumbing and/or piping work as outlined below.

I. Pricing.

A. Base bid..... **$47,798.00**

II. What's Included.

A. Demolition of old boiler system, piping, pumps, tanks, wiring and controls.
B. Flushing and cleaning or old system piping.
C. New Boiler package/system/pumps, hydraulic separator, expansion tank ect.
D. New hydronic piping in copper.
E. New gas connection to Boiler.
F. New Manifold pairs.
G. New glycol @ 30% mixture.
H. New hydronic pipe insulation with labels.
I. New zone control system panel /control valves/ thermostats.
J. New electrical wiring.
K. New control/low voltage wiring.

III. What's not included.

Temporary heating.
Overtime.
Cut/patch of floors, walls, ceilings, roof.
Dumpsters.
Testing agency costs.
Gas Company fees.
Security costs.
Asbestos abatement.
Dust control.
Liquidated damages.
PVC jackets.
Coordination drawings.

Thank you for giving us this opportunity to quote you. If you have any questions about our proposal, please call.

Sincerely,

Clark J. Grotte, Vice President.

AIRESERV™

HEATING & AIR CONDITIONING

6194 Main Street North Branch, MN 55056 651-674-4782 office 651-237-0314 fax

Proposal Submitted To:
Name: CITY OF ISANTI
Address: 100 ISANTI PARKWAY NW
ISANTI MN 55040

Date: 1/3/2020

Job: Same

We propose to:
DRAIN DOWN EXISTING SYSTEMS (2)
REMOVE EXISTING BOILERS (2)
REMOVE EXISTING VENTING SYSTEM
FLUSH EXISTING SYSTEMS (2)
INSTALL 2 HTP 95% EFFICIENT MODULATING 220,000 BTU BOILERS IN CASCADE CONFIGURATION
INSTALL NEW PVC VENTING TO EXTERIOR (2)
REPLACE 6 EXISTING CIRCULATOR PUMPS
INSTALL NEW ISOLATION VALVES FOR PUMPS
REPLACE EXISTING EXPANSION TANK AND AIR RELIEF VALVE ON SECOND LEVEL
INSTALL NEW T&P FILL VALVE
REFILL SYSTEM WITH CODE RATED GLYCOL
TEST SYSTEM FOR PROPER OPERATION
INCLUDES GASSING, ELECTRICAL AND LABOR
WARRANTY IS 2 YEARS LABOR AND 5 YEARS PARTS
PERMIT

TOTAL TO AIRESERV: $31,125.00

NO IMPLIED WARRANTY ON ITEMS NOT REPLACED BY AIRESERV

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted and in compliance with local codes.

With payments to be made as follow: 50% down and payment in full when work is completed if not financed

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.

Respectfully submitted: AIRESERV Breathe Easy Per: BILL PETERS

Note this proposal may be withdrawn by AIRESERV if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. AIRESERV is authorized to do the work as specified. Payment will be made as outline above.

Date_____ Signature_____

4081 307th Lane NW, Cambridge, MN 55008
Phone: (763)444-3517 Fax: (763)444-6783
Email: comfort@deansheatingandac.com Web: www.deansheatingandac.com

PROPOSAL SUBMITTED TO
Name: City of Isanti
Street:
City: Isanti

WORK TO BE PERFORMED AT
Date: December 26, 2019
Name: Public Works Building
Address: 100 Isanti Pkwy S, Isanti

Telephone : Matt Sylvester 763-772-5850 email: msylvester@cityofisanti.us

We hereby propose to furnish all materials and perform all the labor necessary for the completion of Heating Venting and Air Conditioning for the public works building.

Price Includes the Following:
Replacement of in-floor heating system to include boiler, piping (near boiler and to manilods), pumps, controls, and flushing and freeze control (to -30 degrees) of system. Correcting the piping and control of the system is necessary to facilitate proper operation of system. Simply replacing the existing boilers with piping as is will result in the system not heating properly and short system life of the boilers.

Boiler will be an NTI TFT399, 94% AFUE, modulating boiler.

All piping, venting, gas piping, and control wiring completed.

All material is guaranteed to be as specified, and the above work performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of: **DOLLARS($31,775.00)**

Payment as follows- 60% upon acceptance of proposal, balance on completion.

RESPECTFULLY SUBMITTED: ___**Loren** _Per Dean's Heating and Air Conditioning Inc.

NOTE: this proposal may be withdrawn by us if not accepted within 90 days.
Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Workman's Compensation and Public Liability insurance on above work to be taken out by Dean's Heating and Air Conditioning Inc.

ACCEPTANCE OF PROPOSAL:

The above priced specifications and conditions are satisfactory and are hereby accepted You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ **DATE** _____.

T M JOHNSON BROS. INC.

645 Emerson Street N
Cambridge, MN 55008
763-689-3141

JOB PROPOSAL

Date: 12/13/19 Revised 12/20/19

Proposal Submitted to: City of Isanti

Address: PO Box 428
City, MN Zip: Isanti, MN 55040
Phone: 763-772-5850 (Matt)

Quote for boilers at Public works building 100 Isanti Parkway W

Replacement of 2 cast iron slant fin boilers and existing pumps with:

2 – Navien NHB-150 wall mount 95% AFUE natural gas boilers

- All new boiler pumps and piping including floor pumps and all related piping to be revised as necessary to have entire system work properly
- System water treatment and boiler antifreeze
- New expansion tank
- PVC vent and intake piping
- Gas piping to existing gas service
- New electrical wiring for 2 new boilers and all new pumps
- City of Isanti permit and inspection fees
- Removal and disposal of old boilers and all scrap

Note: These new boilers will qualify for Centerpoint rebate, exact amount determined by Centerpoint not reflected in this quote

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: **$ 25,175.00**

Payment to be made as follows: In full upon completion of work

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the quote. All agreements are contingent upon strikes, accidents or delays beyond our control. Homeowner agrees to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance. Unless specified differently above, proposal is valid for 30 days from date on top of this page.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: Date:

_____ _____

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/8/2020 - 1/8/2020

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/08/2020	52731	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/08/2020	52732	2808	BECC CORPORATION	602-20200	887.05
01/20	01/08/2020	52733	2853	BENEFIT EXTRAS, INC	101-20200	350.00
01/20	01/08/2020	52734	9	BERNICKS PEPSI-COLA	609-20200	1,995.75
01/20	01/08/2020	52735	2221	C & L DISTRIBUTING	609-20200	64.00
01/20	01/08/2020	52736	851	CASH	101-20200	134.71
01/20	01/08/2020	52737	2854	CGMC	101-20200	2,530.00
01/20	01/08/2020	52738	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,873.74
01/20	01/08/2020	52739	1708	DAVE LILLEBOE	101-20200	490.00
01/20	01/08/2020	52740	897	DVS RENEWAL	101-20200	327.25
01/20	01/08/2020	52741	55	ECM PUBLISHERS INC	609-20200	45.00
01/20	01/08/2020	52742	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.64
01/20	01/08/2020	52743	2028	FURTHER	861-20200	69,225.00
01/20	01/08/2020	52744	1400	GENERAL CODE LLC	101-20200	995.00
01/20	01/08/2020	52745	2855	GRANT MANAGEMENT USA	101-20200	1,190.00
01/20	01/08/2020	52746	162	ISANTI RENTAL	603-20200	552.46
01/20	01/08/2020	52747	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,592.65
01/20	01/08/2020	52748	5	KAWALEK TRUCKING	609-20200	142.80
01/20	01/08/2020	52749	2659	KWIK TRIP	505-20200	5,000.00
01/20	01/08/2020	52750	17	MCDONALD DISTRIBUTING CO	609-20200	9,069.47
01/20	01/08/2020	52751	616	MENARDS - CAMBRIDGE	101-20200	9.62
01/20	01/08/2020	52752	194	MN DEPT OF HEALTH	601-20200	3,423.00
01/20	01/08/2020	52753	870	M-R SIGN CO INC	101-20200	78.83
01/20	01/08/2020	52754	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	503.00
01/20	01/08/2020	52755	2018	NORTH FOLK WINERY	609-20200	168.00
01/20	01/08/2020	52756	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,569.20
01/20	01/08/2020	52757	12	POSTMASTER	603-20200	6,000.00
01/20	01/08/2020	52758	2396	SOUTHERN GLAZERS OF MN	609-20200	6,989.33
01/20	01/08/2020	52759	686	VERIZON WIRELESS	609-20200	1,211.89
01/20	01/08/2020	52760	42	VIKING COCA-COLA BOTTLING CO	609-20200	227.15
01/20	01/08/2020	52761	4	WATSON CO INC	609-20200	2,842.26
01/20	01/08/2020	52762	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						129,837.40

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/15/2020 - 1/15/2020 | Jan 15, 2020 03:45PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/15/2020	52768	127	ABDO, EICK & MEYERS, LLP	609-20200	8,000.00
01/20	01/15/2020	52769	494	ALLINA HEALTH SYSTEM	101-20200	20.00
01/20	01/15/2020	52770	2030	ARTISAN BEER COMPANY	609-20200	65.20
01/20	01/15/2020	52771	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	538.13
01/20	01/15/2020	52772	2335	BCBSM	101-20200	20.16
01/20	01/15/2020	52773	53	BELLBOY CORPORATION	609-20200	2,807.44
01/20	01/15/2020	52774	9	BERNICKS PEPSI-COLA	609-20200	639.27
01/20	01/15/2020	52775	368	BILLS QUALITY CLEANING	101-20200	746.00
01/20	01/15/2020	52776	1198	CENTER POINT ENERGY	601-20200	4,180.52
01/20	01/15/2020	52777	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.61
01/20	01/15/2020	52778	2610	CINTAS	101-20200	537.85
01/20	01/15/2020	52779	1472	CRAWFORDS EQUIPMENT INC	101-20200	54.62
01/20	01/15/2020	52780	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,417.47
01/20	01/15/2020	52781	55	ECM PUBLISHERS INC	101-20200	9.94
01/20	01/15/2020	52782	16	ELECTRO WATCHMAN INC	609-20200	26.72
01/20	01/15/2020	52783	1682	FERGUSON WATERWORKS	602-20200	369.31
01/20	01/15/2020	52784	2506	FIRST FRUIT LAND DEVELOPMENT	601-20200	55.26
01/20	01/15/2020	52785	2028	FURTHER	861-20200	5.06
01/20	01/15/2020	52786	2830	GDO Law	101-20200	4,906.08
01/20	01/15/2020	52787	134	GOPHER STATE ONE-CALL INC	601-20200	40.50
01/20	01/15/2020	52788	2761	GRATITUDE FARMS	101-20200	250.00
01/20	01/15/2020	52789	739	HACH COMPANY	601-20200	46.70
01/20	01/15/2020	52790	2806	IAPE	101-20200	278.00
01/20	01/15/2020	52791	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	109.07
01/20	01/15/2020	52792	1563	ISANTI ELECTRIC INC	602-20200	1,079.45
01/20	01/15/2020	52793	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,870.21
01/20	01/15/2020	52794	5	KAWALEK TRUCKING	609-20200	130.00
01/20	01/15/2020	52795	136	LEAGUE OF MN CITIES	101-20200	550.00
01/20	01/15/2020	52796	2648	LEPAGE & SONS	101-20200	759.51
01/20	01/15/2020	52797	17	MCDONALD DISTRIBUTING CO	609-20200	7,103.75
01/20	01/15/2020	52798	616	MENARDS - CAMBRIDGE	101-20200	144.78
01/20	01/15/2020	52799	2364	METERING & TECHNOLOGY	601-20200	3,817.86
01/20	01/15/2020	52800	281	MINNCO CREDIT UNION	101-20200	5,186.89
01/20	01/15/2020	52801	2728	MINNESOTA TITLE	601-20200	86.46
01/20	01/15/2020	52802	2826	MINOKAW VAR SERVICES	609-20200	525.00
01/20	01/15/2020	52803	33	MN CHIEFS OF POLICE	101-20200	278.00
01/20	01/15/2020	52804	176	MN DEPT OF REVENUE	101-20200	27,815.00
01/20	01/15/2020	52805	1204	MN DNR ECOLOGICAL	601-20200	1,947.83
01/20	01/15/2020	52806	1996	MN GFOA	101-20200	20.00
01/20	01/15/2020	52807	2842	MN PEIP	861-20200	42,352.92
01/20	01/15/2020	52808	161	MN POLLUTION CONTROL AGENCY	602-20200	45.00
01/20	01/15/2020	52809	2856	MOORE, JADEN	101-20200	10.78
01/20	01/15/2020	52810	2231	NORTH 65 CHAMBER OF COMMERCE	101-20200	20.00
01/20	01/15/2020	52811	1780	PATS SMALL ENGINE PLUS	602-20200	999.99
01/20	01/15/2020	52812	617	PAUSTIS & SONS	609-20200	518.25
01/20	01/15/2020	52813	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,018.66
01/20	01/15/2020	52814	12	POSTMASTER	108-20200	3,752.55
01/20	01/15/2020	52815	2625	RESULTS TITLE	601-20200	47.20
01/20	01/15/2020	52816	2625	RESULTS TITLE	601-20200	64.80
01/20	01/15/2020	52817	2857	SUTCLIFFE, ANDREW	601-20200	14.96
01/20	01/15/2020	52818	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	486.00
01/20	01/15/2020	52819	1290	THE AMBLE GROUP	101-20200	95.05
01/20	01/15/2020	52820	1740	TOSHIBA FINANCIAL SERVICES	108-20200	249.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/15/2020	52821	1820	URBANS HARDWARE INC	226-20200	139.88
01/20	01/15/2020	52822	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/20	01/15/2020	52823	2027	US INTERNET	603-20200	57.80
01/20	01/15/2020	52824	42	VIKING COCA-COLA BOTTLING CO	609-20200	176.90
01/20	01/15/2020	52825	1286	VINOCOPIA INC	609-20200	550.00
01/20	01/15/2020	52826	4	WATSON CO INC	101-20200	1,369.17
01/20	01/15/2020	52827	1922	WEX BANK	101-20200	4,705.56
Grand Totals:						140,209.47

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	91,408.45
Social Security & Medicare	5,125.03
Public Employees Retirement	9,241.81
Total City Expense	105,775.29

Pay Date 1/10/2020

Pay Period 1 (12/22-1/4/20)

K.2.

RESOLUTION 2020-XXX

ACCEPTING PART TIME LIQUOR STORE CLERK BECKY WHITMAN'S LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Becky Whitman has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on January 7th, 2020; and,

WHEREAS, the effective date of this resignation is January 28th, 2020; and,

WHEREAS, Becky Whitman is leaving employment in good standing;

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

1. That the resignation of Becky Whitman is hereby accepted effective January 28th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21st day of January 2020.

Attest:

_____
Katie Brooks
Human Resources/City Clerk

_____
Mayor Jeff Johnson

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Administrative Assistant/ Intern
DEPARTMENT:	Administration
SUPERVISION:	City Administrator
EFFECTIVE DATE:	January 21, 2020
FLSA STATUS:	Non-Exempt
HOURS WORKED:	25 hours/week average

DEFINITION:
Performs skilled technical, administrative support, under limited supervision. The Intern provides support to the Administration Department by assisting in various roles to enhance the efficiency of the needs for the City of Isanti and gain experience working for Local Government.

SUPERVISION RECEIVED:
Works under the general supervision of the City Administrator

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works primarily from an office in City Hall. Equipment used includes, but is not limited to, personal computer, printer, scanner, fax machine and copy machine.

ESSENTIAL FUNCTIONS OF THE JOB:
- Assist in writing social media posts.
- Assist with filing, scanning, typing and answering telephone calls.
- Provides backup for administrative duties as needed.
- Organizing projects and updating processes/procedures.
- Assist with electronic filing systems (scanning documents).
- Record retention and the destruction of documents.
- Assist with writing resolutions and memos for City Council.

OTHER DUTIES AND RESPONSIBILITIES
- Performs other related duties as assigned or apparent.

KNOWLEDGE/ABILITIES/SKILLS
- Good communication skills, both written and verbal.
- Ability to communicate effectively in English, both in oral and written formats.
- Ability to work well in a fast-paced environment.
- Ability to multi-task.
- Positive attitude.
- Personable and ability to work with a variety of people and the public.
- Possession of effective problem solving and analytical skills.
- Ability to concentrate and use reasoning and good judgment.
- Ability to establish and achieve priorities in the work environment.
- Must be able to socially, physically, and mentally perform all essential functions of the position in the working conditions described above.

- Ability to perform essential functions during required hours of work.
- Knowledge of methods of indexing records.
- Knowledge of general office procedures, policies, and methods.
- Ability to communicate effectively with other City Officials and the public.
- Ability to operate a PC, software including but not limited to Laserfiche, Word, Outlook, Excel, etc., and meet reasonable typing speed standards.
- Ability to work with non-public data in a confidential manner.
- Performs other related functions as assigned or apparent.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM QUALIFICATIONS:

- A student in an undergraduate degree program in business, public administration, human resources, or a related field.
- Must be reliable and detail oriented.

PREFERRED QUALIFICATIONS:

- Administrative work experience.
- Local Government experience.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Isanti is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed.

Signature of
Employee_____Date_____

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: January 21, 2020
Subject: Resolution Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department

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Background:
Staff has been made aware that the City would be eligible to apply for funding of grant dollars to help support some of the city's community, park and recreation initiatives. Due to the short notice of when staff is made aware of the potential grant opportunities, staff may need to apply in a short timeframe. In the past staff has had to submit grant opportunities on an individual basis and have missed out on opportunities before staff has had a chance to bring to council for approval of submitting an application.

Recommendation:
City staff is recommending to apply for grant opportunities based upon discretion as it pertains to the PRC department and staff's ability to complete the background work to submit the applications by the deadlines of each grant.

Request:
City staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020 - XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO PARKS, RECREATION AND CULTURE DEPARTMENT

WHEREAS, City staff is continually notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Parks, Recreation, and Culture projects in the past; and,

WHEREAS, each year there are grants available specific to the types of activities conducted by the Parks, Recreation, and Culture department through organizations like Partners in Healthy Living, the Minnesota Department of Natural Resources, and the Initiative Foundation and other organizations; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Parks, Recreation and Culture department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the Parks, Recreation and Culture fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Parks, Recreation, and Culture on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.5.

MEMO for Council Action

To: Mayor Johnson and Members of City Council
From: Jenny Garvey, Parks, Recreation, and Culture Manager
Date: January 21, 2020
Subject: Resolution Approving 2020 Community Garden Handbook and Application Form

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Background:
Staff have updated the Community Garden Handbook to reflect 2020 registration and garden season dates. There will be no changes to the garden rules or fees in 2020.

Upon approval of the attached documents, staff will update the website to make the new documents available for download and to have the registration forms and handbooks to be available at City Hall. This handbook and form will be updated annually with new dates. If changes to the handbook/rules need to be changed staff will bring these changes at a later time.

Staff Request:
Staff is requesting the 2020 Community Garden Handbook and registration form be approved and for future updates to be approved for date adjustments. If rules/regulations need to be reviewed staff will bring those back for council approval.

Attachments:
- Resolution 2020-XXX
- 2020 Community Garden Handbook
- 2020 Community Garden Application Form

RESOLUTION 2020-XXX

APPROVING 2020 COMMUNITY GARDEN HANDBOOK AND APPLICATION FORM

WHEREAS, a community garden was constructed in Spring 2016; and,

WHEREAS, members of the community are allowed to rent ground plots, raised bed or elevated spaces; and,

WHEREAS, a handbook is available for the garden including rules, fees, and dates, and staff have updated the information listed in the handbook for the 2020 garden season; and,

WHEREAS, there will be separate reservation periods for returning gardeners and new gardeners as follows:

- Returning gardeners reserving the *same* plots may begin registering February 1-7, 2020
- Returning gardeners reserving *new* plots may begin registering February 8-14, 2020
- Open registration beginning February 15, 2020

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2020 Community Garden handbook and application form.

Adopted by the Isanti City Council this 21st day of January 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

2020 Plot Rental

Ground Plots - 10' x 10' (66):
$15/100 ft^2
reserve up to 3 per household

Raised Beds(7)* (4'Wx8'Lx19"H):
$20

Elevated Bed (1)* (4'Wx8'Lx19"H):
$20

*Contact us about wheelchair accessible options

**Note: Registration priority will be given to City of Isanti residents. Priority for raised/ elevated beds will be given to those with mobility needs.*

Important Dates

Registration Open
Feb. 1 - 7: Returning gardeners reserving the same plots
Feb. 8 - 14: Returning gardeners reserving new plots
Feb. 15 - May 31: Open Registration
Season Kick-Off Meeting
May 7, 2020
6:00 pm
First Day to Garden
May 7, 2020 (after meeting)
Last Day of Season
October 18, 2020
(Plots need to be completely cleared no later than this day)

For questions regarding the Isanti Community Garden, please contact the Parks, Recreation, and Culture Manager at 763-444-5512 or isantiparks@cityofisanti.us

Garden Safety Tips:
- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

Is there a problem in the garden?
- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

Isanti Community Garden

Isanti PARKS

2020 Handbook

Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

1. The City of Isanti will

- Till the garden plots in the spring and fall.
- Provide access to water through spigots distributed around the garden.
- Stake out and number plots.
- Provide basic gardening tools, e.g. hoses, hand tools, and shovels, for use inside the community garden.

2. Community gardeners will

- Complete a plot reservation form and pay required fees.
- Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
- Maintain their plots through the end of the season and arrange for care of plots during vacation or other extended absence. In the event that a plot can no longer be maintained, gardeners will notify the City of Isanti as soon as possible.
- Abide by all Rules of Use of the Isanti Community Garden.
- Contribute to a positive experience with fellow gardeners.

Rules of Use

- No refunds will be issued after May 1, 2020.
- All gardening must occur between dawn and dusk.
- Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Harvesting of any kind from others' plots is prohibited without permission from primary plot renter.
- Pets are not allowed inside the community garden. Service animals are allowed as needed.
- Children (under 15) in the community garden will be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately..

Plot reservations will be taken
February 1 through May 31.
Gardening will begin on May 7, 2020 and
end on October 18, 2020.
(Dates are subject to change due to weather conditions.)

- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 12, 2020
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti

Notices:

The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.

2020 Community Garden Application

First Name:	Last Name:
Address:	
City:	State & Zip:
Email Address:	Phone Number:
Are you a returning to the community garden? Yes - No	

Plot Preference - *Note: Registration priority will be given to City of Isanti residents.*

Staked Plot $15 each (Ground level)	**Raised Beds $20 each** *Note: Limited bed availability - priority given to those with mobility needs. One raised bed per household.*	**Elevated Beds $20 each** *Note: Limited bed availability - priority given to those with mobility needs. One available.*
10'x10' - (up to 3 per household)	Raised Bed (4'Wx8'Lx19"H) (one per household)	(3'W x 2'L x 36" H)
Indicate Plot number preference above	Indicate bed number preference above	
Total Due: (# of plots x $15) $	Total Due: $	Total Due: $
GRAND TOTAL DUE: $		

ACKNOWLEDGEMENTS: Please initial each item below to signify your understanding and acceptance of the terms regarding the Isanti Community Garden.

	I have read and understand the Community Garden rules.
	I understand that the City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of City property.
	I understand that The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental. I hereby assume the risk of accidental injury to myself or users of my plot, and I hereby waive any liability from accidental injury resulting from participation in program or garden activities and waive any liability claims against the City of Isanti, program supervisors or volunteers or any other persons or entities assisting in the community garden in any way

Signature of Applicant_____ Date _____

Completed Forms can be sent in by:

Mailing it to: **City of Isanti** *c/o PRC Manager* **110 1st Ave NW** **PO Box 428** **Isanti, MN 5504**	**Emailing it to: isantiparks@cityofisanti.us** **Dropping it off at City Hall**	**Open Registration: February 15-May 31** **Early Registration: (Returning gardeners only) Feb 1-14** ◆ **February 1-7 - Returning gardeners reserving same plot** ◆ **February 8-14 - Returning gardeners reserving new plots**

Staff Use Only:

Application Received:	**Plot(s) Assigned:**	**Amount Paid: $**

K.6.

RESOLUTION 2020-XXX

TERMINATING THE CONTRACT FOR CONSULTING SERVICES

WHEREAS, Ryan Kernosky, Municipal Group LLC, contracted with the City for Community Development related services effective January 2019; and,

WHEREAS, the consultant service is no longer needed by the City; and,

WHEREAS, the contract may be terminated with a 30 days' notice;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to terminate the contract with Ryan Kernosky, Municipal Group LLC, effective February 19th, 2020.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020 -XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES AND PROGRAMS IN POLICE DEPARTMENT FOR 2020

WHEREAS, City staff has been notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, each year, there are grants available specific to the types of activities conducted by the Police department through organizations like Toward Zero Deaths, the Department of Justice; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to public safety and the Police department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the appropriate Police Department fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Public Safety and the Police department for 2020.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: January 21st, 2020
Subject: Resolution Approving GeoTab Fleet Management GPS

Background:

All Law Enforcement agencies within Isanti County, with the exemption of the Isanti Police Department, are enrolled in the GeoTab Fleet Management GPS system. The system allows dispatch to have a 'live view' of the location of patrol vehicles.

Recommendation:
Staff is recommending approval of integrating Isanti Police into the GeoTab system with Isanti County Sheriff Department.

Funding for the GeoTab system was identified in the FY 2020 Police budget fund 42110-335

- $26.87 per vehicle per month for the 5 patrol vehicles
- $1,612.20 annual

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Authorize staff to sign GeoTab Fleet Management agreement with Isanti County Sheriff's Office.
2. Approve Resolution as written.

Attachments:

- Res 2020-XXX
- GeoTab Fleet Management agreement

RESOLUTION 2020-XXX

APPROVING FLEET MANAGEMENT SYSTEM FOR THE POLICE DEPARTMENT

WHEREAS, the 2020 Budget included funds for GeoTab Fleet Management GPS system; and,

WHEREAS, the regular Isanti Police patrol vehicles will be equipped with GeoTab Fleet Management GPS system; and,

WHEREAS, the GeoTab Fleet Management GPS system is administered by the Isanti County Sheriff's Office; and,

WHEREAS, The Isanti County Sheriff's Office will bill the city of Isanti Police GeoTab monthly unit fees [5@ $26.87 per month, $1,612.20 annual]; and,

WHEREAS, the City finds it in the best interest to participate in the GeoTab Fleet Management GPS system; and,

WHEREAS, funding has been identified as Police Auto Expense (335);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to sign agreement with Isanti County Sheriff's Office to participate in the GeoTab Fleet Management GPS system in a total amount of $1,612.20 with funding source identified as Auto Expense (335).

This resolution was duly adopted by the Isanti City Council this 21st day of January 2020.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Agreement
between
Isanti County Sheriff's Office
and
Isanti Police Department
relating to

GeoTab Fleet Management GPS

WHEREAS, Isanti County Sheriff's Office has purchased and implemented the use of GeoTab hardware and software to enhance officer safety and simplify fleet tracking and management and;

WHEREAS, it is in the interest for Isanti County Sheriff's Office employees and Isanti Police Department employees to be able to know where each other are at in the time of emergencies, and;

WHEREAS, it is more efficient for all end users to be on the same account instead of having separate ones.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties herein agree as follows:

1. The Isanti Sheriff's Office will maintain an open account with GeoTab.
2. The Isanti County Sheriff's Office will purchase equipment for the Isanti Police Department on their account based on the written request of the Isanti Police Department.
3. The Isanti County Sheriff's Office will invoice the Isanti Police Department once every month for each unit that is in use including monthly fees and any applicable taxes.
4. The Isanti Police Department agrees to pay each invoice on a "Net 30" term.
5. The entire Agreement of the parties is contained herein and this Agreement supersedes all oral Agreements and negotiations had between the parties relating to the subject matter hereof.
6. Any alterations, amendments, deletions or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties herein.
7. The term of the Agreement is from the date of the last signature hereto and shall continue until terminated as provided herein.
8. This Agreement may be terminated by either party at any time with or without cause, upon ninety (90) days written notice delivered to the address of the parties specified above.

POLICE DEPARTMENT

By:_____

Dated: _____

COUNTY SHERIFF

_____

_____

Isanti Police Department Monthly Report

December 2019

Reported Crime	Month to Date	Year to Date
Theft	7	126
Assault	1	33
Vandalism/Damage to Property	4	43
Narcotics	3	27
Burglary	1	12
Domestics	3	61
Crim Sex	0	6
Robbery	0	0
Loud Party/Disturbance	12	151
Medical	34	348
Permit to Purchase	6	66
Security Check / Extra Patrol	230	3,066

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	67
DUI	1	24
Accidents	12	98
Hit & Run	1	10
Warrant P/U	3	35
Speed	12	298
DAR/DAS	2	44
Administrative Citations (Including Speed)	10	294

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	86,198	464	16,318
Ford Explorer 224	73,292	3,153	22,241
Ford F150 225	27,800	2,287	12,649
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	95,039	549	5,395
Dodge Durango 226	9,195	2,834	9,195
Dodge Durango 227	7,166	6,220	7,166

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	213
TOTAL OPEN CASES	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	22
VIOLATIONS CLOSED THIS PERIOD	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	25
NEW ISSUES THIS PERIOD	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	26
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	3	5	5	2	2	2	4
CSN-Snow Removal	1	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	1	4	30	15
NJU--Junk/Brush	1	3	2	2	1	65	5
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	1	0	0	0	2
SGN-Signs	0	0	0	0	3	2	0
UNP-Unpermitted work	0	0	0	0	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed This Period	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	100	44
Administrative Citations Issued	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
Criminal Citations Issued	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
Civil Actions Filed	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	3
Criminal Hearings Held	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
Admin Hearings Held w positive judgement	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0
Criminal Trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**14**	**15**	**16**	**20**	**15**	**18**	**11**

L.2.

CITY OF ISANTI MONTHLY REPORT

December 2019

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		
ROOF / SIDING	1	39	$0.00	$0.00	$1.00	$6.00	$80.00	$3,120.00		
DECK	0	40	$0.00	$267,210.48	$0.00	$16.36	$0.00	$10,141.91		
LL FINISH	1	19	$21,546.00	$355,370.25	$10.77	$43.77	$623.70	$10,603.38		
REMODEL / ADDITION	1	8	$3,750.00	$180,494.38	$1.88	$12.88	$178.20	$4,526.75		
GARAGE / SHED	0	7	$0.00	$114,873.20	$0.00	$0.00	$0.00	$3,422.10		
MISCELLANEOUS	19	188	$16,917.92	$97,512.27	$25.46	$79.68	$1,873.90	$24,545.73		
SINGLE DWELLINGS	2	84	$340,345.83	$16,048,807.19	$170.17	$1,664.31	$4,403.50	$211,443.30		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	6	135	$0.00	$6,459.86	$6.00	$33.00	$450.00	$10,152.75		
PLUMBING	6	133	$0.00	$0.00	$6.00	$36.00	$404.00	$10,582.00		
RESIDENTIAL TOTAL	**36**	**653**	**$382,559.75**	**$17,070,727.63**	**$221.28**	**$1,892.00**	**$8,013.30**	**$288,537.92**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,000,000.00	$0.00	$300.00	$0.00	$11,385.00		
REMODEL / ADDITION	0	8	$0.00	$146,600.00	$0.00	$5.00	$0.00	$3,778.50		
PLUMBING	1	9	$6,995.00	$102,102.00	$3.50	$8.50	$173.13	$2,840.17		
MECHANICAL	1	6	$39,832.00	$124,532.00	$19.92	$19.92	$985.84	$3,304.88		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	0	40	$0.00	$598,723.00	$0.00	$27.38	$0.00	$14,461.63		
COMMERCIAL TOTAL	**2**	**67**	**$46,827.00**	**$2,072,222.00**	**$23.42**	**$360.80**	**$1,158.97**	**$37,974.58**		
RESIDENTIAL/COMMERCIAL TOTAL	**38**	**720**	**$429,386.75**	**$19,142,949.63**	**$244.70**	**$2,252.80**	**$9,172.27**	**$326,512.50**	**$11,788.00**	**$494,236.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 12/31/2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	494	38	0	2	$15,302,469.35	$188,024.63	$303,301.17
2015	468	41	0	0	$8,715,351.28	$162,718.62	$311,337.00
2016	553	64	0	5	$20,937,725.44	$717,037.88	$306,109.58
2017	686	91	0	3	$16,975,316.00	$287,573.83	$719,864.80
2018	683	82	0	3	$22,106,075.49	$342,887.74	$471,704.00
2019	720	84	0	2	$19,142,949.63	$326,512.50	$494,236.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,538.96
April	57	$1,533,973.19	$26,639.15
May	75	$2,113,444.42	$36,380.79
June	77	$2,826,947.17	$44,700.35
July	97	$2,704,831.62	$46,878.78
August	85	$729,390.75	$19,637.30
September	56	$2,325,006.24	$37,997.66
October	66	$1,549,846.74	$25,511.49
November	68	$2,271,316.34	$36,142.00
December	38	$429,386.75	$9,172.27
Totals	720	$19,142,949.63	$326,512.50

L.4.

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 15, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

This project has been scheduled to be completed in the spring.

2) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

3) 6th Avenue Rehabilitation

We will complete the feasibility study this month.

4) 2020 Pavement Management Project

We will create the plans and specifications for this project this month.

5) 2020 Storm System Management Project

We will create the plans and specifications for this project this month.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

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AGENDA
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
MONDAY, JANUARY 27, 2020
6:00 PM
CITY HALL

Facilitator Josi Wood, City Administrator

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Welcome and Review Purpose of Goal Setting Session
E. Existing Council Approved Plans
F. 2020 Budgeted Projects
G. 2019 Goals and Progress Summary
    1. 2005 – 2018 Past Goals
H. Goal Setting Discussion Items and Staff's Supporting Documentation
    Memos provided on items #1 - 11
    1. Performance Center/Amphitheater
    2. Lighting Infill
    3. Dynamic Sign
    4. Splash Pad
    5. T.H. 65 Pedestrian Overpass
    6. PRC Community Events
    7. Lodging Tax
    8. Housing Study
    9. Isanti Fire District Lease and Building
    10. Liquor Store Expansion
    11. Public Safety Building
    12. Heritage/ East Dual Intersection Control
    13. Utility Rate Study
    14. Business Marketing – Acquiring New Businesses
    15. Reducing Overall Budget
    16. Water Treatment
    17. New Items Added at Meeting

I. Establish 2020 Goals
J. Adjournment

D.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 27, 2020
Subject: Review Purpose of Goal Setting Session

Purpose:
It has been the City Council's practice to conduct an annual goal setting session to balance workload and demand with available resources. The purpose of our goal setting session is to develop consensus to determine top priorities for 2020, provide direction on the 2020-21 budget principles, and develop a work plan which provides direction to staff for a period of 12 months and beyond. To assist with the prioritization of 2020 projects, staff has assembled several attachments for City Council's review. Attachments for goal setting items reflects the best information available to staff and does not reflect any assumptions regarding the Council's priorities.

Annually, the City Council adopts a comprehensive budget to provide for regular on-going operations, investment in the City's capital assets and infrastructure, and funding for new projects or services prioritized by the City Council. The City includes 30 FT personnel, 20 PT personnel, use of contracted employees and many capital improvement plan (CIP) projects which are outlined below.

After a slide show presentation and review of the items for discussion, including any new items brought to the meeting, Council will be asked to determine top priorities.

E.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 27, 2020
Subject: Existing Council Approved Plans

Plan	Year Completed/ Status
Comprehensive Plan	2008 / Update in Progress
Water, Sewer, Storm Infrastructure Plan	2007 / Update in Progress
Comprehensive Park Plan	2011 / Update in Progress
Capital Improvement Plan (20 year)	2019
Pavement Management Plan	2014
Storm Maintenance Plan	2017
Stormwater Pollution Prevention Plan	2017
Wellhead Protection Plan	2014
Water Supply Plan	2018 (waiting for DNR approval)
Asset Management Plan (W/S)	2014 (Incorporated into CIP)
Utility Rate Study	2016 / Update planned for 2020
Isanti County All Hazard Plan	2015
Water Emergency Response Plan	In Progress
Wastewater Emergency Response Plan	In Progress
Emergency Operations Plan	2009 / Update Needed

F.

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Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 27, 2020
Subject: 2020 Budgeted Projects

Department	Expense	Account Numb	2020
Const / Imp.	8th Rehab Brookview S. 1-4 Addition	425-49008-530	
Const / Imp.	6th Ave Rehabilitation	425-49008-530	$ 461,000
Const / Imp.	Main St. Reconstruction	425-49008-530	
Const / Imp.	Railroad Avenue Reconstruction	425-49008-530	
Const / Imp.	Mill Overlay E. Dual from Heritage to WTF	425-49008-530	
PVMT MGMT	2020 Pavement Management	440-49008-303	$ 46,870
PVMT MGMT	2020 Pavement Management	440-49008-351	$ 310
PVMT MGMT	2020 Pavement Management	440-49008-530	$ 257,710
Water	Computing Technology Devices	601-49400-500	$ 2,690
Water	Cameras - Water Tower	601-49400-500	$ 2,580
Water	Well House No. 2 Well Pump No. 2	601-49400-500	
Water	Water Tower Coating	601-49400-520	
Water	Rebuild Filter 1 Underdrain	601-49400-500	
Water	Rebuild Filter 2 Underdrain	601-49400-500	
Water	Rebuild Filter 3 Underdrain	601-49400-500	
Water	Rebuild Filter 4 Underdrain	601-49400-500	
Sewer	Computing Technology Devices	602-49450-500	$ 830
Sewer	Treatment Building Unit Heater	602-49450-500	$ 1,000
Sewer	Treatment Building Filter Air Piping	602-49450-500	$ 20,600
Sewer	Treatment Building Filter Underdrain No. 1	602-49450-500	$ 41,200
Sewer	Treatment Building Filter Underdrain No. 2	602-49450-500	$ 41,200
Sewer	Treatment Building Filter Room Unit Heater No.	602-49450-500	$ 1,000
Sewer	Treatment Building Filter Room Unit Heater No.	602-49450-500	$ 1,000
Sewer	Treatment Building Backwash Supply Pump No.	602-49450-500	$ 15,500
Sewer	Treatment Building Dehumidifier	602-49450-500	$ 2,600
Sewer	Treatment Building Sampler Room Electric Wall H	602-49450-500	$ 2,100
Sewer	Treatment Building Sampler Room Water Heater	602-49450-500	$ 1,000
Sewer	Treatment Building Office Unit Heater No. 1	602-49450-500	$ 2,600
Sewer	Treatment Building Office Unit Heater No. 2	602-49450-500	$ 2,600
Sewer	Disinfection Building Unit Heater	602-49450-500	$ 1,500
Sewer	Disinfection Building Effluent Flow Meter	602-49450-500	$ 3,100
Sewer	Blower Building Unit Heater	602-49450-500	$ 15,500
Sewer	Chemical Feed Room Unit Heater	602-49450-500	$ 3,200
Sewer	Rum River LS Genset	602-49450-500	$ 24,700
Sewer	Anabun LS Genset	602-49450-500	$ 24,700
Sewer	East Dual LS Genset	602-49450-500	$ 25,800
Sewer	8th Ave LS Genset	602-49450-500	$ 34,000
Sewer	BMX LS Genset	602-49450-500	$ 24,700
Sewer	Subway LS Genset	602-49450-500	$ 33,000
Sewer	Unity LS Genset	602-49450-500	$ 24,700
Sewer	Deer Haven LS Genset	602-49450-500	$ 24,700
Sewer	Ponds Sludge Removal	602-49450-500	$ 50,000

Stormwater	Computing/Technology Devices	603-49500-500	$	2,690
Stormwater	System Improvements	603-49500-303	$	19,930
Stormwater	System Improvements	603-49500-351	$	130
Stormwater	System Improvements	603-49500-530	$	112,800
Stormwater	System Improvements	603-49500-303		
Stormwater	System Improvements	603-49500-351		
Stormwater	System Improvements	603-49500-530		
Liquor	ADA Compliant Counter	609-49750-500	$	2,800
ALL	OS TRANSFERABLE SUBSCRIPTIONS	614-49845-500	$	10,000
ALL	Misc. Software Programs	614-49845-500	$	1,030
ALL	Computer Monitors/Displays	614-49845-500	$	1,030
ALL	Desktop Printers	614-49845-500	$	515
ADMIN / HR / CITY C	Packet Management Software	614-49845-500	$	10,300
STREET, WATER, SE	WTP IPAD	614-49845-500	$	1,854
LIQUOR	LIQUOR STORE TOWER	614-49845-500	$	1,854
STORMWATER	CITY HALL LAPTOP	614-49845-500	$	1,854
POLICE	POLICE STATION TOWER	614-49845-500	$	1,854
POLICE	POLICE STATION TOWER	614-49845-500	$	1,854
WATER	WTP TOWER	614-49845-500	$	1,854
ADMIN, STREET, WA	PUBLIC WORKS BLDG TOWER	614-49845-500	$	1,854
LIQUOR	LIQUOR STORE SFF	614-49845-500	$	1,854
LIQUOR	LIQUOR STORE SFF	614-49845-500	$	1,854
Elections	Ballot Counters	920-41200-500	$	6,695
Admin	Employee Accomodations	920-41500-511	$	1,600
Municipal Building	Cisco City Hall	920-41941-500	$	10,197
Municipal Building	CH/ICC 100KW Stationary Generator	920-41941-500	$	37,080
Municipal Building	Cameras City Hall	920-41941-500	$	2,580
Police	100KW Stationary Generator	920-42110-500	$	37,080
Police	Squad Vehicle - 221 - 2015 Ford Explorer	920-42110-500	$	46,350
Police	Building Cameras	920-42110-500	$	2,580
Police	Tasers	920-42110-500	$	4,640
Police	Handguns	920-42110-500	$	4,890
Streets	60KW Stationary Generator	920-43100-500	$	33,990
Streets	Bobcat Steer Loader Buyback Program	920-43100-500	$	5,600
Streets	Truck Mounted Mosquito Fogger	920-43100-500	$	10,300
Street Lighting	Street Light Pole Replacement (65 City Owned)	920-43160-500	$	8,240
ICC	Sprinkler System - Fire Suppression	920-45186-530	$	51,500
PRC	Rum River Meadows - Irrigation	920-45300-500	$	2,977
PRC	C-I Bike/Walk Trail Contribution	920-45300-500	$	7,500
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	$	20,600
PRC	Progressive Mower	920-45300-500	$	25,750
PRC	Landpride Disc	920-45300-500	$	3,090

G.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 27, 2020
Subject: 2019 Goals and Progress Summary

Goal/ Objective	Status
City Website	Completed
Equipment for City Council Communications	Completed
Capital Improvement Plan (20 year)	Completed
Administrator Transition	Completed
Emergency Generators	Included in 2020 Budget cycle
Multi-Use Skating Rink	To be evaluated in 2020
Street Extensions – Richard Avenue SE & Fifth Avenue SE	Completed
Traffic Issues with Heritage Boulevard	Joint study with County being discussed at 2020 Goal Setting
Sliding Hill	Being completed in 2020
City Facility Water Bottle Filling Stations	Completed
2018 Pavement Management Program	Completed
Continue Marketing Plan and Economic Development Efforts to Diversity and Increase Tax Base	Continued efforts throughout the year by EDA and Staff
Maintain City and Development Standards	Continued on-going effort by CDD, Committee Members, Planning Commission and Staff
Future Debt Plan	Direction given. To be discussed as needed
CDD/EDD Staffing Plan	Completed
Committee Structure Change	Completed
Comprehensive Plan	Completed
Social Media – Facebook	Completed
Legacy Park Access	In-progress
Lodging Tax	To be evaluated in 2020
Liquor Store Facility Improvements	To be evaluated in 2020
Lower Water/Sewer Bills	To be evaluated with 2020 rate study

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: January 27, 2020
Subject: 2005 - 2018 Years Council Established Goals

2018

- City Website
- Equipment for City Council Communications
- 20 Year Capital Improvement Plan
- Administrator Transition
- Emergency Generators
- Multi-use Skating Rink
- Street Extensions – Richard Avenue SE & 5th Avenue NE
- Traffic Issues on Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Refill Stations
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2017

- Annexation of Surrounded Properties
- Dog Park – Phase 1 Project
- Consider Relocation of Pleasure Rink
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tastings Event
- Liquor Store Project Review
- Public Works & Police Department Storage Building Project
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2016

- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options

- 5th Avenue NE Extension – Develop Funding Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2015

- Adopt a Long-Range Revenue Plan (Franchise Fees were implemented)
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center
- Finalize Process
- Need to Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update

— Maintain City Standards
— Utility Billing – Pursue In House Billing
— Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2012
— Community Center Review
— Capital Replacement Fund – Municipal Building Reserve
— Review and Recommendation regarding Utility Billing
— Review CSAH 5 Traffic and Congestion Issues
— Main Street Traffic Issues
— Continue Economic Development Efforts to Diversify and Increase the Tax Base.

2011
— Restructure City Government

2010
— Economic Development Comprehensive Plan
— Downtown Plan
— Consideration of EDA to an HRA
— Continue work on Rail Industrial Park
— Budgeting without LGA
— Establishing a list of cuts and prioritize budget items
— Determine the percentage of general funds to reserve
— Restructuring bonded debt

2009
— Complete Long-Term Financial Plan
— Commercial Tax Base
— Disaster Plan
— New Personnel Policy
— City Multi Modal Transportation Plan

2008
— Water Treatment Plant
— Long Term Financial Plan
— Marketing Plan, Strategic Downtown Plan, and Commercial Base

2007
— Increase Commercial Base
— Develop a Marketing Plan for the City
— Public Safety
— Develop a Strategic Downtown Plan
— Stabilize and/or reduce taxes
— Long term financial planning
— Transportation Needs
— Better Communications
— Council By-Laws
— Controls on Spending
— Collecting Dollars due City for Services Rendered

— Enhanced Housing Stock Planning
— Water Treatment Plant
— Annexation Policy
— Review of Service Providers
— Planning Commission / Advisory Boards
— Liquor Store Project
— Discussion of Future Annexations
— Healthier City
— Recreation Opportunities
— Codification
— Phase III Street / Utility Improvements
— Comprehensive Economic Plan
— Intergovernmental Communications
— Viable Comprehensive Plan

2006

— No Record of Goal Session

2005

— Performance Review on all Boards
— Training
— Comprehensive Plan- Participation by all Boards
— Submission of Agenda Items for Boards

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 10, 2020

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
City Engineer

Subject: Performance Center – Cost Update with Restroom & Concession Stand
City of Isanti, MN
Project No.: R13.120117

Background:
The Park and Recreation Board began looking into this project in 2007. At that time, it was determined that there weren't funds available to construct the project.

In 2011, the project was revived. Site plan designs were approved, and the project went out for bids in August 2011. No bids were received. It was apparent at the time that the larger contractors were too busy to bid the work, and that the small contractors may not have been aware of the project. It does not appear any further attempts were made to construct the project at that time.

In 2019, interest has returned to evaluate the project. We have contacted the same company from 2011 for updated pricing on the preferred design the Park Board selected in 2011.

In addition to updating the costs of the 2011 project scope, We have also evaluated the additional cost to construct a seasonal bathroom and concession stand with the Performance Center.

2020 Cost Estimates:
Performance Center:
The Performance Center that was selected by the Park Board in 2011 is designed by Cedar Forest Products and is called Band Shell #3. It includes 2 dressing rooms (one on each side of a central performance area). It is a wood structure with a shingled roof over the performance area. See the attached image and structure schematic.

The supplier of the structure (Minnesota/Wisconsin Playground (MWP)) has provided updated pricing to deliver the kit of materials to the City. The site grading, concrete pad, and fabrication of the structure are additional costs that the City would need to hire a contractor to complete. MWP has also supplied a cost to perform this work.
Below are the project costs submitted by MWP to construct the Performance Center in 2020 dollars. Plus estimated costs for electrical, testing, access walk and inspection.

Band Shell #3 Kit	$113,625.00
Site Work and Structure Fabrication	$106,632.00
Electrical Service, Inspection, Walk, & Testing	$20,500.00
Performance Center Total Project Cost:	$240,757.00

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Restroom with Concession Stand:

The proposed site location (near the Performance Center) does not have sanitary sewer or water service readily available. These services would need to be extended 300-400 ft from an adjacent street. The facility would also require a grinder pump with a small force main to provide sanitary sewer service as it would be located in a low area that cannot be serviced with gravity sanitary sewer. The cost estimate is for a standard prefabricated concrete structure with male and female restrooms as well as an un-furnished central concession stand. It would be a seasonal unheated facility planned to be closed in the winter.

Prefab Double Restroom Structure W/ Concessions	$125,000
Grading & Utility Extensions W/ Grinder Pump	$75,000
Restroom & Concession Total Project Cost:	$200,000

Alternate Restroom and Concession Stand Options:

Restroom:

Should the City elect to do a single vault latrine style facility water service could still be extended to the site, but the sewer service cost would not be required. A vault latrine would require regular pumping maintenance and may have scent issues. This would be a co-ed facility.

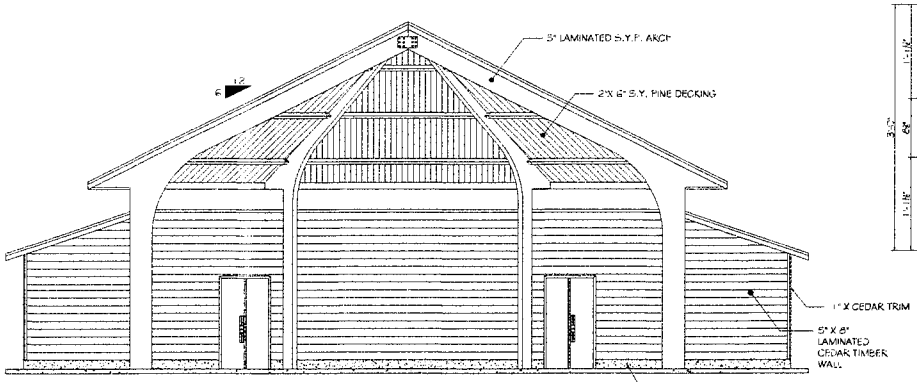
Concession Stand:

One of the dressing rooms on the primary Performance Center structure could be converted into a concession stand, however it would not have running water.

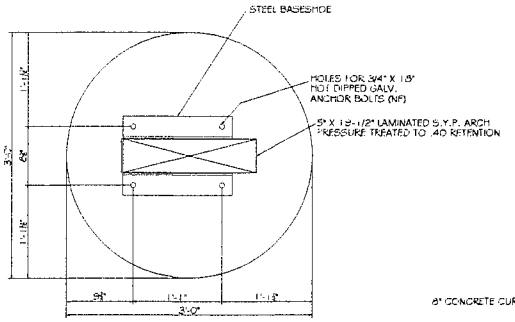
Single Stall Vault Latrine W/ Water Service	$50,000
Convert Dressing Room to Concession Window	$5,000
Total Alternate Restroom & Concession Option	$55,000

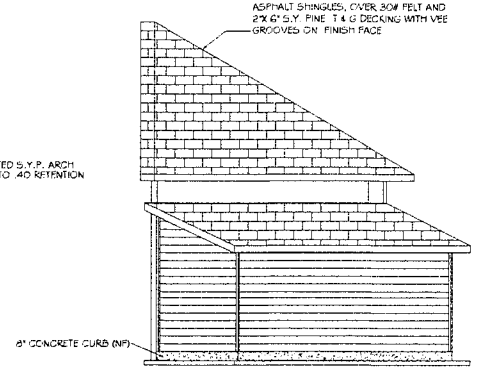
Please contact me if you have any questions.

SCALE: NTS

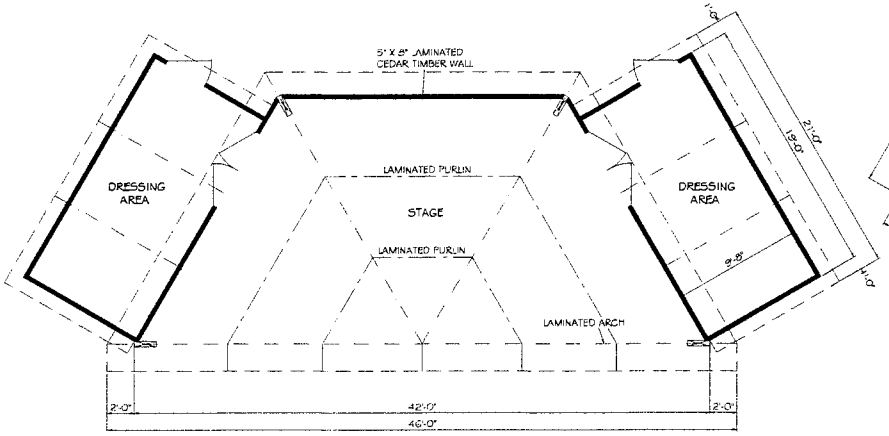


FRONT ELEVATION

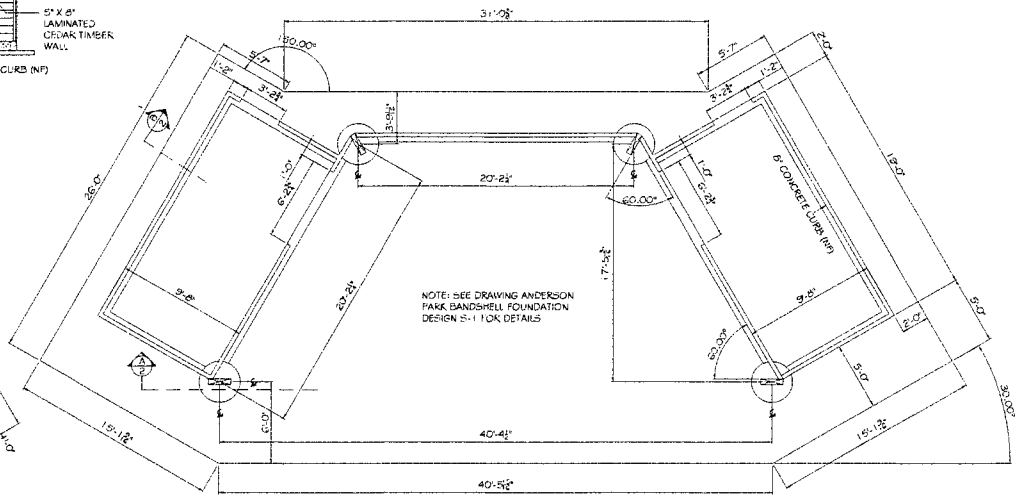




RIGHT SIDE ELEVATION



FLOOR PLAN



FOUNDATION PLAN

CFP
CEDAR FOREST PRODUCTS
P.O. BOX 145
WEST OLIVE, MI 49460
800-552-9495
WWW. CEDARFORESTPRODUCTS.COM

PRELIMINARY
NOT FOR CONSTRUCTION

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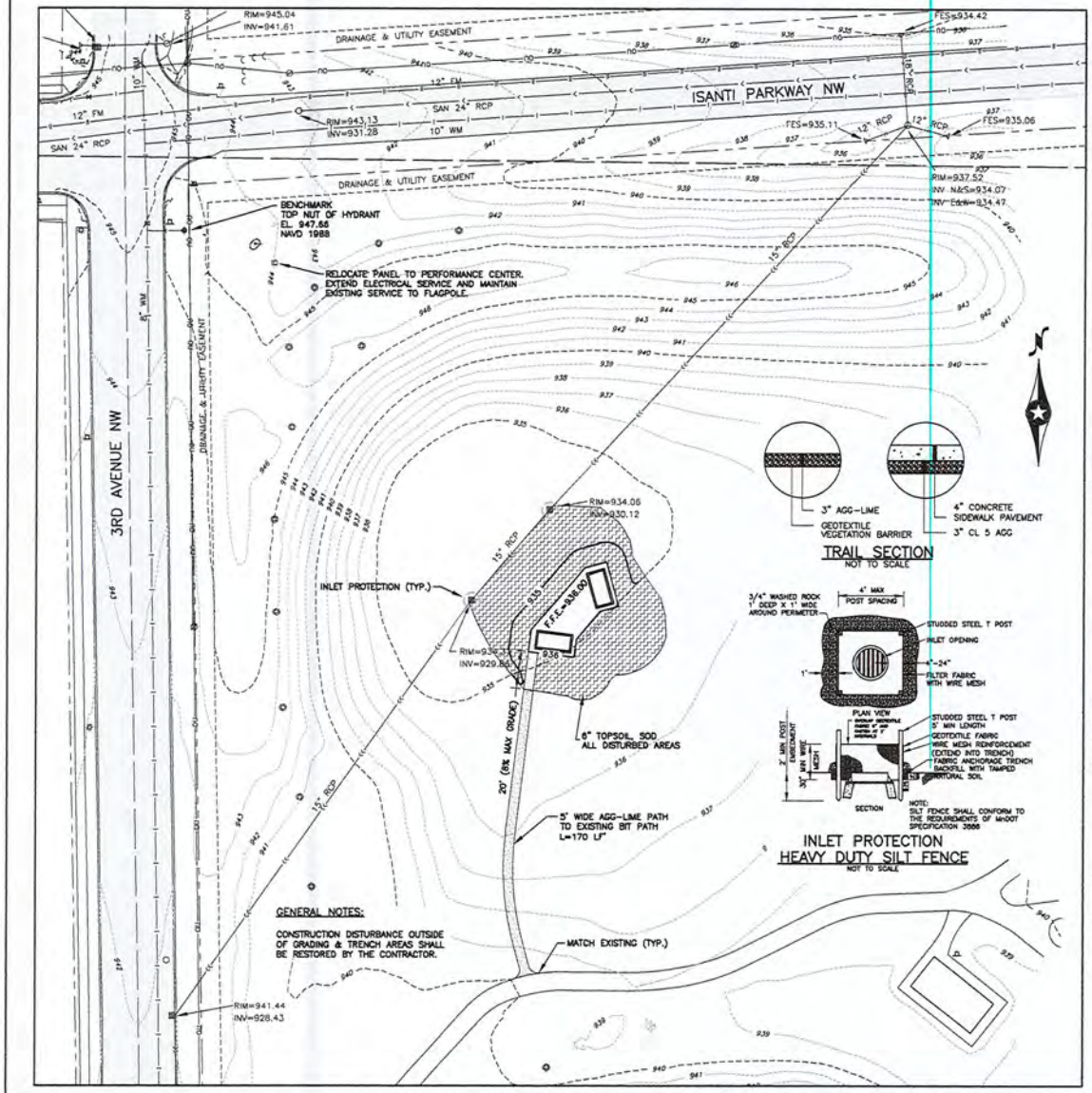
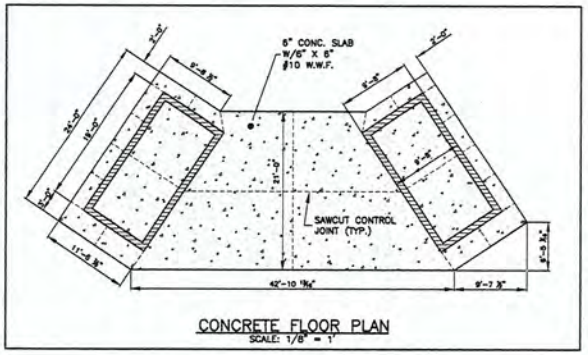
MODEL NUMBER:	BAND3	SHOWN WITH STANDARD OPTIONS
DESCRIPTION:	Band 3 – Standard Shelter	
Possible Options:	☐ 29ga METAL ROOF ☐ STANDING SEAM ROOF ☐ CEDAR SHINGLES	☐ METAL BASE SHOES ☐ STEEL COLUMNS ☐ CUSTOM ROOF PITCH
		☐ LIGHTNING PROTECTION ☐ 2 TIER ROOF ☐ CUPOLA

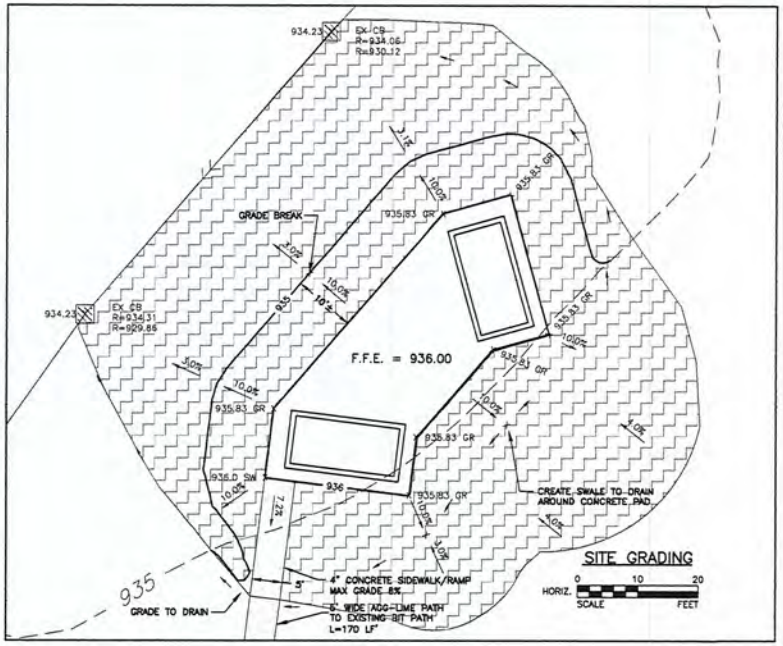
REVISION DATES	DRAWN BY:	DATE:
REV:	JES-585A	11-14-18
REV:		
REV:		
REV:		

SHEET: 1 OF 1





CONCRETE FLOOR PLAN
SCALE: 1/8" = 1'



SITE GRADING

LEGEND

- DENOTES EXISTING BITUMINOUS ROADWAY
- CONCRETE BUILDING PAD
- TURF RESTORATION
- EROSION PROTECTION AT INLET
- CATCH BASIN
- 3.05% DRAINAGE DIRECTION & GRADE
- X 9XX.XX GR SPOT ELEVATION

HORIZ. 0 30 60
SCALE FEET

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H:\SAN\R1310360\1\C3D\10360385E.dwg 8/22/11 2:47 pm

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
BRADLEY C. DEWOLF
LIC. NO. 24000 DATE 8/19/2011

DESIGNED KTB
DRAWN KGA
CHECKED KTB

A Community For Everything Isanti

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN
BURNSVILLE, MN WILLMAR, MN CHASKA, MN
RANSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

REV.	BY	DATE

CITY OF ISANTI, MINNESOTA
BLUEBIRD PARK PERFORMANCE CENTER IMPROVEMENTS
SITE PLAN – GRADING PLAN BID ALT NO. 1

SHEET 2 OF 2

MINNESOTA • WISCONSIN PLAYGROUND

Consultant: Harlan Lehman

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | harlan@mnwiplay.com

QUOTE #27356

01/10/2020

Bluebird Park Park Shelter with Dressing Rooms Plan D9988H - Shelter Materials Only

City of Isanti
Attn: Jenny Garvey
100 Isanti Pkwy NW
Isanti, MN 55040
Phone: 763-444-5512
isantiparks@cityofisanti.us

Ship To Zip: 55040

Quantity	Part #	Description	Unit Price	Amount
1	BAND3	Cedar Forest Products - Band shell 3 40' x 19' standard with dressing rooms - *Price includes:* Roof pitch is 6:12, designed for a standard 30 PSF live load & 90 MPH wind speed Gothic arch, glulam SYP columns Zinc plated fasteners, powder coated steel plates Roof decking shall consist of 2" x 6" nominal #1 SYP single T&G with a V-joint 2" x 8" cedar fascia 8' eave height 30 year architectural grade shingle package and roofing felt Kiln dried cedar, double T&G, nominal 4" x 8" exterior walls 18 ga. metal exterior doors, 16 ga. metal frame - hardware included *Exclusions:* Unloading, storage or installation of material, clear coat or stain and gutters & downspouts. Installation, concrete pad or footings	$108,225.00	$108,225.00
1	ENGINEERING	Cedar Forest Products - Certified Engineering Drawings	$1,650.00	$1,650.00

SubTotal:	$109,875.00
Freight:	$3,750.00
Total Amount:	**$113,625.00**

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Payment terms: 50% deposit payable at time of order entry with the balance due by certified check upon delivery (C.O.D.)

Freight charges: Prepaid & added

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions or permits of any kind.

MINNESOTA • WISCONSIN PLAYGROUND
Consultant: Harlan Lehman

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | harlan@mnwiplay.com

QUOTE #27356

01/10/2020

Bluebird Park Park Shelter with Dressing Rooms Plan D9988H - Shelter Materials Only

Order Information:

Bill To: _____

Company: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Tel: _____

Fax: _____

Ship To: _____

Project Name: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Tel: _____

Fax: _____

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: **$113,625.00**

MINNESOTA • WISCONSIN PLAYGROUND

Consultant: Harlan Lehman

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | harlan@mnwiplay.com

QUOTE #27362

01/10/2020

Bluebird Park Park Shelter Plan D9988H - Shelter Installation and Services

City of Isanti
Attn: Jenny Garvey
100 Isanti Pkwy NW
Isanti, MN 55040
Phone: 763-444-5512
isantiparks@cityofisanti.us

Ship To Zip: 55040

Quantity	Part #	Description	Unit Price	Amount
1	EXCAVATION	Lump Sum - Excavation for 89 cubic yards	$2,670.00	$2,670.00
1	DISPOSAL	Lump Sum - Off site disposal for 89 cubic yards of material	$3,840.00	$3,840.00
1	AGG BASE	Lump Sum - Supply and install a 6" depth of Class 5 under slab - *1526 sq. ft. area*	$3,296.00	$3,296.00
1	CONCRETE PAD	Lump Sum - Concrete slab w/rebar at 6" depth - *1526 sq. ft. area*	$18,312.00	$18,312.00
1	WALL FOOTING	Lump Sum - 24"W x 8"D shelter wall footing - *QTY - 120 lin. ft.*	$9,750.00	$9,750.00
1	POURED WALL	Lump Sum - 8" x 44" poured concrete wall w/ rebar and 4" x 8" knockout ledge - *Qty - 120 lin. ft.*	$18,300.00	$18,300.00
1	FOOTINGS	Lump Sum - Quantity 4 - 36" diameter x 48" depth concrete footings w/rebar	$4,320.00	$4,320.00
1	INSTALL	Cedar Forest Products - Luimp Sum - Installation for BAND 3 STANDARD 40' x 19' shelter with dressing rooms as shown per plan drawing. - *Includes all above ground work*	$45,724.00	$45,724.00
1	INSTALL	Cedar Forest Products - Lump Sum - Disposal of all shelter packaging and drayage	$420.00	$420.00

SubTotal: $106,632.00
Total Amount: $106,632.00

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions or permits of any kind.

MINNESOTA • WISCONSIN PLAYGROUND
Consultant: Harlan Lehman

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | harlan@mnwiplay.com

QUOTE #27362

01/10/2020

Bluebird Park Park Shelter Plan D9988H - Shelter Installation and Services

Order Information:

Bill To: _____

Company: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Tel: _____

Fax: _____

Ship To: _____

Project Name: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Tel: _____

Fax: _____

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: **$106,632.00**

A Community For Generations.
Isanti

Memo for Council Goal Setting

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 8, 2020
Subject: City Street Lighting Infill – Information and Past Programs

Background:

As requested by City Administrator Josi Wood, I have prepared a memo on City Street Lighting Infill, that provides current cost information and information on past programs,

Current costs:

Staff has contacted Connexus Energy to get current costs for light fixtures, installation and energy costs. Those costs are as follows:

Commercial 30' Shoebox LED Light - $2,848.00
Residential Traditionaire LED Light - $1,453.00
Trenching Costs - $8.25/ft.
Fixture Energy/Maintenance Costs (commercial) $9.76 per month

If for instance, the City were to consider installation of 10 commercial fixtures along Heritage Boulevard (CSAH 5), costs are estimated at $33,936.00 (includes 20% for trenching/miscellaneous costs).

Past Lighting Infill Programs:

The City had 4 phased annual programs, spanning from 2015 to 2018 for street lighting infill. The original project plan prepared in 2013 identified 20 locations in residential areas and 6 locations on collector roads for infill street and trail lighting. The original project and accompanying annual programs were prepared through collaboration of Connexus and City staff. The original project plan and annual programs were reviewed/recommended by the former City Council Public Works Committee. Information on the programs is as follows:

2015 Phase I Program – 4 30' Commercial shoebox fixtures, 2 Cobra fixtures on existing poles, 2 Traditionaire fixtures – Program cost - $22,516.00

2016 Phase II Program – 1 30" Commercial shoebox fixture, 2 Cobra fixtures on existing poles, 2 Traditionaire fixtures – Program cost - $12,634.00

2017 Phase III Program – 3 Cobra Head Fixtures on existing poles, 3 Traditionaire fixtures - $11,257.50

2018 Phase IV Program – 2 Cobra Fixtures on existing poles, 2 upgrades from Traditionaire fixtures to Commercial shoebox fixtures, 1 new Commercial shoebox fixture, 1 Traditionaire fixture - $16,806.25

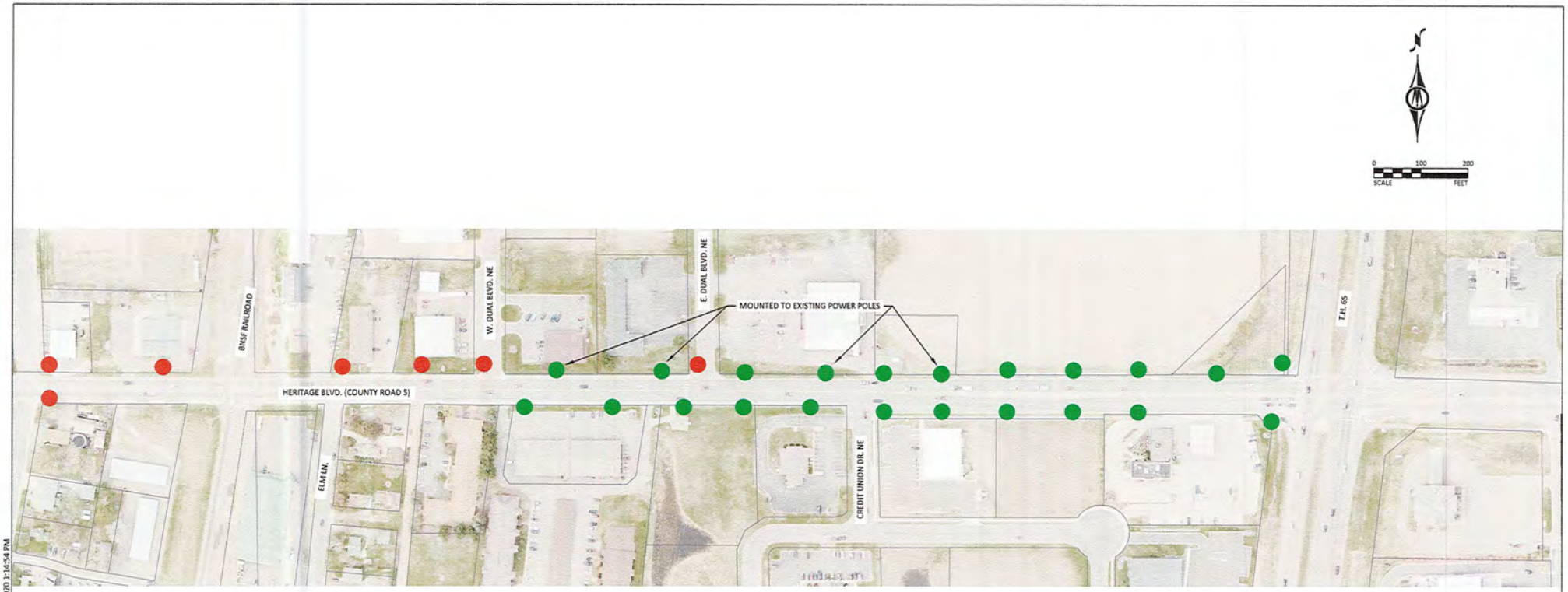
HERITAGE BOULEVARD PROPOSED LIGHTING

ISANTI, MN

FIGURE 2

JANUARY 2020

BOLTON & MENK



LEGEND:

- EXISTING LIGHT
- PROPOSED LIGHT

NOTES:

1. THIS IS A PRELIMINARY LAYOUT AND NOT BASED ON PHOTOMETRIC DESIGN
2. RIGHT OF WAY INFORMATION IS FROM ISANTI COUNTY GIS
3. RIGHT OF WAY OR UTILITY EASEMENTS APPEAR TO BE IN PLACE AT ALL PROPOSED LOCATIONS

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HERITAGE BOULEVARD EXISTING LIGHTING

ISANTI, MN

FIGURE 1

JANUARY 2020

BOLTON & MENK

0 200 400

SCALE FEET

LEGEND:

EXISTING LIGHT

NOTES:

1. THIS IS A PRELIMINARY LAYOUT AND NOT BASED ON PHOTOMETRIC DESIGN
2. RIGHT OF WAY INFORMATION IS FROM ISANTI COUNTY GIS
3. RIGHT OF WAY OR UTILITY EASEMENTS APPEAR TO BE IN PLACE AT ALL PROPOSED LOCATIONS

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A Community For Generations.

Isanti

Memo

To: Josi Wood, City Administrator
From: Sheila Sellman, Community Development Director
Date: January 7, 2020
Subject: City Electronic Reader Board Sign – 2020 goal setting

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As part of preparation for the 2020 goal setting meeting, I was asked to provide information on a city owned electronic reader board sign (AKA Dynamic signs).

Location
It would be ideal and most cost effective to have a city owned sign on city owned property or city right-of-way (ROW), that being said the most visibility will likely be along Highway 65 or Heritage Blvd (County Road 5) neither of which the City owns ROW.
The city does own some property along Highway 65 south of Cajima and south of Golden Way St. NE, both of these locations are north of Heritage Blvd so they may not be the best locations.

Along highway 65 will give the city the most exposure and visibility. In order to be in this location, the city would need to put the sign on the city owned parcel, obtain an easement from a private land owner or obtain permission from MNDOT to put a sign in their ROW.

Cost
The City of Princeton partnered with their School District and split the cost of the sign, the total for their sign was $30,000. East Bethel's sign cost $74,000. The city owns the sign and leases the site. Forest Lake owns their sign and it cost between $60-$75,000 they have an easement for the site. Besides the cost of the sign itself other costs may be ROW permits, leasing or purchasing land.

Sign
Dynamic signs that are used in conjunction with another freestanding sign may occupy 80% of the actual copy of the sign. Stand alone dynamic sign is limited to 70 square feet. There must be 300 feet in between freestanding signs. Depending on location the freestanding sign can be 120-200 square feet and range in height from 35-45 feet. The sign copy can only change every 20 seconds.

Policy
Items to consider:

- What will be the purpose of the sign?
- Who can have messages on the sign?
    - School
    - Civic groups
    - Events
    - Non-profits

A Community For Generations.

Isanti

MEMO

To: Mayor Johnson and Members of City Council

From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: January 10, 2020
Subject: 2020 Goal Setting item – Splash Pad

Staff has been asked to research a splash pad option within the city of Isanti. Staff researched splash pads throughout the state and has developed information on the location, operation system and size options. Below is a list of options to review.

treated water system	**TWO OPTIONS**	untreated water drains to storm sewer system
$650,000	**COST TO BUILD**	$200,000
holding tank about 3.000 gallons, water dissipates during day, unknown daily usage	**WATER USAGE**	approximately 70,000 gallons per day (2 million per month)
5400 sq ft	**SIZE**	3500 sq ft
new building: $165,000	**BATHROOM/CHANGING**	new building: $165,000
Bluebird Park	**LOCATION:**	Bluebird park
<u>Additional items to consider which would add to cost</u>: warming house/rental space, mechanical area, shade structure, benches, fencing, signage, storage, staffing vs unstaffed		
$10,000 per year in chemicals, mntc, advertising, etc (not including Staff time)	**Costs associated with operations**	water usage: approx. $34,000 per month $1,100 per day water cost
Bathrooms and drinking fountain required to be conveniently located. One bathroom per 750 sq ft of spray deck.		

Location Options in Bluebird Park:

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 10, 2020

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
City Engineer

Subject: Pedestrian Overpass/Underpass – Possible Funding Sources
City of Isanti, MN
Project No.: R13.120117

The Pedestrian Overpass was last evaluated in 2010-2011. It was proposed to cross TH 65 at Broadway Street and extend a trail across a wetland to 8th Avenue SE. With the completion of the hotel at this location, the alignment and design of the trail and overpass/underpass may need to be re-evaluated. In addition to the pedestrian crossing itself, this trail alignment will require easement acquisitions and wetland mitigation to construct the eastern trail section. The 2010 concept layout and rendering are attached.

The original concept was to construct a pedestrian overpass. It has been requested to evaluate the possibility of constructing a pedestrian underpass as an alternative. Until a full study is completed, both options appear viable. The extent of retaining walls and ramp lengths will determine which is most cost effective, and the City will need to make a determination as to which type of crossing they prefer once the feasibility of each has been studied.

The pedestrian overpass cost estimate has been updated to current 2020 construction costs and is estimated at a total project cost of $4.25 million dollars. The underpass option may prove to have a cost savings, depending on the crossing location selected.

2025 is the earliest anticipated fiscal year the below funding sources could all apply and meet all application deadlines. The application year listed below is the anticipated year the application would need to be submitted to request funds for a 2025 construction project.

It is highly unlikely to succeed in receiving all the below funds. We anticipate a best-case scenario would be to receive approximately $2,050,000, leaving $2,200,000 in local funds required.

Following is a summary of state and federal grants that the pedestrian overpass/underpass project is anticipated to be competitive for. All listed programs can be applied for and funds can be combined to deliver the project. If any federal funds are secured, the city will be required to provide a minimum 20% match of the total project cost with non-federal dollars. State sources can be used to meet this match requirement.

MnDOT Local Partnership Program (LPP)
This is a state funded program intended to pay for a portion of the Trunk Highway eligible construction costs of the project and up to 8% of the construction engineering costs (for inspection, contract administration, surveying and materials testing as applicable, based on the Trunk Highway eligible costs.

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Locally led projects that are not large scale enough to be led by MnDOT. Funds can be used for trail projects that increase pedestrian safety along or crossing Trunk Highways.

Applications for this program are typically due early summer and grant awards announced by early fall. The City has had success with this program on the RCUT project.

Max Award Request: $750,000
Application Year 2020 - Fee Estimate: $5,000 - $7,000

MnDOT Local Road Improvement Program (LRIP)
This is a state funded program intended to pay for local road construction or reconstruction projects with local, regional, or statewide significance that cannot reasonably be funded through other revenue sources. The LRIP funds must be used outside Trunk Highway right-of-way and do not require a set local match.

Applications for this program are typically due early summer and grant awards announced by early fall. If this is awarded, it is unlikely the LRIP Bond Request would also be awarded.

Max Award Request: $1,000,000
Application Year 2023 - Fee Estimate: $5,000 - $7,000

LRIP Bond Request
This is a formal application request to have the project included in upcoming state bonding bill and is intended to pay for public facility construction or reconstruction projects with local, regional, or statewide significance.

Applications for this request are typically due in June and inclusion in the proposed bonding bill announced between later summer through the following early spring. This is the least likely to be awarded and requires significant political support. It is also unlikely to be awarded if the above LRIP program is awarded.

Anticipated Request: $2,000,000
Application Year 2022 - Fee Estimate: $10,000 - $12,000

Transportation Alternatives Program (TAP)
This is a federally funded program intended to pay for pedestrian and bicycle facilities, historic preservation, Safe Routes to School, and more. The primary purpose must be transportation (not recreational). Awards for this program require a 20 percent local match.

Applications for this program are typically due early January and grant awards announced by early spring. If this is awarded, it is unlikely the Safe Routes to School program would also be awarded.

Max Award Request: $365,000
Application Year 2020 - Fee Estimate: $8,000 - $10,000

MnDOT Safe Routes to School (SRTS)
The SRTS program is federally funded and administered by the Minnesota Department of Transportation. The purpose of this program is to enable and encourage children to walk and bike to school in a safe and appealing manner and to improve safety and reduce traffic, fuel consumption and air pollution in the vicinity of schools. Awards for this program require a 20 percent local match. The award amounts vary but typically do not exceed $300,000.

The SRTS application period typically occurs in June. This program was not funded in the last bonding cycle but is anticipated to be funded in the 2020 cycle this spring. If this is awarded, it is unlikely the Transportation Alternatives Program would also be awarded.

Max Award Request: $300,000
Application Year 2022 - Fee Estimate: $8,000 - $10,000

Local and Regional Trail Grant Programs

These programs are administered by the DNR and intended to develop local trail connections and regionally significant trails by local units of government outside of the seven-county metro area and act as complements to the state trail system. The city would only be able to apply to one program for the same project. We will work with DNR program administrators to determine which is the best fit for the pedestrian bridge project. Local governments complete the project and are reimbursed for up to 50 percent of total eligible costs, with a maximum award of $250,000. All work funded with FY 2021 appropriations must be completed no later than June 30, 2022.

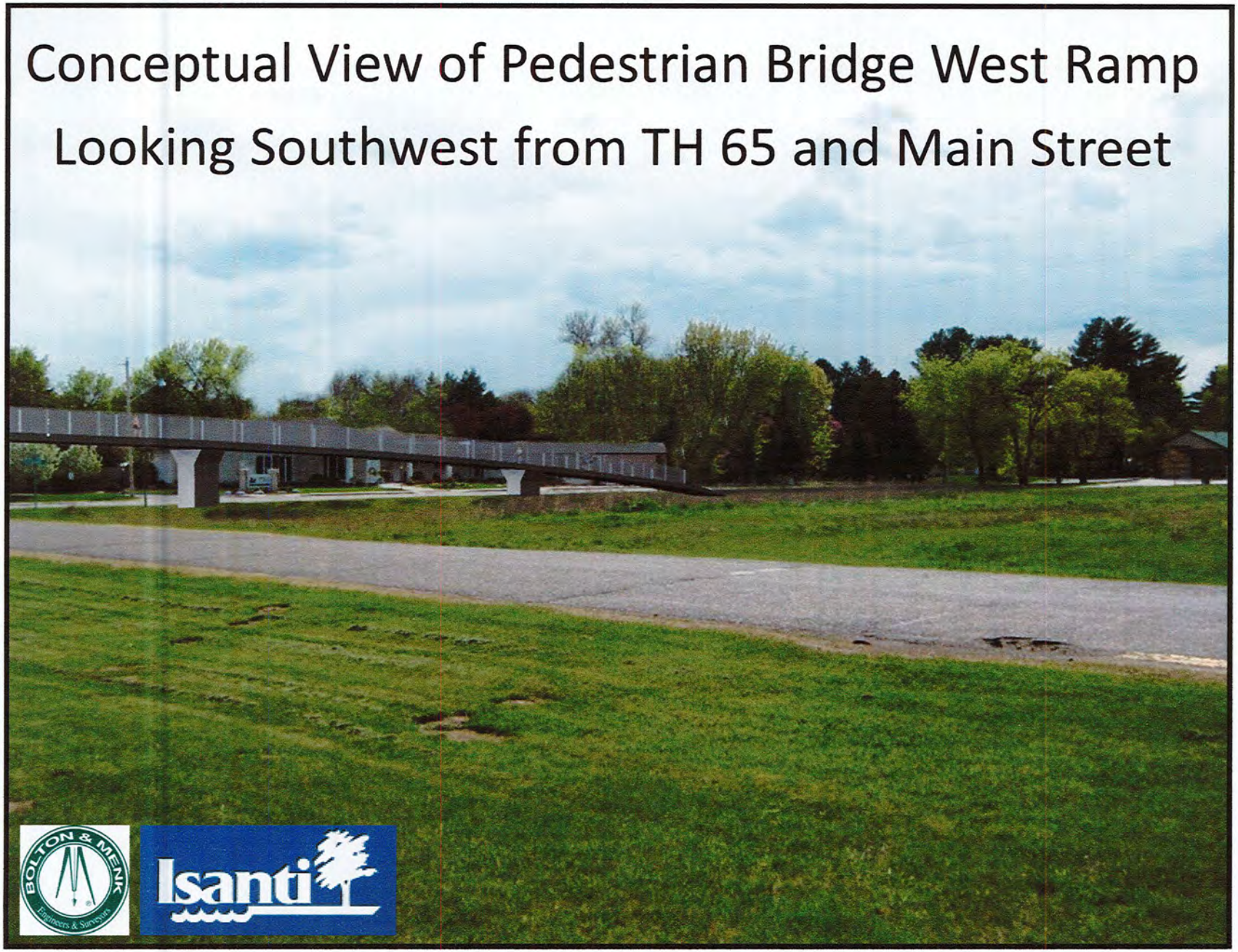
Applications for this program are due by March. This is very competitive, and this project may not have the highest likelihood of being awarded.

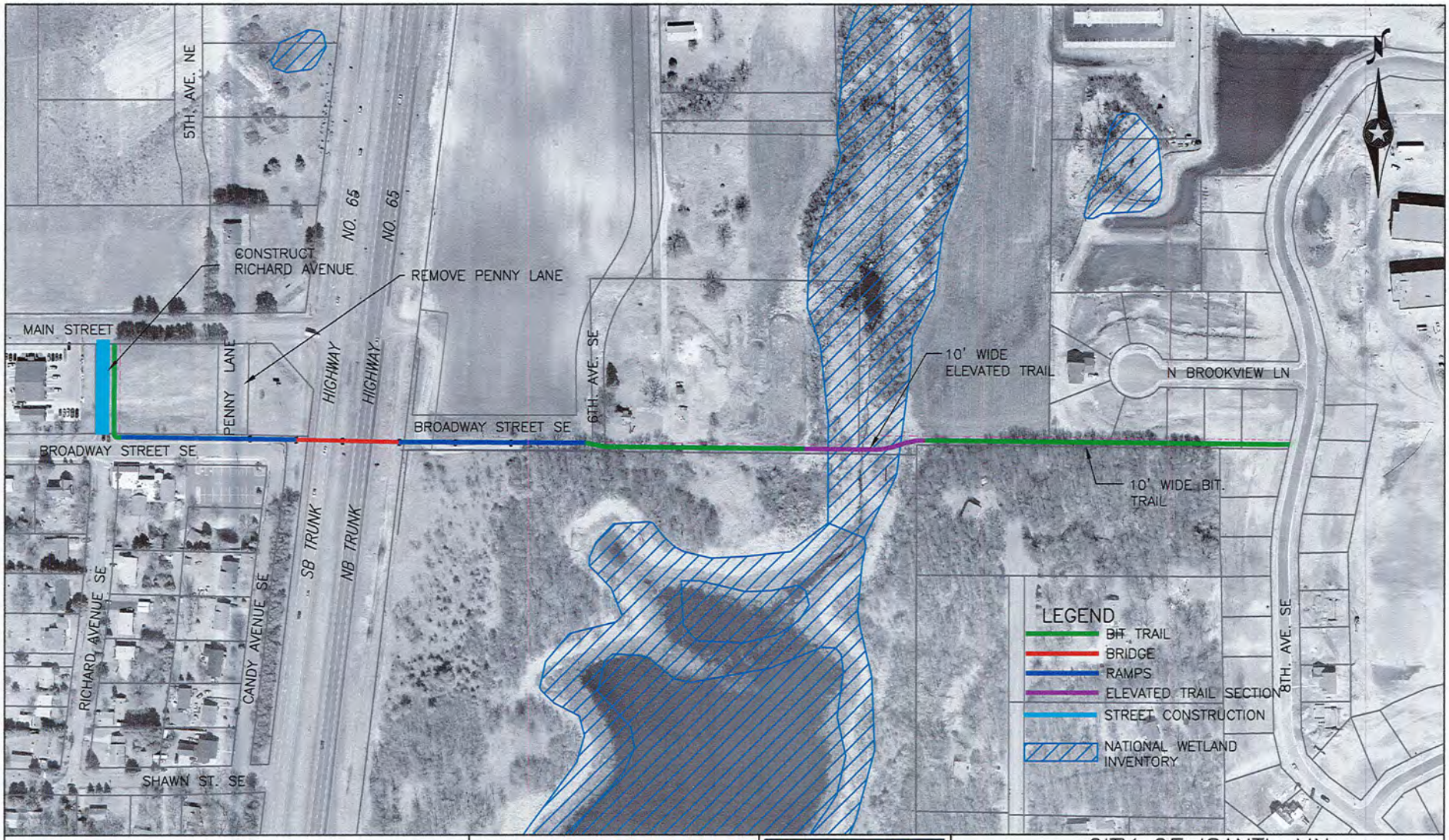
Max Award Request: $250,000
Application Year 2023 - Fee Estimate: $10,000 - $12,000

Summary

- The earliest anticipated construction season is 2025.
- A feasibility study will need to be completed to determine the location the crossing should occur and if an overpass or underpass will be most cost effective or preferred.
- $2.2 million in local funds are anticipated to be required at a minimum.
- Applications will need to begin completed in 2020 to maximize funding opportunities for a 2025 construction season.

Conceptual View of Pedestrian Bridge West Ramp Looking Southwest from TH 65 and Main Street





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BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN WILLMAR, MN
BURNSVILLE, MN CHASKA, MN RAMSEY, MN AMES, IA

Isanti

CITY OF ISANTI, MN
TRAIL AND PEDESTRIAN BRIDGE IMPROVEMENT LAYOUT

APRIL, 2009

FIGURE NO. 1

A Community For Generations.

Isanti

MEMO

To: Mayor Johnson and Members of City Council
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: January 10, 2020
Subject: PRC Community Events

Background

Staff researched a variety of programs/events that could be a new addition to the city, some of which came from the direction of city council. Staff also evaluated existing city programs/events and has included those to keep and those to possibly replace.

Existing		**Cost of Event**	**Cost for Participate:**
Earth Day Clean up	Retain	$200	Free
Farmers Market	Retain	$3,000	Various fees
Street Dance	Retain	$16,150 Total	Free to attend
Jubilee Days Booth	Retain	$100	Free
Family Day at Legacy	Retain	$400	Free
Curious Creatures	Retain	$360	Free or $3
Passport to Parks	Replace	$3,200	Free
Celebrate Isanti	Replace	$6,000	Free
	TOTAL	$29,410	

Proposed		**Cost of Event**	**Cost for Participate:**
April	Breakfast with the Bunny	$850	$5-$10
April	Egg Hunt	$1,100	Free
week of jubilee/rodeo	Medallion Hunt	$800	Free
Thursday Jubilee	Parade Float	$4,550	Free
fri jubilee	Kids Event at Bluebird in morning before Farmers Market (similar to Celebrate Isanti events)	$2,000	Free
	Fireworks	$13,000	Free
June/July	Free Tennis lessons kids-adults, Mattson	$100	Free
July	Rocket Building	$100	Free
Dec	Breakfast with Santa *IPS did this event in December	$850	$5
Dec	Candy Cane Flashlight hunt	$600	Free
Winter Jan/Feb 2021	Family Day Legacy/River Bluff	$400	Free
Various Dates	Daytime movie days	$300	Free
	TOTAL	$24,650	

A further breakdown:

Breakfast with Bunny/Santa			
Staff cost*	day of: 4 hrs	4x30	$120
	prep 2 hrs supplies	2x30	$60
	10 hrs planning, set up	10x30	$300
	3 volunteers		
	supplies: crafts, costume		$200
	food		$150
			$830

Medallion Hunt	
Medallion	$40
ads	$250
*staff time 20 hrs	500
	$790

Parade Float	
candy trinket	$2,000
Float materials	$1,500
*staff time 5 hrs day of x 5 staffx 30	$750
building float: 20 hrs x 5 staff x $30	$300
	$4,550

Kids Day Events		
water slide at bluebird	$100 tarp, $50 supplies	$150
inflatables		$700
6 staff	3 hrs day of	$550
trucks on display	2 staff	$200
bike ride		$100
ads		$500
		$2,200

Egg Hunt WEATHER DEPENDANT AND NO SNOW!	
6000 pre stuffed eggs: $500	$500
*staff planning 10	$300
day of: 2 hrs prep 4 staff	$240
20 volunteers	
	$1,040

Candy Cane	
ad	$200
supplies	$75
*staff time	$300
2 hrs day of, 5 hrs prep	

Fireworks (20 min show)	
*staff time 8 hrx4x30	$960
police traffic control	
fireworks	$12,000
	$12,960

*approximate time/cost - as with any new program staff time is unknown and is best guess,

Eliminate	
Celebrate Isanti	
5k bike run	5k occurs within Jubilee Days
Vendor booths	occurs within Jubilee Days
Passport to Parks	
Medallion hunt same type of event, just specific item to find, gets people to parks. Medallion hunt gets people to parks and local businesses for clues additional clues.	

A Community For Generations.

Isanti

Memo

To: Josi Wood, City Administrator
From: Sheila Sellman, Community Development Director
Date: January 9, 2020
Subject: Lodging Tax – goal setting 2020

Revenue generated by the lodging tax is restricted as to its allocation and use. Minnesota State Statute 469. 190 Subd. 3 includes the guidelines for its allocation and use and reads as follows: *Ninety-five percent of the gross proceeds from any tax imposed under subdivision 1 shall be used by the statutory or home rule charter city or town to fund a local convention or tourism bureau for the purpose of marketing and promoting the city or town as a tourist or convention center.*

Therefore, if the city collected a lodging tax the money would need to be used to fund a CVB for the purposes of marketing and promoting the city. This tax does not go into the general fund for other spending. A lodging tax is created by City Ordinance.

The tax is capped at a maximum of 5% of the rent charged. This tax applies to rentals of 30 days or less for lodging at a hotel, motel, rooming house, tourist court, or resort. Based on a study that was conducted by the 2018 EDA Intern, lodging tax that the hotel could generate was around $35, 901. The City can obtain an administrative fee from the tax collected.

A Community For Generations.

Isanti

Memo

To: Josi Wood, City Administrator
From: Sheila Sellman, Community Development Director
Date: January 9, 2020
Subject: Housing Study – 2020 goal setting

The last housing study that was done for the City was in June 2015, this housing study has projections going out to the year 2025.

Maxfield Research is well known for their housing studies and is typically used by cities and developers. The estimate to do an update ranges from $5,500 -$10,000. A full housing study range from $10,000-$20,000.

Often times when developers are seeking assistance from the city it is common to request, they provide a housing study to demonstrate a need.

A Community For Generations.
Isanti

Memo

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: January 27th 2020
Subject: Isanti Fire District Lease

Background:

Beginning in 2015 the Isanti Area Joint Fire District (IAJFD) began paying $32,622.75 annually for lease of the fire station on Heritage Blvd. The IAJFD had previously paid $1.00 annually. Since the start of 2015 the IAJFD has paid $163,113.75 to lease a portion of the building.

The IAJFD approached the City in 2019 to inquire about possibly purchasing the building outright. Over the past 5 years the highest observed estimated market value for the parcel was $495,000. If the IAJFD lease agreement continued for 10 more years unchanged the result would be as follows:

Previously Collected ('15-'19)	$ 163,113.75
Future Collection ('20-'29)	$ 326,227.50
Total Potential Collection	**$ 489,341.25**

If the Council's intent is to eventually consider an agreement that would result in IAJFD ownership of the current building. A few things would need to be considered.

1. How much should the IAJFD pay for the building?
2. Would this be a "lease to own" agreement or outright purchase?
3. Where would the Police Department be housed upon final transfer of ownership to the IAJFD?

Recommendation:

IF the council intends to pursue a transfer of ownership, it is Finance Director Betker's recommendation that a lease to own agreement be negotiated that would provide both time and funding for alternative accommodations for the Police Department.

Request:

Staff is requesting direction on this item.

A Community For Generations.

Isanti

H.10.

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: January 16, 2020

Subject: Liquor Store Expansion / New Store

Background:

Per our ongoing discussions in the 2019 Goal Setting Meeting and other Committee of the Whole meetings throughout 2019. Staff has reached out to consulting agencies to help us decide what direction we would like to go in regards to the liquor store.

Whether we would like to expand our current location or decide to build a new store in the current footprint or decide on a different location.

Recommendation:

Staff is recommending that we look at 3 different proposals to perform a Strategic Business Plan for us.

Consulting Firms are:

- Delaney Consulting
- Dakota Worldwide
- Shenohon Company

Each has a different range and scope depending on how much information we would like to pursue. All proposals will include the following reports:

- Market Analysis
- 3 Year Sales Forecast
- Future Population Forecast
- Current Site Evaluation

Current estimate to perform this work is approximately $30,000 depending on what criteria we set forth for one of these companies to pursue.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 6, 2020

To: Josi Wood, City Administrator

From: Jason W. Cook, P.E.
City Engineer

Subject: Public Works Garage, Salt Shed & Police Department Building
City of Isanti, MN
Project No.: R13.113062

We have received project cost estimates for a new Public Works garage, Salt Shed, and Police Department Building as requested.

Public Works Garage:

The following items were included in the cost estimate for the Public Works garage:

1. 60'x120' footprint with 18' high walls
2. Fully Insulated
3. Concrete prefabricated walls, metal exterior with no interior walls or columns.
4. 6" concrete floor with trench drain
5. In floor heat
6. Mezzanine & racking along the back wall
7. 6 - tall overhead doors
8. Minor site grading

The total project cost for the above items is estimated at $1,750,000 - $2,000,000.

The total project cost will vary depending on final design considerations (internal wall to separate PD garage section from PW section, PD lockers, etc)

The cost to construct a building capable of a retrofit of insulation and in floor heat was determined to not be cost effective as the footing design, and building structure would be different for an unheated building and the majority of the in floor heat cost is in the installation of the tubing below the concrete.

Salt Shed:

The following items were included in the cost estimate for the Salt Shed:

1. 32'x48' footprint
2. Capable of holding 300-350 tons of salt
3. Bituminous pavement floor
4. 8' concrete prefabricated bunker panel walls
5. Bolt on half pipe fabric roof (19' 6" tall at highest point)
6. Minor site grading

The total project cost for the above items is estimated at $100,000-$125,000.

Bolton & Menk is an equal opportunity employer.

Police Department:

The following items were included in the cost estimate for the Police Department:

1. A 20% larger footprint than the existing facility (55'x78')
2. Attached garage with 6 standard indoor parking stalls
3. Parking lot with equivalent stalls as the existing site.
4. Sanitary sewer and water services
5. Minor site grading

The total project cost for the above items is estimated at $2,000,000 - $2,500,000.

The cost for the Police Department building may significantly vary depending on the needs of the building (number of jail cells, number of offices, etc.)

Attached is a concept site layout of the proposed improvements on the existing Public Works building site. This concept depicts the Police Department building having a separate public access parking lot off Isanti Parkway. The 6 Police Department indoor parking stalls are shown off the public works access driveway behind the gated entrance. The fence would need to be adjusted as shown to maintain security to the public works site. Many of the large pine trees would also need to be removed with this concept layout.

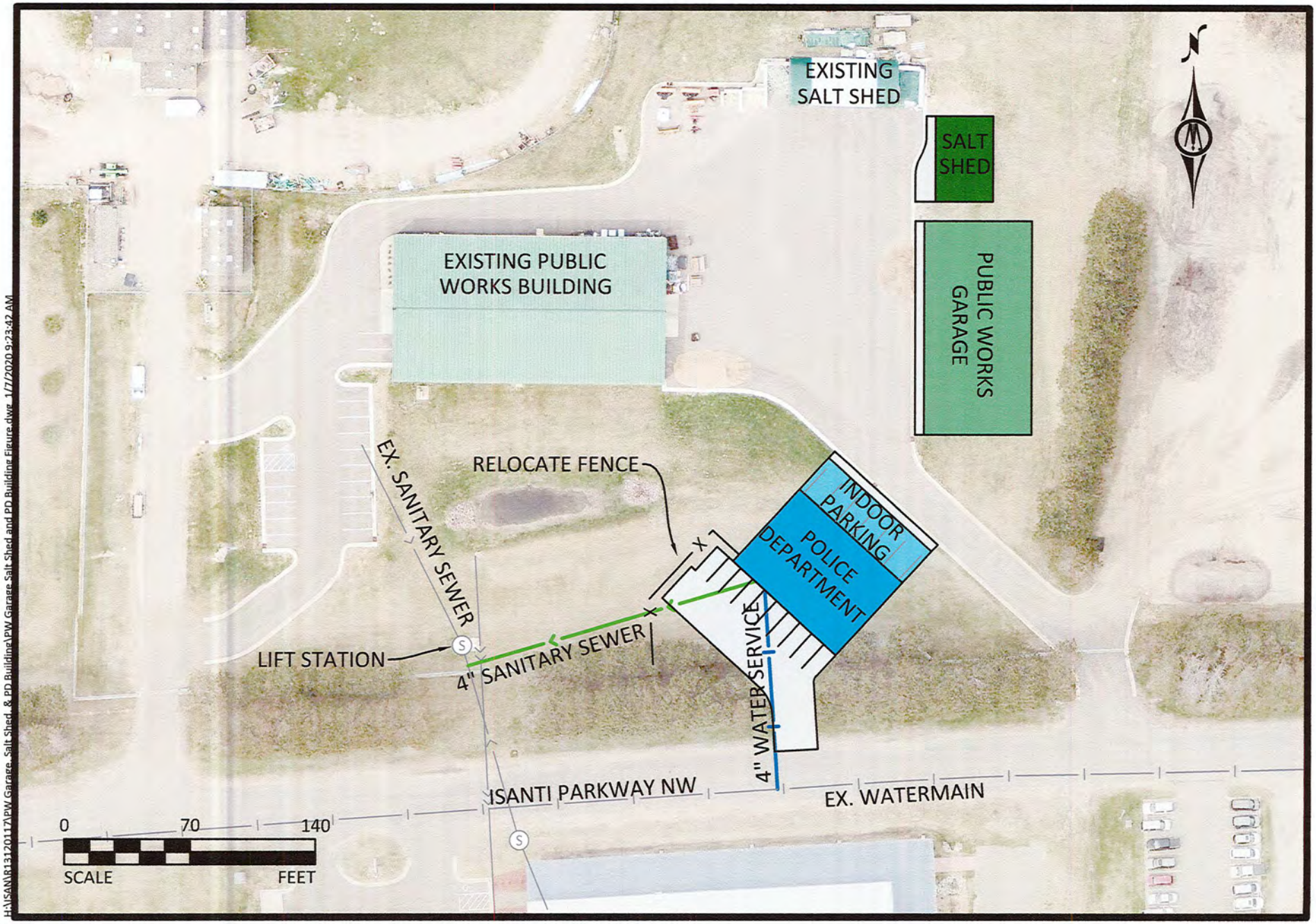
The total estimated project cost for the three items above is $3,850,000 - $4,625,000. These are total project costs for a 2021 construction year. The past few years have seen 10-15% cost increases per year on these types of building projects.

Please contact me if you have any questions.

ISANTI PUBLIC WORKS GARAGE & POLICE STATION
ISANTI, MN

FIGURE 1
JANUARY 2020

BOLTON & MENK



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WN HALL

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award

F. Approve City Council Minutes
1. January 21, 2020- Regular Meeting of the City Council
2. January 21, 2020- Committee of the Whole Meeting
3. December 17, 2019- Planning Commission Meeting
4. January 27, 2020- Goal Setting Meeting

G. Announcements
1. **CITY OFFICES CLOSED** — Monday, February 17, 2020 *(In Observance of President's Day)*
2. Committee of the Whole — Tuesday, February 18, 2020 at 5:00 p.m.
3. City Council Meeting — Tuesday, February 18, 2020 at 7:00 p.m.
4. Planning Commission Meeting — Tuesday, February 18, 2020 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Josi Wood</u>
1. Ordinance-XXX Amending City Code Chapter 76, Possession, Sale and Consumption of Alcoholic Beverages
2. Ordinance-XXX Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants
3. Ordinance-XXX Repealing and Replacing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open
4. Ordinance-XXX Amending the Code for the City of Isanti, Chapter 8 City Council, Article III, Section 8-21 Order of Business and 8-26 Public Comment at Council Meetings and at Public Hearings
5. Ordinance-XXX Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68
6. Proposed Ordinance and Policy (Discussion Only)
    a. City Code Chapter 276 Amendment
    b. Draft Special Assessment Policy

7. Resolution 2020-XXX Amending the Isanti Legacy Recognition Policy

City Engineer Jason Cook

8. 6th Avenue Rehabilitation Preliminary Engineering Report
    a. Resolution 2020-XXX Receiving Feasibility Report and Calling Hearing on the 6th Avenue SW Rehabilitation Project
    b. Resolution 2020-XXX Authorizing Preparation of Plans on the 6th Avenue SW Rehabilitation Project

Chief of Police Travis Muyres

9. Resolution 2020-XXX Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

Public Services Director Matt Sylvester

10. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $328,199.66 Payroll in the Amount of $107,229.84
2. Resolution 2020-XXX Designating Northland Securities as Municipal Financial Advisors
3. Resolution 2020-XXX Approving the Promotion of Danyette Phelps for the Position of Liquor Store Clerk III
4. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to Community Development
5. Resolution 2020-XXX Approving City Hall Display Case Policy and Reservation/ Agreement Form
6. Resolution 2020-XXX Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club

L. Other Communications

1. Draft Minutes from the January 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

F.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 21, 2020 – 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

Members Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Planner Matt Lindholm, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Chief of Police Travis Muyres and Parks, Recreation and Culture Manager Jenny Garvey

D. Adopt Agenda

Motion by Collison, second by Bergley to approve agenda as presented. Motion passed 4-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. January 7, 2020- Regular Meeting of the City Council
2. December 3, 2019- Economic Development Authority

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

G. Announcements

1.	Goal Setting	Monday, January 27, 2020 at 6:00 p.m.
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 28, 2020 at 6:00 p.m.
3.	City Council Meeting	Tuesday, February 4, 2020 at 7:00 p.m.
4.	EDA Meeting	Tuesday, February 4, 2020 *(Following the City Council Meeting)*

H. Council Committee Reports

Councilor Steve Lundeen shared that the Mayor and himself missed the last Fire District meeting. Lundeen continued to share that at the meeting the Joint Powers Agreement has been tabled again.

Councilor Steve Lundeen shared that there have been complaints about the City streets and sidewalks. Lundeen further shared that he drives in many cities for work and the City of Isanti streets are very good. Lundeen continued to share that there is a salt shortage but that Public Works is getting out there and doing a fabulous job.

I. Public Hearings

None

J. Business Items

1. **Resolution 2020-013** to Extend Partnership Agreement with ECRL and Isanti Friends of the Library *(Rachel Howell)*

East Central Regional Library Assistant Director Rachel Howell shared that for the last 10 years the outreach site at City Hall has linked library services for the residents of Isanti. Rachel Howell further shared that Counties and the State help funds and City's help provide the space and through the year of 2019 the outreach library was open 49 ½ days for a total of 198 hours of service which is 2 ½ more days than 2018.

Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

2. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

Motion by Mayor Johnson, second by Bergley to table resolution. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $270,046.87 Payroll in the Amount of $105,775.29
2. **Resolution 2020-014** Accepting Resignation of Liquor Store Clerk Becky Whitman
3. Approving the New Job Description for Administrative Assistant Intern
4. **Resolution 2020-015** Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department
5. **Resolution 2020-016** Approving 2020 Community Garden Handbook and Application
6. **Resolution 2020-017** Terminating the Contract for Consulting Services
7. **Resolution 2020-018** Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2020
8. **Resolution 2020-019** Approving GeoTab Fleet Management GPS

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

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

Adjournment

Motion by Bergley, second by Collison to adjourn. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:16 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 21, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley (arrived at 5:10 p.m.), Steve Lundeen and Dan Collison

Members Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Finance Director Mike Betker and Parks, Recreation and Culture Manager Jenny Garvey

D. Committee Meeting Items

1. Amendment Discussion
- Attorney Jim Thomson shared information with the Committee.

2. Recognition for Community Member or Activities within the Community
- Recommendation from Committee is to move forward and bring to City Council meeting.

3. Veterans Donations
- Information was shared with the Committee and recommendation from Committee is for staff to gather more information for veteran's discount and bring back to Committee of the Whole for further discussion.

4. Draft ORD Adult Use
- Recommendation from Committee is to move forward and post Chapter 68 Draft Ordinance without zoning code ordinance verbiage for 10 days and bring to City Council meeting.

5. Draft ORD Chapter 8, Article III, Sections 8-21 and 8-26
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

6. Review City Hall Display Case Policy
- Recommendation from Committee is to move forward with policy with the additional verbiage to require items to be picked up in a certain amount of time and bring to City Council meeting.

7. Rum River BMX Special Event Paid Parking Agreement
- Recommendation from Committee is to table until for further discussion at future Committee of a Whole meeting.

8. Delinquent Utilities Annexed Parcels
- Recommendation from Committee is to remove late fees.

9. 2020 Budget Discussion
- Item was removed until next Committee of the Whole meeting.

10. Doing Business with Isanti semi-Annual Update
- Information was shared with Committee.

11. Clean-up Day Discussion
- Recommendation from Committee is to move clean-up day to after city wide garage sales.

12. No Parking Along 8th Ave SE
- Recommendation from Committee is to table for future Committee of the Whole meeting.

13. Draft ORD Chapter 245, Peddlers, Solicitors, and Transient Merchants
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

14. Draft ORD Chapter 76, Alcoholic Beverages
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

15. Draft ORD Chapter 119, Burning, Open
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

E. Adjournment

Meeting was adjourned at 6:52 p.m.

Jaden Moore

Respectfully Submitted,
Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Planning Commission Meeting Minutes
December 17, 2019

Call to Order: Chair Johnson called the meeting to order at 7:33pm.
Roll Call: Commissioners present: Mayor Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Aryssa Simon. Absent: Alexander Collins. Staff Present: Community Development Director Sheila Sellman

Meeting Minutes: Motion by Bergley 2nd by Collison to approve minutes from the November 19, 2019 Planning Commission Meeting. Motion passed 6-0

Public Hearings

A. A request for a Conditional Use Permit for the operation of a Microbrewery at 2 Enterprise Ave Suite D4, PID 161320040: Sellman explained this CUP was issued in February 2018 and has expired. The public hearing was open and no one we present for this item. The hearing was closed and Lundeen motioned to approve, second by Bergley, motion passed 6-0.

Other Business

A. Adoption of 2020 Planning Commission Calendar: Motion by Lundeen to approve, second by Bergley, motion passed 6-0.

Discussion Items

A. Comprehensive Plan Update Open House Discussion: The Commission agreed to holding an open house and want to break into groups. Sellman suggested holding the open house on the regular meeting date of January 21, 2020 if no application are submitted for that date. Sellman will alert the Commission after the December 20th deadline on the open house date.

Adjournment: Motion by Bergley, 2nd by Simon to adjourn, motion passed 6-0.

Respectfully Submitted

Sheila Sellman

Sheila Sellman, Secretary/ Community Development Director

F.4.

MINUTES
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
MONDAY, JANUARY 27, 2020
6:00 PM
CITY HALL

Mayor Johnson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 6:04 p.m.) and Steve Lundeen.

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Assistant City Administrator/ Special Projects Don Lorsung, Community Development Director Sheila Sellman, City Engineer Jason Cook, Parks, Recreation and Culture Manager Jenny Garvey, Public Services Director Matt Sylvester and Liquor Store Manager John Jacobi

City Administrator Josi Wood shared a PowerPoint Presentation of 2019 goals and the status of each goal. Wood further shared existing council approved plans to current date.

D. Goal Setting Discussion Items and Staff's Supporting Documentation
Memos provided on items #1 - 11

1. Performance Center/Amphitheater
   - Recommendation from City Council is for staff to present options for inclusion of the 2021 and future budgets utilizing available capital funds.

2. Lighting Infill
   - Recommendation from City Council is for staff to present options for inclusion of the 2021 and future budgets to set aside funds for future lighting infill projects.

3. City Electronic Reader Board Sign
   - Recommendation from City Council is for staff to bring to 2021 goal setting for future discussion.

4. Splash Pad
   - Recommendation from City Council is for staff to present options for potential funding to Committee of the Whole.

5. T.H. 65 Pedestrian Overpass
    - Consensus from City Council is to not move forward with pedestrian overpass.

6. PRC Community Events
    - Recommendation from City Council is for staff to move forward with updating 2020 events and bring more information regarding egg hunt, fireworks and parade events to Committee of the Whole.

7. Lodging Tax
    - Recommendation from City Council is for staff to present more information to Committee of the Whole regarding the specifics of implementing a lodging tax.

8. Housing Study
    - Recommendation from City Council is for staff to reach out to the East Central Regional Development Commission to determine if they will update the 2015 Housing Study and for staff to bring an update and potential cost to Committee of the Whole.

9. Isanti Fire District Lease and Building
    - Recommendation from City Council is for staff to meet with Fire Chief Jankovich to discuss their interest and possible appraisal of the building and bring to Committee of the Whole for further discussion regarding the Fire District lease and building.

10. Liquor Store Expansion
    - Recommendation from City Council is for Bolton and Menk, Inc. to evaluate the size of the lot and determine the maximum capacity and possible layout for a potential liquor store expansion.

11. Public Safety Building
    - Recommendation from City Council is for staff to present options for potential funding to Committee of the Whole.

12. Heritage/ East Dual Intersection Control
    - Recommendation from City Council is for staff to work with the County and present options to Committee of the Whole to achieve an intersection control signal.

13. Utility Rate Study
    - Recommendation from City Council is for staff to complete an in-house utility rate study and strive for ways to reduce water, sewer and storm charges.

14. Business Marketing – Acquiring New Businesses
    - Recommendation from City Council is for staff to complete in-house to achieve new businesses.

15. Reducing Overall Budget
    - Recommendation from City Council is to ensure all items fit within the budget.

16. Water Treatment
    - No further action was taken.

17. New Items Added at Meeting
    - No further items were added.

F. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 8:11 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 76 – Alcoholic Beverages

Background:

Staff has finished a complete review and update of City Code Chapter 76, Alcoholic Beverages. Included in the update is new language for licensing of culinary class limited licenses, micro distilleries and microdistillery cocktail rooms, municipal liquor store, as well as updated language in other sections.

The City Attorney has reviewed the updated city code.

Recommendation:

Committee of the Whole reviewed the proposed updated City Code Chapter 76, Alcoholic Beverages and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 76, Alcoholic Beverages

Attachments:

- Ordinance XXX – An Ordinance Regulating the Possession, Sale and Consumption of Alcoholic Beverages within the City of Isanti, Minnesota

ORDINANCE NO. _____

AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE CITY OF ISANTI, MINNESOTA

THE CITY COUNCIL OF THE CITY OF ISANTI HEREBY ORDAINS AS FOLLOWS:

The Code of the City of Isanti, Chapter 76, Alcoholic Beverages, is hereby deleted in its entirety and amended to read as follows:

Article I State Law, Definitions and Public Consumption

§ 76-1. Adoption of State Law by reference.

The provisions of Minn. Stat. § 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2 percent malt liquor are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the City Council that all future amendments to Minn. Stat. § Ch. 340A are hereby adopted by reference or referenced as if they had been in existence at the time this Chapter is adopted.

§76-2. City may be more restrictive than State Law.

The Council is authorized by the provisions of Minn. Stat. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this Chapter, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in Minn. Stat. § 340A, as it may be amended from time to time.

§ 76-3. Definitions.

In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following terms are defined for purposes of this Chapter:

AIDING AND ABETTING – Adults that are participating, aiding, allowing in any illegal activity related to the event or gathering.

ALCOHOL – Means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

ALCOHOLIC BEVERAGE - Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

APPLICANT- Any person making an application for a license under this article.

BEER – Malt liquor that contains not less than one half of 1 percent of alcohol.

BREWER – A person who manufactures malt liquor for sale.

BREW PUB – An establishment in which malt liquor is brewed or manufactured for sale and consumption on tap at the premises where the malt liquor is brewed or for sale and personal consumption off the brewer's premises. It is also a restaurant pursuant to the definition in this Section.

CLUB – An incorporated organization under the law of the state for civic, fraternal, social, or business purposes, for intellectual improvement or for the promotion of sports, or a congressionally chartered veteran's organization which has more than 50 members, has owned or rented a building or space in a building for more than one year that is suitable and adequate for the accommodation of its members, and is directed by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose. No member, officer, agent or employee shall receive any profit from the distribution or sale of beverages to the members of the cub, or their guests, beyond a reasonable salary or wages fixed and voted on each year by the governing body.

EVENT OR GATHERING - Any group of three or more persons who have assembled or gathered together for a social occasion or other activity.

GUEST – A person not a member of the club licensee but present on the club-licensed premises in the company of a host member.

HOST - To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.

HOTEL – An establishment where food and lodging are regularly furnished to transients and which has:

A. A dining room serving the general public at tables and having facilities for seating at least 30 guests at one time.

B. At least 25 guest rooms.

INTOXICATING LIQUOR – Ethyl alcohol and distilled, fermented, spirituous, vinous, and malt beverages containing in excess of 3.2 percent alcohol by volume.

LICENSE – A document issued by the City to an applicant permitting them to carry on and transact the business stated therein.

LICENSE FEE- The money paid by the City pursuant to an application and prior to issuance of a license to transact and carry on the business stated therein.

LICENSED PREMISES – The premises described in the approved license application. The license may be issued only for a space that is compact and contiguous. In the case of a restaurant or a club licensed for on-sale of alcoholic beverages and located on a golf course, the term "licensed premises" includes the entire golf course, except for areas where motor vehicles are regularly parked or operated.

LIQUOR - As used in this ordinance, without modification by the words "intoxicating" or a "3.2 percent malt" includes both intoxicating liquor and 3.2 percent malt liquor.

3.2 PERCENT MALT LIQUOR – Any beer, ale, or other beverage made from malt by fermentation and containing not less than one half percent alcohol by volume and not more than 3.2 percent alcohol by weight.

MANUFACTURER – Every person who, by any process of manufacture, fermenting, brewing, distilling, refining, rectifying, or blending, or by the combination of different materials, prepares or produces intoxicating liquor for sale.

OFF-SALE – The sale of alcoholic beverages in original packages for consumption off the premises only.

ON-SALE- The sale of alcoholic beverages for consumption on the licensed premises.

PARENT - A person having legal custody of a juvenile:

A. As natural, adoptive parent, or step-parent;
B. As a legal guardian; or
C. As a person to whom legal custody has been given by order of the court

PERSON - "Person" means any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

RESIDENCE OR PREMISES - Any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

RESTAURANT- An eating facility, other than a hotel, open to the general public under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minn. Stat. § 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment" or "large establishment" as defined in Minn. Stat. § 157.16, subd. 3(d), as it may be amended from time to time. The facility shall have a minimum seating capacity for at least 30 guests. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this ordinance unless it meets the definitions of a "small establishment", "medium establishment" or "large establishment".

UNDERAGE PERSON- Any individual under twenty-one (21) years of age.

WHOLESALER – Any person who sells alcoholic beverages to persons to whom the sale is permitted under Minn. Stat. § 340A.310, from a stock maintained in a warehouse in the state.

§ 76-4. Consumption in public places.

No person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this ordinance, or where the consumption and display of liquor is lawfully permitted. Licenses for intoxicating liquor or 3.2 percent malt liquor as per section 76-4 of this chapter may be granted in conjunction with a special event permit, as approved by the city.

§ 76-5. Exceptions

A. Section 76-4 shall not apply to the extent that temporary license for the sale of 3.2 percent malt liquor have been granted or will be granted to clubs, charitable, religious, and non-profit organizations, which such licenses contemplate sale and consumption at any of the prohibited places set forth in Section 76-4 at the time and place for which the temporary license has been granted.

B. Section 76-4 shall not apply if the consumption of intoxicating liquor or 3.2 percent malt liquor occurs in any of the prohibited places designated therein if a valid license or permit has been issued.

C. Section 76-4 shall not apply if consumption of intoxicating liquor or 3.2 percent malt liquor occurs at the Isanti Community Center if arrangements for the use of the Community Center which contemplate such consumption have been property made with the City Administrator or their designee, and all required fees for same have been paid.

ARTICLE II Licensing and Operation

§ 76-6. Raffles, Silent Actions, and fund-raising events for charitable purposes of wine, beer or intoxicating liquors.

No person shall conduct a silent auction, raffle of other fund-raising event pursuant to Minn. Stat. § 340A.707 with prizes or awards of wine, beer or intoxicating liquors without notifying the city clerk of the event at least ten days prior to the occurrence of the event. The event holder shall provide the city with the following information: the person or organization holding the event, the day, time and location of the event, type of fund raising event (silent auction, raffle or otherwise), type and amount of wine, beer, intoxicating liquor to be awarded as prizes, and the charitable purposes to which the event proceeds will be donated.

§ 76-7. Number of licenses which may be issued.

The Council may issue the number of licenses authorized by statute or restrict such number from time to time, as authorized by Minn. Stat. § 340A., as it may be amended from time to time.

§ 76-8. Term and Expiration of Liquor Licenses.

Each license shall be issued for a maximum period of one year. All licenses, except temporary licenses, shall expire on March 31 of each year. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying city consent to the permit, shall expire on March 31 of each year.

§ 76-9. Kinds of Liquor Licenses.

The following types of licenses are issued under this Chapter.

A. 3.2 percent malt liquor on-sale licenses, which may be issued to drugstores, golf courses, restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks, and served for consumption on the premises only.

B. 3.2 percent malt liquor off-sale licenses, which may be issued to general food stores and drugstores and permit the sale of 3.2% malt liquor at retail in the original package for consumption off the premises only.

C. Temporary 3.2 percent malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization. The temporary license may authorize the sale of 3.2 percent malt liquor in any school or school building.

D. On-sale intoxicating liquor licenses, which may be issued to the following establishments as defined by Minn. Stat. § 340A.101, as it may be amended from time to time,

and this ordinance: hotels, restaurants, bowling centers, theaters, clubs or congressionally chartered veterans' organizations, theaters and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of Minn. Stat. § 340A.404, subd. 4(b) as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the City, under the provisions of Minn. Stat § 340A.404, subd. 4(a) as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

E. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant as defined in Section 76-3 of this ordinance, club, bowling center, or hotel which has a seating capacity of at least 30 guests, which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. Sunday sales licenses may be issued to Brew Pubs, Brewer Taprooms or Cocktail rooms meeting the definition of a restaurant.

F. Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years; a political committee registered under state law; or a state university. The City may not issue a license for more than 3 four-day, 4 three-day, 6 two-day or 12 one-day temporary licenses (in any combination) not to exceed 12 days total to any one organization or for any location in the City, within a 12-month period.

G. On-sale wine licenses, with the approval of the Commissioner of Public Safety to: theaters, restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of Minn. Stat. § 340A.404, subd. 5, as it may be amended from time to time, and which meet the definition of restaurant in section 3; to licensed bed and breakfast facilities which meet the criteria in Minn. Stat. § 340A.4011, subd. 1, as it may be amended from time to time and to theaters that meet the criteria of Minn. Stat. § 340A.404, subd. 1(b) as it may be amended from time to time. The holder of an on-sale wine license who also holds an on-sale 3.2 percent malt liquor license is authorized to sell malt liquor with a content over 3.2 percent (strong beer) without an additional license.

H. One day consumption and display permits with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.

I. Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety. Consumption and display permits shall expire on March 31 of each year.

J. Culinary class limited on-sale licenses, pursuant to Minn. Stat. § 340A.4041, may be issued to a business establishment not otherwise eligible for an on-sale intoxicating liquor license that, as a part of its business, conducts culinary or cooking classes for which payment is made by each participant or advance registration is required. The license authorizes the licensee to furnish to each participant in each class, at no additional cost to the participant, up to a maximum of 6 ounces of wine or 12 ounces of intoxicating malt liquor, during and as part of the class, for consumption on the licensed premises only.

K. On-sale intoxicating liquor license for Brew Pubs, on-sale 3.2 percent malt liquor license with the approval of the Commissioner of Public Safety, may be issued to brewers who operate a restaurant in their place of manufacture and who meet the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Sales under this license at on-sale may not exceed 3,500 barrels per year. If a brew pub licensed under this section possesses a brew pub off sale license as per Paragraph K., the brew pub's total combined retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

L. Brew pub off-sale malt liquor licenses, with the approval of the Commissioner of Public Safety, may be issued to a brewer that meets the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. All malt liquor sold under this license shall be packaged in the manner required by Minn. Stat. § 340A.285 as it may be amended from time to time. Sales under this license may not exceed 500 barrels per year. If a brewer licensed under Paragraph L. of this section possesses a license under Paragraph J. above, the brewer's total retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels.

M. Brewer off-sale malt liquor licenses may also be issued, with approval of the Commissioner, to a holder of a brewer's license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j) and meeting the criteria established by Minn. Stat. § 340A.28 as may be amended from time to time. The amount of malt liquor sold at off-sale may not exceed 750 barrels annually. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. Packaging of malt liquor for off-sale under this license must comply with section 340A.285.

N. Brewer temporary on-sale intoxicating liquor licenses may be issued, with the approval of the Commissioner of Public Safety, to brewers who manufacture fewer than 3,500 barrels of malt liquor in a year for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.

O. A brewer taproom license may be issued to the holder of a brewer's license under M.S. § 340A.301 Subd. 6(c), (i) or (j) as it may amended from time to time. A brewer's taproom license authorizes on-sale of 3.2 percent or intoxicating malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. A brewer may have only one taproom license and may not have an ownership interest in a brewer licensed under Minn. Stat. § 340A.301 Subd. 6(d) as it may be amended from time to time. A brewer taproom license may not be issued to a brewer that brews more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually. Within ten days of issuing a brewer taproom license the City Clerk will inform the Commissioner of Public Safety of the licensee's name, address, trade name and the effective date and expiration date of the license. The City Clerk will inform the Commissioner of Public Safety of a license transfer, cancellation, suspension, or revocation during the license period.

P. A cocktail room license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistillery cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. The holder of a microdistillery cocktail room license may also hold a license to operate a restaurant at the distillery. No more than one cocktail room license may be issued to any

distiller and a microdistillery cocktail room license may not be issued to any person having an ownership interest in a distillery licensed under Minn. Stat. § 340A.301 subd. 6 (a). No single entity may hold both a microdistillery cocktail room and taproom license and a microdistillery cocktail room and taproom license may not be co-located. Within ten days of the issuance of a microdistillery cocktail room license, the city shall inform the commissioner of public safety of the licensee's name and address and trade name, and the effective date and expiration date of the license. The city shall also inform the commissioner of public safety of a microdistillery cocktail room license transfer, cancellation, suspension, or revocation during the license period.

Q. A microdistiller off-sale license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistiller off-sale license authorizes off-sale of one 375 milliliter bottle per customer per day of product manufactured on-site provided the product is also available for distribution to wholesalers. Product must be removed from the premises before the applicable closing time.

R. A microdistiller temporary on-sale intoxicating liquor license may be issued to the holder of a state microdistillery license. A microdistillery temporary on-sale intoxicating liquor license authorizes on-sale of intoxicating liquor in connection with a social event within the city sponsored by the microdistillery.

§ 76-10. License fees; pro rata.

A. No license or other fee established by the city shall exceed any limit established by Minn. Stat. Ch. 340A, as it may be amended from time to time, for a liquor license.

B. The Council may establish by ordinance licenses, and by resolution charges for the license fees; for any of the liquor licenses it is authorized by this Chapter to issue.

C. The fee for all licenses, except temporary licenses, granted after the commencement of the license year shall be prorated on a quarterly basis.

D. All license fees shall be paid in full at the time the application is filed with the city. If the application is denied, the license fee shall be returned to the applicant.

E. A refund of a pro rata share of an annual license fee may occur only if authorized by Minn. Stat. § 340A.408, subd. 5, as it may be amended from time to time.

§ 76-11. Council discretion to grant or deny a license.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this ordinance.

§76-12. Application for license.

A. Form. Every application for a license issued under this ordinance shall be on a form provided by the city. Every application shall state the name of the applicant, the applicant's age, representations as to the applicant's character, with references as the Council may require, the type of license applied for, the business in connection with which the proposed license will

operate and its location, a description of the premises, whether the applicant is owner and operator of the business, how long the applicant has been in that business at that place, and other information as the Council may require from time to time. An application for an on-sale intoxicating liquor license shall be in the form prescribed by the Commissioner of Public Safety and shall also contain the information required in this section. The form shall be verified and filed with the city. No person shall make a false statement in an application.

B. Financial responsibility. Prior to acceptance of an application or renewal for a license the applicant must file their proof of financial responsibility with the City. The applicant shall demonstrate proof of financial responsibility as defined in Minn. Stat. § 340A.409, as it may be amended from time to time, with regard to liability under Minn. Stat. § 340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commissioner of Public Safety. Any liability insurance policy filed as proof of financial responsibility under this section shall conform to Minn. Stat. § 340A.409, as it may be amended from time to time. Operation of a business which is required to be licensed by this ordinance without having on file with the city at all times effective proof of financial responsibility is a cause for revocation of the license.

§ 76-13. Description of Premises.

The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

§ 76-14. Applications for renewal.

At least 90 days before a license issued under this ordinance is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

§ 76-15. Transfer of license.

No license issued under this ordinance may be transferred without the approval of the Council. Any transfer of stock of a corporate licensee is deemed to be a transfer of the license, and a transfer of stock without prior Council approval is a ground for revocation of the license. An application to transfer a license shall be treated the same as an application for a new license, and all of the provisions of this code applying to applications for a license shall apply.

§ 76-16. Investigation.

A. Preliminary background and financial investigation. On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that

it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee which shall be in addition to any license fee. The results of the preliminary investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license. No license may be issued, transferred, or renewed if the results of the investigation show, to the satisfaction of the Council, that issuance, transfer, or renewal would not be in the public interest.

B. Comprehensive background and financial investigation. If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be $500, less any amount paid for the initial investigation if the investigation is to be conducted within the state, and $10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied. The results of the comprehensive investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

§ 76-17. Council Consideration and issuance.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. For applications for issuance or renewal of annual on-sale licenses for intoxicating and/or 3.2 percent malt liquor, the applicant or their agent must be present at the Council meeting where their application is on the meeting agenda for consideration. After due consideration of the application, background check and public safety report on annual on-sale license renewals; the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

§ 76-18. Restrictions on issuance.

A. Each license shall be issued only to the applicant for the premises described in the application.

B. Not more than one license shall be directly or indirectly issued within the city to any one person.

C. No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

D. No license shall be issued for any place or any business ineligible for a license under state law.

E. No license shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

§ 76-19. Conditions of license.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

A. Within 90 days after employment, every person selling or serving liquor in an establishment which has an on-sale license shall receive training regarding the selling or serving of liquor to customers. The training shall be provided by an organization approved by the Council. Proof of training shall be provided by the licensee.

B. Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this ordinance and the law equally with the employee.

C. Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct compliance checks and to otherwise enter, inspect, and search the premises of the licensee during business hours and after business hours during the time when customers remain on the premises without a warrant.

D. No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

E. Compliance with financial responsibility requirements of state law and of this ordinance is a continuing condition of any license.

§ 76-20. Hours and days of sale.

A. 3.2 percent malt liquor. No sale of 3.2 percent malt liquor shall be made between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday or between 1:00 a.m. and 12:00 p.m. on Sunday.

B. Intoxicating liquor, on-sale. Except as provided in Paragraph C of this section, no sale of intoxicating liquor for consumption on the licensed premises may be made between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday, or after 8:00 p.m. on December 24, or after 1:00 a.m. on Sundays. These hours are applicable to all holders of on-sale licenses, including brew pubs, brewers tap rooms and micro distiller's cocktail rooms.

C. Intoxicating liquor, Sunday sales, on-sale. Sales of intoxicating liquor for consumption on a premise issued a Sunday on-sale license shall be permitted between the hours of 8:00 a.m. on Sundays and 1:00 a.m. on Mondays. These hours are applicable to all holders of Sundays on-sale licenses.

D. Intoxicating liquor, off-sale. No sale of intoxicating liquor may be made by exclusive liquor stores on Sundays, except between the hours of 11:00 a.m. and 6:00 p.m., before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday, on Thanksgiving Day, on Christmas Day

(December 25) or after 8:00 p.m. on Christmas Eve (December 24). The Council may further limit the hours of sale of alcoholic beverages. These hours are applicable to all holders of off-sale licenses, including brew pubs, brewers and micro distillers.

F. Display of liquor. No licensee shall display liquor to the public during hours when the sale of liquor is prohibited.

76-21 Closing of premises after legal time of sale; removal of containers

A. It is unlawful for any person other than the on-sale licensee or a bona fide employee actually engaged in the performance of their duties to be on the premises licensed under this Chapter more than 30 minutes after the legal time for making licensed sales; provided, however, that this section shall not apply to licensees, employees of the licensee, and patrons on the licensed premises for the sole purpose of preparing, serving, or consuming food or beverages other than alcoholic beverages.

B. No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2 percent malt liquor in an on-sale licensed premises more than 20 minutes after the time when a sale can legally occur.

C. No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2 percent malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 20 minutes after the time when a sale can legally occur.

D. Any violation of any condition of this section may be grounds for revocation or suspension of the license.

§ 76-22. Nudity on the premises of licensed establishments prohibited.

A. The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this ordinance. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this ordinance, as set forth in this section, reflects the prevailing community standards of the city.

B. It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

C. A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine, or 3.2 percent malt liquor license or any other license issued under this ordinance or the imposition of a civil penalty under the provisions of this Chapter.

§ 76-23. Minors on premises.

A. No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person, host or dishwashing services in places defined as a restaurant, hotel, motel or other multi-purpose building serving food in rooms in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale.

B. No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold.

§ 76- 24. Restrictions on purchase, consumption and possession.

A. No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of Minn. Stat. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place.

B. No person under the legal drinking age shall consume or possess with the intent to consume or receive delivery of intoxicating or 3.2 percent malt liquor except in the household of the minor's parent or guardian, and then only with the consent of such parent or guardian.

C. No person under the legal drinking age shall possess any intoxicating or 3.2 percent malt liquor. Possession of an alcoholic beverage by a person under the legal drinking age at a place other than the household of a parent or guardian is prima facie evidence of intent to consume it at a place other than the household of the person's parent or guardian.

§ 76-25. Suspension and revocation.

A. The Council shall either suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this ordinance relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

B. The following are the minimum periods of suspension or revocation which shall be imposed by the Council for violations of the provisions of this ordinance or Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time:

1. For commission of a felony related to the licensed activity, sale of alcoholic beverages while the license is under suspension, sale of intoxicating liquor where the only license is for 3.2 percent malt liquor, or violation of Section 4, the license shall be revoked.

2. The license shall be suspended by the Council after a finding under division (A) that the licensee has failed to comply with any applicable statute, rule, or provision of this ordinance for at least the minimum periods as follows:

(a) For the first violation within any three-year period, at least one day suspension in addition to any criminal or civil penalties which may be imposed.

(b) For a second violation within any three-year period, at least three consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

(c) For the third violation within any three-year period, at least seven consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

(d) For a fourth violation within any three-year period, the license shall be revoked.

3. The Council shall select the day or days during which the license will be suspended.

C. Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this ordinance or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this division (B) shall continue until the Council determines that the financial responsibility requirements of state law and this ordinance have again been met.

D. The provisions of Section 30 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this ordinance.

Article III Municipal Liquor Store

§ 76-26. Municipal liquor store continued.

If the city has in existence on the effective date of this ordinance a municipal liquor store for the sale of intoxicating liquor, the store is continued. Except as provided in Section 29, no intoxicating liquor may be sold at retail elsewhere in the city.

§ 76-27. Location.

The municipal liquor store shall be located at a suitable place in the city as the Council determines by motion. However, no premises upon which taxes, assessments, or other public charges are delinquent shall be leased for municipal liquor store purposes. The Council shall have the right to establish additional off-sale and on-sale stores at other locations as it may, from time to time, by motion, determine.

§ 76-28. Operation.

A. Manager. The municipal liquor store shall be in the immediate charge of a Liquor Store Manager selected by the Council and paid compensation as is fixed by the Council. The Manager

shall not be a person who would be prohibited by law or any provision of this ordinance from being eligible for an intoxicating liquor license. The Manager shall furnish a surety bond to the city, conditioned upon the faithful discharge of the duties of the office, in a sum as specified by the Council. The bond premium may be paid by the city or the Manager, in the discretion of the Council. The Manager shall operate the municipal liquor store under the Council's direction and shall perform those duties in connection with the store as may be established by the Council. The Manager shall be responsible to the Council for the conduct of the store in full compliance with this ordinance and with the laws relating to the sale of intoxicating liquor and 3.2 percent malt liquor.

B. Other employees. The Council may also appoint additional employees as may be required and shall fix their compensation. All employees, including the Manager, shall hold their positions at the pleasure of the Council. No person under the age of 18 shall be employed in the store. The Council may require the employees to furnish surety bonds conditioned for the faithful discharge of their duties in a sum as specified by the Council. The premium on the bond may be paid by the city or the employees, as the Council determines.

C. Municipal liquor store fund. All of the revenues received from the operation of a municipal liquor store shall be deposited in a municipal liquor store fund from which all ordinary operating expenses, including compensation of the Manager and employees, shall be paid. Surpluses accumulating in the fund may be transferred to the general fund of the city or to any other appropriate fund of the city by resolution of the Council, and may be expended for any municipal purpose. The handling of municipal liquor store receipts and disbursements shall comply with the procedure prescribed by law and charter for the receipts and disbursements of city funds generally.

D. Financial statement. The Council shall provide within 90 days following the end of the calendar year for publication a balance sheet using generally accepted accounting procedures and a statement of operations of the municipal liquor store for that year. The balance sheet and statement shall be published in accordance with the provisions of Minn. Stat. § 471.6985, as it may be amended from time to time.

E. Hours of operation. The hours during which the sale of intoxicating liquor may be sold shall be as provided in Section 76-21. No person, other than the Manager or a store employee, may remain in the municipal liquor store longer than one-half hour after the time when the sale of intoxicating liquor must cease.

§ 76-29. Proof of financial responsibility.

The city shall demonstrate proof of financial responsibility required by licensees of retail intoxicating liquor establishments under the provisions of Minn. Stat. § 340A.409, as it may be amended from time to time.

§ 76-30. Penalties.

A. Any person violating the provisions of this ordinance or Minn. Stat. Ch. 340A as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

B. The Council shall impose a civil penalty of up to $2,000 for each violation of Minn. Stat. Ch. 340A, as it may be amended from time to time, and of this ordinance. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license. The following is the minimum schedule of presumptive civil penalties which must be imposed in addition to any suspension unless the license is revoked:

1. For the first violation within any three-year period, $500.
2. For the second violation within any three-year period, $1,000.
3. For the third and subsequent violations within any three-year period, $2,000.

C. The term "violation" as used in Section 23 includes any and all violations of the provisions in this Chapter, or of Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time. The number of violations shall be determined on the basis of the history of violations for the preceding three-year period. Revocation shall occur within 60 days following a violation for which revocation is imposed.

Article IV Annual Rodeo Liquor Liability Insurance

76-31. Liability insurance policy limits

A. A condition to the granting of a temporary license for the on-sale of intoxicating liquor or 3.2 percent malt liquor for the Isanti Volunteer Fire Department Relief Association Annual Rodeo and associated events, the Isanti Volunteer Fire Department Relief Association shall have in place liquor liability insurance as per Minn. Stat. § 340A.409 as amended from time to time and liability insurance in the following amounts:

1. Per person (personal injury) $1,000,000
2. Per occurrence: $1,000,000
3. Property damage, per occurrence: $100,000

B. Said insurance shall be in force during the entire period for which the license is issued.

76-32. Maintenance of policy limits every year

Said policy limits shall be maintained each and every year that the Isanti Volunteer Fire Department Relief Association sponsors the rodeo and associated events unless and until the required policy limits as set forth herein are changed by amendment of this article adopted the City Council.

Article V Social Host

§ 76-33. Purpose and Findings. The Isanti City Council intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. The Isanti City Council finds that:

A. Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.

B. Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic collisions.

C. Alcohol is an addictive drug which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.

D. Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances provide the alcohol.

E. Even though giving or furnishing alcohol to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.

F. A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

§ 76-34. Authority. This ordinance is enacted pursuant to Minn. Stat. §145A.05 subdivision 1, as amended from time to time.

§ 76-35. Prohibited Acts.

A. It is unlawful for any person(s) to host, aid and abet or allow an event or gathering at any residence, premises, or on any other private or public property; where alcohol or alcoholic beverages are present when the person knows or reasonably should know that an underage person will or does 1) consume any alcohol or alcoholic beverage; or 2) possess any alcohol or alcoholic beverage with the intent to consume it; and the person fails to take reasonable steps to prevent possession or consumption by the underage person(s)

B. A person is criminally responsible for violating Subdivision 4(a) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another

to commit the prohibited act.

C. A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

§ **76-36. Exceptions.**

A. This ordinance does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

B. This ordinance does not apply to legally protected religious observances.

C. This ordinance does not apply to retail intoxicating liquor or 3.2 percent malt liquor licenses, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat. §340A.503 Subd.1(a)(1), as amended from time to time.

D. This ordinance does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

§ **76-37. Enforcement**. This ordinance can be enforced by any police officer or sheriff's deputy in the county.

§ **76-38. Severability**. If any section, subsection, sentence, clause, phrase, word, or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

§ **76-39. Penalty**. Violation of this Article is an Administrative offense punishable by an administrative fee of $75.00, unless specifically charged and prosecuted as a misdemeanor.

§ 76-32. Summary approved.

The Council herby determines that the text of the summary of this ordinance marked "Official Summary of Ordinance No _____," and a copy of which is attached to this ordinance, clearly informs the public of the intent and effect of this ordinance. The Council further determines that publication of the title and this summary will clearly inform the public of the intent and the effect of this ordinance. The Clerk shall file a copy of this ordinance and the summary in the Clerk's office which shall be available for inspection by any person during regular office hours. A copy of the ordinance shall be available in the community library, if there is one, or if not, in any other public location which the council designates.

EFFECTIVE DATE:

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ____ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on: _____, 2020
Published on: _____, 2020
Effective Date: _____, 2020

J.2.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units

Background:

Staff has finished a complete review of the City Code Chapter 245, Peddlers, Solicitors, and Transient Merchants. Added new to this city code chapter is mobile food units. Items updated and new include:

- Extension of Solicitor and Peddler licenses to all zoning districts. Previously they had been restricted to residential districts.
- Fund raising activities with donation or payment in exchange for a product would be included in Solicitor licenses.
- Addition of Mobile Food Units in commercial areas on private property, with applicable regulations similar to area cities.
- Mobile Food units may operate in residential or park zoning districts or in City rights of way under a Special Event Permit.

The City Attorney has reviewed the City code amendments.

Recommendation:

Committee of the Whole reviewed the proposed City Code Chapter 245 amendments and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units.

Attachments:

- Ordinance XXX – An Ordinance to Amend the Code for the City Of Isanti, Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units.

ORDINANCE NO. ____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 485, ADOPTED ON MAY 5, 2010, AND TITLED PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS

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

- **Section 1 – Repealer.** Ordinance No. 485, titled "Peddlers, Solicitors and Transient Merchants", codified in Chapter 245 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 245 is hereby adopted:

Chapter 245

Peddlers, Solicitors, Transient Merchants and Mobile Food Units

245-1. Definitions
245-2. License Required
245-3. Exceptions.
245-4. Ineligible People.
245-5. Application.
245-6. Photographs.
245-7. Fees, Duration.
245-8. Investigation, Issuance, Denial.
245-9. Standards of Conduct.
245-10. Mobile Food Units.
245-11. Exclusion by Placard.
245-12. Special Events.
245-13. Suspension; Revocation.
245-14. Penalty, Enforcement.

§ 245-1. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

1. "Non-commercial door-to-door advocate" is a person who goes door-to-door for the primary purpose of disseminating religious, political, social or other ideological beliefs. For the purpose of this chapter, the term door-to-door advocate shall fall under the term solicitor and include door-to-door canvassing and pamphleteering and is intended for non-commercial purposes.
2. "Peddler" includes a person who goes from place-to-place exhibiting merchandise for sale, making sales, and delivering articles to purchasers.
3. "Transient Merchant" – A person who temporarily sets up business out of a vehicle, trailer, tent or other portable shelter or empty storefront in a commercial district where retail sales are a permitted or conditional use for the purpose of exposing or displaying for sale, selling or attempting to sell and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any location for more than 14 consecutive days.

4. "Solicitor" includes a person who goes from place-to-place soliciting orders for the sale of merchandise or personal services for future delivery or future performance, whether or not the person has a sample of the merchandise or is collecting advance payments for the orders. The word also includes activity that has as its ultimate purpose the obtaining of orders even though it may not initially purport to do so. For the purposes of this chapter, the term solicitor shall have the same meaning as the term canvasser.
5. "Regulated activity" means the activity of a peddler, transient merchant, solicitor or mobile food unit as defined in this chapter. The term only includes activities that involve the sale of a product or service. It does not include activities that involve only statements of opinion or belief or that request only a donation.
5. "Licensee" means an individual, partnership, corporation or association licensed within the city under this section and includes a person who is or will be conducting the regulated activity on behalf of the licensee.
6. "Person" means a natural person, a firm, partnership, corporation, any other association of people, and includes the manager or agent of that person or organization.
7. "Occupant" means a person living, staying, or working at a residence, including a guest.
8. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

§ 245-2. License Required.

A person engaging in a regulated activity within the city must first obtain a license from the City Clerk or designee.

§ 245-3. Exceptions.

A person engaging in the following activities is not required to obtain a license and an identification card from the city:

1. Selling personal property at garage sales, rummage sales, or estate sales. This includes persons participating in an organized multi-person bazaar or flea market.
2. Selling newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Selling products of the farm or garden grown or raised by the seller, including meat, but such activities must comply with applicable health regulations.
4. Selling at an auction conducted by a licensed auctioneer, or any officers of the court conducting a court ordered sale.
5. Calling upon residents in connection with a regular route service for the sale and delivery of perishable food and dairy products. This includes initial contacts to establish a customer delivery route. This exception does not relieve that person of the duty to comply with other applicable city requirements.

6. Sales or offers for sales by peddlers or solicitors who appear at the customer's home or place of business by an appointment which was made prior to such appearance are exempt from the provisions of this chapter.
7. Non-commercial door-to-door advocates. No license or registration shall be required of any person going from house to house, door to door, business to business, street to street or any other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights, such as the freedom of speech, press, religion and the like, except that this exemption does not apply if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
8. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a commercial retail seller of the items be sold by the wholesaler.

§ 245-4. Ineligible People.

The following people are not eligible for a license and from the city:

1. A person whose license for a regulated activity was revoked by the city or another governmental body within three years before the application date;
2. A person who has been denied a license for regulated activity by the city or another governmental body because of circumstances that occurred within three years before the application date;
3. A person who has violated, or whose representative has violated, a provision of this section within three years before the application date, or who violates a provision of this section during the application period pending issuance of the license;
4. A person who has been convicted within three years before the application date of a crime that adversely reflects on the person's ability to honestly, safely, or lawfully conduct the regulated activities, unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3, as it may be amended from time to time; or
5. A person who has falsified information, or omitted material information, required by this section.
6. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

§ 245-5. Application.

Application for a license must be made at least ten working days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the information listed below and includes the required supporting documentation:

1. Full legal name and physical description of the applicant;

2. Complete home and local address of the applicant;
3. A brief description of the proposed activity, its location, and the merchandise or service involved;
4. The dates and hours of the day during which the activity will be conducted;
5. Name, address, and phone number of the person on whose behalf the orders are solicited, together with credentials establishing the applicant's relationship to the person;
6. The source of supply of merchandise proposed to be sold, where the goods are located at the time the application is filed and the proposed method of delivery;
7. Whether or not the applicant has been convicted of any crime other than petty traffic violations, the nature, time and location of the offense and the punishment or penalty imposed;
8. The last cities or other localities, not exceeding five, where the applicant conducted the proposed activity immediately preceding the date of the application and where within those areas the activity took place;
9. Make, model, year, color, and state license number of each motor vehicle to be used in connection with the proposed activity;
10. Social security number, date of birth, and drivers license or state or tribal identification card number;
11. Passport information and visa status if the applicant is not a United States Citizen;
12. The name, address and phone number of the person or company employing the individual, if different from the information in sub-paragraph 5 above; and
13. A copy of all documents to be used by the applicant in the regulated activity.
14. Phone number(s) for the applicant;
15. All names of employees or multiple persons under one license.
16. Mobile Food Unit Additional Requirements

    a. Valid copies of all necessary licenses or permits required by the state or county.

    b. Pictures of mobile food unit vehicle and a site plan showing location of vehicle on the property. Plans and specifications for non-vehicular mobile food stand or unit and a site plan showing the proposed of stand or unit on the property.

    c. A copy of the written permission from the property owner or property owner's agent where the mobile food vendor will be conducting business.

    d. A list of other communities or locations where the applicant has been a mobile food vendor.

§ 245-6. Photographs.

Each individual who will be conducting the regulated activity on behalf of the partnership or organizational applicant (including the applicant) must submit two copies of a recent photograph, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photographs are supplied.

§ 245-7. Fees, Duration.

The application must be accompanied by the required license fees specified in the city fee schedule, which may be amended from time to time by action of the City Council. A license is valid only for the time periods in the calendar year in which it is issued. No fees are required of individuals taking orders for the shipment of goods through interstate commerce.

§ 245-8. Investigation, Issuance, Denial.

1. Within five working days after a complete application is submitted, the Police Department will conduct an investigation regarding the information provided in the application and the eligibility for a license. The City Clerk will issue a license only to eligible people. The license shall bear the name of the applicant; and in the case of additional employees or multiple persons, a copy of the license shall be issued that bears their name and photograph. That copy shall correspond to the copy of record retained by the City. Any alteration of that license and/or photograph invalidates the license.
2. The City Clerk may not issue a license if there are circumstances indicating that the intended recipient may not honestly, lawfully, and safely conduct the proposed regulated activity. The City Clerk must notify an applicant in writing of a denial of a license, specifying the reasons. The applicant may appeal the denial by submitting to the City Clerk a written request within ten days after the denial asking to address the City Council. The City Council may refer the matter to an independent hearing officer or may consider the appeal itself. The City Council or hearing officer may deny a license and/or identification card when they believe such action will protect the public health, safety, or welfare.

§ 245-9. Standards of Conduct.

1. Except for those people specified in section 245-4, a person may conduct regulated activity in the city only if they carry a license with attached photograph identifying the person has been issued a license and it has not been revoked, suspended, or impounded. The license and attached photograph must be shown upon request.
2. A licensee must not transfer its license to another person. A license that has the photograph removed is invalid. Use of that invalid license is a violation of this chapter.
3. A person must not use a license issued to someone other than that person.
4. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.

5. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
6. A person must not conduct regulated activity in a manner that creates a health or safety hazard. No person shall call attention to their business or items to be sold by means of blowing a horn, whistle, bell, or crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.
7. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
8. A licensee must immediately leave private property when requested to do so by an occupant or owner and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
9. A licensee entering onto residential property must go directly to a door of the house, unless there is an adult present outside of the house or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
10. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
11. A licensee must not make statements to the people contacted indicating or implying that the city license constitutes an endorsement of their activities or products by the city.
12. While conducting regulated activity, a licensee must not be accompanied by a person who is not licensed or is not listed in the license application.
13. No person shall conduct business in residential zoned areas before 10:00 a.m. or after 7:00 p.m.

§ 245-10. Mobile Food Units.

1. State License. Mobile food units shall hold a valid license from the State of Minnesota Department of Health or Department of Agriculture. A license is valid for one vehicle or stand. Any conditions of the State Health Department shall be incorporated into the license issued under this Section. A copy of the license shall be submitted to the City.

2. Insurance. A certificate of insurance evidencing the following forms of insurance. The certificate shall be submitted to the City:

a. Commercial general liability insurance, including products and completed operations coverage, with a limit not less than one million dollars ($1,000,000) for each occurrence / two million dollars ($2,000,000) aggregate.

b. Automobile liability insurance with a limit not less than one million dollars ($1,000,000) combined single limit.

c. The City of Isanti shall be named as an additional insured and provided with a certificate of insurance.

d. A signed statement that the licensee shall defend and indemnify the City, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.

3. Duration of sales and unit standards. A license shall be valid for one year. The license is valid for one vehicle or stand only. The mobile food unit can operate in the same location for a time period not to exceed 6 months. The unit, stand or vehicle must not have rust, peeling paint, dents and must be maintained in a professional manner. The vehicle or stand must be approved for aesthetics by the City. The license must be displayed in plain view on the vehicle/stand.

4. Overnight storage. No overnight storage of a mobile food truck on city property, including public rights of way, shall be permitted.

5. Signs. No mobile food unit shall use exterior signage (unless issued a temporary sign permit), flags, feathers, banners, bollards, or any other equipment not contained on or within the vehicle or stand.

6. Noise and Lighting. No shouting, blowing a horn, ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the city or upon any private premises in the city. No vendor shall use or maintain any outside amplifying equipment, televisions, or similar entertainment devices. Lighting will be downcast, concealing light source from view, and must not spill onto adjacent properties and right of ways. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

7. Parking. Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of 6 feet must be maintained on the service side of the vehicle.

8. Hours of operation. Hours of operation shall be allowed from 8:00 a.m. to 10:00 p.m. In the case of an event authorized under a special event permit, the hours will match the time period indicated in the permit.

9. Waste disposal. Mobile food units shall provide waste disposal, clean up all litter and garbage generated by this use and maintain their site in a clean and hazard free condition. All waste liquids shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into the sidewalks, streets, gutters, drains or public trash receptacles. The licensee shall be responsible for all litter and garbage left by customers.

10. Self-containment. Mobile units can't connect to public utilities unless on private property through agreement with the property owner. No power, cable or equipment shall be extended at

any grade across any city street, alley, or sidewalk. Any generators must be self-contained and any noise created by their operation shall not cause a public nuisance, as per Chapter 216, Nuisances.

11. Inspections, Mobile units shall comply with all applicable Fire Codes and may be inspected by the City prior to operation.

12. Locations. Mobile food units shall only be allowed to operate on private property in zoning districts where retail sales are allowed as permitted or conditional uses under the City's zoning codes. Mobile food units may be allowed in public rights of way, residential or park zoning districts in conjunction with an approved special event permit.

13. The mobile food vendor shall not set-up in a manner so to create a traffic hazard and follow police orders. The mobile food unit shall not have a drive through. Ingress and egress to private property shall be through existing driveways only.

14. Mobile food units providing external seating must not block any sidewalk or driveway area or occupy any required parking spaces.

15. Ice cream novelty trucks are allowed to operate within the public right of way in residential districts.

16. Mobile food units are prohibited from vending activities within 150 feet of a food service building or within 500 feet of a community event, unless part of the sponsor license and/or special event permit for the event.

17. No mobile food unit shall sell alcoholic beverages.

18. Mobile food unit vendors shall maintain a fire extinguisher at all times.

19. Mobile food vendors shall maintain their immediate sales location in a clean and hazard free condition.

20. The mobile food vendor shall not operate in such a manner so as to constitute a public nuisance.

§ 245-11. Exclusion by Placard.

No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business when the property is marked with a sign or placard at lease four inches long by four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants" or "Peddlers, Solicitors and Transient Merchants Prohibited" or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

§ 245-12. Special Events.

The following standards shall apply to all events that are authorized by a special event permit.

1. It is not necessary for each transient merchant or mobile food unit to obtain a license under this chapter provided that the sponsor, promoter or organizer of the event obtains a

permit and maintains a list of all participants and assumes responsibility for their activities and conduct.

2. The sponsor, promoter or organizer of the event may designate where peddlers and transient merchants and mobile food unit set up their booths, sales stands or vehicles.

§ 245-13. Suspension; Revocation.

1. The city may suspend or revoke an identification card and/or license, if the person who is the acting on behalf of the licensee, or the licensee has:
   a. Violated a provision of this section, or other local laws governing the same activity, during the license period;
   b. Violated a criminal law during the license period that adversely reflects on the ability to honestly, safely, or lawfully conduct the regulated activity; or
   c. Submitted false information or omitted material information in the licensing process required by this section.
2. If a license is revoked or suspended, all licenses issued to people acting on behalf of the licensee are automatically revoked or suspended.

§ 245-14. Penalty, Enforcement.

1. The Chief of Police, and their designees are authorized to enforce this ordinance. They may impound a license when a person has been found violating a provision of this chapter, when cause exists for suspending or revoking the license, or when the license has been suspended or revoked. When impounding a license, the official must send a notice to the licensee and at the address on the application form, giving the parties ten days to submit a written request for a hearing before the city council. Failure to timely request an appeal constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.
2. Any person violating any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a maximum fine of $1,000 or a term of imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This ordinance becomes effective on the date of its publication in the city's official newspaper.

Adopted by the City Council this _____ day of _____, 2020.

Attest:

Jeff Johnson, Mayor

Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 119, Burning, Open

Background:

Based on Council policy discussions, staff has finished a review and amendment of City Code Chapter 119, Burning, Open. In the revised code, fees for permits are eliminated and the Isanti Fire District will administer permits for open burning in the City of Isanti.

The City Attorney has reviewed the updated city code.

Recommendation:

Committee of the Whole reviewed the proposed revised City Code Chapter 119, Burning, Open and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 119, Burning, Open.

Attachments:

- Ordinance XXX – An Ordinance Repealing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 666 ADOPTED ON JANUARY 3, 2017, AND TITLED BURNING, OPEN

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

Section 1 – Repealer. Ordinance No. 666 titled Burning, Open, codified in Chapter 119 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 119 is hereby adopted:

Chapter 119

Burning, Open

ARTICLE I
General Provisions
119-1. Definitions
119-2. Provisions Adopted by Reference

ARTICLE II
Open Burning
119-3. Purpose.
119-4. Permit.
119-5. Denial
119.6. Permit Holder Responsibility
119.7. Revocation
119.8. Violations and Penalties

ARTICLE I
General Provisions

119-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

OPEN BURNING – The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct or chimney, except a recreational fire.

RECREATIONAL FIRE – A fire set with approved starter fuel no more than three feet in height, contained within the border of a recreational fire site using dry, clean wood; producing little detectable smoke, odor or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation or social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers and propane or natural gas devices are not defined as recreational fires.

119-2. Provisions adopted by reference.

The provisions of Minn. Stats. §§ 88.16 and 88.17 and Minnesota State Fire Code (where adopted), are adopted by reference and made a part of this Code as if fully set forth at this point.

ARTICLE II
Open Burning

119-3. Purpose.

The purpose of this article is to establish permitted categories of open burn events for residences and farms within the city and provide for a permitting process for residential and agricultural open burning, except when such open burning is defined as a "recreational fire" as prescribed in this article.

119-4. Permit.

A. No person shall start or allow any open burning on any property in the city without first having obtained an open burn permit, except that a permit is not required for any fire that is a recreational fire as defined herein.

B. Application ~~and Fees~~.

(1) Open burning permits shall be obtained by making application on a form prescribed by the department of natural resources (DNR). The DNR permit application shall be presented to the Isanti Fire District for review prior to the start of any open burning.

(2) DNR open burning applications are available free of charge at the Isanti Fire District office at 401 1st Ave NW in the City of Isanti.

119-5. Violations and Penalties.

Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

J.4.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: February 4, 2020
Subject: Ordinance to Amend Chapter 8, Article III, Sections 8-21 and 8-26

In consultation with the City Attorney, Staff has amended City Code Chapter 8, Article III, Sections 8-21 and 8-26 to include replacement of "Citizen's Input" with "Public Comment", inclusion within the Order of Business at City Council meetings, and amend subsections (3), (9), and (10) and remove subsection (13).

Recommendation:
Committee of the Whole has recommended approval of this Ordinance.

Attachment:
- ORD 2020-XXX

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 8 CITY COUNCIL, ARTICLE III, SECTION 8-21 ORDER OF BUSINESS AND 8-26 PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 8, Article III, Section 8-21:

Section 8-21. Order of Business, is amended as follows:

Section 8-21. Order of business. The order of business for all council meetings shall be:

A. Call to Order
B. Pledge of Allegiance
C. Call of Roll
D. Public Comment (as held)
E. Adopt Agenda
F. Proclamations/Commendations/Certificate Awards (if needed)
G. Approval of minutes
H. Announcements
I. Council Committee reports
J. Public hearings (when scheduled)
K. Business items
L. Consent agenda
M. Other communications
N. Closed Session (only if needed)
O. Adjournment

Section 8-26. Public comment at Council meetings and at Public Hearings C. subparagraphs (3) (9) (10) are deleted and replaced and (13) is deleted as follows:

C. Public comment period. As a part of the regular meeting of the City Council, in accordance with Section 8-21 Order of Business, of this chapter; an informal forum titled "Public Comment" may be held. Public comments during this forum are subject to these limitations:

(3) The presiding officer may place a time limit on the public comment period, if necessary, to allow for the conduct of city business. If there is not sufficient time to hear all public comments, the comment period may be deferred to the next regular meeting or at a continued meeting.

(9) No Council action may take place during public comment. However, Council members may express their views or reaction to a presentation, or ask questions of the presenter. The Council may direct the City Administrator or designee to address specifics in nature, to research and report back at an upcoming regular meeting, or

request an amendment to the regular meeting agenda to further discuss, provide direction to staff or take action.

(10) Public comment items are restricted to City governmental topics, and are not a platform for private agendas, to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk / Human Resources

Posting Date:
Reading Date:
Publication Date:
Effective Date:

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Ordinance XXX Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68

Background:
Per the City Attorney, it has been determined that the current regulations regarding adult uses needs to be updated. The attached ordinance was drafted by the League of Minnesota Cities appointed attorney.

Chapter 68 regulates Adult Use; the proposed ordinance repeals the current ordinance and is replaced with the proposed language.
In addition, there will be a zoning ordinance amendment that removes adult uses from the business districts and only permits the use in Industrial zoned districts. This amendment also removes performance standards in the zoning code for adult use. These amendments will go before the Planning Commission at a public hearing on February 18, 2020 and then to the Council for consideration.

Request:
Consider adopting the proposed ordinance to repeal and replace Chapter 68.

Attachments:
- Ordinance-XXX

AN ORDINANCE REPEALING CHAPTER 68 OF THE ISANTI CITY CODE OF ORDINANCES RELATING TO ADULT USES AND ADOPTING A NEW CHAPTER 68

The City Council of the City of Isanti hereby ordains:

Section 1. The current Chapter 68 of the Isanti City Code of Ordinances for the City of Isanti is repealed.

Section 2. The following new Chapter 68 is adopted:

CHAPTER 68. ADULT ESTABLISHMENTS

§ 68-1. Findings and Purpose.

Studies conducted by the Minnesota Attorney General and the Texas City Attorneys' Association, as well as the cities of St. Paul, Alexandria, and Rochester, Minnesota; Indianapolis, Indiana; Phoenix, Arizona; Los Angeles, California; Seattle, Washington; St. Croix County, Wisconsin; Adams County and the City of Denver, Colorado, have examined the impact that adult establishments have on their respective communities. These studies concluded that adult establishments have an adverse impact on surrounding neighborhoods. Those impacts include increased crime rates, lower property values, increased transiency, neighborhood blight and potential health risks. The City Council of the City of Isanti is relying on the studies, many of which were conducted in larger cities, recognizing that the same or similar adverse impacts could occur in a small city such as the City of Isanti. Based on these studies, the City Council makes the following findings regarding the need to regulate adult establishments:

A. The public health, safety, morals and general welfare will be promoted by the city adopting regulations governing adult establishments.

B. Adult establishments have adverse secondary impacts of the types set forth above.

C. The adverse impacts caused by adult establishments tend to diminish if adult establishments are governed by location requirements, licensing requirements and health requirements.

D. It is not the intent to prohibit adult establishments from having a reasonable opportunity to locate in the city.

E. Many members of the public perceive areas within which adult establishments are located as less safe than other areas that do not have such uses.

F. A reasonable licensing procedure is an appropriate mechanism to place the burden of reasonable regulation on the owners and the operators of the adult establishment. A licensing procedure will place an incentive on the operators to see that the adult establishment is run in a manner consistent with the health, safety and welfare of its patrons and employees, as well as the citizens of the City. It is appropriate to require reasonable assurances that the licensee is the actual operator of the sexually-oriented

business, fully in possession and control of the premises and activities occurring therein.

G. The fact that an applicant for an adult use license has been convicted of a sexually-related crime leads to the rational assumption that the applicant may engage in that conduct in contravention of this Chapter.

H. The general health, safety, and welfare of the community is promoted by prohibiting nudity in adult establishments. This prohibition is based on concerns of potential adverse effects such as prostitution, exposure to minors, and obscenity.

I. Small cities experience many of the same adverse impacts of adult establishments present in larger communities.

§ 68-2. Definitions.

For the purposes of this chapter only, the words and phrases below are defined as follows:

A. Adult Establishment. Any business that:

(1) devotes a substantial or significant portion of its inventory, stock-in-trade, or publicly-displayed merchandise, or devotes a substantial or significant portion of its floor area (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) to, or derives a substantial or significant portion of its gross revenues from items, merchandise, devices or other materials distinguished or characterized by an emphasis on material depicting, exposing, simulating, describing, or relating to Specified Sexual Activities or Specified Anatomical Areas; or

(2) engages in any Adult Use as defined in Paragraph (B) of this section.

B. Adult Use. An adult use is any of the activities and businesses described below:

(1) Adult Bookstore or Videostore. An establishment or business used for the barter, rental, or sale of items consisting of printed matter, pictures, slides, records, audio tape, video, videotape, movies, or motion picture film if a substantial or significant portion of its inventory, stock in trade, or publicly-displayed merchandise consists of, or if a substantial or significant portion of its floor area (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) is devoted to, or if substantial or significant portion of its gross revenues is derived from items, merchandise, devices or materials that are distinguished or characterized by an emphasis on material depicting, exposing, simulating, describing, or relating to specified sexual activities or specified anatomical areas.

(2) Adult Entertainment Center. A business or establishment that provides dancing or other live entertainment distinguished or characterized by an

emphasis on the presentation, display, or depiction of "specified sexual activities" or "specified anatomical areas."

(3) Adult Companionship Establishment. A business or establishment that provides the service of engaging in or listening to conversation, talk or discussion between an employee of the establishment and a customer, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(4) Adult Conversation/Rap Parlor. A business or establishment that provides the service of engaging in or listening to conversation, talk or discussion, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(5) Adult Health/Sport Club. A health/sport club, which is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(6) Adult Hotel or Motel. Adult hotel or motel means a hotel or motel wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas."

(7) Adult Massage Parlor, Health Club. A massage parlor or health club which provides the services of massage, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(8) Adult Motion Picture Theater. A motion picture theater that as a prevailing practice presents movies distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas" for observation by patrons.

(9) Adult Modeling Studio. An establishment whose major business is the provision, to customers, of figure models who are so provided with the intent of providing sexual stimulation or sexual gratification to such customers and who engage in "specified sexual activities" or display "specified anatomical areas" while being observed, painted, painted upon, sketched, drawn, sculptured, photographed or otherwise depicted by such customers.

(10) Adult Motion Picture Arcade. Any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically or mechanically controlled or operated still or motion picture machines, projectors or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing "specified sexual activities" or "specified anatomical areas."

(11) Adult Novelty Business. A business which has as a principal activity the sale of devices which stimulate human genitals or devices which are designed for sexual stimulation.

(12) Adult Sauna. A sauna that provides a steam bath or heat bathing room used for the purpose of bathing, relaxation or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

Adult Steam Room/Bathhouse Facility. A building or portion of a building used for providing a steam bath or heat bathing room used for the purpose of pleasure, bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent if the service provided by the steam room/bathhouse facility is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

C. "Nude" or "Specified Anatomical Areas" means:

(1) The showing of the human male or female genitals, pubic area, buttocks, or anus with less than a fully opaque covering; the showing of the female breast with less than a fully opaque covering of any part of the nipple; the exposure of any device, costume, or covering which gives the appearance of or simulates the genitals, pubic hair, natal cleft, perineum anal region or pubic hair region; or the exposure of any device worn as a cover over the nipples and/or areola of the female breast, which device simulates and gives the realistic appearance of nipples and/or areola; or

(2) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

D. "Specified Sexual Activities" means:

(1) Actual or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, necrophilia, masochism, sadism or sadomasochism, fellatio or cunnilingus; or

(2) Depiction or display of human genitals in the state of sexual stimulation or arousal; or

(3) Fondling or other erotic touching of human genitals, pubic region, buttocks or female breast.

E. "Substantial or Significant portion" means: 25 % or more.

§ 68-3. Location.

Adult establishments may only be located as permitted in Section 8, Article 1, Subdivision 2 of the City Code.

§ 68-4. License Required.

No person, firm or corporation shall own or operate an adult establishment without having first secured a license as provided for in this chapter.

A. Applications. The application for an adult establishment license shall be submitted on a form provided by the city and shall include:

(1) The name, residence, phone number and birth date of the applicant, if an individual; and if a corporation or partnership, the names, residences, phone number and birth dates of each partner and all officers, directors, and controlling stockholders for the business;

(2) The name, address, phone number and birth date of the manager of such operation, if different from the owners;

(3) Whether the applicant has ever used or has been known by a name other than the applicant's name, and if so, the name or names used and information concerning dates and places where used;

(4) The address and legal description of the premises where the adult establishment is to be located;

(5) A statement detailing each gross misdemeanor or felony relating to a sex offense, obscenity offense or offense related to the operation of adult uses and related activities of which the applicant, or in the case of a corporation or partnership, the owners, partners, officers, directors and controlling stockholders have been convicted, and whether or not the applicant has ever applied for or held a license to operate a similar type of business in other communities;

(6) The activities and types of business to be conducted;

(7) The hours of operation, which shall be limited to 8:00 a.m.-1:00 a.m.;

(8) The provisions made to restrict access by minors;

(9) A building plan of the premises detailing all internal operations and activities.

B. Fees.

(1) Each application for a license shall be accompanied by a receipt from the city for payment in full of the required license fee. Upon rejection of any applications for a license, the Finance Director shall refund the amount paid.

(2) All licenses shall expire at 12:00 midnight on March 31 of each year. Each license shall be issued for a period of one year, except that if a portion of the license year has elapsed when the application is made, a license may be issued for the remainder of the year for a pro-rated fee. In computing such fee, any unexpired fraction of a month shall be counted as one month.

(3) The annual license fee for adult establishments shall be in the amount as set forth in the current City fee schedule.

(4) No part of the fee paid for any license shall be refunded except in the following instances upon application to the City Council within 30 days from the happening of the event. There shall be refunded a pro rata portion of the fee for the unexpired period of the license, computed on a monthly basis, when operation of the licensed business ceases not less than one month before expiration of the license because of:

a. Destruction or damage of the licensed premises by fire or other catastrophe;

b. The licensee's illness;

c. The licensee's death;

d. A change in the legal status making it unlawful for the licensed business to continue.

C. Review and Action on License Application.

(1) The City Council, or such persons as they designate, must complete their investigation within 30 days after the city receives a complete application and all license and investigative fees.

(2) If the application is for a renewal, the applicant shall be allowed to continue business until the City Council has determined to renew or refuse to renew a license. Application for renewal must be submitted with the annual license fee not later than 30 days before the license expires.

(3) If, after such investigation, it appears that the applicant and the place proposed for the business are eligible for a license under the criteria set forth in this subsection, then the license shall be issued by the City Council within 30 days after the investigation is completed. Otherwise the license shall be denied.

(4) Each license shall be issued to the applicant only and shall not be transferable to another holder. Each license shall be issued only for the premises described in the application. No license may be transferred to another premise without the approval of the City Council. If the licensee is a partnership or a corporation, a change in identity of any of the principals of the partnership or corporation shall be deemed a transfer of the license.

(5) An applicant for any license under this section shall deposit with the city at the time an original application is submitted, an amount as set forth in the current City fee schedule to cover the costs involved in verifying the license application and to cover the expense of any investigation needed to assure compliance with this section. If the investigation and verification process is conducted outside the state of Minnesota, the city may require the actual investigation costs not exceeding the amount set forth in the current City fee schedule.

D. Persons Ineligible for License. No license shall be granted to or held by any person:

(1) Under 18.

(2) Who has been convicted of a felony or of violating any federal law, state law or local ordinance relating to sex offenses, obscenity offenses or adult establishments, unless the applicant can show competent evidence of sufficient rehabilitation under Minn. Stat. § 364,05, subd. 3.

(3) Who is not the proprietor of the establishment for which the license is issued.

(4) Who has failed to supply all of the information requested on the license application;

(5) Who gives false, fraudulent, or untruthful information on the license application;

(6) Who has not paid the required license and investigation fees;

(7) Who has been denied a license by the City or any other municipal corporation to operate an adult establishment, or such license has been suspended or revoked, within the preceding twelve (12) months.

E. Places Ineligible for License.

(1) No license shall be granted for adult establishments on any premises where the owner or the applicant has been convicted of a violation of this chapter, or where any license hereunder has been revoked for cause, until one year has elapsed after such conviction or revocation.

(2) Except for uses lawfully existing at the time of this ordinance adoption, no license shall be granted for any adult establishment, which is not in compliance with the city's zoning regulations or applicable building code.

(3) Establishments holding an intoxicating liquor, beer or wine license are ineligible for a license.

(4) No license shall be granted for operation on any premises upon which taxes, assessments, or installments thereof, or other financial claims of the city, are owed by the applicant and are delinquent and unpaid.

F. Conditions of License.

(1) Every license shall be granted subject to the following conditions and all other provisions of this chapter, and of any applicable sections of the code of the city, state law, or federal law, whichever is more restrictive.

(2) All licensed premises shall have the license posted in a conspicuous place at all times.

(3) No minor shall be permitted on the licensed premises.

(4) Any designated inspection officer of the city shall have the unqualified right to enter, inspect and search the premises of a licensee during business hours.

(5) Every licensee shall be responsible for the conduct of his or her place of business and shall maintain conditions of order.

(6) An adult establishment shall not sell or dispense non-intoxicating or intoxicating liquors nor shall it be located in a building which contains a business that sells or dispenses non-intoxicating or intoxicating liquors.

G. Hearing and Appeal Procedures.

Denials, non-renewals, suspensions and revocations of an adult establishment license are governed by this subsection.

(1) Notice and Hearing. In the event that the City proposes to deny or not to renew, suspend or revoke a license, the City will notify the applicant/licensee in writing of the basis for the action. The Council will hold a hearing for the purpose of determining whether to deny, not renew, suspend, or revoke the license. The hearing must be within 30 days of the date of the notice. The City Council must make a decision within 30 days after the close of the hearing or within 60 days of the date of the notice, whichever is sooner. The Council must notify the applicant/licensee of its decision within that period.

(2) Suspension or Revocation. If the Council determines to suspend or revoke a license, the suspension or revocation is not effective until 15 days after notification of the decision to the licensee. If, within that 15 days, the licensee files and serves an action in state or federal court challenging the Council's action, the suspension or revocation is stayed until the conclusion of such action.

(3) Non-renewal. If the City Council determines not to renew a license, the licensee may continue its business for 15 days after receiving notice of such non-renewal. If the licensee files and serves an action in state or federal court within the 15 days for the purpose of determining whether the City acted properly, the licensee may continue in business until the conclusion of the action.

(4) Prompt Judicial Review. After denial or non-renewal of an application, or suspension or revocation of any license, the applicant or licensee may seek prompt judicial review of such action in any court of competent jurisdiction. The court shall promptly review such action.

§ 68-5. Violations and Penalties.

Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by state law.

The City may enforce any provision of this Chapter by mandamus, injunction, or any other appropriate civil remedy in any court of competent jurisdiction, regardless of the status of any related criminal prosecution.

§ 68-6. State Law Inapplicable.

Minnesota Statutes, section 617.242 shall not apply in the City.

§ 68-7. Severability.

The provisions of this chapter shall be severable. If any provision is found to be void, the remaining provisions of the law shall remain valid, unless the court finds the valid provisions of the law are so essentially connected with the void provisions so that the court cannot presume the Council would have enacted the remaining valid provisions without the void one; or unless the court finds the remaining valid provisions, standing alone are incomplete and incapable of being executed in accordance with the legislative intent.

Section 3. This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

_____
Jeff Johnson, Mayor

ATTEST:

_____
Katie Brooks, City Clerk

A Community For Generations.
Isanti

Memo for Council Discussion

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 30, 2020
Subject: Discussion Only - City Code Chapter 276 Amendment and Special Assessment Policy Update

Background:

City staff has prepared updates to the Special Assessment Policy. The updates regard aligning the policy to include funding options (ex. internal project funding), matching policy to current practice, and updates as recommended by the City Engineer, Finance Director and League of Minnesota Cities. As a part of this update, the city code chapter would be amended to include what is needed by ordinance, and a resolution adopted that encompasses the remainder of special assessment polices.

The City Attorney has reviewed the updated city code amendment and policy.

Recommendation:

Consider next steps to adopt the amended City Code (Ordinance) and Special Assessment Policy.

Request:

Staff is requesting City Council discussion and direction.

Action Required:

If the Council concurs, it should direct staff to post the Ordinance and place both the Ordinance and Special Assessment Policy Resolution on the next City Council meeting agenda for consideration.

Attachments:

- Draft Ordinance XXX – An Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002 and Titled Special Assessments.
- Draft Special Assessment Policy

For Review and Discussion Only

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 161 ADOPTED ON FEBRUARY 19, 1991 AND AMENDED BY ORDINANCE 257 ON APRIL 16, 2002, AND TITLED SPECIAL ASSESSMENTS

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

Section 1 – Repealer. Ordinance 161 and amending Ordinance 257, codified in Chapter 276 of the City Code is hereby replaced in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 276 is hereby adopted:

SPECIAL ASSESSMENTS

276-1. Deferred assessments

276-1. Deferment of Special Assessments.

A. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or a person who is retired by virtue of permanent and total disability, or military persons meeting the criteria under Minn. Statute § 435.193, as amended from time to time. The City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older, retired by virtue of permanent and total disability, or meets the military deferral standard in Minnesota Statutes section 435.193.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

B. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in status that would affect eligibility for deferment.

C. The entire amount of deferred special assessments shall be due within 60 days after loss of eligibility by the applicant. If the special assessment is not paid within the 60 days, the City Clerk shall add thereto interest at a per annum interest rate according to the terms and conditions of the original special assessments, and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within 60 days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

D. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

Effective Date:

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____ of February, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on:_____
Published on:_____
Effective Date:_____

Discussion Only

SPECIAL ASSESSMENT POLICY

Section 1. General policy statement.
Section 2. Improvements and maintenance costs eligible for special assessment.
Section 3. Initiation of public improvement projects.
Section 4. Public improvement procedures.
Section 5. Financing of public improvements.
Section 6. General assessment policies.
Section 7. Methods of assessment.
Section 8. Policies of re-assessment.
Section 9. Assessment computations.
Section 10. Deferrals on unimproved parcels
Section 11. Postponed assessments; apportionment; supplemental assessments.

Section 1. General policy statement.

A. The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429, as amended from time to time, which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

B. Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

Section 2. Improvements and maintenance costs eligible for special assessments.

A. Public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minn. Stat. § 429.021 and 459.14, subd. 7, as amended from time to time, are eligible for special assessment within the City.

B. The City is also authorized by ordinance to recover, through special assessment, unpaid special charges as provided in Minn. Stat. § 429.101.

Section 3. Initiation of public improvement projects.

A. Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.

2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.

3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners (100%) of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. All petitioned projects by property owners regarding development of land shall follow the Policies for Petitioned Projects, adopted as City Resolution 2007-240.

Section 4. Public improvement procedure.

A. The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of feasibility report.
3. Staff prepares feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the

cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.

4. Council accepts or rejects feasibility report. If accepted, Council orders public hearing on the improvements.
5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a), as amended from time to time.
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and advertisement of bids as required in Minn. Stat. § 471.345. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, as amended from time to time, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061, as amended from time to time.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

Section 5. Financing of public improvements.

A. The City encourages public improvement projects as the area (s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

B. Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

Section 6. General assessment policies.

A. The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. Project Cost. The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. City Cost. The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. Assessable Cost. The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. Interest. The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be one percent (1%) more than the true interest cost of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at one percent (1%) over current market rate for municipal bonds based on the city's current bond rating at the time of the final assessment hearing.
5. Prepayment. Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least $100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the

County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.

6. Extensions. Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. Frontage Roads. Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. Project Assistance. If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used to reduce the "city cost" of the improvement. The aid will not be used to reduce assessment amounts.
9. Assessable Property. Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. Individual Benefits. The City must construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.

Section 7. Methods of assessment.

A. General Statement. There are different methods of assessment: per lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

B. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

C. "Adjusted Front Footage" Method of Assessment.

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot.
2. *Approximately Rectangular Lots.* For a lot which is approximately rectangular, the adjusted footage is computed by averaging the front and back sides of the lot.
3. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets, the adjusted front footage is the width measured at the setback line of the lot.
4. *Corner Lot Adjustment.* The short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Where frontage curves so greatly as to give a general appearance of a corner, the lot shall be considered a corner lot.
5. *Neck lots and dead-ends.* A lot or parcel which has a small frontage on a street, with a narrow strip running back 120 feet or more, or a lot or parcel that is served by a street that is improved but either the street dead-ends or the improvement ends at the property line, is assigned an adjusted frontage of 75 feet. Where an improvement is subsequently extended, the lot or parcel that was assigned an adjusted frontage of 75 feet shall have the 75 feet deducted from the footage on the subsequent assessment.
6. Any parcel of land which is not capable of further subdivision pursuant to the applicable zoning ordinance and which has frontage in excess of 330 feet shall be assessed for a maximum adjusted front footage of 330 feet.

B. "Area" Method of Assessment.

The "area" method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot area for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources, National Wetland Inventory, or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. "Per Lot" Method of Assessment.

The "per lot" method of assessment shall be based on equal assessment of all lots within the benefited area. The "assessment per lot" shall be the quotient of the "assessable cost" divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the "lots" or "parcels" all parcels, including governmental agencies, shall be included in such calculations. For any lot that could be subdivided to City minimum lot size standards, said lot shall be assigned the number of lots it could subdivide to.

Section 8. Policies of re-assessment.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

A. Policy Statement

The following are the "life expectancies" or "service lives" of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks - 20 years.
2. Street improvements, including surfacing and curb and gutter - 20 years.
3. Ornamental street lighting - 20 years.
4. Water Mains - 30 years.
5. Sanitary Sewers - 30 years.
6. Storm Sewers - 30 years.

Section 9. Assessment computations.

The following is the typical city assessment for various specified improvements.

A. Street and Curb and Gutter Improvements

1. *New Construction Projects.* New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the City standard typical section for residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above shall be 100% assessed to the City.
2. *Reconstruction and Reclamation Projects.* Street reconstructions and reclamations are assessed 25% to the abutting benefited properties. New curb and gutter are 100% assessed. Replaced curb and gutter are assessed 25% to the abutting benefitted properties.

3. *Gravel Streets.* Upgrading of existing gravel street by adding pavement, curb and gutter is considered new construction and all costs are assessed 100%.
4. *Seal Coats and Overlays.* Sealcoats and overlays are considered maintenance and shall not be assessed.
5. *Alleys.* Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 100% assessed also.
6. *Driveways.* New driveways are assessed 100% to the property owner. Reconstructed driveways are assessed 25% to abutting benefitted property owners.
7. The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

B. Sidewalks and Trails

1. *New Construction projects.* In Commercial Districts, the total cost for the installation of new sidewalks or trails for new projects will be assessed 100% against the property owner. In Residential Districts the total cost shall be assessed 100% to the City if the City requires the sidewalk or trail to be built. If the sidewalk or trail is petitioned for by the residents of the street, it shall be assessed 100% to the benefiting property owners. A successful petition shall be one signed by property owners owning a minimum of 51% of the front footage of the street in question.
2. *Reconstruction projects.* 25% percent of the cost shall be assessed to the property owners in the project area and 75% shall be assessed to the City.

C. Storm Sewer Improvements

Policy Statement. The basis for a storm sewer or ditching assessment is not the installation of a pipe or ditch on a particular property but, rather, the installation of pipe or ditch in an area. The definition of these areas is determined by the City Engineer. When the installation of the pipe or ditch is completed in full in an area, the area is assessed in full. Any area which contributes water to this system, whether by ground runoff or by underground piping, is assessed up to the current rate per square foot.

New projects. The total cost for both storm sewers and ditches shall be 25% assessed to the City and 75% assessed to the benefitting property owners in districts involving a mixture of existing uses and vacant land. The total cost shall be assessed 100% to benefitting property owners in districts where all of the land is vacant.

Reconstruction projects. The total cost for both storm sewers and ditches shall be 75% assessed to the City and 25% assessed to the benefitting property owners for reconstruction, system maintenance, or ditch cleaning projects. In cases where the property owner has caused damage to a drainage system by their actions (for example, farming too close to a ditch or causing erosion into a ditch or waterway due to lack of maintenance of property), the property owner shall be assessed 100% of the costs for repairing the damage and reconstructing the drainage system.

D. Sanitary Sewer Assessments

Policy Statement. Sanitary sewers consist of a network of pipes and associated pumping stations, meter stations and appurtenances designed to transport sewage to the municipal waste treatment plant.

1. *Assessment method.* The total cost of an interceptor or trunk line is assessed equally per unit of area over the entire district served by the sewer main. The assessment is generally levied in the current year of construction of the interceptor or trunk sewer, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the sewer. However, it is considered that such properties do accrue immediate benefit from the interceptor or trunk sewer since it is available to receive lateral sewer connections, which may be initiated by petition of property owners. Sanitary sewer lift stations and additional construction shall be considered as part of the interceptor or trunk sewer and shall be assessed on the same basis.

2. *New projects.* The total cost of sanitary sewer laterals for new projects shall be 100% assessed to the benefitting property. In any new project requiring reconfigurations or additions to the existing sanitary sewer system, 100% of the cost of the project shall be assessed to the benefitting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners and 75% shall be assessed to the City.

4. *Sanitary sewer building service or hookup.* Sanitary sewer building service or hookup is the connection by the property owner to the City sewer service and is 100% assessable against the benefitting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is the connector attached to the sewer main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessable to the property owner.

Parcels outside the City. Reasonable costs for those parcels contained in the area or district served but located outside the City limits shall be deferred until such parcels have been connected to the system or annexed, whichever comes first. Such costs shall be payable to the City through reasonable service and connection charges. The City Council may require properties to be annexed before providing City services to them.

E. Water Main Assessments

Policy Statement. Water mains consist of a network of pressure pipes designed to deliver municipal water to homes within the City. The City Council shall determine the standard size and depth necessary for any particular pipe. If a business or home requires a diameter of pipe in excess of the standard size, then that business or home shall pay for the extra costs associated with oversizing. If the City Council requires a pipe in excess of the standard size, then the City shall pay for the extra costs associated with oversizing.

1. *Assessment method.* Water mains will be assessed on a per-lot or lot-unit basis. The assessment is generally levied in the current year of construction of the water main, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the water main. However, it is considered that such properties do accrue immediate benefit from the water main since it is available to receive water service connections, which may be initiated by petition of property owners.

2. *New projects.* The total cost of water main for new projects shall be 100% assessed to the benefiting property owners. In any new project requiring reconfigurations or additions to the existing water system, 100% of the cost of the project shall be assessed to the benefiting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners, and 75% shall be assessed to the City.

4. *Water main building service or hookup.* The connection by the property owner to the City water service is 100% assessable against the benefiting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is that connector attached to the water main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessed to the property owner.

6. *Water tower.* Water tower construction may be assessed to benefiting property owners should the City Council determine it necessary to do so.

7. *Parcels outside the City.* The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

H. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

276-10. Deferrals on unimproved parcels

Deferrals on unimproved parcels. (See Minn. Stat. § 429.061, Subd. 2., as amended from time to time) On improvement projects involving assessments on unimproved parcels, the City Council may decide to defer assessments at the request of the landowner, according to the following:

1. Activation of deferred assessment. Payment of the deferred assessment shall commence when one of the following events occurs:
a. The property is sold as a single parcel.
b. The property is subdivided pursuant to the applicable zoning ordinance, court order, or registered land survey, unless determined by the City Council that such event does not justify activation of the deferred assessments.
c. The property reverts to the State of Minnesota as a result of tax forfeiture.
d. The property or portion thereof is acquired by condemnation for a subsequent project.
e. At a time mutually agreeable to the property owner and the City.

2. Repayment of deferred assessments. Based upon the type of improvement, the repayment period for any bonds sold to finance the project, and the amount of individual assessments, the City Council shall, prior to the adoption of the assessment, determine the length of time over which the deferred assessments shall be paid and shall select one of the following options for payment of the interest on the deferred assessments:
a. Interest shall be added to the principal amount of the assessment when it first becomes payable; or
b. Interest shall be payable annually at the same times as the principal installments of the assessment would have been payable if not deferred. If the City Council and property owner agree, this interest may be deferred also. The unpaid principal balance of deferred assessments shall accrue interest at the same rate as the assessments not deferred.

276-11. Postponed assessments; apportionment; supplemental assessments.

A. Postponed assessments.

1. If the City advances its own funds to pay for improvement costs relating to property abutting on but not initially assessed for the improvement, the City may reimburse itself for all or any portion of this cost by levying assessments against such property upon notice and hearings provided for the assessments at a later date.

2. If the City advances its own funds to pay for improvement costs that benefit nonabutting property not initially assessed for it, but able to use it when extensions or other improvements are made, the City may include all or any portion of the City costs in assessments for later improvements if notice to that effect is included in the notice of hearing on the matter of undertaking the later extension or improvement.

B. Apportionment of assessments upon subdivision of land. If a special assessment is levied against a tract of land which is later subdivided, the installments remaining unpaid can be apportioned among the various lots and parcels in the tract upon a finding that such apportionment will not materially impair collection of the balance due. This may be done upon application of the property owner or by the City Council acting upon its own motion, but notice of such apportionment and of the right to appeal must be mailed to or personally served upon all owners of any part of the tract. The City Council may, and if the assessment has been pledged towards payment of improvement warrants the City Council must, require the owner or owners to furnish surety bonds.

C. Supplemental assessment and reassessment. The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular item. If an assessment is set aside by a court for any reason or if the City Council finds that the assessment or any part of it is excessive or determines on advice of the City Attorney that it is or may be invalid for any reason, the City Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

J.7.

A Community For Generations.

Isanti

Memo for Council Action

To:	**Mayor Johnson and Members of the City Council**
From:	Jenny Garvey – Parks, Recreation & Culture Manager
Date:	February 4, 2020
Subject:	Resolution to the Amend Isanti Legacy Recognition Policy

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Background:
The COW reviewed the Isanti Legacy Recognition Policy at the January 21, 2020 meeting and asked staff to bring it back to council

Request:
Staff is requesting council approve the amended Isanti Legacy Recognition Policy

Attachment:

- Resolution 2020-XXX
- Exhibit A-Isanti Legacy Medal Recognition Policy

RESOLUTION 2020-XXX

AMENDING THE ISANTI LEGACY MEDAL RECOGNITION POLICY

WHEREAS, the City Council would like to honor those who, through their actions, have brought positive State or National recognition to the City of Isanti; and,

WHEREAS, the City Council would like to honor those who have served the City of Isanti with distinction; and,

WHEREAS, the Isanti Legacy Medal signifies the importance of City of Isanti residents, and those who are members of organizations within the City of Isanti, have had in building the legacy of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby adopts the Isanti Legacy Medal Recognition Policy, as provided in 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

ISANTI LEGACY MEDAL RECOGNITION POLICY

Purpose

To honor those who, through their actions, have brought positive State or National recognition to the City of Isanti or those who have served the City of Isanti in a distinct or extraordinary way.

Policy

The Isanti Legacy Medal signifies the importance of City of Isanti residents, and those who are members of organizations within the City of Isanti, have had in building the legacy of Isanti.

Procedure for Nominating

The following procedure should be followed when nominating an individual(s) for the Isanti Legacy Medal:

- Request a nomination form from the City of Isanti or download off the City website.
- Return the nomination form to City Hall,.
- Nominations will be accepted through the Parks, Recreation and Culture Staff.
- Nominees will be reviewed by the d Committee of the Whole who will make recommendations to the City Council.
- Nominees selected may be recognized annually.

Criteria for Nominating

The following criteria should be followed when nominating an individual(s) for the Isanti Legacy Medal:

- The opportunity is open to all Isanti City residents or members of organizations based in the City of Isanti; no age requirement.
- The nominee has either received State or National recognition or served the City of Isanti with distinction.
- The name and address (home or organization) of the individual nominated shall be provided.
- The reason(s) why this person should be nominated.

Isanti Legacy Medal Nomination Form

The Isanti Legacy Medal recipient is an outstanding individual recognized for positively representing the City of Isanti either by State or National recognition or by having served the City of Isanti with distinction.

Nomination Requirements

Nominee

Name:_____

Organization (if applicable):_____

Address:_____

Phone:_____

Nominator

Name:_____

Address:_____

Phone:_____

Reason(s) for Nominating this Individual

_____

_____

_____

_____

RETURN NOMINATION FORM TO:
City of Isanti
Attn: PRC Staff
110 1st Ave NW, P.O. Box 428
Isanti, MN 55040
Email: isantiparks@cityofisanti.us

PRC Staff Reviewed:	COW Reviewed:

J.8.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 28, 2020

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
- Preliminary Engineering Report, Call for Public Hearing, Project Engineering Services
City of Isanti, MN
Project No.: R13.120122

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the 6th Avenue SW Rehabilitation. Included in the report are exhibits depicting the proposed improvements, estimated costs and discussion regarding funding and the Minnesota State Statute No. 429 (MS-429) assessment procedure.

Should the Mayor and City Council elect to move forward with the improvements, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare documents for the required public hearing
- Prepare Plans and Specifications
- Advertise for bids
- Prepare the recommendation to Council to award bid
- Perform construction administration, observation and surveying during the project
- Prepare the final assessment roll and conduct the final assessment hearing

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) February 4, 2020 Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications.
2) March 4, 2020 Hold Public Hearing
3) March 4, 2020 Mayor and City Council approves plans and orders advertisement of bids
4) March 31, 2020 Open Bids
5) April 7, 2020 Mayor and City Council awards bid
6) June – October, 2020 Project construction
7) November 10, 2020 Conduct final assessment hearing

We propose to assist the City in completing the project in accordance with the scope of services, for an hourly, not-to-exceed fee of $59,537.00 for plan and specification development through bidding and an hourly, not-to-exceed fee of $54,957.00. These fees were included in the estimated project costs in the Preliminary Engineering Report.

In order to proceed with this project and assessment process, we recommend the City Council pass a resolution accepting the feasibility report, call for a public hearing, and authorize development of the plans and specifications.

I will be at the February 4, 2020 City Council meeting to present this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

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Real People. Real Solutions.

Isanti

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6TH Avenue SW Rehabilitation Preliminary Engineering Report

City of Isanti, MN

January, 2020

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 545303
P: 763-433-2851
F: 763-427-0833

Certification

6TH Avenue SW Rehabilitation

For

City of Isanti, Minnesota

Bolton & Menk

Project No. R13.120122

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Jason W. Cook

Jason W. Cook, P.E.
License No. 47541

Date: 1/28/2020

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I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and necessity of proposed infrastructure improvements along 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. A portion of the improvement costs may be assessed to benefiting property owners. Public assessments applied to the properties described in this report are subject to the requirements of Minnesota State Statute, Chapter 429 (MS 429). This Preliminary Engineering Report is the first step in the special assessment process required by the MS 429 Statute if assessments are applied.

A. Background Information

6th Avenue SW was recognized as needing infrastructure improvements in the City's Pavement Management Plan (PMP), where it received a rating of 4 out of 10 using the Pavement Surface Evaluation and Rating (PASER) rating system for asphalt roads. 6th Avenue SW is part of the Municipal State-Aid-System (MSAS) and these improvements are eligible for MSAS funding.

B. Scope

This report addresses the necessity for street improvements along 6th Avenue South West. Included in this report is a description of proposed improvements, along with the estimated costs. The specific objectives of this report are to:

- Evaluate the need for the project.
- Determine the necessary infrastructure improvements.
- Prepare cost estimates for the proposed improvements.
- Determine the feasibility of the improvements.

II. MS 429 PROCESS AND PROPOSED SCHEDULE

As mentioned above, infrastructure improvements financed through the assessment of benefiting property owners are regulated by Minnesota Statute, Chapter 429 (MS 429). The process prescribed by MS Chapter 429 along with the proposed project schedule is described below.

The benefited parties submit a petition for the proposed improvements to the City Council or, as in this case; the improvement process was authorized by the City Council without a petition.

The City Council passed a *Resolution Ordering Preparation of Report on Improvement* and ordered a Preliminary Engineering Report (PER) for the proposed project.
This was passed on: November 5, 2019

After the City Council considers the Preliminary Engineering Report, the Council may pass a *Resolution Receiving Report and Calling Hearing on Improvement,* as well as a resolution ordering preparation of plans to indicate its plan to continue the process.
Estimated date: February 4th, 2020

A public hearing on the proposed improvements is held. **Estimated date: March 4th, 2020**

After the City Council considers the presentation of the plans and specifications, it may pass a *Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids.* **Estimated date: March 4th, 2020**

The advertisement for bids should be published in the official local newspaper and trade publication such as the "Construction Bulletin" at least three weeks prior to the bid opening date. **Estimated bid opening date: March 31st, 2020**

If the City Council wishes to continue with the improvements after consideration of bids, the City Council may pass a *Resolution Accepting Bid.* This resolution would award the project to the lowest responsible bidder and construction may begin. **Estimated date: April 7th, 2020**

Following completion of the proposed improvements, a public hearing is held to set the final assessment amounts. **Estimated date: November 10, 2020**

III. EXISTING CONDITIONS

The existing conditions are shown in Appendix B, and described in detail below.

A. 6th Avenue SW

The existing street is approximately 32 feet wide back of curb to back of curb with a D418 surmountable curb & gutter. The roadway is located within an existing 66-foot right-of-way. Currently the bituminous pavement is rated as 4 of 10 according to the PASER rating system in 2014, which has declined further over the past 5 years. A rating of 4 or below signifies the pavement condition is in a failed state and regular maintenance is not cost effective. The city has spent an extensive amount of time patching this roadway over the past few years to keep it in a functioning condition. The pavement shows a significant amount of major distress and is in need of reconstruction. The existing pavement section consists of two-inches (2") of bituminous pavement, and six-inches (6") of aggregate base. It was installed as part of the 1990 Brookview South 1st-3rd Additions. The existing curb & gutter is generally found to be in good condition with only isolated areas in poor condition in need of replacement as seen in the below photo.

Figure 1: Curb Raveling

B. **Sidewalk**

There is currently segmented sidewalk along the west side of 6th Avenue SW. There is existing concrete sidewalk north of Edgewood Street SW that ends after approximately 125'. There is also concrete sidewalk that runs south of South Brookview Lane that ends after approximately 140'.

The current City policy is to install sidewalk along the west side of 6th Avenue SW when new construction is proposed. The City has not added sidewalk on reconstruction projects in the past unless it is found to complete system looping or connect isolated trail segments. The addition of sidewalk along the west side of 6th Avenue will complete this system sidewalk loop.

C. **Stormwater Management**

The existing storm sewer system was installed in 1990 and consists of storm sewer piping and catch basins in 6th Avenue SW at the intersections of South Brookview Lane, Marion Street SW, and Nina Street SW. Mainline piping includes 24-inch pipe with most catch basin leads being 12-inch pipe. All pipes appear to be reinforced concrete with no history of sediment build up or failure.

There are multiple high points along 6th Avenue, where roadway drainage north and south of the high points gathers in surmountable curb and gutter, flows to catch basins, and continues in the storm sewer system until outletting. There are four valley gutters in the project limits at the intersections of Cedar Street SW and Birch Street SW. The valley gutters provide East to West drainage at both intersections. Roadway drainage between the intersection of Nina Street SW and Marion Street SW gather in surmountable curb and flows to catch basins and continues North East until outletting into a City pond. Roadway drainage between the intersections of Page Street SW and the West portion of Birch Street SW gathers in surmountable curb and gutter, flows to catch basins, and continues through the system until outletting into a City pond. The East portion of the intersection at Birch Street SW flows across two valley gutters to the West. The intersections of Cedar Street SW and Dogwood Street SW have roadway drainage outletting into a City pond with two valley gutters allowing drainage from Isanti Hills Park to flow across the intersection East to West. The southern portion of the intersection at Dogwood Street SW drains south into a city pond whilst the East portion of the intersection drains to a pond located east of the project.

D. **Sanitary Sewer**

The sanitary sewer system along 6th Avenue SW was constructed in 1990 with additions constructed in 1991-93. The system consists of 8-inch PVC sanitary sewer mains, with service lines typically 4 to 6-inch in diameter. The sanitary sewer pipe is generally 8 to 12 feet deep. There have been no reported breaks and no reported significant sanitary sewer maintenance issues within the project limits.

E. **Watermain**

Currently, there are 6-inch and 8-inch ductile iron pipe (DIP) watermain within the project limits that was originally construction as part of the 1990 Brookeview South 3rd and 5th additions, with additions constructed in 1990-1991. The DIP watermain has generally been found to be in good condition without a significant number of reported maintenance issues and no reported breaks or frozen pipes.

The 6-inch watermain is located between South Brookview Lane SW and Nina Street SW. All remaining watermain to the south in the project limits is 8-inches. A 10-inch watermain has been installed along 5th Avenue SW with a master plan to loop this trunk watermain to the 10-inch pipe in Nina Street SW. The only constriction in the system in this region at this time

is the 6-inch watermain. Should this be enlarged to an 8-inch main the master plan 10-inch loop can be delayed and system flow would improve.

F. **Isanti Hills Park**

Currently Isanti Hills Park has no parking lot or connection point to the park system from 6th avenue SW. There is a vacant lot at 706 6th Avenue SW which is being used as an access point with no existing easements in place. There is a 15-foot existing easement on the north side of 800 6th Avenue SW which could allocate space for improvements. The park currently has a bituminous trail with access from Cottonwood Street SW which ends on the West side of the park. There is currently no water service or sanitary service to the park.

IV. PROPOSED IMPROVEMENTS

The proposed street improvement is a full depth pavement reclamation of the roadway with spot curb repairs. The addition of 5-foot wide concrete sidewalk on the west side of 6th Avenue South West was also analyzed. The upsizing of watermain to complete the City wide loop of the watermain and some minor storm sewer work is proposed and no sanitary sewer work is proposed with this project. The proposed improvements are shown in Appendix C and described in detail below.

A. **Street Improvements – 6th Avenue SW Full Reclamation**

The proposed street would maintain the existing roadway width and design speed. This design would also keep the existing curb in place with only spot repairs as needed. The existing width meets State Aid requirements providing for two 11-foot wide traffic lanes, one 8-foot wide parking lane, and two feet of reaction distance to the curb where there is no parking. Per the State Aid requirements this road is not wide enough to provide parking on both sides of the street so a no parking resolution will need to be passed by the City Council and signage will be required to be installed. We recommend posting no parking on the east side of 6th Avenue. This will provide the largest separation between pedestrians and vehicle traffic while allowing users of the sidewalk to park adjacent to the walk. The proposed pavement section would consist of three and a half-inches (3.5") of bituminous pavement and six-inches (6") of reclaimed aggregate, which would be adequate for a 9-ton design.

The pavement will be reclaimed 9.5-inches deep, grinding the existing 2-inch bituminous section with the top 6-inches of existing aggregate base and one and a half-inches (1.5") of select granular base. The reclaimed material will be salvaged off site to prevent contamination during the watermain installation and 3.5-inches of the reclaimed material will be excavated and hauled away. Once the excavation is complete the salvaged reclaimed material would be brought back and placed as roadway base material.

B. **Concrete Sidewalk**

A 5-foot wide concrete sidewalk is proposed on the west side of the street. This concrete sidewalk will be constructed with a 6 foot boulevard and will connect the sidewalk ending near South Brookview Lane SW and Edgewood St SW. The installation of sidewalk will require the relocation of five utility poles and require coordination with the power company.

This sidewalk would be a safety improvement reducing vehicle/pedestrian conflicts and completing the system wide loop.

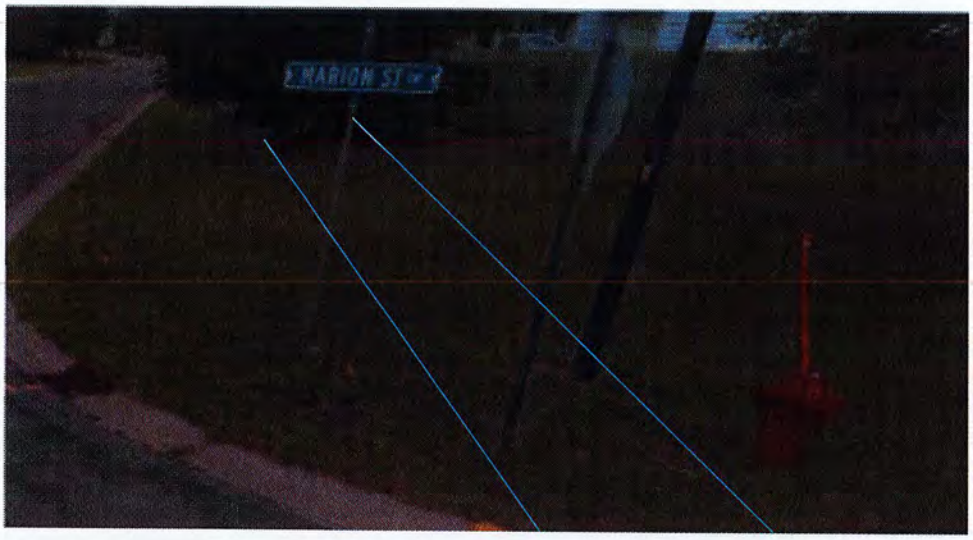


Figure 2: Existing Utility Pole Conflicts with Proposed Sidewalk

C. **Stormwater Management**

The existing storm sewer system will have three catch basins relocated to accommodate space for the sidewalk pedestrian ramps as well as 100 feet of pipe connecting into the existing structures.

The storm sewer has had some drainage issues, however, no existing storm sewer is located near the project that could be extended to 6th Avenue SW. Storm manhole and catch basin castings will be adjusted to fit the proposed surface as needed.

Best Management Practices (BMP's), as required by the Minnesota Pollution Control Agency (MPCA), will be utilized during construction to minimize erosion and sediment runoff from the construction site. These BMP's may include silt fence, stabilized construction exits, and storm water inlet protection.

D. **Sanitary Sewer**

Sanitary sewer within the project limits appears to be in adequate condition and is expected to last for the life expectancy of the proposed street improvements. Therefore, it is proposed the sanitary sewer system remain in-place, adjusting manhole castings as needed to fit the proposed surface.

E. **Watermain**

Proposed watermain improvements include upsizing the mainline from the existing 6-inch to an 8-inch pipe size. The current City watermain system has a 6-inch main section between S Brookeview Lane SW and Nina Street SW. Upsizing the watermain to 8-inch along the project limits would complete a major City wide looping initiative that began in 1989.

To address concerns from the City Public Works staff, any non-functioning valves will be repaired. One water service would be replaced to the Right-of-Way where the 8-inch water main is replaced. A curb patch will be required at the service installation location. The watermain is located under the existing curb so its trench will also require replacing the full curb along the east side of the 6th Avenue SW from South Brookeview Lane SW to Nina Street SW.

F. **Isanti Hills Park**

a. Parking Lot Alternate

The proposed improvements to the access from 6th Avenue SW would include B618 curb and gutter and a bituminous parking lot with 5 stalls. An easement would be required to be obtained from 706 6th Avenue SW to construct these improvements. The existing trail would be extended to the edge of the parking lot. A water service and sewer service would also be installed to the right of way of the park to provide service for a future facility. The additional run-off would drain to the west and follow the valley gutters at the intersection of Cedar Street SW. See Figure D for the concept layout.

b. Bituminous Trail Alternate

The proposed improvements would extend the existing bituminous trail to a new pedestrian ramp on 6th Avenue SW. This trail could fit within the existing easement on 800 6th Avenue SW. There will be no services installed with this alternative. See Figure E for the concept layout.

V. RIGHT-OF-WAY ACQUISITION

Additional Right-of-Way is not expected for the proposed 6th Avenue improvements. An access easement would be required for the Isanti Hills parking lot alternate. No additional permanent easements are anticipated for the bituminous trail alternate. The need for temporary construction easements will be evaluated during the final design process.

VI. APPROVALS/PERMITS

Approvals and permits are required from various public agencies for the construction of this project. They include:

- Minnesota Pollution Control Agency (MPCA) NPDES Stormwater Permit
- Minnesota Department of Health (MDH) Watermain Permit
- Minnesota Department of Transportation (MnDOT) State Aid

VII. PRELIMINARY COST ESTIMATES

The estimated project cost for the improvements is summarized in Table 1, and described in detail in Appendix E. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The costs shown are estimates that include construction, contingencies, and engineering costs. Actual construction cost would be determined through a competitive bidding process.

Table 1: Estimated Project Costs

6th Avenue IMPROVEMENTS	EST. PROJECT COST
FULL DEPTH RECLAIM	$297,300
WATERMAIN	$67,800
SIDEWALK & DRIVEWAYS	$212,300
TOTAL	$577,400

Isanti Hills Park Parking Lot Alternate	EST. PROJECT COST
PARKING LOT	$48,800
WATERMAIN	$6,500
SANITARY	$7,400
TOTAL	$62,700

Isanti Hills Park Bituminous Trail Alternate	EST. PROJECT COST
TRAIL	$25,400
TOTAL	$25,400

VIII. FUNDING AND ASSESSMENTS

Funding for the project could come from a variety of sources and is broken down as shown in Table 2 and described in detail in Appendix F. Special assessments could be levied in accordance with City Code, Chapter 276 – Special Assessments which states up to 25% of the proposed roadway improvements can be assessed to adjacent land owners at a per front foot basis. It also states that new sidewalk can only be assessed if it is petitioned for by the residents.

MSAS funding allows an advance of up to five years of the City's annual construction allotment of $212,916.00. After the 2020 allotment the City currently has an advance of approximately $61,300 and would be eligible to request up to approximately $1,000,000.00 in additional advanced funding. The City finance department would need to determine how requesting the advance will affect budgeting and bonding.

The proposed concrete sidewalk would not be assessed, as it is new and was not petitioned for by the residents, but it could come out of the State Aid advanced funds. City special assessment ordinance states that new sidewalk can only be assessed if it is petitioned for by the residents.

The water system work is for City-wide improvements and would not be assessed but could come out of the water fund.

Table 2: Funding Sources

6th Ave Reconstruction

Funding Source	Amount	% of Total
Assessments	$74,300	13%
MSAS STREET	$223,000	38%
MSAS WALK	$212,300	37%
Water Fund	$67,800	12%
General Fund	$0	0%
TOTAL	$577,400	100%

Assessment Breakdown	Per Front Foot	Total Frontage
Assessment	$ 32.57	2,282 ft

Average Assessment	$2,752.77
High Assessment	$3,582.70
Low Assessment	$2,442.75

Isanti Hills Park Option A- Parking Lot

Funding Source	Amount	% of Total
Water Fund	$6,500	10%
Sanitary Fund	$7,400	12%
General Fund	$0	78%
Total	$62,700	100%

Isanti Hills Park Option B- Bituminous Trail

Funding Source	Amount	% of Total
General Fund	$25,400	100%
Total	$25,400	100%

IX. RECOMMENDATION

6TH Avenue Reconstruction and Sidewalk

Based on the findings presented in this report, the proposed street improvements are cost effective, necessary, and feasible from an engineering perspective. The concrete sidewalk will be a public safety enhancement and benefit to the City trail system. The watermain improvements would complete the City wide trunk loop and would benefit the City water system. Should the City finance department determine these improvements are financially feasible we recommend that the City Council approve this report, call for a public hearing to follow the MS-429 process, and authorize the preparation of final plans and specifications. We recommend posting no parking on the east side of 6th Avenue. This will provide the largest separation between pedestrians and vehicle traffic while allowing users of the sidewalk to park adjacent to the walk.

Isanti Hills Park

Based on the findings presented in this report, the proposed improvements are cost effective, necessary, and feasible from an engineering perspective. If the City would like to proceed with either park improvement option, it could be added to the overall 6th Avenue improvement project at this time, or be budgeted for in the future.

Appendix A: LOCATION MAP

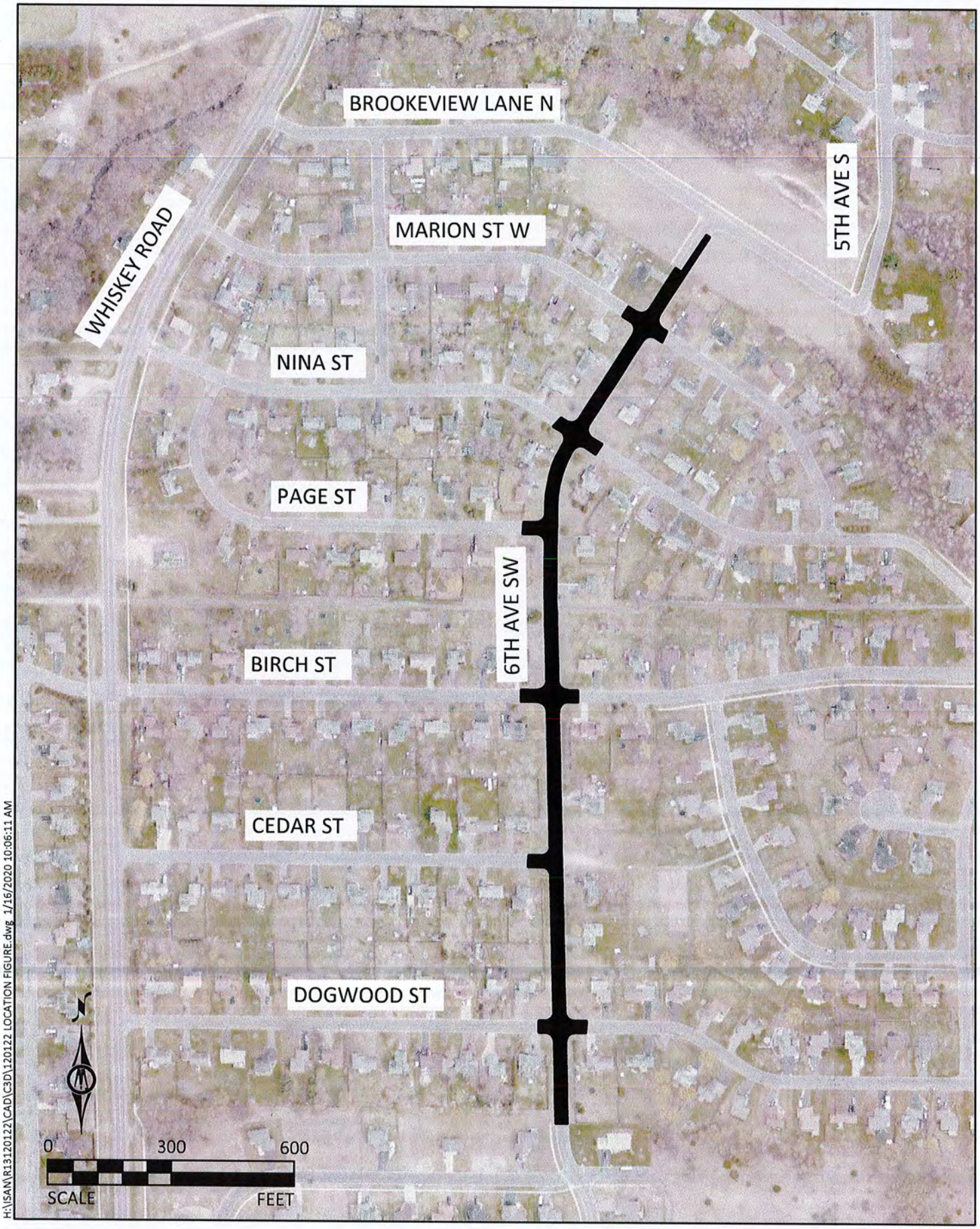
6TH AVE SW STREET IMRPOVEMENTS

ISANTI, MN

Figure A

DECEMBER 2019

BOLTON & MENK



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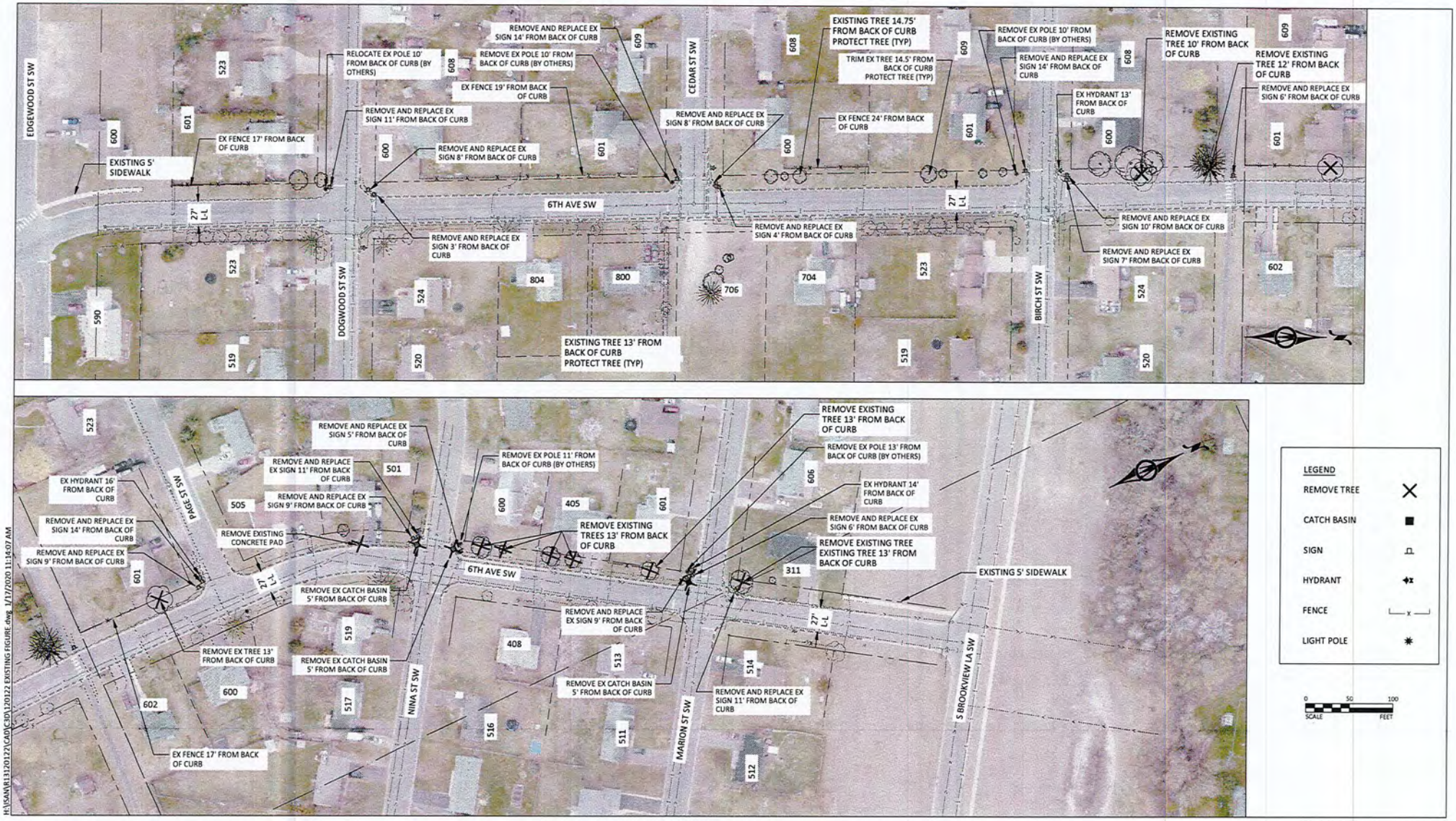
Appendix B: EXISTING CONDITIONS MAP

6TH AVENUE SW REHABILITATION
ISANTI, MN

Figure B
January 2020

BOLTON & MENK



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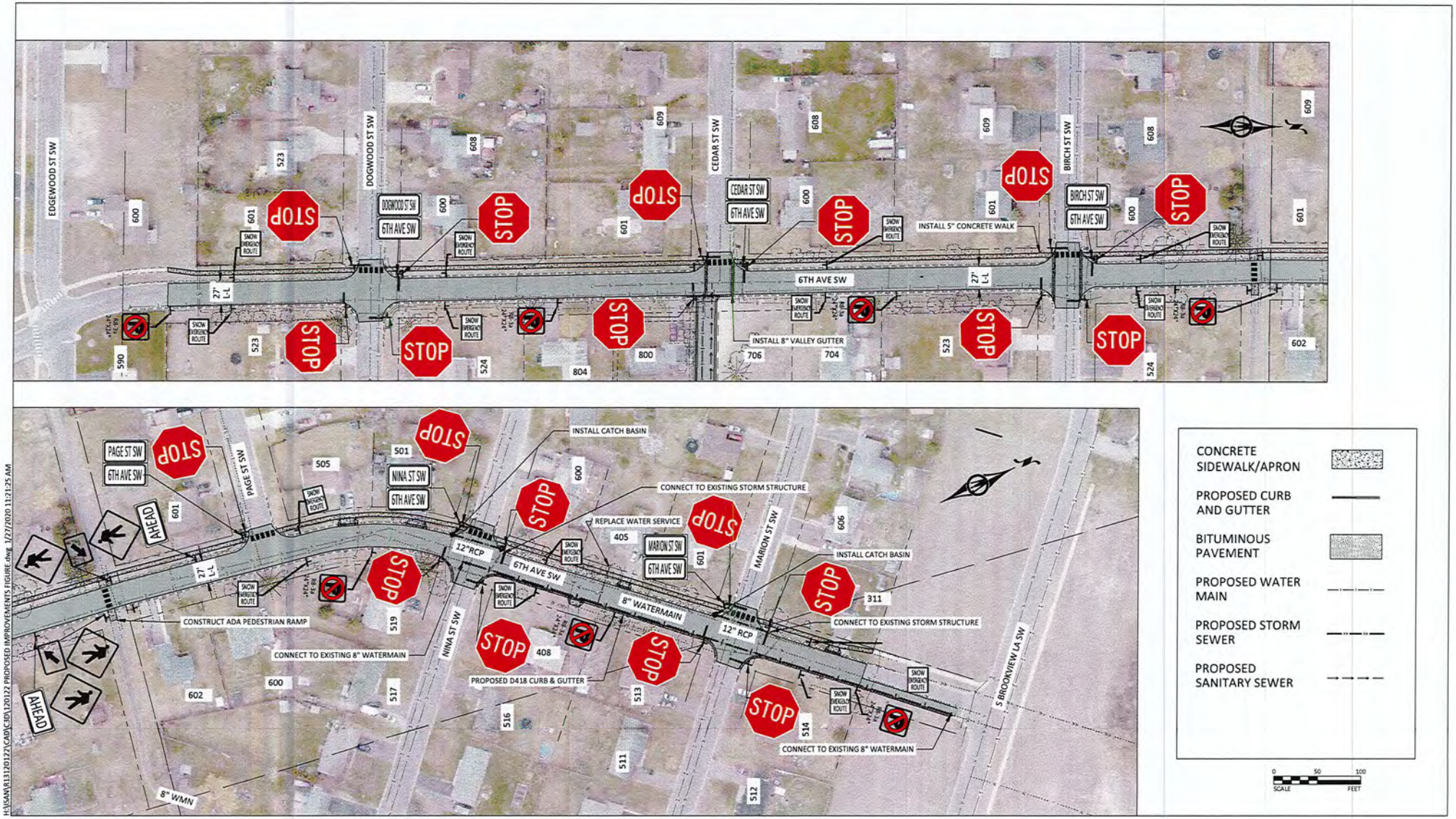
Appendix C: PROPOSED IMPROVEMENTS MAP

6TH AVENUE REHABILITATION
ISANTI, MN

FIGURE C
JANUARY 2020

BOLTON & MENK



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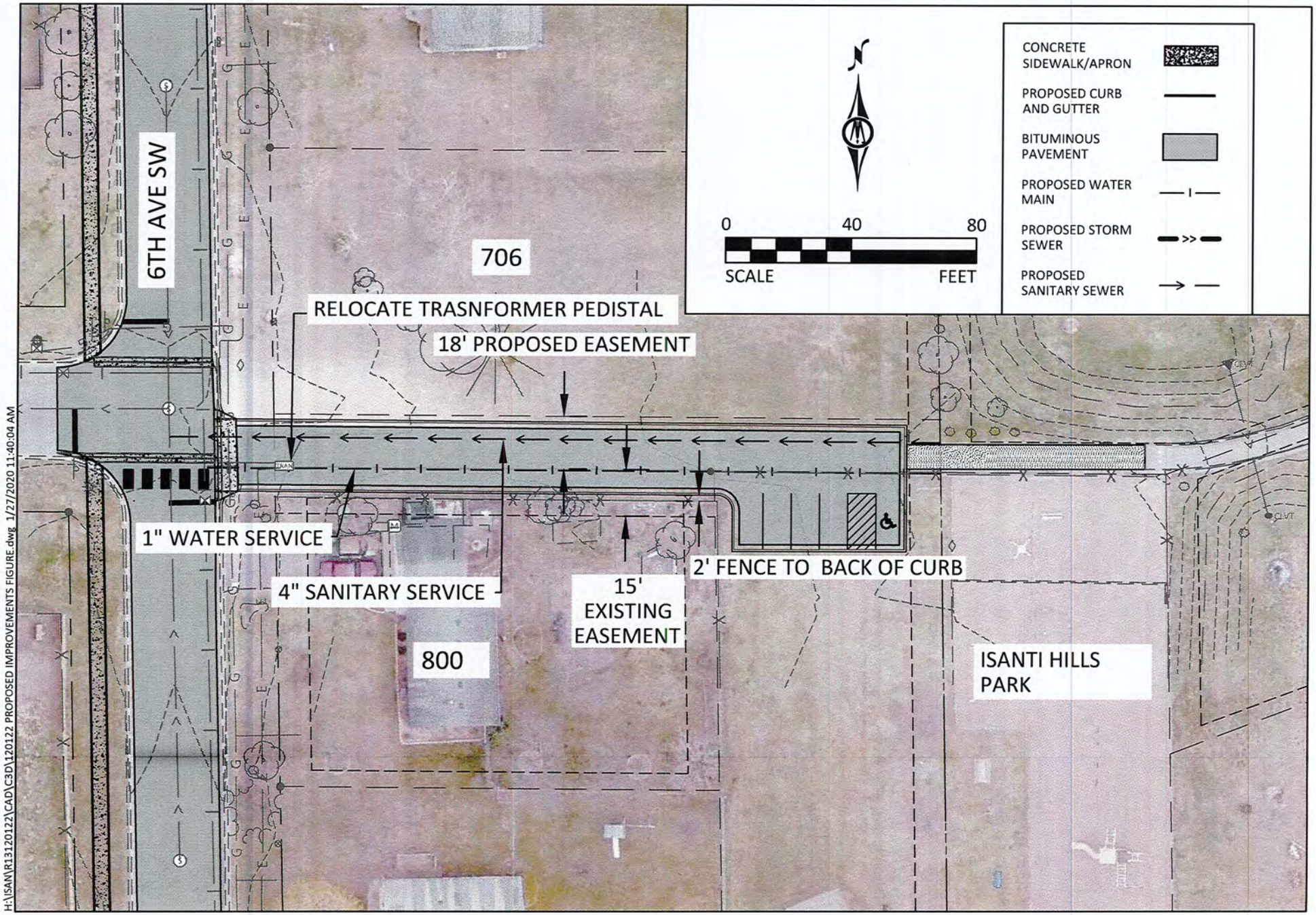
ISANTI HILLS PARK PARKING LOT

ISANTI, MN

ALTERNATE 1

JANUARY 2020

BOLTON & MENK



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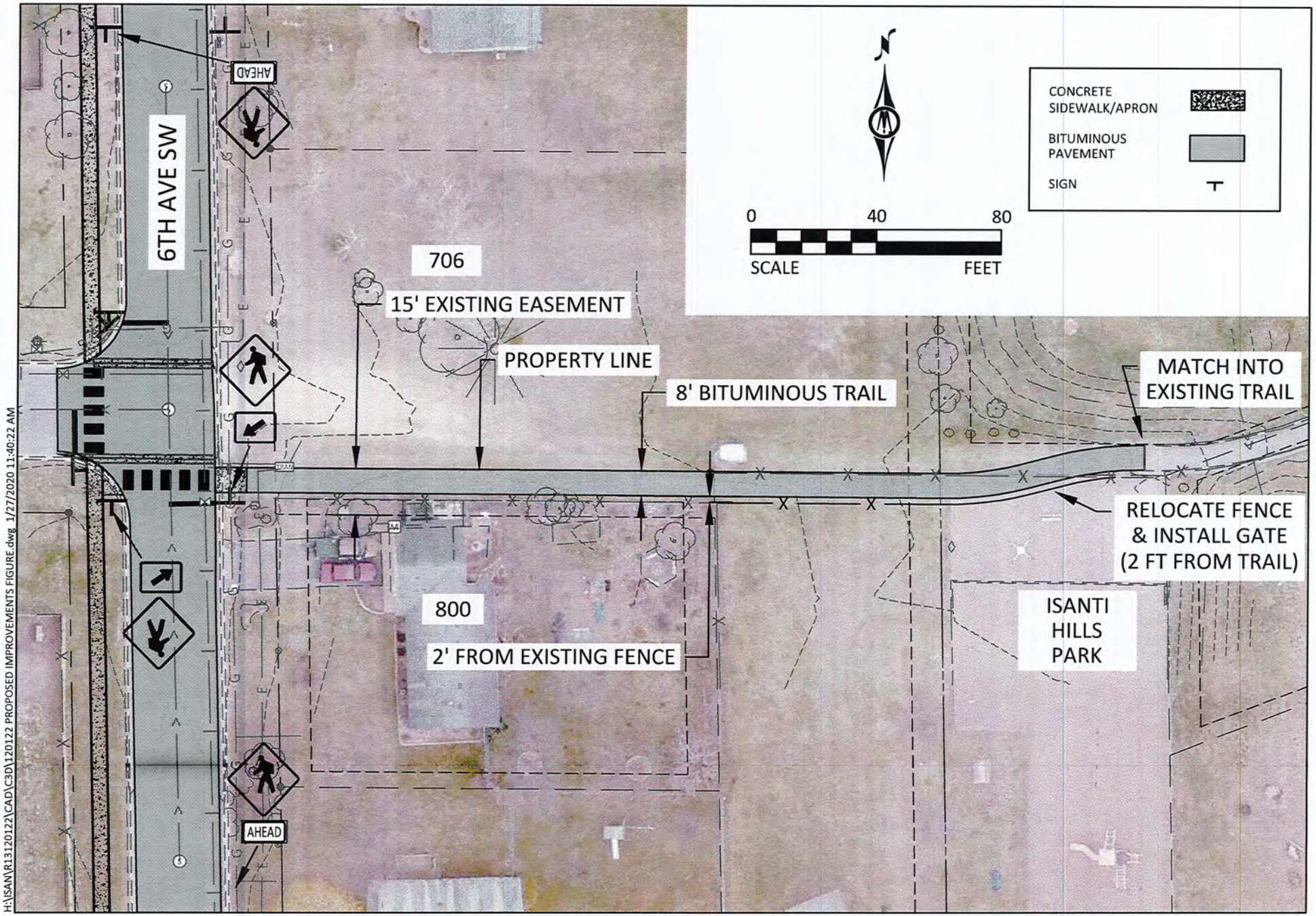
ISANTI HILLS PARK TRAIL ALTERNATE

ISANTI, MN

ALTERNATE 2

JANUARY 2020

BOLTON & MENK



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Appendix D: PARCEL OWNERSHIP & ASSESSABLE FRONTAGE

6TH AVENUE SW REHABILITATION
ISANTI, MN

FIGURE D - PARCEL OWNERSHIP & ASSESSABLE FRONTAGE
JANUARY 2020

BOLTON & MENK

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Appendix E: PRELIMINARY COST ESTIMATES

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 6TH AVENUE REHABILITATION
BMI PROJECT NUMBER - R13.120122
1/28/2020

ITEM NO.	BID ITEM	UNIT	UNIT PRICE	TOTAL QUANTITY	TOTAL COST	5TH AVE SW RECONSTRUCTION		6TH AVE SW RECONSTRUCTION		CITY OF ISANTI WATERMAIN	
						STATE AID ROADWAY QUANTITY	ROADWAY COST	STATE AID SIDEWALK QUANTITY	SIDEWALK COST	WATERMAIN QUANTITY	WATERMAIN COST
1	MOBILIZATION	LUMP SUM	$26,000.00	1	$26,000.00	0.50	$13,000.00	0.39	$10,140.00	0.11	$2,860.00
2	CLEARING & GRUBBING	TREE	$1,000.00	15	$15,000.00			15	$15,000.00		
3	PAVEMENT MARKING REMOVAL	SQ FT	$2.00	373	$746.00	373	$746.00				
4	REMOVE CURB & GUTTER	LIN FT	$5.00	1983	$9,915.00	871	$4,355.00	516	$2,580.00	596	$2,980.00
5	REMOVE SEWER PIPE (STORM)	LIN FT	$10.00	126	$1,260.00			126	$1,260.00		
6	REMOVE BITUMINOUS WALK	SQ FT	$2.00	100	$200.00			100	$200.00		
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$10.00	12	$120.00			12	$120.00		
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$3.00	98	$293.67			82	$247.00	16	$46.67
9	REMOVE MANHOLE OR CATCH BASIN	EACH	$500.00	3	$1,500.00			3	$1,500.00		
11	REMOVE SIGN	EACH	$25.00	42	$1,050.00	42	$1,050.00				
12	INSTALL SIGN	EACH	$200.00	42	$8,400.00	42	$8,400.00				
13	COMMON EXCAVATION (EV) (P)	CU YD	$12.00	741	$8,892.00	741	$8,892.00				
14	HAUL AND STOCKPILE BIT MATERIAL (LV)	CU YD	$6.00	1694	$10,164.00	1694	$10,164.00				
15	PLACE SALVAGED RECLAIM MATERIAL	CU YD	$8.00	1694	$13,552.00	1694	$13,552.00				
16	FULL DEPTH RECLAMATION (9.5")	SQ YD	$1.25	7625	$9,531.11	7625	$9,531.11				
17	BITUMINOUS PATCH SPECIAL	SQ YD	$35.00	85	$2,975.00			85	$2,975.00		
18	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	SQ YD	$7.00	7625	$53,375.00	7625	$53,375.00				
19	TYPE SP 12.5 NON WEAR COURSE MIX (2.B), 2" THICK	SQ YD	$9.00	7625	$68,625.00	7625	$68,625.00				
20	12" RC PIPE SEWER CLASS V	LIN FT	$45.00	126	$5,670.00			126	$5,670.00		
21	CONNECT TO EXISTING WATERMAIN	EACH	$950.00	2	$1,900.00					2	$1,900.00
22	ADJUST GATE VALVE & BOX	EACH	$200.00	13	$2,600.00	13	$2,600.00				
23	8" GATE VALVE & BOX	EACH	$1,600.00	2	$3,200.00					2	$3,200.00
24	1" CORPORATION STOP	EACH	$350.00	1	$350.00					1	$350.00
25	1" CURB STOP & BOX	EACH	$350.00	1	$350.00					1	$350.00
26	1" TYPE K COPPER PIPE	LIN FT	$25.00	55	$1,375.00					55	$1,375.00
27	8" WATERMAIN DUCTILE IRON CLASS 52	LIN FT	$36.00	590	$21,240.00					590	$21,240.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3') (R-1)	EACH	$1,500.00	5	$7,500.00			5	$7,500.00		
29	CASTING ASSEMBLY	EACH	$700.00	5	$3,500.00			5	$3,500.00		
30	ADJUST FRAME AND RING CASTING	EACH	$400.00	6	$2,400.00			6	$2,400.00		
31	CONNECT TO EXISTING STRUCTURE	EACH	$850.00	2	$1,700.00			2	$1,700.00		
32	4" CONCRETE WALK	SQ FT	$6.00	9805	$58,830.00			9805	$58,830.00		
33	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	$18.00	1512	$27,216.00	400	$7,200.00	516	$9,288.00	596	$10,728.00
34	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	$60.00	86	$5,160.00			70	$4,226.67	16	$933.33
35	8" CONCRETE VALLEY GUTTER	SQ YD	$70.00	64	$4,472.22	64	$4,472.22				
36	TRUNCATED DOMES	SQ FT	$50.00	120	$6,000.00			120	$6,000.00		
37	RELOCATE MAILBOX	EACH	$125.00	6	$750.00			2	$250.00	4	$500.00
38	TRAFFIC CONTROL	LUMP SUM	$5,000.00	1	$5,000.00	1.00	$5,000.00				
39	STORM DRAIN INLET PROTECTION	EACH	$200.00	8	$1,600.00			8	$1,600.00		
40	LOAM TOPSOIL BORROW (LV)	CU YD	$18.00	128	$2,304.63			123	$2,217.22	5	$87.41
41	SODDING TYPE LAWN	SQ YD	$6.00	2479	$14,876.67			2217	$13,303.33	262	$1,573.33
42	12" SOLD WHITE EPOXY	LIN FT	$2.00	271	$542.00	271	$542.00				
43	CROSSWALK EPOXY	SQ FT	$5.00	1242	$6,210.00	702	$3,510.00	540	$2,700.00		
	CONSTRUCTION SUBTOTAL				**$416,345.30**		**$215,014.33**		**$153,207.22**		**$48,123.74**
	10% CONTINGENCY				**$41,634.53**		**$21,501.43**		**$15,320.72**		**$4,812.37**
	ESTIMATED CONSTRUCTION COST				**$457,979.83**		**$236,515.77**		**$168,527.94**		**$52,936.11**
	ENGINEERING & ADMINISTRATION				**$114,494.96**		**$59,128.94**		**$42,131.99**		**$13,234.03**
	MATERIAL TESTING				**$5,000.00**		**$1,666.67**		**$1,666.67**		**$1,666.67**
	TOTAL CONSTRUCTION COST				**$577,400**		**$297,300**		**$212,300**		**$67,800**

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 ISANTI HILLS PARKING LOT OPTION A
BMI PROJECT NUMBER - R13.120122
1/17/2020

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	$3,000.00	$3,000.00
2	REMOVE CURB & GUTTER	LIN FT	45	$5.00	$225.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	61	$3.00	$183.00
4	RELOCATE MAILBOX	EACH	1	$150.00	$150.00
5	REMOVE FENCE	LIN FT	130	$5.00	$650.00
6	INSTALL FENCE & GATE	LIN FT	130	$10.00	$1,300.00
7	COMMON EXCAVATION (EV) (P)	CU YD	12	$12.00	$144.00
8	SUBGRADE EXCAVATION (EV)	CU YD	12	$15.00	$180.00
9	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	SQ YD	547	$5.35	$2,926.45
10	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2" THICK	SQ YD	547	$8.00	$4,376.00
11	B618 GURB & GUTTER	LIN FT	484	$20.00	$9,680.00
12	6" CONCRETE DRIVEWAY	SQ YD	22	$58.00	$1,276.00
12	CONNECT TO EXISTING WATER MAIN	EACH	1	$950.00	$950.00
13	1" CORPORATION STOP	EACH	1	$350.00	$350.00
14	1" CURB STOP & BOX	EACH	1	$350.00	$350.00
15	1" TYPE K COPPER PIPE	LIN FT	233	$25.00	$5,825.00
16	4" SANITARY WYE	EACH	1	$300.00	$300.00
17	4" PVC	LIN FT	245	$26.00	$6,370.00
18	TRUNCATED DOMES	SQ FT	16	$65.00	$1,040.00
19	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00
20	SILT FENCE, TYPE MS	LIN FT	300	$2.50	$750.00
21	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$700.00	$700.00
22	LOAM TOPSOIL BORROW (LV)	CU YD	37	$18.00	$666.00
23	SEEDING	ACRE	0.07	$2,500.00	$175.00
24	SEED MIXTURE 25-131	LB	11	$5.00	$55.00
25	FERTILIZER TYPE 3 (22-5-10)	LB	25	$2.50	$62.50
26	HYDRAULIC BONDED FIBER MATRIX	LB	245	$1.75	$428.75
27	4" SOLID YELLOW EPOXY	LIN FT	108	$1.50	$162.00
	CONSTRUCTION SUBTOTAL				**$42,774.70**
	10% CONTINGENCY				**$4,277.47**
	ESTIMATED CONSTRUCTION COST				**$47,052.17**
	ENGINEERING & ADMINISTRATION				**$10,693.68**
	MATERIAL TESTING				**$5,000.00**
	TOTAL CONSTRUCTION COST				**$62,700**

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 ISANTI HILLS PARK TRAIL ALTERNATE OPTION B
BMI PROJECT NUMBER - R13.120122
1/17/2020

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	$1,000.00	$1,000.00
2	REMOVE CURB & GUTTER	LIN FT	45	$5.00	$225.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	61	$3.00	$183.00
4	RELOCATE MAILBOX	EACH	1	$150.00	$150.00
5	REMOVE FENCE	LIN FT	130	$5.00	$650.00
6	INSTALL FENCE & GATE	LIN FT	130	$10.00	$1,300.00
7	COMMON EXCAVATION (EV) (P)	CU YD	12	$12.00	$144.00
8	SUBGRADE EXCAVATION (EV)	CU YD	12	$15.00	$180.00
9	TYPE SP 9.5 WEAR COURSE MIX (2,B), 3" THICK	SQ YD	255	$14.00	$3,570.00
10	PAVEMENT PATCH	SQ YD	20	$35.00	$700.00
11	4" CONCRETE WALK	SQ FT	115	$6.00	$690.00
12	TRUNCATED DOMES	SQ FT	30	$65.00	$1,950.00
13	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00
14	CROSSWALK AHEAD SIGN	EACH	2	$150.00	$300.00
15	CROSSWALK SIGN	EACH	2	$150.00	$300.00
16	SILT FENCE, TYPE MS	LIN FT	300	$2.50	$750.00
17	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$700.00	$700.00
18	LOAM TOPSOIL BORROW (LV)	CU YD	37	$18.00	$666.00
19	SEEDING	ACRE	0.07	$2,500.00	$175.00
20	SEED MIXTURE 25-131	LB	11	$5.00	$55.00
21	FERTILIZER TYPE 3 (22-5-10)	LB	25	$2.50	$62.50
22	HYDRAULIC BONDED FIBER MATRIX	LB	245	$1.75	$428.75
23	CROSSWALK EPOXY	SQ FT	90	$5.00	$450.00
	CONSTRUCTION SUBTOTAL				**$15,129.25**
	10% CONTINGENCY				**$1,512.93**
	ESTIMATED CONSTRUCTION COST				**$16,642.18**
	ENGINEERING & ADMINISTRATION				**$3,782.31**
	MATERIAL TESTING				**$5,000.00**
	TOTAL CONSTRUCTION COST				**$25,400**

Appendix F: PRELIMINARY ASSESSMENT ROLL

2020 6th Avenue SW Rehabilitation
Preliminary Assessment Roll
Bolton & Menk Project # R13.120122
01/27/20

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $32.57
1	16-063-0120	KRISTEN LENDWAY	311 6TH AVENUE SW		75.0	125.0	85.0	2	$2,442.75
2	16-065-0120	BBC HOLDINGS LLC	405 6TH AVENUE SW	PO BOX 1361, MINNETONKA, MN 55345	82.0	82.0			$2,670.74
3	16-068-0190	BRUCE SPILMAN	408 6TH AVENUE SW		75.0	125.0	87.0	2	$2,442.75
4	16-065-0210	MEGAN OLSON	501 6TH AVENUE SW		75.0	116.0	103.0	1, 2	$2,442.75
5	16-066-0110	JEROME COLE	505 6TH AVENUE SW	1104 BIRCH STREET SW, ISANTI, MN 55040	75.0	106.0	99.5	1, 2	$2,442.75
6	16-068-0210	URSULA REINHART	600 6TH AVENUE SW		88.0	88.0		1	$2,866.16
7	16-068-0200	RYAN L GALLMEIER	602 6TH AVENUE SW		85.0	85.0			$2,768.45
8	16-045-0650	MARILYN LANCASTER	704 6TH AVENUE SW	PO BOX 484, ISANTI, MN 55040	110.0	110.0			$3,582.70
9	16-045-0660	ROY E WADEWITZ	706 6TH AVENUE SW	317 KNOPP VALLEY DRIVE, WINONA, MN 55987	95.0	95.0			$3,094.15
10	16-071-0190	LEIGH DULON	800 6TH AVENUE SW		102.0	102.0			$3,322.14
11	16-071-0200	JOHN BELLRICHARD	804 6TH AVENUE SW		103.0	103.0			$3,354.71
12	16-068-0090	SCOTT HOFFMAN	513 MARION STREET SW	23239 HIGHWAY 65 NE, EAST BETHEL, MN 55005	75.0	128.0	87.0	2	$2,442.75
13	16-068-0010	DENISE LINDBERG	514 MARION STREET SW		75.0	122.0	90.0	2	$2,442.75
14	16-063-0180	SARAH SCHOENING	601 MARION STREET SW		81.0	81.0	135.0		$2,638.17
15	16-068-0220	CREATE-N-RENOVATE LLC	519 NINA STREET SW	35974 NACRE STREET NW, PRINCETON, MN 55371	78.5	157.0	75.0	1, 2	$2,556.75
16	16-065-0110	JASON R IVERSON	600 NINA STREET SW		84.0	84.0	124.0		$2,735.88
17	16-066-0200	TYLER TAPPLIN	601 PAGE STREET SW		75.0	140.0	89.0	2	$2,442.75
18	16-070-0080	KEITH CARLSON	523 BIRCH STREET SW		90.0	180.0	106.0	2	$2,931.30
19	16-070-0060	BREANN PADDEN	524 BIRCH STREET SW		82.5	165.0	106.0	2	$2,687.03
20	16-070-0050	GERALD VENBURG	600 BIRCH STREET SW		83.5	167.0	80.0	2	$2,719.60
21	16-045-0200	GARY A SONNESON	601 BIRCH STREET SW		84.5	169.0	104.0	2	$2,752.17
22	16-045-0210	RYAN INBERG	600 CEDAR STREET SW		82.0	164.0	103.0	2	$2,670.74
23	16-071-0180	LEVI E KLANDE	601 CEDAR STREET SW		83.5	167.0	81.0	2	$2,719.60
24	16-073-0270	MARILYN PELZ	523 DOGWOOD STREET SW		100.0	200.0	105.0	2	$3,257.00
25	16-073-0130	NEVIN FRITZ	524 DOGWOOD STREET SW		75.0	143.0	104.0	2	$2,442.75
26	16-073-0120	ZACHARY SCHMITT	600 DOGWOOD STREET SW		84.0	168.0	89.0	2	$2,735.88
27	16-073-0260	KENNETH W BECK	601 DOGWOOD STREET SW		83.5	167.0	82.0	2	$2,719.60
				Totals	**2,282.0**	**3,539.0**			**$74,324.77**

NOTES:

(1) Odd Shaped Lot, Frontage Calculation
(2) Corner Lot with Long Side on Improvement

Assessed Street Cost

AVERAGE	$2,752.77
HIGH	$3,582.70
LOW	$2,442.75

Total Assessed Cost	$74,324.77
Total Street Cost	$297,300.00
Percent Assessed	25%

RESOLUTION 2020-XXX

J.8.a.

RECEIVING FEASIBILITY REPORT, AND CALLING HEARING ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2019-288 of the City Council adopted November 5, 2019, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain. This report was received by the Council on February 4, 2020, and;

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible;

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

1. The Council will consider the proposed improvement in accordance with the report and the assessment of benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of $577,400.

2. A public hearing shall be held on such proposed improvement at approximately **7:00 p.m.** on the **4th** day of **March 2020**, in the Council Chambers at Isanti City Hall, 110 1st Avenue NW, Isanti MN, and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

J.8.b.

AUTHORIZING PREPARATION OF PLANS ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2019-288 of the City Council adopted November 5, 2019, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain. This report was received by the Council on February 4, 2020, and;

WHEREAS, as recommended in the Preliminary Engineering Report, in order to keep the proposed project on schedule for a March 2020 bid opening, it is recommended that development of plans and specifications begin in advance of the public hearing;

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

Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Chief of Police
Date: February 4, 2020
Subject: Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

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Background:
The Isanti Police Department has a fleet plan to purchase patrol vehicle in 2020 in accordance to Capital Improvement Plan. The 2020 budget for Fund 920 has allocated $46,350 for this purchase.

Dodge Durango AWD V8	29985
Emergency Equip And setup	11809.38
Printer	441.99
Radar	2966
Graphics	960
Watchgaurd system	6230
Radio	3837.5
Toughbook computer	3496.5
	59726.37

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, they should by motion, take the following actions:

1. Approve purchase of 2020 Dodge Durango AWD and associated equipment and authorize the Finance Director to amend the budget accordingly.

Attachments:

- Res 2020-XXX
- Vehicle and Equipment Quotes

RESOLUTION 2020- XXX

AUTHORIZING PURCHASE OF 2019 DODGE DURANGO AWD AND EQUIPMENT

WHEREAS, the police department capital improvement plan approves purchase of police vehicle and equipment for 2020; and,

WHEREAS, the purchase quote for vehicle was utilized under state bid and quotes to equip vehicle as follows:

Dodge Durango AWD V8	29,985.00
Emergency Equip And setup	11,809.38
Printer	441.99
Radar	2,966.00
Graphics	960.00
Watchgaurd camera system	6,230.00
Radio	3,837.50
Toughbook computer	3,496.50
TOTAL	**59,726.37**

WHEREAS, the total purchase amount of vehicle and equipment is $59,726.37; and,

WHEREAS, funding for purchase would be Capital Outlay 101-42110-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a 2020 Dodge Durango AWD V8 pursuit vehicle.
2. To purchase necessary emergency equipment and outfit said vehicle.
3. Authorize the Finance Director to make necessary budget adjustments based on actual final cost.
4. Authorize staff to sign required documentation for the purchase of vehicle and equipment .
5. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 4th day of February 2020

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

Dodge Of Burnsville
12101 Hwy 35W South
Burnsville MN 55337

State Contract Number 165958 From Dodge of Burnsville

Allow 12-18 weeks for delivery from order date

Anticipated order cutoff date of 8-1-20

2020 Durango Pursuit AWD

V8 LDEE75 22Z Package

Note: Please select options

					Options
				Base Vehicle Contract Price	$ 29,435.00
Extra OEM Key	Each	$215	How Many?		$ 215-
Options:				**Copy and Paste Price to add options**	
Skid Plate Group	ADL	$	263.00		263.
Trailer Tow Group IV	AHX	$	752.00		
Blind Spot Cross Path Detection	XAN	$	441.00		
Sound Sytem Components					
Single Disc Remote CD Player	RH1	$	441.00		
SiriusXM Satellite Radio	RSD	$	174.00		
Additional Features					
Daytime Running Headlamps Low Beam	LM1	$	36.00		36
Engine Block Heater	NHK	$	85.00		
Color Options					
Billet Clear Coat	PSC	$	-		
DB Black Clear Coat	PXJ	$	-		
Destroyer Grey Clear Coat	PDN	$	-		
Granite Clear Coat	PAU	$	-		
Reactor Blue Pearl Coat	PBF	$	-		
Redline 2 Pearl Coat	PRM	$	-		
Vice White	PWD	$	530.00		
White Knuckle Clear Coat	PW7	$	-		
Total Delivered Price with options Per Contract					$ 29,435.00

29.985

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
		tmuyers@cityofisanti.us LT. TRAVIS MUYERS 763-444-4761. 763-233-1337			
1	VEHICLE	2020 DODGE DURANGO		0.00	0.00
1	1K0574DUR11	SETINA 6VS SPT SINGLE PRISONER PARTITION SYSTEM FOR 2011+ DODGE DURANGO		809.25	809.25
1	PK0316DUR112ND	SETINA #12VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2011+ DODGE DURANGO		359.25	359.25
1	475-0191	PATRIOT PRODUCTS - GR9-AR-BLM-V - SINGLE WEAPON PARTITION MOUNT VERTICAL GUN RACK - FLAT OR RECESSED HOUSING - HCK HANDCUFF KEY		279.776	279.78
1	SC-920-MS-KSG	SC-920-MS-KSG SANTA CRUZ GUN LOCK TO FIT 12GA KELTEK KSG		227.2425	227.24
1	WK0595DUR11	SETINA POLY WINDOW BARRIERS FOR 2011+ DODGE DURANGO	ea	216.75	216.75
1	BK0534DUR11	SETINA PB400VS ALUMINUM PUSHBUMPER FOR 2011+ DODGE DURANGO	ea	299.25	299.25
1	FK0400DUR11	SETINA ALUMINUM FENDER WRAPS FOR PB300/400 - FOR 2011+ DODGE DURANGO	ea	299.25	299.25
1	EMPS2SMS4D	SOUNDOFF MPOWER 4" 12-LED SURFACE MOUNT LIGHTHEAD - RED/WHITE. **SIDE PB LIGHT**		99.96	99.96
1	EMPS2SMS4E	SOUNDOFF MPOWER 4" 12-LED SURFACE MOUNT LIGHTHEAD - BLUE/WHITE. **SIDE PB LIGHT**		99.96	99.96

E.A.T.D
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	CCSRN3	WHELEN CEN-COM SAPPHIRE REMOTE SIREN/SWITCHING SYSTEM - INCLUDES CONTROL HEAD, 20 FT CABLE AND MICROPHONE		695.00	695.00
1	ULB28 CUSTOM	SVP LINEUM X FULL-WIDTH PHANTOM INTERIOR UNDERCOVER LIGHTBAR - DUAL COLOR - SPECIFY COLORS AND MOUNT KIT		681.204	681.20
1	274-ULB21-DU	ULB28 MOUNTING HARDWARE KIT FOR SPLIT PHANTOM FOR DODGE DURANGO		0.00	0.00
1	IONV3B	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - BLUE		157.18	157.18
1	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED		157.18	157.18
1	SA315P	WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY		190.24	190.24
1	SAK54	WHELEN SAK54 - SA315 MOUNTING BRACKET FOR 2013-2019 DODGE DURANGO		23.78	23.78
1	VTX609B	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - BLUE		65.54	65.54
1	VTX609R	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - RED		65.54	65.54

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
4	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE		81.20	324.80
4	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED		81.20	324.80
1	IONBKT1	WHELEN ION LICENSE PLATE BRACKET - HORIZONTAL MOUNT		19.175	19.18
1	FN-0616D RBW	FENIEX FUSION LIGHT STICK - 6 HEAD - DUAL COLOR - HALF RED, HALF BLUE PRIMARY, ALL WHITE SECONDARY		435.68	435.68
2	FN-4016	FENIEX FUSION LIGHT STICK L-BRACKETS		5.25	10.50
1	7170-0721-02	GAMBER JOHNSON CONSOLE BOX WITH CUPHOLDER AND PRINTER ARMREST (7160-0430) KIT FOR 2018+ DODGE DURANGO		600.00	600.00
1	7160-0339	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR WHELEN CEN-COM GOLD CONTROL HEAD SOUND OFF SIGNAL 400 SERIES		0.00	0.00
1	7160-0321	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR XTL-5000/2500 REMOTE HEAD RADIO		0.00	0.00
1	7160-0323	GAMBER JOHNSON COMPUTER MOUNT BASE FOR 2011+ JEEP GRAND CHEROKEE/2011-2017 DODGE DURANGO.		90.60	90.60
I	DS-LOWER-9	GAMBER JOHNSON 9" LOWER POLE	ea	37.80	37.80
1	7160-0178	GAMBER JOHNSON 7" UPPER POLE ASSEMBLY - CENTER PIVOT POINT	ea	54.60	54.60
1	7160-0230	GAMBER JOHNSON SHORT SUPPORT BRACE 10.3" - 16.3"		48.60	48.60
1	7160-0220	GAMBER JOHNSON MONGOOSE 9" LOCKING SLIDE-ARM WITH 360 DEGREE TILT-SWIVEL	ea	212.40	212.40

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	CG-X	HAVIS CHARGEGUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO ETERNITY.	ea	71.379	71.38
1	14.0434	SHO-ME MULTI PORT ACCESSORY BOX - WITH (3) 12V OUTLETS AND (4) 5V USB PORTS	ea	36.75	36.75
1	47769	AMBER LOW-COST LED PRISONER COMPARTMENT LIGHT		9.1875	9.19
1	ETFBSSN-P	SOUNDOFF SOLID STATE TAIL LIGHT FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS	ea	39.27	39.27
1	DS-PAN-111	HAVIS PORT REPLICATING DOCKING STATION FOR PANASONIC CF-30/31 WITH NO RF PASS-THROUGH - DOES NOT INCLUDE POWER SUPPLY - USE LPS-104	ea	601.426	601.43
1	LPS-104	12VDC POWER SUPPLY FOR HAVIS DS-PAN-101/111 DOCKING STATION F/CF30/31 ****REQUIRED FOR CF-31****	ea	154.882	154.88
1	BR-355-S4-5HZ	SiRFIV GPS RECEIVER - 15' CABLE, 5 HERTZ. THE BR-355-S4 REQUIRES EITHER THE USB, OR SERIAL RS232/PS2 CABLE SETS TO FUNCTION (SOLD SEPERATELY) VIA USB		111.15	111.15
1	BR-305	USB INTERFACE CABLE FOR BULKHEAD MOUNT GPS RECEIVER		18.75	18.75
1	NMO58AU-NC	NMO ANTENNA BASE WITH 17 FT CABLE WITHOUT CONNECTOR (REPLACES BM-NC) NMO58AU-NC	ea	13.7475	13.75
1	TRA6927M3NB-TS1	526355 LAIRD 4G/3G MULTI BAND PHANTOM ANTENNA, BLACK NMO BASE		35.77	35.77

E.A.T.D
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	ETRAB8063	ETRAB8063 ANTENNEX PHANTOM ELITE ANTENNA (FIN STYLE) 800-866 MHZ BLACK (MDC)		38.144	38.14
1	MAGNETIC MIC CLIP	MAGNETIC MIC CLIP		34.95	34.95
1	330GM-0002	SPOTLIGHT, UNITY 330 GM-0002, BLACK		123.20	123.20
1	189	BRACKET UNITY # 189		39.20	39.20
1	P46FLC	WHELEN P46FLC - PAR 46 SUPER LED SPOTLIGHT - 12 VOLT - 8 DEGREE BEAM		150.80	150.80
3.5	LABOR MSP CONTRACT	LABOR TO INSTALL SPOTLIGHT.	hr	90.00	315.00
1	CAT5 25 FOOT	GENERIC 25 FOOT CAT5 CONNECTION CABLE - STRAIGHT THROUGH - JACKET COLOR MAY VARY		9.95	9.95
1	453440	ANTENNA BASE, 3/4 MOUNT 0-6 GIGAHERTZ , LARSEN NMOKHFUDFME		17.992	17.99
1	20.1850.C	SHO-ME MICROTHIN EXTERIOR STROBE - CLEAR - WITH 15 FT CABLE - ORDER 90.6108 FLASHBACK SHIELD SEPARATELY		147.518	147.52
1	401-1228-PREHI	TOMAR HIGH PRIORITY OPTICOM COMPATIBLE STROBE EMITTER POWER SUPPLY WITH STD AMP CONNECTOR, EPOXY SEALED UNIT 401-1228-PRE		205.00	205.00
1	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS		350.00	350.00
1	46985	CIRCUIT BREAKER - 100AMP - MANUAL RESET - MANUAL TRIP	ea	0.00	0.00
1	BOSCH75551	75551 BOSCH 75A SPST RELAY, FOUR TERMINAL DUAL CONTACT	ea	0.00	0.00
1	46096	POWER DISTRIBUTION MODULE - 2 FUSED OUTPUTS - J-CASE FUSE HOLDER WITH STUD INPUTS AND OUTPUTS		0.00	0.00
18	C - STANDARD UNCUT	C - STANDARD HARNESS - PER FOOT		0.00	0.00

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
20	B-LINK FRONT UNCUT	B-LINK A HARNESS, FRONT WIRE HARNESS / BLNK - FRONT / UNDERHOOD TO TRUNK UNCUT/BY THE FOOT	ft	0.00	0.00
1	93F4564	89C8233 OMAN TF SERIES MINATURE SNAP ACTING SWITCHES/NORMAL OPEN AND CLOSED LONG THROW V-15G3-1C24-K		0.00	0.00
1	LABOR GOVMNT FLEET	GOVERNMENT FLEET LABOR RATE FOR SERVICES	hr	2,400.00	2,400.00
1	CUST SUPPLIED PART	PART: WATCHGUARD 4RE, RADIO, RADAR,		0.00	0.00

If you would like to turn this quote into an order, please let your sales rep know ASAP!

Total $11,809.38

Introducing My CDW Advantage: **save 5%** on products when you create an account. ×

CDW

800.800.4239

brother at your side

Brother PocketJet PJ-722 – Vehicle Kit – printer – monochrome – direct ther

Mfg.Part: PJ722-VK | CDW Part: 4302799 | UNSPSC: 43212108

Availability: In Stock
Get it **Thursday, January 23** to 55006
if ordered within 3 hrs 19 mins.

Warranties

- ◯ None
- ◯ Include: BROTHER MOBILE SOLUTIONS 2 Year Warranty - $47.99
- ◯ Include: BROTHER MOBILE SOLUTIONS 3 Year Warranty - $66.99
- ◯ Include: CDW 1 Year Warranty - $39.99

View More

$441.99 Advertised Price

Claim Your 5% Discount
Create an account to get My CDW Advantage today.

Lease Option ($13.36/month)

Product Details

- Vehicle Kit
- printer
- monochrome
- thermal paper
- A4/Legal
- 203 x 200 dpi
- up to 8 ppm

Product Overview

Main Features

- Vehicle Kit
- printer
- monochrome
- thermal paper
- A4/Legal
- 203 x 200 dpi
- up to 8 ppm
- USB 2.0

Cover your on-the-go printing requirements with the Brother PocketJet PJ-722 Direct Thermal Printer with vehicle kit. With a black and white maximum resolution of 200 dpi, this full-page thermal printer delivers crisp documents. It efficiently prints A4, Legal, Letter A size and Roll media types at a rate of 8 ppm. The monochrome printer is powered and connected to a choice of computer through USB 2.0 interface. When not connected to any system, an optional Li-ion battery in this Brother portable thermal printer provides a run-time 600 pages on a single charge.

- Mobile thermal printer for quick and easy ready to print experience
- USB 2.0 connectivity for flexible and reliable connection
- Car power adapter to power the printer directly from your vehicle

Tech Specs

Specifications are provided by the manufacturer.

STALKER radar

applied concepts, inc.

QUOTE
#2035627

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Date: 01/15/20

Inside Sales Partner: Donna Russell 972-801-4803

Reg Sales Mgr: Paul Spano 972-489-6701

Effective From : 01/15/2020 **Valid Through:** 04/14/2020 **Lead Time:** 21 working days

Bill To:	**Customer ID:** 107048	**Ship To:**	*UPS Ground*
Isanti Police Department PO Box 428 Isanti, MN 55040-0428	Accounts Payable	Isanti Police Department 401 1st Ave N Isanti, MN 55040-7123	Lieutenant Travis Muyres

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	806-0022-00	DSR 2 Antenna Radar	36	$2,895.00	$2,895.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0999-20	DSR Enhanced Counting Unit, 1.5 PCB		$0.00
2	1	200-1000-30	DSR Modular Display, Bright LEDs		$0.00
3	2	200-1237-00	DSR Ka Antenna		$0.00
4	1	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch		$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		$0.00
7	1	200-0243-00	Counting/Display Tall Mount		$0.00
8	1	200-0244-00	Antenna Dash Mount		$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		$0.00
10	1	200-0648-00	Display Sun Shield		$0.00
11	1	155-2055-08	Antenna Cable, 8 Ft		$0.00
12	1	155-2055-20	Antenna Cable, 20 Ft		$0.00
13	1	200-0622-00	VSS Cable Kit		$0.00
14	1	200-0821-00	DSR Documentation Kit		$0.00
15	1	035-0361-00	Shipping Container, Dash Mounted Radar		$0.00
16	1	060-1000-36	36 Month Warranty		$0.00
17	1	155-2211-00	Remote Display Interconnect Cable	$71.00	$71.00
				Group Total	$2,966.00

Product	$2,966.00	Sub-Total:	$2,966.00
Discount	$0.00	Sales Tax 0%	$0.00
		Shipping & Handling:	$0.00
		Total: USD	**$2,966.00**

Payment Terms: Net 30 days

Vehicle Information:
2020 Dodge Durango

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions sent along with the Quote.

GRAFIX SHOPPE

3240 Mike Collins Drive
Eagan, MN 55121
888-683-9665 Toll free
651-683-9740 Fax

Quotation

Date	Estimate #
1/27/2020	21346

Bill To
Isanti Police Department Attn: Accounts Payable 401 1st Ave. N. PO Box 428 Isanti, MN 55040

Ship To
Isanti Police Department Chief Travis Muyres 401 1st Ave. N. Isanti, MN 55040

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	2 Weeks	Shawn	2020Dodge Chargers

Qty	Description	Price	Total
1	ULT-2149 Reflective Kit for a White 2020 Dodge Durango Unit Number TBD POLICE & Unit Number on Tailgate 1080 Gloss Black Stripe with Reflective POLICE, Unit Numbers and 911	575.00	575.00
1	Install of STANDARD KIT at EAT Date TBD	385.00	385.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Authorization Signature and Date

X _____

Subtotal	$960.00
Sales Tax (6.875%)	$0.00
Total	**$960.00**

4RE/VISTA Price Quote

CUSTOMER: Isanti Police Department

Attn: Accounts Payable,
PO Box 428,,
Isanti,MN,United States,
55040

ATTENTION: LT McCarty

PHONE: 763-444-4761

E-MAIL:

ISSUED: 1/21/2020 10:02 AM

EXPIRATION: 3/23/2020 10:00 AM

TOTAL PROJECT ESTIMATED AT: $6,230.00

SALES CONTACT: Michelle Oleari

DIRECT:

E-MAIL:
michelle.oleari@motorolasolutions.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	1.00	$5,550.00	$0.00	$5,550.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	1.00	$0.00	$0.00	$0.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-004	Evidence Library 4 Web VISTA Combo-Discount Device License Key	1.00	$75.00	$0.00	$75.00
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	1.00	$150.00	$0.00	$150.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Panoramic	1.00	$200.00	$0.00	$200.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	1.00	$200.00	$0.00	$200.00

4RE Hardware Warranties

4RE/VISTA Price Quote

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	1.00	$0.00	$0.00	$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	$55.00	$0.00	$55.00
					$6,230.00

Total Estimated Tax, may vary from State to State **$0.00**

Configuration Discounts **$0.00**

Additional Quote Discount **$0.00**

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com

1/21/2020

To: Motorola Solutions Inc.
1309 E. Algonquin Rd.
Schaumburg, IL 60196

Re: Purchase of Motorola radio communications equipment -**MN Contract # #119587**

This letter serves as authorization for Motorola Solutions to place an order for the communications equipment on the attached sheet for a purchase price of $3,837.50. The City of Isanti agrees to pay Motorola Solutions for the equipment "Net 30 days upon shipment" to:

Granite Electronics
535 N 31st Ave.
St Cloud MN 56303

When Motorola Solutions invoices the City of Isanti, the invoice should reference 800 MHz Radios and be sent to Chief Gene Hill at the following address:

City of Isanti
Po Box 428
Isanti MN 55040
Attn: Police Chief Travis Muyres
(NO e-Invoicing)

For taxation purposes, even if tax-exempt, the equipment sold to City of Isanti will ultimately reside at the following address:

City of Isanti
401 1st Ave N.
Isanti MN 55040

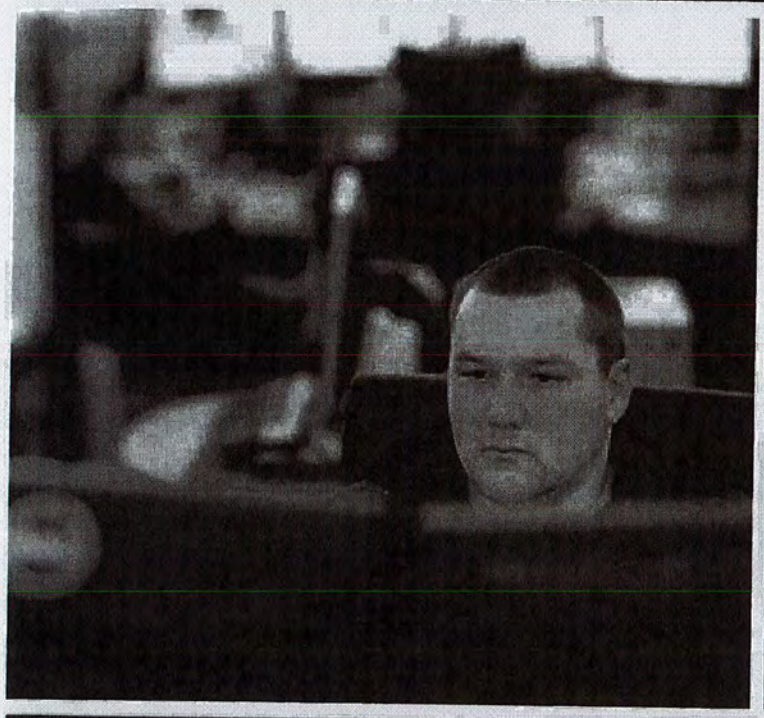
Payments can be authorized solely on this document. I submit that I am a duly authorized official of our entity and that my signature makes this a legal and binding document and that funding has been encumbered for this order. If you have any questions regarding this order, please feel free to contact Travis Muyres at 763-444-4761.

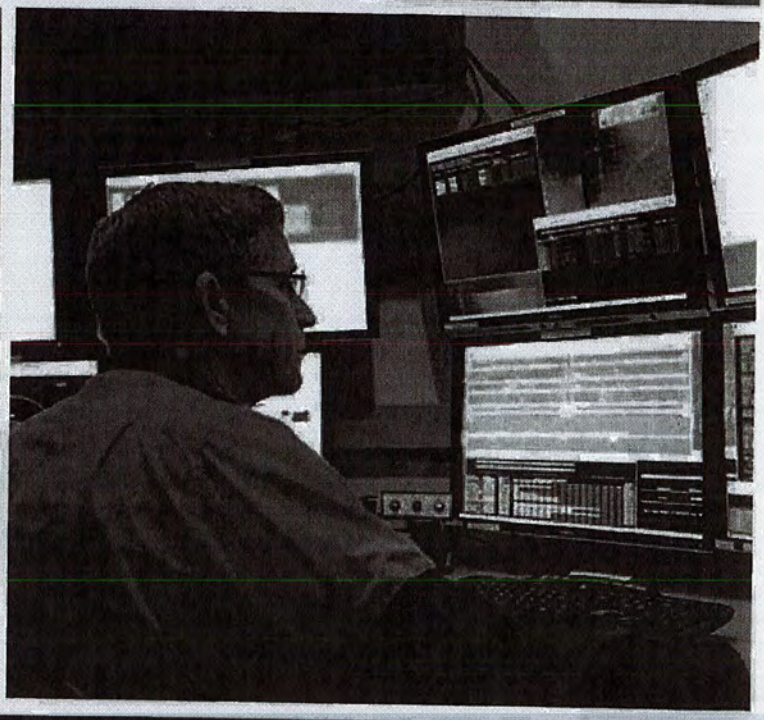
Sincerely yours,

By: _____
Travis Muyres
Police Chief

Cc: Michael Kahl

MOTOROLA SOLUTIONS





ISANTI, CITY OF

01/21/2020

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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MOTOROLA SOLUTIONS

QUOTE-1100021

Billing Address:
ISANTI, CITY OF
PO BOX 428
ISANTI, MN 55040
US

Shipping Address:
Michael Kahl
535 N 31st Ave
St Cloud, Minnesota 56303
United States

Quote Date:01/21/2020
Expiration Date:04/20/2020
Quote Created By:
Michael Kahl
MikeK@GraniteElectronics.com

Customer:
ISANTI, CITY OF
Travis Muyres
TMuyres@Cityofisanti.us
7630444-4761

Contract: 20927 - MN DOT 119587

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 Series	APX6500/LI				
1	M25URS9PW1AN	APX6500 7/800 MHZ	1	$2,438.00	$1,758.00	$1,758.00
1a	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	1	$0.00	$0.00	$0.00
1b	QA02756AC	ENH: 9600 OR 3600 SINGLE SYSTEM DIGITAL TRUNKING	1	$1,570.00	$1,177.50	$1,177.50
1c	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	$168.00	$168.00	$168.00
1d	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	$60.00	$45.00	$45.00
1e	G442AJ	ADD: APX O5 CONTROL HEAD	1	$432.00	$324.00	$324.00
1f	G444AE	ADD: APX CONTROL HEAD SOFTWARE	1	$0.00	$0.00	$0.00
1g	W22BA	ADD: STD PALM MICROPHONE APX	1	$72.00	$54.00	$54.00
1h	G67CW	ADD: REMOTE MOUNT O5 MID POWER	1	$297.00	$222.75	$222.75
1i	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	1	$43.00	$32.25	$32.25

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
2	LSV00Q00202A	DEVICE PROGRAMMING	1	$56.00	$56.00	$56.00

Grand Total

$3,837.50(USD)

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

COMPLETE INTEGRATED SOLUTIONS

Sales Quotation

Quotation No.:1167
Page 1 of 1

14090 FM 2920, Ste. G-303
Tomball, TX 77377

Tel: 480-568-8691
Ofc:
sean.mctamaney@cis-sales.com

Order Date: 01/15/2020
Valid Until: 02/15/2020
Customer Number: C1251
Rep: Sean McTamaney
Terms: CIS Net 30
Customer Ref:

Bill To:
Isanti Police Department
Chief Gene Hill
PO Box 428

Isanti MN 55040
USA
763-444-4761

Ship To:
Isanti Police Department
Lt. Travis Muyres #5802
401 First Avenue NW

Isanti MN 55040
USA
763-444-4761

Shipping Method: Best Way (cheapest available)

Item Code	Description	Condition	Quantity	Price	Total
CF-318B718VM	Windows 10 Pro, Intel Core i5-7300U 2.60GHz, 13.1" XGA Touchscreen LCD, 256GB Solid State Drive, 16GB (8+8), Wi-Fi, Bluetooth, 4G LTE-Advanced Multi Carrier (EM7455), Dual Pass (Ch1:WWAN/Ch2:Selectable), Flat, DVD Super MULTI Drive, TPM 2.0, Backlit Emissive Keyboard, No PC/ExpressCard, 3 Year Panasonic Warranty	NEW	1	3,467.00	3,467.00

Freight	$29.50
Tax	$0.00
Total	$3,496.50

12 In Stock

Terms and Conditions

- Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
- All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
- Payment must be made in U.S. dollars.
- Pricing and quantities are subject to change.
- THIG, LLC reserves the right to substitute products of equal or greater specifications.
- Invoices are subject to late payment charges of 18% per year computed monthly after due date.
- All products are sold "AS IS"
- No credit allowed for goods returned without prior approval.
- ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
- Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to THIG, LLC within 2 days of receipt of Goods. All goods shipped at the buyer's risk.
- Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
- All product and services on this invoice will remain the property of THIG, LLC and will be fully encumbered until full payment has been remitted.

THIG, LLC strives to bring our customers the best possible price everyday.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

---

Background:
In December of 2019 the shop boilers broke down and were not functioning. We called TM Johnson Brothers out to make repairs. TM Johnson Brothers informed us that the boilers were not repairable and would need to be replaced.
The boilers are listed on the 20 year capital improvement plan as "In-floor Heat Boilers (2)" in fund 920 in the Streets department. The boilers had been scheduled for replacement in 2022 at an estimated cost of $26,225. Unfortunately they need to be replaced now as we are only running on the make-up air unit. To accept the recommended quote, Council would authorize by resolution, acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow for the expenditure. Future 20 year Capital Improvement Plans will then reflect that change and the estimated 25 year useful life would remain unchanged. Future replacement of the boilers would be planned for year 2045.

Staff reached out to five different vendors for quotes.

- Sun Mechanical
- AIRESERV
- Deans Heating
- TM Johnson Brothers
- Precision Plumbing and Heating

Recommendation:
Staff is recommending Deans Heating due to their expertise and willingness to solve the issues we have with the shop boilers.

Request:
Staff would like action on this item to replace the Boilers at the Public Works Shop.

Attachments:

- Resolution 2020-XXX
- Quote- Sun Mechanical
- Quote AIRESERV
- Quote- Deans Heating
- Quote- TM Johnson Bros
- Quote -Precision Plumbing and Heating

RESOLUTION 2020-XXX

AUTHORIZING THE INSTALLATION OF NEW SHOP BOILERS

WHEREAS, the Public Works shop boilers are broke down and are unrepairable and in need of replacement: and,

WHEREAS, the following quotes were received:

Vendor	**Quote**
Sun Mechanical	$47,798.00
Precision Plumbing and Heating	$43,125.00
Deans Heating	$31,775.00
AIRSERV	$31,175.00
TM Johnson Brothers	$25,175.00

WHEREAS, the purchase is unbudgeted, the funding source is defined as Capital Replacement Fund (Fund 920) fund balance, increasing budgeted expenditures to 920-43100-500 Capital Outlay; and,

WHEREAS, the vendor will take the old boilers back with them for recycling;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from_____ in the amount of _____ and allow the Finance Director to make the necessary budget adjustments.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SUN MECHANICAL, INC.

10834 178TH CIRCLE NW

ELK RIVER, MN 55330

PHONE: 763-274-2866 FAX: 763-274-2871

Jan, 15 2020 **WE ARE CERT WBE, AND DBE FOR MnUCP PROJECTS!**

To: Matt Sylvester

Att:
Project: Isanti Public works Boiler Replacement
Subject:

Dear Sir:

We are pleased to provide you with this proposal for plumbing and/or piping work as outlined below.

I. Pricing.
A. Base bid..... **$47,798.00**

II. What's Included.
A. Demolition of old boiler system, piping, pumps, tanks, wiring and controls.
B. Flushing and cleaning or old system piping.
C. New Boiler package/system/pumps, hydraulic separator, expansion tank ect.
D. New hydronic piping in copper.
E. New gas connection to Boiler.
F. New Manifold pairs.
G. New glycol @ 30% mixture.
H. New hydronic pipe insulation with labels.
I. New zone control system panel /control valves/ thermostats.
J. New electrical wiring.
K. New control/low voltage wiring.

III. What's not included.
Temporary heating.
Overtime.
Cut/patch of floors, walls, ceilings, roof.
Dumpsters.
Testing agency costs.
Gas Company fees.
Security costs.
Asbestos abatement.
Dust control.
Liquidated damages.
PVC jackets.
Coordination drawings.

Thank you for giving us this opportunity to quote you. If you have any questions about our proposal, please call.

Sincerely,

Clark J. Grotte, Vice President.

AIRESERV™

HEATING & AIR CONDITIONING

6194 Main Street North Branch, MN 55056 651-674-4782 office 651-237-0314 fax

Proposal Submitted To:
Name: CITY OF ISANTI
Address: 100 ISANTI PARKWAY NW
ISANTI MN 55040

Date: 1/3/2020

Job: Same

We propose to:
DRAIN DOWN EXISTING SYSTEMS (2)
REMOVE EXISTING BOILERS (2)
REMOVE EXISTING VENTING SYSTEM
FLUSH EXISTING SYSTEMS (2)
INSTALL 2 HTP 95% EFFICIENT MODULATING 220,000 BTU BOILERS IN CASCADE CONFIGURATION
INSTALL NEW PVC VENTING TO EXTERIOR (2)
REPLACE 6 EXISTING CIRCULATOR PUMPS
INSTALL NEW ISOLATION VALVES FOR PUMPS
REPLACE EXISTING EXPANSION TANK AND AIR RELIEF VALVE ON SECOND LEVEL
INSTALL NEW T&P FILL VALVE
REFILL SYSTEM WITH CODE RATED GLYCOL
TEST SYSTEM FOR PROPER OPERATION
INCLUDES GASSING, ELECTRICAL AND LABOR
WARRANTY IS 2 YEARS LABOR AND 5 YEARS PARTS
PERMIT

TOTAL TO AIRESERV: $31,125.00

NO IMPLIED WARRANTY ON ITEMS NOT REPLACED BY AIRESERV

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted and in compliance with local codes.

With payments to be made as follow: 50% down and payment in full when work is completed if not financed

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.

Respectfully submitted: AIRESERV Breathe Easy Per: BILL PETERS

Note this proposal may be withdrawn by AIRESERV if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. AIRESERV is authorized to do the work as specified. Payment will be made as outline above.

Date_____ Signature_____

Precision Plumbing & Heating, Inc.

12255 43rd St NE
St. Michael, MN 55376

Estimate

Date	Estimate #
1/29/2020	6331

Phone 763-497-7486

Fax 763-497-7052

Name / Address
Isanti City Offices 100 Isanti Pkwy West Isanti, MN 55040

Description	Qty	Cost	Total
Thanks for the opportunity to provide and estimate to replace the boiler heating system in the facility. Looking at the system it does need to be completely replaced. This estimate will include all components / equipment to be fully functional and efficient update to the system in place. We are basing this on a 42 BTU's per sq. ft. calculation. System will be flushed and refilled up to 75 gallons of Glycol			
City of Isanti Permits allowance	1	235.00	235.00
Note: We are not responsible for the integrity of existing piping underneath the slab or existing manifolds.			
BASE BID HEATING:	1	42,890.00	42,890.00
Please examine this estimate carefully. We agree to provide the products on this estimate. Errors are subject to change. This estimate is effective for 30 days from the date of estimate. Payment is 100% due upon completion. An annual interest rate of 18% will be applied to all invoices not paid within 30 days of the invoice date. I have read and understand the above notice and agree to these terms. X_____			

Have a great day!

Total $43,125.00

DEAN'S
Heating & Air Conditioning

4081 307th Lane NW, Cambridge, MN 55008
Phone: (763)444-3517 Fax: (763)444-6783
Email: comfort@deansheatingandac.com Web: www.deansheatingandac.com

PROPOSAL SUBMITTED TO
Name: City of Isanti
Street:
City: Isanti

WORK TO BE PERFORMED AT
Date: December 26, 2019
Name: Public Works Building
Address: 100 Isanti Pkwy S, Isanti

Telephone : Matt Sylvester 763-772-5850 email: msylvester@cityofisanti.us

We hereby propose to furnish all materials and perform all the labor necessary for the completion of Heating Venting and Air Conditioning for the public works building.

Price Includes the Following:
Replacement of in-floor heating system to include boiler, piping (near boiler and to manilods), pumps, controls, and flushing and freeze control (to -30 degrees) of system. Correcting the piping and control of the system is necessary to facilitate proper operation of system. Simply replacing the existing boilers with piping as is will result in the system not heating properly and short system life of the boilers.

Boiler will be an NTI TFT399, 94% AFUE, modulating boiler.

All piping, venting, gas piping, and control wiring completed.

All material is guaranteed to be as specified, and the above work performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of: **DOLLARS($31,775.00)**

Payment as follows- 60% upon acceptance of proposal, balance on completion.

RESPECTFULLY SUBMITTED: ___**Loren** _Per Dean's Heating and Air Conditioning Inc.

NOTE: this proposal may be withdrawn by us if not accepted within 90 days.
Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Workman's Compensation and Public Liability insurance on above work to be taken out by Dean's Heating and Air Conditioning Inc.

ACCEPTANCE OF PROPOSAL:
The above priced specifications and conditions are satisfactory and are hereby accepted You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ **DATE** _____.

T M JOHNSON BROS. INC.

645 Emerson Street N
Cambridge, MN 55008
763-689-3141

JOB PROPOSAL

Date: 12/13/19 Revised 12/20/19

Proposal Submitted to: City of Isanti

Address: PO Box 428
City, MN Zip: Isanti, MN 55040
Phone: 763-772-5850 (Matt)

Quote for boilers at Public works building 100 Isanti Parkway W

Replacement of 2 cast iron slant fin boilers and existing pumps with:

2 – Navien NHB-150 wall mount 95% AFUE natural gas boilers

- All new boiler pumps and piping including floor pumps and all related piping to be revised as necessary to have entire system work properly
- System water treatment and boiler antifreeze
- New expansion tank
- PVC vent and intake piping
- Gas piping to existing gas service
- New electrical wiring for 2 new boilers and all new pumps
- City of Isanti permit and inspection fees
- Removal and disposal of old boilers and all scrap

Note: These new boilers will qualify for Centerpoint rebate, exact amount determined by Centerpoint not reflected in this quote

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: $ **25,175.00**

Payment to be made as follows: In full upon completion of work

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the quote. All agreements are contingent upon strikes, accidents or delays beyond our control. Homeowner agrees to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance. Unless specified differently above, proposal is valid for 30 days from date on top of this page.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: Date:

_____ _____

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/22/2020 - 1/31/2020

Jan 22, 2020 02:55PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/22/2020	52831	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/22/2020	52832	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	551.68
01/20	01/22/2020	52833	2850	BEAUDRY OIL & PROPANE INC	601-20200	2,099.47
01/20	01/22/2020	52834	9	BERNICKS PEPSI-COLA	609-20200	1,431.72
01/20	01/22/2020	52835	2319	BREAKTHRU BEVERAGE	609-20200	9,385.87
01/20	01/22/2020	52836	2221	C & L DISTRIBUTING	609-20200	82.50
01/20	01/22/2020	52837	2487	CAPITOL BEVERAGE SALES	609-20200	439.08
01/20	01/22/2020	52838	1815	CENTURYLINK	609-20200	874.30
01/20	01/22/2020	52839	309	CITY OF CAMBRIDGE	920-20200	10,840.00
01/20	01/22/2020	52840	1985	CIVIC SYSTEMS, LLC	609-20200	5,352.00
01/20	01/22/2020	52841	918	CRYSTAL SPRINGS ICE	609-20200	45.36
01/20	01/22/2020	52842	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,505.32
01/20	01/22/2020	52843	1941	DELTA DENTAL	861-20200	3,077.15
01/20	01/22/2020	52844	2478	EAST CENTRAL ENERGY	101-20200	42.85
01/20	01/22/2020	52845	55	ECM PUBLISHERS INC	609-20200	156.00
01/20	01/22/2020	52846	346	EDAM	108-20200	295.00
01/20	01/22/2020	52847	1920	EVIDENT INC	101-20200	813.89
01/20	01/22/2020	52848	1682	FERGUSON WATERWORKS	601-20200	700.86
01/20	01/22/2020	52849	2028	FURTHER	861-20200	228.52
01/20	01/22/2020	52850	300	HASSER GARAGE DOORS	101-20200	125.00
01/20	01/22/2020	52851	2859	HAWK, JOSEPH	101-20200	40.00
01/20	01/22/2020	52852	160	HAWKINS INC	602-20200	9,993.20
01/20	01/22/2020	52853	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	81.32
01/20	01/22/2020	52854	188	ISANTI COUNTY SHERIFF	101-20200	1,000.00
01/20	01/22/2020	52855	113	ISANTI TIRE & AUTO CARE INC	101-20200	24.00
01/20	01/22/2020	52856	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,644.00
01/20	01/22/2020	52857	5	KAWALEK TRUCKING	609-20200	169.40
01/20	01/22/2020	52858	2824	KELLER, MICHAEL, PH.D.	101-20200	650.00
01/20	01/22/2020	52859	130	MARCO TECHNOLOGIES LLC	101-20200	185.96
01/20	01/22/2020	52860	17	MCDONALD DISTRIBUTING CO	609-20200	9,748.25
01/20	01/22/2020	52861	616	MENARDS - CAMBRIDGE	101-20200	120.06
01/20	01/22/2020	52862	1536	MINNESOTA DEED	219-20200	833.33
01/20	01/22/2020	52863	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	49,768.24
01/20	01/22/2020	52864	2597	MNSPECT, LLC.	101-20200	8,035.95
01/20	01/22/2020	52865	2858	N & M TRANSFER CO, INC.	602-20200	165.44
01/20	01/22/2020	52866	1165	NORTHLAND TRUST	931-20200	2,675.00
01/20	01/22/2020	52867	2553	O'REILLY	101-20200	43.96
01/20	01/22/2020	52868	617	PAUSTIS & SONS	609-20200	551.42
01/20	01/22/2020	52869	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,383.23
01/20	01/22/2020	52870	2341	RED BULL DISTRIBUTION	609-20200	294.00
01/20	01/22/2020	52871	1113	RJM DISTRIBUTING INC	609-20200	114.90
01/20	01/22/2020	52872	2756	SELLMAN, SHEILA	603-20200	19.03
01/20	01/22/2020	52873	554	STEVES TIRE INC	101-20200	188.77
01/20	01/22/2020	52874	96	STREICHERS INC	101-20200	165.98
01/20	01/22/2020	52875	2834	SUN MECHANICAL, INC.	226-20200	287.54
01/20	01/22/2020	52876	1290	THE AMBLE GROUP	101-20200	231.28
01/20	01/22/2020	52877	42	VIKING COCA-COLA BOTTLING CO	609-20200	184.80
01/20	01/22/2020	52878	4	WATSON CO INC	609-20200	1,560.26
Grand Totals:						147,238.49

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/29/2020	52879	26	AMERICAN PLANNING ASSOCIATION	101-20200	473.00
01/20	01/29/2020	52880	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/29/2020	52881	598	ASPEN MILLS INC	101-20200	1,229.65
01/20	01/29/2020	52882	2521	AXON ENTERPRISE INC.	920-20200	4,260.00
01/20	01/29/2020	52883	2861	BAUMEL, BONNIE	601-20200	732.40
01/20	01/29/2020	52884	53	BELLBOY CORPORATION	609-20200	3,776.11
01/20	01/29/2020	52885	9	BERNICKS PEPSI-COLA	609-20200	928.89
01/20	01/29/2020	52886	1500	BOLTON & MENK INC	505-20200	35,875.00
01/20	01/29/2020	52887	2020	BOYLE, EUGENE	101-20200	2,742.00
01/20	01/29/2020	52888	2321	C EMERY NELSON INC	602-20200	672.00
01/20	01/29/2020	52889	1241	CENTRAL WOOD PRODUCTS	101-20200	190.00
01/20	01/29/2020	52890	2161	COMPASS MINERALS INC	101-20200	16,394.48
01/20	01/29/2020	52891	2428	CONCIERGE TITLE INC	601-20200	3.06
01/20	01/29/2020	52892	120	CONNEXUS ENERGY	101-20200	17,657.78
01/20	01/29/2020	52893	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,204.45
01/20	01/29/2020	52894	2355	EASY LIVING HOMES	601-20200	36.31
01/20	01/29/2020	52895	2860	HITESMAN & WOLD, P.A.	101-20200	2,800.00
01/20	01/29/2020	52896	1891	ISANTI AREA JOINT	101-20200	59,519.38
01/20	01/29/2020	52897	586	ISANTI COUNTY LAW	101-20200	250.00
01/20	01/29/2020	52898	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,545.40
01/20	01/29/2020	52899	5	KAWALEK TRUCKING	609-20200	163.40
01/20	01/29/2020	52900	136	LEAGUE OF MN CITIES	101-20200	275.00
01/20	01/29/2020	52901	1331	MAGER, JIM	101-20200	179.99
01/20	01/29/2020	52902	17	MCDONALD DISTRIBUTING CO	609-20200	9,113.33
01/20	01/29/2020	52903	2500	METRO SALES INC.	101-20200	102.55
01/20	01/29/2020	52904	2080	MVTL LABORATORIES INC	602-20200	468.73
01/20	01/29/2020	52905	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	90.00
01/20	01/29/2020	52906	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,287.80
01/20	01/29/2020	52907	2630	RAPP, JORDAN	101-20200	89.99
01/20	01/29/2020	52908	2827	RATWIK, ROSZAK & MALONEY, P.A.	108-20200	4,414.96
01/20	01/29/2020	52909	2625	RESULTS TITLE	601-20200	41.77
01/20	01/29/2020	52910	2862	SHEEHAN, KATHY	601-20200	46.65
01/20	01/29/2020	52911	1361	STAPLES ADVANTAGE	101-20200	561.06
01/20	01/29/2020	52912	73	STAR	602-20200	674.00
01/20	01/29/2020	52913	96	STREICHERS INC	101-20200	61.98
01/20	01/29/2020	52914	1290	THE AMBLE GROUP	101-20200	281.52
01/20	01/29/2020	52915	1959	THE MUSIC WORKS INC	101-20200	600.00
01/20	01/29/2020	52916	1762	THE TITLE GROUP	601-20200	46.61
01/20	01/29/2020	52917	42	VIKING COCA-COLA BOTTLING CO	609-20200	190.40
01/20	01/29/2020	52918	1286	VINOCOPIA INC	609-20200	341.00
01/20	01/29/2020	52919	4	WATSON CO INC	609-20200	1,450.57
01/20	01/29/2020	52920	1976	WEST TITLE	601-20200	53.35
01/20	01/29/2020	52921	780	WINE MERCHANTS	609-20200	104.00
Grand Totals:						180,961.17

City of Isanti

Gross Payroll	92,842.27
Social Security & Medicare	5,175.51
Public Employees Retirement	9,212.06
Total City Expense	107,229.84

Pay Date 1/24/2020

Pay Period 2 (1/5-1/18/20)

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Designating Northland Securities as Municipal Financial Advisors

---

Background:
In 2014 the City designated Northland Securities for TIF/Abatement consulting services with a 5-year service contract. The contract has expired and Northland has proposed a new agreement. The following terms have been proposed:

Effective Date: January 2020 through December 31, 2024.

Service	Proposed Rates	2014-2019 Rates
New Tax Increment District-Economic Development District	Hourly - $175/hour, not to exceed $5,500	Hourly - $160/hour not to exceed $4,800
New Tax Increment District – all other districts	Hourly - $175/hour, not to exceed $9,000	Hourly - $160/hour not to exceed $3,200
New Abatement Project	Hourly - $174/hour, not to exceed $3,500	
Economic Development Services	$175/hour	

Staff recommends approving the proposed service contract with the understanding that we are not solely limited to using Northland's services and we may use other advisors as we see fit.

Request:
Consider resolution of approval.

Attachments:
- Resolution 2020-XXX
- Service Contract

RESOLUTION 2020-XXX

SELECTING NORTHLAND SECURITIES FOR TIF/ABATEMENT CONSULTING SERVICES

WHEREAS, the 5-year term of the TIF / Abatement Consulting Services contract has concluded in 2019; and,

WHEREAS, TIF / Abatement Consulting Services are necessary to assure that TIF/Abatement and other development projects are managed properly by City Staff and/or Consultant; and,

WHEREAS, Northland Securities has met expectations for TIF / Abatement Consulting Services for the 5-year contract and has submitted a proposal (Exhibit A) to continue those services for the City for another 5-year term according to the attached proposal; and

WHEREAS, entering into this agreement does not preclude the city from seeking other advisors dependent on the project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby select Northland Securities for TIF/Abatement Consulting Services according to the terms outlined in the attached service agreement (Exhibit A).

This Resolution hereby approved by the Isanti City Council this 4th Day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Exhibit A

NORTHLAND SECURITIES

MEMORANDUM

To:	Sheila Sellman, Community Development Director City of Isanti
From:	Jessica Green, Managing Director Public Finance
Date:	January 2, 2020
Re:	Tax Increment Financing and Tax Abatement Services

It is been our pleasure to work with the City of Isanti on tax increment financing and tax abatement projects. We believe Northland has been a valuable asset to the City over the past many years and we hope to continue our relationship with the City in the years ahead.

Northland's current Economic Development Services Agreement expired as of December 31st, 2019 and we would propose to enter into a new agreement for professional services with the City. To that end, we propose the following compensation for our services, effective January 1, 2020 through December 31, 2024.

Service	**Proposed**
New Tax Increment District – Economic Development District	Hourly - $175/hour / Not to exceed $5,500
New Tax Increment District – All other district types	Hourly - $175/hour / Not to exceed $9,000
New Abatement Project	Hourly - $175/hour / Not to exceed $3,500
Economic Development Services	$175/hour

As you can see, our compensation approach provides upside cost protection, but allows the City to benefit if and when projects require less time (and expense).

In addition, the following factors apply:

1. Services for the creation of new TIF districts cover the activities needed to prepare the tax increment financing plan and to conduct the statutory approval process. It does not include services related to the creation of development agreements.
2. No additional compensation is due for the authorization of tax abatement directly related to the issuance of Tax Abatement Bonds.

3. Northland will provide a scope of work and not to exceed cost for work performed on an hourly basis.
4. These terms apply as long as Northland provides debt issuance and management services to the City. At such time that Northland no longer provides such services, all work will be billed at the then current hourly rates subject to a scope of work and budget approved by the City.

I will be the lead staff person for these services in Isanti, and Tammy Omdal will provide support as necessary, as determined by the scope of each project.

Should you have any questions regarding this memo, please do not hesitate to let me know.

RESOLUTION 2020-XXX

OFFERING THE INTERNAL POSITION OF LIQUOR STORE CLERK III TO DANYETTE PHELPS

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

WHEREAS, the Liquor Store Clerk III posting was made available to all internal Liquor store staff; and,

WHEREAS, interviews were conducted for the Liquor Store Clerk III position and the interview panel deemed current Part-time Liquor Store Clerk employee Danyette Phelps to be the best candidate for the position; and,

WHEREAS, the position of Liquor Store Clerk III is a part-time and not benefit eligible; and,

WHEREAS, the promotion for Danyette Phelps will open an open position for a part-time Liquor Store Clerk that staff is directed to fill;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That Human Resources has offered the Liquor Store Clerk III position to Danyette Phelps for the City of Isanti and that she will be eligible to start in that position effective immediately.
2. That Danyette Phelps shall start at step 1 of the wage scale at $14.60 per hour.
3. Human Resources are authorized to complete all required documentation for the position change.
4. 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 4th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Approving staff to submit applications for grants pertaining to Community Development

---

Background:

Staff has been made aware that the City would be eligible to apply for funding of grant dollars to help support the Community Development Department. Due to short notice of when staff is made aware of potential grant opportunities, staff may need to apply in a short timeframe not allowing time to get City Council approval to apply. This resolution is keeping in line with the resolution that was recently approved for The Parks, Recreation and Culture Department.

Staff is recommending approval to apply for grant opportunities based upon discretion of the Community Development Director as it pertains to Community Development, which includes economic development and to complete the work to submit applications by the deadline of each grant.

Request:
Consider resolution for approval.

Attachments:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO COMMUNITY DEVELOPMENT

WHEREAS, City staff is continually notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Community Development including Economic Development projects in the past; and,

WHEREAS, each year there are grants available specific to the types of activities conducted by the Community Development Department through organizations like DEED, EDAM, East Central Regional Development Commission, MN Economic Development Foundation and other organizations; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Community Development department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the EDA or the City.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Community Development on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: February 4, 2020
Subject: Resolution Approving City Hall Display Case Policy and Reservation/Agreement Form

---

Background
Staff presented a draft policy at the January 21, 2020 Committee of the Whole meeting with direction to bring a final version to council.

Staff Request
City staff is requesting that Council approve the city hall display case policy (Exhibit A) and reservation/agreement form (Exhibit B).

Attachments

- Resolution 2020-XXX
- Exhibit A - City Hall Display Case Policy
- Exhibit B - City Hall display case reservation and agreement form

RESOLUTION 2020-XXX

RESOLUTION APPROVING CITY HALL DISPLAY CASE POLICY AND RESERVATION/AGREEMENT FORM

WHEREAS, City Council was presented with a request from a local non-profit group to display items within a city facility; and,

WHEREAS, the City of Isanti has determined that it is in the City's best interest to develop a policy for the city hall display case; and,

WHEREAS, the Committee of the Whole reviewed a draft policy on November 19, 2019 and January 21, 2020 and recommends approval; and,

WHEREAS, Staff has developed a city hall display case policy and reservation/agreement form 'Exhibit A and B', respectively;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the city hall display case policy and reservation/agreement form, 'Exhibit A and B'.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Exhibit A

CITY OF ISANTI DISPLAY CASE POLICY

The City of Isanti offers a designated display case, located in the front lobby of city hall to non-profit groups based in the City of Isanti for the display of civic, cultural, educational, and public information exhibits. Use of the display case is subject to the following rules and regulations:

1. A Display Case Reservation and Agreement Form must be completed and signed prior to any public use of the display case.

2. Permission to a group to use the display case does not constitute the city's endorsement of the policies or beliefs, or organization represented in the display.

3. The City assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the display case are done so at the owner's risk.

4. The display case may not be used for:
   a) Promotion or representation of partisan or individual candidates' political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
   b) Promotion or representation of specific religious or philosophical/motivational groups
   c) Promotion or representation of personal or family interests
   d) Promotion or representation of a for-profit business
   e) Displays of a polemic or discriminatory nature
   f) Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
   g) Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.

5. The city's display case is not available to individual political parties, candidates, or to individuals or groups who wish to use it to support or oppose political parties or candidates.

6. The determination of the appropriateness of the display or material for posting is solely the decision of city staff or delegated representative.

7. All proposed displays must be artistically pleasing and professionally executed.

8. A sign explaining the display and/or organization should appear "professional" and be done on a computer in a font that is large enough to read or in some sort of stencil.

9. The city display case is kept locked at all times except during setup and removal.

10. No display materials may be left anywhere at city hall in preparation for the setting up or removal of a display. Set up and removal must take place during regular city hall office hours.

11. No hardware, equipment, or objects are allowed in display or in the setting up of the display that may result in the damaging of any of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for any such damage may be considered grounds for denial of the display case application. If the setting up of the display would interfere with normal city activities and work, the display will not be permitted.

12. The display case that is designated for the public use display case may contain one group's items at a time.
    a) The area for displaying items will be delegated to each group by the city.

13. A display may remain in the case for six (6) calendar months.
    a) If no other group requests to display items, the group that is currently in the case may extend their time by another 6 months.

14. The use of a city display case is a privilege -- not a right -- and is subject to the City's sole and exclusive discretion. Accordingly, the city reserves the right to deny the use of the display case to any group or individual.

15. The city reserves the right to cancel any scheduled display providing the organization receive a 7 days' notice.

16. If a group or an individual violates the policies or procedures associated with the display case, future use of the display case will not be permitted.

17. If an organization is denied the use of the display case, it can appeal to the City Council.

18. The display case must be restored to its original condition.

19. Groups are required to pick up item(s) after the display time has ended within 2 weeks. If items are not collected within 2 weeks, items will be discarded.

Exhibit B

A Community For Generations.

Isanti

City of Isanti

City Hall Display Case Reservation and Agreement Form

Applicant's Name and Contact Information	
Organization Name:	
Name:	
Address:	
Primary Phone:	
Dates you wish to reserve display case:	
(Case is booked by calendar month only)	
Briefly describe the nature and purpose of the display.	
I, the representative of the Exhibit, have reviewed, understand, and agree to abide by the City of Isanti Display case policy, which governs the reservation and use of the display case within Isanti city hall. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy. I, the representative of the Exhibit, agree that the City of Isanti accepts no responsibility for theft or damage of any display exhibited at the Isanti city hall display case, and certify that all persons submitting work for this display understand and agree to this waiver. ***I have read and will comply with the City of Isanti Display case policy.***	
Signature of Representative of organization	Date
For office use only:	
Date received:	*Dates approved for display:*

K.6.

RESOLUTION 2020-XXX

APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 26, 2020 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and,

WHEREAS, the value of prizes is estimated to be $750; and,

WHEREAS, proceeds from the fundraiser are to be used for supporting community organizations and initiatives in the Cambridge-Isanti Arena; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the gambling permit is contingent upon a successful background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club to hold a fundraiser on March 26, 2020 at the Spirit River Community Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge - Isanti Rotary

Address of Organization: PO Box 631, Cambridge, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Shannon Kirkeide — Cambridge, MN
Name — Address — Phone No.

Jean Anderson — "
Name — Address — Phone No.

Dan Johnson — "
Name — Address — Phone No.

Type of Event: Fundraiser Date of event: Mar 26, 2020

Use of Proceeds: Support community organizations & initiatives in the C-I area

Location and address of event:

Spirit River Event Ctr, Isanti MN

Estimated value of prizes to be awarded: $750

Name of applicant: Shannon Kirkeide Applicant's phone number:

Signature of applicant: S Kirkeide

Date: 1.30.20

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
January 28, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Zdon, second by Witte to approve the agenda for January 28, 2020. Motion passed 4-0.

2. Oath of Office: recited by Zdon. Election of chair motion by Witte to nominate Zdon for chair position, seconded by Gordon. Zdon accepted and motion passed 4-0. Witte volunteered to be Vice chair. Thum motioned to nominate Witte to vice chair and seconded by Gordon. Motion passed 4-0. Secretary is assigned to staff, Jenny Garvey (PRC Manager)will be secretary. The annual review of the conflict of interest forms for two members: Brian Thum and James Witte, to be handed back into staff by end of night.

3. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from November 26, 2019. Motion passed 4-0.

4. Review of the Parks, Recreation and Culture Board meeting dates: Garvey reviewed the 2020 dates along with the material submittal dates for 2020 and reminded the board members that if they have an item they would like added to an agenda these are the dates to have items in to staff by. Council already approved schedule not need for motion.

5. Review of Adopt A Park Program Policy and Forms:
In March 2019, staff presented this to the PRC board to review and to come back with changes. Garvey reviewed and updated those changes and is now bringing this back to the board to review. Zdon asked about how this program is being promoted. Garvey responded that staff will utilize Facebook, the city website and the Isantian (city newsletter) to promote this program. Staff was not sure how this was promoted in the past besides just being on the website. Witte also suggested the bulletin board at Coborn's or flyers in the schools. Thum suggested signs at the parks themselves to help promote this program.. Thum motioned to approve the Adopt A Park program policy and forms, seconded by Witte. Motion passed 4-0.

6. Department Updates:
Garvey said that movie night went well with 40 in attendance in December and in January with 31 in attendance and both nights were hosted by Northern Elements Cheer. Movie night for February will be hosted by Isanti Ambassadors. Thum asked if groups have to be specifically located in Isanti. Staff was unsure if they had to be within the city, but noted that a group within the city would have precedence over an outside group and would look more into the detail of this. Staff will review this more and get back to the board. The pleasure rink opened on December 20 for the season and the ice has been maintained by Public Works and has been able to use the new water truck to make smooth ice, even with the temperature fluctuations and staff has noticed that the public is using it and have seen users on the ice. Thum replied that he has used it and the ice is the best it has been in years. Garvey reviewed that curious creatures has been revamped a bit with a new time of 9-10am and utilizing the Isanti Community Center for the winter months to be able to have it go with bad weather days and will still have the option to have the kids go outside. Staff reviewed that the cost will go from $3 to $2 with the decrease in the timeframe of the program. Zdon asked if it affected the cost, staff responded that it would not and this fee is only for non-resident. The board agreed that this was ok with this change of cost. Garvey reviewed that the city had an open house for the city master comp plan. Garvey is still in the process of compiling the PRC comp plan, which is a separate item than the master city comp plan. Staff reviewed the 2020 goal setting from the previous night, staff will move forward with the new programs of a medallion hunt, kids fun day at jubilee days, free tennis lessons, rocket building, candy cane flashlight hunt, family day in winter and daytime movies. Staff will continue for further review are an egg hunt, parade float and fireworks.

DRAFT

Adjournment: Motion by Witte, second by Thum to adjourn the January 28, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:30 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award

F. Approve City Council Minutes
1. January 21, 2020- Regular Meeting of the City Council
2. January 21, 2020- Committee of the Whole Meeting
3. December 17, 2019- Planning Commission Meeting
4. January 27, 2020- Goal Setting Meeting

G. Announcements
1. **CITY OFFICES CLOSED** — Monday, February 17, 2020 *(In Observance of President's Day)*
2. Committee of the Whole — Tuesday, February 18, 2020 at 5:00 p.m.
3. City Council Meeting — Tuesday, February 18, 2020 at 7:00 p.m.
4. Planning Commission Meeting — Tuesday, February 18, 2020 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Josi Wood</u>
1. Ordinance-XXX Amending City Code Chapter 76, Possession, Sale and Consumption of Alcoholic Beverages
2. Ordinance-XXX Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants
3. Ordinance-XXX Repealing and Replacing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open
4. Ordinance-XXX Amending the Code for the City of Isanti, Chapter 8 City Council, Article III, Section 8-21 Order of Business and 8-26 Public Comment at Council Meetings and at Public Hearings
5. Ordinance-XXX Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68
6. Proposed Ordinance and Policy (Discussion Only)
    a. City Code Chapter 276 Amendment
    b. Draft Special Assessment Policy

7. Resolution 2020-XXX Amending the Isanti Legacy Recognition Policy

City Engineer Jason Cook

8. 6th Avenue Rehabilitation Preliminary Engineering Report
    a. Resolution 2020-XXX Receiving Feasibility Report and Calling Hearing on the 6th Avenue SW Rehabilitation Project
    b. Resolution 2020-XXX Authorizing Preparation of Plans on the 6th Avenue SW Rehabilitation Project

Chief of Police Travis Muyres

9. Resolution 2020-XXX Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

Public Services Director Matt Sylvester

10. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $328,199.66 Payroll in the Amount of $107,229.84
2. Resolution 2020-XXX Designating Northland Securities as Municipal Financial Advisors
3. Resolution 2020-XXX Approving the Promotion of Danyette Phelps for the Position of Liquor Store Clerk III
4. Resolution 2020-XXX Approving Staff to Submit Applications for Grants Pertaining to Community Development
5. Resolution 2020-XXX Approving City Hall Display Case Policy and Reservation/ Agreement Form
6. Resolution 2020-XXX Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club

L. Other Communications

1. Draft Minutes from the January 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

F.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 21, 2020 – 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

Members Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Planner Matt Lindholm, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Chief of Police Travis Muyres and Parks, Recreation and Culture Manager Jenny Garvey

D. Adopt Agenda

Motion by Collison, second by Bergley to approve agenda as presented. Motion passed 4-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. January 7, 2020- Regular Meeting of the City Council
2. December 3, 2019- Economic Development Authority

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

G. Announcements

1.	Goal Setting	Monday, January 27, 2020 at 6:00 p.m.
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 28, 2020 at 6:00 p.m.
3.	City Council Meeting	Tuesday, February 4, 2020 at 7:00 p.m.
4.	EDA Meeting	Tuesday, February 4, 2020 *(Following the City Council Meeting)*

H. Council Committee Reports

Councilor Steve Lundeen shared that the Mayor and himself missed the last Fire District meeting. Lundeen continued to share that at the meeting the Joint Powers Agreement has been tabled again.

Councilor Steve Lundeen shared that there have been complaints about the City streets and sidewalks. Lundeen further shared that he drives in many cities for work and the City of Isanti streets are very good. Lundeen continued to share that there is a salt shortage but that Public Works is getting out there and doing a fabulous job.

I. Public Hearings

None

J. Business Items

1. **Resolution 2020-013** to Extend Partnership Agreement with ECRL and Isanti Friends of the Library *(Rachel Howell)*

East Central Regional Library Assistant Director Rachel Howell shared that for the last 10 years the outreach site at City Hall has linked library services for the residents of Isanti. Rachel Howell further shared that Counties and the State help funds and City's help provide the space and through the year of 2019 the outreach library was open 49 ½ days for a total of 198 hours of service which is 2 ½ more days than 2018.

Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

2. Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

Motion by Mayor Johnson, second by Bergley to table resolution. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $270,046.87 Payroll in the Amount of $105,775.29
2. **Resolution 2020-014** Accepting Resignation of Liquor Store Clerk Becky Whitman
3. Approving the New Job Description for Administrative Assistant Intern
4. **Resolution 2020-015** Approving Staff to Submit Applications for Grants Pertaining to the Parks, Recreation and Culture Department
5. **Resolution 2020-016** Approving 2020 Community Garden Handbook and Application
6. **Resolution 2020-017** Terminating the Contract for Consulting Services
7. **Resolution 2020-018** Approving Staff to Submit Applications for Grants Pertaining to Activities and Programs in Police Department for 2020
8. **Resolution 2020-019** Approving GeoTab Fleet Management GPS

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

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

Adjournment

Motion by Bergley, second by Collison to adjourn. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:16 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY 21, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley (arrived at 5:10 p.m.), Steve Lundeen and Dan Collison

Members Absent: Jimmy Gordon

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Finance Director Mike Betker and Parks, Recreation and Culture Manager Jenny Garvey

D. Committee Meeting Items

1. Amendment Discussion
- Attorney Jim Thomson shared information with the Committee.

2. Recognition for Community Member or Activities within the Community
- Recommendation from Committee is to move forward and bring to City Council meeting.

3. Veterans Donations
- Information was shared with the Committee and recommendation from Committee is for staff to gather more information for veteran's discount and bring back to Committee of the Whole for further discussion.

4. Draft ORD Adult Use
- Recommendation from Committee is to move forward and post Chapter 68 Draft Ordinance without zoning code ordinance verbiage for 10 days and bring to City Council meeting.

5. Draft ORD Chapter 8, Article III, Sections 8-21 and 8-26
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

6. Review City Hall Display Case Policy
- Recommendation from Committee is to move forward with policy with the additional verbiage to require items to be picked up in a certain amount of time and bring to City Council meeting.

7. Rum River BMX Special Event Paid Parking Agreement
- Recommendation from Committee is to table until for further discussion at future Committee of a Whole meeting.

8. Delinquent Utilities Annexed Parcels
- Recommendation from Committee is to remove late fees.

9. 2020 Budget Discussion
- Item was removed until next Committee of the Whole meeting.

10. Doing Business with Isanti semi-Annual Update
- Information was shared with Committee.

11. Clean-up Day Discussion
- Recommendation from Committee is to move clean-up day to after city wide garage sales.

12. No Parking Along 8th Ave SE
- Recommendation from Committee is to table for future Committee of the Whole meeting.

13. Draft ORD Chapter 245, Peddlers, Solicitors, and Transient Merchants
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

14. Draft ORD Chapter 76, Alcoholic Beverages
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

15. Draft ORD Chapter 119, Burning, Open
- Recommendation from Committee is to move forward and post for 10 days and bring to City Council meeting.

E. Adjournment

Meeting was adjourned at 6:52 p.m.

Jaden Moore

Respectfully Submitted,
Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Planning Commission Meeting Minutes
December 17, 2019

Call to Order: Chair Johnson called the meeting to order at 7:33pm.
Roll Call: Commissioners present: Mayor Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Aryssa Simon. Absent: Alexander Collins. Staff Present: Community Development Director Sheila Sellman

Meeting Minutes: Motion by Bergley 2nd by Collison to approve minutes from the November 19, 2019 Planning Commission Meeting. Motion passed 6-0

Public Hearings

A. A request for a Conditional Use Permit for the operation of a Microbrewery at 2 Enterprise Ave Suite D4, PID 161320040: Sellman explained this CUP was issued in February 2018 and has expired. The public hearing was open and no one we present for this item. The hearing was closed and Lundeen motioned to approve, second by Bergley, motion passed 6-0.

Other Business

A. Adoption of 2020 Planning Commission Calendar: Motion by Lundeen to approve, second by Bergley, motion passed 6-0.

Discussion Items

A. Comprehensive Plan Update Open House Discussion: The Commission agreed to holding an open house and want to break into groups. Sellman suggested holding the open house on the regular meeting date of January 21, 2020 if no application are submitted for that date. Sellman will alert the Commission after the December 20th deadline on the open house date.

Adjournment: Motion by Bergley, 2nd by Simon to adjourn, motion passed 6-0.

Respectfully Submitted

Sheila Sellman

Sheila Sellman, Secretary/ Community Development Director

F.4.

MINUTES
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
MONDAY, JANUARY 27, 2020
6:00 PM
CITY HALL

Mayor Johnson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 6:04 p.m.) and Steve Lundeen.

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Assistant City Administrator/ Special Projects Don Lorsung, Community Development Director Sheila Sellman, City Engineer Jason Cook, Parks, Recreation and Culture Manager Jenny Garvey, Public Services Director Matt Sylvester and Liquor Store Manager John Jacobi

City Administrator Josi Wood shared a PowerPoint Presentation of 2019 goals and the status of each goal. Wood further shared existing council approved plans to current date.

D. Goal Setting Discussion Items and Staff's Supporting Documentation
Memos provided on items #1 - 11

1. Performance Center/Amphitheater
   - Recommendation from City Council is for staff to present options for inclusion of the 2021 and future budgets utilizing available capital funds.

2. Lighting Infill
   - Recommendation from City Council is for staff to present options for inclusion of the 2021 and future budgets to set aside funds for future lighting infill projects.

3. City Electronic Reader Board Sign
   - Recommendation from City Council is for staff to bring to 2021 goal setting for future discussion.

4. Splash Pad
   - Recommendation from City Council is for staff to present options for potential funding to Committee of the Whole.

5. T.H. 65 Pedestrian Overpass
    - Consensus from City Council is to not move forward with pedestrian overpass.

6. PRC Community Events
    - Recommendation from City Council is for staff to move forward with updating 2020 events and bring more information regarding egg hunt, fireworks and parade events to Committee of the Whole.

7. Lodging Tax
    - Recommendation from City Council is for staff to present more information to Committee of the Whole regarding the specifics of implementing a lodging tax.

8. Housing Study
    - Recommendation from City Council is for staff to reach out to the East Central Regional Development Commission to determine if they will update the 2015 Housing Study and for staff to bring an update and potential cost to Committee of the Whole.

9. Isanti Fire District Lease and Building
    - Recommendation from City Council is for staff to meet with Fire Chief Jankovich to discuss their interest and possible appraisal of the building and bring to Committee of the Whole for further discussion regarding the Fire District lease and building.

10. Liquor Store Expansion
    - Recommendation from City Council is for Bolton and Menk, Inc. to evaluate the size of the lot and determine the maximum capacity and possible layout for a potential liquor store expansion.

11. Public Safety Building
    - Recommendation from City Council is for staff to present options for potential funding to Committee of the Whole.

12. Heritage/ East Dual Intersection Control
    - Recommendation from City Council is for staff to work with the County and present options to Committee of the Whole to achieve an intersection control signal.

13. Utility Rate Study
    - Recommendation from City Council is for staff to complete an in-house utility rate study and strive for ways to reduce water, sewer and storm charges.

14. Business Marketing – Acquiring New Businesses
    - Recommendation from City Council is for staff to complete in-house to achieve new businesses.

15. Reducing Overall Budget
    - Recommendation from City Council is to ensure all items fit within the budget.

16. Water Treatment
    - No further action was taken.

17. New Items Added at Meeting
    - No further items were added.

F. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 8:11 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 76 – Alcoholic Beverages

Background:

Staff has finished a complete review and update of City Code Chapter 76, Alcoholic Beverages. Included in the update is new language for licensing of culinary class limited licenses, micro distilleries and microdistillery cocktail rooms, municipal liquor store, as well as updated language in other sections.

The City Attorney has reviewed the updated city code.

Recommendation:

Committee of the Whole reviewed the proposed updated City Code Chapter 76, Alcoholic Beverages and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 76, Alcoholic Beverages

Attachments:

- Ordinance XXX – An Ordinance Regulating the Possession, Sale and Consumption of Alcoholic Beverages within the City of Isanti, Minnesota

ORDINANCE NO. _____

AN ORDINANCE REGULATING THE POSSESSION, SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN THE CITY OF ISANTI, MINNESOTA

THE CITY COUNCIL OF THE CITY OF ISANTI HEREBY ORDAINS AS FOLLOWS:

The Code of the City of Isanti, Chapter 76, Alcoholic Beverages, is hereby deleted in its entirety and amended to read as follows:

Article I State Law, Definitions and Public Consumption

§ 76-1. Adoption of State Law by reference.

The provisions of Minn. Stat. § 340A, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, restrictions on consumption, provisions relating to sales, hours of sale, and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor and 3.2 percent malt liquor are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the City Council that all future amendments to Minn. Stat. § Ch. 340A are hereby adopted by reference or referenced as if they had been in existence at the time this Chapter is adopted.

§76-2. City may be more restrictive than State Law.

The Council is authorized by the provisions of Minn. Stat. § 340A.509, as it may be amended from time to time, to impose, and has imposed in this Chapter, additional restrictions on the sale and possession of alcoholic beverages within its limits beyond those contained in Minn. Stat. § 340A, as it may be amended from time to time.

§ 76-3. Definitions.

In addition to the definitions contained in Minn. Stat. § 340A.101 as it may be amended from time to time, the following terms are defined for purposes of this Chapter:

AIDING AND ABETTING – Adults that are participating, aiding, allowing in any illegal activity related to the event or gathering.

ALCOHOL – Means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.

ALCOHOLIC BEVERAGE - Alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer, and which contains one-half of 1 percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

APPLICANT- Any person making an application for a license under this article.

BEER – Malt liquor that contains not less than one half of 1 percent of alcohol.

BREWER – A person who manufactures malt liquor for sale.

BREW PUB – An establishment in which malt liquor is brewed or manufactured for sale and consumption on tap at the premises where the malt liquor is brewed or for sale and personal consumption off the brewer's premises. It is also a restaurant pursuant to the definition in this Section.

CLUB – An incorporated organization under the law of the state for civic, fraternal, social, or business purposes, for intellectual improvement or for the promotion of sports, or a congressionally chartered veteran's organization which has more than 50 members, has owned or rented a building or space in a building for more than one year that is suitable and adequate for the accommodation of its members, and is directed by a board of directors, executive committee, or other similar body chosen by the members at a meeting held for that purpose. No member, officer, agent or employee shall receive any profit from the distribution or sale of beverages to the members of the cub, or their guests, beyond a reasonable salary or wages fixed and voted on each year by the governing body.

EVENT OR GATHERING - Any group of three or more persons who have assembled or gathered together for a social occasion or other activity.

GUEST – A person not a member of the club licensee but present on the club-licensed premises in the company of a host member.

HOST - To aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.

HOTEL – An establishment where food and lodging are regularly furnished to transients and which has:

A. A dining room serving the general public at tables and having facilities for seating at least 30 guests at one time.

B. At least 25 guest rooms.

INTOXICATING LIQUOR – Ethyl alcohol and distilled, fermented, spirituous, vinous, and malt beverages containing in excess of 3.2 percent alcohol by volume.

LICENSE – A document issued by the City to an applicant permitting them to carry on and transact the business stated therein.

LICENSE FEE- The money paid by the City pursuant to an application and prior to issuance of a license to transact and carry on the business stated therein.

LICENSED PREMISES – The premises described in the approved license application. The license may be issued only for a space that is compact and contiguous. In the case of a restaurant or a club licensed for on-sale of alcoholic beverages and located on a golf course, the term "licensed premises" includes the entire golf course, except for areas where motor vehicles are regularly parked or operated.

LIQUOR - As used in this ordinance, without modification by the words "intoxicating" or a "3.2 percent malt" includes both intoxicating liquor and 3.2 percent malt liquor.

3.2 PERCENT MALT LIQUOR – Any beer, ale, or other beverage made from malt by fermentation and containing not less than one half percent alcohol by volume and not more than 3.2 percent alcohol by weight.

MANUFACTURER – Every person who, by any process of manufacture, fermenting, brewing, distilling, refining, rectifying, or blending, or by the combination of different materials, prepares or produces intoxicating liquor for sale.

OFF-SALE – The sale of alcoholic beverages in original packages for consumption off the premises only.

ON-SALE- The sale of alcoholic beverages for consumption on the licensed premises.

PARENT - A person having legal custody of a juvenile:

A. As natural, adoptive parent, or step-parent;
B. As a legal guardian; or
C. As a person to whom legal custody has been given by order of the court

PERSON - "Person" means any individual, partnership, co-partnership, corporation, or any association of one or more individuals.

RESIDENCE OR PREMISES - Any home, yard, farm, field, land, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, park, or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.

RESTAURANT- An eating facility, other than a hotel, open to the general public under the control of a single proprietor or manager, where meals are regularly prepared on the premises, where full waitress/waiter table service is provided, where a customer orders food from printed menus and where the main food course is served and consumed while seated at a single location. To be a restaurant as defined by this section, an establishment shall have a license from the state as required by Minn. Stat. § 157.16, as it may be amended from time to time, and meet the definition of either a "small establishment," "medium establishment" or "large establishment" as defined in Minn. Stat. § 157.16, subd. 3(d), as it may be amended from time to time. The facility shall have a minimum seating capacity for at least 30 guests. An establishment which serves prepackaged food that receives heat treatment and is served in the package or frozen pizza that is heated and served, shall not be considered to be a restaurant for purposes of this ordinance unless it meets the definitions of a "small establishment", "medium establishment" or "large establishment".

UNDERAGE PERSON- Any individual under twenty-one (21) years of age.

WHOLESALER – Any person who sells alcoholic beverages to persons to whom the sale is permitted under Minn. Stat. § 340A.310, from a stock maintained in a warehouse in the state.

§ 76-4. Consumption in public places.

No person shall consume intoxicating liquor or 3.2 percent malt liquor in a public park, on any public street, sidewalk, parking lot or alley, or in any public place other than on the premises of an establishment licensed under this ordinance, or where the consumption and display of liquor is lawfully permitted. Licenses for intoxicating liquor or 3.2 percent malt liquor as per section 76-4 of this chapter may be granted in conjunction with a special event permit, as approved by the city.

§ 76-5. Exceptions

A. Section 76-4 shall not apply to the extent that temporary license for the sale of 3.2 percent malt liquor have been granted or will be granted to clubs, charitable, religious, and non-profit organizations, which such licenses contemplate sale and consumption at any of the prohibited places set forth in Section 76-4 at the time and place for which the temporary license has been granted.

B. Section 76-4 shall not apply if the consumption of intoxicating liquor or 3.2 percent malt liquor occurs in any of the prohibited places designated therein if a valid license or permit has been issued.

C. Section 76-4 shall not apply if consumption of intoxicating liquor or 3.2 percent malt liquor occurs at the Isanti Community Center if arrangements for the use of the Community Center which contemplate such consumption have been property made with the City Administrator or their designee, and all required fees for same have been paid.

ARTICLE II Licensing and Operation

§ 76-6. Raffles, Silent Actions, and fund-raising events for charitable purposes of wine, beer or intoxicating liquors.

No person shall conduct a silent auction, raffle of other fund-raising event pursuant to Minn. Stat. § 340A.707 with prizes or awards of wine, beer or intoxicating liquors without notifying the city clerk of the event at least ten days prior to the occurrence of the event. The event holder shall provide the city with the following information: the person or organization holding the event, the day, time and location of the event, type of fund raising event (silent auction, raffle or otherwise), type and amount of wine, beer, intoxicating liquor to be awarded as prizes, and the charitable purposes to which the event proceeds will be donated.

§ 76-7. Number of licenses which may be issued.

The Council may issue the number of licenses authorized by statute or restrict such number from time to time, as authorized by Minn. Stat. § 340A., as it may be amended from time to time.

§ 76-8. Term and Expiration of Liquor Licenses.

Each license shall be issued for a maximum period of one year. All licenses, except temporary licenses, shall expire on March 31 of each year. Temporary licenses expire according to their terms. Consumption and display permits issued by the Commissioner of Public Safety, and the accompanying city consent to the permit, shall expire on March 31 of each year.

§ 76-9. Kinds of Liquor Licenses.

The following types of licenses are issued under this Chapter.

A. 3.2 percent malt liquor on-sale licenses, which may be issued to drugstores, golf courses, restaurants, hotels, clubs, bowling centers, and establishments used exclusively for the sale of 3.2 percent malt liquor with the incidental sale of tobacco and soft drinks, and served for consumption on the premises only.

B. 3.2 percent malt liquor off-sale licenses, which may be issued to general food stores and drugstores and permit the sale of 3.2% malt liquor at retail in the original package for consumption off the premises only.

C. Temporary 3.2 percent malt liquor licenses which may be issued only to a club, charitable, religious, or nonprofit organization. The temporary license may authorize the sale of 3.2 percent malt liquor in any school or school building.

D. On-sale intoxicating liquor licenses, which may be issued to the following establishments as defined by Minn. Stat. § 340A.101, as it may be amended from time to time,

and this ordinance: hotels, restaurants, bowling centers, theaters, clubs or congressionally chartered veterans' organizations, theaters and exclusive liquor stores. Club licenses may be issued only with the approval of the Commissioner of Public Safety. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at a community festival held within the city under the provisions of Minn. Stat. § 340A.404, subd. 4(b) as it may be amended from time to time. The Council may in its sound discretion authorize a retail on-sale licensee to dispense intoxicating liquor off the licensed premises at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the City, under the provisions of Minn. Stat § 340A.404, subd. 4(a) as it may be amended from time to time; however, the licensee is prohibited from dispensing intoxicating liquor to any person attending or participating in an amateur athletic event being held on the premises.

E. Sunday on-sale intoxicating liquor licenses may be issued only to a restaurant as defined in Section 76-3 of this ordinance, club, bowling center, or hotel which has a seating capacity of at least 30 guests, which holds an on-sale intoxicating liquor license, and which serves liquor only in conjunction with the service of food. Sunday sales licenses may be issued to Brew Pubs, Brewer Taprooms or Cocktail rooms meeting the definition of a restaurant.

F. Temporary on-sale intoxicating liquor licenses, with the approval of the Commissioner of Public Safety, which may be issued only in connection with a social event sponsored by a club, charitable, religious, or other nonprofit corporation that has existed for at least three years; a political committee registered under state law; or a state university. The City may not issue a license for more than 3 four-day, 4 three-day, 6 two-day or 12 one-day temporary licenses (in any combination) not to exceed 12 days total to any one organization or for any location in the City, within a 12-month period.

G. On-sale wine licenses, with the approval of the Commissioner of Public Safety to: theaters, restaurants that have facilities for seating at least 25 guests at one time and meet the criteria of Minn. Stat. § 340A.404, subd. 5, as it may be amended from time to time, and which meet the definition of restaurant in section 3; to licensed bed and breakfast facilities which meet the criteria in Minn. Stat. § 340A.4011, subd. 1, as it may be amended from time to time and to theaters that meet the criteria of Minn. Stat. § 340A.404, subd. 1(b) as it may be amended from time to time. The holder of an on-sale wine license who also holds an on-sale 3.2 percent malt liquor license is authorized to sell malt liquor with a content over 3.2 percent (strong beer) without an additional license.

H. One day consumption and display permits with the approval of the Commissioner of Public Safety to a nonprofit organization in conjunction with a social activity in the city sponsored by the organization.

I. Approval of the issuance of a consumption and display permit by the Commissioner of Public Safety. Consumption and display permits shall expire on March 31 of each year.

J. Culinary class limited on-sale licenses, pursuant to Minn. Stat. § 340A.4041, may be issued to a business establishment not otherwise eligible for an on-sale intoxicating liquor license that, as a part of its business, conducts culinary or cooking classes for which payment is made by each participant or advance registration is required. The license authorizes the licensee to furnish to each participant in each class, at no additional cost to the participant, up to a maximum of 6 ounces of wine or 12 ounces of intoxicating malt liquor, during and as part of the class, for consumption on the licensed premises only.

K. On-sale intoxicating liquor license for Brew Pubs, on-sale 3.2 percent malt liquor license with the approval of the Commissioner of Public Safety, may be issued to brewers who operate a restaurant in their place of manufacture and who meet the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Sales under this license at on-sale may not exceed 3,500 barrels per year. If a brew pub licensed under this section possesses a brew pub off sale license as per Paragraph K., the brew pub's total combined retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 500 barrels.

L. Brew pub off-sale malt liquor licenses, with the approval of the Commissioner of Public Safety, may be issued to a brewer that meets the criteria established at Minn. Stat. § 340A.24, as it may be amended from time to time. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. All malt liquor sold under this license shall be packaged in the manner required by Minn. Stat. § 340A.285 as it may be amended from time to time. Sales under this license may not exceed 500 barrels per year. If a brewer licensed under Paragraph L. of this section possesses a license under Paragraph J. above, the brewer's total retail sales at on-sale or off-sale may not exceed 3,500 barrels per year, provided that off-sales may not total more than 750 barrels.

M. Brewer off-sale malt liquor licenses may also be issued, with approval of the Commissioner, to a holder of a brewer's license under Minn. Stat. § 340A.301, subd. 6(c), (i) or (j) and meeting the criteria established by Minn. Stat. § 340A.28 as may be amended from time to time. The amount of malt liquor sold at off-sale may not exceed 750 barrels annually. Malt liquor sold off-sale must be removed from the premises before the applicable off-sale closing time at exclusive liquor stores. Packaging of malt liquor for off-sale under this license must comply with section 340A.285.

N. Brewer temporary on-sale intoxicating liquor licenses may be issued, with the approval of the Commissioner of Public Safety, to brewers who manufacture fewer than 3,500 barrels of malt liquor in a year for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer.

O. A brewer taproom license may be issued to the holder of a brewer's license under M.S. § 340A.301 Subd. 6(c), (i) or (j) as it may amended from time to time. A brewer's taproom license authorizes on-sale of 3.2 percent or intoxicating malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer. A brewer may have only one taproom license and may not have an ownership interest in a brewer licensed under Minn. Stat. § 340A.301 Subd. 6(d) as it may be amended from time to time. A brewer taproom license may not be issued to a brewer that brews more than 250,000 barrels of malt liquor annually or a winery that produces more than 250,000 gallons of wine annually. Within ten days of issuing a brewer taproom license the City Clerk will inform the Commissioner of Public Safety of the licensee's name, address, trade name and the effective date and expiration date of the license. The City Clerk will inform the Commissioner of Public Safety of a license transfer, cancellation, suspension, or revocation during the license period.

P. A cocktail room license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistillery cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller. The holder of a microdistillery cocktail room license may also hold a license to operate a restaurant at the distillery. No more than one cocktail room license may be issued to any

distiller and a microdistillery cocktail room license may not be issued to any person having an ownership interest in a distillery licensed under Minn. Stat. § 340A.301 subd. 6 (a). No single entity may hold both a microdistillery cocktail room and taproom license and a microdistillery cocktail room and taproom license may not be co-located. Within ten days of the issuance of a microdistillery cocktail room license, the city shall inform the commissioner of public safety of the licensee's name and address and trade name, and the effective date and expiration date of the license. The city shall also inform the commissioner of public safety of a microdistillery cocktail room license transfer, cancellation, suspension, or revocation during the license period.

Q. A microdistiller off-sale license may be issued to the holder of a state microdistillery license if at least 50 percent of the annual production of the licensee is processed and distilled on premises. A microdistiller off-sale license authorizes off-sale of one 375 milliliter bottle per customer per day of product manufactured on-site provided the product is also available for distribution to wholesalers. Product must be removed from the premises before the applicable closing time.

R. A microdistiller temporary on-sale intoxicating liquor license may be issued to the holder of a state microdistillery license. A microdistillery temporary on-sale intoxicating liquor license authorizes on-sale of intoxicating liquor in connection with a social event within the city sponsored by the microdistillery.

§ 76-10. License fees; pro rata.

A. No license or other fee established by the city shall exceed any limit established by Minn. Stat. Ch. 340A, as it may be amended from time to time, for a liquor license.

B. The Council may establish by ordinance licenses, and by resolution charges for the license fees; for any of the liquor licenses it is authorized by this Chapter to issue.

C. The fee for all licenses, except temporary licenses, granted after the commencement of the license year shall be prorated on a quarterly basis.

D. All license fees shall be paid in full at the time the application is filed with the city. If the application is denied, the license fee shall be returned to the applicant.

E. A refund of a pro rata share of an annual license fee may occur only if authorized by Minn. Stat. § 340A.408, subd. 5, as it may be amended from time to time.

§ 76-11. Council discretion to grant or deny a license.

The Council in its sound discretion may either grant or deny the application for any license or for the transfer or renewal of any license. No applicant has a right to a license under this ordinance.

§76-12. Application for license.

A. Form. Every application for a license issued under this ordinance shall be on a form provided by the city. Every application shall state the name of the applicant, the applicant's age, representations as to the applicant's character, with references as the Council may require, the type of license applied for, the business in connection with which the proposed license will

operate and its location, a description of the premises, whether the applicant is owner and operator of the business, how long the applicant has been in that business at that place, and other information as the Council may require from time to time. An application for an on-sale intoxicating liquor license shall be in the form prescribed by the Commissioner of Public Safety and shall also contain the information required in this section. The form shall be verified and filed with the city. No person shall make a false statement in an application.

B. Financial responsibility. Prior to acceptance of an application or renewal for a license the applicant must file their proof of financial responsibility with the City. The applicant shall demonstrate proof of financial responsibility as defined in Minn. Stat. § 340A.409, as it may be amended from time to time, with regard to liability under Minn. Stat. § 340A.801, as it may be amended from time to time. This proof will be filed with the city and the Commissioner of Public Safety. Any liability insurance policy filed as proof of financial responsibility under this section shall conform to Minn. Stat. § 340A.409, as it may be amended from time to time. Operation of a business which is required to be licensed by this ordinance without having on file with the city at all times effective proof of financial responsibility is a cause for revocation of the license.

§ 76-13. Description of Premises.

The application shall specifically describe the compact and contiguous premises within which liquor may be dispensed and consumed. The description may not include any parking lot or sidewalk.

§ 76-14. Applications for renewal.

At least 90 days before a license issued under this ordinance is to be renewed, an application for renewal shall be filed with the city. The decision whether or not to renew a license rests within the sound discretion of the Council. No licensee has a right to have the license renewed.

§ 76-15. Transfer of license.

No license issued under this ordinance may be transferred without the approval of the Council. Any transfer of stock of a corporate licensee is deemed to be a transfer of the license, and a transfer of stock without prior Council approval is a ground for revocation of the license. An application to transfer a license shall be treated the same as an application for a new license, and all of the provisions of this code applying to applications for a license shall apply.

§ 76-16. Investigation.

A. Preliminary background and financial investigation. On an initial application for a license, on an application for transfer of a license and, in the sound discretion of the Council that

it is in the public interest to do so, on an application for renewal of a license, the city shall conduct a preliminary background and financial investigation of the applicant or it may contract with the Commissioner of Public Safety for the investigation. The applicant shall pay with the application an investigation fee which shall be in addition to any license fee. The results of the preliminary investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license. No license may be issued, transferred, or renewed if the results of the investigation show, to the satisfaction of the Council, that issuance, transfer, or renewal would not be in the public interest.

B. Comprehensive background and financial investigation. If the results of a preliminary investigation warrant, in the sound discretion of the Council, a comprehensive background and financial investigation, the Council may either conduct the investigation itself or contract with the Commissioner of Public Safety for the investigation. The investigation fee for this comprehensive background and financial investigation to be paid by the applicant shall be $500, less any amount paid for the initial investigation if the investigation is to be conducted within the state, and $10,000, less any amount paid for the initial investigation, if the investigation is required outside the state. The unused balance of the fee shall be returned to the applicant whether or not the application is denied. The fee shall be paid in advance of any investigation and the amount actually expended on the investigation shall not be refundable in the event the application is denied. The results of the comprehensive investigation shall be sent to the Commissioner of Public Safety if the application is for an on-sale intoxicating liquor license or an on-sale wine license.

§ 76-17. Council Consideration and issuance.

The Council shall investigate all facts set out in the application and not investigated in the preliminary or comprehensive background and financial investigations. For applications for issuance or renewal of annual on-sale licenses for intoxicating and/or 3.2 percent malt liquor, the applicant or their agent must be present at the Council meeting where their application is on the meeting agenda for consideration. After due consideration of the application, background check and public safety report on annual on-sale license renewals; the Council shall in its sound discretion grant or deny the application. No license shall become effective until the proof of financial security has been approved by the Commissioner of Public Safety.

§ 76-18. Restrictions on issuance.

A. Each license shall be issued only to the applicant for the premises described in the application.

B. Not more than one license shall be directly or indirectly issued within the city to any one person.

C. No license shall be granted or renewed for operation on any premises on which taxes, assessments, utility charges, service charges, or other financial claims of the city are delinquent and unpaid.

D. No license shall be issued for any place or any business ineligible for a license under state law.

E. No license shall be granted within 500 feet of any school or church. The distance is to be measured from the closest side of the church to the closest side of the structure on the premises within which liquor is to be sold.

§ 76-19. Conditions of license.

The failure of a licensee to meet any one of the conditions of the license specified below shall result in a suspension of the license until the condition is met.

A. Within 90 days after employment, every person selling or serving liquor in an establishment which has an on-sale license shall receive training regarding the selling or serving of liquor to customers. The training shall be provided by an organization approved by the Council. Proof of training shall be provided by the licensee.

B. Every licensee is responsible for the conduct of the place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this ordinance and the law equally with the employee.

C. Every licensee shall allow any peace officer, health officer, city employee, or any other person designated by the Council to conduct compliance checks and to otherwise enter, inspect, and search the premises of the licensee during business hours and after business hours during the time when customers remain on the premises without a warrant.

D. No on-sale establishment shall display liquor to the public during hours when the sale of liquor is prohibited.

E. Compliance with financial responsibility requirements of state law and of this ordinance is a continuing condition of any license.

§ 76-20. Hours and days of sale.

A. 3.2 percent malt liquor. No sale of 3.2 percent malt liquor shall be made between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday or between 1:00 a.m. and 12:00 p.m. on Sunday.

B. Intoxicating liquor, on-sale. Except as provided in Paragraph C of this section, no sale of intoxicating liquor for consumption on the licensed premises may be made between 1:00 a.m. and 8:00 a.m. on the days of Monday through Saturday, or after 8:00 p.m. on December 24, or after 1:00 a.m. on Sundays. These hours are applicable to all holders of on-sale licenses, including brew pubs, brewers tap rooms and micro distiller's cocktail rooms.

C. Intoxicating liquor, Sunday sales, on-sale. Sales of intoxicating liquor for consumption on a premise issued a Sunday on-sale license shall be permitted between the hours of 8:00 a.m. on Sundays and 1:00 a.m. on Mondays. These hours are applicable to all holders of Sundays on-sale licenses.

D. Intoxicating liquor, off-sale. No sale of intoxicating liquor may be made by exclusive liquor stores on Sundays, except between the hours of 11:00 a.m. and 6:00 p.m., before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday, on Thanksgiving Day, on Christmas Day

(December 25) or after 8:00 p.m. on Christmas Eve (December 24). The Council may further limit the hours of sale of alcoholic beverages. These hours are applicable to all holders of off-sale licenses, including brew pubs, brewers and micro distillers.

F. Display of liquor. No licensee shall display liquor to the public during hours when the sale of liquor is prohibited.

76-21 Closing of premises after legal time of sale; removal of containers

A. It is unlawful for any person other than the on-sale licensee or a bona fide employee actually engaged in the performance of their duties to be on the premises licensed under this Chapter more than 30 minutes after the legal time for making licensed sales; provided, however, that this section shall not apply to licensees, employees of the licensee, and patrons on the licensed premises for the sole purpose of preparing, serving, or consuming food or beverages other than alcoholic beverages.

B. No person shall consume nor shall any on-sale licensee permit any consumption of intoxicating liquor or 3.2 percent malt liquor in an on-sale licensed premises more than 20 minutes after the time when a sale can legally occur.

C. No on-sale licensee shall permit any glass, bottle, or other container containing intoxicating liquor or 3.2 percent malt liquor to remain upon any table, bar, stool, or other place where customers are served, more than 20 minutes after the time when a sale can legally occur.

D. Any violation of any condition of this section may be grounds for revocation or suspension of the license.

§ 76-22. Nudity on the premises of licensed establishments prohibited.

A. The City Council finds that it is in the best interests of the public health, safety, and general welfare of the people of the city that nudity is prohibited as provided in this section on the premises of any establishment licensed under this ordinance. This is to protect and assist the owners, operators, and employees of the establishment, as well as patrons and the public in general, from harm stemming from the physical immediacy and combination of alcohol, nudity, and sex. The Council especially intends to prevent any subliminal endorsement of sexual harassment or activities likely to lead to the possibility of various criminal conduct, including prostitution, sexual assault, and disorderly conduct. The Council also finds that the prohibition of nudity on the premises of any establishment licensed under this ordinance, as set forth in this section, reflects the prevailing community standards of the city.

B. It is unlawful for any licensee to permit or allow any person or persons on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material. It is unlawful for any person to be on the licensed premises when the person does not have his or her buttocks, anus, breasts, and genitals covered with a non-transparent material.

C. A violation of this section is a misdemeanor punishable as provided by law, and is justification for revocation or suspension of any liquor, wine, or 3.2 percent malt liquor license or any other license issued under this ordinance or the imposition of a civil penalty under the provisions of this Chapter.

§ 76-23. Minors on premises.

A. No person under the age of 18 years shall be employed in any rooms constituting the place in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale, except that persons under the age of 18 may be employed as musicians or to perform the duties of a bus person, host or dishwashing services in places defined as a restaurant, hotel, motel or other multi-purpose building serving food in rooms in which intoxicating liquors or 3.2 percent malt liquor are sold at retail on sale.

B. No person under the age of 21 years may enter a licensed establishment except to work, consume meals on premises that qualify as a restaurant, or attend social functions that are held in a portion of the premises where liquor is not sold.

§ 76- 24. Restrictions on purchase, consumption and possession.

A. No person shall mix or prepare liquor for consumption in any public place of business unless it has a license to sell on-sale, or a permit from the Commissioner of Public Safety under the provisions of Minn. Stat. § 340A.414, as it may be amended from time to time, which has been approved by the Council, and no person shall consume liquor in any such place.

B. No person under the legal drinking age shall consume or possess with the intent to consume or receive delivery of intoxicating or 3.2 percent malt liquor except in the household of the minor's parent or guardian, and then only with the consent of such parent or guardian.

C. No person under the legal drinking age shall possess any intoxicating or 3.2 percent malt liquor. Possession of an alcoholic beverage by a person under the legal drinking age at a place other than the household of a parent or guardian is prima facie evidence of intent to consume it at a place other than the household of the person's parent or guardian.

§ 76-25. Suspension and revocation.

A. The Council shall either suspend for a period not to exceed 60 days or revoke any liquor license upon finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this ordinance relating to liquor. Except in cases of lapse of proof of financial responsibility, no suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing pursuant to the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time. The Council may act as the hearing body under that act, or it may contract with the Office of Hearing Examiners for a hearing officer.

B. The following are the minimum periods of suspension or revocation which shall be imposed by the Council for violations of the provisions of this ordinance or Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time:

1. For commission of a felony related to the licensed activity, sale of alcoholic beverages while the license is under suspension, sale of intoxicating liquor where the only license is for 3.2 percent malt liquor, or violation of Section 4, the license shall be revoked.

2. The license shall be suspended by the Council after a finding under division (A) that the licensee has failed to comply with any applicable statute, rule, or provision of this ordinance for at least the minimum periods as follows:

(a) For the first violation within any three-year period, at least one day suspension in addition to any criminal or civil penalties which may be imposed.

(b) For a second violation within any three-year period, at least three consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

(c) For the third violation within any three-year period, at least seven consecutive days suspension in addition to any criminal or civil penalties which may be imposed.

(d) For a fourth violation within any three-year period, the license shall be revoked.

3. The Council shall select the day or days during which the license will be suspended.

C. Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this ordinance or state law without further action of the Council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the Clerk, a hearing before the Council shall be granted within ten days. Any suspension under this division (B) shall continue until the Council determines that the financial responsibility requirements of state law and this ordinance have again been met.

D. The provisions of Section 30 pertaining to administrative penalty may be imposed in addition to or in lieu of any suspension or revocation under this ordinance.

Article III Municipal Liquor Store

§ 76-26. Municipal liquor store continued.

If the city has in existence on the effective date of this ordinance a municipal liquor store for the sale of intoxicating liquor, the store is continued. Except as provided in Section 29, no intoxicating liquor may be sold at retail elsewhere in the city.

§ 76-27. Location.

The municipal liquor store shall be located at a suitable place in the city as the Council determines by motion. However, no premises upon which taxes, assessments, or other public charges are delinquent shall be leased for municipal liquor store purposes. The Council shall have the right to establish additional off-sale and on-sale stores at other locations as it may, from time to time, by motion, determine.

§ 76-28. Operation.

A. Manager. The municipal liquor store shall be in the immediate charge of a Liquor Store Manager selected by the Council and paid compensation as is fixed by the Council. The Manager

shall not be a person who would be prohibited by law or any provision of this ordinance from being eligible for an intoxicating liquor license. The Manager shall furnish a surety bond to the city, conditioned upon the faithful discharge of the duties of the office, in a sum as specified by the Council. The bond premium may be paid by the city or the Manager, in the discretion of the Council. The Manager shall operate the municipal liquor store under the Council's direction and shall perform those duties in connection with the store as may be established by the Council. The Manager shall be responsible to the Council for the conduct of the store in full compliance with this ordinance and with the laws relating to the sale of intoxicating liquor and 3.2 percent malt liquor.

B. Other employees. The Council may also appoint additional employees as may be required and shall fix their compensation. All employees, including the Manager, shall hold their positions at the pleasure of the Council. No person under the age of 18 shall be employed in the store. The Council may require the employees to furnish surety bonds conditioned for the faithful discharge of their duties in a sum as specified by the Council. The premium on the bond may be paid by the city or the employees, as the Council determines.

C. Municipal liquor store fund. All of the revenues received from the operation of a municipal liquor store shall be deposited in a municipal liquor store fund from which all ordinary operating expenses, including compensation of the Manager and employees, shall be paid. Surpluses accumulating in the fund may be transferred to the general fund of the city or to any other appropriate fund of the city by resolution of the Council, and may be expended for any municipal purpose. The handling of municipal liquor store receipts and disbursements shall comply with the procedure prescribed by law and charter for the receipts and disbursements of city funds generally.

D. Financial statement. The Council shall provide within 90 days following the end of the calendar year for publication a balance sheet using generally accepted accounting procedures and a statement of operations of the municipal liquor store for that year. The balance sheet and statement shall be published in accordance with the provisions of Minn. Stat. § 471.6985, as it may be amended from time to time.

E. Hours of operation. The hours during which the sale of intoxicating liquor may be sold shall be as provided in Section 76-21. No person, other than the Manager or a store employee, may remain in the municipal liquor store longer than one-half hour after the time when the sale of intoxicating liquor must cease.

§ 76-29. Proof of financial responsibility.

The city shall demonstrate proof of financial responsibility required by licensees of retail intoxicating liquor establishments under the provisions of Minn. Stat. § 340A.409, as it may be amended from time to time.

§ 76-30. Penalties.

A. Any person violating the provisions of this ordinance or Minn. Stat. Ch. 340A as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time is guilty of a misdemeanor and upon conviction shall be punished as provided by law.

B. The Council shall impose a civil penalty of up to $2,000 for each violation of Minn. Stat. Ch. 340A, as it may be amended from time to time, and of this ordinance. Conviction of a violation in a court of law is not required in order for the Council to impose the civil penalty. A hearing under the Administrative Procedures Act, Minn. Stat. §§ 14.57 to 14.70, as it may be amended from time to time, is not required before the penalty is imposed, but the Council shall hold a hearing on the proposed violation and the proposed penalty and hear any person who wishes to speak. Non-payment of the penalty is grounds for suspension or revocation of the license. The following is the minimum schedule of presumptive civil penalties which must be imposed in addition to any suspension unless the license is revoked:

1. For the first violation within any three-year period, $500.
2. For the second violation within any three-year period, $1,000.
3. For the third and subsequent violations within any three-year period, $2,000.

C. The term "violation" as used in Section 23 includes any and all violations of the provisions in this Chapter, or of Minn. Stat. Ch. 340A, as it may be amended from time to time or any rules promulgated under that chapter as they may be amended from time to time. The number of violations shall be determined on the basis of the history of violations for the preceding three-year period. Revocation shall occur within 60 days following a violation for which revocation is imposed.

Article IV Annual Rodeo Liquor Liability Insurance

76-31. Liability insurance policy limits

A. A condition to the granting of a temporary license for the on-sale of intoxicating liquor or 3.2 percent malt liquor for the Isanti Volunteer Fire Department Relief Association Annual Rodeo and associated events, the Isanti Volunteer Fire Department Relief Association shall have in place liquor liability insurance as per Minn. Stat. § 340A.409 as amended from time to time and liability insurance in the following amounts:

1. Per person (personal injury) $1,000,000
2. Per occurrence: $1,000,000
3. Property damage, per occurrence: $100,000

B. Said insurance shall be in force during the entire period for which the license is issued.

76-32. Maintenance of policy limits every year

Said policy limits shall be maintained each and every year that the Isanti Volunteer Fire Department Relief Association sponsors the rodeo and associated events unless and until the required policy limits as set forth herein are changed by amendment of this article adopted the City Council.

Article V Social Host

§ 76-33. Purpose and Findings. The Isanti City Council intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where persons under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. The Isanti City Council finds that:

A. Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.

B. Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic collisions.

C. Alcohol is an addictive drug which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.

D. Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the parent(s) is/are present and, condone the activity, and in some circumstances provide the alcohol.

E. Even though giving or furnishing alcohol to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.

F. A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

§ 76-34. Authority. This ordinance is enacted pursuant to Minn. Stat. §145A.05 subdivision 1, as amended from time to time.

§ 76-35. Prohibited Acts.

A. It is unlawful for any person(s) to host, aid and abet or allow an event or gathering at any residence, premises, or on any other private or public property; where alcohol or alcoholic beverages are present when the person knows or reasonably should know that an underage person will or does 1) consume any alcohol or alcoholic beverage; or 2) possess any alcohol or alcoholic beverage with the intent to consume it; and the person fails to take reasonable steps to prevent possession or consumption by the underage person(s)

B. A person is criminally responsible for violating Subdivision 4(a) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another

to commit the prohibited act.

C. A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.

§ **76-36. Exceptions.**

A. This ordinance does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.

B. This ordinance does not apply to legally protected religious observances.

C. This ordinance does not apply to retail intoxicating liquor or 3.2 percent malt liquor licenses, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat. §340A.503 Subd.1(a)(1), as amended from time to time.

D. This ordinance does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

§ **76-37. Enforcement**. This ordinance can be enforced by any police officer or sheriff's deputy in the county.

§ **76-38. Severability**. If any section, subsection, sentence, clause, phrase, word, or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

§ **76-39. Penalty**. Violation of this Article is an Administrative offense punishable by an administrative fee of $75.00, unless specifically charged and prosecuted as a misdemeanor.

§ 76-32. Summary approved.

The Council herby determines that the text of the summary of this ordinance marked "Official Summary of Ordinance No _____," and a copy of which is attached to this ordinance, clearly informs the public of the intent and effect of this ordinance. The Council further determines that publication of the title and this summary will clearly inform the public of the intent and the effect of this ordinance. The Clerk shall file a copy of this ordinance and the summary in the Clerk's office which shall be available for inspection by any person during regular office hours. A copy of the ordinance shall be available in the community library, if there is one, or if not, in any other public location which the council designates.

EFFECTIVE DATE:

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ____ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on: _____, 2020
Published on: _____, 2020
Effective Date: _____, 2020

J.2.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units

Background:

Staff has finished a complete review of the City Code Chapter 245, Peddlers, Solicitors, and Transient Merchants. Added new to this city code chapter is mobile food units. Items updated and new include:

- Extension of Solicitor and Peddler licenses to all zoning districts. Previously they had been restricted to residential districts.
- Fund raising activities with donation or payment in exchange for a product would be included in Solicitor licenses.
- Addition of Mobile Food Units in commercial areas on private property, with applicable regulations similar to area cities.
- Mobile Food units may operate in residential or park zoning districts or in City rights of way under a Special Event Permit.

The City Attorney has reviewed the City code amendments.

Recommendation:

Committee of the Whole reviewed the proposed City Code Chapter 245 amendments and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units.

Attachments:

- Ordinance XXX – An Ordinance to Amend the Code for the City Of Isanti, Chapter 245, Peddlers, Solicitors, Transient Merchants and Mobile Food Units.

ORDINANCE NO. ____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 485, ADOPTED ON MAY 5, 2010, AND TITLED PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS

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

- **Section 1 – Repealer.** Ordinance No. 485, titled "Peddlers, Solicitors and Transient Merchants", codified in Chapter 245 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 245 is hereby adopted:

Chapter 245

Peddlers, Solicitors, Transient Merchants and Mobile Food Units

245-1. Definitions
245-2. License Required
245-3. Exceptions.
245-4. Ineligible People.
245-5. Application.
245-6. Photographs.
245-7. Fees, Duration.
245-8. Investigation, Issuance, Denial.
245-9. Standards of Conduct.
245-10. Mobile Food Units.
245-11. Exclusion by Placard.
245-12. Special Events.
245-13. Suspension; Revocation.
245-14. Penalty, Enforcement.

§ 245-1. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

1. "Non-commercial door-to-door advocate" is a person who goes door-to-door for the primary purpose of disseminating religious, political, social or other ideological beliefs. For the purpose of this chapter, the term door-to-door advocate shall fall under the term solicitor and include door-to-door canvassing and pamphleteering and is intended for non-commercial purposes.
2. "Peddler" includes a person who goes from place-to-place exhibiting merchandise for sale, making sales, and delivering articles to purchasers.
3. "Transient Merchant" – A person who temporarily sets up business out of a vehicle, trailer, tent or other portable shelter or empty storefront in a commercial district where retail sales are a permitted or conditional use for the purpose of exposing or displaying for sale, selling or attempting to sell and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any location for more than 14 consecutive days.

4. "Solicitor" includes a person who goes from place-to-place soliciting orders for the sale of merchandise or personal services for future delivery or future performance, whether or not the person has a sample of the merchandise or is collecting advance payments for the orders. The word also includes activity that has as its ultimate purpose the obtaining of orders even though it may not initially purport to do so. For the purposes of this chapter, the term solicitor shall have the same meaning as the term canvasser.
5. "Regulated activity" means the activity of a peddler, transient merchant, solicitor or mobile food unit as defined in this chapter. The term only includes activities that involve the sale of a product or service. It does not include activities that involve only statements of opinion or belief or that request only a donation.
5. "Licensee" means an individual, partnership, corporation or association licensed within the city under this section and includes a person who is or will be conducting the regulated activity on behalf of the licensee.
6. "Person" means a natural person, a firm, partnership, corporation, any other association of people, and includes the manager or agent of that person or organization.
7. "Occupant" means a person living, staying, or working at a residence, including a guest.
8. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

§ 245-2. License Required.

A person engaging in a regulated activity within the city must first obtain a license from the City Clerk or designee.

§ 245-3. Exceptions.

A person engaging in the following activities is not required to obtain a license and an identification card from the city:

1. Selling personal property at garage sales, rummage sales, or estate sales. This includes persons participating in an organized multi-person bazaar or flea market.
2. Selling newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Selling products of the farm or garden grown or raised by the seller, including meat, but such activities must comply with applicable health regulations.
4. Selling at an auction conducted by a licensed auctioneer, or any officers of the court conducting a court ordered sale.
5. Calling upon residents in connection with a regular route service for the sale and delivery of perishable food and dairy products. This includes initial contacts to establish a customer delivery route. This exception does not relieve that person of the duty to comply with other applicable city requirements.

6. Sales or offers for sales by peddlers or solicitors who appear at the customer's home or place of business by an appointment which was made prior to such appearance are exempt from the provisions of this chapter.
7. Non-commercial door-to-door advocates. No license or registration shall be required of any person going from house to house, door to door, business to business, street to street or any other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights, such as the freedom of speech, press, religion and the like, except that this exemption does not apply if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
8. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a commercial retail seller of the items be sold by the wholesaler.

§ 245-4. Ineligible People.

The following people are not eligible for a license and from the city:

1. A person whose license for a regulated activity was revoked by the city or another governmental body within three years before the application date;
2. A person who has been denied a license for regulated activity by the city or another governmental body because of circumstances that occurred within three years before the application date;
3. A person who has violated, or whose representative has violated, a provision of this section within three years before the application date, or who violates a provision of this section during the application period pending issuance of the license;
4. A person who has been convicted within three years before the application date of a crime that adversely reflects on the person's ability to honestly, safely, or lawfully conduct the regulated activities, unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3, as it may be amended from time to time; or
5. A person who has falsified information, or omitted material information, required by this section.
6. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

§ 245-5. Application.

Application for a license must be made at least ten working days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the information listed below and includes the required supporting documentation:

1. Full legal name and physical description of the applicant;

2. Complete home and local address of the applicant;
3. A brief description of the proposed activity, its location, and the merchandise or service involved;
4. The dates and hours of the day during which the activity will be conducted;
5. Name, address, and phone number of the person on whose behalf the orders are solicited, together with credentials establishing the applicant's relationship to the person;
6. The source of supply of merchandise proposed to be sold, where the goods are located at the time the application is filed and the proposed method of delivery;
7. Whether or not the applicant has been convicted of any crime other than petty traffic violations, the nature, time and location of the offense and the punishment or penalty imposed;
8. The last cities or other localities, not exceeding five, where the applicant conducted the proposed activity immediately preceding the date of the application and where within those areas the activity took place;
9. Make, model, year, color, and state license number of each motor vehicle to be used in connection with the proposed activity;
10. Social security number, date of birth, and drivers license or state or tribal identification card number;
11. Passport information and visa status if the applicant is not a United States Citizen;
12. The name, address and phone number of the person or company employing the individual, if different from the information in sub-paragraph 5 above; and
13. A copy of all documents to be used by the applicant in the regulated activity.
14. Phone number(s) for the applicant;
15. All names of employees or multiple persons under one license.
16. Mobile Food Unit Additional Requirements

    a. Valid copies of all necessary licenses or permits required by the state or county.

    b. Pictures of mobile food unit vehicle and a site plan showing location of vehicle on the property. Plans and specifications for non-vehicular mobile food stand or unit and a site plan showing the proposed of stand or unit on the property.

    c. A copy of the written permission from the property owner or property owner's agent where the mobile food vendor will be conducting business.

    d. A list of other communities or locations where the applicant has been a mobile food vendor.

§ 245-6. Photographs.

Each individual who will be conducting the regulated activity on behalf of the partnership or organizational applicant (including the applicant) must submit two copies of a recent photograph, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photographs are supplied.

§ 245-7. Fees, Duration.

The application must be accompanied by the required license fees specified in the city fee schedule, which may be amended from time to time by action of the City Council. A license is valid only for the time periods in the calendar year in which it is issued. No fees are required of individuals taking orders for the shipment of goods through interstate commerce.

§ 245-8. Investigation, Issuance, Denial.

1. Within five working days after a complete application is submitted, the Police Department will conduct an investigation regarding the information provided in the application and the eligibility for a license. The City Clerk will issue a license only to eligible people. The license shall bear the name of the applicant; and in the case of additional employees or multiple persons, a copy of the license shall be issued that bears their name and photograph. That copy shall correspond to the copy of record retained by the City. Any alteration of that license and/or photograph invalidates the license.
2. The City Clerk may not issue a license if there are circumstances indicating that the intended recipient may not honestly, lawfully, and safely conduct the proposed regulated activity. The City Clerk must notify an applicant in writing of a denial of a license, specifying the reasons. The applicant may appeal the denial by submitting to the City Clerk a written request within ten days after the denial asking to address the City Council. The City Council may refer the matter to an independent hearing officer or may consider the appeal itself. The City Council or hearing officer may deny a license and/or identification card when they believe such action will protect the public health, safety, or welfare.

§ 245-9. Standards of Conduct.

1. Except for those people specified in section 245-4, a person may conduct regulated activity in the city only if they carry a license with attached photograph identifying the person has been issued a license and it has not been revoked, suspended, or impounded. The license and attached photograph must be shown upon request.
2. A licensee must not transfer its license to another person. A license that has the photograph removed is invalid. Use of that invalid license is a violation of this chapter.
3. A person must not use a license issued to someone other than that person.
4. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.

5. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
6. A person must not conduct regulated activity in a manner that creates a health or safety hazard. No person shall call attention to their business or items to be sold by means of blowing a horn, whistle, bell, or crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.
7. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
8. A licensee must immediately leave private property when requested to do so by an occupant or owner and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
9. A licensee entering onto residential property must go directly to a door of the house, unless there is an adult present outside of the house or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
10. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
11. A licensee must not make statements to the people contacted indicating or implying that the city license constitutes an endorsement of their activities or products by the city.
12. While conducting regulated activity, a licensee must not be accompanied by a person who is not licensed or is not listed in the license application.
13. No person shall conduct business in residential zoned areas before 10:00 a.m. or after 7:00 p.m.

§ 245-10. Mobile Food Units.

1. State License. Mobile food units shall hold a valid license from the State of Minnesota Department of Health or Department of Agriculture. A license is valid for one vehicle or stand. Any conditions of the State Health Department shall be incorporated into the license issued under this Section. A copy of the license shall be submitted to the City.

2. Insurance. A certificate of insurance evidencing the following forms of insurance. The certificate shall be submitted to the City:

a. Commercial general liability insurance, including products and completed operations coverage, with a limit not less than one million dollars ($1,000,000) for each occurrence / two million dollars ($2,000,000) aggregate.

b. Automobile liability insurance with a limit not less than one million dollars ($1,000,000) combined single limit.

c. The City of Isanti shall be named as an additional insured and provided with a certificate of insurance.

d. A signed statement that the licensee shall defend and indemnify the City, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.

3. Duration of sales and unit standards. A license shall be valid for one year. The license is valid for one vehicle or stand only. The mobile food unit can operate in the same location for a time period not to exceed 6 months. The unit, stand or vehicle must not have rust, peeling paint, dents and must be maintained in a professional manner. The vehicle or stand must be approved for aesthetics by the City. The license must be displayed in plain view on the vehicle/stand.

4. Overnight storage. No overnight storage of a mobile food truck on city property, including public rights of way, shall be permitted.

5. Signs. No mobile food unit shall use exterior signage (unless issued a temporary sign permit), flags, feathers, banners, bollards, or any other equipment not contained on or within the vehicle or stand.

6. Noise and Lighting. No shouting, blowing a horn, ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the city or upon any private premises in the city. No vendor shall use or maintain any outside amplifying equipment, televisions, or similar entertainment devices. Lighting will be downcast, concealing light source from view, and must not spill onto adjacent properties and right of ways. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

7. Parking. Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of 6 feet must be maintained on the service side of the vehicle.

8. Hours of operation. Hours of operation shall be allowed from 8:00 a.m. to 10:00 p.m. In the case of an event authorized under a special event permit, the hours will match the time period indicated in the permit.

9. Waste disposal. Mobile food units shall provide waste disposal, clean up all litter and garbage generated by this use and maintain their site in a clean and hazard free condition. All waste liquids shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into the sidewalks, streets, gutters, drains or public trash receptacles. The licensee shall be responsible for all litter and garbage left by customers.

10. Self-containment. Mobile units can't connect to public utilities unless on private property through agreement with the property owner. No power, cable or equipment shall be extended at

any grade across any city street, alley, or sidewalk. Any generators must be self-contained and any noise created by their operation shall not cause a public nuisance, as per Chapter 216, Nuisances.

11. Inspections, Mobile units shall comply with all applicable Fire Codes and may be inspected by the City prior to operation.

12. Locations. Mobile food units shall only be allowed to operate on private property in zoning districts where retail sales are allowed as permitted or conditional uses under the City's zoning codes. Mobile food units may be allowed in public rights of way, residential or park zoning districts in conjunction with an approved special event permit.

13. The mobile food vendor shall not set-up in a manner so to create a traffic hazard and follow police orders. The mobile food unit shall not have a drive through. Ingress and egress to private property shall be through existing driveways only.

14. Mobile food units providing external seating must not block any sidewalk or driveway area or occupy any required parking spaces.

15. Ice cream novelty trucks are allowed to operate within the public right of way in residential districts.

16. Mobile food units are prohibited from vending activities within 150 feet of a food service building or within 500 feet of a community event, unless part of the sponsor license and/or special event permit for the event.

17. No mobile food unit shall sell alcoholic beverages.

18. Mobile food unit vendors shall maintain a fire extinguisher at all times.

19. Mobile food vendors shall maintain their immediate sales location in a clean and hazard free condition.

20. The mobile food vendor shall not operate in such a manner so as to constitute a public nuisance.

§ 245-11. Exclusion by Placard.

No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business when the property is marked with a sign or placard at lease four inches long by four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants" or "Peddlers, Solicitors and Transient Merchants Prohibited" or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

§ 245-12. Special Events.

The following standards shall apply to all events that are authorized by a special event permit.

1. It is not necessary for each transient merchant or mobile food unit to obtain a license under this chapter provided that the sponsor, promoter or organizer of the event obtains a

permit and maintains a list of all participants and assumes responsibility for their activities and conduct.

2. The sponsor, promoter or organizer of the event may designate where peddlers and transient merchants and mobile food unit set up their booths, sales stands or vehicles.

§ 245-13. Suspension; Revocation.

1. The city may suspend or revoke an identification card and/or license, if the person who is the acting on behalf of the licensee, or the licensee has:
   a. Violated a provision of this section, or other local laws governing the same activity, during the license period;
   b. Violated a criminal law during the license period that adversely reflects on the ability to honestly, safely, or lawfully conduct the regulated activity; or
   c. Submitted false information or omitted material information in the licensing process required by this section.
2. If a license is revoked or suspended, all licenses issued to people acting on behalf of the licensee are automatically revoked or suspended.

§ 245-14. Penalty, Enforcement.

1. The Chief of Police, and their designees are authorized to enforce this ordinance. They may impound a license when a person has been found violating a provision of this chapter, when cause exists for suspending or revoking the license, or when the license has been suspended or revoked. When impounding a license, the official must send a notice to the licensee and at the address on the application form, giving the parties ten days to submit a written request for a hearing before the city council. Failure to timely request an appeal constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.
2. Any person violating any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a maximum fine of $1,000 or a term of imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This ordinance becomes effective on the date of its publication in the city's official newspaper.

Adopted by the City Council this _____ day of _____, 2020.

Attest:

Jeff Johnson, Mayor

Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 28, 2020
Subject: City Code Chapter 119, Burning, Open

Background:

Based on Council policy discussions, staff has finished a review and amendment of City Code Chapter 119, Burning, Open. In the revised code, fees for permits are eliminated and the Isanti Fire District will administer permits for open burning in the City of Isanti.

The City Attorney has reviewed the updated city code.

Recommendation:

Committee of the Whole reviewed the proposed revised City Code Chapter 119, Burning, Open and recommends approval as submitted.

Request:

Staff is requesting City Council action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 119, Burning, Open.

Attachments:

- Ordinance XXX – An Ordinance Repealing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open

ORDINANCE NO. _____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 666 ADOPTED ON JANUARY 3, 2017, AND TITLED BURNING, OPEN

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

Section 1 – Repealer. Ordinance No. 666 titled Burning, Open, codified in Chapter 119 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 119 is hereby adopted:

Chapter 119

Burning, Open

ARTICLE I
General Provisions
119-1. Definitions
119-2. Provisions Adopted by Reference

ARTICLE II
Open Burning
119-3. Purpose.
119-4. Permit.
119-5. Denial
119.6. Permit Holder Responsibility
119.7. Revocation
119.8. Violations and Penalties

ARTICLE I
General Provisions

119-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

OPEN BURNING – The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct or chimney, except a recreational fire.

RECREATIONAL FIRE – A fire set with approved starter fuel no more than three feet in height, contained within the border of a recreational fire site using dry, clean wood; producing little detectable smoke, odor or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation or social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers and propane or natural gas devices are not defined as recreational fires.

119-2. Provisions adopted by reference.

The provisions of Minn. Stats. §§ 88.16 and 88.17 and Minnesota State Fire Code (where adopted), are adopted by reference and made a part of this Code as if fully set forth at this point.

ARTICLE II
Open Burning

119-3. Purpose.

The purpose of this article is to establish permitted categories of open burn events for residences and farms within the city and provide for a permitting process for residential and agricultural open burning, except when such open burning is defined as a "recreational fire" as prescribed in this article.

119-4. Permit.

A. No person shall start or allow any open burning on any property in the city without first having obtained an open burn permit, except that a permit is not required for any fire that is a recreational fire as defined herein.

B. Application ~~and Fees~~.

(1) Open burning permits shall be obtained by making application on a form prescribed by the department of natural resources (DNR). The DNR permit application shall be presented to the Isanti Fire District for review prior to the start of any open burning.

(2) DNR open burning applications are available free of charge at the Isanti Fire District office at 401 1st Ave NW in the City of Isanti.

119-5. Violations and Penalties.

Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

J.4.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: February 4, 2020
Subject: Ordinance to Amend Chapter 8, Article III, Sections 8-21 and 8-26

In consultation with the City Attorney, Staff has amended City Code Chapter 8, Article III, Sections 8-21 and 8-26 to include replacement of "Citizen's Input" with "Public Comment", inclusion within the Order of Business at City Council meetings, and amend subsections (3), (9), and (10) and remove subsection (13).

Recommendation:
Committee of the Whole has recommended approval of this Ordinance.

Attachment:
- ORD 2020-XXX

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 8 CITY COUNCIL, ARTICLE III, SECTION 8-21 ORDER OF BUSINESS AND 8-26 PUBLIC COMMENT AT COUNCIL MEETINGS AND AT PUBLIC HEARINGS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 8, Article III, Section 8-21:

Section 8-21. Order of Business, is amended as follows:

Section 8-21. Order of business. The order of business for all council meetings shall be:

A. Call to Order
B. Pledge of Allegiance
C. Call of Roll
D. Public Comment (as held)
E. Adopt Agenda
F. Proclamations/Commendations/Certificate Awards (if needed)
G. Approval of minutes
H. Announcements
I. Council Committee reports
J. Public hearings (when scheduled)
K. Business items
L. Consent agenda
M. Other communications
N. Closed Session (only if needed)
O. Adjournment

Section 8-26. Public comment at Council meetings and at Public Hearings C. subparagraphs (3) (9) (10) are deleted and replaced and (13) is deleted as follows:

C. Public comment period. As a part of the regular meeting of the City Council, in accordance with Section 8-21 Order of Business, of this chapter; an informal forum titled "Public Comment" may be held. Public comments during this forum are subject to these limitations:

(3) The presiding officer may place a time limit on the public comment period, if necessary, to allow for the conduct of city business. If there is not sufficient time to hear all public comments, the comment period may be deferred to the next regular meeting or at a continued meeting.

(9) No Council action may take place during public comment. However, Council members may express their views or reaction to a presentation, or ask questions of the presenter. The Council may direct the City Administrator or designee to address specifics in nature, to research and report back at an upcoming regular meeting, or

request an amendment to the regular meeting agenda to further discuss, provide direction to staff or take action.

(10) Public comment items are restricted to City governmental topics, and are not a platform for private agendas, to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk / Human Resources

Posting Date:
Reading Date:
Publication Date:
Effective Date:

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Ordinance XXX Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68

Background:
Per the City Attorney, it has been determined that the current regulations regarding adult uses needs to be updated. The attached ordinance was drafted by the League of Minnesota Cities appointed attorney.

Chapter 68 regulates Adult Use; the proposed ordinance repeals the current ordinance and is replaced with the proposed language.
In addition, there will be a zoning ordinance amendment that removes adult uses from the business districts and only permits the use in Industrial zoned districts. This amendment also removes performance standards in the zoning code for adult use. These amendments will go before the Planning Commission at a public hearing on February 18, 2020 and then to the Council for consideration.

Request:
Consider adopting the proposed ordinance to repeal and replace Chapter 68.

Attachments:
- Ordinance-XXX

AN ORDINANCE REPEALING CHAPTER 68 OF THE ISANTI CITY CODE OF ORDINANCES RELATING TO ADULT USES AND ADOPTING A NEW CHAPTER 68

The City Council of the City of Isanti hereby ordains:

Section 1. The current Chapter 68 of the Isanti City Code of Ordinances for the City of Isanti is repealed.

Section 2. The following new Chapter 68 is adopted:

CHAPTER 68. ADULT ESTABLISHMENTS

§ 68-1. Findings and Purpose.

Studies conducted by the Minnesota Attorney General and the Texas City Attorneys' Association, as well as the cities of St. Paul, Alexandria, and Rochester, Minnesota; Indianapolis, Indiana; Phoenix, Arizona; Los Angeles, California; Seattle, Washington; St. Croix County, Wisconsin; Adams County and the City of Denver, Colorado, have examined the impact that adult establishments have on their respective communities. These studies concluded that adult establishments have an adverse impact on surrounding neighborhoods. Those impacts include increased crime rates, lower property values, increased transiency, neighborhood blight and potential health risks. The City Council of the City of Isanti is relying on the studies, many of which were conducted in larger cities, recognizing that the same or similar adverse impacts could occur in a small city such as the City of Isanti. Based on these studies, the City Council makes the following findings regarding the need to regulate adult establishments:

A. The public health, safety, morals and general welfare will be promoted by the city adopting regulations governing adult establishments.

B. Adult establishments have adverse secondary impacts of the types set forth above.

C. The adverse impacts caused by adult establishments tend to diminish if adult establishments are governed by location requirements, licensing requirements and health requirements.

D. It is not the intent to prohibit adult establishments from having a reasonable opportunity to locate in the city.

E. Many members of the public perceive areas within which adult establishments are located as less safe than other areas that do not have such uses.

F. A reasonable licensing procedure is an appropriate mechanism to place the burden of reasonable regulation on the owners and the operators of the adult establishment. A licensing procedure will place an incentive on the operators to see that the adult establishment is run in a manner consistent with the health, safety and welfare of its patrons and employees, as well as the citizens of the City. It is appropriate to require reasonable assurances that the licensee is the actual operator of the sexually-oriented

business, fully in possession and control of the premises and activities occurring therein.

G. The fact that an applicant for an adult use license has been convicted of a sexually-related crime leads to the rational assumption that the applicant may engage in that conduct in contravention of this Chapter.

H. The general health, safety, and welfare of the community is promoted by prohibiting nudity in adult establishments. This prohibition is based on concerns of potential adverse effects such as prostitution, exposure to minors, and obscenity.

I. Small cities experience many of the same adverse impacts of adult establishments present in larger communities.

§ 68-2. Definitions.

For the purposes of this chapter only, the words and phrases below are defined as follows:

A. Adult Establishment. Any business that:

(1) devotes a substantial or significant portion of its inventory, stock-in-trade, or publicly-displayed merchandise, or devotes a substantial or significant portion of its floor area (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) to, or derives a substantial or significant portion of its gross revenues from items, merchandise, devices or other materials distinguished or characterized by an emphasis on material depicting, exposing, simulating, describing, or relating to Specified Sexual Activities or Specified Anatomical Areas; or

(2) engages in any Adult Use as defined in Paragraph (B) of this section.

B. Adult Use. An adult use is any of the activities and businesses described below:

(1) Adult Bookstore or Videostore. An establishment or business used for the barter, rental, or sale of items consisting of printed matter, pictures, slides, records, audio tape, video, videotape, movies, or motion picture film if a substantial or significant portion of its inventory, stock in trade, or publicly-displayed merchandise consists of, or if a substantial or significant portion of its floor area (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) is devoted to, or if substantial or significant portion of its gross revenues is derived from items, merchandise, devices or materials that are distinguished or characterized by an emphasis on material depicting, exposing, simulating, describing, or relating to specified sexual activities or specified anatomical areas.

(2) Adult Entertainment Center. A business or establishment that provides dancing or other live entertainment distinguished or characterized by an

emphasis on the presentation, display, or depiction of "specified sexual activities" or "specified anatomical areas."

(3) Adult Companionship Establishment. A business or establishment that provides the service of engaging in or listening to conversation, talk or discussion between an employee of the establishment and a customer, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(4) Adult Conversation/Rap Parlor. A business or establishment that provides the service of engaging in or listening to conversation, talk or discussion, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(5) Adult Health/Sport Club. A health/sport club, which is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(6) Adult Hotel or Motel. Adult hotel or motel means a hotel or motel wherein material is presented which is distinguished or characterized by an emphasis on matter depicting, describing or relating to "specified sexual activities" or "specified anatomical areas."

(7) Adult Massage Parlor, Health Club. A massage parlor or health club which provides the services of massage, if such service is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

(8) Adult Motion Picture Theater. A motion picture theater that as a prevailing practice presents movies distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas" for observation by patrons.

(9) Adult Modeling Studio. An establishment whose major business is the provision, to customers, of figure models who are so provided with the intent of providing sexual stimulation or sexual gratification to such customers and who engage in "specified sexual activities" or display "specified anatomical areas" while being observed, painted, painted upon, sketched, drawn, sculptured, photographed or otherwise depicted by such customers.

(10) Adult Motion Picture Arcade. Any place to which the public is permitted or invited wherein coin or slug-operated or electronically, electrically or mechanically controlled or operated still or motion picture machines, projectors or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by an emphasis on depicting or describing "specified sexual activities" or "specified anatomical areas."

(11) Adult Novelty Business. A business which has as a principal activity the sale of devices which stimulate human genitals or devices which are designed for sexual stimulation.

(12) Adult Sauna. A sauna that provides a steam bath or heat bathing room used for the purpose of bathing, relaxation or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent, if the service provided by the sauna is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

Adult Steam Room/Bathhouse Facility. A building or portion of a building used for providing a steam bath or heat bathing room used for the purpose of pleasure, bathing, relaxation, or reducing, utilizing steam or hot air as a cleaning, relaxing or reducing agent if the service provided by the steam room/bathhouse facility is distinguished or characterized by an emphasis on "specified sexual activities" or "specified anatomical areas."

C. "Nude" or "Specified Anatomical Areas" means:

(1) The showing of the human male or female genitals, pubic area, buttocks, or anus with less than a fully opaque covering; the showing of the female breast with less than a fully opaque covering of any part of the nipple; the exposure of any device, costume, or covering which gives the appearance of or simulates the genitals, pubic hair, natal cleft, perineum anal region or pubic hair region; or the exposure of any device worn as a cover over the nipples and/or areola of the female breast, which device simulates and gives the realistic appearance of nipples and/or areola; or

(2) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

D. "Specified Sexual Activities" means:

(1) Actual or simulated acts of sexual intercourse, masturbation, sodomy, bestiality, necrophilia, masochism, sadism or sadomasochism, fellatio or cunnilingus; or

(2) Depiction or display of human genitals in the state of sexual stimulation or arousal; or

(3) Fondling or other erotic touching of human genitals, pubic region, buttocks or female breast.

E. "Substantial or Significant portion" means: 25 % or more.

§ 68-3. Location.

Adult establishments may only be located as permitted in Section 8, Article 1, Subdivision 2 of the City Code.

§ 68-4. License Required.

No person, firm or corporation shall own or operate an adult establishment without having first secured a license as provided for in this chapter.

A. Applications. The application for an adult establishment license shall be submitted on a form provided by the city and shall include:

(1) The name, residence, phone number and birth date of the applicant, if an individual; and if a corporation or partnership, the names, residences, phone number and birth dates of each partner and all officers, directors, and controlling stockholders for the business;

(2) The name, address, phone number and birth date of the manager of such operation, if different from the owners;

(3) Whether the applicant has ever used or has been known by a name other than the applicant's name, and if so, the name or names used and information concerning dates and places where used;

(4) The address and legal description of the premises where the adult establishment is to be located;

(5) A statement detailing each gross misdemeanor or felony relating to a sex offense, obscenity offense or offense related to the operation of adult uses and related activities of which the applicant, or in the case of a corporation or partnership, the owners, partners, officers, directors and controlling stockholders have been convicted, and whether or not the applicant has ever applied for or held a license to operate a similar type of business in other communities;

(6) The activities and types of business to be conducted;

(7) The hours of operation, which shall be limited to 8:00 a.m.-1:00 a.m.;

(8) The provisions made to restrict access by minors;

(9) A building plan of the premises detailing all internal operations and activities.

B. Fees.

(1) Each application for a license shall be accompanied by a receipt from the city for payment in full of the required license fee. Upon rejection of any applications for a license, the Finance Director shall refund the amount paid.

(2) All licenses shall expire at 12:00 midnight on March 31 of each year. Each license shall be issued for a period of one year, except that if a portion of the license year has elapsed when the application is made, a license may be issued for the remainder of the year for a pro-rated fee. In computing such fee, any unexpired fraction of a month shall be counted as one month.

(3) The annual license fee for adult establishments shall be in the amount as set forth in the current City fee schedule.

(4) No part of the fee paid for any license shall be refunded except in the following instances upon application to the City Council within 30 days from the happening of the event. There shall be refunded a pro rata portion of the fee for the unexpired period of the license, computed on a monthly basis, when operation of the licensed business ceases not less than one month before expiration of the license because of:

a. Destruction or damage of the licensed premises by fire or other catastrophe;

b. The licensee's illness;

c. The licensee's death;

d. A change in the legal status making it unlawful for the licensed business to continue.

C. Review and Action on License Application.

(1) The City Council, or such persons as they designate, must complete their investigation within 30 days after the city receives a complete application and all license and investigative fees.

(2) If the application is for a renewal, the applicant shall be allowed to continue business until the City Council has determined to renew or refuse to renew a license. Application for renewal must be submitted with the annual license fee not later than 30 days before the license expires.

(3) If, after such investigation, it appears that the applicant and the place proposed for the business are eligible for a license under the criteria set forth in this subsection, then the license shall be issued by the City Council within 30 days after the investigation is completed. Otherwise the license shall be denied.

(4) Each license shall be issued to the applicant only and shall not be transferable to another holder. Each license shall be issued only for the premises described in the application. No license may be transferred to another premise without the approval of the City Council. If the licensee is a partnership or a corporation, a change in identity of any of the principals of the partnership or corporation shall be deemed a transfer of the license.

(5) An applicant for any license under this section shall deposit with the city at the time an original application is submitted, an amount as set forth in the current City fee schedule to cover the costs involved in verifying the license application and to cover the expense of any investigation needed to assure compliance with this section. If the investigation and verification process is conducted outside the state of Minnesota, the city may require the actual investigation costs not exceeding the amount set forth in the current City fee schedule.

D. Persons Ineligible for License. No license shall be granted to or held by any person:

(1) Under 18.

(2) Who has been convicted of a felony or of violating any federal law, state law or local ordinance relating to sex offenses, obscenity offenses or adult establishments, unless the applicant can show competent evidence of sufficient rehabilitation under Minn. Stat. § 364,05, subd. 3.

(3) Who is not the proprietor of the establishment for which the license is issued.

(4) Who has failed to supply all of the information requested on the license application;

(5) Who gives false, fraudulent, or untruthful information on the license application;

(6) Who has not paid the required license and investigation fees;

(7) Who has been denied a license by the City or any other municipal corporation to operate an adult establishment, or such license has been suspended or revoked, within the preceding twelve (12) months.

E. Places Ineligible for License.

(1) No license shall be granted for adult establishments on any premises where the owner or the applicant has been convicted of a violation of this chapter, or where any license hereunder has been revoked for cause, until one year has elapsed after such conviction or revocation.

(2) Except for uses lawfully existing at the time of this ordinance adoption, no license shall be granted for any adult establishment, which is not in compliance with the city's zoning regulations or applicable building code.

(3) Establishments holding an intoxicating liquor, beer or wine license are ineligible for a license.

(4) No license shall be granted for operation on any premises upon which taxes, assessments, or installments thereof, or other financial claims of the city, are owed by the applicant and are delinquent and unpaid.

F. Conditions of License.

(1) Every license shall be granted subject to the following conditions and all other provisions of this chapter, and of any applicable sections of the code of the city, state law, or federal law, whichever is more restrictive.

(2) All licensed premises shall have the license posted in a conspicuous place at all times.

(3) No minor shall be permitted on the licensed premises.

(4) Any designated inspection officer of the city shall have the unqualified right to enter, inspect and search the premises of a licensee during business hours.

(5) Every licensee shall be responsible for the conduct of his or her place of business and shall maintain conditions of order.

(6) An adult establishment shall not sell or dispense non-intoxicating or intoxicating liquors nor shall it be located in a building which contains a business that sells or dispenses non-intoxicating or intoxicating liquors.

G. Hearing and Appeal Procedures.

Denials, non-renewals, suspensions and revocations of an adult establishment license are governed by this subsection.

(1) Notice and Hearing. In the event that the City proposes to deny or not to renew, suspend or revoke a license, the City will notify the applicant/licensee in writing of the basis for the action. The Council will hold a hearing for the purpose of determining whether to deny, not renew, suspend, or revoke the license. The hearing must be within 30 days of the date of the notice. The City Council must make a decision within 30 days after the close of the hearing or within 60 days of the date of the notice, whichever is sooner. The Council must notify the applicant/licensee of its decision within that period.

(2) Suspension or Revocation. If the Council determines to suspend or revoke a license, the suspension or revocation is not effective until 15 days after notification of the decision to the licensee. If, within that 15 days, the licensee files and serves an action in state or federal court challenging the Council's action, the suspension or revocation is stayed until the conclusion of such action.

(3) Non-renewal. If the City Council determines not to renew a license, the licensee may continue its business for 15 days after receiving notice of such non-renewal. If the licensee files and serves an action in state or federal court within the 15 days for the purpose of determining whether the City acted properly, the licensee may continue in business until the conclusion of the action.

(4) Prompt Judicial Review. After denial or non-renewal of an application, or suspension or revocation of any license, the applicant or licensee may seek prompt judicial review of such action in any court of competent jurisdiction. The court shall promptly review such action.

§ 68-5. Violations and Penalties.

Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished not more than the maximum penalty for a misdemeanor as prescribed by state law.

The City may enforce any provision of this Chapter by mandamus, injunction, or any other appropriate civil remedy in any court of competent jurisdiction, regardless of the status of any related criminal prosecution.

§ 68-6. State Law Inapplicable.

Minnesota Statutes, section 617.242 shall not apply in the City.

§ 68-7. Severability.

The provisions of this chapter shall be severable. If any provision is found to be void, the remaining provisions of the law shall remain valid, unless the court finds the valid provisions of the law are so essentially connected with the void provisions so that the court cannot presume the Council would have enacted the remaining valid provisions without the void one; or unless the court finds the remaining valid provisions, standing alone are incomplete and incapable of being executed in accordance with the legislative intent.

Section 3. This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

_____
Jeff Johnson, Mayor

ATTEST:

_____
Katie Brooks, City Clerk

A Community For Generations.
Isanti

Memo for Council Discussion

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: January 30, 2020
Subject: Discussion Only - City Code Chapter 276 Amendment and Special Assessment Policy Update

Background:

City staff has prepared updates to the Special Assessment Policy. The updates regard aligning the policy to include funding options (ex. internal project funding), matching policy to current practice, and updates as recommended by the City Engineer, Finance Director and League of Minnesota Cities. As a part of this update, the city code chapter would be amended to include what is needed by ordinance, and a resolution adopted that encompasses the remainder of special assessment polices.

The City Attorney has reviewed the updated city code amendment and policy.

Recommendation:

Consider next steps to adopt the amended City Code (Ordinance) and Special Assessment Policy.

Request:

Staff is requesting City Council discussion and direction.

Action Required:

If the Council concurs, it should direct staff to post the Ordinance and place both the Ordinance and Special Assessment Policy Resolution on the next City Council meeting agenda for consideration.

Attachments:

- Draft Ordinance XXX – An Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002 and Titled Special Assessments.
- Draft Special Assessment Policy

For Review and Discussion Only

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 161 ADOPTED ON FEBRUARY 19, 1991 AND AMENDED BY ORDINANCE 257 ON APRIL 16, 2002, AND TITLED SPECIAL ASSESSMENTS

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

Section 1 – Repealer. Ordinance 161 and amending Ordinance 257, codified in Chapter 276 of the City Code is hereby replaced in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 276 is hereby adopted:

SPECIAL ASSESSMENTS

276-1. Deferred assessments

276-1. Deferment of Special Assessments.

A. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or a person who is retired by virtue of permanent and total disability, or military persons meeting the criteria under Minn. Statute § 435.193, as amended from time to time. The City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older, retired by virtue of permanent and total disability, or meets the military deferral standard in Minnesota Statutes section 435.193.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

B. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in status that would affect eligibility for deferment.

C. The entire amount of deferred special assessments shall be due within 60 days after loss of eligibility by the applicant. If the special assessment is not paid within the 60 days, the City Clerk shall add thereto interest at a per annum interest rate according to the terms and conditions of the original special assessments, and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within 60 days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

D. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

Effective Date:

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____ of February, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on:_____
Published on:_____
Effective Date:_____

Discussion Only

SPECIAL ASSESSMENT POLICY

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Section 11. Postponed assessments; apportionment; supplemental assessments.

Section 1. General policy statement.

A. The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429, as amended from time to time, which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

B. Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

Section 2. Improvements and maintenance costs eligible for special assessments.

A. Public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minn. Stat. § 429.021 and 459.14, subd. 7, as amended from time to time, are eligible for special assessment within the City.

B. The City is also authorized by ordinance to recover, through special assessment, unpaid special charges as provided in Minn. Stat. § 429.101.

Section 3. Initiation of public improvement projects.

A. Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.

2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.

3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners (100%) of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. All petitioned projects by property owners regarding development of land shall follow the Policies for Petitioned Projects, adopted as City Resolution 2007-240.

Section 4. Public improvement procedure.

A. The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of feasibility report.
3. Staff prepares feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the

cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.

4. Council accepts or rejects feasibility report. If accepted, Council orders public hearing on the improvements.
5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a), as amended from time to time.
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and advertisement of bids as required in Minn. Stat. § 471.345. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, as amended from time to time, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061, as amended from time to time.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

Section 5. Financing of public improvements.

A. The City encourages public improvement projects as the area (s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

B. Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

Section 6. General assessment policies.

A. The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. Project Cost. The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. City Cost. The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. Assessable Cost. The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. Interest. The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be one percent (1%) more than the true interest cost of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at one percent (1%) over current market rate for municipal bonds based on the city's current bond rating at the time of the final assessment hearing.
5. Prepayment. Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least $100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the

County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.

6. Extensions. Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. Frontage Roads. Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. Project Assistance. If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used to reduce the "city cost" of the improvement. The aid will not be used to reduce assessment amounts.
9. Assessable Property. Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. Individual Benefits. The City must construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.

Section 7. Methods of assessment.

A. General Statement. There are different methods of assessment: per lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

B. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

C. "Adjusted Front Footage" Method of Assessment.

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot.
2. *Approximately Rectangular Lots.* For a lot which is approximately rectangular, the adjusted footage is computed by averaging the front and back sides of the lot.
3. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets, the adjusted front footage is the width measured at the setback line of the lot.
4. *Corner Lot Adjustment.* The short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Where frontage curves so greatly as to give a general appearance of a corner, the lot shall be considered a corner lot.
5. *Neck lots and dead-ends.* A lot or parcel which has a small frontage on a street, with a narrow strip running back 120 feet or more, or a lot or parcel that is served by a street that is improved but either the street dead-ends or the improvement ends at the property line, is assigned an adjusted frontage of 75 feet. Where an improvement is subsequently extended, the lot or parcel that was assigned an adjusted frontage of 75 feet shall have the 75 feet deducted from the footage on the subsequent assessment.
6. Any parcel of land which is not capable of further subdivision pursuant to the applicable zoning ordinance and which has frontage in excess of 330 feet shall be assessed for a maximum adjusted front footage of 330 feet.

B. "Area" Method of Assessment.

The "area" method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot area for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources, National Wetland Inventory, or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. "Per Lot" Method of Assessment.

The "per lot" method of assessment shall be based on equal assessment of all lots within the benefited area. The "assessment per lot" shall be the quotient of the "assessable cost" divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the "lots" or "parcels" all parcels, including governmental agencies, shall be included in such calculations. For any lot that could be subdivided to City minimum lot size standards, said lot shall be assigned the number of lots it could subdivide to.

Section 8. Policies of re-assessment.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

A. Policy Statement

The following are the "life expectancies" or "service lives" of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks - 20 years.
2. Street improvements, including surfacing and curb and gutter - 20 years.
3. Ornamental street lighting - 20 years.
4. Water Mains - 30 years.
5. Sanitary Sewers - 30 years.
6. Storm Sewers - 30 years.

Section 9. Assessment computations.

The following is the typical city assessment for various specified improvements.

A. Street and Curb and Gutter Improvements

1. *New Construction Projects.* New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the City standard typical section for residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above shall be 100% assessed to the City.
2. *Reconstruction and Reclamation Projects.* Street reconstructions and reclamations are assessed 25% to the abutting benefited properties. New curb and gutter are 100% assessed. Replaced curb and gutter are assessed 25% to the abutting benefitted properties.

3. *Gravel Streets.* Upgrading of existing gravel street by adding pavement, curb and gutter is considered new construction and all costs are assessed 100%.
4. *Seal Coats and Overlays.* Sealcoats and overlays are considered maintenance and shall not be assessed.
5. *Alleys.* Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 100% assessed also.
6. *Driveways.* New driveways are assessed 100% to the property owner. Reconstructed driveways are assessed 25% to abutting benefitted property owners.
7. The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

B. Sidewalks and Trails

1. *New Construction projects.* In Commercial Districts, the total cost for the installation of new sidewalks or trails for new projects will be assessed 100% against the property owner. In Residential Districts the total cost shall be assessed 100% to the City if the City requires the sidewalk or trail to be built. If the sidewalk or trail is petitioned for by the residents of the street, it shall be assessed 100% to the benefiting property owners. A successful petition shall be one signed by property owners owning a minimum of 51% of the front footage of the street in question.
2. *Reconstruction projects.* 25% percent of the cost shall be assessed to the property owners in the project area and 75% shall be assessed to the City.

C. Storm Sewer Improvements

Policy Statement. The basis for a storm sewer or ditching assessment is not the installation of a pipe or ditch on a particular property but, rather, the installation of pipe or ditch in an area. The definition of these areas is determined by the City Engineer. When the installation of the pipe or ditch is completed in full in an area, the area is assessed in full. Any area which contributes water to this system, whether by ground runoff or by underground piping, is assessed up to the current rate per square foot.

New projects. The total cost for both storm sewers and ditches shall be 25% assessed to the City and 75% assessed to the benefitting property owners in districts involving a mixture of existing uses and vacant land. The total cost shall be assessed 100% to benefitting property owners in districts where all of the land is vacant.

Reconstruction projects. The total cost for both storm sewers and ditches shall be 75% assessed to the City and 25% assessed to the benefitting property owners for reconstruction, system maintenance, or ditch cleaning projects. In cases where the property owner has caused damage to a drainage system by their actions (for example, farming too close to a ditch or causing erosion into a ditch or waterway due to lack of maintenance of property), the property owner shall be assessed 100% of the costs for repairing the damage and reconstructing the drainage system.

D. Sanitary Sewer Assessments

Policy Statement. Sanitary sewers consist of a network of pipes and associated pumping stations, meter stations and appurtenances designed to transport sewage to the municipal waste treatment plant.

1. *Assessment method.* The total cost of an interceptor or trunk line is assessed equally per unit of area over the entire district served by the sewer main. The assessment is generally levied in the current year of construction of the interceptor or trunk sewer, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the sewer. However, it is considered that such properties do accrue immediate benefit from the interceptor or trunk sewer since it is available to receive lateral sewer connections, which may be initiated by petition of property owners. Sanitary sewer lift stations and additional construction shall be considered as part of the interceptor or trunk sewer and shall be assessed on the same basis.

2. *New projects.* The total cost of sanitary sewer laterals for new projects shall be 100% assessed to the benefitting property. In any new project requiring reconfigurations or additions to the existing sanitary sewer system, 100% of the cost of the project shall be assessed to the benefitting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners and 75% shall be assessed to the City.

4. *Sanitary sewer building service or hookup.* Sanitary sewer building service or hookup is the connection by the property owner to the City sewer service and is 100% assessable against the benefitting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is the connector attached to the sewer main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessable to the property owner.

Parcels outside the City. Reasonable costs for those parcels contained in the area or district served but located outside the City limits shall be deferred until such parcels have been connected to the system or annexed, whichever comes first. Such costs shall be payable to the City through reasonable service and connection charges. The City Council may require properties to be annexed before providing City services to them.

E. Water Main Assessments

Policy Statement. Water mains consist of a network of pressure pipes designed to deliver municipal water to homes within the City. The City Council shall determine the standard size and depth necessary for any particular pipe. If a business or home requires a diameter of pipe in excess of the standard size, then that business or home shall pay for the extra costs associated with oversizing. If the City Council requires a pipe in excess of the standard size, then the City shall pay for the extra costs associated with oversizing.

1. *Assessment method.* Water mains will be assessed on a per-lot or lot-unit basis. The assessment is generally levied in the current year of construction of the water main, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the water main. However, it is considered that such properties do accrue immediate benefit from the water main since it is available to receive water service connections, which may be initiated by petition of property owners.

2. *New projects.* The total cost of water main for new projects shall be 100% assessed to the benefiting property owners. In any new project requiring reconfigurations or additions to the existing water system, 100% of the cost of the project shall be assessed to the benefiting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners, and 75% shall be assessed to the City.

4. *Water main building service or hookup.* The connection by the property owner to the City water service is 100% assessable against the benefiting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is that connector attached to the water main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessed to the property owner.

6. *Water tower.* Water tower construction may be assessed to benefiting property owners should the City Council determine it necessary to do so.

7. *Parcels outside the City.* The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

H. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

276-10. Deferrals on unimproved parcels

Deferrals on unimproved parcels. (See Minn. Stat. § 429.061, Subd. 2., as amended from time to time) On improvement projects involving assessments on unimproved parcels, the City Council may decide to defer assessments at the request of the landowner, according to the following:

1. Activation of deferred assessment. Payment of the deferred assessment shall commence when one of the following events occurs:
a. The property is sold as a single parcel.
b. The property is subdivided pursuant to the applicable zoning ordinance, court order, or registered land survey, unless determined by the City Council that such event does not justify activation of the deferred assessments.
c. The property reverts to the State of Minnesota as a result of tax forfeiture.
d. The property or portion thereof is acquired by condemnation for a subsequent project.
e. At a time mutually agreeable to the property owner and the City.

2. Repayment of deferred assessments. Based upon the type of improvement, the repayment period for any bonds sold to finance the project, and the amount of individual assessments, the City Council shall, prior to the adoption of the assessment, determine the length of time over which the deferred assessments shall be paid and shall select one of the following options for payment of the interest on the deferred assessments:
a. Interest shall be added to the principal amount of the assessment when it first becomes payable; or
b. Interest shall be payable annually at the same times as the principal installments of the assessment would have been payable if not deferred. If the City Council and property owner agree, this interest may be deferred also. The unpaid principal balance of deferred assessments shall accrue interest at the same rate as the assessments not deferred.

276-11. Postponed assessments; apportionment; supplemental assessments.

A. Postponed assessments.

1. If the City advances its own funds to pay for improvement costs relating to property abutting on but not initially assessed for the improvement, the City may reimburse itself for all or any portion of this cost by levying assessments against such property upon notice and hearings provided for the assessments at a later date.

2. If the City advances its own funds to pay for improvement costs that benefit nonabutting property not initially assessed for it, but able to use it when extensions or other improvements are made, the City may include all or any portion of the City costs in assessments for later improvements if notice to that effect is included in the notice of hearing on the matter of undertaking the later extension or improvement.

B. Apportionment of assessments upon subdivision of land. If a special assessment is levied against a tract of land which is later subdivided, the installments remaining unpaid can be apportioned among the various lots and parcels in the tract upon a finding that such apportionment will not materially impair collection of the balance due. This may be done upon application of the property owner or by the City Council acting upon its own motion, but notice of such apportionment and of the right to appeal must be mailed to or personally served upon all owners of any part of the tract. The City Council may, and if the assessment has been pledged towards payment of improvement warrants the City Council must, require the owner or owners to furnish surety bonds.

C. Supplemental assessment and reassessment. The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular item. If an assessment is set aside by a court for any reason or if the City Council finds that the assessment or any part of it is excessive or determines on advice of the City Attorney that it is or may be invalid for any reason, the City Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

J.7.

A Community For Generations.

Isanti

Memo for Council Action

To:	**Mayor Johnson and Members of the City Council**
From:	Jenny Garvey – Parks, Recreation & Culture Manager
Date:	February 4, 2020
Subject:	Resolution to the Amend Isanti Legacy Recognition Policy

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Background:
The COW reviewed the Isanti Legacy Recognition Policy at the January 21, 2020 meeting and asked staff to bring it back to council

Request:
Staff is requesting council approve the amended Isanti Legacy Recognition Policy

Attachment:

- Resolution 2020-XXX
- Exhibit A-Isanti Legacy Medal Recognition Policy

RESOLUTION 2020-XXX

AMENDING THE ISANTI LEGACY MEDAL RECOGNITION POLICY

WHEREAS, the City Council would like to honor those who, through their actions, have brought positive State or National recognition to the City of Isanti; and,

WHEREAS, the City Council would like to honor those who have served the City of Isanti with distinction; and,

WHEREAS, the Isanti Legacy Medal signifies the importance of City of Isanti residents, and those who are members of organizations within the City of Isanti, have had in building the legacy of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby adopts the Isanti Legacy Medal Recognition Policy, as provided in 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

ISANTI LEGACY MEDAL RECOGNITION POLICY

Purpose

To honor those who, through their actions, have brought positive State or National recognition to the City of Isanti or those who have served the City of Isanti in a distinct or extraordinary way.

Policy

The Isanti Legacy Medal signifies the importance of City of Isanti residents, and those who are members of organizations within the City of Isanti, have had in building the legacy of Isanti.

Procedure for Nominating

The following procedure should be followed when nominating an individual(s) for the Isanti Legacy Medal:

- Request a nomination form from the City of Isanti or download off the City website.
- Return the nomination form to City Hall,.
- Nominations will be accepted through the Parks, Recreation and Culture Staff.
- Nominees will be reviewed by the d Committee of the Whole who will make recommendations to the City Council.
- Nominees selected may be recognized annually.

Criteria for Nominating

The following criteria should be followed when nominating an individual(s) for the Isanti Legacy Medal:

- The opportunity is open to all Isanti City residents or members of organizations based in the City of Isanti; no age requirement.
- The nominee has either received State or National recognition or served the City of Isanti with distinction.
- The name and address (home or organization) of the individual nominated shall be provided.
- The reason(s) why this person should be nominated.

Isanti Legacy Medal Nomination Form

The Isanti Legacy Medal recipient is an outstanding individual recognized for positively representing the City of Isanti either by State or National recognition or by having served the City of Isanti with distinction.

Nomination Requirements

Nominee

Name:_____

Organization (if applicable):_____

Address:_____

Phone:_____

Nominator

Name:_____

Address:_____

Phone:_____

Reason(s) for Nominating this Individual

_____

_____

_____

_____

RETURN NOMINATION FORM TO:
City of Isanti
Attn: PRC Staff
110 1st Ave NW, P.O. Box 428
Isanti, MN 55040
Email: isantiparks@cityofisanti.us

PRC Staff Reviewed:	COW Reviewed:

J.8.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: January 28, 2020

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
- Preliminary Engineering Report, Call for Public Hearing, Project Engineering Services
City of Isanti, MN
Project No.: R13.120122

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the 6th Avenue SW Rehabilitation. Included in the report are exhibits depicting the proposed improvements, estimated costs and discussion regarding funding and the Minnesota State Statute No. 429 (MS-429) assessment procedure.

Should the Mayor and City Council elect to move forward with the improvements, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare documents for the required public hearing
- Prepare Plans and Specifications
- Advertise for bids
- Prepare the recommendation to Council to award bid
- Perform construction administration, observation and surveying during the project
- Prepare the final assessment roll and conduct the final assessment hearing

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) February 4, 2020 Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications.
2) March 4, 2020 Hold Public Hearing
3) March 4, 2020 Mayor and City Council approves plans and orders advertisement of bids
4) March 31, 2020 Open Bids
5) April 7, 2020 Mayor and City Council awards bid
6) June – October, 2020 Project construction
7) November 10, 2020 Conduct final assessment hearing

We propose to assist the City in completing the project in accordance with the scope of services, for an hourly, not-to-exceed fee of $59,537.00 for plan and specification development through bidding and an hourly, not-to-exceed fee of $54,957.00. These fees were included in the estimated project costs in the Preliminary Engineering Report.

In order to proceed with this project and assessment process, we recommend the City Council pass a resolution accepting the feasibility report, call for a public hearing, and authorize development of the plans and specifications.

I will be at the February 4, 2020 City Council meeting to present this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

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Isanti

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6TH Avenue SW Rehabilitation Preliminary Engineering Report

City of Isanti, MN

January, 2020

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 545303
P: 763-433-2851
F: 763-427-0833

Certification

6TH Avenue SW Rehabilitation

For

City of Isanti, Minnesota

Bolton & Menk

Project No. R13.120122

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Jason W. Cook

Jason W. Cook, P.E.
License No. 47541

Date: 1/28/2020

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I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and necessity of proposed infrastructure improvements along 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. A portion of the improvement costs may be assessed to benefiting property owners. Public assessments applied to the properties described in this report are subject to the requirements of Minnesota State Statute, Chapter 429 (MS 429). This Preliminary Engineering Report is the first step in the special assessment process required by the MS 429 Statute if assessments are applied.

A. Background Information

6th Avenue SW was recognized as needing infrastructure improvements in the City's Pavement Management Plan (PMP), where it received a rating of 4 out of 10 using the Pavement Surface Evaluation and Rating (PASER) rating system for asphalt roads. 6th Avenue SW is part of the Municipal State-Aid-System (MSAS) and these improvements are eligible for MSAS funding.

B. Scope

This report addresses the necessity for street improvements along 6th Avenue South West. Included in this report is a description of proposed improvements, along with the estimated costs. The specific objectives of this report are to:

- Evaluate the need for the project.
- Determine the necessary infrastructure improvements.
- Prepare cost estimates for the proposed improvements.
- Determine the feasibility of the improvements.

II. MS 429 PROCESS AND PROPOSED SCHEDULE

As mentioned above, infrastructure improvements financed through the assessment of benefiting property owners are regulated by Minnesota Statute, Chapter 429 (MS 429). The process prescribed by MS Chapter 429 along with the proposed project schedule is described below.

The benefited parties submit a petition for the proposed improvements to the City Council or, as in this case; the improvement process was authorized by the City Council without a petition.

The City Council passed a *Resolution Ordering Preparation of Report on Improvement* and ordered a Preliminary Engineering Report (PER) for the proposed project.
This was passed on: November 5, 2019

After the City Council considers the Preliminary Engineering Report, the Council may pass a *Resolution Receiving Report and Calling Hearing on Improvement,* as well as a resolution ordering preparation of plans to indicate its plan to continue the process.
Estimated date: February 4th, 2020

A public hearing on the proposed improvements is held. **Estimated date: March 4th, 2020**

After the City Council considers the presentation of the plans and specifications, it may pass a *Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids.* **Estimated date: March 4th, 2020**

The advertisement for bids should be published in the official local newspaper and trade publication such as the "Construction Bulletin" at least three weeks prior to the bid opening date. **Estimated bid opening date: March 31st, 2020**

If the City Council wishes to continue with the improvements after consideration of bids, the City Council may pass a *Resolution Accepting Bid.* This resolution would award the project to the lowest responsible bidder and construction may begin. **Estimated date: April 7th, 2020**

Following completion of the proposed improvements, a public hearing is held to set the final assessment amounts. **Estimated date: November 10, 2020**

III. EXISTING CONDITIONS

The existing conditions are shown in Appendix B, and described in detail below.

A. 6th Avenue SW

The existing street is approximately 32 feet wide back of curb to back of curb with a D418 surmountable curb & gutter. The roadway is located within an existing 66-foot right-of-way. Currently the bituminous pavement is rated as 4 of 10 according to the PASER rating system in 2014, which has declined further over the past 5 years. A rating of 4 or below signifies the pavement condition is in a failed state and regular maintenance is not cost effective. The city has spent an extensive amount of time patching this roadway over the past few years to keep it in a functioning condition. The pavement shows a significant amount of major distress and is in need of reconstruction. The existing pavement section consists of two-inches (2") of bituminous pavement, and six-inches (6") of aggregate base. It was installed as part of the 1990 Brookview South 1st-3rd Additions. The existing curb & gutter is generally found to be in good condition with only isolated areas in poor condition in need of replacement as seen in the below photo.

Figure 1: Curb Raveling

B. **Sidewalk**

There is currently segmented sidewalk along the west side of 6th Avenue SW. There is existing concrete sidewalk north of Edgewood Street SW that ends after approximately 125'. There is also concrete sidewalk that runs south of South Brookview Lane that ends after approximately 140'.

The current City policy is to install sidewalk along the west side of 6th Avenue SW when new construction is proposed. The City has not added sidewalk on reconstruction projects in the past unless it is found to complete system looping or connect isolated trail segments. The addition of sidewalk along the west side of 6th Avenue will complete this system sidewalk loop.

C. **Stormwater Management**

The existing storm sewer system was installed in 1990 and consists of storm sewer piping and catch basins in 6th Avenue SW at the intersections of South Brookview Lane, Marion Street SW, and Nina Street SW. Mainline piping includes 24-inch pipe with most catch basin leads being 12-inch pipe. All pipes appear to be reinforced concrete with no history of sediment build up or failure.

There are multiple high points along 6th Avenue, where roadway drainage north and south of the high points gathers in surmountable curb and gutter, flows to catch basins, and continues in the storm sewer system until outletting. There are four valley gutters in the project limits at the intersections of Cedar Street SW and Birch Street SW. The valley gutters provide East to West drainage at both intersections. Roadway drainage between the intersection of Nina Street SW and Marion Street SW gather in surmountable curb and flows to catch basins and continues North East until outletting into a City pond. Roadway drainage between the intersections of Page Street SW and the West portion of Birch Street SW gathers in surmountable curb and gutter, flows to catch basins, and continues through the system until outletting into a City pond. The East portion of the intersection at Birch Street SW flows across two valley gutters to the West. The intersections of Cedar Street SW and Dogwood Street SW have roadway drainage outletting into a City pond with two valley gutters allowing drainage from Isanti Hills Park to flow across the intersection East to West. The southern portion of the intersection at Dogwood Street SW drains south into a city pond whilst the East portion of the intersection drains to a pond located east of the project.

D. **Sanitary Sewer**

The sanitary sewer system along 6th Avenue SW was constructed in 1990 with additions constructed in 1991-93. The system consists of 8-inch PVC sanitary sewer mains, with service lines typically 4 to 6-inch in diameter. The sanitary sewer pipe is generally 8 to 12 feet deep. There have been no reported breaks and no reported significant sanitary sewer maintenance issues within the project limits.

E. **Watermain**

Currently, there are 6-inch and 8-inch ductile iron pipe (DIP) watermain within the project limits that was originally construction as part of the 1990 Brookeview South 3rd and 5th additions, with additions constructed in 1990-1991. The DIP watermain has generally been found to be in good condition without a significant number of reported maintenance issues and no reported breaks or frozen pipes.

The 6-inch watermain is located between South Brookview Lane SW and Nina Street SW. All remaining watermain to the south in the project limits is 8-inches. A 10-inch watermain has been installed along 5th Avenue SW with a master plan to loop this trunk watermain to the 10-inch pipe in Nina Street SW. The only constriction in the system in this region at this time

is the 6-inch watermain. Should this be enlarged to an 8-inch main the master plan 10-inch loop can be delayed and system flow would improve.

F. **Isanti Hills Park**

Currently Isanti Hills Park has no parking lot or connection point to the park system from 6th avenue SW. There is a vacant lot at 706 6th Avenue SW which is being used as an access point with no existing easements in place. There is a 15-foot existing easement on the north side of 800 6th Avenue SW which could allocate space for improvements. The park currently has a bituminous trail with access from Cottonwood Street SW which ends on the West side of the park. There is currently no water service or sanitary service to the park.

IV. PROPOSED IMPROVEMENTS

The proposed street improvement is a full depth pavement reclamation of the roadway with spot curb repairs. The addition of 5-foot wide concrete sidewalk on the west side of 6th Avenue South West was also analyzed. The upsizing of watermain to complete the City wide loop of the watermain and some minor storm sewer work is proposed and no sanitary sewer work is proposed with this project. The proposed improvements are shown in Appendix C and described in detail below.

A. **Street Improvements – 6th Avenue SW Full Reclamation**

The proposed street would maintain the existing roadway width and design speed. This design would also keep the existing curb in place with only spot repairs as needed. The existing width meets State Aid requirements providing for two 11-foot wide traffic lanes, one 8-foot wide parking lane, and two feet of reaction distance to the curb where there is no parking. Per the State Aid requirements this road is not wide enough to provide parking on both sides of the street so a no parking resolution will need to be passed by the City Council and signage will be required to be installed. We recommend posting no parking on the east side of 6th Avenue. This will provide the largest separation between pedestrians and vehicle traffic while allowing users of the sidewalk to park adjacent to the walk. The proposed pavement section would consist of three and a half-inches (3.5") of bituminous pavement and six-inches (6") of reclaimed aggregate, which would be adequate for a 9-ton design.

The pavement will be reclaimed 9.5-inches deep, grinding the existing 2-inch bituminous section with the top 6-inches of existing aggregate base and one and a half-inches (1.5") of select granular base. The reclaimed material will be salvaged off site to prevent contamination during the watermain installation and 3.5-inches of the reclaimed material will be excavated and hauled away. Once the excavation is complete the salvaged reclaimed material would be brought back and placed as roadway base material.

B. **Concrete Sidewalk**

A 5-foot wide concrete sidewalk is proposed on the west side of the street. This concrete sidewalk will be constructed with a 6 foot boulevard and will connect the sidewalk ending near South Brookview Lane SW and Edgewood St SW. The installation of sidewalk will require the relocation of five utility poles and require coordination with the power company.

This sidewalk would be a safety improvement reducing vehicle/pedestrian conflicts and completing the system wide loop.

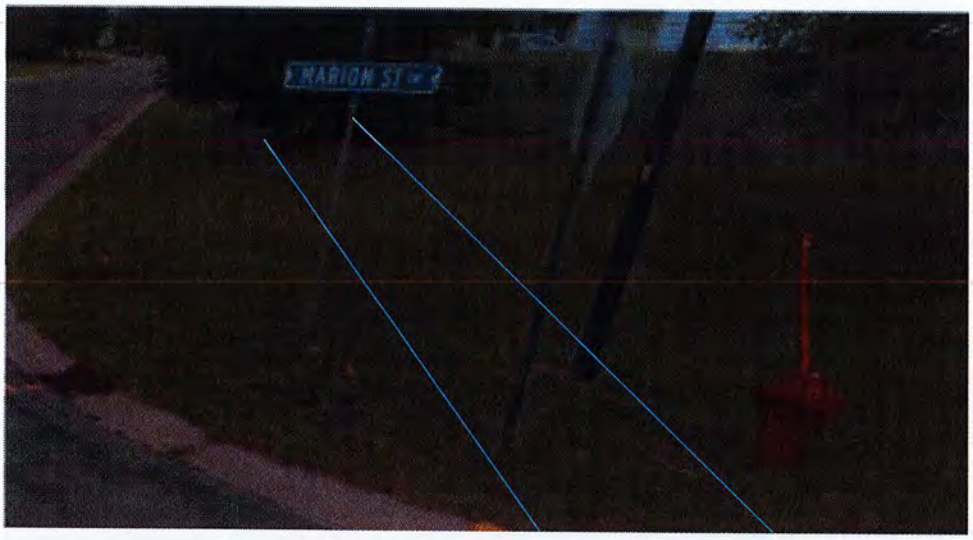


Figure 2: Existing Utility Pole Conflicts with Proposed Sidewalk

C. **Stormwater Management**

The existing storm sewer system will have three catch basins relocated to accommodate space for the sidewalk pedestrian ramps as well as 100 feet of pipe connecting into the existing structures.

The storm sewer has had some drainage issues, however, no existing storm sewer is located near the project that could be extended to 6th Avenue SW. Storm manhole and catch basin castings will be adjusted to fit the proposed surface as needed.

Best Management Practices (BMP's), as required by the Minnesota Pollution Control Agency (MPCA), will be utilized during construction to minimize erosion and sediment runoff from the construction site. These BMP's may include silt fence, stabilized construction exits, and storm water inlet protection.

D. **Sanitary Sewer**

Sanitary sewer within the project limits appears to be in adequate condition and is expected to last for the life expectancy of the proposed street improvements. Therefore, it is proposed the sanitary sewer system remain in-place, adjusting manhole castings as needed to fit the proposed surface.

E. **Watermain**

Proposed watermain improvements include upsizing the mainline from the existing 6-inch to an 8-inch pipe size. The current City watermain system has a 6-inch main section between S Brookeview Lane SW and Nina Street SW. Upsizing the watermain to 8-inch along the project limits would complete a major City wide looping initiative that began in 1989.

To address concerns from the City Public Works staff, any non-functioning valves will be repaired. One water service would be replaced to the Right-of-Way where the 8-inch water main is replaced. A curb patch will be required at the service installation location. The watermain is located under the existing curb so its trench will also require replacing the full curb along the east side of the 6th Avenue SW from South Brookeview Lane SW to Nina Street SW.

F. **Isanti Hills Park**

a. Parking Lot Alternate

The proposed improvements to the access from 6th Avenue SW would include B618 curb and gutter and a bituminous parking lot with 5 stalls. An easement would be required to be obtained from 706 6th Avenue SW to construct these improvements. The existing trail would be extended to the edge of the parking lot. A water service and sewer service would also be installed to the right of way of the park to provide service for a future facility. The additional run-off would drain to the west and follow the valley gutters at the intersection of Cedar Street SW. See Figure D for the concept layout.

b. Bituminous Trail Alternate

The proposed improvements would extend the existing bituminous trail to a new pedestrian ramp on 6th Avenue SW. This trail could fit within the existing easement on 800 6th Avenue SW. There will be no services installed with this alternative. See Figure E for the concept layout.

V. RIGHT-OF-WAY ACQUISITION

Additional Right-of-Way is not expected for the proposed 6th Avenue improvements. An access easement would be required for the Isanti Hills parking lot alternate. No additional permanent easements are anticipated for the bituminous trail alternate. The need for temporary construction easements will be evaluated during the final design process.

VI. APPROVALS/PERMITS

Approvals and permits are required from various public agencies for the construction of this project. They include:

- Minnesota Pollution Control Agency (MPCA) NPDES Stormwater Permit
- Minnesota Department of Health (MDH) Watermain Permit
- Minnesota Department of Transportation (MnDOT) State Aid

VII. PRELIMINARY COST ESTIMATES

The estimated project cost for the improvements is summarized in Table 1, and described in detail in Appendix E. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The costs shown are estimates that include construction, contingencies, and engineering costs. Actual construction cost would be determined through a competitive bidding process.

Table 1: Estimated Project Costs

6th Avenue IMPROVEMENTS	EST. PROJECT COST
FULL DEPTH RECLAIM	$297,300
WATERMAIN	$67,800
SIDEWALK & DRIVEWAYS	$212,300
TOTAL	$577,400

Isanti Hills Park Parking Lot Alternate	EST. PROJECT COST
PARKING LOT	$48,800
WATERMAIN	$6,500
SANITARY	$7,400
TOTAL	$62,700

Isanti Hills Park Bituminous Trail Alternate	EST. PROJECT COST
TRAIL	$25,400
TOTAL	$25,400

VIII. FUNDING AND ASSESSMENTS

Funding for the project could come from a variety of sources and is broken down as shown in Table 2 and described in detail in Appendix F. Special assessments could be levied in accordance with City Code, Chapter 276 – Special Assessments which states up to 25% of the proposed roadway improvements can be assessed to adjacent land owners at a per front foot basis. It also states that new sidewalk can only be assessed if it is petitioned for by the residents.

MSAS funding allows an advance of up to five years of the City's annual construction allotment of $212,916.00. After the 2020 allotment the City currently has an advance of approximately $61,300 and would be eligible to request up to approximately $1,000,000.00 in additional advanced funding. The City finance department would need to determine how requesting the advance will affect budgeting and bonding.

The proposed concrete sidewalk would not be assessed, as it is new and was not petitioned for by the residents, but it could come out of the State Aid advanced funds. City special assessment ordinance states that new sidewalk can only be assessed if it is petitioned for by the residents.

The water system work is for City-wide improvements and would not be assessed but could come out of the water fund.

Table 2: Funding Sources

6th Ave Reconstruction

Funding Source	Amount	% of Total
Assessments	$74,300	13%
MSAS STREET	$223,000	38%
MSAS WALK	$212,300	37%
Water Fund	$67,800	12%
General Fund	$0	0%
TOTAL	$577,400	100%

Assessment Breakdown	Per Front Foot	Total Frontage
Assessment	$ 32.57	2,282 ft

Average Assessment	$2,752.77
High Assessment	$3,582.70
Low Assessment	$2,442.75

Isanti Hills Park Option A- Parking Lot

Funding Source	Amount	% of Total
Water Fund	$6,500	10%
Sanitary Fund	$7,400	12%
General Fund	$0	78%
Total	$62,700	100%

Isanti Hills Park Option B- Bituminous Trail

Funding Source	Amount	% of Total
General Fund	$25,400	100%
Total	$25,400	100%

IX. RECOMMENDATION

6TH Avenue Reconstruction and Sidewalk

Based on the findings presented in this report, the proposed street improvements are cost effective, necessary, and feasible from an engineering perspective. The concrete sidewalk will be a public safety enhancement and benefit to the City trail system. The watermain improvements would complete the City wide trunk loop and would benefit the City water system. Should the City finance department determine these improvements are financially feasible we recommend that the City Council approve this report, call for a public hearing to follow the MS-429 process, and authorize the preparation of final plans and specifications. We recommend posting no parking on the east side of 6th Avenue. This will provide the largest separation between pedestrians and vehicle traffic while allowing users of the sidewalk to park adjacent to the walk.

Isanti Hills Park

Based on the findings presented in this report, the proposed improvements are cost effective, necessary, and feasible from an engineering perspective. If the City would like to proceed with either park improvement option, it could be added to the overall 6th Avenue improvement project at this time, or be budgeted for in the future.

Appendix A: LOCATION MAP

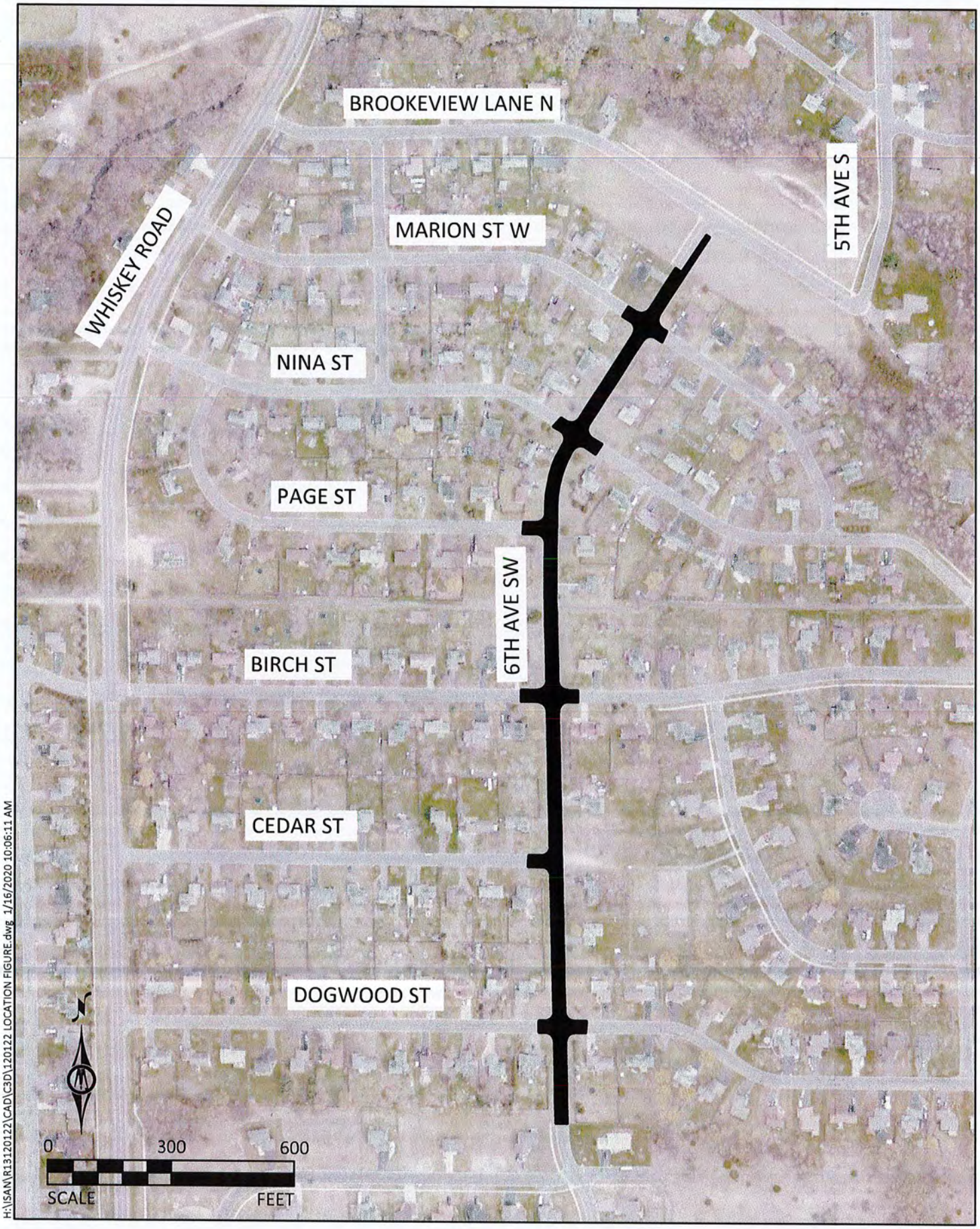
6TH AVE SW STREET IMRPOVEMENTS

ISANTI, MN

Figure A

DECEMBER 2019

BOLTON & MENK



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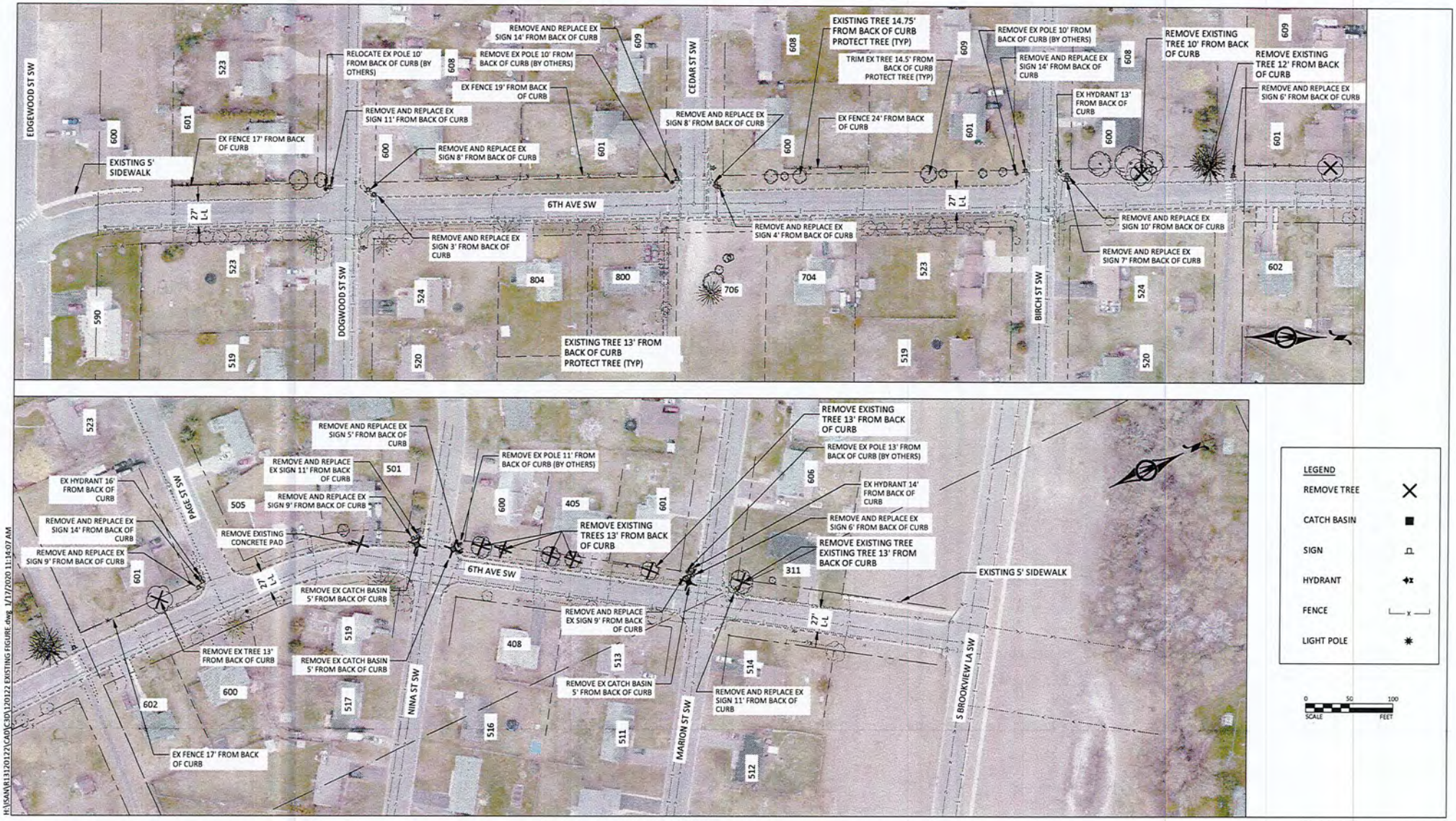
Appendix B: EXISTING CONDITIONS MAP

6TH AVENUE SW REHABILITATION
ISANTI, MN

Figure B
January 2020

BOLTON & MENK



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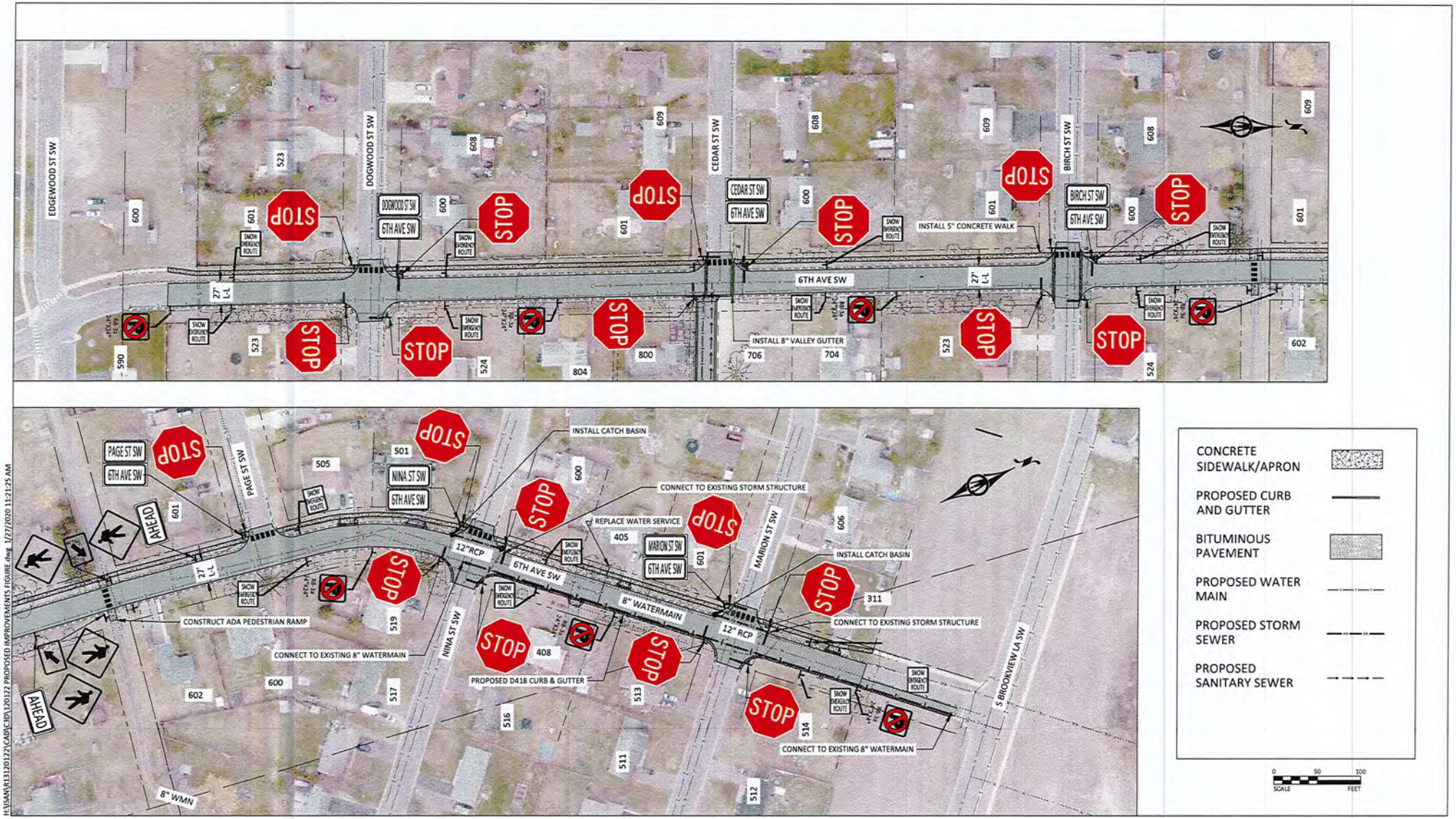
Appendix C: PROPOSED IMPROVEMENTS MAP

6TH AVENUE REHABILITATION
ISANTI, MN

FIGURE C
JANUARY 2020

BOLTON & MENK



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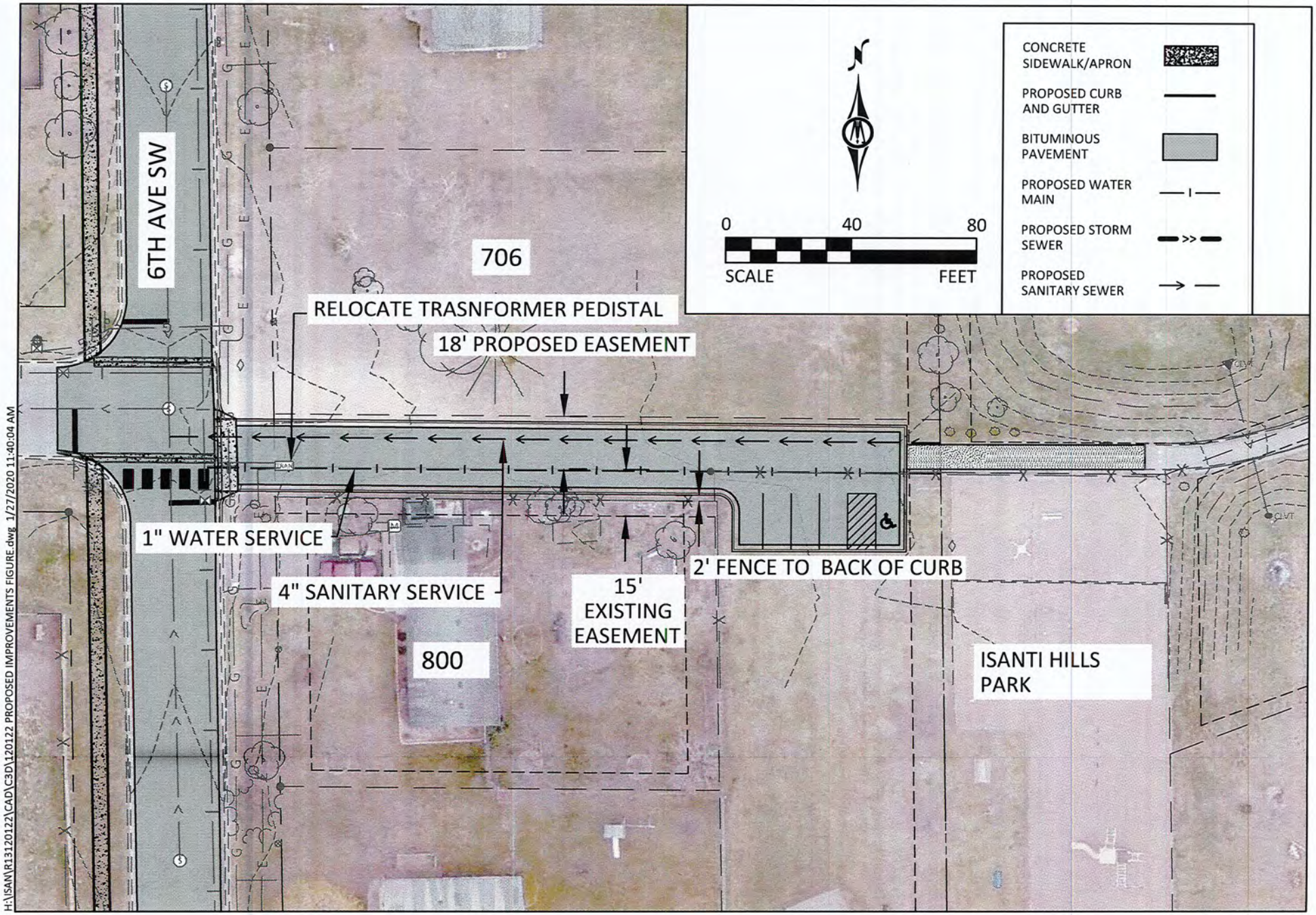
ISANTI HILLS PARK PARKING LOT

ISANTI, MN

ALTERNATE 1

JANUARY 2020

BOLTON & MENK



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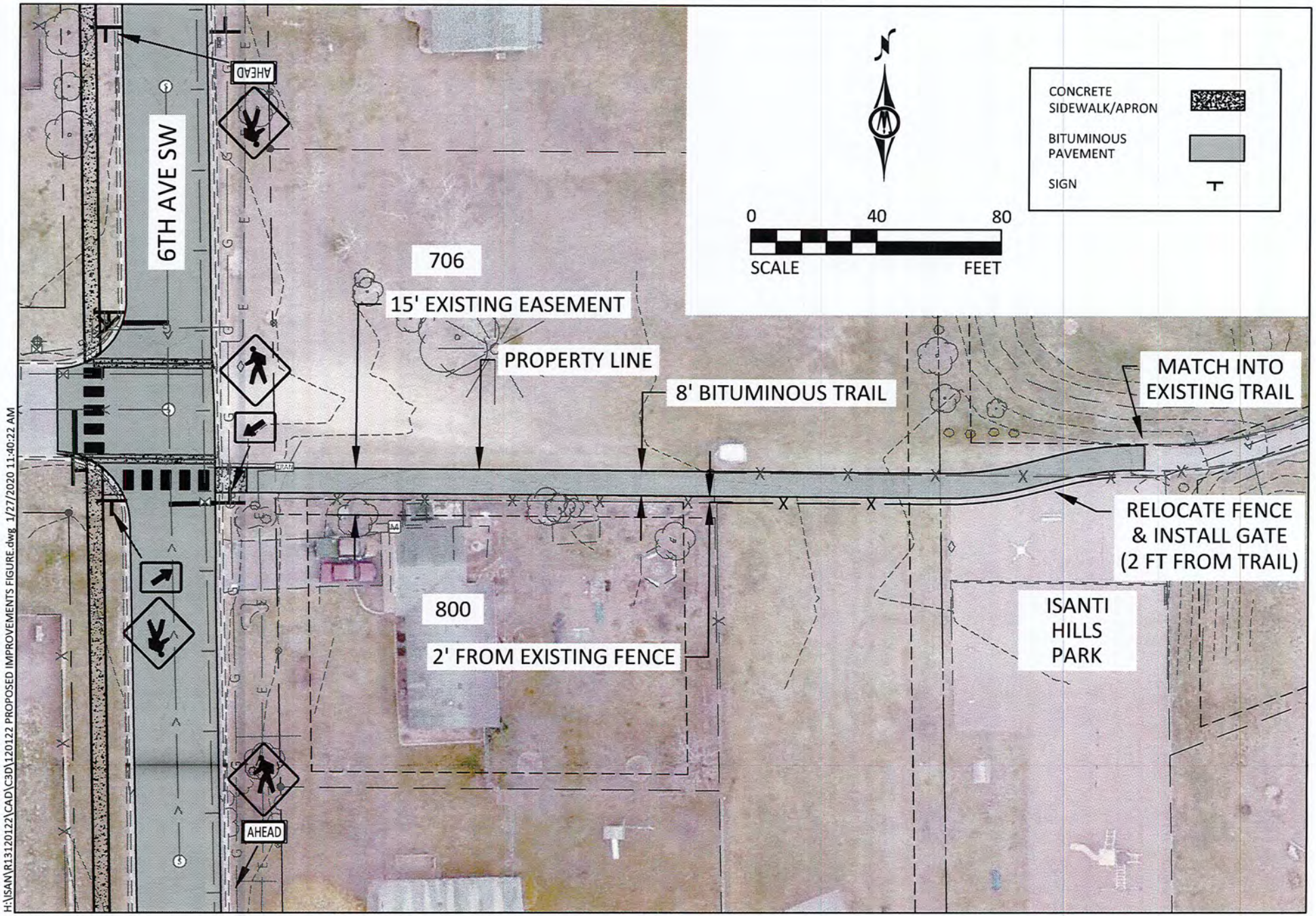
ISANTI HILLS PARK TRAIL ALTERNATE

ISANTI, MN

ALTERNATE 2

JANUARY 2020

BOLTON & MENK



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Appendix D: PARCEL OWNERSHIP & ASSESSABLE FRONTAGE

6TH AVENUE SW REHABILITATION
ISANTI, MN

FIGURE D - PARCEL OWNERSHIP & ASSESSABLE FRONTAGE
JANUARY 2020

BOLTON & MENK

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Appendix E: PRELIMINARY COST ESTIMATES

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 6TH AVENUE REHABILITATION
BMI PROJECT NUMBER - R13.120122
1/28/2020

ITEM NO.	BID ITEM	UNIT	UNIT PRICE	TOTAL QUANTITY	TOTAL COST	5TH AVE SW RECONSTRUCTION		6TH AVE SW RECONSTRUCTION		CITY OF ISANTI WATERMAIN	
						STATE AID ROADWAY QUANTITY	ROADWAY COST	STATE AID SIDEWALK QUANTITY	SIDEWALK COST	WATERMAIN QUANTITY	WATERMAIN COST
1	MOBILIZATION	LUMP SUM	$26,000.00	1	$26,000.00	0.50	$13,000.00	0.39	$10,140.00	0.11	$2,860.00
2	CLEARING & GRUBBING	TREE	$1,000.00	15	$15,000.00			15	$15,000.00		
3	PAVEMENT MARKING REMOVAL	SQ FT	$2.00	373	$746.00	373	$746.00				
4	REMOVE CURB & GUTTER	LIN FT	$5.00	1983	$9,915.00	871	$4,355.00	516	$2,580.00	596	$2,980.00
5	REMOVE SEWER PIPE (STORM)	LIN FT	$10.00	126	$1,260.00			126	$1,260.00		
6	REMOVE BITUMINOUS WALK	SQ FT	$2.00	100	$200.00			100	$200.00		
7	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$10.00	12	$120.00			12	$120.00		
8	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	$3.00	98	$293.67			82	$247.00	16	$46.67
9	REMOVE MANHOLE OR CATCH BASIN	EACH	$500.00	3	$1,500.00			3	$1,500.00		
11	REMOVE SIGN	EACH	$25.00	42	$1,050.00	42	$1,050.00				
12	INSTALL SIGN	EACH	$200.00	42	$8,400.00	42	$8,400.00				
13	COMMON EXCAVATION (EV) (P)	CU YD	$12.00	741	$8,892.00	741	$8,892.00				
14	HAUL AND STOCKPILE BIT MATERIAL (LV)	CU YD	$6.00	1694	$10,164.00	1694	$10,164.00				
15	PLACE SALVAGED RECLAIM MATERIAL	CU YD	$8.00	1694	$13,552.00	1694	$13,552.00				
16	FULL DEPTH RECLAMATION (9.5")	SQ YD	$1.25	7625	$9,531.11	7625	$9,531.11				
17	BITUMINOUS PATCH SPECIAL	SQ YD	$35.00	85	$2,975.00			85	$2,975.00		
18	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	SQ YD	$7.00	7625	$53,375.00	7625	$53,375.00				
19	TYPE SP 12.5 NON WEAR COURSE MIX (2.B), 2" THICK	SQ YD	$9.00	7625	$68,625.00	7625	$68,625.00				
20	12" RC PIPE SEWER CLASS V	LIN FT	$45.00	126	$5,670.00			126	$5,670.00		
21	CONNECT TO EXISTING WATERMAIN	EACH	$950.00	2	$1,900.00					2	$1,900.00
22	ADJUST GATE VALVE & BOX	EACH	$200.00	13	$2,600.00	13	$2,600.00				
23	8" GATE VALVE & BOX	EACH	$1,600.00	2	$3,200.00					2	$3,200.00
24	1" CORPORATION STOP	EACH	$350.00	1	$350.00					1	$350.00
25	1" CURB STOP & BOX	EACH	$350.00	1	$350.00					1	$350.00
26	1" TYPE K COPPER PIPE	LIN FT	$25.00	55	$1,375.00					55	$1,375.00
27	8" WATERMAIN DUCTILE IRON CLASS 52	LIN FT	$36.00	590	$21,240.00					590	$21,240.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3') (R-1)	EACH	$1,500.00	5	$7,500.00			5	$7,500.00		
29	CASTING ASSEMBLY	EACH	$700.00	5	$3,500.00			5	$3,500.00		
30	ADJUST FRAME AND RING CASTING	EACH	$400.00	6	$2,400.00			6	$2,400.00		
31	CONNECT TO EXISTING STRUCTURE	EACH	$850.00	2	$1,700.00			2	$1,700.00		
32	4" CONCRETE WALK	SQ FT	$6.00	9805	$58,830.00			9805	$58,830.00		
33	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	$18.00	1512	$27,216.00	400	$7,200.00	516	$9,288.00	596	$10,728.00
34	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	$60.00	86	$5,160.00			70	$4,226.67	16	$933.33
35	8" CONCRETE VALLEY GUTTER	SQ YD	$70.00	64	$4,472.22	64	$4,472.22				
36	TRUNCATED DOMES	SQ FT	$50.00	120	$6,000.00			120	$6,000.00		
37	RELOCATE MAILBOX	EACH	$125.00	6	$750.00			2	$250.00	4	$500.00
38	TRAFFIC CONTROL	LUMP SUM	$5,000.00	1	$5,000.00	1.00	$5,000.00				
39	STORM DRAIN INLET PROTECTION	EACH	$200.00	8	$1,600.00			8	$1,600.00		
40	LOAM TOPSOIL BORROW (LV)	CU YD	$18.00	128	$2,304.63			123	$2,217.22	5	$87.41
41	SODDING TYPE LAWN	SQ YD	$6.00	2479	$14,876.67			2217	$13,303.33	262	$1,573.33
42	12" SOLD WHITE EPOXY	LIN FT	$2.00	271	$542.00	271	$542.00				
43	CROSSWALK EPOXY	SQ FT	$5.00	1242	$6,210.00	702	$3,510.00	540	$2,700.00		
	CONSTRUCTION SUBTOTAL				**$416,345.30**		**$215,014.33**		**$153,207.22**		**$48,123.74**
	10% CONTINGENCY				**$41,634.53**		**$21,501.43**		**$15,320.72**		**$4,812.37**
	ESTIMATED CONSTRUCTION COST				**$457,979.83**		**$236,515.77**		**$168,527.94**		**$52,936.11**
	ENGINEERING & ADMINISTRATION				**$114,494.96**		**$59,128.94**		**$42,131.99**		**$13,234.03**
	MATERIAL TESTING				**$5,000.00**		**$1,666.67**		**$1,666.67**		**$1,666.67**
	TOTAL CONSTRUCTION COST				**$577,400**		**$297,300**		**$212,300**		**$67,800**

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 ISANTI HILLS PARKING LOT OPTION A
BMI PROJECT NUMBER - R13.120122
1/17/2020

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	$3,000.00	$3,000.00
2	REMOVE CURB & GUTTER	LIN FT	45	$5.00	$225.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	61	$3.00	$183.00
4	RELOCATE MAILBOX	EACH	1	$150.00	$150.00
5	REMOVE FENCE	LIN FT	130	$5.00	$650.00
6	INSTALL FENCE & GATE	LIN FT	130	$10.00	$1,300.00
7	COMMON EXCAVATION (EV) (P)	CU YD	12	$12.00	$144.00
8	SUBGRADE EXCAVATION (EV)	CU YD	12	$15.00	$180.00
9	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	SQ YD	547	$5.35	$2,926.45
10	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2" THICK	SQ YD	547	$8.00	$4,376.00
11	B618 GURB & GUTTER	LIN FT	484	$20.00	$9,680.00
12	6" CONCRETE DRIVEWAY	SQ YD	22	$58.00	$1,276.00
12	CONNECT TO EXISTING WATER MAIN	EACH	1	$950.00	$950.00
13	1" CORPORATION STOP	EACH	1	$350.00	$350.00
14	1" CURB STOP & BOX	EACH	1	$350.00	$350.00
15	1" TYPE K COPPER PIPE	LIN FT	233	$25.00	$5,825.00
16	4" SANITARY WYE	EACH	1	$300.00	$300.00
17	4" PVC	LIN FT	245	$26.00	$6,370.00
18	TRUNCATED DOMES	SQ FT	16	$65.00	$1,040.00
19	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00
20	SILT FENCE, TYPE MS	LIN FT	300	$2.50	$750.00
21	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$700.00	$700.00
22	LOAM TOPSOIL BORROW (LV)	CU YD	37	$18.00	$666.00
23	SEEDING	ACRE	0.07	$2,500.00	$175.00
24	SEED MIXTURE 25-131	LB	11	$5.00	$55.00
25	FERTILIZER TYPE 3 (22-5-10)	LB	25	$2.50	$62.50
26	HYDRAULIC BONDED FIBER MATRIX	LB	245	$1.75	$428.75
27	4" SOLID YELLOW EPOXY	LIN FT	108	$1.50	$162.00
	CONSTRUCTION SUBTOTAL				**$42,774.70**
	10% CONTINGENCY				**$4,277.47**
	ESTIMATED CONSTRUCTION COST				**$47,052.17**
	ENGINEERING & ADMINISTRATION				**$10,693.68**
	MATERIAL TESTING				**$5,000.00**
	TOTAL CONSTRUCTION COST				**$62,700**

OPINION OF PROBABLE COST

CITY OF ISANTI
2020 ISANTI HILLS PARK TRAIL ALTERNATE OPTION B
BMI PROJECT NUMBER - R13.120122
1/17/2020

ITEM NO.	BID ITEM	UNIT	TOTAL QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION	LUMP SUM	1	$1,000.00	$1,000.00
2	REMOVE CURB & GUTTER	LIN FT	45	$5.00	$225.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	61	$3.00	$183.00
4	RELOCATE MAILBOX	EACH	1	$150.00	$150.00
5	REMOVE FENCE	LIN FT	130	$5.00	$650.00
6	INSTALL FENCE & GATE	LIN FT	130	$10.00	$1,300.00
7	COMMON EXCAVATION (EV) (P)	CU YD	12	$12.00	$144.00
8	SUBGRADE EXCAVATION (EV)	CU YD	12	$15.00	$180.00
9	TYPE SP 9.5 WEAR COURSE MIX (2,B), 3" THICK	SQ YD	255	$14.00	$3,570.00
10	PAVEMENT PATCH	SQ YD	20	$35.00	$700.00
11	4" CONCRETE WALK	SQ FT	115	$6.00	$690.00
12	TRUNCATED DOMES	SQ FT	30	$65.00	$1,950.00
13	TRAFFIC CONTROL	LUMP SUM	1	$500.00	$500.00
14	CROSSWALK AHEAD SIGN	EACH	2	$150.00	$300.00
15	CROSSWALK SIGN	EACH	2	$150.00	$300.00
16	SILT FENCE, TYPE MS	LIN FT	300	$2.50	$750.00
17	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	$700.00	$700.00
18	LOAM TOPSOIL BORROW (LV)	CU YD	37	$18.00	$666.00
19	SEEDING	ACRE	0.07	$2,500.00	$175.00
20	SEED MIXTURE 25-131	LB	11	$5.00	$55.00
21	FERTILIZER TYPE 3 (22-5-10)	LB	25	$2.50	$62.50
22	HYDRAULIC BONDED FIBER MATRIX	LB	245	$1.75	$428.75
23	CROSSWALK EPOXY	SQ FT	90	$5.00	$450.00
	CONSTRUCTION SUBTOTAL				**$15,129.25**
	10% CONTINGENCY				**$1,512.93**
	ESTIMATED CONSTRUCTION COST				**$16,642.18**
	ENGINEERING & ADMINISTRATION				**$3,782.31**
	MATERIAL TESTING				**$5,000.00**
	TOTAL CONSTRUCTION COST				**$25,400**

Appendix F: PRELIMINARY ASSESSMENT ROLL

2020 6th Avenue SW Rehabilitation
Preliminary Assessment Roll
Bolton & Menk Project # R13.120122
01/27/20

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $32.57
1	16-063-0120	KRISTEN LENDWAY	311 6TH AVENUE SW		75.0	125.0	85.0	2	$2,442.75
2	16-065-0120	BBC HOLDINGS LLC	405 6TH AVENUE SW	PO BOX 1361, MINNETONKA, MN 55345	82.0	82.0			$2,670.74
3	16-068-0190	BRUCE SPILMAN	408 6TH AVENUE SW		75.0	125.0	87.0	2	$2,442.75
4	16-065-0210	MEGAN OLSON	501 6TH AVENUE SW		75.0	116.0	103.0	1, 2	$2,442.75
5	16-066-0110	JEROME COLE	505 6TH AVENUE SW	1104 BIRCH STREET SW, ISANTI, MN 55040	75.0	106.0	99.5	1, 2	$2,442.75
6	16-068-0210	URSULA REINHART	600 6TH AVENUE SW		88.0	88.0		1	$2,866.16
7	16-068-0200	RYAN L GALLMEIER	602 6TH AVENUE SW		85.0	85.0			$2,768.45
8	16-045-0650	MARILYN LANCASTER	704 6TH AVENUE SW	PO BOX 484, ISANTI, MN 55040	110.0	110.0			$3,582.70
9	16-045-0660	ROY E WADEWITZ	706 6TH AVENUE SW	317 KNOPP VALLEY DRIVE, WINONA, MN 55987	95.0	95.0			$3,094.15
10	16-071-0190	LEIGH DULON	800 6TH AVENUE SW		102.0	102.0			$3,322.14
11	16-071-0200	JOHN BELLRICHARD	804 6TH AVENUE SW		103.0	103.0			$3,354.71
12	16-068-0090	SCOTT HOFFMAN	513 MARION STREET SW	23239 HIGHWAY 65 NE, EAST BETHEL, MN 55005	75.0	128.0	87.0	2	$2,442.75
13	16-068-0010	DENISE LINDBERG	514 MARION STREET SW		75.0	122.0	90.0	2	$2,442.75
14	16-063-0180	SARAH SCHOENING	601 MARION STREET SW		81.0	81.0	135.0		$2,638.17
15	16-068-0220	CREATE-N-RENOVATE LLC	519 NINA STREET SW	35974 NACRE STREET NW, PRINCETON, MN 55371	78.5	157.0	75.0	1, 2	$2,556.75
16	16-065-0110	JASON R IVERSON	600 NINA STREET SW		84.0	84.0	124.0		$2,735.88
17	16-066-0200	TYLER TAPPLIN	601 PAGE STREET SW		75.0	140.0	89.0	2	$2,442.75
18	16-070-0080	KEITH CARLSON	523 BIRCH STREET SW		90.0	180.0	106.0	2	$2,931.30
19	16-070-0060	BREANN PADDEN	524 BIRCH STREET SW		82.5	165.0	106.0	2	$2,687.03
20	16-070-0050	GERALD VENBURG	600 BIRCH STREET SW		83.5	167.0	80.0	2	$2,719.60
21	16-045-0200	GARY A SONNESON	601 BIRCH STREET SW		84.5	169.0	104.0	2	$2,752.17
22	16-045-0210	RYAN INBERG	600 CEDAR STREET SW		82.0	164.0	103.0	2	$2,670.74
23	16-071-0180	LEVI E KLANDE	601 CEDAR STREET SW		83.5	167.0	81.0	2	$2,719.60
24	16-073-0270	MARILYN PELZ	523 DOGWOOD STREET SW		100.0	200.0	105.0	2	$3,257.00
25	16-073-0130	NEVIN FRITZ	524 DOGWOOD STREET SW		75.0	143.0	104.0	2	$2,442.75
26	16-073-0120	ZACHARY SCHMITT	600 DOGWOOD STREET SW		84.0	168.0	89.0	2	$2,735.88
27	16-073-0260	KENNETH W BECK	601 DOGWOOD STREET SW		83.5	167.0	82.0	2	$2,719.60
				Totals	**2,282.0**	**3,539.0**			**$74,324.77**

NOTES:

(1) Odd Shaped Lot, Frontage Calculation
(2) Corner Lot with Long Side on Improvement

Assessed Street Cost

AVERAGE	$2,752.77
HIGH	$3,582.70
LOW	$2,442.75

Total Assessed Cost	$74,324.77
Total Street Cost	$297,300.00
Percent Assessed	25%

RESOLUTION 2020-XXX

J.8.a.

RECEIVING FEASIBILITY REPORT, AND CALLING HEARING ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2019-288 of the City Council adopted November 5, 2019, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain. This report was received by the Council on February 4, 2020, and;

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible;

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

1. The Council will consider the proposed improvement in accordance with the report and the assessment of benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of $577,400.

2. A public hearing shall be held on such proposed improvement at approximately **7:00 p.m.** on the **4th** day of **March 2020**, in the Council Chambers at Isanti City Hall, 110 1st Avenue NW, Isanti MN, and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

J.8.b.

AUTHORIZING PREPARATION OF PLANS ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2019-288 of the City Council adopted November 5, 2019, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain. This report was received by the Council on February 4, 2020, and;

WHEREAS, as recommended in the Preliminary Engineering Report, in order to keep the proposed project on schedule for a March 2020 bid opening, it is recommended that development of plans and specifications begin in advance of the public hearing;

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

Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Chief of Police
Date: February 4, 2020
Subject: Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

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Background:
The Isanti Police Department has a fleet plan to purchase patrol vehicle in 2020 in accordance to Capital Improvement Plan. The 2020 budget for Fund 920 has allocated $46,350 for this purchase.

Dodge Durango AWD V8	29985
Emergency Equip And setup	11809.38
Printer	441.99
Radar	2966
Graphics	960
Watchgaurd system	6230
Radio	3837.5
Toughbook computer	3496.5
	59726.37

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, they should by motion, take the following actions:

1. Approve purchase of 2020 Dodge Durango AWD and associated equipment and authorize the Finance Director to amend the budget accordingly.

Attachments:

- Res 2020-XXX
- Vehicle and Equipment Quotes

RESOLUTION 2020- XXX

AUTHORIZING PURCHASE OF 2019 DODGE DURANGO AWD AND EQUIPMENT

WHEREAS, the police department capital improvement plan approves purchase of police vehicle and equipment for 2020; and,

WHEREAS, the purchase quote for vehicle was utilized under state bid and quotes to equip vehicle as follows:

Dodge Durango AWD V8	29,985.00
Emergency Equip And setup	11,809.38
Printer	441.99
Radar	2,966.00
Graphics	960.00
Watchgaurd camera system	6,230.00
Radio	3,837.50
Toughbook computer	3,496.50
TOTAL	**59,726.37**

WHEREAS, the total purchase amount of vehicle and equipment is $59,726.37; and,

WHEREAS, funding for purchase would be Capital Outlay 101-42110-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a 2020 Dodge Durango AWD V8 pursuit vehicle.
2. To purchase necessary emergency equipment and outfit said vehicle.
3. Authorize the Finance Director to make necessary budget adjustments based on actual final cost.
4. Authorize staff to sign required documentation for the purchase of vehicle and equipment .
5. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 4th day of February 2020

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

Dodge Of Burnsville
12101 Hwy 35W South
Burnsville MN 55337

State Contract Number 165958 From Dodge of Burnsville

Allow 12-18 weeks for delivery from order date

Anticipated order cutoff date of 8-1-20

2020 Durango Pursuit AWD

V8 LDEE75 22Z Package

Note: Please select options

					Options
				Base Vehicle Contract Price	$ 29,435.00
Extra OEM Key	Each	$215	How Many?		$ 215-
Options:				**Copy and Paste Price to add options**	
Skid Plate Group	ADL	$	263.00		263.
Trailer Tow Group IV	AHX	$	752.00		
Blind Spot Cross Path Detection	XAN	$	441.00		
Sound Sytem Components					
Single Disc Remote CD Player	RH1	$	441.00		
SiriusXM Satellite Radio	RSD	$	174.00		
Additional Features					
Daytime Running Headlamps Low Beam	LM1	$	36.00		36
Engine Block Heater	NHK	$	85.00		
Color Options					
Billet Clear Coat	PSC	$	-		
DB Black Clear Coat	PXJ	$	-		
Destroyer Grey Clear Coat	PDN	$	-		
Granite Clear Coat	PAU	$	-		
Reactor Blue Pearl Coat	PBF	$	-		
Redline 2 Pearl Coat	PRM	$	-		
Vice White	PWD	$	530.00		
White Knuckle Clear Coat	PW7	$	-		
Total Delivered Price with options Per Contract					$ 29,435.00

29.985

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
		tmuyers@cityofisanti.us LT. TRAVIS MUYERS 763-444-4761. 763-233-1337			
1	VEHICLE	2020 DODGE DURANGO		0.00	0.00
1	1K0574DUR11	SETINA 6VS SPT SINGLE PRISONER PARTITION SYSTEM FOR 2011+ DODGE DURANGO		809.25	809.25
1	PK0316DUR112ND	SETINA #12VS COATED SCRATCH RESISTANT POLYCARBONATE REAR PARTITION FOR 2011+ DODGE DURANGO		359.25	359.25
1	475-0191	PATRIOT PRODUCTS - GR9-AR-BLM-V - SINGLE WEAPON PARTITION MOUNT VERTICAL GUN RACK - FLAT OR RECESSED HOUSING - HCK HANDCUFF KEY		279.776	279.78
1	SC-920-MS-KSG	SC-920-MS-KSG SANTA CRUZ GUN LOCK TO FIT 12GA KELTEK KSG		227.2425	227.24
1	WK0595DUR11	SETINA POLY WINDOW BARRIERS FOR 2011+ DODGE DURANGO	ea	216.75	216.75
1	BK0534DUR11	SETINA PB400VS ALUMINUM PUSHBUMPER FOR 2011+ DODGE DURANGO	ea	299.25	299.25
1	FK0400DUR11	SETINA ALUMINUM FENDER WRAPS FOR PB300/400 - FOR 2011+ DODGE DURANGO	ea	299.25	299.25
1	EMPS2SMS4D	SOUNDOFF MPOWER 4" 12-LED SURFACE MOUNT LIGHTHEAD - RED/WHITE. **SIDE PB LIGHT**		99.96	99.96
1	EMPS2SMS4E	SOUNDOFF MPOWER 4" 12-LED SURFACE MOUNT LIGHTHEAD - BLUE/WHITE. **SIDE PB LIGHT**		99.96	99.96

E.A.T.D
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	CCSRN3	WHELEN CEN-COM SAPPHIRE REMOTE SIREN/SWITCHING SYSTEM - INCLUDES CONTROL HEAD, 20 FT CABLE AND MICROPHONE		695.00	695.00
1	ULB28 CUSTOM	SVP LINEUM X FULL-WIDTH PHANTOM INTERIOR UNDERCOVER LIGHTBAR - DUAL COLOR - SPECIFY COLORS AND MOUNT KIT		681.204	681.20
1	274-ULB21-DU	ULB28 MOUNTING HARDWARE KIT FOR SPLIT PHANTOM FOR DODGE DURANGO		0.00	0.00
1	IONV3B	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - BLUE		157.18	157.18
1	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED		157.18	157.18
1	SA315P	WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY		190.24	190.24
1	SAK54	WHELEN SAK54 - SA315 MOUNTING BRACKET FOR 2013-2019 DODGE DURANGO		23.78	23.78
1	VTX609B	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - BLUE		65.54	65.54
1	VTX609R	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - RED		65.54	65.54

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
4	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE		81.20	324.80
4	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED		81.20	324.80
1	IONBKT1	WHELEN ION LICENSE PLATE BRACKET - HORIZONTAL MOUNT		19.175	19.18
1	FN-0616D RBW	FENIEX FUSION LIGHT STICK - 6 HEAD - DUAL COLOR - HALF RED, HALF BLUE PRIMARY, ALL WHITE SECONDARY		435.68	435.68
2	FN-4016	FENIEX FUSION LIGHT STICK L-BRACKETS		5.25	10.50
1	7170-0721-02	GAMBER JOHNSON CONSOLE BOX WITH CUPHOLDER AND PRINTER ARMREST (7160-0430) KIT FOR 2018+ DODGE DURANGO		600.00	600.00
1	7160-0339	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR WHELEN CEN-COM GOLD CONTROL HEAD SOUND OFF SIGNAL 400 SERIES		0.00	0.00
1	7160-0321	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR XTL-5000/2500 REMOTE HEAD RADIO		0.00	0.00
1	7160-0323	GAMBER JOHNSON COMPUTER MOUNT BASE FOR 2011+ JEEP GRAND CHEROKEE/2011-2017 DODGE DURANGO.		90.60	90.60
I	DS-LOWER-9	GAMBER JOHNSON 9" LOWER POLE	ea	37.80	37.80
1	7160-0178	GAMBER JOHNSON 7" UPPER POLE ASSEMBLY - CENTER PIVOT POINT	ea	54.60	54.60
1	7160-0230	GAMBER JOHNSON SHORT SUPPORT BRACE 10.3" - 16.3"		48.60	48.60
1	7160-0220	GAMBER JOHNSON MONGOOSE 9" LOCKING SLIDE-ARM WITH 360 DEGREE TILT-SWIVEL	ea	212.40	212.40

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	CG-X	HAVIS CHARGEGUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO ETERNITY.	ea	71.379	71.38
1	14.0434	SHO-ME MULTI PORT ACCESSORY BOX - WITH (3) 12V OUTLETS AND (4) 5V USB PORTS	ea	36.75	36.75
1	47769	AMBER LOW-COST LED PRISONER COMPARTMENT LIGHT		9.1875	9.19
1	ETFBSSN-P	SOUNDOFF SOLID STATE TAIL LIGHT FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS	ea	39.27	39.27
1	DS-PAN-111	HAVIS PORT REPLICATING DOCKING STATION FOR PANASONIC CF-30/31 WITH NO RF PASS-THROUGH - DOES NOT INCLUDE POWER SUPPLY - USE LPS-104	ea	601.426	601.43
1	LPS-104	12VDC POWER SUPPLY FOR HAVIS DS-PAN-101/111 DOCKING STATION F/CF30/31 ****REQUIRED FOR CF-31****	ea	154.882	154.88
1	BR-355-S4-5HZ	SiRFIV GPS RECEIVER - 15' CABLE, 5 HERTZ. THE BR-355-S4 REQUIRES EITHER THE USB, OR SERIAL RS232/PS2 CABLE SETS TO FUNCTION (SOLD SEPERATELY) VIA USB		111.15	111.15
1	BR-305	USB INTERFACE CABLE FOR BULKHEAD MOUNT GPS RECEIVER		18.75	18.75
1	NMO58AU-NC	NMO ANTENNA BASE WITH 17 FT CABLE WITHOUT CONNECTOR (REPLACES BM-NC) NMO58AU-NC	ea	13.7475	13.75
1	TRA6927M3NB-TS1	526355 LAIRD 4G/3G MULTI BAND PHANTOM ANTENNA, BLACK NMO BASE		35.77	35.77

E.A.T.D
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
1	ETRAB8063	ETRAB8063 ANTENNEX PHANTOM ELITE ANTENNA (FIN STYLE) 800-866 MHZ BLACK (MDC)		38.144	38.14
1	MAGNETIC MIC CLIP	MAGNETIC MIC CLIP		34.95	34.95
1	330GM-0002	SPOTLIGHT, UNITY 330 GM-0002, BLACK		123.20	123.20
1	189	BRACKET UNITY # 189		39.20	39.20
1	P46FLC	WHELEN P46FLC - PAR 46 SUPER LED SPOTLIGHT - 12 VOLT - 8 DEGREE BEAM		150.80	150.80
3.5	LABOR MSP CONTRACT	LABOR TO INSTALL SPOTLIGHT.	hr	90.00	315.00
1	CAT5 25 FOOT	GENERIC 25 FOOT CAT5 CONNECTION CABLE - STRAIGHT THROUGH - JACKET COLOR MAY VARY		9.95	9.95
1	453440	ANTENNA BASE, 3/4 MOUNT 0-6 GIGAHERTZ , LARSEN NMOKHFUDFME		17.992	17.99
1	20.1850.C	SHO-ME MICROTHIN EXTERIOR STROBE - CLEAR - WITH 15 FT CABLE - ORDER 90.6108 FLASHBACK SHIELD SEPARATELY		147.518	147.52
1	401-1228-PREHI	TOMAR HIGH PRIORITY OPTICOM COMPATIBLE STROBE EMITTER POWER SUPPLY WITH STD AMP CONNECTOR, EPOXY SEALED UNIT 401-1228-PRE		205.00	205.00
1	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS		350.00	350.00
1	46985	CIRCUIT BREAKER - 100AMP - MANUAL RESET - MANUAL TRIP	ea	0.00	0.00
1	BOSCH75551	75551 BOSCH 75A SPST RELAY, FOUR TERMINAL DUAL CONTACT	ea	0.00	0.00
1	46096	POWER DISTRIBUTION MODULE - 2 FUSED OUTPUTS - J-CASE FUSE HOLDER WITH STUD INPUTS AND OUTPUTS		0.00	0.00
18	C - STANDARD UNCUT	C - STANDARD HARNESS - PER FOOT		0.00	0.00

E.A.T.I.
EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 Geneva Ave. North
Oakdale, MN 55128

Quote

Date	Quote #
1/21/2020	DL012120-10

Name / Address	Ship To
ISANTI PD P O BOX 428 ISANTI, MN 55040	ISANTI PD 401 1ST AVE. NORTH ISANTI, MN 55040

P.O. No.	Terms	Due Date	Account #	Rep	FOB
	NET 30	2/20/2020		DLL	Oakdale,MN

Qty	Item	Description	U/M	Price	Total
20	B-LINK FRONT UNCUT	B-LINK A HARNESS, FRONT WIRE HARNESS / BLNK - FRONT / UNDERHOOD TO TRUNK UNCUT/BY THE FOOT	ft	0.00	0.00
1	93F4564	89C8233 OMAN TF SERIES MINATURE SNAP ACTING SWITCHES/NORMAL OPEN AND CLOSED LONG THROW V-15G3-1C24-K		0.00	0.00
1	LABOR GOVMNT FLEET	GOVERNMENT FLEET LABOR RATE FOR SERVICES	hr	2,400.00	2,400.00
1	CUST SUPPLIED PART	PART: WATCHGUARD 4RE, RADIO, RADAR,		0.00	0.00

If you would like to turn this quote into an order, please let your sales rep know ASAP!

Total $11,809.38

Introducing My CDW Advantage: **save 5%** on products when you create an account. ×

CDW

800.800.4239

brother at your side

Brother PocketJet PJ-722 – Vehicle Kit – printer – monochrome – direct ther

Mfg.Part: PJ722-VK | CDW Part: 4302799 | UNSPSC: 43212108

Availability: In Stock
Get it **Thursday, January 23** to 55006
if ordered within 3 hrs 19 mins.

Warranties

- ◯ None
- ◯ Include: BROTHER MOBILE SOLUTIONS 2 Year Warranty - $47.99
- ◯ Include: BROTHER MOBILE SOLUTIONS 3 Year Warranty - $66.99
- ◯ Include: CDW 1 Year Warranty - $39.99

View More

$441.99 Advertised Price

Claim Your 5% Discount
Create an account to get My CDW Advantage today.

Lease Option ($13.36/month)

Product Details

- Vehicle Kit
- printer
- monochrome
- thermal paper
- A4/Legal
- 203 x 200 dpi
- up to 8 ppm

Product Overview

Main Features

- Vehicle Kit
- printer
- monochrome
- thermal paper
- A4/Legal
- 203 x 200 dpi
- up to 8 ppm
- USB 2.0

Cover your on-the-go printing requirements with the Brother PocketJet PJ-722 Direct Thermal Printer with vehicle kit. With a black and white maximum resolution of 200 dpi, this full-page thermal printer delivers crisp documents. It efficiently prints A4, Legal, Letter A size and Roll media types at a rate of 8 ppm. The monochrome printer is powered and connected to a choice of computer through USB 2.0 interface. When not connected to any system, an optional Li-ion battery in this Brother portable thermal printer provides a run-time 600 pages on a single charge.

- Mobile thermal printer for quick and easy ready to print experience
- USB 2.0 connectivity for flexible and reliable connection
- Car power adapter to power the printer directly from your vehicle

Tech Specs

Specifications are provided by the manufacturer.

STALKER radar

applied concepts, inc.

QUOTE
#2035627

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Date: 01/15/20

Inside Sales Partner: Donna Russell 972-801-4803

Reg Sales Mgr: Paul Spano 972-489-6701

Effective From : 01/15/2020 **Valid Through:** 04/14/2020 **Lead Time:** 21 working days

Bill To:	**Customer ID:** 107048	**Ship To:**	*UPS Ground*
Isanti Police Department PO Box 428 Isanti, MN 55040-0428	Accounts Payable	Isanti Police Department 401 1st Ave N Isanti, MN 55040-7123	Lieutenant Travis Muyres

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	806-0022-00	DSR 2 Antenna Radar	36	$2,895.00	$2,895.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0999-20	DSR Enhanced Counting Unit, 1.5 PCB		$0.00
2	1	200-1000-30	DSR Modular Display, Bright LEDs		$0.00
3	2	200-1237-00	DSR Ka Antenna		$0.00
4	1	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch		$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		$0.00
7	1	200-0243-00	Counting/Display Tall Mount		$0.00
8	1	200-0244-00	Antenna Dash Mount		$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		$0.00
10	1	200-0648-00	Display Sun Shield		$0.00
11	1	155-2055-08	Antenna Cable, 8 Ft		$0.00
12	1	155-2055-20	Antenna Cable, 20 Ft		$0.00
13	1	200-0622-00	VSS Cable Kit		$0.00
14	1	200-0821-00	DSR Documentation Kit		$0.00
15	1	035-0361-00	Shipping Container, Dash Mounted Radar		$0.00
16	1	060-1000-36	36 Month Warranty		$0.00
17	1	155-2211-00	Remote Display Interconnect Cable	$71.00	$71.00
				Group Total	$2,966.00

Product	$2,966.00	Sub-Total:	$2,966.00
Discount	$0.00	Sales Tax 0%	$0.00
		Shipping & Handling:	$0.00
		Total: USD	**$2,966.00**

Payment Terms: Net 30 days

Vehicle Information:
2020 Dodge Durango

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions sent along with the Quote.

GRAFIX SHOPPE

3240 Mike Collins Drive
Eagan, MN 55121
888-683-9665 Toll free
651-683-9740 Fax

Quotation

Date	Estimate #
1/27/2020	21346

Bill To
Isanti Police Department Attn: Accounts Payable 401 1st Ave. N. PO Box 428 Isanti, MN 55040

Ship To
Isanti Police Department Chief Travis Muyres 401 1st Ave. N. Isanti, MN 55040

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	2 Weeks	Shawn	2020Dodge Chargers

Qty	Description	Price	Total
1	ULT-2149 Reflective Kit for a White 2020 Dodge Durango Unit Number TBD POLICE & Unit Number on Tailgate 1080 Gloss Black Stripe with Reflective POLICE, Unit Numbers and 911	575.00	575.00
1	Install of STANDARD KIT at EAT Date TBD	385.00	385.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Authorization Signature and Date

X _____

Subtotal	$960.00
Sales Tax (6.875%)	$0.00
Total	**$960.00**

4RE/VISTA Price Quote

CUSTOMER: Isanti Police Department

Attn: Accounts Payable,
PO Box 428,,
Isanti,MN,United States,
55040

ATTENTION: LT McCarty

PHONE: 763-444-4761

E-MAIL:

ISSUED: 1/21/2020 10:02 AM

EXPIRATION: 3/23/2020 10:00 AM

TOTAL PROJECT ESTIMATED AT: $6,230.00

SALES CONTACT: Michelle Oleari

DIRECT:

E-MAIL:
michelle.oleari@motorolasolutions.com

4RE and VISTA Proposal

VISTA HD Cameras and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
VIS-EXT-WIF-BUN	VISTA HD WiFi and 4RE System Bundle. Includes 4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, ZSL camera, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket. It will also include the VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording, one camera mount, 32 GB of storage, Wi-Fi docking base, Power over Ethernet Smart Switch	1.00	$5,550.00	$0.00	$5,550.00

VISTA HD Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-VIS-CAM-1ST	Warranty, VISTA 1st Year (Months 1-12) Included	1.00	$0.00	$0.00	$0.00

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-DEV-004	Evidence Library 4 Web VISTA Combo-Discount Device License Key	1.00	$75.00	$0.00	$75.00
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	1.00	$150.00	$0.00	$150.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
CAM-4RE-PAN-NHD	Additional Front Camera, 4RE, HD Panoramic	1.00	$200.00	$0.00	$200.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	1.00	$200.00	$0.00	$200.00

4RE Hardware Warranties

4RE/VISTA Price Quote

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	1.00	$0.00	$0.00	$0.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping/Handling and Processing Charges	1.00	$55.00	$0.00	$55.00
					$6,230.00

Total Estimated Tax, may vary from State to State **$0.00**

Configuration Discounts **$0.00**

Additional Quote Discount **$0.00**

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____

415 E. Exchange Parkway • Allen, TX • 75002
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com

1/21/2020

To: Motorola Solutions Inc.
1309 E. Algonquin Rd.
Schaumburg, IL 60196

Re: Purchase of Motorola radio communications equipment -**MN Contract # #119587**

This letter serves as authorization for Motorola Solutions to place an order for the communications equipment on the attached sheet for a purchase price of $3,837.50. The City of Isanti agrees to pay Motorola Solutions for the equipment "Net 30 days upon shipment" to:

Granite Electronics
535 N 31st Ave.
St Cloud MN 56303

When Motorola Solutions invoices the City of Isanti, the invoice should reference 800 MHz Radios and be sent to Chief Gene Hill at the following address:

City of Isanti
Po Box 428
Isanti MN 55040
Attn: Police Chief Travis Muyres
(NO e-Invoicing)

For taxation purposes, even if tax-exempt, the equipment sold to City of Isanti will ultimately reside at the following address:

City of Isanti
401 1st Ave N.
Isanti MN 55040

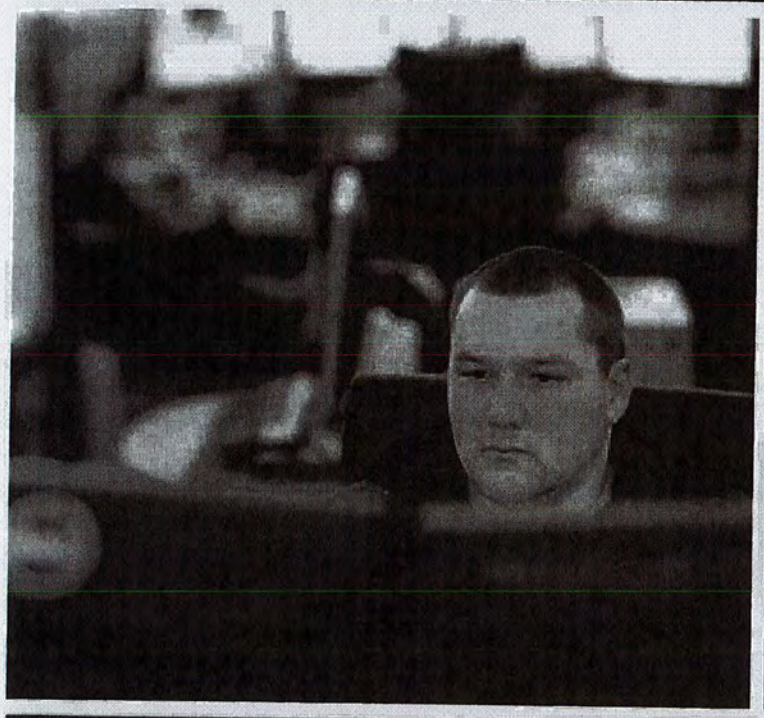
Payments can be authorized solely on this document. I submit that I am a duly authorized official of our entity and that my signature makes this a legal and binding document and that funding has been encumbered for this order. If you have any questions regarding this order, please feel free to contact Travis Muyres at 763-444-4761.

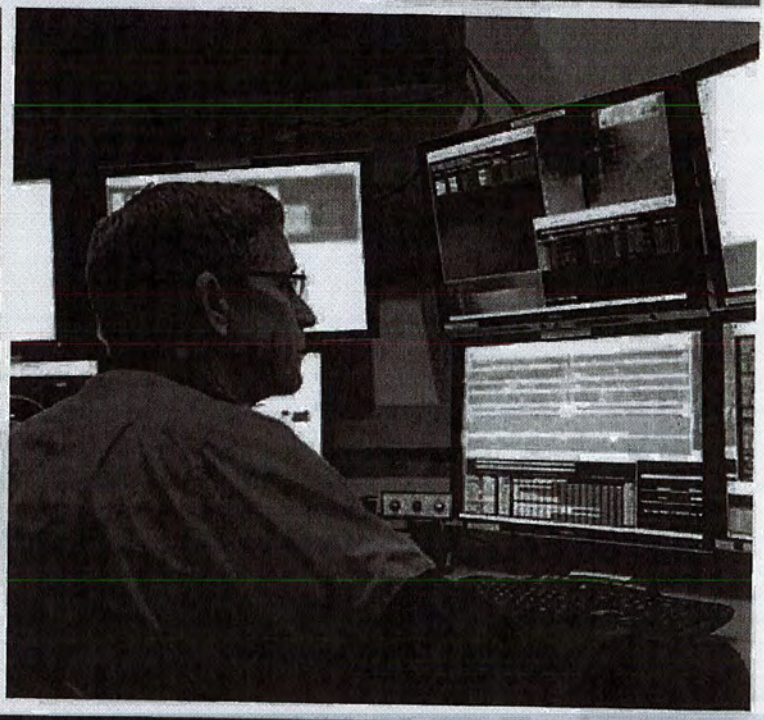
Sincerely yours,

By: _____
Travis Muyres
Police Chief

Cc: Michael Kahl

MOTOROLA SOLUTIONS





ISANTI, CITY OF

01/21/2020

The design, technical, pricing, and other information ("Information") furnished with this submission is confidential proprietary information of Motorola Solutions, Inc. ("Motorola") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola.
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MOTOROLA SOLUTIONS

QUOTE-1100021

Billing Address:
ISANTI, CITY OF
PO BOX 428
ISANTI, MN 55040
US

Shipping Address:
Michael Kahl
535 N 31st Ave
St Cloud, Minnesota 56303
United States

Quote Date:01/21/2020
Expiration Date:04/20/2020
Quote Created By:
Michael Kahl
MikeK@GraniteElectronics.com

Customer:
ISANTI, CITY OF
Travis Muyres
TMuyres@Cityofisanti.us
7630444-4761

Contract: 20927 - MN DOT 119587

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 6500 Series	APX6500/LI				
1	M25URS9PW1AN	APX6500 7/800 MHZ	1	$2,438.00	$1,758.00	$1,758.00
1a	GA00235AA	ADD: NO GPS ANTENNA NEEDED APX	1	$0.00	$0.00	$0.00
1b	QA02756AC	ENH: 9600 OR 3600 SINGLE SYSTEM DIGITAL TRUNKING	1	$1,570.00	$1,177.50	$1,177.50
1c	G78AT	ENH: 3 YEAR ESSENTIAL SVC	1	$168.00	$168.00	$168.00
1d	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	1	$60.00	$45.00	$45.00
1e	G442AJ	ADD: APX O5 CONTROL HEAD	1	$432.00	$324.00	$324.00
1f	G444AE	ADD: APX CONTROL HEAD SOFTWARE	1	$0.00	$0.00	$0.00
1g	W22BA	ADD: STD PALM MICROPHONE APX	1	$72.00	$54.00	$54.00
1h	G67CW	ADD: REMOTE MOUNT O5 MID POWER	1	$297.00	$222.75	$222.75
1i	G174AD	ADD: ANT 3DB LOW-PROFILE 762-870	1	$43.00	$32.25	$32.25

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
2	LSV00Q00202A	DEVICE PROGRAMMING	1	$56.00	$56.00	$56.00

Grand Total

$3,837.50(USD)

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

COMPLETE INTEGRATED SOLUTIONS

Sales Quotation

Quotation No.:1167
Page 1 of 1

14090 FM 2920, Ste. G-303
Tomball, TX 77377

Tel: 480-568-8691
Ofc:
sean.mctamaney@cis-sales.com

Order Date: 01/15/2020
Valid Until: 02/15/2020
Customer Number: C1251
Rep: Sean McTamaney
Terms: CIS Net 30
Customer Ref:

Bill To:
Isanti Police Department
Chief Gene Hill
PO Box 428

Isanti MN 55040
USA
763-444-4761

Ship To:
Isanti Police Department
Lt. Travis Muyres #5802
401 First Avenue NW

Isanti MN 55040
USA
763-444-4761

Shipping Method: Best Way (cheapest available)

Item Code	Description	Condition	Quantity	Price	Total
CF-318B718VM	Windows 10 Pro, Intel Core i5-7300U 2.60GHz, 13.1" XGA Touchscreen LCD, 256GB Solid State Drive, 16GB (8+8), Wi-Fi, Bluetooth, 4G LTE-Advanced Multi Carrier (EM7455), Dual Pass (Ch1:WWAN/Ch2:Selectable), Flat, DVD Super MULTI Drive, TPM 2.0, Backlit Emissive Keyboard, No PC/ExpressCard, 3 Year Panasonic Warranty	NEW	1	3,467.00	3,467.00

Freight	$29.50
Tax	$0.00
Total	$3,496.50

12 In Stock

Terms and Conditions

- Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
- All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
- Payment must be made in U.S. dollars.
- Pricing and quantities are subject to change.
- THIG, LLC reserves the right to substitute products of equal or greater specifications.
- Invoices are subject to late payment charges of 18% per year computed monthly after due date.
- All products are sold "AS IS"
- No credit allowed for goods returned without prior approval.
- ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
- Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to THIG, LLC within 2 days of receipt of Goods. All goods shipped at the buyer's risk.
- Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
- All product and services on this invoice will remain the property of THIG, LLC and will be fully encumbered until full payment has been remitted.

THIG, LLC strives to bring our customers the best possible price everyday.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Matt Sylvester, Public Services Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Approving Boiler Replacement at the Public Works Shop

---

Background:
In December of 2019 the shop boilers broke down and were not functioning. We called TM Johnson Brothers out to make repairs. TM Johnson Brothers informed us that the boilers were not repairable and would need to be replaced.
The boilers are listed on the 20 year capital improvement plan as "In-floor Heat Boilers (2)" in fund 920 in the Streets department. The boilers had been scheduled for replacement in 2022 at an estimated cost of $26,225. Unfortunately they need to be replaced now as we are only running on the make-up air unit. To accept the recommended quote, Council would authorize by resolution, acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow for the expenditure. Future 20 year Capital Improvement Plans will then reflect that change and the estimated 25 year useful life would remain unchanged. Future replacement of the boilers would be planned for year 2045.

Staff reached out to five different vendors for quotes.

- Sun Mechanical
- AIRESERV
- Deans Heating
- TM Johnson Brothers
- Precision Plumbing and Heating

Recommendation:
Staff is recommending Deans Heating due to their expertise and willingness to solve the issues we have with the shop boilers.

Request:
Staff would like action on this item to replace the Boilers at the Public Works Shop.

Attachments:

- Resolution 2020-XXX
- Quote- Sun Mechanical
- Quote AIRESERV
- Quote- Deans Heating
- Quote- TM Johnson Bros
- Quote -Precision Plumbing and Heating

RESOLUTION 2020-XXX

AUTHORIZING THE INSTALLATION OF NEW SHOP BOILERS

WHEREAS, the Public Works shop boilers are broke down and are unrepairable and in need of replacement: and,

WHEREAS, the following quotes were received:

Vendor	**Quote**
Sun Mechanical	$47,798.00
Precision Plumbing and Heating	$43,125.00
Deans Heating	$31,775.00
AIRSERV	$31,175.00
TM Johnson Brothers	$25,175.00

WHEREAS, the purchase is unbudgeted, the funding source is defined as Capital Replacement Fund (Fund 920) fund balance, increasing budgeted expenditures to 920-43100-500 Capital Outlay; and,

WHEREAS, the vendor will take the old boilers back with them for recycling;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the quote from_____ in the amount of _____ and allow the Finance Director to make the necessary budget adjustments.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SUN MECHANICAL, INC.

10834 178TH CIRCLE NW

ELK RIVER, MN 55330

PHONE: 763-274-2866 FAX: 763-274-2871

Jan, 15 2020 **WE ARE CERT WBE, AND DBE FOR MnUCP PROJECTS!**

To: Matt Sylvester

Att:
Project: Isanti Public works Boiler Replacement
Subject:

Dear Sir:

We are pleased to provide you with this proposal for plumbing and/or piping work as outlined below.

I. Pricing.
A. Base bid..... **$47,798.00**

II. What's Included.
A. Demolition of old boiler system, piping, pumps, tanks, wiring and controls.
B. Flushing and cleaning or old system piping.
C. New Boiler package/system/pumps, hydraulic separator, expansion tank ect.
D. New hydronic piping in copper.
E. New gas connection to Boiler.
F. New Manifold pairs.
G. New glycol @ 30% mixture.
H. New hydronic pipe insulation with labels.
I. New zone control system panel /control valves/ thermostats.
J. New electrical wiring.
K. New control/low voltage wiring.

III. What's not included.
Temporary heating.
Overtime.
Cut/patch of floors, walls, ceilings, roof.
Dumpsters.
Testing agency costs.
Gas Company fees.
Security costs.
Asbestos abatement.
Dust control.
Liquidated damages.
PVC jackets.
Coordination drawings.

Thank you for giving us this opportunity to quote you. If you have any questions about our proposal, please call.

Sincerely,

Clark J. Grotte, Vice President.

AIRESERV™

HEATING & AIR CONDITIONING

6194 Main Street North Branch, MN 55056 651-674-4782 office 651-237-0314 fax

Proposal Submitted To:
Name: CITY OF ISANTI
Address: 100 ISANTI PARKWAY NW
ISANTI MN 55040

Date: 1/3/2020

Job: Same

We propose to:
DRAIN DOWN EXISTING SYSTEMS (2)
REMOVE EXISTING BOILERS (2)
REMOVE EXISTING VENTING SYSTEM
FLUSH EXISTING SYSTEMS (2)
INSTALL 2 HTP 95% EFFICIENT MODULATING 220,000 BTU BOILERS IN CASCADE CONFIGURATION
INSTALL NEW PVC VENTING TO EXTERIOR (2)
REPLACE 6 EXISTING CIRCULATOR PUMPS
INSTALL NEW ISOLATION VALVES FOR PUMPS
REPLACE EXISTING EXPANSION TANK AND AIR RELIEF VALVE ON SECOND LEVEL
INSTALL NEW T&P FILL VALVE
REFILL SYSTEM WITH CODE RATED GLYCOL
TEST SYSTEM FOR PROPER OPERATION
INCLUDES GASSING, ELECTRICAL AND LABOR
WARRANTY IS 2 YEARS LABOR AND 5 YEARS PARTS
PERMIT

TOTAL TO AIRESERV: $31,125.00

NO IMPLIED WARRANTY ON ITEMS NOT REPLACED BY AIRESERV

All material is guaranteed to be as specified, and the above work to be performed in accordance with specifications submitted and in compliance with local codes.

With payments to be made as follow: 50% down and payment in full when work is completed if not financed

Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate.

Respectfully submitted: AIRESERV Breathe Easy Per: BILL PETERS

Note this proposal may be withdrawn by AIRESERV if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and hereby accepted. AIRESERV is authorized to do the work as specified. Payment will be made as outline above.

Date_____ Signature_____

Precision Plumbing & Heating, Inc.

12255 43rd St NE
St. Michael, MN 55376

Estimate

Date	Estimate #
1/29/2020	6331

Phone 763-497-7486

Fax 763-497-7052

Name / Address
Isanti City Offices 100 Isanti Pkwy West Isanti, MN 55040

Description	Qty	Cost	Total
Thanks for the opportunity to provide and estimate to replace the boiler heating system in the facility. Looking at the system it does need to be completely replaced. This estimate will include all components / equipment to be fully functional and efficient update to the system in place. We are basing this on a 42 BTU's per sq. ft. calculation. System will be flushed and refilled up to 75 gallons of Glycol			
City of Isanti Permits allowance	1	235.00	235.00
Note: We are not responsible for the integrity of existing piping underneath the slab or existing manifolds.			
BASE BID HEATING:	1	42,890.00	42,890.00
Please examine this estimate carefully. We agree to provide the products on this estimate. Errors are subject to change. This estimate is effective for 30 days from the date of estimate. Payment is 100% due upon completion. An annual interest rate of 18% will be applied to all invoices not paid within 30 days of the invoice date. I have read and understand the above notice and agree to these terms. X_____			

Have a great day!

Total $43,125.00

DEAN'S
Heating & Air Conditioning

4081 307th Lane NW, Cambridge, MN 55008
Phone: (763)444-3517 Fax: (763)444-6783
Email: comfort@deansheatingandac.com Web: www.deansheatingandac.com

PROPOSAL SUBMITTED TO
Name: City of Isanti
Street:
City: Isanti

WORK TO BE PERFORMED AT
Date: December 26, 2019
Name: Public Works Building
Address: 100 Isanti Pkwy S, Isanti

Telephone : Matt Sylvester 763-772-5850 email: msylvester@cityofisanti.us

We hereby propose to furnish all materials and perform all the labor necessary for the completion of Heating Venting and Air Conditioning for the public works building.

Price Includes the Following:
Replacement of in-floor heating system to include boiler, piping (near boiler and to manilods), pumps, controls, and flushing and freeze control (to -30 degrees) of system. Correcting the piping and control of the system is necessary to facilitate proper operation of system. Simply replacing the existing boilers with piping as is will result in the system not heating properly and short system life of the boilers.

Boiler will be an NTI TFT399, 94% AFUE, modulating boiler.

All piping, venting, gas piping, and control wiring completed.

All material is guaranteed to be as specified, and the above work performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of: **DOLLARS($31,775.00)**

Payment as follows- 60% upon acceptance of proposal, balance on completion.

RESPECTFULLY SUBMITTED: ___**Loren** _Per Dean's Heating and Air Conditioning Inc.

NOTE: this proposal may be withdrawn by us if not accepted within 90 days.
Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado and other necessary insurance. Workman's Compensation and Public Liability insurance on above work to be taken out by Dean's Heating and Air Conditioning Inc.

ACCEPTANCE OF PROPOSAL:
The above priced specifications and conditions are satisfactory and are hereby accepted You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____ **DATE** _____.

T M JOHNSON BROS. INC.

645 Emerson Street N
Cambridge, MN 55008
763-689-3141

JOB PROPOSAL

Date: 12/13/19 Revised 12/20/19

Proposal Submitted to: City of Isanti

Address: PO Box 428
City, MN Zip: Isanti, MN 55040
Phone: 763-772-5850 (Matt)

Quote for boilers at Public works building 100 Isanti Parkway W

Replacement of 2 cast iron slant fin boilers and existing pumps with:

2 – Navien NHB-150 wall mount 95% AFUE natural gas boilers

- All new boiler pumps and piping including floor pumps and all related piping to be revised as necessary to have entire system work properly
- System water treatment and boiler antifreeze
- New expansion tank
- PVC vent and intake piping
- Gas piping to existing gas service
- New electrical wiring for 2 new boilers and all new pumps
- City of Isanti permit and inspection fees
- Removal and disposal of old boilers and all scrap

Note: These new boilers will qualify for Centerpoint rebate, exact amount determined by Centerpoint not reflected in this quote

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: $ **25,175.00**

Payment to be made as follows: In full upon completion of work

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the quote. All agreements are contingent upon strikes, accidents or delays beyond our control. Homeowner agrees to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance. Unless specified differently above, proposal is valid for 30 days from date on top of this page.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: Date:

_____ _____

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/22/2020 - 1/31/2020

Jan 22, 2020 02:55PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/22/2020	52831	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/22/2020	52832	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	551.68
01/20	01/22/2020	52833	2850	BEAUDRY OIL & PROPANE INC	601-20200	2,099.47
01/20	01/22/2020	52834	9	BERNICKS PEPSI-COLA	609-20200	1,431.72
01/20	01/22/2020	52835	2319	BREAKTHRU BEVERAGE	609-20200	9,385.87
01/20	01/22/2020	52836	2221	C & L DISTRIBUTING	609-20200	82.50
01/20	01/22/2020	52837	2487	CAPITOL BEVERAGE SALES	609-20200	439.08
01/20	01/22/2020	52838	1815	CENTURYLINK	609-20200	874.30
01/20	01/22/2020	52839	309	CITY OF CAMBRIDGE	920-20200	10,840.00
01/20	01/22/2020	52840	1985	CIVIC SYSTEMS, LLC	609-20200	5,352.00
01/20	01/22/2020	52841	918	CRYSTAL SPRINGS ICE	609-20200	45.36
01/20	01/22/2020	52842	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,505.32
01/20	01/22/2020	52843	1941	DELTA DENTAL	861-20200	3,077.15
01/20	01/22/2020	52844	2478	EAST CENTRAL ENERGY	101-20200	42.85
01/20	01/22/2020	52845	55	ECM PUBLISHERS INC	609-20200	156.00
01/20	01/22/2020	52846	346	EDAM	108-20200	295.00
01/20	01/22/2020	52847	1920	EVIDENT INC	101-20200	813.89
01/20	01/22/2020	52848	1682	FERGUSON WATERWORKS	601-20200	700.86
01/20	01/22/2020	52849	2028	FURTHER	861-20200	228.52
01/20	01/22/2020	52850	300	HASSER GARAGE DOORS	101-20200	125.00
01/20	01/22/2020	52851	2859	HAWK, JOSEPH	101-20200	40.00
01/20	01/22/2020	52852	160	HAWKINS INC	602-20200	9,993.20
01/20	01/22/2020	52853	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	81.32
01/20	01/22/2020	52854	188	ISANTI COUNTY SHERIFF	101-20200	1,000.00
01/20	01/22/2020	52855	113	ISANTI TIRE & AUTO CARE INC	101-20200	24.00
01/20	01/22/2020	52856	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,644.00
01/20	01/22/2020	52857	5	KAWALEK TRUCKING	609-20200	169.40
01/20	01/22/2020	52858	2824	KELLER, MICHAEL, PH.D.	101-20200	650.00
01/20	01/22/2020	52859	130	MARCO TECHNOLOGIES LLC	101-20200	185.96
01/20	01/22/2020	52860	17	MCDONALD DISTRIBUTING CO	609-20200	9,748.25
01/20	01/22/2020	52861	616	MENARDS - CAMBRIDGE	101-20200	120.06
01/20	01/22/2020	52862	1536	MINNESOTA DEED	219-20200	833.33
01/20	01/22/2020	52863	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	49,768.24
01/20	01/22/2020	52864	2597	MNSPECT, LLC.	101-20200	8,035.95
01/20	01/22/2020	52865	2858	N & M TRANSFER CO, INC.	602-20200	165.44
01/20	01/22/2020	52866	1165	NORTHLAND TRUST	931-20200	2,675.00
01/20	01/22/2020	52867	2553	O'REILLY	101-20200	43.96
01/20	01/22/2020	52868	617	PAUSTIS & SONS	609-20200	551.42
01/20	01/22/2020	52869	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,383.23
01/20	01/22/2020	52870	2341	RED BULL DISTRIBUTION	609-20200	294.00
01/20	01/22/2020	52871	1113	RJM DISTRIBUTING INC	609-20200	114.90
01/20	01/22/2020	52872	2756	SELLMAN, SHEILA	603-20200	19.03
01/20	01/22/2020	52873	554	STEVES TIRE INC	101-20200	188.77
01/20	01/22/2020	52874	96	STREICHERS INC	101-20200	165.98
01/20	01/22/2020	52875	2834	SUN MECHANICAL, INC.	226-20200	287.54
01/20	01/22/2020	52876	1290	THE AMBLE GROUP	101-20200	231.28
01/20	01/22/2020	52877	42	VIKING COCA-COLA BOTTLING CO	609-20200	184.80
01/20	01/22/2020	52878	4	WATSON CO INC	609-20200	1,560.26
Grand Totals:						147,238.49

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/20	01/29/2020	52879	26	AMERICAN PLANNING ASSOCIATION	101-20200	473.00
01/20	01/29/2020	52880	2030	ARTISAN BEER COMPANY	609-20200	32.60
01/20	01/29/2020	52881	598	ASPEN MILLS INC	101-20200	1,229.65
01/20	01/29/2020	52882	2521	AXON ENTERPRISE INC.	920-20200	4,260.00
01/20	01/29/2020	52883	2861	BAUMEL, BONNIE	601-20200	732.40
01/20	01/29/2020	52884	53	BELLBOY CORPORATION	609-20200	3,776.11
01/20	01/29/2020	52885	9	BERNICKS PEPSI-COLA	609-20200	928.89
01/20	01/29/2020	52886	1500	BOLTON & MENK INC	505-20200	35,875.00
01/20	01/29/2020	52887	2020	BOYLE, EUGENE	101-20200	2,742.00
01/20	01/29/2020	52888	2321	C EMERY NELSON INC	602-20200	672.00
01/20	01/29/2020	52889	1241	CENTRAL WOOD PRODUCTS	101-20200	190.00
01/20	01/29/2020	52890	2161	COMPASS MINERALS INC	101-20200	16,394.48
01/20	01/29/2020	52891	2428	CONCIERGE TITLE INC	601-20200	3.06
01/20	01/29/2020	52892	120	CONNEXUS ENERGY	101-20200	17,657.78
01/20	01/29/2020	52893	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,204.45
01/20	01/29/2020	52894	2355	EASY LIVING HOMES	601-20200	36.31
01/20	01/29/2020	52895	2860	HITESMAN & WOLD, P.A.	101-20200	2,800.00
01/20	01/29/2020	52896	1891	ISANTI AREA JOINT	101-20200	59,519.38
01/20	01/29/2020	52897	586	ISANTI COUNTY LAW	101-20200	250.00
01/20	01/29/2020	52898	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,545.40
01/20	01/29/2020	52899	5	KAWALEK TRUCKING	609-20200	163.40
01/20	01/29/2020	52900	136	LEAGUE OF MN CITIES	101-20200	275.00
01/20	01/29/2020	52901	1331	MAGER, JIM	101-20200	179.99
01/20	01/29/2020	52902	17	MCDONALD DISTRIBUTING CO	609-20200	9,113.33
01/20	01/29/2020	52903	2500	METRO SALES INC.	101-20200	102.55
01/20	01/29/2020	52904	2080	MVTL LABORATORIES INC	602-20200	468.73
01/20	01/29/2020	52905	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	90.00
01/20	01/29/2020	52906	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,287.80
01/20	01/29/2020	52907	2630	RAPP, JORDAN	101-20200	89.99
01/20	01/29/2020	52908	2827	RATWIK, ROSZAK & MALONEY, P.A.	108-20200	4,414.96
01/20	01/29/2020	52909	2625	RESULTS TITLE	601-20200	41.77
01/20	01/29/2020	52910	2862	SHEEHAN, KATHY	601-20200	46.65
01/20	01/29/2020	52911	1361	STAPLES ADVANTAGE	101-20200	561.06
01/20	01/29/2020	52912	73	STAR	602-20200	674.00
01/20	01/29/2020	52913	96	STREICHERS INC	101-20200	61.98
01/20	01/29/2020	52914	1290	THE AMBLE GROUP	101-20200	281.52
01/20	01/29/2020	52915	1959	THE MUSIC WORKS INC	101-20200	600.00
01/20	01/29/2020	52916	1762	THE TITLE GROUP	601-20200	46.61
01/20	01/29/2020	52917	42	VIKING COCA-COLA BOTTLING CO	609-20200	190.40
01/20	01/29/2020	52918	1286	VINOCOPIA INC	609-20200	341.00
01/20	01/29/2020	52919	4	WATSON CO INC	609-20200	1,450.57
01/20	01/29/2020	52920	1976	WEST TITLE	601-20200	53.35
01/20	01/29/2020	52921	780	WINE MERCHANTS	609-20200	104.00
Grand Totals:						180,961.17

City of Isanti

Gross Payroll	92,842.27
Social Security & Medicare	5,175.51
Public Employees Retirement	9,212.06
Total City Expense	107,229.84

Pay Date 1/24/2020

Pay Period 2 (1/5-1/18/20)

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Designating Northland Securities as Municipal Financial Advisors

---

Background:
In 2014 the City designated Northland Securities for TIF/Abatement consulting services with a 5-year service contract. The contract has expired and Northland has proposed a new agreement. The following terms have been proposed:

Effective Date: January 2020 through December 31, 2024.

Service	Proposed Rates	2014-2019 Rates
New Tax Increment District-Economic Development District	Hourly - $175/hour, not to exceed $5,500	Hourly - $160/hour not to exceed $4,800
New Tax Increment District – all other districts	Hourly - $175/hour, not to exceed $9,000	Hourly - $160/hour not to exceed $3,200
New Abatement Project	Hourly - $174/hour, not to exceed $3,500	
Economic Development Services	$175/hour	

Staff recommends approving the proposed service contract with the understanding that we are not solely limited to using Northland's services and we may use other advisors as we see fit.

Request:
Consider resolution of approval.

Attachments:
- Resolution 2020-XXX
- Service Contract

RESOLUTION 2020-XXX

SELECTING NORTHLAND SECURITIES FOR TIF/ABATEMENT CONSULTING SERVICES

WHEREAS, the 5-year term of the TIF / Abatement Consulting Services contract has concluded in 2019; and,

WHEREAS, TIF / Abatement Consulting Services are necessary to assure that TIF/Abatement and other development projects are managed properly by City Staff and/or Consultant; and,

WHEREAS, Northland Securities has met expectations for TIF / Abatement Consulting Services for the 5-year contract and has submitted a proposal (Exhibit A) to continue those services for the City for another 5-year term according to the attached proposal; and

WHEREAS, entering into this agreement does not preclude the city from seeking other advisors dependent on the project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby select Northland Securities for TIF/Abatement Consulting Services according to the terms outlined in the attached service agreement (Exhibit A).

This Resolution hereby approved by the Isanti City Council this 4th Day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Exhibit A

NORTHLAND SECURITIES

MEMORANDUM

To:	Sheila Sellman, Community Development Director City of Isanti
From:	Jessica Green, Managing Director Public Finance
Date:	January 2, 2020
Re:	Tax Increment Financing and Tax Abatement Services

It is been our pleasure to work with the City of Isanti on tax increment financing and tax abatement projects. We believe Northland has been a valuable asset to the City over the past many years and we hope to continue our relationship with the City in the years ahead.

Northland's current Economic Development Services Agreement expired as of December 31st, 2019 and we would propose to enter into a new agreement for professional services with the City. To that end, we propose the following compensation for our services, effective January 1, 2020 through December 31, 2024.

Service	**Proposed**
New Tax Increment District – Economic Development District	Hourly - $175/hour / Not to exceed $5,500
New Tax Increment District – All other district types	Hourly - $175/hour / Not to exceed $9,000
New Abatement Project	Hourly - $175/hour / Not to exceed $3,500
Economic Development Services	$175/hour

As you can see, our compensation approach provides upside cost protection, but allows the City to benefit if and when projects require less time (and expense).

In addition, the following factors apply:

1. Services for the creation of new TIF districts cover the activities needed to prepare the tax increment financing plan and to conduct the statutory approval process. It does not include services related to the creation of development agreements.
2. No additional compensation is due for the authorization of tax abatement directly related to the issuance of Tax Abatement Bonds.

3. Northland will provide a scope of work and not to exceed cost for work performed on an hourly basis.
4. These terms apply as long as Northland provides debt issuance and management services to the City. At such time that Northland no longer provides such services, all work will be billed at the then current hourly rates subject to a scope of work and budget approved by the City.

I will be the lead staff person for these services in Isanti, and Tammy Omdal will provide support as necessary, as determined by the scope of each project.

Should you have any questions regarding this memo, please do not hesitate to let me know.

RESOLUTION 2020-XXX

OFFERING THE INTERNAL POSITION OF LIQUOR STORE CLERK III TO DANYETTE PHELPS

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

WHEREAS, the Liquor Store Clerk III posting was made available to all internal Liquor store staff; and,

WHEREAS, interviews were conducted for the Liquor Store Clerk III position and the interview panel deemed current Part-time Liquor Store Clerk employee Danyette Phelps to be the best candidate for the position; and,

WHEREAS, the position of Liquor Store Clerk III is a part-time and not benefit eligible; and,

WHEREAS, the promotion for Danyette Phelps will open an open position for a part-time Liquor Store Clerk that staff is directed to fill;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That Human Resources has offered the Liquor Store Clerk III position to Danyette Phelps for the City of Isanti and that she will be eligible to start in that position effective immediately.
2. That Danyette Phelps shall start at step 1 of the wage scale at $14.60 per hour.
3. Human Resources are authorized to complete all required documentation for the position change.
4. 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 4th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: February 4, 2020
Subject: Resolution 2020-XXX Approving staff to submit applications for grants pertaining to Community Development

---

Background:

Staff has been made aware that the City would be eligible to apply for funding of grant dollars to help support the Community Development Department. Due to short notice of when staff is made aware of potential grant opportunities, staff may need to apply in a short timeframe not allowing time to get City Council approval to apply. This resolution is keeping in line with the resolution that was recently approved for The Parks, Recreation and Culture Department.

Staff is recommending approval to apply for grant opportunities based upon discretion of the Community Development Director as it pertains to Community Development, which includes economic development and to complete the work to submit applications by the deadline of each grant.

Request:
Consider resolution for approval.

Attachments:

- Resolution 2020-XXX

RESOLUTION 2020-XXX

APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO COMMUNITY DEVELOPMENT

WHEREAS, City staff is continually notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Community Development including Economic Development projects in the past; and,

WHEREAS, each year there are grants available specific to the types of activities conducted by the Community Development Department through organizations like DEED, EDAM, East Central Regional Development Commission, MN Economic Development Foundation and other organizations; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Community Development department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the EDA or the City.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Community Development on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 4th day of February 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: February 4, 2020
Subject: Resolution Approving City Hall Display Case Policy and Reservation/Agreement Form

---

Background
Staff presented a draft policy at the January 21, 2020 Committee of the Whole meeting with direction to bring a final version to council.

Staff Request
City staff is requesting that Council approve the city hall display case policy (Exhibit A) and reservation/agreement form (Exhibit B).

Attachments

- Resolution 2020-XXX
- Exhibit A - City Hall Display Case Policy
- Exhibit B - City Hall display case reservation and agreement form

RESOLUTION 2020-XXX

RESOLUTION APPROVING CITY HALL DISPLAY CASE POLICY AND RESERVATION/AGREEMENT FORM

WHEREAS, City Council was presented with a request from a local non-profit group to display items within a city facility; and,

WHEREAS, the City of Isanti has determined that it is in the City's best interest to develop a policy for the city hall display case; and,

WHEREAS, the Committee of the Whole reviewed a draft policy on November 19, 2019 and January 21, 2020 and recommends approval; and,

WHEREAS, Staff has developed a city hall display case policy and reservation/agreement form 'Exhibit A and B', respectively;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the city hall display case policy and reservation/agreement form, 'Exhibit A and B'.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Exhibit A

CITY OF ISANTI DISPLAY CASE POLICY

The City of Isanti offers a designated display case, located in the front lobby of city hall to non-profit groups based in the City of Isanti for the display of civic, cultural, educational, and public information exhibits. Use of the display case is subject to the following rules and regulations:

1. A Display Case Reservation and Agreement Form must be completed and signed prior to any public use of the display case.

2. Permission to a group to use the display case does not constitute the city's endorsement of the policies or beliefs, or organization represented in the display.

3. The City assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the display case are done so at the owner's risk.

4. The display case may not be used for:
   a) Promotion or representation of partisan or individual candidates' political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
   b) Promotion or representation of specific religious or philosophical/motivational groups
   c) Promotion or representation of personal or family interests
   d) Promotion or representation of a for-profit business
   e) Displays of a polemic or discriminatory nature
   f) Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
   g) Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.

5. The city's display case is not available to individual political parties, candidates, or to individuals or groups who wish to use it to support or oppose political parties or candidates.

6. The determination of the appropriateness of the display or material for posting is solely the decision of city staff or delegated representative.

7. All proposed displays must be artistically pleasing and professionally executed.

8. A sign explaining the display and/or organization should appear "professional" and be done on a computer in a font that is large enough to read or in some sort of stencil.

9. The city display case is kept locked at all times except during setup and removal.

10. No display materials may be left anywhere at city hall in preparation for the setting up or removal of a display. Set up and removal must take place during regular city hall office hours.

11. No hardware, equipment, or objects are allowed in display or in the setting up of the display that may result in the damaging of any of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for any such damage may be considered grounds for denial of the display case application. If the setting up of the display would interfere with normal city activities and work, the display will not be permitted.

12. The display case that is designated for the public use display case may contain one group's items at a time.
    a) The area for displaying items will be delegated to each group by the city.

13. A display may remain in the case for six (6) calendar months.
    a) If no other group requests to display items, the group that is currently in the case may extend their time by another 6 months.

14. The use of a city display case is a privilege -- not a right -- and is subject to the City's sole and exclusive discretion. Accordingly, the city reserves the right to deny the use of the display case to any group or individual.

15. The city reserves the right to cancel any scheduled display providing the organization receive a 7 days' notice.

16. If a group or an individual violates the policies or procedures associated with the display case, future use of the display case will not be permitted.

17. If an organization is denied the use of the display case, it can appeal to the City Council.

18. The display case must be restored to its original condition.

19. Groups are required to pick up item(s) after the display time has ended within 2 weeks. If items are not collected within 2 weeks, items will be discarded.

Exhibit B

A Community For Generations.

Isanti

City of Isanti

City Hall Display Case Reservation and Agreement Form

Applicant's Name and Contact Information	
Organization Name:	
Name:	
Address:	
Primary Phone:	
Dates you wish to reserve display case:	
(Case is booked by calendar month only)	
Briefly describe the nature and purpose of the display.	
I, the representative of the Exhibit, have reviewed, understand, and agree to abide by the City of Isanti Display case policy, which governs the reservation and use of the display case within Isanti city hall. I agree to assume responsibility for the display and to insure that it is mounted and removed on time and that its contents and design are consistent with the requirements and guidelines set forth in the above-mentioned policy. I, the representative of the Exhibit, agree that the City of Isanti accepts no responsibility for theft or damage of any display exhibited at the Isanti city hall display case, and certify that all persons submitting work for this display understand and agree to this waiver. ***I have read and will comply with the City of Isanti Display case policy.***	
Signature of Representative of organization	Date
For office use only:	
Date received:	*Dates approved for display:*

K.6.

RESOLUTION 2020-XXX

APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 26, 2020 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and,

WHEREAS, the value of prizes is estimated to be $750; and,

WHEREAS, proceeds from the fundraiser are to be used for supporting community organizations and initiatives in the Cambridge-Isanti Arena; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the gambling permit is contingent upon a successful background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club to hold a fundraiser on March 26, 2020 at the Spirit River Community Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge - Isanti Rotary

Address of Organization: PO Box 631, Cambridge, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Shannon Kirkeide — Cambridge, MN
Name — Address — Phone No.

Jean Anderson — "
Name — Address — Phone No.

Dan Johnson — "
Name — Address — Phone No.

Type of Event: Fundraiser Date of event: Mar 26, 2020

Use of Proceeds: Support community organizations & initiatives in the C-I area

Location and address of event:

Spirit River Event Ctr, Isanti MN

Estimated value of prizes to be awarded: $750

Name of applicant: Shannon Kirkeide Applicant's phone number:

Signature of applicant: S Kirkeide

Date: 1.30.20

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
January 28, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Zdon, second by Witte to approve the agenda for January 28, 2020. Motion passed 4-0.

2. Oath of Office: recited by Zdon. Election of chair motion by Witte to nominate Zdon for chair position, seconded by Gordon. Zdon accepted and motion passed 4-0. Witte volunteered to be Vice chair. Thum motioned to nominate Witte to vice chair and seconded by Gordon. Motion passed 4-0. Secretary is assigned to staff, Jenny Garvey (PRC Manager)will be secretary. The annual review of the conflict of interest forms for two members: Brian Thum and James Witte, to be handed back into staff by end of night.

3. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from November 26, 2019. Motion passed 4-0.

4. Review of the Parks, Recreation and Culture Board meeting dates: Garvey reviewed the 2020 dates along with the material submittal dates for 2020 and reminded the board members that if they have an item they would like added to an agenda these are the dates to have items in to staff by. Council already approved schedule not need for motion.

5. Review of Adopt A Park Program Policy and Forms:
In March 2019, staff presented this to the PRC board to review and to come back with changes. Garvey reviewed and updated those changes and is now bringing this back to the board to review. Zdon asked about how this program is being promoted. Garvey responded that staff will utilize Facebook, the city website and the Isantian (city newsletter) to promote this program. Staff was not sure how this was promoted in the past besides just being on the website. Witte also suggested the bulletin board at Coborn's or flyers in the schools. Thum suggested signs at the parks themselves to help promote this program.. Thum motioned to approve the Adopt A Park program policy and forms, seconded by Witte. Motion passed 4-0.

6. Department Updates:
Garvey said that movie night went well with 40 in attendance in December and in January with 31 in attendance and both nights were hosted by Northern Elements Cheer. Movie night for February will be hosted by Isanti Ambassadors. Thum asked if groups have to be specifically located in Isanti. Staff was unsure if they had to be within the city, but noted that a group within the city would have precedence over an outside group and would look more into the detail of this. Staff will review this more and get back to the board. The pleasure rink opened on December 20 for the season and the ice has been maintained by Public Works and has been able to use the new water truck to make smooth ice, even with the temperature fluctuations and staff has noticed that the public is using it and have seen users on the ice. Thum replied that he has used it and the ice is the best it has been in years. Garvey reviewed that curious creatures has been revamped a bit with a new time of 9-10am and utilizing the Isanti Community Center for the winter months to be able to have it go with bad weather days and will still have the option to have the kids go outside. Staff reviewed that the cost will go from $3 to $2 with the decrease in the timeframe of the program. Zdon asked if it affected the cost, staff responded that it would not and this fee is only for non-resident. The board agreed that this was ok with this change of cost. Garvey reviewed that the city had an open house for the city master comp plan. Garvey is still in the process of compiling the PRC comp plan, which is a separate item than the master city comp plan. Staff reviewed the 2020 goal setting from the previous night, staff will move forward with the new programs of a medallion hunt, kids fun day at jubilee days, free tennis lessons, rocket building, candy cane flashlight hunt, family day in winter and daytime movies. Staff will continue for further review are an egg hunt, parade float and fireworks.

DRAFT

Adjournment: Motion by Witte, second by Thum to adjourn the January 28, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:30 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 18, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. February 4, 2020- Regular Meeting of the City Council
2. January 7, 2020- Economic Development Authority

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, February 25, 2020 at 6:00 p.m.
2. City Council Meeting	Wednesday, March 4, 2020 at 7:00 p.m.
3. EDA Meeting	Wednesday, March 4, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Interview Applicant for Vacant Economic Development Authority Board Seat and Accepting Resignations for Board Members Jill Reller and Luke Merrill

City Administrator Josi Wood
2. City Code Chapter 276, Special Assessments and Special Assessment Policy
   a. Ordinance-XXX an Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002, and Titled Special Assessments
   b. Resolution 2020-XXX To Establish a Special Assessment Policy

City Engineer Jason Cook
3. Resolution 2020-XXX Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2020 Pavement Management Project

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $220,442.10 Payroll in the Amount of $105,221.41
2. Resolution 2020-XXX Authorizing the Purchase of a Wide Area Mower
3. Resolution 2020-XXX Authorizing the Purchase of a Mosquito Fogging Unit
4. Resolution 2020-XXX Approving Exempt Sidewalk from Snow Removal
5. Resolution 2020-XXX Adopting Ordinance Notification Policy
6. Resolution 2020-XXX Accepting Quote from Dirtworks for WWTP Filter Repairs
7. Resolution 2020-XXX Accepting Quote from Vessco for WWTP Filter Repairs

8. Resolution 2020-XXX Authorizing the Closing of Utility Franchise Fund 225
9. Resolution 2020-XXX Amending the Adopt a Park Program Policy

M. Other Communications

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

N. Closed Session

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 4, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman and Chief of Police Travis Muyres

D. Adopt Agenda

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

E. Proclamations/Commendations/Certificate Award

None

F. Approve City Council Minutes

1. January 21, 2020- Regular Meeting of the City Council
2. January 21, 2020- Committee of the Whole Meeting
3. December 17, 2019- Planning Commission Meeting
4. January 27, 2020- Goal Setting Meeting

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

G. Announcements

1. **CITY OFFICES CLOSED** — Monday, February 17, 2020 *(In Observance of President's Day)*
2. Committee of the Whole — Tuesday, February 18, 2020 at 5:00 p.m.
3. City Council Meeting — Tuesday, February 18, 2020 at 7:00 p.m.
4. Planning Commission Meeting — Tuesday, February 18, 2020 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

None

I. Public Hearings

None

J. Business Items

City Administrator Josi Wood

1. **Ordinance-719** Amending City Code Chapter 76, Possession, Sale and Consumption of Alcoholic Beverages

Assistant City Administrator/ Special Projects Don Lorsung shared that staff has finished a complete review and update of City Code Chapter 76. Lorsung further shared that included in the update is the new language for licensing of Culinary Class Limited Licenses, Micro Distilleries, Micro Distilleries Cocktail Rooms, Municipal Liquor Store as well as reordered and updated language. Lorsung continued to share that the City Attorney has reviewed the updated City Code and Committee of the Whole and recommended for City Council consideration.

Motion by Collison, Second by Bergley to approve Ordinance as presented. Motion passed 5-0. Motion carried.

2. **Ordinance-720** Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

Assistant City Administrator/ Special Projects Don Lorsung shared that staff has finished a complete review and update of City Code Chapter 485 with added language for mobile food units. Lorsung further shared that the major changes to the code are include extension to Peddler, Solicitor and Transient Merchant licenses to all zoning districts, fundraising activity with payment or exchange for product would be included in solicitor licenses per recommendation of the City Attorney and the addition to Mobile Food units in commercial areas and private property with applicable regulations. Lorsung stated that the City Attorney has reviewed the updated City Code and Committee of the Whole has recommended City Council consideration.

Councilmember Collison asked if the code included football coupon cards.

Lorsung state that they would need to get a solicitor permit for the entire organization before they can proceed with the activity.

Motion by Gordon, second by Bergley to approve Ordinance as presented. Motion passed 5-0. Motion carried.

3. **Ordinance-721** Repealing and Replacing Ordinance No. 666 Adopted on January 3, 2017, and Titled Burning, Open

Chief of Police Travis Muyres shared that this ordinance was brought to Committee of the Whole. Muyres further shared that the changes include permits are eliminated from the City and transfers issuance of permits through the fire district. Muyres continued to share that the City Attorney has reviewed the updated City Code and Committee of the Whole has recommended City Council consideration.

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

4. **Ordinance-722** Amending the Code for the City of Isanti, Chapter 8 City Council, Article III, Section 8-21 Order of Business and 8-26 Public Comment at Council Meetings and at Public Hearings

City Administrator Josi Wood shared that this was reviewed at Committee of the Whole per advice from the City Attorney that he recommend that citizen input should be renamed to public comment and place it within the call of order in the City Council meeting.

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

5. **Ordinance-723** Repealing Chapter 68 of the Isanti City Code of Ordinances Relating to Adult Uses and Adopting a New Chapter 68

Community Development Director Sheila Sellman shared that per the City Attorney that the regulations for adult uses needs to be updated. Sellman further shared that the draft ordinance was drafted by the League of Minnesota Cities Attorney. Sellman continued to share that it has been reviewed at Committee of the Whole and the Committee has recommended approval. Sellman further stated that this ordinance repeals the current ordinance with the drafted language and in addition there will be some zoning ordinance amendments that will take place for zoning districts and where it is a permitted use and will be coming forth to the Planning Commission. Sellman further stated that all zoning ordinances need to have a public hearing at the Planning Commission before it can be reviewed at City Council.

Mayor Johnson asked if the ordinance is going to Planning Commission too.

Sellman shared that this ordinance only goes before City Council but based on some of the changes in the ordinance there needs to be changes to the zoning code.

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

6. Proposed Ordinance and Policy (Discussion Only)

   City Administrator Josi Wood shared that the reason it is coming to City Council in draft form is because it was not brought to Committee of the Whole. Wood further shared that she would like advisory from City Council whether or not drafts need to be sent to Committee of the Whole by advice and direction from the City Attorney that it is unnecessary and can potentially prolong the passing of ordinances. Wood continued to share that the City Attorney said most cities have staff post for the 10 days that is required by state statute to give notice to the public and then go right before City Council.

   Motion by Lundeen, second by Gordon to approve staff to post draft ordinances for the required 10 days and bring directly to City Council meetings.

   a. City Code Chapter 276 Amendment
   b. Draft Special Assessment Policy

   Assistant City Administrator/ Special Projects Don Lorsung shared that the City Code Chapter 276 was developed in 1991 and has only been amended once over the years. Lorsung further shared that the updates to the policy include funding options, matching policy to current practice and updates recommended by the City Engineer, Finance Director and the League of Minnesota Cities. Lorsung continued to share that as a part of this update the City Code Chapter itself will be amended to be include deferral of assessments and move to a resolution for Special Assessment Policy to be

reviewed from time to time. Lorsung stated that the City Attorney has reviewed the Ordinance City Code and Policy and recommends consideration.

Motion by Lundeen, second by Bergley to post Ordinance for the required 10 days. Motion passed 5-0. Motion carried.

7. **Resolution 2020-020** Amending the Isanti Legacy Recognition Policy

City Administrator Josi Wood shared that this was discussed at Committee of the Whole and is to bring awareness to residents and citizens to make sure they know that City Council would like to recognize either state or national recognition that has been done within the City or anything within that nature. Wood stated there is a form that residents and citizens can receive from the Parks, Recreation and Culture Manager. Wood further shared that recommendations would come to Committee of the Whole and if Committee of the Whole recommended that they be recognized by City Council then it would be brought to City Council and they would be awarded with a Legacy medal.

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

City Engineer Jason Cook

8. 6th Avenue Rehabilitation Preliminary Engineering Report
    a. **Resolution 2020-021** Receiving Feasibility Report and Calling Hearing on the 6th Avenue SW Rehabilitation Project
    b. **Resolution 2020-022** Authorizing Preparation of Plans on the 6th Avenue SW Rehabilitation Project

City Engineer Jason Cook shared a brief presentation regarding 6th Avenue SW Rehabilitation project.

Councilmember Lundeen asked how often Isanti Hills Park gets used.

City Administrator Josi Wood stated that Isanti Hills Parks is not heavily used but it is one that is in need of deciding if City Council would like to replace it or use the funds elsewhere.

Councilmember Collison stated that it may not be used as much due to it being outdated and an older park.

City Council further discussed this matter.

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

Chief of Police Travis Muyres

9. **Resolution 2020-023** Authorizing Purchase of 2019 AWD Dodge Durango and Associated Equipment

Chief of Police Travis Muyres shared that this is included in the Capital Improvement Plan along with the Fleet Management Plan and is up for purchase of another fully marked squad vehicle. Muyres continued to share that it was budgeted and allocated for $46,350 and the difference between that and the $59,726 is because Community Service Officer was added which changed the Fleet Management Plan

because a vehicle was retained that was going to be replaced so the Community Service Officer will be driving that vehicle.

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

Public Services Director Matt Sylvester

10. Resolution 2020-024 Approving Boiler Replacement at the Public Works Shop

Public Services Director Matt Sylvester shared that in December 2019 the Boiler broke down at the Public Works Shop where TM Johnson Bros. were called to make repairs where TM Bros. informed staff that it is not repairable and the boiler would need to be replaced. Sylvester continued to share that boilers are on the 20-year Capital Improvement Plan as in floor heat boilers in fund 920 in the streets department. The boilers had been scheduled to be replaced in 2022 with the approximate cost of $26,225 however, needs to be replaced now as it is only being run on the makeup air unit. Sylvester further shared to accept the quote City Council would authorize resolution for acceptance of the quote and also authorize the Finance Director to amend the 2020 budget to allow the expenditure with recommendation to accept quote form Deans Heating.

Motion by Lundeen, second by Gordon to approve resolution with recommendation to accept quote from Deans Heating. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $328,199.66 Payroll in the Amount of $107,229.84
2. **Resolution 2020-025** Designating Northland Securities as Municipal Financial Advisors
3. **Resolution 2020-026** Approving the Promotion of Danyette Phelps for the Position of Liquor Store Clerk III
4. **Resolution 2020-027** Approving Staff to Submit Applications for Grants Pertaining to Community Development
5. **Resolution 2020-028** Approving City Hall Display Case Policy and Reservation/ Agreement Form
6. **Resolution 2020-029** Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club

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

L. Other Communications

1. Draft Minutes from the January 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. Motion carried. The meeting was adjourned at 8:06 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
January 7, 2020

1. **Call to Order**: EDA President Johnson called the meeting to order at 7:36 pm.
   a. **Pledge of Allegiance**
   b. **Roll Call**: Members Present – Johnson, Bergley, Gordon, Reller, Lundeen and Collison. Staff Present: Community Development Director Sheila Sellman, and City Administrator Josi Wood.
   c. **Agenda Modification:** None

2. **Consider Adoption of Resolution Approving Organization of Advisory Board**: Bergley motioned to nominate Mayor Johnson for the 2020 EDA President, second by Collison, motion passed 6-0. Collison motioned to nominate Lundeen for 2020 EDA Vice-President, second by Bergley, motion passed 6-0. Motion by Lundeen to remove EDA President pro-tem, second by Gordon, motion passed 6-0. Lundeen motioned to keep the Secretary and Treasurer the same – appointing the Community Development Director as Secretary and the Finance Director as the Treasurer, second by Bergley, motion passed 6-0. Motion by Lundeen second by Bergley to adopt Amended and Restated Bylaws motion passed 6-0. Motion by Bergley to adopt the 2020 meeting schedule second by Collison, motion passed.

3. **Approval of Minutes:** Motion by Collison, second by Bergley to approve December 3, 2019 meeting minutes motion passes 6-0.

4. **Business item**
   a. Revolving Loan Policy update: Motion to approve by Lundeen second by Gordon, motion passed 6-0

5. **Other Business:** Sellman provided an overview of business prospects, building permit activity, business arrivals and departures for 2019, GPS45:93 2019 highlights and a list of businesses that she and the Mayor visited in 2019.
6. **Closed Session:** The EDA went into closed session to discuss the sale of EDA land at 825 East Dual Blvd. The regular meeting resumed and the EDA directed Sellman to start negotiations on the sale. Motion by Lundeen, second by Bergley for Director Sellman to start negotiations for the sale of 825 East Dual with the parameters discussed in the closed session, motion passed 6-0.

7. **Adjourn:** Motion by Bergley, second by Collison to adjourn, motion passed 6-0. Meeting adjourned at 7:58.

Respectfully Submitted, Sheila Sellman Community Development Director/Secretary

Sheila Sellman

K.1.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: February 18, 2020

Subject: Resolution to Interview Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat and to Remove EDA Board Member Jill Reller and Parks, Recreation and Culture Board Member Luke Merrill

---

Background:

- Currently, there is two seat vacancies on the Economic Development Authority (EDA) Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat. One application and Interest Disclosure form was received from Justin Nielsen. The applicant lives within the City limits.

- A letter of resignation was received on February 2, 2020 from Jill Reller for her Economic Development Authority Board Member seat.

- A letter of resignation was received on January 2, 2020 from Luke Merrill for his Parks, Recreation and Culture Board Member Seat

Attachment:

- Amending Resolution 2020-001

Action:

- City Council has the authority to appoint applicant Justin Nielsen to Economic Development Authority Board Seat.

- City Council will now officially remove Luke Merrill from Park, Recreation and Culture Board and Jill Reller from Economic Development Authority as they have resigned from their seats.

RESOLUTION 2020-XXX
Amending Resolution 2020-001

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2020

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2020:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen

3. Luke Merrill has resigned from his seat on the Park, Recreation and Culture Board.

4. Jill Reller has resigned from her seat on the Economic Development Authority.

5. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

Brian Thum	*(Appointed 8-7-2019; term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
James Gordon	**Council Representative** (*term expiration 12-31-2020)*
Open Seat	**Student Representative** *(term expiration 12-31-2020)*

6. That the City Council designates the following individuals to the Planning Commission for year 2020:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	(*Appointed 1-7-2020; term expiration 12-31-2020*)
James Gordon	(*Appointed 1-7-2020; term expiration 12-31-2020*)
Paul Bergley	(*Appointed 1-7-2020; term expiration 12-31-2020*)
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2022)*

7. That the City Council Economic Development Authority Board membership terms are as follows for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Open Seat	*(term expiration 12-31-2024)*
Open Seat	*(Appointed 12-16-2018; term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Justin Nielsen E-mail: [redacted] .com

Address: [redacted]

Phone Number: [redacted]

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

(Economic Development Authority)

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

- Owner of Wolf River Electric LLC + Light The Lamp LED LLC.
- Associate in business degree.

Why you are interested on being on the Board?

- To give back to the City everything that it has given to me.

What is your vision of Isanti?

Isanti is the city where ill be growing my business, raising my family, & serving the Lord.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: February 10, 2020
Subject: City Code Chapter 276, Special Assessments and Resolution 2020-XXX, Special Assessment Policy

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Background:

City staff has prepared updates to the Special Assessment Policy. The updates regard aligning the policy to include funding options (ex. internal project funding), matching policy to current practice, and updates as recommended by the City Engineer, Finance Director and League of Minnesota Cities. As a part of this update, the city code chapter would be amended to include what is needed by ordinance, and a resolution adopted that encompasses the remainder of special assessment polices.

The City Attorney has reviewed the updated city code amendment and policy.

Recommendation:

City Council reviewed the draft amended City Code (Ordinance) and draft Special Assessment Policy at their February 4, 2020 regular meeting.

Request:

Staff is requesting City Council action on the draft Ordinance and Resolution (Special Assessment Policy).

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve the amendments to City Code Chapter 276, Special Assessments
2. Approve Resolution 2020-XXX, A Resolution To Establish A Special Assessment Policy

Attachments:

- Draft Ordinance XXX – An Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002 and Titled Special Assessments.
- Draft Resolution 2020-XXX, A Resolution to Establish A Special Assessment Policy

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 161 ADOPTED ON FEBRUARY 19, 1991 AND AMENDED BY ORDINANCE 257 ON APRIL 16, 2002, AND TITLED SPECIAL ASSESSMENTS

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

Section 1 – Repealer. Ordinance 161 and amending Ordinance 257, codified in Chapter 276 of the City Code is hereby replaced in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 276 is hereby adopted:

SPECIAL ASSESSMENTS

276-1. Deferred assessments

276-1. Deferment of Special Assessments.

A. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or a person who is retired by virtue of permanent and total disability, or military persons meeting the criteria under Minn. Statute § 435.193, as amended from time to time. The City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older, retired by virtue of permanent and total disability, or meets the military deferral standard in Minnesota Statutes section 435.193.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

B. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in status that would affect eligibility for deferment.

C. The entire amount of deferred special assessments shall be due within 60 days after loss of eligibility by the applicant. If the special assessment is not paid within the 60 days, the City Clerk

shall add thereto interest at a per annum interest rate according to the terms and conditions of the original special assessments, and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within 60 days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

D. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:
1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

Effective Date:

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 18th day of February, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posted on: 2-5-2020
Adopted on:
Published on:
Effective Date:

RESOLUTION 2020-XXX

TO ESTABLISH A SPECIAL ASSESSMENT POLICY

WHEREAS, the City of Isanti has had a Special Assessment Policy in place by ordinance and city code since 1991; and,

WHEREAS, the Special Assessment Policy needed to be updated to reflect policy changes and project improvement funding methods; and,

WHEREAS, the Special Assessment Policy is to establish a fair and equitable manner of assessing costs for public improvements that benefit properties in accordance with State Statute; and,

WHEREAS, it was determined by the City Attorney that this policy could be adopted by resolution of the City Council;

NOW THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, that the attached Special Assessment Policy (Attachment A) is hereby approved:

This resolution was duly adopted by the Isanti City Council the 18th of February, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resource/City Clerk

Attachment A

SPECIAL ASSESSMENT POLICY

Section 1. General policy statement.
Section 2. Improvements and maintenance costs eligible for special assessment.
Section 3. Initiation of public improvement projects.
Section 4. Public improvement procedures.
Section 5. Financing of public improvements.
Section 6. General assessment policies.
Section 7. Methods of assessment.
Section 8. Policies of re-assessment.
Section 9. Assessment computations.
Section 10. Deferrals on unimproved parcels
Section 11. Postponed assessments; apportionment; supplemental assessments.

Section 1. General policy statement.

A. The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City for levying special assessments are those specified by Minnesota Statutes, Chapter 429, as amended from time to time, which provides that all or a part of the cost of improvements may be assessed against benefiting properties.

B. Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by city staff and the City Council.

Section 2. Improvements and maintenance costs eligible for special assessments.

A. Public improvements and related acquisition, construction, extension, and maintenance of such improvements, authorized by Minn. Stat. § 429.021 and 459.14, subd. 7, as amended from time to time, are eligible for special assessment within the City.

B. The City is also authorized by ordinance to recover, through special assessment, unpaid special charges as provided in Minn. Stat. § 429.101.

Section 3. Initiation of public improvement projects.

A. Public improvement projects can be initiated in the following ways.

1. Public improvement projects may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.

2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.

3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifths majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners (100%) of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. All petitioned projects by property owners regarding development of land shall follow the Policies for Petitioned Projects, adopted as City Resolution 2007-240.

Section 4. Public improvement procedure.

A. The following is the general procedure followed by the City Council for all public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor. Formats for the various reports and resolutions referenced in this section are made a part of the policies and procedures of the City.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If based upon a petition, the Council adopts a resolution declaring whether the required percentage of property owners has signed. If the petition or request is accepted, Council orders preparation of feasibility report.
3. Staff prepares feasibility report. The report shall preliminarily evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed. Council may refer the report to the Planning and Zoning Commission.

4. Council accepts or rejects feasibility report. If accepted, Council orders public hearing on the improvements.
5. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. § 429.031(a), as amended from time to time.
6. Council conducts public hearing.
7. Within six (6) months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and advertisement of bids as required in Minn. Stat. § 471.345. If adopted, staff prepares final plans, advertises for and opens bids as provided in Minn. Stat. § 429.041, as amended from time to time, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.
8. Council reviews proposed assessment roll and orders assessment hearing.
9. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. § 429.061, as amended from time to time.
10. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor.
11. Council awards contract based on the bids received.
12. Staff certifies the assessment roll to the County Auditor.
13. Staff supervises construction and prepares payments.

Section 5. Financing of public improvements.

A. The City encourages public improvement projects as the area (s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

B. Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

Section 6. General assessment policies.

A. The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. Project Cost. The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. City Cost. The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by the City, the City, through the use of other funds, may pay such "city cost."
3. Assessable Cost. The "assessable cost" of an improvement is equal to the "project cost" minus the "city cost."
4. Interest. The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If bonds were sold to finance the improvement project, the interest rate shall be one percent (1%) more than the true interest cost of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at one percent (1%) over current market rate for municipal bonds based on the city's current bond rating at the time of the final assessment hearing.
5. Prepayment. Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or in lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessments on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least $100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.

6. Extensions. Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extensions or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.
7. Frontage Roads. Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. Project Assistance. If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used to reduce the "city cost" of the improvement. The aid will not be used to reduce assessment amounts.
9. Assessable Property. Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. Individual Benefits. The City must construct improvements specifically designed for or shown to be of benefit solely to one or more properties. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.

Section 7. Methods of assessment.

A. General Statement. There are different methods of assessment: per lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

B. Policy Statement. The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

C. "Adjusted Front Footage" Method of Assessment.

The "cost per adjusted front foot" method of assessment shall be based on the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the "assessable frontage," all properties, including governmental agencies, shall have their frontages included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined. The purpose of this method is to equalize

assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted.

1. *Rectangular Interior Lots.* The rectangular lot is defined as having no more than 2.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual front footage of the lot.
2. *Approximately Rectangular Lots.* For a lot which is approximately rectangular, the adjusted footage is computed by averaging the front and back sides of the lot.
3. *Odd Shaped Lots.* For odd shaped lots such as exist on cul-de-sacs and curved streets, the adjusted front footage is the width measured at the setback line of the lot.
4. *Corner Lot Adjustment.* The short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage or seventy-five (75) feet, whichever is greater. Where frontage curves so greatly as to give a general appearance of a corner, the lot shall be considered a corner lot.
5. *Neck lots and dead-ends.* A lot or parcel which has a small frontage on a street, with a narrow strip running back 120 feet or more, or a lot or parcel that is served by a street that is improved but either the street dead-ends or the improvement ends at the property line, is assigned an adjusted frontage of 75 feet. Where an improvement is subsequently extended, the lot or parcel that was assigned an adjusted frontage of 75 feet shall have the 75 feet deducted from the footage on the subsequent assessment.
6. Any parcel of land which is not capable of further subdivision pursuant to the applicable zoning ordinance and which has frontage in excess of 330 feet shall be assessed for a maximum adjusted front footage of 330 feet.

B. "Area" Method of Assessment.

The "area" method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e., cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots, the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot area for the calculations equal to the benefit received.

All properties included in the benefited area, including other governmental areas, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-ways, natural waterways, swamps and lakes and other wetlands designated by the Minnesota Department of Natural Resources, National Wetland Inventory, or the City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

C. "Per Lot" Method of Assessment.

The "per lot" method of assessment shall be based on equal assessment of all lots within the benefited area. The "assessment per lot" shall be the quotient of the "assessable cost" divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the "lots" or "parcels" all parcels, including governmental agencies, shall be included in such calculations. For any lot that could be subdivided to City minimum lot size standards, said lot shall be assigned the number of lots it could subdivide to.

Section 8. Policies of re-assessment.

The City shall design public improvements to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering improvement and preparation of plans.

A. Policy Statement

The following are the "life expectancies" or "service lives" of public improvements except as may be otherwise stated in the resolution ordering improvement and preparation of plans.

1. Sidewalks - 20 years.
2. Street improvements, including surfacing and curb and gutter - 20 years.
3. Ornamental street lighting - 20 years.
4. Water Mains - 30 years.
5. Sanitary Sewers - 30 years.
6. Storm Sewers - 30 years.

Section 9. Assessment computations.

The following is the typical city assessment for various specified improvements.

A. Street and Curb and Gutter Improvements

1. *New Construction Projects.* New streets are assessed 100% to the abutting benefited properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the City standard typical section for residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above shall be 100% assessed to the City.
2. *Reconstruction and Reclamation Projects.* Street reconstructions and reclamations are assessed 25% to the abutting benefited properties. New curb and gutter are 100% assessed. Replaced curb and gutter are assessed 25% to the abutting benefitted properties.
3. *Gravel Streets.* Upgrading of existing gravel street by adding pavement, curb and gutter is considered new construction and all costs are assessed 100%.
4. *Seal Coats and Overlays.* Sealcoats and overlays are considered maintenance and shall not be assessed.

5. *Alleys.* Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 100% assessed also.
6. *Driveways.* New driveways are assessed 100% to the property owner. Reconstructed driveways are assessed 25% to abutting benefitted property owners.
7. The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

B. Sidewalks and Trails

1. *New Construction projects.* In Commercial Districts, the total cost for the installation of new sidewalks or trails for new projects will be assessed 100% against the property owner. In Residential Districts the total cost shall be assessed 100% to the City if the City requires the sidewalk or trail to be built. If the sidewalk or trail is petitioned for by the residents of the street, it shall be assessed 100% to the benefiting property owners. A successful petition shall be one signed by property owners owning a minimum of 51% of the front footage of the street in question.
2. *Reconstruction projects.* 25% percent of the cost shall be assessed to the property owners in the project area and 75% shall be assessed to the City.

C. Storm Sewer Improvements

Policy Statement. The basis for a storm sewer or ditching assessment is not the installation of a pipe or ditch on a particular property but, rather, the installation of pipe or ditch in an area. The definition of these areas is determined by the City Engineer. When the installation of the pipe or ditch is completed in full in an area, the area is assessed in full. Any area which contributes water to this system, whether by ground runoff or by underground piping, is assessed up to the current rate per square foot.

New projects. The total cost for both storm sewers and ditches shall be 25% assessed to the City and 75% assessed to the benefitting property owners in districts involving a mixture of existing uses and vacant land. The total cost shall be assessed 100% to benefitting property owners in districts where all of the land is vacant.

Reconstruction projects. The total cost for both storm sewers and ditches shall be 75% assessed to the City and 25% assessed to the benefitting property owners for reconstruction, system maintenance, or ditch cleaning projects. In cases where the property owner has caused damage to a drainage system by their actions (for example, farming too close to a ditch or causing erosion into a ditch or waterway due to lack of maintenance of property), the property owner shall be assessed 100% of the costs for repairing the damage and reconstructing the drainage system.

D. Sanitary Sewer Assessments

Policy Statement. Sanitary sewers consist of a network of pipes and associated pumping stations, meter stations and appurtenances designed to transport sewage to the municipal waste treatment plant.

1. *Assessment method.* The total cost of an interceptor or trunk line is assessed equally per unit of area over the entire district served by the sewer main. The assessment is generally levied in the current year of construction of the interceptor or trunk sewer, and it is entirely likely that a large number of properties will be assessed which do not immediately have access to the sewer. However, it is considered that such properties do accrue immediate benefit from the interceptor or trunk sewer since it is available to receive lateral sewer connections, which may be initiated by petition of property owners. Sanitary sewer lift stations and additional construction shall be considered as part of the interceptor or trunk sewer and shall be assessed on the same basis.

2. *New projects.* The total cost of sanitary sewer laterals for new projects shall be 100% assessed to the benefitting property. In any new project requiring reconfigurations or additions to the existing sanitary sewer system, 100% of the cost of the project shall be assessed to the benefitting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners and 75% shall be assessed to the City.

4. *Sanitary sewer building service or hookup.* Sanitary sewer building service or hookup is the connection by the property owner to the City sewer service and is 100% assessable against the benefitting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is the connector attached to the sewer main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessable to the property owner.

Parcels outside the City. Reasonable costs for those parcels contained in the area or district served but located outside the City limits shall be deferred until such parcels have been connected to the system or annexed, whichever comes first. Such costs shall be payable to the City through reasonable service and connection charges. The City Council may require properties to be annexed before providing City services to them.

E. Water Main Assessments

Policy Statement. Water mains consist of a network of pressure pipes designed to deliver municipal water to homes within the City. The City Council shall determine the standard size and depth necessary for any particular pipe. If a business or home requires a diameter of pipe in excess of the standard size, then that business or home shall pay for the extra costs associated with oversizing. If the City Council requires a pipe in excess of the standard size, then the City shall pay for the extra costs associated with oversizing.

1. *Assessment method.* Water mains will be assessed on a per-lot or lot-unit basis. The assessment is generally levied in the current year of construction of the water main, and it is entirely likely that

a large number of properties will be assessed which do not immediately have access to the water main. However, it is considered that such properties do accrue immediate benefit from the water main since it is available to receive water service connections, which may be initiated by petition of property owners.

2. *New projects.* The total cost of water main for new projects shall be 100% assessed to the benefiting property owners. In any new project requiring reconfigurations or additions to the existing water system, 100% of the cost of the project shall be assessed to the benefiting property owners.

3. *Reconstruction projects.* 25% of the cost shall be assessed to the property owners, and 75% shall be assessed to the City.

4. *Water main building service or hookup.* The connection by the property owner to the City water service is 100% assessable against the benefiting property. The hookup charge shall be determined by the City Council.

5. *Stub-out.* A stub-out is that connector attached to the water main that permits individual connection to the service. The cost for a stub-out for new projects is 100% assessed to the property owner.

6. *Water tower.* Water tower construction may be assessed to benefiting property owners should the City Council determine it necessary to do so.

7. *Parcels outside the City.* The assessments for those parcels contained in a benefitted area but outside the City limits shall be deferred until such parcels have been annexed. The City Council may require properties to be annexed before providing City services to them.

F. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

G. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

H. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

276-10. Deferrals on unimproved parcels

Deferrals on unimproved parcels. (See Minn. Stat. § 429.061, Subd. 2., as amended from time to time) On improvement projects involving assessments on unimproved parcels, the City Council may decide to defer assessments at the request of the landowner, according to the following:

1. Activation of deferred assessment. Payment of the deferred assessment shall commence when one of the following events occurs:
a. The property is sold as a single parcel.
b. The property is subdivided pursuant to the applicable zoning ordinance, court order, or registered land survey, unless determined by the City Council that such event does not justify activation of the deferred assessments.
c. The property reverts to the State of Minnesota as a result of tax forfeiture.
d. The property or portion thereof is acquired by condemnation for a subsequent project.
e. At a time mutually agreeable to the property owner and the City.

2. Repayment of deferred assessments. Based upon the type of improvement, the repayment period for any bonds sold to finance the project, and the amount of individual assessments, the City Council shall, prior to the adoption of the assessment, determine the length of time over which the deferred assessments shall be paid and shall select one of the following options for payment of the interest on the deferred assessments:
a. Interest shall be added to the principal amount of the assessment when it first becomes payable; or
b. Interest shall be payable annually at the same times as the principal installments of the assessment would have been payable if not deferred. If the City Council and property owner agree, this interest may be deferred also. The unpaid principal balance of deferred assessments shall accrue interest at the same rate as the assessments not deferred.

276-11. Postponed assessments; apportionment; supplemental assessments.

A. Postponed assessments.

1. If the City advances its own funds to pay for improvement costs relating to property abutting on but not initially assessed for the improvement, the City may reimburse itself for all or any portion of this cost by levying assessments against such property upon notice and hearings provided for the assessments at a later date.

2. If the City advances its own funds to pay for improvement costs that benefit nonabutting property not initially assessed for it, but able to use it when extensions or other improvements are made, the City may include all or any portion of the City costs in assessments for later improvements if notice to that effect is included in the notice of hearing on the matter of undertaking the later extension or improvement.

B. Apportionment of assessments upon subdivision of land. If a special assessment is levied against a tract of land which is later subdivided, the installments remaining unpaid can be

apportioned among the various lots and parcels in the tract upon a finding that such apportionment will not materially impair collection of the balance due. This may be done upon application of the property owner or by the City Council acting upon its own motion, but notice of such apportionment and of the right to appeal must be mailed to or personally served upon all owners of any part of the tract. The City Council may, and if the assessment has been pledged towards payment of improvement warrants the City Council must, require the owner or owners to furnish surety bonds.

C. Supplemental assessment and reassessment. The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct omissions, errors, or mistakes in the assessment relating to the total cost of the improvement or any other particular item. If an assessment is set aside by a court for any reason or if the City Council finds that the assessment or any part of it is excessive or determines on advice of the City Attorney that it is or may be invalid for any reason, the City Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

BOLTON & MENK

Real People. Real Solutions.

K.3.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 12, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2020 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.120119

We request that the City Council approve the plans and specifications, entitled "2020 Pavement Management Project" and authorize advertisement for bids.

Following is the schedule for the 2020 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	February 18, 2020
Open Bids	March 10, 2020
Commence Construction	June, 2020
Substantial Completion of Construction	August 31, 2020

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

I will be at the February 18, 2020 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact us with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

ACCEPTING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BID FOR THE 2020 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2020 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the Engineer's Estimate is within the planned budget; and,

WHEREAS, a public bid opening is recommended to be held on March 10th, 2020 to receive competitive bids to complete the construction project in the 2020 construction season;

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

1) That the City shall accept the plans and specifications as completed by Bolton & Menk, Inc. dated February 7, 2020.

2) That the City shall authorize the advertisement for bids for this project with a bid opening date scheduled for March 10, 2020.

This resolution was duly approved by the Isanti City Council this 18th day of February 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/05/2020	52927	2863	AMAZON CAPITAL SERVICES	603-20200	899.00
02/20	02/05/2020	52928	2030	ARTISAN BEER COMPANY	609-20200	32.60
02/20	02/05/2020	52929	2850	BEAUDRY OIL & PROPANE INC	101-20200	764.75
02/20	02/05/2020	52930	9	BERNICKS PEPSI-COLA	609-20200	1,447.03
02/20	02/05/2020	52931	368	BILLS QUALITY CLEANING	101-20200	446.00
02/20	02/05/2020	52932	2487	CAPITOL BEVERAGE SALES	609-20200	87.96
02/20	02/05/2020	52933	1629	CITY OF ISANTI	101-20200	14,801.20
02/20	02/05/2020	52934	918	CRYSTAL SPRINGS ICE	609-20200	77.76
02/20	02/05/2020	52935	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,427.00
02/20	02/05/2020	52936	2720	DEFIANT DISTRIBUTORS	609-20200	584.86
02/20	02/05/2020	52937	912	FASTENAL COMPANY	101-20200	52.64
02/20	02/05/2020	52938	385	FEDERATED CO-OPS INC	409-20200	1,900.59
02/20	02/05/2020	52939	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	113.64
02/20	02/05/2020	52940	1832	FLAHERTY REYES LLC	609-20200	204.25
02/20	02/05/2020	52941	134	GOPHER STATE ONE-CALL INC	601-20200	74.30
02/20	02/05/2020	52942	949	GRAINGER INC	601-20200	564.24
02/20	02/05/2020	52943	739	HACH COMPANY	601-20200	381.06
02/20	02/05/2020	52944	2864	HASS SEPTIC CLEANING, LLC	602-20200	300.00
02/20	02/05/2020	52945	2865	ISANTI COUNTY MASTER GARDNERS	101-20200	30.00
02/20	02/05/2020	52946	1563	ISANTI ELECTRIC INC	602-20200	75.00
02/20	02/05/2020	52947	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,090.58
02/20	02/05/2020	52948	5	KAWALEK TRUCKING	609-20200	216.80
02/20	02/05/2020	52949	136	LEAGUE OF MN CITIES	101-20200	720.00
02/20	02/05/2020	52950	2866	LEXIPOL	101-20200	5,530.00
02/20	02/05/2020	52951	2278	MATTHEW FERRIS	101-20200	300.00
02/20	02/05/2020	52952	17	MCDONALD DISTRIBUTING CO	609-20200	12,834.85
02/20	02/05/2020	52953	1044	MINNEAPOLIS FINANCE	101-20200	82.80
02/20	02/05/2020	52954	432	MINNESOTA COUNTY	101-20200	34.00
02/20	02/05/2020	52955	1180	MLB PRINTING INC	101-20200	255.00
02/20	02/05/2020	52956	2080	MVTL LABORATORIES INC	602-20200	202.78
02/20	02/05/2020	52957	617	PAUSTIS & SONS	609-20200	771.84
02/20	02/05/2020	52958	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,639.70
02/20	02/05/2020	52959	12	POSTMASTER	101-20200	220.00
02/20	02/05/2020	52960	2341	RED BULL DISTRIBUTION	609-20200	176.50
02/20	02/05/2020	52961	2093	ROBY, ROBERT C.	101-20200	75.00
02/20	02/05/2020	52962	2396	SOUTHERN GLAZERS OF MN	609-20200	10,548.16
02/20	02/05/2020	52963	2554	SPECIALTY SOLUTIONS	101-20200	1,223.53
02/20	02/05/2020	52964	73	STAR	101-20200	6.00
02/20	02/05/2020	52965	2156	SUMMIT COMPANIES	101-20200	217.50
02/20	02/05/2020	52966	1878	TOWMASTER	101-20200	230.99
02/20	02/05/2020	52967	686	VERIZON WIRELESS	609-20200	1,223.10
02/20	02/05/2020	52968	42	VIKING COCA-COLA BOTTLING CO	609-20200	272.24
02/20	02/05/2020	52969	2757	WATCH GUARD INC	101-20200	3,228.00
02/20	02/05/2020	52970	4	WATSON CO INC	609-20200	1,467.97
02/20	02/05/2020	52971	1922	WEX BANK	101-20200	4,738.95
02/20	02/05/2020	52972	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
02/20	02/05/2020	52973	2867	WIN-911	602-20200	495.00
02/20	02/05/2020	52974	780	WINE MERCHANTS	609-20200	408.00
Grand Totals:						105,030.17

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/12/2020	52975	494	ALLINA HEALTH SYSTEM	101-20200	606.90
02/20	02/12/2020	52976	2030	ARTISAN BEER COMPANY	609-20200	65.20
02/20	02/12/2020	52977	9	BERNICKS PEPSI-COLA	609-20200	517.16
02/20	02/12/2020	52978	2319	BREAKTHRU BEVERAGE	609-20200	7,375.31
02/20	02/12/2020	52979	2467	C/O PINE CITY AREA CHAMBER OF COMMERCE	108-20200	850.00
02/20	02/12/2020	52980	1474	CDW GOVERNMENT INC	601-20200	5,924.54
02/20	02/12/2020	52981	1198	CENTER POINT ENERGY	601-20200	4,762.35
02/20	02/12/2020	52982	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.77
02/20	02/12/2020	52983	2610	CINTAS	101-20200	407.73
02/20	02/12/2020	52984	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,624.25
02/20	02/12/2020	52985	2869	DK DESIGNS LLC	101-20200	100.00
02/20	02/12/2020	52986	2028	FURTHER	101-20200	56.30
02/20	02/12/2020	52987	2830	GDO Law	101-20200	4,083.33
02/20	02/12/2020	52988	2761	GRATITUDE FARMS	101-20200	250.00
02/20	02/12/2020	52989	739	HACH COMPANY	601-20200	99.25
02/20	02/12/2020	52990	1063	HAYFORD FORD	101-20200	785.16
02/20	02/12/2020	52991	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	194.69
02/20	02/12/2020	52992	1563	ISANTI ELECTRIC INC	101-20200	230.00
02/20	02/12/2020	52993	441	J.P.COOKE CO	101-20200	79.30
02/20	02/12/2020	52994	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,500.58
02/20	02/12/2020	52995	2868	JOHNSON, JEFFREY B.	101-20200	102.12
02/20	02/12/2020	52996	5	KAWALEK TRUCKING	609-20200	219.60
02/20	02/12/2020	52997	203	LANO EQUIPMENT INC	101-20200	108.80
02/20	02/12/2020	52998	434	LITTLE FALLS MACHINE INC	101-20200	200.08
02/20	02/12/2020	52999	131	MACQUEEN EQUIPMENT INC	602-20200	109.83
02/20	02/12/2020	53000	17	MCDONALD DISTRIBUTING CO	609-20200	9,870.85
02/20	02/12/2020	53001	616	MENARDS - CAMBRIDGE	101-20200	97.45
02/20	02/12/2020	53002	281	MINNCO CREDIT UNION	101-20200	4,034.64
02/20	02/12/2020	53003	176	MN DEPT OF REVENUE	101-20200	22,222.00
02/20	02/12/2020	53004	2842	MN PEIP	861-20200	21,176.46
02/20	02/12/2020	53005	2597	MNSPECT, LLC.	101-20200	9,252.70
02/20	02/12/2020	53006	870	M-R SIGN CO INC	101-20200	290.90
02/20	02/12/2020	53007	2170	NHH ROOFING PLUS	226-20200	8,325.00
02/20	02/12/2020	53008	44	PHILLIPS WINE & SPIRITS INC	609-20200	491.50
02/20	02/12/2020	53009	2130	PROGRESSIVE BUILDERS	601-20200	11.54
02/20	02/12/2020	53010	1113	RJM DISTRIBUTING INC	609-20200	190.35
02/20	02/12/2020	53011	2001	SHRED-N-GO INC	101-20200	82.73
02/20	02/12/2020	53012	2554	SPECIALTY SOLUTIONS	101-20200	724.88
02/20	02/12/2020	53013	73	STAR	101-20200	17.00
02/20	02/12/2020	53014	1290	THE AMBLE GROUP	101-20200	176.70
02/20	02/12/2020	53015	1878	TOWMASTER	101-20200	49.69
02/20	02/12/2020	53016	1820	URBANS HARDWARE INC	601-20200	29.46
02/20	02/12/2020	53017	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/20	02/12/2020	53018	2027	US INTERNET	603-20200	57.80
02/20	02/12/2020	53019	1286	VINOCOPIA INC	609-20200	518.00
02/20	02/12/2020	53020	4	WATSON CO INC	609-20200	1,216.03
02/20	02/12/2020	53021	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	1,228.00
Grand Totals:						115,411.93

City of Isanti

Gross Payroll	90,953.60
Social Security & Medicare	5,080.79
Public Employees Retirement	9,187.02
Total City Expense	105,221.41

Pay Date 2/7/2020

Pay Period 3 (1/19-2/1/20)

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolution Authorizing the Purchase of a Wide Area Mower

---

Background:
The 2020 Capital Improvement Plan (CIP) included the replacement of the Wide Area Mower (Progressive). The CIP had a budgeted amount of $25,570.00.

Staff received three quotes.

Vendor	Brand	Quote
MN Equipment	Progressive	$19,000.00
Mn Equipment	Land Pride	$19,300.00
MTI Distributing	Toro	$23,692.00

Recommendation:
Staff is recommending the purchase of the Progressive Mower from MN Equipment in the amount of $19,000.00

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2020-XXX
- Mn Equipment Quote
- Mn Equipment Quote
- MTI Distributing Quote

RESOLUTION 2020-XXX

AUTHORIZING THE PURCHASE OF A WIDE AREA MOWER

WHEREAS, the Capital Improvement Plan has $25,570.00 for the replacement of the Wide Area Mower (Progressive); and,

WHEREAS, the following quotes were received:

Mn Equipment $19,000.00	Mn Equipment $19,300.00	MTI Distributing $23,692.00

WHEREAS, funding would be PRC 920-45300-500 ;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from MN Equipment for purchase of the wide area mower in the amount of $19,000.00 funding source identified as PRC (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February, 2020.

Attest:

Mayor Jeff Johnson

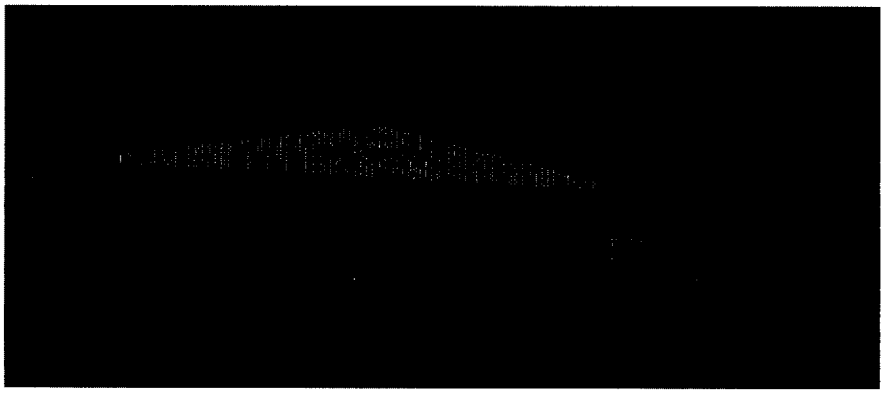
Katie Brooks
Human Resources/City Clerk

JOHN DEERE

Quote Id: 21184195

Prepared For:

City Of Isanti



Prepared By: **Jesse Kraft**

Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040

Tel: 763-444-8873
Fax: 763-444-6597
Email: jessekraft@mnequip.com

Date: 04 February 2020

Offer Expires: 02 March 2020

JOHN DEERE

Quote Summary

Prepared For:

City Of Isanti
Po Box 428
Isanti, MN 55040
Business: 763-444-5512

Prepared By:

Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

Quote Id:	21184195
Created On:	04 February 2020
Last Modified On:	05 February 2020
Expiration Date:	02 March 2020

Equipment Summary	Selling Price		Qty		Extended
PROGRESSIVE TD-65, 15.5 FT TRI-DECK MOWER	$ 19,000.00	X	1	=	$ 19,000.00
Equipment Total					**$ 19,000.00**

Quote Summary	
Equipment Total	$ 19,000.00
DOT	$ 0.00
Delivery	$ 0.00
License	$ 0.00
SubTotal	$ 19,000.00
Est. Service Agreement Tax	$ 0.00
Total	$ 19,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 19,000.00**

Salesperson : X _____ **Accepted By : X** _____

JOHN DEERE

Selling Equipment

Quote Id: 21184195 **Customer:** CITY OF ISANTI

PROGRESSIVE TD-65, 15.5 FT TRI-DECK MOWER

Hours: 0
Stock Number:

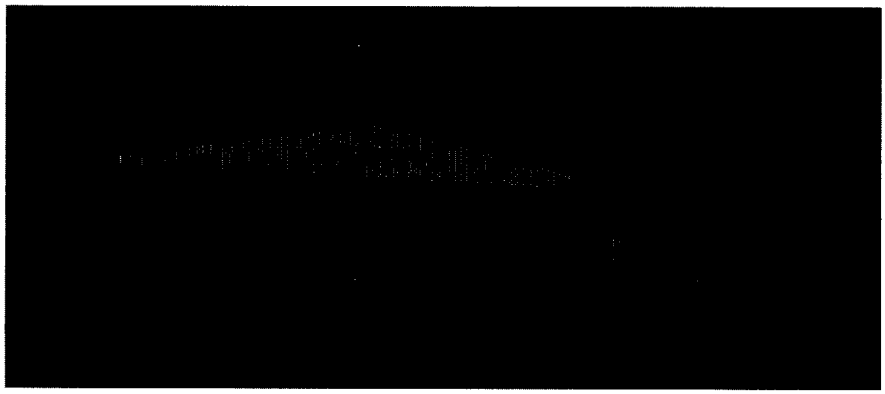
Code	Description	Qty	Unit	Selling Price $ 19,000.00 Extended
TD65	PROGRESSIVE TD65 PULL TYPE GROOMING MOWER, 15.5 FT WIDTH, 18X9.5" TIRES, 30-50 PTO HP TRACTOR REQUIRED	1	$ 20,450.00	$ 20,450.00
	Freight	1	$ 750.00	$ 750.00
	Other Charges Total			**$ 750.00**
	Suggested Price			**$ 21,200.00**
	Customer Discounts Total		**$ -2,200.00**	**$ -2,200.00**
Total Selling Price				**$ 19,000.00**

JOHN DEERE

Quote Id: 21184195

Prepared For:

City Of Isanti



Prepared By: **Jesse Kraft**

Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040

Tel: 763-444-8873
Fax: 763-444-6597
Email: jessekraft@mnequip.com

Date: 04 February 2020

Offer Expires: 02 March 2020

JOHN DEERE

Quote Summary

Prepared For:

City Of Isanti
Po Box 428
Isanti, MN 55040
Business: 763-444-5512

Prepared By:

Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

Quote Id:	21184195
Created On:	04 February 2020
Last Modified On:	05 February 2020
Expiration Date:	02 March 2020

Equipment Summary	Selling Price		Qty		Extended
LAND PRIDE AMF4216, 16FT ALL FLEX MOWER	$ 19,300.00	X	1	=	$ 19,300.00
Equipment Total					**$ 19,300.00**

Quote Summary	
Equipment Total	$ 19,300.00
DOT	$ 0.00
Delivery	$ 0.00
License	$ 0.00
SubTotal	$ 19,300.00
Est. Service Agreement Tax	$ 0.00
Total	$ 19,300.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 19,300.00**

Salesperson : X _____ **Accepted By : X** _____

JOHN DEERE

Selling Equipment

Quote Id: 21184195 **Customer:** CITY OF ISANTI

LAND PRIDE AMF4216, 16FT ALL FLEX MOWER

Hours: 0
Stock Number:

Code	Description	Qty	Unit	Selling Price $ 19,300.00 Extended
AMF4216	LAND PRIDE AMF4216 GROOMING MOWER, 16FT WIDTH, 40 TO 70 HP TRACTOR REQUIRED	1	$ 22,381.00	$ 22,381.00
1831	18X9.5" TIRES	1	$ 1,160.00	$ 1,160.00
	Standard Options Total			**$ 1,160.00**
	Freight	1	$ 875.00	$ 875.00
	Other Charges Total			**$ 875.00**
	Suggested Price			**$ 24,416.00**
	Customer Discounts Total		**$ -5,116.00**	**$ -5,116.00**
Total Selling Price				**$ 19,300.00**

Toro Equipment Proposal

City of Isanti

Quote Date:	2.6.2020
Quote Id#	Q00549
Award Price Type:	Omnia
Contract #	n/a

Attn: Mr. Matt Sylvester

Thank you for allowing us the opportunity to partner with you on your equipment needs. We are pleased to submit this equipment proposal for your review. All of the proposed Toro equipment meets, or exceeds, ANSI Safety Specifications.

1	**31905**	**Toro GM 1200**	$23,692.25	**$23,692.25**

Award Price Subtotal	**$23,692.25**
Award Price Total	**$23,692.25**

- New Toro Commercial Equipment includes a Two (2) Year Manufacture Warranty
- Terms: Net 30 day (if not financed)
- Quote valid for 30 days
- Set-Up and Delivery at No Charge
- 2.5% Service Fee to be applied to all invoices paid via Credit Card

Please do not hesitate in contacting us with any questions.

Bob Frank, SCPS
Outside Sales Representative
612-877-0837
bob.frank@mtidistributing.com

Mandi Prinsen, SCPS
Inside Sales Representative
800-492-6344
mandi.prinsen@mtidistributing.com

MTI Distributing, Inc. • 4830 Azelia Avenue North, Suite 100 • Brooklyn Center, MN 55429

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolution Authorizing the Purchase of a Mosquito Fogging Unit

Background:
At the August 20th COW meeting the purchase of a Mosquito Fogging Unit was discussed and staff was directed to include in the 2020 Capital Improvement Plan (CIP) the purchase of the unit. The 2020 CIP had a budgeted amount of $10,300.00 for the unit.

Staff received two quotes.

Vendor	Brand	Quote
Adapco	Guardian 190 G4	$8,850.00
Mug-A-Bug	Typhoon 1	$10,205.00

Recommendation:
Staff is recommending the purchase of the Mosquito Fogger from Adapco in the amount of $8,850.00

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2020-XXX
- Adapco Quote Quote
- Mug-A-Bug Quote

RESOLUTION 2020-XXX

AUTHORIZING THE PURCHASE OF A MOSQUITO FOGGING UNIT

WHEREAS, the 2020 Capital Improvement Plan has $10,300.00 for the purchase of a Mosquito Fogging Unit; and,

WHEREAS, the following quotes were received:

Adapco	Mug-A-Bug
$8,850.00	$10,205.00

WHEREAS, funding source would be Streets 920-43100-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Adapco for purchase of a mosquito fogging unit in the amount of $8,850.00 funding source identified as Streets (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

azelis ADAPCO

[redacted]

Date: 1/27/2020
Quotation #: [redacted]
Customer #:
Valid through: [redacted]
Prepared by: Nate Hill
Type: [redacted]

ADAPCO is pleased to provide the following quotation to:
Customer: [redacted]
Contact:

Comments or special instructions: [redacted]

[redacted]				
Guardian 190 G4	1	Each	$ 8,850.00	$8,850.00
[redacted]				
[redacted]				
[redacted]				
[redacted]				
[redacted]				
			Shipping	
			Handling	
			Total	[redacted]

Shipping and handling is prepaid on orders over $8,000.00. Orders totaling less than $8,000 will be subject to ADAPCO's standard shipping and handling terms. Terms Net 30 days. Please feel free to visit our website at myadapco.com to view labels and get product information.

Should you have any questions or immediate needs, please contact me at the number below or contact Customer Service at 800-367-0659. We appreciate the opportunity to offer this quote and look forward to hearing from you soon.

Regards,

Nate Hill
Technical Service Rep
ADAPCO, an Azelis company
nhill@myadapco.com

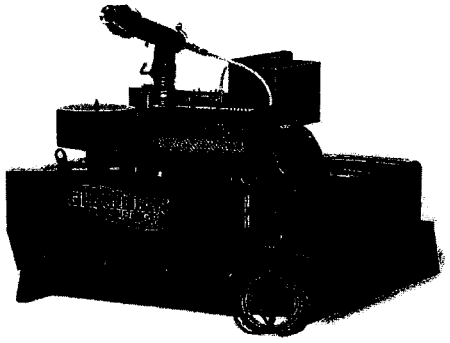
Mobile: (208) 659-6625

Guardian ULV

The Guardian line of ULV sprayers from ADAPCO

Guardian 190 G4

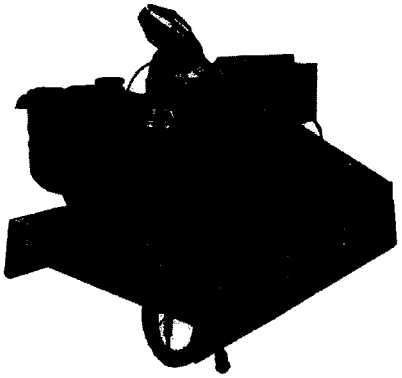
The Guardian 190 G4 sets a new standard in professional mosquito control. Built to endure the most rigorous application needs, this ULV workhorse employs advanced aerosol generator technology and is outfitted with the highest quality components and key features.



- 19 HP KOHLER Twin Cylinder Electronic Fuel Injected (EFI) engine
- 3 Year Limited Warranty
- 12 gallon EPA-compliant fuel tank
- 350 CFM Howden ROOTS high output blower
- Vectored Air Atomization Technology (VAAT)
    - Laser Tested Aluminum Alloy Nozzle
- Oversized lockable pump box for easy calibration and maintenance
- Fixed flow in-cab control is standard with optional upgrading available with ADAPCO's Monitor 4S application tracking system

Guardian 95 G4

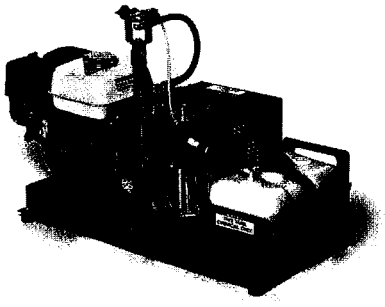
ADAPCO offers high performance in a compact design with the Guardian 95 G4. Ideal for less demanding programs or private applicators, the 95 G4 is a dependable, professional quality sprayer with a budget-friendly price. This machine offers a space saving footprint.



- 9.5 HP KOHLER Command PRO OHV fuel efficient engine
- 1 Year Limited Warranty
- 175 CFM Howden ROOTS high output blower
- Vectored Air Atomization Technology (VAAT)
    - Laser Tested Aluminum Alloy Nozzle
- Oversized lockable pump box for easy calibration and maintenance
- Fixed flow in-cab control is standard with optional upgrading available with ADAPCO's Monitor 4S application tracking system and variable flow
- In-cab control provides spray switch control, engine off and hot start ignition

Guardian 55 ES

The Guardian 55 ES is ADAPCO's solution for professional-quality mosquito and flying insect control on a price conscience budget. Perfectly sized to easily spray golf courses, barn & stable areas, and other low output areas. The 55 ES has a lightweight design with a compact footprint.



- 5.5 HP commercial quality fuel efficient HONDA engine
- 1 Year Limited Warranty
- Portable, lightweight aluminum construction
- Aluminum compressor with cast iron cylinder
- 2.5 gallon formulation tank or drop in a 2.5 gallon RTU jug with included cap & pickup tube
- Flow rates adjustable with stainless steel orifice disks
- Optional wired remote available

creating value, growing together

myadapco.com / azelisamericas.com

ADAPCO

azelis

MUG-A-BUG

January 30, 2019

Matt,

Thank you for giving Mug-A-Bug an opportunity to service your mosquito control program. Here are the quotes you requested.

Typhoon I Gear Pump	• Kohler 9.5 hp, 4-cycle, OHV, Electric Start • 205 CFM Blower • Gear Pump—Stainless Steel, magnetically coupled • Maximum output of 20 oz/min • 90% of droplets below 20 microns • Total remote system engine on/off, spray on/off, flush/formulation switch and power on/off • Easily adjusted for vehicle speed changes or barrier applications • 1 Year Warranty	**$10,205** **In Stock**

- ✓ All purchases go through New Machine Prep and Particle Size Testing.
- ✓ Every machine will include operation, maintenance and storage instructions.
- ✓ Free delivery of machine.

Again, thank you for giving Mug-A-Bug the opportunity to serve you. If you have any questions, please give me a call.

Jarrod Stock

Mug-A-Bug
PO Box 117
254 South Route 51
Forsyth, IL 62535

Office (217) 875-3303
jstock@mugabugmosquito.com

Typhoon 1

One Machine Provides Total Flexibility: Adulticide, Larvacide, Barrier Spray

- 2-Year limited warranty
- Can be outfitted with the automated "Synchroflow System"
- Available with radar or GPS speed sensing

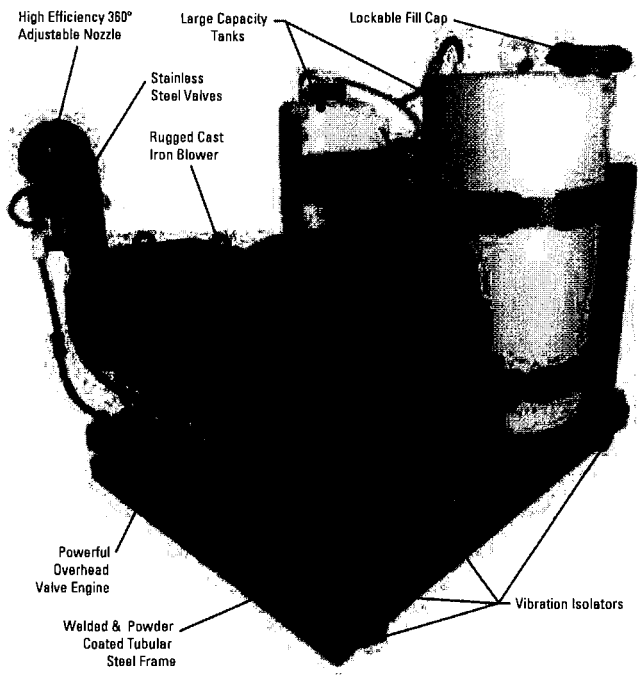
High Output Diaphragm Pump

Remote Control

Part #	Description
64600-1	Typhoon 1 (w/FMI Pump)
64600-2	Typhoon 1 (w/Diaphragm Pump)

Considered the industry standard for medium-sized, vehicle mounted ULV cold foggers, the Typhoon 1 has the power and features of much more expensive machines.

Powered by a rugged overhead valve engine mounted onto a powder coated, welded steel frame, the Typhoon 1 is available with a choice of three different pumping systems (Diaphragm, Digital Gear or FMI Piston) and a variety of options tailored to fit your needs. The highly efficient "Multi-Mist" nozzle has years of proven experience in producing uniform droplet spectrums with more than 90% of droplets below 20 microns (VMD) at the recommended flow rates and pressures. With flow rate capabilities ranging from 0-128 oz/min (0-3.8 ltrs/min) using the diaphragm pumping system, higher flow rates and larger droplets can be achieved making the machine also ideal for barrier spraying and larvacide work. When paired with GPS systems like Dyna-Trax 2 and a GPS mapping software provider, the Typhoon 1 has full recording and reporting capability to assist in complying with EPA and/or other agency reporting requirements.



TYPHOON 1

SPECIFICATIONS: DIAPHRAGM PUMP, GEAR PUMP, FMI PUMP

Engine	Kohler 9.5 Hp (277 cc), 4-cycle, OHV, electric start. Optional Honda 10.5 Hp (344 cc), 4-cycle, OHV, or Yanmar diesel
Blower	High volume, positive displacement, rotary type; 8.5 psi @ 2750 rpm; 12 psi (0.82 bar) 205 cfm (5.8 cubic meters/min)
Pump Systems	Diaphragm pump - high volume, corrosive resistant Gear pump - stainless steel, magnetically coupled FMI - ceramic piston with carbon cylinder Optional radar syncroflo automatic control with digital display
Nozzles	High efficiency single nozzle, adjusts 360 degrees, removable for cleaning
Gauges	Digital Tachometer/Hourmeter for engine; liquid filled pressure gauge for nozzle boom pressure
Weight	Empty: 297 lbs; 135 kg. Full: 412 lbs; 187 kg
Fuel Tank	1.8 gallons; 7 liters; with a gauge
Formulation Tank	15 gallons; 57 liters; with lockable cap
Flush Tank	1 gallon; 3.8 liters
Dimensions	41.5 x 29 x 32 inches; 105 x 74 x 81 cm (L x W x H)
Shipping Data	48 x 40 x 39 inches; 122 x 100 x 99 cm (L x W x H) 415 lbs; 188 kg 42.8 cubic feet; 1.2 cubic meters

SALES AND TECHNICAL SUPPORT
135 Region South Drive
Jackson GA 30233
678-688-5601
www.bgequip.com

Curtis Dyna-Fog a Division of B&G Equipment Company

MANUFACTURING AND R&D FACILITY
525 Park Street
Westfield, IN 46074
www.dynafog.com

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: February 18.2020
Subject: Consider Resolution Approving Exempt Sidewalk from Snow Removal

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Background:
Every year the snow plowing policy is reviewed, staff had brought this to the October 16, 2019 COW meeting and has been waiting for "The Villages on The Rum Association" to grant the easement for the sidewalk along Whiskey Rd. That easement has been granted. There are no changes to the Snow Plowing Policy.

Recommendation:
Staff is recommending to accept the easement from "Villages on the Rum" and to remove the sidewalk on Bellaire Blvd NW from the exempt sidewalk list.

Action:
Staff is requesting City Council action on this item.

Attachments
1. Resolution 2020-XXX Exempt Sidewalk

RESOLUTION 2020-XXX

APPROVING EXEMPT SIDEWALK FROM SNOW REMOVAL

WHEREAS, sections of sidewalk is identified for exemption by the City Council, shall not be required to have snow removal; and,

WHEREAS, the following property is exempt from the sidewalk snow removal requirement until future development:

- 7th Avenue NE – Sidewalk section between Cajima St NE and Golden Way NE (no development on either side);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota that the sidewalk listed above is exempt from snow removal.

This Resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ADOPTING ORDINANCE NOTIFICATION POLICY

WHEREAS, the Minnesota Legislature had adopted Chapter 77, requiring a ten (10) day notification of non- interim proposed ordinances; and,

WHEREAS, in order to comply with the new legislation, the City Council recognizes that a policy is necessary to provide a process of notification that is in compliance for non-interim proposed ordinances; and,

WHEREAS, this Resolution supersedes; and,

WHEREAS, the City Council recognizes that the ordinance adoption timeframe has been significantly lengthened by the notification requirement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for the notification of non-interim ordinances, with said process and steps that are hereby listed below and made a part of this resolution:

1. Proposed Ordinances shall be reviewed by the City Administrator or their designee. The City Administrator or their designee shall decide whether to proceed with public notification of the pending ordinance, or review the pending ordinance with the City Council at a regular meeting prior to public notification.
2. Proposed Ordinances shall be placed on the City Website and posted a minimum of ten (10) days prior to date of the City Council Meeting where a final vote on the ordinance is scheduled.
3. Failure of a party to receive notification under this process shall not invalidate an approved ordinance.

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: February 18, 2020
Subject: Consider Resolutions Accepting Quotes from Dirtworks and Vessco for WWTP Filter Repairs

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Background:
In July 2019 the filters at the WWTP began giving Public Works trouble during a backwash. After many trouble shooting attempts to resolve the issue it was determined that the media from the filters will need to be removed. After removing the media two issues were found. The air header was plugged from the piping breaking down between the Blower Building and the Tertiary Building. All of the piping would need to be replaced. The underdrain nozzles from the backwash pumps were plugged with fine particles of sand from the backwash pit. The underdrain nozzles will need to be replaced also along with the media in the filters.

Staff recieved a quote from Dirtworks to replace the air piping from the blower building to the filters for $35,500.00.
Staff also received a quote from Vessco for the underdrain nozzles, air header, and media for $29,600. Public Works Staff will be doing the work of installing them.

Recommendation:
Staff is recommending Dirtworks replace the air piping and the purchase of the underdrain nozzles, air header, and media from Vessco.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2020-XXX Accepting Quote From Dirtworks For WWTP Filter Repairs
- Dirtworks Quote
- Resolution 2020-XXX Accepting Quote From Vessco For WWTP Filter Repairs
- Vessco Quote

L.6.

RESOLUTION 2020-XXX

ACCEPTING QUOTE FROM DIRTWORKS FOR WWTP FILTER REPAIRS

WHEREAS, the air piping from the blower building is breaking down causing the air nozzles to plug; and,

WHEREAS, the following quote was received from Dirtworks for $35,500.00; and,

WHEREAS, sufficient funding has been allocated in Sewer 602-49450-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Dirtworks for the replacement of the air piping. The funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

DIRTWORKS INC

PROJECT:

Isanti WWTF Air Piping Replacement

PROPOSAL DATE:

January 31, 2020

EXTERIOR WORK TO INCLUDE:
-Supply and install approx. 100' of 6" C900 pipe and bends (4' bury)
-Core drill through exterior building walls and seal opening
-Plug existing 6" buried pipe
-Restoration of turf as needed
-No Bituminous restoration

$8,600.00

INTERIOR WORK TO INCLUDE:
-Supply and install approx. 100' of 6" & 3" DIP from exterior wall to 3" header
-Core drill through interior wall as needed
-Stub pipe directly to connection of 3" headers
-Remove existing 3" upright piping
-Cap existing 6" pipes at existing flange

$18,500.00

3" HEADER PIPING WORK TO INCLUDE:
-Remove existing 3" header piping and fittings
-Supply and install new 3" header piping and fittings
-Install city supplied valves

$8,400.00

P.O. Box 169 • Cedar, MN 55011 • office 763.434.4771 • fax 763.444.0174 • www.dirtworksmn.com

L.7.

RESOLUTION 2020-XXX

ACCEPTING QUOTE FROM VESSCO FOR WWTP FILTER REPAIRS

WHEREAS, the WWTP filters need the underdrain nozzles, air header, and media replaced; and,

WHEREAS, the Capital Improvement Plan has $41,200.00 for the replacement of the filter underdrain; and,

WHEREAS, the following quote was received from Vessco in the amount of $29,600.00; and,

WHEREAS, funding source would be Sewer 602-49450-500;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Vessco for purchase of the underdrain nozzles, air header, and media for the WWTP filters. The funding source identified as Sewer (500).

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

VESSCO INC.

A Process Equipment Company
Minneapolis, MN • Ames, IA

Air Wash Nozzles:

486 Water wash filter underdrain nozzles, 6 segments with .024" slots & a ¾" slip fitting. Please confirm thread size and length of tail piece. My assumption is the air lateral is 3/4". Air wash nozzles assembled on schedule 80 at roughly 7.5" on center.

Total Net Price ..... **$ 29,600.00**

System Start-up Services – Vessco will be supplying the following On-Site Services by the Vessco Field Service Team for this Section.

No field service has been requested at this time.

TERMS:

DRAWINGS: No drawings have been requested at this time.

DELIVERY: 3-4 Weeks ARO

START-UP SUPERVISION
Vessco will provide all days noted above on this scope and additional days as needed to ensure coordination. Vessco may provide additional days at a rate of $950 per day as needed by the installing contractor.

SPECIAL CONDITIONS
This proposal is valid for 90 days. Freight is quoted f.o.b. factory with full freight allowed to first destination. No state, sales, use or other taxes or fees are included in the stated price. Payment shall be made 95% net invoice from shipment with 5% retainage not to exceed 90 days from shipment or net invoice at start-up whichever occurs first. Approval Drawings available per the attached manufacturer scope of supplies upon receipt of an acceptable purchase order.

The following items are not included in the bid unless specifically mentioned in the above information:

Piping, Fittings, Valves	Storage of Equipment	Anchor Bolts
Installation or Labor	Gauges, Controls	Spare Parts
Start-up Chemicals	Motor Starters	Ball valves, Unions,
Reducers	Pressure regulating valves	Inlet water strainers
Back Pressure Valves	Floor and Wall Sleeves	Check Valves
Unloading		

Vessco, Inc does not accept any back charges unless authorized in writing by an Officer of Vessco, Inc. All freight damage charges must be brought to Vessco's attention within two

VESSCO INC.

A Process Equipment Company
Minneapolis, MN • Ames, IA

February 8, 2020

TO: **Mr. Brian Guldan**
PROJECT: **Isanti, MN WWTP Tertiary Filter Parts**
FROM: **Dick Corbett**
ENGINEER: **Bolton & Menk**

Vessco hereinafter referred to as "Company" proposes to furnish, under the Terms and Conditions hereinafter set forth and described in the accompanying description and specifications, the following equipment.

Vessco is a full-service supplier of process equipment, chemical feed systems integrator, and flow control equipment and automation. Vessco personnel consist of degreed professional engineers, project managers, customer support, and field service technicians. Our extensive inventory of chemical feed related equipment and spare parts ensures that your experience with Vessco will be well managed and efficiently executed.

Tertiary Filter Parts

Media:

Vessco supplied granular filter materials have been used in municipal and industrial filtration applications since 1917. Vessco supplied filtration media is produced to meet exacting size and uniformity specifications and meets or exceeds the AWWA B100-16 Standard (Granular Filter Materials) and is NSF/ANSI Standard 61 (Drinking Water System Components – Health Effects) certified for quality and purity.

Torpedo Sand 0.80-1.20 mm	90	(1) cu.ft. poly bags
Filter Sand 0.45-0.55 mm, UC≤1.5	396	(1) cu.ft. poly bags
Anthracite 0.90-1.00 mm, UC≤1.35	565	(1) cu.ft. poly bags
Gravel 3/4" x 1/2"	60	(1) cu.ft. poly bags
Gravel 1/2" x 1/4"	60	(1) cu.ft. poly bags
Gravel 1/4" x 1/8"	60	(1) cu.ft. poly bags

Shipped on pallets.

Underdrain:

486 Water wash filter underdrain nozzles, 6 segments, with .040" slots & a 1" NPS with a designated tailpiece length. Please confirm thread size and length of tail piece. My assumption is 1" NPT with an overall length of 10-1/2" (8" tailpipe)

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: February 18th 2020
Subject: Resolution 2020-XXX Authorizing the Closing of Utility Franchise Fund 225

Background:

Currently utility franchise fees are collected to cover the costs associated with our ongoing and annual pavement management plan. The fees collected are received by the Utility Franchise Fund (Fund 225). All expenses associated with pavement management projects are coded to the Pavement Management Projects Fund (Fund 440). The only use of utility franchise fees is for pavement management projects, and the only source of funding for pavement management projects is utility franchise fees.

Annually Finance Director Betker makes journal entries to move money from fund 225 to fund 440. During each of the last 2 year end audits our Auditors have recommended that we consider closing fund 225 to fund 440 since there is no other activity taking place except for the receiving and transferring of revenue to fund 440.

Recommendation:

Finance Director Betker is recommending that Fund 225 be closed to Fund 440 effective 12/31/2019.

Request:

Staff is requesting action on this item.

Action Required:

Consider Resolution 2020-XXX Authorizing the closing of Utility Franchise Fund 225

Attachments:

Res 2020-XXX Authorizing the closing of Utility Franchise Fund 225

RESOLUTION 2020-XXX

AUTHORIZING THE CLOSING OF UTILITY FRANCHISE FUND 225

WHEREAS, the City Council of Isanti finds that it is important to review financing to eliminate deficits in certain funds and close funds with no recent activity or for projects that are materially complete; and

WHEREAS, the City Council of Isanti finds that it is in the best interest of the community to close Utility Franchise Fund 225 to Pavement Management Projects Fund 440.

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

Close Fund 225 – Utility Franchise to Fund 440 – Pavement Management Projects, effective December 31st 2019.

Adopted by the Isanti City Council this 18th day of February 2020.

ATTEST: _____
Mayor Jeff Johnson

_____
Katie Brooks
Assistant City Administrator/City Clerk

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: February 18, 2020
Subject: Resolution Amending the Adopt A Park Program Policy

Background:
The City of Isanti created an Adopt-A-Park Program on June 4th, 2013. The PRC Board reviewed the Adopt A Park Program Policy and Forms at the January 28, 2020 meeting and is recommending the amended policy of requiring a 1 year commitment instead of the previous 2 year commitment for council approval.

Request:
Staff is requesting council approve the amended Adopt A Park Program Policy and Forms

Attachments:
- Resolution 2020-XXX
- Adopt A Park Program Policy and Forms

RESOLUTION 2020-XXX

AMENDING THE ADOPT-A-PARK PROGRAM POLICY

WHEREAS, the City of Isanti approved the Adopt A Park program on June 4th, 2013; and,

WHEREAS, the Parks, Recreation, and Culture Board reviewed the amended Adopt-A-Park Program at their regularly scheduled meeting on January 28th, 2020; and,

WHEREAS, the Parks, Recreation and Culture Board recommends the volunteer commitment requirement to go from a 2 year to a 1 year commitment;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the amended Adopt-A-Park Program.

This resolution was duly adopted by the Isanti City Council this 18th day of February 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

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 serve 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 Parks, Recreation & Culture (PRC) Manager 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 Parks, Recreation, and Culture Board and 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 should be picked up at least 48 hours in advance 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.
11. The group shall report any vandalism or potential safety hazards to PRC Manager.

DRAFT

Parks Available for Adoption

Academy	Legacy	River Bluff Preserve	VFW
Bluebird	Mattson	Rum River Meadows	Whisper Ridge
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 sleeved 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 scheduled 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 Park and Recreation staff in advance, 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.

DRAFT

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.

_____

_____

_____

_____

_____

DRAFT

Group Participants

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

DRAFT

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us

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

DRAFT

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**

DRAFT

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us

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

City of Isanti
Parks, Recreation, & Culture
110 First Ave NW/PO Box 428
Isanti, MN 55040
Phone: (763) 444-5512
E-mail: isantiparks@cityofisanti.us

DRAFT

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 _____

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A Community For Generations.
Isanti

Isanti Police Department Monthly Report

January 2020

Reported Crime	Month to Date	Year to Date
Theft	8	8
Assault	1	1
Vandalism/Damage to Property	5	5
Narcotics	0	0
Burglary	0	0
Domestics	8	8
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	6	6
Medical	25	25
Permit to Purchase	7	7
Security Check / Extra Patrol	214	214

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	6
DUI	2	2
Accidents	6	6
Hit & Run	1	1
Warrant P/U	3	3
Speed	11	11
DAR/DAS	4	4
Administrative Citations (Including Speed)	12	12

Squad Mileage	Month End Mileage	Month Miles	YTD Miles	
Ford Explorer 221	86,764	566	566	86,198
Ford Explorer 224	74,741	1,449	1,449	73,292
Ford F150 225	29,284	1,484	1,484	27,800
Chevy Impala 223	95,460	421	421	95,039
Dodge Durango 226	9,996	801	801	9,195
Dodge Durango 227	9,342	2,176	2,176	7,166

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**0**	**350**	**345**	**337**	**329**	**324**	**312**
TOTAL OPEN CASES	**0**	**5**	**4**	**6**	**15**	**12**	**14**
VIOLATIONS CLOSED THIS PERIOD	**5**	**4**	**26**	**20**	**5**	**101**	**7**
NEW ISSUES THIS PERIOD	**0**	**5**	**8**	**8**	**5**	**10**	**99**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	0	3	5	5	2	2	2
CSN-Snow Removal	0	1	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	1	4	30
NJU--Junk/Brush	0	1	3	2	2	1	65
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	0	1	0	0	0
SGN-Signs	0	0	0	0	0	3	2
UNP-Unpermitted work	0	0	0	0	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	0	5	8	8	5	13	100
Administrative Citations Issues/period	2	0	0	0	1	0	1
Criminal Citations Issued/period	0	0		0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	1
Admin Hearings Requested	0	0	0	0	0	0	1
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**14**	**14**	**15**	**16**	**20**	**15**	**18**

M.2.

CITY OF ISANTI MONTHLY REPORT

January 2020

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		
ROOF / SIDING	1	1	$0.00	$0.00	$1.00	$1.00	$80.00	$80.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	5	5	$84,970.00	$84,970.00	$45.49	$45.49	$2,649.25	$2,649.25		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	8	9	$0.00	$0.00	$8.00	$9.00	$960.00	$1,110.00		
SINGLE DWELLINGS	2	2	$399,205.68	$399,205.68	$187.42	$187.42	$4,750.00	$4,750.00		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	12	12	$0.00	$0.00	$12.00	$12.00	$900.00	$900.00		
PLUMBING	10	10	$0.00	$0.00	$10.00	$10.00	$660.00	$660.00		
RESIDENTIAL TOTAL	**38**	**39**	**$484,175.68**	**$484,175.68**	**$263.91**	**$264.91**	**$9,999.25**	**$10,149.25**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
PLUMBING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	1	3	$3,000.00	$3,000.00	$1.50	$3.50	$153.45	$265.70		
COMMERCIAL TOTAL	1	**3**	**$3,000.00**	**$3,000.00**	**$1.50**	**$3.50**	**$153.45**	**$265.70**		
RESIDENTIAL/COMMERCIAL TOTAL	**39**	42	**$487,175.68**	**$487,175.68**	**$265.41**	**$268.41**	**$10,152.70**	**$10,414.95**	**$11,965.00**	**$11,965.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 1/31/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	18	1	0	0	$283,705.00	$5,209.22	$7,983.00
2016	24	0	0	0	$80,003.00	$3,660.48	$0.00
2017	38	4	0	0	$716,154.00	$13,362.40	$32,888.00
2018	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	37	0	0	0	$146,958.00	$6,749.70	$0.00
2020	42	2	0	0	$487,175.68	$10,414.95	$11,965.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	3	$0.00	$262.25
March	0	$0.00	$0.00
April	0	$0.00	$0.00
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	42	$487,175.68	$10,414.95

BOLTON & MENK

Real People. Real Solutions.

M.4.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 12, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

A preconstruction meeting will be held in March, for spring construction.

2) 6th Avenue Rehabilitation

We will complete the plans and specifications this month.

3) 2020 Pavement Management Project

We will bring the plans and specifications to Council for approval this month.

4) 2020 Storm System Management Project

We will bring the plans and specifications to Council for approval this month.

5) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ADDENDUM TO AGENDA

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, March 4, 2020 – 7:00 P.M.
CITY HALL

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

Add. K.6 Resolution 2020-XXX Approving Operation of the Compost Site

L. Consent Agenda

M. Other Communications

Adjournment

RESOLUTION 2020-XXX
Amending Resolution 2020-007

APPROVING OPERATION OF THE COMPOST SITE

WHEREAS, the compost facility will open for the 2020 season and be staffed by an attendant to monitor that only grass and leaves be accepted per our permit; and,

WHEREAS, the compost site will also be open the first 3 Sundays of the season from noon to 5:00 beginning on April 26th and the last 3 Sundays of the season beginning on October 25th; and,

WHEREAS, the compost site will be open to the public for residential yard waste including grass clippings and leaves when the site is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m. or sunset and Saturdays noon to 5:00 p.m. beginning April 21 and closing November 8; and,

WHEREAS, the compost site will be closed for the following days in observance of the Holiday: May 24, July 5, September 6 and,

WHEREAS, the City Council of Isanti is rescinding Resolution 2020-007;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. Staff may post the hours the compost site will be open when it is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m. or sunset, and the first and last 3 Sundays of the season and Saturday's noon to 5:00 p.m.
2. Staff may post the dates the site is open for the season; April 21 - November 8.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, MARCH 4, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. February 18, 2020- Regular Meeting of the City Council
2. February 18, 2020- Committee of the Whole Meeting
3. January 21, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, March 17, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 17, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 17, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Consideration of Development and Business Subsidy Agreement for BP Metals
2. 6th Avenue Rehabilitation - Improvement Hearing & Project Authorization
   a. Resolution 2020-XXX Authorizing Improvement on the 6th Avenue Rehabilitation Project

K. Business Items

City Administrator Josi Wood
1. Ordinance-XXX Amending Ordinance No. 720, Adopted on January 21, 2020, and Titled Peddlers, Solicitors, and Transient Merchants
2. Resolution 2020-XXX Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti
3. Liquor License and Pawnshop Renewals
   a. Resolution 2020-XXX Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
   b. Resolution 2020-XXX Approving a Liquor License Renewal for Rum River VFW 2735
   c. Resolution 2020-XXX Approving a Liquor License Renewal for Wintergreen's Golf and Grill
   d. Resolution 2020-XXX Approving a Liquor License Renewal for Thunder Brothers Brewery, Inc.
   e. Resolution 2020-XXX Approving a Pawnshop License Renewal for Northern Pawn, Inc.
4. Resolution 2020-XXX Granting an Extension to the Recording of Final Plat Legacy Pines 2nd Addition

Public Services Director Matt Sylvester

5. Resolution 2020-XXX Amending the Lease Agreement with Rum River BMX Special Event Paid Parking Agreement

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $150,035.02 Payroll in the Amount of $102,446.37
2. Resolution 2020-XXX Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. Resolution 2020-XXX Approving Amendment to the 2020 Budget
4. Resolution 2020-XXX Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer
5. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Scott Norsworthy
6. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Sheila Johnsrud
7. Resolution 2020-XXX Offering the Position of Full-Time Public Works Maintenance Technician II to Nathan Hanson
8. Approving Request for Proposal for Rug and Uniform Services
9. Approving Request for Proposal for Portable Toilet Services
10. Resolution 2020-XXX Approving ASCAP Music License Annual Fee
11. Resolution 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
12. Resolution 2020-XXX Revoking Municipal State Aid Streets
13. Resolution 2020-XXX Establishing Municipal State Aid Streets
14. Resolution 2020-XXX Accepting Resignation of the Position of Planner

M. Other Communications

1. Draft Minutes from the February 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 18, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment

Stephanie Burton 3554 249th Ave NE, shared that the Girls Scouts are a non-profit organization and that it is challenging for the organization to pay the peddler fee as the organization itself is not a money holding entity.

Mayor Johnson stated that the peddler ordinance is a modification to the agenda.

E. Adopt Agenda

Addendum:
Add K.1.a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants
Add L.10 Resolution 2020-041 Appointing Election Judges for the 2020 Presidential Primary Election

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

F. Proclamations/Commendations/Certificate Awards

None

G. Approve City Council Minutes

1. February 4, 2020- Regular Meeting of the City Council
2. January 7, 2020- Economic Development Authority

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

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, February 25, 2020 at 6:00 p.m.
2. City Council Meeting	Wednesday, March 4, 2020 at 7:00 p.m.
3. EDA Meeting	Wednesday, March 4, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

1. a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

City Administrator Josi Wood shared that the intent from City Council at the December Committee of the Whole meeting is that non-profit organizations would not be charged. Wood continued to share that with the new ordinance solicitors do not get charged the fee as there is no fee for solicitors in the fee schedule. Wood further shared that it is recognized that some organizations may be bringing good to a home it may be considered a peddler and there is a license fee but it would be waived. The original exemption in the original ordinance was ambiguous and created liability for the City which is why that statement was removed. The original ordinance only listed non-profits and did not list out tax-exempt organizations and entities which school districts are not non-profits.

Council member Steve Lundeen shared that he would like to see it that non-profit and tax-exempt organizations do not need to apply for a permit if under the age of 18 years old.

Council member Dan Collison that typically the organizations are out as groups where adults will be there working with them and he does not see a need for them to pull a permit.

Andrea Koukol 201 4th Ave shared that the Boy Scouts do a tree lot in the Coborns parking lot and have been charged in the past for a permit to sell the trees in the Coborns lot. Koukol asked if Non-Transient sitting still opportunities for the youth non-profit organizations will be included.

Council member Dan Collison asked if the Boy Scouts used to be charged when the activity was performed at Reichels.

Koukol responded that they were not charged.

Trent Koukol 201 4th Ave shared that he is the scout master for Isanti and the last 4 years Boy Scouts have been selling trees and when the Boy Scouts sold corn at the Co-Op they had to apply for a permit to sell corn.

Wood stated that this would be an exact example of an administrative permit at Committee of the Whole with the deer hide boxes were non-profits.

Mayor Johnson stated that they would be asked to fill out permit but the fee would be waived.

Motion by Mayor Johnson, second by Lundeen to post ordinance for 10 days as presented. The verbiage was clarified to state "Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations." The intent for this addition was to clarify excluding charging fees for tax exempt and non-profit organizations. Motion passed 5-0. Motion carried.

1. Resolution 2020-030 Interview Applicant for Vacant Economic Development Authority Board Seat and Accepting Resignations for Board Members Jill Reller and Luke Merrill

Applicant Justin Nielsen was interviewed by Mayor Johnson for the open Economic Development Authority Seat. Johnson asked questions specific to Economic Development Authority.

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

City Administrator Josi Wood

2. City Code Chapter 276, Special Assessments and Special Assessment Policy
   a. **Ordinance-724** an Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002, and Titled Special Assessments

Assistant City Administrator/ Special Projects Don Lorsung shared that this is a revised and updated Special Assessments policy that includes the funding options that had been discussed with City Council, use of MSA Funds and how it relates to special assessment process and the financing of City projects. Lorsung continued to share that this policy matches current practices to make sure it is up to date. Lorsung further shared that the City Engineer has looked at 3 different policies from other cities in preparing the policy. Lorsung stated staff and the City Attorney have reviewed.

Motion by Collison, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

b. Resolution 2020-031 To Establish a Special Assessment Policy
Assistant City Administrator/ Special Projects Don Lorsung shared that this resolution and Ordinance go hand in hand. Lorsung continued to share that a lot of the areas from the old Ordinance and moved them to become a policy under resolution. Lorsung further shared that the ordinance contains what it has to for legal purposes and the rest of the policy items became a resolution so it is readily to review in the future for any other updates.

Motion by Lundeen, second by Bergley to approve the resolution as presented.

City Engineer Jason Cook

3. **Resolution 2020-032** Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2020 Pavement Management Project

City Engineer Jason Cook shared that this is to continue moving the project forward. Cook continued to share that the design and specifications and has come to almost the estimated bid amount for the project in the budget. Cook further shared that it is recommended to put out advertisement for bids and see what contractors come in at.

Motion by Lundeen. Second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $220,442.10 Payroll in the Amount of $105,221.41
2. **Resolution 2020-033** Authorizing the Purchase of a Wide Area Mower
3. **Resolution 2020-034** Authorizing the Purchase of a Mosquito Fogging Unit
4. **Resolution 2020-035** Approving Exempt Sidewalk from Snow Removal
5. **Resolution 2020-036** Adopting Ordinance Notification Policy
6. **Resolution 2020-037** Accepting Quote from Dirtworks for WWTP Filter Repairs
7. **Resolution 2020-038** Accepting Quote from Vessco for WWTP Filter Repairs
8. **Resolution 2020-039** Authorizing the Closing of Utility Franchise Fund 225

9. **Resolution 2020-040** Amending the Adopt a Park Program Policy
10. **Resolution 2020-041** Appointing Election Judges for the 2020 Presidential Primary Election

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

M. Other Communications

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

N. Closed Session

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 18, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Assistant City Administrator/ Special Projects Don Lorsung, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Committee Meeting Items

1. Police Department Updates
- Information was shared with the Committee.

2. Liquor Department Updates
- Information was shared with the Committee, including information shared by Engineer Cook regarding the current site. Recommendation from Committee is to move forward with $7,000 to update current market analysis study.

3. Draft ORD Annexed Parcels
- Recommendation from Committee is to look into enforcement upon sale of property.

4. Review 2020 Goal Setting Action Items
- Information was shared with Committee; consensus was all Goal Setting items were outlined correctly. No further recommendations were made.

5. 2020 Goal Setting Events Follow Up
- Recommendation from Committee was to find funding for additional events.

6. Whiskey Sidewalk Infill Update Discussion
- Recommendation from Committee is to reach out to City Attorney for more information.

7. Legacy Medal Nomination- BMX (Collison)
- Recommendation from Committee is to move forward to have plaque made and recognize RRBMX at an upcoming Council meeting.

8. Vehicle Signage
- Information was shared with Committee and no further action was taken.

9. Strikes and MN Equipment Clarification
- Information was shared with Committee and no further action was taken.

10. 2020 Budget Discussion
- Information was shared with Committee and Recommendation from Committee is to transfer money from Fund 920 to the General Fund for the shortfall.

11. State Aid Route Revisions
- Information was shared with Committee and Recommendation from Committee is to move forward and bring to City Council meeting.

12. Coborns Brat Stand
- Recommendation from Committee is for staff to research more information for how long Coborns would like to have brat stand, inform them of the process and bring to City Council.

E. Adjournment
Meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Isanti Planning Commission
Meeting Minutes January 21, 2020

1. **Meeting Opening**: Chair Johnson called the meeting to order at 7:20pm.
   Roll Call: Members Present: Mayor Jeff Johnson, Paul Bergley, Dan Collison, Steve Lundeen, Alexander Collins, Arysa Simon
   Absent: Gordon
   Staff Present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Assistant City Administrator/Special Projects Don Lorsung, City Engineer Jason Cook, Planner Matt Lindholm.

2. **Organization of Advisory Bodies**
   A. Election of 2020 Chair. Motion by Lundeen to elect Johnson as Chair, second by Bergley. Motion passed 6-0.
   B. Election of 2020 Vice-Chair. Motion by Collison to elect Lundeen 2nd by Collins. Motion passed 6-0.
   C. Election of 2020 Secretary. Motion by Johnson to elect Matt Lindholm, second by Lundeen. Motion passed 6-0.

3. **Meeting Minutes**: Motion by Bergley, second by Lundeen to approve December 17, 2019 Planning Commission minutes. Motion passed 6-0.

4. **Other Business**
   A. Review conflict of interest policy- Commissioner Collins turned in his form.

5. **Discussion Item**
   A. Comprehensive Plan Update – open house. Lorsung gave an overview of the update and broke out into tables. Each table had its own topic which included: Land Use, Transportation, Economic Development and housing, and Parks and trail/ open space. There were about 5 people in attendance.

6. **Adjournment**: Motion by Lundeen second by Simon to adjourn. Motion passed 6-0 meeting adjourned at 8:20pm.

Respectfully Submitted
Sheila Sellman Community Development Director

Sheila Sellman

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Development and Business Subsidy Agreement for BP Metals

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Background:
On February 18, 2020 the EDA entered into a purchase agreement with BP Metals for the sale of EDA land located at 825 East Dual Blvd. The subject site is one of the EDA's Shovel Ready industrial lots. The sale is for $1 and therefore triggers a business subsidy agreement. The agreement for consideration is a combination development agreement and business subsidy agreement.

The 2017 land appraisal indicates the subject site is worth $210,000. It has always been advertised for $1 and the City has held this land for future development. A key decision on the sale was the user and the job growth they are brining to the city. When BP Metals opens, they will start with 20 employees, these are new jobs within the city of Isanti, and they have plans for expansion that could result in up-to 40 jobs. BP metals has been in operation since 2000 and have outgrown their space in the City of Blaine, the owner is a long-time resident of Isanti and is looking forward to moving his business to town.

Request:
Consideration of the Development and Business Subsidy agreement for BP Metals.

Attachments:
- Development and Business Subsidy Agreement

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR BP METALS, INC.

This Agreement (hereinafter the "Agreement") is dated as of this _____ day of _____, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **BP Metals, Inc.**, a corporation under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 1, Block 1, Isanti Centennial Complex 6th Rearrangement, County of Isanti, State of Minnesota, PID Number 16.137.0010, located at 825 Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.

   c. Proof of Authority. That the Developer provide proof that the respective governing boards of the Developer have authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board of each entity which grants such authority.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

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3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

a. Sanitary sewer
b. Water
c. Storm drainage facilities
d. Stormwater maintenance
e. Parking lot
f. Concrete curb and gutter
g. Lot grading
h. Landscaping

5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of **($_____.00),** which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, The Developer may request a reduction in the amount of the financial guarantee.

6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of **($_____.00)**, which amount is 5% of the City Engineer's estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The Developer may request a refund of the remaining balance in the escrow upon completion of the Required Private Improvements, acceptance by the City.

7. Maintenance Guarantee for Landscaping. It is herein agreed that the Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of $_____ [# plantings (XX trees) x cost/planting ($300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the City's acceptance of said plantings as part of the Required Private Improvements.

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At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.

9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

   a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes Section 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and

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procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at $210,000. The City sold the Subject Property to Developer for $1. The value of the subsidy is the difference between the appraisal value and the purchase price.

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 20 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

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e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. The Developer represents to the City that the Plat complies with all City, County, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the site plan does not comply, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of establishing seed in all boulevards within 30 days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

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g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, Stage II, and Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City'S Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Blake J. Pendzimas
BP Metals, Inc.
1611 99th Lane N.E.
Blaine, MN 55449

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

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The Developer:

BP Metals, Inc.

By:_____,
Its: Blake Pendzimas, _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Blake Pendzimas, _____ of BP Metals Inc., a corporation under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

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The City:

City OF ISANTI

By:_____
Its: Mayor

By:_____
Its: City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

draft

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A

Fees Payable to the City

draft

J.2.a.

BOLTON & MENK
Real People. Real Solutions.

7533 Su
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 26, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
Public Hearing & Project Authorization
City of Isanti, MN
Project No.: R13.120122

An Informational Open House was conducted on February 25th, 2020. Nine individuals representing Six properties attended. There is a total of 27 properties on the assessment roll. The majority of attendees agreed the roadway was in need of repair and that a sidewalk would be beneficial. Two property owners stated they felt the proposed assessments were fair.

Following the Public Hearing input, should you decide to proceed with the project, a resolution ordering the improvement has been included in the Council packet.

Following is a schedule for the project:

1) March 4, 2020 – Hold Public Hearing, Mayor and City Council order the improvements
2) March 17, 2020 – Mayor and City Council reviews and approves final plans and orders advertisement of bids
3) April, 2020 – Open bids
4) April, 2020 – Mayor and City Council awards bid
5) June 2020 – Commence construction
6) November, 2020 – Substantial construction completion
7) November, 2020 – Conduct final assessment hearing

I will be at the March 4, 2020 Council meeting to provide a condensed presentation on the project and assist with questions during the Public Hearing. Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

AUTHORIZING IMPROVEMENT ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2020-021 of the City Council adopted February 4, 2020, fixed a date for a council hearing on the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain; and,

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 4th day of March, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon;

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Motion: Seconded: Carried:

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources/City Clerk
Date: March 4, 2020
Subject: Amending ORD 720, City Code Chapter 425, Peddlers, Solicitors, Transient Merchants and Mobile Food Units

Background:

At the February 18, 2020 City Council meeting staff was directed to add a subsection to clarify intent of the ordinance 720. This section exempts certain organizations from needing an application and approval from the City for peddlers, solicitors and transient merchants for tax-exempt and non-profits. Below is the added subsection that has been posted for 10 days as required by state statute.

§ 245-3. Exceptions.

9. *Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.*

Request:
Staff is requesting approval on this item.

Attachments:
ORD 2020-XXX

ORDINANCE NO. XXX

ORDINANCE AMENDING 720, CITY CODE CHAPTER 425, PEDDLERS, SOLICITORS, TRANSIENT MERCHANTS, AND MOBILE FOOD UNITS

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

- **Section 1 – Repealer.** Ordinance No. 485, titled "Peddlers, Solicitors and Transient Merchants", codified in Chapter 245 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 245 is hereby adopted:

Chapter 245

Peddlers, Solicitors, Transient Merchants and Mobile Food Units

245-1. Definitions
245-2. License Required
245-3. Exceptions.
245-4. Ineligible People.
245-5. Application.
245-6. Photographs.
245-7. Fees, Duration.
245-8. Investigation, Issuance, Denial.
245-9. Standards of Conduct.
245-10. Mobile Food Units.
245-11. Exclusion by Placard.
245-12. Special Events.
245-13. Suspension; Revocation.
245-14. Penalty, Enforcement.

§ 245-1. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

1. "Non-commercial door-to-door advocate" is a person who goes door-to-door for the primary purpose of disseminating religious, political, social or other ideological beliefs. For the purpose of this chapter, the term door-to-door advocate shall fall under the term solicitor and include door-to-door canvassing and pamphleteering and is intended for non-commercial purposes.
2. "Peddler" includes a person who goes from place-to-place exhibiting merchandise for sale, making sales, and delivering articles to purchasers.
3. "Transient Merchant" – A person who temporarily sets up business out of a vehicle, trailer, tent or other portable shelter or empty storefront in a commercial district where retail sales are a permitted or conditional use for the purpose of exposing or displaying for sale, selling or attempting to sell and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any location for more than 14 consecutive days.
4. "Solicitor" includes a person who goes from place-to-place soliciting orders for the sale of merchandise or personal services for future delivery or future performance, whether or not the person has a sample of the merchandise or is collecting advance payments for the orders. The word also includes activity that has as its ultimate purpose the obtaining of orders even though it may not initially purport to do so. For the purposes of this chapter, the term solicitor shall have the same meaning as the term canvasser.
5. "Regulated activity" means the activity of a peddler, transient merchant, solicitor or mobile food unit as defined in this chapter. The term only includes activities that involve the sale of a product or service. It does not include activities that involve only statements of opinion or belief or that request only a donation.
5. "Licensee" means an individual, partnership, corporation or association licensed within the city under this section and includes a person who is or will be conducting the regulated activity on behalf of the licensee.
6. "Person" means a natural person, a firm, partnership, corporation, any other association of people, and includes the manager or agent of that person or organization.

7. "Occupant" means a person living, staying, or working at a residence, including a guest.
8. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

§ 245-2. License Required.

A person engaging in a regulated activity within the city must first obtain a license from the City Clerk or designee.

§ 245-3. Exceptions.

A person engaging in the following activities is not required to obtain a license and an identification card from the city:

1. Selling personal property at garage sales, rummage sales, or estate sales. This includes persons participating in an organized multi-person bazaar or flea market.
2. Selling newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Selling products of the farm or garden grown or raised by the seller, including meat, but such activities must comply with applicable health regulations.
4. Selling at an auction conducted by a licensed auctioneer, or any officers of the court conducting a court ordered sale.
5. Calling upon residents in connection with a regular route service for the sale and delivery of perishable food and dairy products. This includes initial contacts to establish a customer delivery route. This exception does not relieve that person of the duty to comply with other applicable city requirements.
6. Sales or offers for sales by peddlers or solicitors who appear at the customer's home or place of business by an appointment which was made prior to such appearance are exempt from the provisions of this chapter.
7. Non-commercial door-to-door advocates. No license or registration shall be required of any person going from house to house, door to door, business to business, street to street or any other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights, such as the freedom of speech, press, religion and the like, except that this exemption does not apply if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
8. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a commercial retail seller of the items be sold by the wholesaler.
9. Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.

§ 245-4. Ineligible People.

The following people are not eligible for a license and from the city:

1. A person whose license for a regulated activity was revoked by the city or another governmental body within three years before the application date;
2. A person who has been denied a license for regulated activity by the city or another governmental body because of circumstances that occurred within three years before the application date;
3. A person who has violated, or whose representative has violated, a provision of this section within three years before the application date, or who violates a provision of this section during the application period pending issuance of the license;

4. A person who has been convicted within three years before the application date of a crime that adversely reflects on the person's ability to honestly, safely, or lawfully conduct the regulated activities, unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3, as it may be amended from time to time; or
5. A person who has falsified information, or omitted material information, required by this section.
6. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

§ 245-5. Application.

Application for a license must be made at least ten working days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the information listed below and includes the required supporting documentation:

1. Full legal name and physical description of the applicant;
2. Complete home and local address of the applicant;
3. A brief description of the proposed activity, its location, and the merchandise or service involved;
4. The dates and hours of the day during which the activity will be conducted;
5. Name, address, and phone number of the person on whose behalf the orders are solicited, together with credentials establishing the applicant's relationship to the person;
6. The source of supply of merchandise proposed to be sold, where the goods are located at the time the application is filed and the proposed method of delivery;
7. Whether or not the applicant has been convicted of any crime other than petty traffic violations, the nature, time and location of the offense and the punishment or penalty imposed;
8. The last cities or other localities, not exceeding five, where the applicant conducted the proposed activity immediately preceding the date of the application and where within those areas the activity took place;
9. Make, model, year, color, and state license number of each motor vehicle to be used in connection with the proposed activity;
10. Social security number, date of birth, and drivers license or state or tribal identification card number;
11. Passport information and visa status if the applicant is not a United States Citizen;
12. The name, address and phone number of the person or company employing the individual, if different from the information in sub-paragraph 5 above; and
13. A copy of all documents to be used by the applicant in the regulated activity.
14. Phone number(s) for the applicant;
15. All names of employees or multiple persons under one license.
16. Mobile Food Unit Additional Requirements

    a. Valid copies of all necessary licenses or permits required by the state or county.

    b. Pictures of mobile food unit vehicle and a site plan showing location of vehicle on the property. Plans and specifications for non-vehicular mobile food stand or unit and a site plan showing the proposed of stand or unit on the property.

c. A copy of the written permission from the property owner or property owner's agent where the mobile food vendor will be conducting business.

d. A list of other communities or locations where the applicant has been a mobile food vendor.

§ 245-6. Photographs.

Each individual who will be conducting the regulated activity on behalf of the partnership or organizational applicant (including the applicant) must submit two copies of a recent photograph, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photographs are supplied.

§ 245-7. Fees, Duration.

The application must be accompanied by the required license fees specified in the city fee schedule, which may be amended from time to time by action of the City Council. A license is valid only for the time periods in the calendar year in which it is issued. No fees are required of individuals taking orders for the shipment of goods through interstate commerce.

§ 245-8. Investigation, Issuance, Denial.

1. Within five working days after a complete application is submitted, the Police Department will conduct an investigation regarding the information provided in the application and the eligibility for a license. The City Clerk will issue a license only to eligible people. The license shall bear the name of the applicant; and in the case of additional employees or multiple persons, a copy of the license shall be issued that bears their name and photograph. That copy shall correspond to the copy of record retained by the City. Any alteration of that license and/or photograph invalidates the license.
2. The City Clerk may not issue a license if there are circumstances indicating that the intended recipient may not honestly, lawfully, and safely conduct the proposed regulated activity. The City Clerk must notify an applicant in writing of a denial of a license, specifying the reasons. The applicant may appeal the denial by submitting to the City Clerk a written request within ten days after the denial asking to address the City Council. The City Council may refer the matter to an independent hearing officer or may consider the appeal itself. The City Council or hearing officer may deny a license and/or identification card when they believe such action will protect the public health, safety, or welfare.

§ 245-9. Standards of Conduct.

1. Except for those people specified in section 245-4, a person may conduct regulated activity in the city only if they carry a license with attached photograph identifying the person has been issued a license and it has not been revoked, suspended, or impounded. The license and attached photograph must be shown upon request.
2. A licensee must not transfer its license to another person. A license that has the photograph removed is invalid. Use of that invalid license is a violation of this chapter.
3. A person must not use a license issued to someone other than that person.
4. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.
5. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
6. A person must not conduct regulated activity in a manner that creates a health or safety hazard. No person shall call attention to their business or items to be sold by means of blowing a horn, whistle, bell, or crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.

7. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
8. A licensee must immediately leave private property when requested to do so by an occupant or owner and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
9. A licensee entering onto residential property must go directly to a door of the house, unless there is an adult present outside of the house or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
10. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
11. A licensee must not make statements to the people contacted indicating or implying that the city license constitutes an endorsement of their activities or products by the city.
12. While conducting regulated activity, a licensee must not be accompanied by a person who is not licensed or is not listed in the license application.
13. No person shall conduct business in residential zoned areas before 10:00 a.m. or after 7:00 p.m.

§ 245-10. Mobile Food Units.

1. State License. Mobile food units shall hold a valid license from the State of Minnesota Department of Health or Department of Agriculture. A license is valid for one vehicle or stand. Any conditions of the State Health Department shall be incorporated into the license issued under this Section. A copy of the license shall be submitted to the City.

2. Insurance. A certificate of insurance evidencing the following forms of insurance. The certificate shall be submitted to the City:

a. Commercial general liability insurance, including products and completed operations coverage, with a limit not less than one million dollars ($1,000,000) for each occurrence / two million dollars ($2,000,000) aggregate.

b. Automobile liability insurance with a limit not less than one million dollars

($1,000,000) combined single limit.

c. The City of Isanti shall be named as an additional insured and provided with a certificate of insurance.

d. A signed statement that the licensee shall defend and indemnify the City, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.

3. Duration of sales and unit standards. A license shall be valid for one year. The license is valid for one vehicle or stand only. The mobile food unit can operate in the same location for a time period not to exceed 6 months. The unit, stand or vehicle must not have rust, peeling paint, dents and must be maintained in a professional manner. The vehicle or stand must be approved for aesthetics by the City. The license must be displayed in plain view on the vehicle/stand.

4. Overnight storage. No overnight storage of a mobile food truck on city property, including public rights of way, shall be permitted.

5. Signs. No mobile food unit shall use exterior signage (unless issued a temporary sign permit), flags, feathers, banners, bollards, or any other equipment not contained on or within the vehicle or stand.

6. Noise and Lighting. No shouting, blowing a horn, ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the city or upon any private premises in the city. No vendor shall use or maintain any outside amplifying equipment, televisions, or similar entertainment devices. Lighting will be downcast, concealing light source from view, and must not spill onto adjacent properties and right of ways. Ice cream trucks traveling through a

residential district may have outdoor music or noise-making devices to announce their presence.

7. Parking. Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of 6 feet must be maintained on the service side of the vehicle.

8. Hours of operation. Hours of operation shall be allowed from 8:00 a.m. to 10:00 p.m. In the case of an event authorized under a special event permit, the hours will match the time period indicated in the permit.

9. Waste disposal. Mobile food units shall provide waste disposal, clean up all litter and garbage generated by this use and maintain their site in a clean and hazard free condition. All waste liquids shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into the sidewalks, streets, gutters, drains or public trash receptacles. The licensee shall be responsible for all litter and garbage left by customers.

10. Self-containment. Mobile units can't connect to public utilities unless on private property through agreement with the property owner. No power, cable or equipment shall be extended at any grade across any city street, alley, or sidewalk. Any generators must be self-contained and any noise created by their operation shall not cause a public nuisance, as per Chapter 216, Nuisances.

11. Inspections, Mobile units shall comply with all applicable Fire Codes and may be inspected by the City prior to operation.

12. Locations. Mobile food units shall only be allowed to operate on private property in zoning districts where retail sales are allowed as permitted or conditional uses under the City's zoning codes. Mobile food units may be allowed in public rights of way, residential or park zoning districts in conjunction with an approved special event permit.

13. The mobile food vendor shall not set-up in a manner so to create a traffic hazard and follow police orders. The mobile food unit shall not have a drive through. Ingress and egress to private property shall be through existing driveways only.

14. Mobile food units providing external seating must not block any sidewalk or driveway area or occupy any required parking spaces.

15. Ice cream novelty trucks are allowed to operate within the public right of way in residential districts.

16. Mobile food units are prohibited from vending activities within 150 feet of a food service building or within 500 feet of a community event, unless part of the sponsor license and/or special event permit for the event.

17. No mobile food unit shall sell alcoholic beverages.

18. Mobile food unit vendors shall maintain a fire extinguisher at all times.

19. Mobile food vendors shall maintain their immediate sales location in a clean and hazard free condition.

20. The mobile food vendor shall not operate in such a manner so as to constitute a public nuisance.

§ 245-11. Exclusion by Placard.

No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business when the property is marked with a sign or placard at lease four inches long by four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants" or "Peddlers, Solicitors and Transient Merchants Prohibited" or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

§ 245-12. Special Events.

The following standards shall apply to all events that are authorized by a special event permit.

1. It is not necessary for each transient merchant or mobile food unit to obtain a license under this chapter provided

that the sponsor, promoter or organizer of the event obtains a permit and maintains a list of all participants and assumes responsibility for their activities and conduct.

2. The sponsor, promoter or organizer of the event may designate where peddlers and transient merchants and mobile food unit set up their booths, sales stands or vehicles.

§ 245-13. Suspension; Revocation.

1. The city may suspend or revoke an identification card and/or license, if the person who is the acting on behalf of the licensee, or the licensee has:
   a. Violated a provision of this section, or other local laws governing the same activity, during the license period;
   b. Violated a criminal law during the license period that adversely reflects on the ability to honestly, safely, or lawfully conduct the regulated activity; or
   c. Submitted false information or omitted material information in the licensing process required by this section.
2. If a license is revoked or suspended, all licenses issued to people acting on behalf of the licensee are automatically revoked or suspended.

§ 245-14. Penalty, Enforcement.

1. The Chief of Police, and their designees are authorized to enforce this ordinance. They may impound a license when a person has been found violating a provision of this chapter, when cause exists for suspending or revoking the license, or when the license has been suspended or revoked. When impounding a license, the official must send a notice to the licensee and at the address on the application form, giving the parties ten days to submit a written request for a hearing before the city council. Failure to timely request an appeal constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.
2. Any person violating any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a maximum fine of $1,000 or a term of imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This ordinance becomes effective on the date of its publication in the city's official newspaper.

Adopted by the City Council this 4 day of March 2020.

Attest: _____ Jeff Johnson, Mayor

_____
Katie Brooks
Human Resources/City Clerk

Posting Date: 2/20/2020
Reading Date: 3/4/2020
Publication Date:
Effective Date:

K.2.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti

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At the February 18, 2020 City Council meeting, Council made it clear to amend Chapter 245 Peddlers, Solicitors and Transient Merchants to include an exemption for non-profit and tax-exempt organizations from needing to apply or pay the permit fee. It was also expressed that non-profits and tax-exempt organizations shall not pay an Administrative Permit. A permit would still need to be filed with the City.

Application and related fees per the Fee Schedule will apply for all other permits and facilities not defined within the attached Resolution unless exempted by the applicable Ordinance.

Action Required:
If the Council concurs to allow Staff to waive the permit application for Administrative Permits upon receipt with proof of qualified status, it should by motion, approve the Resolution as written.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

ADOPTING POLICY TO WAIVE SPECIFIED FEES FOR QUALIFIED NON-PROFIT AND TAX-EXEMPT ORGANIZATIONS IN THE CITY OF ISANTI

WHEREAS, the City Council supports the efforts by qualified non-profit and tax exempt organizations that educate and enhance the lives of the youth and young adults of the City of Isanti; and,

WHEREAS, the City charges fees for permits to defray administrative and operational costs; and,

WHEREAS, the City Council desires to assist with the efforts of qualified non-profit and tax exempt organizations with such programs that benefit the citizens of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to waive the following fee for a specified permit, with said process and steps that are hereby listed below and made a part of this resolution.

1. City staff are authorized to waive the following permit fee:

    a. Administrative Permit

2. A qualified non-profit and tax exempt organization serving youth and young adults in the City of Isanti shall submit proof of non-profit and/or tax exempt status for waiver of the permit fee as specified in paragraph 1 to the City Administrator or their designee.

3. The organization must also submit any other permit application as required by the City. Timelines for submission of proof of non profit and/or tax exempt status as outlined in paragraph 2 shall follow the same timeline as required for the processing of a permit.

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: March 4, 2020

Subject: Liquor License and Pawnshop License Renewals

Background:
Prior to being brought to City Council for consideration of a Liquor License and Pawnshop renewals, all Liquor License and Pawnshop applications are reviewed for completeness, the license applicants undergo a background check by the Police Department, taxes and assessments are reviewed against the licensed property to make sure they are current; fees owed to the City are checked to ensure there are no delinquent fees. Staff has reviewed completed applications and each applicant has met the requirements outlined in City Code.

The following license holders have submitted complete applications, and through review, have been recommended to proceed forward to the City Council for consideration for renewal of their liquor license and pawnshop license at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & Grill
- Thunder Brothers Brewery, Inc.
- Northern Pawn, Inc.

Attachment:
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Junction Bowl and Whistle Stop Bar and Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Rum River VFW 2735
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreens Golf & Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Thunder Brothers Brewery, Inc.
- Resolution 2020-XXX Approving a Pawnshop for Northern Pawn, Inc.

Action:
- Staff is requesting City Council action on this item.

K.3.a.

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2019; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all tax assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.3.c.

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE, OFF-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS MICROBREWERY

WHEREAS, Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale, Off-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING PAWNSHOP LICENSE TO NORTHERN PAWN, INC.

WHEREAS, the City has received an application for renewal of a Pawnshop License from Joe Niles, Northern Pawn, Inc. for the operation of a pawnshop at 303 Credit Union Drive Suite 9; and,

WHEREAS, all City fees are current and the required license fee and bond have been received; and,

WHEREAS, all taxes assessments against the property are current; and,

WHEREAS, the Isanti Police Department has conducted a background check on the applicant for the pawnshop license and found no reason to deny the renewal of the license; and,

WHEREAS, the City has not received any information to preclude the issuance of the pawnshop license to the applicant;

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

1. That the City hereby authorizes the issuance of a Pawnshop License to Joe Niles, Northern Pawn, Inc. to operate a pawnshop at 303 Credit Union Drive, Suite 9, Isanti MN 55040 for a license period from April 1, 2020 to March 31, 2021.
2. The transaction fee shall be subject to the current fee that is set by the City Council within the Fee Schedule.
3. The license shall be subject to all conditions as provided within City Code Chapter 233.
4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the pawnshop license.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Resolution 2020-XXX granting an extension to the recording of final plat Legacy Pines 2nd Addition

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Background:
On November 5, 2019 the City Council approved the development agreement and final plans for Legacy Pines 2nd Addition. This document along with the plat are required to be recorded before any development can begin.

According to City Code, Final Plats are to be recorded within 90 days of approval, in this case that deadline is March 6, 2020. The developer, Jason Bebeau, Everpine Land Holdings, is requesting and extension of 60-days to record the plat. He is requesting the extension stating that early winter conditions affected the timing to record the plat.

With a winter approval it is common for developers to wait to record their documents, if they can't prep the site it doesn't make sense for them to pay their development fees and let it sit over winter. The extension if granted will for May 6, 2020. If the extension is granted the 2019 fees as shown in the approved development agreement will apply. If the extension is not granted then the fees should be revised to 2020 fee schedule and the development agreement will need to be amended. Staff can support the extension but recommends that if it is not filed by this deadline he will need to reapply and all fees are updated per the 2020 fee schedule.

Request:
Consider resolution to extend the recording of the plat for 60-days.

Attachments:
- Resolution 2020-XXX
- Letter of request
- Resolution of approval 2019-289

RESOLUTION 2020-XXX

APPROVING THE EXTENSION OF RECORDING OF THE FINAL PLAT FOR LEGACY PINES 2ND ADDITION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been approved by the City Council of the City of Isanti; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 60-days to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 4th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

February 26, 2020

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Legacy Pines 2nd Addition
Request for Extension

Dear Sheila:

I am writing this to request an extension on the time to file the plat for Legacy Pines 2nd Addition.

Given the timing of the City Approvals last Fall along with the early onset of Winter, we were not able to get the plat recorded as we would of liked. I am requesting a 60-day extension from the City in order for us to get this accomplished.

I thank you and the City Council in advance for your consideration and assistance with this project.

Sincerely,

Jason Bebeau
Everpine Land Holdings

RESOLUTION 2019-289

APPROVING THE DEVELOPMENT AGREEMENT FOR LEGACY PINES 2ND ADDITION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 5th day of November, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

Memo for Council Action

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: March 4, 2020
Subject: Resolution 2020-XXX Amending the Lease Agreement with Rum River BMX - Special Event Paid Parking Agreement

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Background:
On request by RRBMX, amending the terms was discussed at the COW meeting on April 16th, 2019 to allow for fees to be collected on additional lots and for the City to assist RRBMX in securing National events. RRBMX also requested to have the city "loan" $8,000 in order for RRBMX to secure a National event. Staff had the city attorney review the "loan" request. The city attorney has informed us that there is no legal basis for granting such a loan. Staff has included a new draft for the agreement, which includes a 50/50 split in parking revenue fees.

Recommendation: Staff is recommending that the parking fee revenue be split with RRBMX 50/50 for Tier 2 events. Tier 1 events to be split at 50/50 after the initial $8,000 is met in parking fee revenue.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX
- Draft Amended Exhibit G – Special Event Paid Parking Agreement and Map

RESOLUTION 2020-XXX

AMENDING THE LEASE AGREEMENT WITH RUM RIVER BMX ASSOCIATION EXHIBIT G – SPECIAL EVENT PAID PARKING AGREEMENT

WHEREAS, the Tenant, Rum River BMX Association (RRBMX) and the City of Isanti desire to modify the Lease Agreement to include an update to Exhibit G - Special Event Paid Parking Agreement; and,

WHEREAS, city staff updated the Special Event Paid Parking Agreement to address use of additional parking areas, which includes the south gravel soccer complex parking lot North off of Isanti Parkway NW next to the Public Works complex, and the south paved parking lot of Bluebird park; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 2 events; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 1 events, after the initial $8,000 has been met; and,

WHEREAS, the Lease Agreement in its entirety with Exhibit G shall supersede all previous versions,

NOW, THEREFORE, IT IS HEREBY SUPERCEDES RESOLUTION by the City Council of the City of Isanti, Minnesota to approve the amendment to the Rum River BMX Lease Agreement, Exhibit G – Special Event Paid Parking Agreement as attached as 'Appendix I".

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources / City Clerk

EXHIBIT G
Special Event Paid Parking Agreement

Intent
It is the intent of this Special Event Paid Parking Agreement for the City of Isanti and the Rum River BMX Association to establish an understanding of both the City's and the Association's respective responsibilities with regards to use of the overflow parking space at the Isanti Indoor Arena (IIA) and the surrounding area (see Map 1), including associated parking fees. This agreement may be amended from time to time by agreement of both parties, and may be terminated at anytime with or without cause by not less than 6 months written notice to the other party. So long as this agreement is in place it shall be reviewed every two (2) years, the start date of which is August 1, 2018. The City of Isanti shall make its best efforts to notify the Rum River BMX Association whenever this policy is discussed in the future.

Purpose
The purpose of this Special Event Paid Parking agreement is to ensure that the City of Isanti does not incur costs associated with maintenance of the affected property due to uses beyond those normally associated with public open spaces. The types of events that are taking place at Isanti Indoor Arena (IIA) will be categorized as Tier 1 or Tier 2. Tier 1 events will be National or Gold Cup series events. Tier 2 events will be District or State series events. The category must be included on the Special Event Permit Application. It shall be noted that all other Special Event parking must take place on designated/approved areas. Rum River BMX Association may be permitted to use parking lot A for team canopies and event activities other than parking during Tier 1 events, as long as this use is clearly indicated in the Special Event Permit application.

Description of Open Space and Parking Lots
The use of the open space and parking lots, hereafter referred to as "Overflow Parking,"
Parking Lot A: paved parking lot west of and adjacent to the IIA building
Parking Lot B: small paved parking lot on north end of Bluebird park to the east of 1st Ave NW
Parking lot C: grassy area south of IIA (101 Isanti Parkway NW, Isanti, MN 55040) in Bluebird Park (201 Isanti Parkway NW, Isanti, MN 55040) from the paved trail south of the parking lot south to 1st Avenue NW, and from the tree line east to the storm pond;
Parking Lot D: gravel parking lot on the south end of the Cambridge-Isanti soccer complex,(north of Isanti Parkway NW)
Parking Lot E: south paved parking lot in the south end of Bluebird Park to the east of 1st Ave NW

A map of the Overflow Parking areas is attached to this agreement as Map 1.

Use of Overflow Parking
Parking in the overflow parking areas shall only be permitted through the filing and approval of a Special Event Permit application by Rum River BMX Association to the City of Isanti. Written approval from the Cambridge-Isanti Soccer Club must be included in the permit application for use of parking lot D. Such application is required no later than thirty (30) days prior to the event start date. Passenger vehicles may be parked in all the designated overflow parking areas for the duration of an event. Recreation Vehicles (RVs) may only be parked in parking lot C for the duration of an event, including overnight camping, as long as such use is requested in the Special Event Permit application.

Overflow Parking Fees
In such instances when overflow parking has been granted, Rum River BMX Association will be responsible for collecting user fees, the amounts of which will be identified within the Special Event Permit application. Parking lots C, D and E are granted paid parking permission for Tier 1 events. Parking lot C is granted paid parking permission for Tier 2 events.

An RV fee will be assessed to a truck and trailer or self-propelled recreational vehicle; the parking permit of which will remain with the "engine." Recreational towed vehicles will be assessed the same fee as a car or truck. There will be no fees charged for cargo trailers. Car and/or tent camping will be allowed and vehicles will be assessed the car/truck fee. RV parking/camping will only be allowed in parking lot C for any type of event.

The City of Isanti will receive a percentage of parking revenue and Rum River BMX Association will receive a percentage of parking revenue based on events type (Tier 1 or Tier 2). These percentages will be based upon events that are occurring at the IIA. The breakdown for the revenue generated from parking fees will be divided up as follows:

- Tier 1 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lots: C, D and E)
    - When a national event is secured by RRBMX, 100% of the parking fee revenue will go to RRBMX until $8,000 is met and then the parking fee revenue will be split 50/50
- Tier 2 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lot: B and C)

The City of Isanti will issue numbered parking passes to the Rum River BMX Association prior to approved events. Parking passes must be displayed on paid vehicle dashes. Rum River BMX will be responsible for returning all unused passes, and will be invoiced for 75% or 50% of the revenue for all passes not returned, depending of event type. Passes must be returned to the City of Isanti within ten (10) businesses days after the end of each event. The City of Isanti will invoice the Rum River BMX Association within thirty (30) days of receipt of the returned parking passes.

MAP 1

Parking Lot D
Isanti Pkwy NW
Parking Lot B
1st Ave NW
Parking Lot A
Rum River BMX Arena
Parking Lot C
Parking Lot E
1st Ave NW

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
02/20	02/19/2020	53022	2467	C/O PINE CITY AREA CHAMBER OF COMMERCE	108-20200	850.00-	V
02/20	02/19/2020	53026	1503	7-UP BOTTLING	609-20200	96.50	V
02/20	02/19/2020	53026	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00	V
02/20	02/19/2020	53027	2290	AMERICAN FLAGPOLE &	101-20200	137.85	V
02/20	02/19/2020	53028	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	565.23	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	177.50	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	165.60	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	4,680.52	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	27.60-	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	86.46	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	1,140.30	V
02/20	02/19/2020	53031	1815	CENTURYLINK	609-20200	976.31	V
02/20	02/19/2020	53032	918	CRYSTAL SPRINGS ICE	609-20200	50.22	V
02/20	02/19/2020	53033	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	328.24	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	74.83-	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,052.85	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,576.95	V
02/20	02/19/2020	53035	2871	DEAN'S HEATING & AC, INC	920-20200	19,065.00	V
02/20	02/19/2020	53036	1941	DELTA DENTAL	861-20200	2,949.50	V
02/20	02/19/2020	53037	2478	EAST CENTRAL ENERGY	101-20200	43.85	V
02/20	02/19/2020	53038	55	ECM PUBLISHERS INC	609-20200	156.25	V
02/20	02/19/2020	53039	912	FASTENAL COMPANY	602-20200	19.10	V
02/20	02/19/2020	53040	385	FEDERATED CO-OPS INC	101-20200	41.97	V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00	V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00	V
02/20	02/19/2020	53042	949	GRAINGER INC	602-20200	75.70	V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	677.91	V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	340.20	V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,226.00	V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,281.50	V
02/20	02/19/2020	53045	5	KAWALEK TRUCKING	609-20200	110.60	V
02/20	02/19/2020	53046	2648	LEPAGE & SONS	101-20200	748.12	V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	71.60-	V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	5,274.10	V
02/20	02/19/2020	53048	110	METAL COATING & MFG CO	602-20200	50.00	V
02/20	02/19/2020	53049	1536	MINNESOTA DEED	219-20200	833.33	V
02/20	02/19/2020	53050	2208	MINNESOTA EQUIPMENT INC	101-20200	6.22	V
02/20	02/19/2020	53051	1996	MN GFOA	101-20200	70.00	
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	601-20200	.00	V
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	602-20200	.00	V
02/20	02/19/2020	53052	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00	V
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	601-20200	43.20	
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	602-20200	116.38	
02/20	02/19/2020	53053	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00	V
02/20	02/19/2020	53054	617	PAUSTIS & SONS	609-20200	360.83	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,999.20	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,378.90	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	721.50	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	63.90-	V
02/20	02/19/2020	53056	12	POSTMASTER	101-20200	485.02	V
02/20	02/19/2020	53057	2630	RAPP, JORDAN	101-20200	55.44	V
02/20	02/19/2020	53058	2341	RED BULL DISTRIBUTION	609-20200	81.50	V
02/20	02/19/2020	53059	2756	SELLMAN, SHEILA	108-20200	9.00	V

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
02/20	02/19/2020	53060	1442	ST. LOUIS MRO INC	101-20200	45.00	V
02/20	02/19/2020	53061	73	STAR	101-20200	701.00	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	4.97	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	31.41	V
02/20	02/19/2020	53063	2870	THE FARMER'S DAUGHTERS	101-20200	153.00	V
02/20	02/19/2020	53064	42	VIKING COCA-COLA BOTTLING CO	609-20200	145.25	V
02/20	02/19/2020	53065	4	WATSON CO INC	609-20200	988.23	V
02/20	02/19/2020	53066	2872	WINEBOW	609-20200	884.50	V
02/20	02/19/2020	53067	2067	ZABINSKI BUSINESS	609-20200	875.00	V
Grand Totals:						60,855.28	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/26/2020	53068	2873	ADAPCO, LLC	920-20200	8,850.00
02/20	02/26/2020	53069	1059	ANOKA COLLISION CENTER	101-20200	1,761.70
02/20	02/26/2020	53070	598	ASPEN MILLS INC	101-20200	3,829.64
02/20	02/26/2020	53071	9	BERNICKS PEPSI-COLA	609-20200	686.66
02/20	02/26/2020	53072	2537	BROOKS, KATIE	101-20200	230.07
02/20	02/26/2020	53073	1969	CITY OF SAINT PAUL	101-20200	380.00
02/20	02/26/2020	53074	120	CONNEXUS ENERGY	101-20200	19,001.47
02/20	02/26/2020	53075	918	CRYSTAL SPRINGS ICE	609-20200	170.10
02/20	02/26/2020	53076	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,237.64
02/20	02/26/2020	53077	595	DEANS HEATING &	101-20200	76.00
02/20	02/26/2020	53078	912	FASTENAL COMPANY	602-20200	79.77
02/20	02/26/2020	53079	1698	FINANCE AND COMMERCE INC	440-20200	164.05
02/20	02/26/2020	53080	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	204.25
02/20	02/26/2020	53081	1400	GENERAL CODE LLC	101-20200	3,686.93
02/20	02/26/2020	53082	424	H&L MESABI COMPANY	101-20200	1,291.86
02/20	02/26/2020	53083	160	HAWKINS INC	601-20200	1,649.51
02/20	02/26/2020	53084	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	164.77
02/20	02/26/2020	53085	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,959.83
02/20	02/26/2020	53086	5	KAWALEK TRUCKING	609-20200	165.00
02/20	02/26/2020	53087	1282	LEAF TOWING AND	220-20200	185.00
02/20	02/26/2020	53088	17	MCDONALD DISTRIBUTING CO	609-20200	15,912.55
02/20	02/26/2020	53089	616	MENARDS - CAMBRIDGE	101-20200	18.61
02/20	02/26/2020	53090	2016	NORTHERN INGREDIENTS CO INC.	601-20200	8,472.00
02/20	02/26/2020	53091	617	PAUSTIS & SONS	609-20200	223.25
02/20	02/26/2020	53092	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,786.69
02/20	02/26/2020	53093	2396	SOUTHERN GLAZERS OF MN	609-20200	692.40
02/20	02/26/2020	53094	1361	STAPLES ADVANTAGE	101-20200	396.06
02/20	02/26/2020	53095	73	STAR	609-20200	667.45
02/20	02/26/2020	53096	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	487.00
02/20	02/26/2020	53097	1290	THE AMBLE GROUP	101-20200	37.01
02/20	02/26/2020	53098	1820	URBANS HARDWARE INC	101-20200	10.99
02/20	02/26/2020	53099	42	VIKING COCA-COLA BOTTLING CO	609-20200	197.50
02/20	02/26/2020	53100	1286	VINOCOPIA INC	609-20200	125.50
02/20	02/26/2020	53101	4	WATSON CO INC	101-20200	1,801.36
02/20	02/26/2020	53102	780	WINE MERCHANTS	609-20200	204.00
02/20	02/26/2020	53103	2009	WOOD, JOSEPHINE	101-20200	373.12
Grand Totals:						89,179.74

City of Isanti

Gross Payroll	88,149.17
Social Security & Medicare	4,930.18
Public Employees Retirement	9,367.02
Total City Expense	102,446.37

Pay Date 2/21/2020

Pay Period 4 (2/2-2/15/20)

RESOLUTION 2020-XXX

APPROVING APPLICATIONS FOR EXEMPT GAMBLING PERMITS FOR RUM RIVER BMX 50/50 RAFFLES

WHEREAS, the City has received two applications for exempt gambling permits from Rum River BMX to hold an event on April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $5,000 for each event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following dates: April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx

Address of Organization: 101 Isanti PKWY NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: 50/50 - Raffle Date of event: April 5th 2020

Use of Proceeds: Offset Cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti PKWY NW Isanti MN 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: SEAN WILSON Applicant's phone number: (

Signature of applicant:

Date: 14 FEB 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx

Address of Organization: 101 Isanti PKWY NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name | Address | Phone No.

Cherie Sullivan
Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: 50/50 - Raffle Date of event: May 16th - 17th 2020

Use of Proceeds: Offset Cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti PKWY NW Isanti MN 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: SEAN WILSON Applicant's phone number.

Signature of applicant:

Date: 14 FEB 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: March 4th 2020
Subject: 2020 Budget Amendment

Background:
Per discussion and the recommendation of the Committee of the Whole from the February 18th 2020, the attached resolution would authorize Finance Director Betker to amend the budget to transfer $82,026 from Fund 920 to the General Fund.

Recommendation:
Committee of the Whole discussed the proposed amendment February 18th 2020 and recommends approval as presented.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following action:

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Approving Amendment to the 2020 Budget

RESOLUTION 2020-XXX

APPROVING AMENDMENT TO THE 2020 BUDGET

WHEREAS, on December 3, 2019 the City Council approved the City of Isanti 2020 Budget; and,

WHEREAS, at its February 18th 2020 meeting the Committee of the Whole recommended a transfer from Fund 920 to the General Fund in the amount of $82,026; and,

WHEREAS, the Isanti City Council authorizes a transfer of $82,026 from the Capital Maintenance and Replacement Fund (Fund 920) to the General Fund (Fund 101);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2020 budget.

This Resolution is hereby approved by the Isanti City Council this 4th day of March, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution to Approve Memorandum of Understanding with the City of Cambridge for Administrative Citation Hearing Officer

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Robert Roby has been the City of Cambridge's administrative hearing officer since 2014 and has agreed to continue with contract for another year. Since 2014, the City of Isanti has obtained a Memorandum of Understanding (MOU) with the City of Cambridge to also use Robert Roby's services. The fee for his services is $75.00 per appeal hearing, $225.00 per hour for hearings that require additional testimony or process time. The City of Cambridge will be voting on the Administrative Hearing Officer Service Provider Agreement on March 2, 2020.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve Resolution as written and approve signature of the MOU.

Attachments:

- Resolution 2020-XXX
- Administrative Hearing Officer Service Provider Agreement Draft
- MOU for Administrative Citation Hearing Officer with City of Cambridge.

RESOLUTION 2020-XXX

APPROVING EXTENSION OF MOU WITH THE CITY OF CAMBRIDGE FOR ADMINISTRATIVE CITATION HEARING OFFICER SERVICES

WHEREAS, the City provides for the issuance of administrative citations for specific traffic offenses designated at Minn. Stat. § 169.999, subd. 1(b)(1), (2) and (3), in the amount designated at Minn. Stat. §169.999, subd. 5, as it may be amended from time to time; and,

WHEREAS, the City Council has approved City Code Chapter 65, Administrative Penalties which authorizes issuance of administrative citations for specified City Code violations; and,

WHEREAS, since 2014 the City has entered into a Memorandum of Understanding with the City of Cambridge to provide Administrative Citation Hearing Officer Services to the City of Isanti;

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

1) The City hereby approves extension of the Memorandum of Understanding, 'Exhibit A' that provides the services of a neutral third party through a joint powers agreement with the City of Cambridge and appoints said neutral third party to hear and rule on challenges to administrative traffic citations and administrative citations for city code violations. Such appointment shall be an unbiased non–employee. In the event the MOU is terminated, the city will contract with a qualified private company to provide a neutral third-party Hearing Officer. The contract shall be for a two-year period and shall expire on February 28, 2022, unless terminated at an earlier date.

2) The City of Isanti shall make payment to MN Mediation Services, LLC, Robert C. Roby, for Administrative Citation Hearing Officer services rendered at the rate of $75.00 per appeal hearing, 20-minute allotment, and $225.00 per hour for additional time. In the event City of Isanti services are held in Cambridge, for convenience of the Hearing Officer, invoices sent from the City of Cambridge shall be paid in the place of payment directly to MN Mediation Services, LLC.

The motion for the adoption of the foregoing resolution was proposed by Councilmember Lundeen and was duly seconded by Councilmember Bergley and upon vote being taken thereon, the following voted in favor: _____. And the following voted against the same: _____.

This Resolution is hereby approved by the Isanti City Council this 4th day of March, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

CAMBRIDGE
Minnesota's Opportunity Community℠

300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties
Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation
Compensation will be based upon a per citation hearing basis of $75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at $225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period
March 1, 2020 – February 28, 2022.

Termination
Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

Jim Godfrey, Mayor

Attest:

Linda J. Woulfe, City Administrator

For the Service Provider:

Robert Roby

CAMBRIDGE
Minnesota's Opportunity Community℠

300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

MEMORANDUM OF UNDERSTANDING
ADMINISTRATIVE CITATION HEARING OFFICER

This memorandum of understanding (MOU) is made and entered into as of this 2nd day of March, 2020 between the City of Cambridge, a Minnesota municipal corporation, and the City of Isanti, a Minnesota municipal corporation.

PURPOSE
Pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Isanti desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Isanti has reviewed and approved of.

PROCEDURE
The City Administrator (or designee) of Isanti shall contact the Service Provider, and establish a working relationship and mutually beneficial schedule whereby the Service Provider can be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from the city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Isanti shall set out the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Isanti of the proposed change, and the City of Isanti shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION
On a monthly basis, the City of Cambridge will provide the City of Isanti with an invoice for the cost of contracted services attributable to the City of Isanti. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION
The City of Cambridge shall be solely responsible for and shall hold the City of Isanti harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Isanti pursuant to the provisions of this MOU.

The City of Isanti shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Isanti or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Isanti (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a wavier by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466: and neither party is required to indemnify the other in any amount in excess of the limits set forth in

Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of this memorandum of understanding by the governing bodies of the Cities of Cambridge and Isanti, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date the agreement was adopted and the MOU has been duly signed on behalf of each City. The agreement shall be run from March 1, 2020 – February 28, 2022 unless terminated sooner.

Either the City may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination of at least 30 days prior to the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

_____ _____

Jim Godfrey, Mayor Date

Attest:

_____ _____

Linda J. Woulfe, City Administrator Date

On behalf of the City of Isanti:

_____ _____

Jeff Johnson, Mayor Date

Attest:

_____ _____

Josi Wood, City Administrator Date

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SCOTT NORSWORTHY

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Scott Norsworthy was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Scott Norsworthy for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Scott Norsworthy shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Scott Norsworthy shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SHEILA JOHNSRUD

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Sheila Johnsrud was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Sheila Johnsrud for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Sheila Johnsrud shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Sheila Johnsrud shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO NATHAN HANSON

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, Nathan Hanson was selected as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a background check, DOT physical and drug test. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Nathan Hanson for the City of Isanti and that he shall be eligible to start in that position on or after March 4th, 2020.
2. That Nathan Hanson is eligible for benefits offered by the City of Isanti.
3. That Nathan Hanson shall start at $22.32 per hour.
4. That Nathan Hanson shall be on probationary status per the Personnel Policy in the position of the Full-Time Maintenance Technician II position effective March 4th, 2020, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

REQUEST FOR PROPOSALS

UNIFORM & RUG SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain uniform and rug services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Isanti Uniform & Rug Services Proposal" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Rugs & Uniforms".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing both uniform rental/lease (and laundry servicing) as well as rug servicing. The service requirements outlined below are the current needs of the City of Isanti.

City Location	Product/Item Needed	Quantity Needed	Frequency Serviced
Isanti Liquor Store	3 x 4 Mat	2	Weekly
	4 x 6 Mat	2	Weekly
	3 x 10 Mat	3	Weekly
	3 x 5 Scraper Mat	1	Weekly
	Wet Mop	2	Weekly
	24" Dust Mop	2	Weekly
	Bar Towels	75	Monthly
Isanti City Hall	4 x 6 Mat	4	Weekly
	4 x 6 Mat	2	Bi-Monthly
	3 x 10 Mat	1	Weekly
	5 x 8 Logo Mat	1	Weekly
Isanti Public Works	Industrial Shirts	5	Weekly
	Hi-Vis shirts	30	Weekly
	Jeans	35	Weekly

	Industrial Jackets	7	Weekly
	3 x 4 Mat	2	Bi-Monthly
	3 x 10 Mat	2	Bi-Monthly
	Air Freshener	2	Weekly
	Shop Towels	150	Bi-Monthly
Isanti Police Dept.	4 x 6 Mat	2	Bi-Monthly
	5 x 8 Logo Mat	1	Bi-Monthly
Isanti Comm. Center	4 x 6 Mat	2	Weekly
	3 x 10 Mat	2	Weekly
	Wet Mops	2	Bi-monthly
	Bar towels/rags	12	Bi-monthly

Rental/Lease Uniforms & Laundry Servicing:
Rental/lease proposals should include the cost associated with ongoing laundry and repair of these items for the length of the contract. The City is seeking proposals to supply full uniforms to the Public Works employees. The City wishes all shirts to include a City logo. The City is also requesting quotes on high visibility wear clothing, specifically t-shirts that are approved by OSHA standards. The attached worksheet details the items in which we are requesting to receive a quote.

Rugs & Towels
The City is seeking proposals to supply floor rugs and roll towels to City Buildings. The City is interested in seeing the costs associated with including our logo on some of the rugs. Parties interested in supplying rugs and rug services to the City are encourage to complete the attached worksheet. This worksheet indicates the number, size and desired change-out timeframe of rugs and roll towels for the City. The attached worksheet details the items in which we are requesting to receive a quote.

Other Charges
Please indicate in your proposal a list of all other charges that could be applied to the City of Isanti in your party's provision of uniform and rug services.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT:

The Contract Term shall be five (5) years; from April 8, 2020 to March 31, 2025.

A Community For Generations.
Isanti

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

____ Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)
____ Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?
_____ Yes _____ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat			
3 x 4 Mat			
3 x 5 Scraper Mat			
4 x 6 Mat			
5 x 8 Mat with City Logo			
Air Freshener			
Bar Towels			
Cotton Shirts			
High Visibility Shirts			
Industrial Jackets			
Industrial Shirts			
Jeans			
Cargo/Carpenter Jeans			
List available Jean Brands:			
Shop Towels			
Soap Dispenser			
Wet Mop			

Please indicate any additional charges that the City may incur from obtaining your services:

_____

_____

_____

_____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

Proposal submitted by: (Please Print)

_____	_____
Company Name	Phone Number
_____	_____
Mailing Address	City, State Zip code
_____	_____
Contact Person/Person Submitting Proposal	Email
_____	_____
Signature of Person Submitting Proposal	Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR RUG AND UNIFORM SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for rug and uniform, services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Rug and Uniform Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

L.9.

CITY OF ISANTI

REQUEST FOR PROPOSALS

PORTABLE TOILET SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain portable toilet services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Proposal for Portable Toilet Services" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020**. Any vendors submitting proposals after the date and time listed not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Portable Toilet Services".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing portable toilet serves. The service requirements outlined below are the current needs of the City of Isanti. All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

1. Parks – Handicap Units - April – October
Service weekly, Qty 1 unless noted

- Unity Ball Field (Unity & 3rd Avenue)
- Mattson Park (5th Ave & Main St) – **Qty 2**
- Neighborhood Hills Park – (6th Ave & Cedar St)
- Riverside Park – (Rum River Dr NW & Hillock St)
- Bluebird Park (201 Isanti Parkway)
- Rum River Meadows Park (1108 South Passage)
- River Bluff Preserve (1107 Rum River Drive SW)
- Academy Park (903 6th Ave Ct)
- Legacy Park (Bellaire Blvd NW once road is established)
- Isanti Dog Park (East side of 101 Isanti Parkway NW)
- VFW Park (RR Ave & Palomino Rd)

2. Parks – Regular Unit – April – October

- Bluebird Park (201 Isanti Parkway)

3. Farmer's Market – Handicap Unit – May – September (4 months)

- Isanti Liquor (400 West Dual Blvd NE)

4. Isanti Street Dances – Regular Units (8), Handicap (3) –
(Dates Vary – June, July, August – One Event Per Month)

- First Avenue (location between Main Street and Broadway) – 4 regular, 1 handicap
- Main Street (east of Retail Meats) – 4 regular, 1 handicap
- First Avenue (next to City Hall) – 1 handicap

5. Additional Services/City Events

- The Contractor provides the bid amount for portable toilets to the following Associations and/or events (the Associations shall independently contract for services with the vendor):
    - BMX Association
    - Cambridge-Isanti Soccer Association
    - Redbirds Association
    - Chamber of Commerce for City events:
        - Jubilee Days
        - And/or Other Events

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be five (5) years; from April 8, 2020 to April 30, 2025. A Certificate of Insurance shall be required naming the City of Isanti as a Certificate Holder.

A Community For Generations.
Isanti

REQUEST FOR PROPOSAL
PORTABLE TOILET SERVICES WORKSHEET

All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

SECTION 'A'

1. Parks - Handicap Units – April to October

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Eight (8) Handicap Units per month ..... $_____

2. Parks - Regular Units – April to October

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Two (2) Regular Units per month ..... $_____

TOTAL MONTHLY QUOTE for 8 Handicap & 2 Regular Units April – Oct$_____

3. Parks - Regular Unit – December to February

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

TOTAL MONTHLY QUOTE for 1 Regular Unit Dec - Feb..... $_____

4. One Handicap Unit (Farmers Market) – May to September

Monthly Rate $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

TOTAL MONTHLY QUOTE for 1 Handicap Unit May – Sept..... $_____

5. Eight Regular Units and Three Handicap Units – Street Dance Dates (3) – June, July & August

Handicap Unit

Weekend Rate $_____
Daily Charge $_____
Damage Waiver-Weekend $_____

Three (3) Handicap Units for three weekends.....$_____

Regular Unit

Weekend Rate $_____
Daily Charge $_____

Damage Waiver-Weekend $_____

Eight (8) Regular Units for three weekends..... $_____

TOTAL QUOTE for 8 Regular Units and 3 Handicap Units for Street Dances $_____

SECTION 'B'

Additional Services – Monthly - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Total for Handicap Unit per month ..... $_____

Regular Unit
Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Total for Regular Unit per month..... $_____

SECTION 'C'

Additional Services – Weekend - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Weekend Rate $_____
Daily charges $_____
Damage Waiver-Weekend $_____

Total for Handicap Unit per Weekend..... $_____

Regular Unit
Weekend Rate $_____
Daily charges $_____
Damage Waiver-Weekend $_____

Total for Regular Unit per Weekend..... $_____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the portable toilet services.

Proposal submitted by: (Please Print)

_____ Company Name

_____ Phone Number

_____ Mailing Address

_____ City, State Zip code

_____ Contact Person/Person Submitting Proposal

_____ Email

_____ Signature of Person Submitting Proposal

_____ Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR PORTABLE TOILET SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for portable toilet services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Portable Toilet Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey – Parks, Recreation & Culture Manager
Date: March 4th, 2020
Subject: Approving ASCAP Music License Annual Fee

Background:
In 2017, the city entered into an agreement with the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at our facilities, which includes the street dances, Isanti community center and Isanti Municipal Liquor store. The city will continue this annual agreement to be shared among the Parks, Recreation and Culture and Liquor Store budgets.

Request:
To approve the fee of the annual ASCAP music license to be shared among the Parks, Recreation, and Culture and the Liquor Store budgets.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020 - XXX

APPROVING ASCAP MUSIC LICENSE ANNUAL FEE

WHEREAS, the City of Isanti is required to have an annual license through the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at its facilities; and,

WHEREAS, live music is performed at Street Dances and recorded music is played at Isanti Liquor and Isanti Community Center; and,

WHEREAS, the annual fee is split among Parks, Recreation and Culture and Liquor Store budgets;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the annual fee for the ASCAP music license to be split evenly among the Parks, Recreation, and Culture and the Liquor Store dept budgets.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: March 4th 2020
Subject: Liquor Store Market Study

Background:
Per discussion at the January 27th 2020 Goal Setting meeting and the February 18th 2020 recommendation of the Committee of the Whole, the proposal to update the 2006 liquor store market study has been attached. Cost is $7,000 plus travel expenses. This is an unbudgeted item. The attached resolution would authorize Finance Director Betker to amend the budget for 609-49750-112 (Contracted Services) based on final actual costs.

Recommendation:
Committee of the Whole reviewed the proposal February 18th 2020 and recommends approval as presented.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following action:

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
- Proposal from Dakota Worldwide

RESOLUTION 2020-XXX

ACCEPTING PROPOSAL FOR MUNICIPAL LIQUOR STORE MARKET ANALYSIS

WHEREAS, the City of Isanti may be considering a Municipal Liquor Store Project that may include an addition to the existing Municipal Liquor Store or relocation of the facility; and,

WHEREAS, the City of Isanti desires to have a market analysis completed that will assist the City in evaluating the feasibility of a Municipal Liquor Store Project; and,

WHEREAS, Dakota Worldwide completed the last liquor store market analysis in 2006; and,

WHEREAS, the City of Isanti has received a proposal from Dakota Worldwide to update the 2006 market study in the amount of $7,000 plus travel expenses; and,

WHEREAS, the City of Isanti intends to amend the Liquor Store budget based on final actual costs; and,

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

1. The City Council hereby accepts the proposal from Dakota Worldwide for $7,000 plus travel expenses for the Municipal Liquor Market Analysis as outlined in their proposal.

2. The City Administrator and Liquor Store Manager are directed to work with the vendor on this analysis with the findings and recommendations reported back to the City Council.

3. The Finance Director is authorized to amend the Liquor Store budget for Contracted Services based on final actual cost.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Market Analysis Proposal
Isanti Liquor
Isanti, Minnesota

Scope of Project

The purpose of this project is to determine the feasibility of either expanding the existing Isanti Liquor store or relocating it to a new facility on Highway 65.

The project begins with field work. Competitors will be identified and evaluated based on facility size, sale volume and operations. Government officials for all the communities that will be affected by the new or enlarged liquor store will be queried. Building permits and subdivision activity reports will be reviewed to determine the potential market changes and population variances from the 2010 Census. Possible road changes that may affect traffic patterns will also be taken into consideration.

When the fieldwork is complete, our analyst will build a LOCUS™ model for the entire trade area. Once a model of the current marketplace has been constructed, The remodeled store and the new store will be introduced in the LOCUS™ model and three year sales forecasts generated.

Forecasts will be based on site characteristics, population changes, existing demographics and lifestyles, competitive strengths, and any possible market changes that are likely to occur.

The price for the entire project is $7,000 plus expenses. Expenses are essentially travel expenses for Dakota's market analyst.

Deliverables

Deliverables will include a competition map and a detailed report. The report will include:

- An executive summary of the market analysis findings
- Three year sales forecasts for all sites or sizes tested
- Trade area delineation and its adult population
- Current adult population estimates, and demographic based on Census 2010 and Synergos Technologies POPstats population estimates
- Future population estimates going out five years from the market date
- Competitive evaluations that include estimated sales volumes and sales per sales area square foot as well as a brief narrative about each competitor
- Site evaluation including photographs, the site's physical characteristics, traffic patterns, ingress/egress, parking, traffic counts and adjacent retail help
- Current market reports showing the marketplace as it exists today with the liquor potential, existing stores' images, and a summary of potential by sector.
- All market changes that may occur and affect sales in the projected marketplace.
- Projected future marketplace reports that show the dollars taken away from the competition, the effects of market changes if applicable, and the market shares by sector

Dakota Worldwide requires a 50% down payment before field work commences. Once a down payment is received, your project will be scheduled. Timing is approximately three weeks from the beginning of the field work to when the final report is delivered.

Thank you for your interest in having Dakota Worldwide as a partner in your endeavors to expand your liquor operations. Please do not hesitate to contact me if you have any further questions.

Marcia Pfeifer
President
Dakota Worldwide
952-835-4505 extension 209
Cell: 612-221-5555
m.pfeifer@dakotaww.com

References

Please feel free to contact the following clients of Dakota Worldwide for their comments on our products and services.

Paul Gilbert
Director of Liquor Operations
Wegman's Food Markets Inc.
1500 Brooks Avenue
Rochester, NY 14603
585-328-8784
paul.gilbert@wegmans.com

Brenda Visnovec
Liquor Operations Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
952-985-4901

Steve Grausam
Director of Liquor Operations
City of Edina
6755 York Avenue South
Edina, MN 55345
SGrausam@Edinamn.gov

Prepared for:
John Jacobi
Isanti Liquor
400 West Dual Boulevard Northeast
Isanti, Minnesota 55040
763-444-5063
jjacobi@cityofisanti.us

L.12.

RESOLUTION 2020-XXX

REVOKING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be revoked from the Municipal State Aid Streets system under the provisions of Minnesota Law;

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

MSAS 109: *Towns Edge Road SE* - from Railroad Avenue SE to TH 65 (0.31 miles)

Part of MSAS 112: *South Brookview Lane* - from CSAH 23 to 6th Avenue SW (0.22 miles)

be, and hereby are revoked as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ESTABLISING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law;

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

Extension of MSAS 106: *Main Street* - from CSAH 23 to 4th Avenue SW (0.32 miles)

MSAS 117: *Birch Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

MSAS 118: *Dogwood Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

Be, and hereby are established, located, and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING LETTER OF RESIGNATION FOR PLANNER MATT LINDHOLM

WHEREAS, Full-Time Planner, Matt Lindholm hired PT December 16, 2015 has submitted a letter of resignation to the City of Isanti, Human Resources; and,

WHEREAS, the effective date of this resignation is February 28, 2020; and,

WHEREAS, Matt Lindholm is leaving employment in good standing; and,

WHEREAS, the position of Planner will be retitled to Community Development Specialist;

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

1. That the resignation of Matt Lindholm is hereby accepted February 28, 2020.
2. The position of Planner will be retitled to Community Development Specialist.
3. That Human Resources/City Clerk and the Community Development Director are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Katie Brooks
Human Resources/City Clerk

_____
Mayor Jeff Johnson

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
February 25, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

3. Discussion Items presented by PRC Board Member Thum: Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about $2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.

The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

4. Department Updates:
Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

Adjournment: Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, MARCH 4, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. February 18, 2020- Regular Meeting of the City Council
2. February 18, 2020- Committee of the Whole Meeting
3. January 21, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, March 17, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 17, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 17, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Consideration of Development and Business Subsidy Agreement for BP Metals
2. 6th Avenue Rehabilitation - Improvement Hearing & Project Authorization
   a. Resolution 2020-XXX Authorizing Improvement on the 6th Avenue Rehabilitation Project

K. Business Items

City Administrator Josi Wood
1. Ordinance-XXX Amending Ordinance No. 720, Adopted on January 21, 2020, and Titled Peddlers, Solicitors, and Transient Merchants
2. Resolution 2020-XXX Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti
3. Liquor License and Pawnshop Renewals
   a. Resolution 2020-XXX Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
   b. Resolution 2020-XXX Approving a Liquor License Renewal for Rum River VFW 2735
   c. Resolution 2020-XXX Approving a Liquor License Renewal for Wintergreen's Golf and Grill
   d. Resolution 2020-XXX Approving a Liquor License Renewal for Thunder Brothers Brewery, Inc.
   e. Resolution 2020-XXX Approving a Pawnshop License Renewal for Northern Pawn, Inc.
4. Resolution 2020-XXX Granting an Extension to the Recording of Final Plat Legacy Pines 2nd Addition

Public Services Director Matt Sylvester

5. Resolution 2020-XXX Amending the Lease Agreement with Rum River BMX Special Event Paid Parking Agreement

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $150,035.02 Payroll in the Amount of $102,446.37
2. Resolution 2020-XXX Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. Resolution 2020-XXX Approving Amendment to the 2020 Budget
4. Resolution 2020-XXX Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer
5. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Scott Norsworthy
6. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Sheila Johnsrud
7. Resolution 2020-XXX Offering the Position of Full-Time Public Works Maintenance Technician II to Nathan Hanson
8. Approving Request for Proposal for Rug and Uniform Services
9. Approving Request for Proposal for Portable Toilet Services
10. Resolution 2020-XXX Approving ASCAP Music License Annual Fee
11. Resolution 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
12. Resolution 2020-XXX Revoking Municipal State Aid Streets
13. Resolution 2020-XXX Establishing Municipal State Aid Streets
14. Resolution 2020-XXX Accepting Resignation of the Position of Planner

M. Other Communications

1. Draft Minutes from the February 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 18, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment

Stephanie Burton 3554 249th Ave NE, shared that the Girls Scouts are a non-profit organization and that it is challenging for the organization to pay the peddler fee as the organization itself is not a money holding entity.

Mayor Johnson stated that the peddler ordinance is a modification to the agenda.

E. Adopt Agenda

Addendum:
Add K.1.a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants
Add L.10 Resolution 2020-041 Appointing Election Judges for the 2020 Presidential Primary Election

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

F. Proclamations/Commendations/Certificate Awards

None

G. Approve City Council Minutes

1. February 4, 2020- Regular Meeting of the City Council
2. January 7, 2020- Economic Development Authority

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

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, February 25, 2020 at 6:00 p.m.
2. City Council Meeting	Wednesday, March 4, 2020 at 7:00 p.m.
3. EDA Meeting	Wednesday, March 4, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

None

J. Public Hearings

None

K. Business Items

1. a. Ordinance-XXX An Ordinance Repealing and Replacing Ordinance No. 485, Adopted on May 5, 2010, and Titled Peddlers, Solicitors, and Transient Merchants

City Administrator Josi Wood shared that the intent from City Council at the December Committee of the Whole meeting is that non-profit organizations would not be charged. Wood continued to share that with the new ordinance solicitors do not get charged the fee as there is no fee for solicitors in the fee schedule. Wood further shared that it is recognized that some organizations may be bringing good to a home it may be considered a peddler and there is a license fee but it would be waived. The original exemption in the original ordinance was ambiguous and created liability for the City which is why that statement was removed. The original ordinance only listed non-profits and did not list out tax-exempt organizations and entities which school districts are not non-profits.

Council member Steve Lundeen shared that he would like to see it that non-profit and tax-exempt organizations do not need to apply for a permit if under the age of 18 years old.

Council member Dan Collison that typically the organizations are out as groups where adults will be there working with them and he does not see a need for them to pull a permit.

Andrea Koukol 201 4th Ave shared that the Boy Scouts do a tree lot in the Coborns parking lot and have been charged in the past for a permit to sell the trees in the Coborns lot. Koukol asked if Non-Transient sitting still opportunities for the youth non-profit organizations will be included.

Council member Dan Collison asked if the Boy Scouts used to be charged when the activity was performed at Reichels.

Koukol responded that they were not charged.

Trent Koukol 201 4th Ave shared that he is the scout master for Isanti and the last 4 years Boy Scouts have been selling trees and when the Boy Scouts sold corn at the Co-Op they had to apply for a permit to sell corn.

Wood stated that this would be an exact example of an administrative permit at Committee of the Whole with the deer hide boxes were non-profits.

Mayor Johnson stated that they would be asked to fill out permit but the fee would be waived.

Motion by Mayor Johnson, second by Lundeen to post ordinance for 10 days as presented. The verbiage was clarified to state "Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations." The intent for this addition was to clarify excluding charging fees for tax exempt and non-profit organizations. Motion passed 5-0. Motion carried.

1. Resolution 2020-030 Interview Applicant for Vacant Economic Development Authority Board Seat and Accepting Resignations for Board Members Jill Reller and Luke Merrill

Applicant Justin Nielsen was interviewed by Mayor Johnson for the open Economic Development Authority Seat. Johnson asked questions specific to Economic Development Authority.

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

City Administrator Josi Wood

2. City Code Chapter 276, Special Assessments and Special Assessment Policy
   a. **Ordinance-724** an Ordinance Repealing and Replacing Ordinance 161 Adopted on February 19, 1991 and Amended by Ordinance 257 on April 16, 2002, and Titled Special Assessments

Assistant City Administrator/ Special Projects Don Lorsung shared that this is a revised and updated Special Assessments policy that includes the funding options that had been discussed with City Council, use of MSA Funds and how it relates to special assessment process and the financing of City projects. Lorsung continued to share that this policy matches current practices to make sure it is up to date. Lorsung further shared that the City Engineer has looked at 3 different policies from other cities in preparing the policy. Lorsung stated staff and the City Attorney have reviewed.

Motion by Collison, second by Gordon to approve Ordinance as presented. Motion passed 5-0. Motion carried.

b. Resolution 2020-031 To Establish a Special Assessment Policy
Assistant City Administrator/ Special Projects Don Lorsung shared that this resolution and Ordinance go hand in hand. Lorsung continued to share that a lot of the areas from the old Ordinance and moved them to become a policy under resolution. Lorsung further shared that the ordinance contains what it has to for legal purposes and the rest of the policy items became a resolution so it is readily to review in the future for any other updates.

Motion by Lundeen, second by Bergley to approve the resolution as presented.

City Engineer Jason Cook

3. **Resolution 2020-032** Accepting Plans and Specifications and Authorizing Advertisement for Bid for the 2020 Pavement Management Project

City Engineer Jason Cook shared that this is to continue moving the project forward. Cook continued to share that the design and specifications and has come to almost the estimated bid amount for the project in the budget. Cook further shared that it is recommended to put out advertisement for bids and see what contractors come in at.

Motion by Lundeen. Second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $220,442.10 Payroll in the Amount of $105,221.41
2. **Resolution 2020-033** Authorizing the Purchase of a Wide Area Mower
3. **Resolution 2020-034** Authorizing the Purchase of a Mosquito Fogging Unit
4. **Resolution 2020-035** Approving Exempt Sidewalk from Snow Removal
5. **Resolution 2020-036** Adopting Ordinance Notification Policy
6. **Resolution 2020-037** Accepting Quote from Dirtworks for WWTP Filter Repairs
7. **Resolution 2020-038** Accepting Quote from Vessco for WWTP Filter Repairs
8. **Resolution 2020-039** Authorizing the Closing of Utility Franchise Fund 225

9. **Resolution 2020-040** Amending the Adopt a Park Program Policy
10. **Resolution 2020-041** Appointing Election Judges for the 2020 Presidential Primary Election

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

M. Other Communications

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

N. Closed Session

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 18, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Assistant City Administrator/ Special Projects Don Lorsung, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Committee Meeting Items

1. Police Department Updates
- Information was shared with the Committee.

2. Liquor Department Updates
- Information was shared with the Committee, including information shared by Engineer Cook regarding the current site. Recommendation from Committee is to move forward with $7,000 to update current market analysis study.

3. Draft ORD Annexed Parcels
- Recommendation from Committee is to look into enforcement upon sale of property.

4. Review 2020 Goal Setting Action Items
- Information was shared with Committee; consensus was all Goal Setting items were outlined correctly. No further recommendations were made.

5. 2020 Goal Setting Events Follow Up
- Recommendation from Committee was to find funding for additional events.

6. Whiskey Sidewalk Infill Update Discussion
- Recommendation from Committee is to reach out to City Attorney for more information.

7. Legacy Medal Nomination- BMX (Collison)
- Recommendation from Committee is to move forward to have plaque made and recognize RRBMX at an upcoming Council meeting.

8. Vehicle Signage
- Information was shared with Committee and no further action was taken.

9. Strikes and MN Equipment Clarification
- Information was shared with Committee and no further action was taken.

10. 2020 Budget Discussion
- Information was shared with Committee and Recommendation from Committee is to transfer money from Fund 920 to the General Fund for the shortfall.

11. State Aid Route Revisions
- Information was shared with Committee and Recommendation from Committee is to move forward and bring to City Council meeting.

12. Coborns Brat Stand
- Recommendation from Committee is for staff to research more information for how long Coborns would like to have brat stand, inform them of the process and bring to City Council.

E. Adjournment
Meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Isanti Planning Commission
Meeting Minutes January 21, 2020

1. **Meeting Opening**: Chair Johnson called the meeting to order at 7:20pm.
   Roll Call: Members Present: Mayor Jeff Johnson, Paul Bergley, Dan Collison, Steve Lundeen, Alexander Collins, Arysa Simon
   Absent: Gordon
   Staff Present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Assistant City Administrator/Special Projects Don Lorsung, City Engineer Jason Cook, Planner Matt Lindholm.

2. **Organization of Advisory Bodies**
   A. Election of 2020 Chair. Motion by Lundeen to elect Johnson as Chair, second by Bergley. Motion passed 6-0.
   B. Election of 2020 Vice-Chair. Motion by Collison to elect Lundeen 2nd by Collins. Motion passed 6-0.
   C. Election of 2020 Secretary. Motion by Johnson to elect Matt Lindholm, second by Lundeen. Motion passed 6-0.

3. **Meeting Minutes**: Motion by Bergley, second by Lundeen to approve December 17, 2019 Planning Commission minutes. Motion passed 6-0.

4. **Other Business**
   A. Review conflict of interest policy- Commissioner Collins turned in his form.

5. **Discussion Item**
   A. Comprehensive Plan Update – open house. Lorsung gave an overview of the update and broke out into tables. Each table had its own topic which included: Land Use, Transportation, Economic Development and housing, and Parks and trail/ open space. There were about 5 people in attendance.

6. **Adjournment**: Motion by Lundeen second by Simon to adjourn. Motion passed 6-0 meeting adjourned at 8:20pm.

Respectfully Submitted
Sheila Sellman Community Development Director

Sheila Sellman

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Development and Business Subsidy Agreement for BP Metals

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Background:
On February 18, 2020 the EDA entered into a purchase agreement with BP Metals for the sale of EDA land located at 825 East Dual Blvd. The subject site is one of the EDA's Shovel Ready industrial lots. The sale is for $1 and therefore triggers a business subsidy agreement. The agreement for consideration is a combination development agreement and business subsidy agreement.

The 2017 land appraisal indicates the subject site is worth $210,000. It has always been advertised for $1 and the City has held this land for future development. A key decision on the sale was the user and the job growth they are brining to the city. When BP Metals opens, they will start with 20 employees, these are new jobs within the city of Isanti, and they have plans for expansion that could result in up-to 40 jobs. BP metals has been in operation since 2000 and have outgrown their space in the City of Blaine, the owner is a long-time resident of Isanti and is looking forward to moving his business to town.

Request:
Consideration of the Development and Business Subsidy agreement for BP Metals.

Attachments:
- Development and Business Subsidy Agreement

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR BP METALS, INC.

This Agreement (hereinafter the "Agreement") is dated as of this _____ day of _____, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **BP Metals, Inc.**, a corporation under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 1, Block 1, Isanti Centennial Complex 6th Rearrangement, County of Isanti, State of Minnesota, PID Number 16.137.0010, located at 825 Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.

   c. Proof of Authority. That the Developer provide proof that the respective governing boards of the Developer have authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board of each entity which grants such authority.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

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3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

a. Sanitary sewer
b. Water
c. Storm drainage facilities
d. Stormwater maintenance
e. Parking lot
f. Concrete curb and gutter
g. Lot grading
h. Landscaping

5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of **($_____.00),** which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, The Developer may request a reduction in the amount of the financial guarantee.

6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of **($_____.00)**, which amount is 5% of the City Engineer's estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The Developer may request a refund of the remaining balance in the escrow upon completion of the Required Private Improvements, acceptance by the City.

7. Maintenance Guarantee for Landscaping. It is herein agreed that the Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of $_____ [# plantings (XX trees) x cost/planting ($300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the City's acceptance of said plantings as part of the Required Private Improvements.

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At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.

9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

   a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes Section 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and

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procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at $210,000. The City sold the Subject Property to Developer for $1. The value of the subsidy is the difference between the appraisal value and the purchase price.

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 20 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

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e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. The Developer represents to the City that the Plat complies with all City, County, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the site plan does not comply, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of establishing seed in all boulevards within 30 days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

draft

g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, Stage II, and Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City'S Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Blake J. Pendzimas
BP Metals, Inc.
1611 99th Lane N.E.
Blaine, MN 55449

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

draft

The Developer:

BP Metals, Inc.

By:_____,
Its: Blake Pendzimas, _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Blake Pendzimas, _____ of BP Metals Inc., a corporation under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

draft

The City:

City OF ISANTI

By:_____
Its: Mayor

By:_____
Its: City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

draft

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A

Fees Payable to the City

draft

J.2.a.

BOLTON & MENK
Real People. Real Solutions.

7533 Su
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: February 26, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
Public Hearing & Project Authorization
City of Isanti, MN
Project No.: R13.120122

An Informational Open House was conducted on February 25th, 2020. Nine individuals representing Six properties attended. There is a total of 27 properties on the assessment roll. The majority of attendees agreed the roadway was in need of repair and that a sidewalk would be beneficial. Two property owners stated they felt the proposed assessments were fair.

Following the Public Hearing input, should you decide to proceed with the project, a resolution ordering the improvement has been included in the Council packet.

Following is a schedule for the project:

1) March 4, 2020 – Hold Public Hearing, Mayor and City Council order the improvements
2) March 17, 2020 – Mayor and City Council reviews and approves final plans and orders advertisement of bids
3) April, 2020 – Open bids
4) April, 2020 – Mayor and City Council awards bid
5) June 2020 – Commence construction
6) November, 2020 – Substantial construction completion
7) November, 2020 – Conduct final assessment hearing

I will be at the March 4, 2020 Council meeting to provide a condensed presentation on the project and assist with questions during the Public Hearing. Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

AUTHORIZING IMPROVEMENT ON THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution 2020-021 of the City Council adopted February 4, 2020, fixed a date for a council hearing on the improvement of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW. The improvement shall consist of street reconstruction, sidewalk construction, and the installation of watermain; and,

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 4th day of March, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon;

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Motion: Seconded: Carried:

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Katie Brooks, Human Resources/City Clerk
Date: March 4, 2020
Subject: Amending ORD 720, City Code Chapter 425, Peddlers, Solicitors, Transient Merchants and Mobile Food Units

Background:

At the February 18, 2020 City Council meeting staff was directed to add a subsection to clarify intent of the ordinance 720. This section exempts certain organizations from needing an application and approval from the City for peddlers, solicitors and transient merchants for tax-exempt and non-profits. Below is the added subsection that has been posted for 10 days as required by state statute.

§ 245-3. Exceptions.

9. *Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.*

Request:
Staff is requesting approval on this item.

Attachments:
ORD 2020-XXX

ORDINANCE NO. XXX

ORDINANCE AMENDING 720, CITY CODE CHAPTER 425, PEDDLERS, SOLICITORS, TRANSIENT MERCHANTS, AND MOBILE FOOD UNITS

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

- **Section 1 – Repealer.** Ordinance No. 485, titled "Peddlers, Solicitors and Transient Merchants", codified in Chapter 245 of the City Code, is hereby repealed in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 245 is hereby adopted:

Chapter 245

Peddlers, Solicitors, Transient Merchants and Mobile Food Units

245-1. Definitions
245-2. License Required
245-3. Exceptions.
245-4. Ineligible People.
245-5. Application.
245-6. Photographs.
245-7. Fees, Duration.
245-8. Investigation, Issuance, Denial.
245-9. Standards of Conduct.
245-10. Mobile Food Units.
245-11. Exclusion by Placard.
245-12. Special Events.
245-13. Suspension; Revocation.
245-14. Penalty, Enforcement.

§ 245-1. Definitions.

Unless the context clearly indicates otherwise, the words below are defined for the purpose of this section as follows:

1. "Non-commercial door-to-door advocate" is a person who goes door-to-door for the primary purpose of disseminating religious, political, social or other ideological beliefs. For the purpose of this chapter, the term door-to-door advocate shall fall under the term solicitor and include door-to-door canvassing and pamphleteering and is intended for non-commercial purposes.
2. "Peddler" includes a person who goes from place-to-place exhibiting merchandise for sale, making sales, and delivering articles to purchasers.
3. "Transient Merchant" – A person who temporarily sets up business out of a vehicle, trailer, tent or other portable shelter or empty storefront in a commercial district where retail sales are a permitted or conditional use for the purpose of exposing or displaying for sale, selling or attempting to sell and delivering goods, wares, products, merchandise or other personal property and who does not remain or intend to remain in any location for more than 14 consecutive days.
4. "Solicitor" includes a person who goes from place-to-place soliciting orders for the sale of merchandise or personal services for future delivery or future performance, whether or not the person has a sample of the merchandise or is collecting advance payments for the orders. The word also includes activity that has as its ultimate purpose the obtaining of orders even though it may not initially purport to do so. For the purposes of this chapter, the term solicitor shall have the same meaning as the term canvasser.
5. "Regulated activity" means the activity of a peddler, transient merchant, solicitor or mobile food unit as defined in this chapter. The term only includes activities that involve the sale of a product or service. It does not include activities that involve only statements of opinion or belief or that request only a donation.
5. "Licensee" means an individual, partnership, corporation or association licensed within the city under this section and includes a person who is or will be conducting the regulated activity on behalf of the licensee.
6. "Person" means a natural person, a firm, partnership, corporation, any other association of people, and includes the manager or agent of that person or organization.

7. "Occupant" means a person living, staying, or working at a residence, including a guest.
8. "Mobile Food Unit" means a food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

§ 245-2. License Required.

A person engaging in a regulated activity within the city must first obtain a license from the City Clerk or designee.

§ 245-3. Exceptions.

A person engaging in the following activities is not required to obtain a license and an identification card from the city:

1. Selling personal property at garage sales, rummage sales, or estate sales. This includes persons participating in an organized multi-person bazaar or flea market.
2. Selling newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
3. Selling products of the farm or garden grown or raised by the seller, including meat, but such activities must comply with applicable health regulations.
4. Selling at an auction conducted by a licensed auctioneer, or any officers of the court conducting a court ordered sale.
5. Calling upon residents in connection with a regular route service for the sale and delivery of perishable food and dairy products. This includes initial contacts to establish a customer delivery route. This exception does not relieve that person of the duty to comply with other applicable city requirements.
6. Sales or offers for sales by peddlers or solicitors who appear at the customer's home or place of business by an appointment which was made prior to such appearance are exempt from the provisions of this chapter.
7. Non-commercial door-to-door advocates. No license or registration shall be required of any person going from house to house, door to door, business to business, street to street or any other type of place-to-place when the activity is for the purpose of exercising that person's state or federal Constitutional rights, such as the freedom of speech, press, religion and the like, except that this exemption does not apply if the person's exercise of Constitutional rights is merely incidental to a commercial activity.
8. Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a commercial retail seller of the items be sold by the wholesaler.
9. Disseminating religious, political, social or ideological beliefs, including pamphleteering and canvassing for non-commercial purposes, or soliciting for, or selling, merchandise on behalf of a tax-exempt and non-profit organizations.

§ 245-4. Ineligible People.

The following people are not eligible for a license and from the city:

1. A person whose license for a regulated activity was revoked by the city or another governmental body within three years before the application date;
2. A person who has been denied a license for regulated activity by the city or another governmental body because of circumstances that occurred within three years before the application date;
3. A person who has violated, or whose representative has violated, a provision of this section within three years before the application date, or who violates a provision of this section during the application period pending issuance of the license;

4. A person who has been convicted within three years before the application date of a crime that adversely reflects on the person's ability to honestly, safely, or lawfully conduct the regulated activities, unless the individual can show sufficient evidence of rehabilitation as defined in Minn. Stat. § 364.03, subd. 3, as it may be amended from time to time; or
5. A person who has falsified information, or omitted material information, required by this section.
6. A person who produces documentation of identification that is torn, pasted, peeled, or otherwise damaged or altered.

§ 245-5. Application.

Application for a license must be made at least ten working days before the regulated activity is proposed to begin and must include an accurate, sworn statement in writing, on a form furnished by the city, that gives the information listed below and includes the required supporting documentation:

1. Full legal name and physical description of the applicant;
2. Complete home and local address of the applicant;
3. A brief description of the proposed activity, its location, and the merchandise or service involved;
4. The dates and hours of the day during which the activity will be conducted;
5. Name, address, and phone number of the person on whose behalf the orders are solicited, together with credentials establishing the applicant's relationship to the person;
6. The source of supply of merchandise proposed to be sold, where the goods are located at the time the application is filed and the proposed method of delivery;
7. Whether or not the applicant has been convicted of any crime other than petty traffic violations, the nature, time and location of the offense and the punishment or penalty imposed;
8. The last cities or other localities, not exceeding five, where the applicant conducted the proposed activity immediately preceding the date of the application and where within those areas the activity took place;
9. Make, model, year, color, and state license number of each motor vehicle to be used in connection with the proposed activity;
10. Social security number, date of birth, and drivers license or state or tribal identification card number;
11. Passport information and visa status if the applicant is not a United States Citizen;
12. The name, address and phone number of the person or company employing the individual, if different from the information in sub-paragraph 5 above; and
13. A copy of all documents to be used by the applicant in the regulated activity.
14. Phone number(s) for the applicant;
15. All names of employees or multiple persons under one license.
16. Mobile Food Unit Additional Requirements

    a. Valid copies of all necessary licenses or permits required by the state or county.

    b. Pictures of mobile food unit vehicle and a site plan showing location of vehicle on the property. Plans and specifications for non-vehicular mobile food stand or unit and a site plan showing the proposed of stand or unit on the property.

c. A copy of the written permission from the property owner or property owner's agent where the mobile food vendor will be conducting business.

d. A list of other communities or locations where the applicant has been a mobile food vendor.

§ 245-6. Photographs.

Each individual who will be conducting the regulated activity on behalf of the partnership or organizational applicant (including the applicant) must submit two copies of a recent photograph, showing the head and shoulders of the person in a clear and distinguishable manner. An application is not complete until the required photographs are supplied.

§ 245-7. Fees, Duration.

The application must be accompanied by the required license fees specified in the city fee schedule, which may be amended from time to time by action of the City Council. A license is valid only for the time periods in the calendar year in which it is issued. No fees are required of individuals taking orders for the shipment of goods through interstate commerce.

§ 245-8. Investigation, Issuance, Denial.

1. Within five working days after a complete application is submitted, the Police Department will conduct an investigation regarding the information provided in the application and the eligibility for a license. The City Clerk will issue a license only to eligible people. The license shall bear the name of the applicant; and in the case of additional employees or multiple persons, a copy of the license shall be issued that bears their name and photograph. That copy shall correspond to the copy of record retained by the City. Any alteration of that license and/or photograph invalidates the license.
2. The City Clerk may not issue a license if there are circumstances indicating that the intended recipient may not honestly, lawfully, and safely conduct the proposed regulated activity. The City Clerk must notify an applicant in writing of a denial of a license, specifying the reasons. The applicant may appeal the denial by submitting to the City Clerk a written request within ten days after the denial asking to address the City Council. The City Council may refer the matter to an independent hearing officer or may consider the appeal itself. The City Council or hearing officer may deny a license and/or identification card when they believe such action will protect the public health, safety, or welfare.

§ 245-9. Standards of Conduct.

1. Except for those people specified in section 245-4, a person may conduct regulated activity in the city only if they carry a license with attached photograph identifying the person has been issued a license and it has not been revoked, suspended, or impounded. The license and attached photograph must be shown upon request.
2. A licensee must not transfer its license to another person. A license that has the photograph removed is invalid. Use of that invalid license is a violation of this chapter.
3. A person must not use a license issued to someone other than that person.
4. A person conducting regulated activity must not go onto private property for that purpose when there are signs prominently posted indicating that trespassing and/or solicitation is unwelcome or prohibited.
5. A person must not be on a street, highway, or adjacent boulevard and direct regulated activity toward the occupants of any motor vehicle in transit and must not obstruct the free flow of vehicular or pedestrian traffic on any public street, sidewalk, or other public right-of-way.
6. A person must not conduct regulated activity in a manner that creates a health or safety hazard. No person shall call attention to their business or items to be sold by means of blowing a horn, whistle, bell, or crying out or by any other noise, so as to be unreasonably audible within an enclosed structure.

7. A person must conduct regulated activity in a reasonably courteous manner at all times, must not engage in offensive, obscene, or abusive language, must not push open a door not opened by an occupant, must not place any portion of the person's body through an opened doorway without the invitation of an occupant, and must not physically attempt to stop an occupant from closing a door.
8. A licensee must immediately leave private property when requested to do so by an occupant or owner and must leave immediately upon completion of a transaction or an unsuccessful attempt to contact an occupant.
9. A licensee entering onto residential property must go directly to a door of the house, unless there is an adult present outside of the house or in an open garage. At no time may a licensee go to a window or to the back yard, unless invited to do so by the occupant.
10. A person conducting regulated activity must not make untrue statements to the people contacted regarding the purpose of the contact, orders placed by the neighbors, or the goods and services offered.
11. A licensee must not make statements to the people contacted indicating or implying that the city license constitutes an endorsement of their activities or products by the city.
12. While conducting regulated activity, a licensee must not be accompanied by a person who is not licensed or is not listed in the license application.
13. No person shall conduct business in residential zoned areas before 10:00 a.m. or after 7:00 p.m.

§ 245-10. Mobile Food Units.

1. State License. Mobile food units shall hold a valid license from the State of Minnesota Department of Health or Department of Agriculture. A license is valid for one vehicle or stand. Any conditions of the State Health Department shall be incorporated into the license issued under this Section. A copy of the license shall be submitted to the City.

2. Insurance. A certificate of insurance evidencing the following forms of insurance. The certificate shall be submitted to the City:

a. Commercial general liability insurance, including products and completed operations coverage, with a limit not less than one million dollars ($1,000,000) for each occurrence / two million dollars ($2,000,000) aggregate.

b. Automobile liability insurance with a limit not less than one million dollars

($1,000,000) combined single limit.

c. The City of Isanti shall be named as an additional insured and provided with a certificate of insurance.

d. A signed statement that the licensee shall defend and indemnify the City, its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license.

3. Duration of sales and unit standards. A license shall be valid for one year. The license is valid for one vehicle or stand only. The mobile food unit can operate in the same location for a time period not to exceed 6 months. The unit, stand or vehicle must not have rust, peeling paint, dents and must be maintained in a professional manner. The vehicle or stand must be approved for aesthetics by the City. The license must be displayed in plain view on the vehicle/stand.

4. Overnight storage. No overnight storage of a mobile food truck on city property, including public rights of way, shall be permitted.

5. Signs. No mobile food unit shall use exterior signage (unless issued a temporary sign permit), flags, feathers, banners, bollards, or any other equipment not contained on or within the vehicle or stand.

6. Noise and Lighting. No shouting, blowing a horn, ringing a bell, or use of any sound devices upon any streets, alleys, parks, or other public places of the city or upon any private premises in the city. No vendor shall use or maintain any outside amplifying equipment, televisions, or similar entertainment devices. Lighting will be downcast, concealing light source from view, and must not spill onto adjacent properties and right of ways. Ice cream trucks traveling through a

residential district may have outdoor music or noise-making devices to announce their presence.

7. Parking. Mobile food trucks must be located on a paved surface. A mobile food unit may not operate in a traffic lane, on a sidewalk, or in any location which causes an obstruction of traffic, such as queuing of patrons or advancement of vehicles. A pedestrian walkway of 6 feet must be maintained on the service side of the vehicle.

8. Hours of operation. Hours of operation shall be allowed from 8:00 a.m. to 10:00 p.m. In the case of an event authorized under a special event permit, the hours will match the time period indicated in the permit.

9. Waste disposal. Mobile food units shall provide waste disposal, clean up all litter and garbage generated by this use and maintain their site in a clean and hazard free condition. All waste liquids shall be kept in leak proof, nonabsorbent containers which shall be kept covered with tight fitting lids and properly disposed of. No waste liquids, garbage, litter or refuse shall be dumped or drained into the sidewalks, streets, gutters, drains or public trash receptacles. The licensee shall be responsible for all litter and garbage left by customers.

10. Self-containment. Mobile units can't connect to public utilities unless on private property through agreement with the property owner. No power, cable or equipment shall be extended at any grade across any city street, alley, or sidewalk. Any generators must be self-contained and any noise created by their operation shall not cause a public nuisance, as per Chapter 216, Nuisances.

11. Inspections, Mobile units shall comply with all applicable Fire Codes and may be inspected by the City prior to operation.

12. Locations. Mobile food units shall only be allowed to operate on private property in zoning districts where retail sales are allowed as permitted or conditional uses under the City's zoning codes. Mobile food units may be allowed in public rights of way, residential or park zoning districts in conjunction with an approved special event permit.

13. The mobile food vendor shall not set-up in a manner so to create a traffic hazard and follow police orders. The mobile food unit shall not have a drive through. Ingress and egress to private property shall be through existing driveways only.

14. Mobile food units providing external seating must not block any sidewalk or driveway area or occupy any required parking spaces.

15. Ice cream novelty trucks are allowed to operate within the public right of way in residential districts.

16. Mobile food units are prohibited from vending activities within 150 feet of a food service building or within 500 feet of a community event, unless part of the sponsor license and/or special event permit for the event.

17. No mobile food unit shall sell alcoholic beverages.

18. Mobile food unit vendors shall maintain a fire extinguisher at all times.

19. Mobile food vendors shall maintain their immediate sales location in a clean and hazard free condition.

20. The mobile food vendor shall not operate in such a manner so as to constitute a public nuisance.

§ 245-11. Exclusion by Placard.

No peddler, solicitor or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business when the property is marked with a sign or placard at lease four inches long by four inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants" or "Peddlers, Solicitors and Transient Merchants Prohibited" or other comparable statement. No person other than the property owner or tenant shall remove, deface or otherwise tamper with any sign or placard under this section.

§ 245-12. Special Events.

The following standards shall apply to all events that are authorized by a special event permit.

1. It is not necessary for each transient merchant or mobile food unit to obtain a license under this chapter provided

that the sponsor, promoter or organizer of the event obtains a permit and maintains a list of all participants and assumes responsibility for their activities and conduct.

2. The sponsor, promoter or organizer of the event may designate where peddlers and transient merchants and mobile food unit set up their booths, sales stands or vehicles.

§ 245-13. Suspension; Revocation.

1. The city may suspend or revoke an identification card and/or license, if the person who is the acting on behalf of the licensee, or the licensee has:
   a. Violated a provision of this section, or other local laws governing the same activity, during the license period;
   b. Violated a criminal law during the license period that adversely reflects on the ability to honestly, safely, or lawfully conduct the regulated activity; or
   c. Submitted false information or omitted material information in the licensing process required by this section.
2. If a license is revoked or suspended, all licenses issued to people acting on behalf of the licensee are automatically revoked or suspended.

§ 245-14. Penalty, Enforcement.

1. The Chief of Police, and their designees are authorized to enforce this ordinance. They may impound a license when a person has been found violating a provision of this chapter, when cause exists for suspending or revoking the license, or when the license has been suspended or revoked. When impounding a license, the official must send a notice to the licensee and at the address on the application form, giving the parties ten days to submit a written request for a hearing before the city council. Failure to timely request an appeal constitutes a waiver of that appeal and results in an automatic suspension of the license or card for three years.
2. Any person violating any provision of this chapter shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a maximum fine of $1,000 or a term of imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 3 – Effective Date. This ordinance becomes effective on the date of its publication in the city's official newspaper.

Adopted by the City Council this 4 day of March 2020.

Attest: _____ Jeff Johnson, Mayor

_____
Katie Brooks
Human Resources/City Clerk

Posting Date: 2/20/2020
Reading Date: 3/4/2020
Publication Date:
Effective Date:

K.2.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti

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At the February 18, 2020 City Council meeting, Council made it clear to amend Chapter 245 Peddlers, Solicitors and Transient Merchants to include an exemption for non-profit and tax-exempt organizations from needing to apply or pay the permit fee. It was also expressed that non-profits and tax-exempt organizations shall not pay an Administrative Permit. A permit would still need to be filed with the City.

Application and related fees per the Fee Schedule will apply for all other permits and facilities not defined within the attached Resolution unless exempted by the applicable Ordinance.

Action Required:
If the Council concurs to allow Staff to waive the permit application for Administrative Permits upon receipt with proof of qualified status, it should by motion, approve the Resolution as written.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

ADOPTING POLICY TO WAIVE SPECIFIED FEES FOR QUALIFIED NON-PROFIT AND TAX-EXEMPT ORGANIZATIONS IN THE CITY OF ISANTI

WHEREAS, the City Council supports the efforts by qualified non-profit and tax exempt organizations that educate and enhance the lives of the youth and young adults of the City of Isanti; and,

WHEREAS, the City charges fees for permits to defray administrative and operational costs; and,

WHEREAS, the City Council desires to assist with the efforts of qualified non-profit and tax exempt organizations with such programs that benefit the citizens of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to waive the following fee for a specified permit, with said process and steps that are hereby listed below and made a part of this resolution.

1. City staff are authorized to waive the following permit fee:

    a. Administrative Permit

2. A qualified non-profit and tax exempt organization serving youth and young adults in the City of Isanti shall submit proof of non-profit and/or tax exempt status for waiver of the permit fee as specified in paragraph 1 to the City Administrator or their designee.

3. The organization must also submit any other permit application as required by the City. Timelines for submission of proof of non profit and/or tax exempt status as outlined in paragraph 2 shall follow the same timeline as required for the processing of a permit.

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: March 4, 2020

Subject: Liquor License and Pawnshop License Renewals

Background:
Prior to being brought to City Council for consideration of a Liquor License and Pawnshop renewals, all Liquor License and Pawnshop applications are reviewed for completeness, the license applicants undergo a background check by the Police Department, taxes and assessments are reviewed against the licensed property to make sure they are current; fees owed to the City are checked to ensure there are no delinquent fees. Staff has reviewed completed applications and each applicant has met the requirements outlined in City Code.

The following license holders have submitted complete applications, and through review, have been recommended to proceed forward to the City Council for consideration for renewal of their liquor license and pawnshop license at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW 2735
- Wintergreens Golf & Grill
- Thunder Brothers Brewery, Inc.
- Northern Pawn, Inc.

Attachment:
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Junction Bowl and Whistle Stop Bar and Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal Application for Rum River VFW 2735
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Wintergreens Golf & Grill
- Resolution 2020-XXX Approving the On-Sale and Sunday Liquor License Renewal for Thunder Brothers Brewery, Inc.
- Resolution 2020-XXX Approving a Pawnshop for Northern Pawn, Inc.

Action:
- Staff is requesting City Council action on this item.

K.3.a.

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2019; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all tax assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.3.c.

RESOLUTION 2020-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE ON-SALE, OFF-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS MICROBREWERY

WHEREAS, Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License will expire on March 31, 2020; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. Thunder Brothers On-Sale, Off-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale, Off-Sale and Sunday Liquor License shall be April 1, 2020 through March 31, 2021.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING PAWNSHOP LICENSE TO NORTHERN PAWN, INC.

WHEREAS, the City has received an application for renewal of a Pawnshop License from Joe Niles, Northern Pawn, Inc. for the operation of a pawnshop at 303 Credit Union Drive Suite 9; and,

WHEREAS, all City fees are current and the required license fee and bond have been received; and,

WHEREAS, all taxes assessments against the property are current; and,

WHEREAS, the Isanti Police Department has conducted a background check on the applicant for the pawnshop license and found no reason to deny the renewal of the license; and,

WHEREAS, the City has not received any information to preclude the issuance of the pawnshop license to the applicant;

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

1. That the City hereby authorizes the issuance of a Pawnshop License to Joe Niles, Northern Pawn, Inc. to operate a pawnshop at 303 Credit Union Drive, Suite 9, Isanti MN 55040 for a license period from April 1, 2020 to March 31, 2021.
2. The transaction fee shall be subject to the current fee that is set by the City Council within the Fee Schedule.
3. The license shall be subject to all conditions as provided within City Code Chapter 233.
4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the pawnshop license.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 4, 2020
Subject: Resolution 2020-XXX granting an extension to the recording of final plat Legacy Pines 2nd Addition

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Background:
On November 5, 2019 the City Council approved the development agreement and final plans for Legacy Pines 2nd Addition. This document along with the plat are required to be recorded before any development can begin.

According to City Code, Final Plats are to be recorded within 90 days of approval, in this case that deadline is March 6, 2020. The developer, Jason Bebeau, Everpine Land Holdings, is requesting and extension of 60-days to record the plat. He is requesting the extension stating that early winter conditions affected the timing to record the plat.

With a winter approval it is common for developers to wait to record their documents, if they can't prep the site it doesn't make sense for them to pay their development fees and let it sit over winter. The extension if granted will for May 6, 2020. If the extension is granted the 2019 fees as shown in the approved development agreement will apply. If the extension is not granted then the fees should be revised to 2020 fee schedule and the development agreement will need to be amended. Staff can support the extension but recommends that if it is not filed by this deadline he will need to reapply and all fees are updated per the 2020 fee schedule.

Request:
Consider resolution to extend the recording of the plat for 60-days.

Attachments:
- Resolution 2020-XXX
- Letter of request
- Resolution of approval 2019-289

RESOLUTION 2020-XXX

APPROVING THE EXTENSION OF RECORDING OF THE FINAL PLAT FOR LEGACY PINES 2ND ADDITION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been approved by the City Council of the City of Isanti; and,

WHEREAS, Subdivision Ordinance 536, Article 6, Subdivision 1 (I) requires all plats shall be recorded with the County Recorder's Office within ninety days after the date of approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the extension for 60-days to record the plat.

This Resolution hereby approved by the City Council of the City of Isanti this 4th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

February 26, 2020

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Legacy Pines 2nd Addition
Request for Extension

Dear Sheila:

I am writing this to request an extension on the time to file the plat for Legacy Pines 2nd Addition.

Given the timing of the City Approvals last Fall along with the early onset of Winter, we were not able to get the plat recorded as we would of liked. I am requesting a 60-day extension from the City in order for us to get this accomplished.

I thank you and the City Council in advance for your consideration and assistance with this project.

Sincerely,

Jason Bebeau
Everpine Land Holdings

RESOLUTION 2019-289

APPROVING THE DEVELOPMENT AGREEMENT FOR LEGACY PINES 2ND ADDITION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 5th day of November, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

Memo for Council Action

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: March 4, 2020
Subject: Resolution 2020-XXX Amending the Lease Agreement with Rum River BMX - Special Event Paid Parking Agreement

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Background:
On request by RRBMX, amending the terms was discussed at the COW meeting on April 16th, 2019 to allow for fees to be collected on additional lots and for the City to assist RRBMX in securing National events. RRBMX also requested to have the city "loan" $8,000 in order for RRBMX to secure a National event. Staff had the city attorney review the "loan" request. The city attorney has informed us that there is no legal basis for granting such a loan. Staff has included a new draft for the agreement, which includes a 50/50 split in parking revenue fees.

Recommendation: Staff is recommending that the parking fee revenue be split with RRBMX 50/50 for Tier 2 events. Tier 1 events to be split at 50/50 after the initial $8,000 is met in parking fee revenue.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX
- Draft Amended Exhibit G – Special Event Paid Parking Agreement and Map

RESOLUTION 2020-XXX

AMENDING THE LEASE AGREEMENT WITH RUM RIVER BMX ASSOCIATION EXHIBIT G – SPECIAL EVENT PAID PARKING AGREEMENT

WHEREAS, the Tenant, Rum River BMX Association (RRBMX) and the City of Isanti desire to modify the Lease Agreement to include an update to Exhibit G - Special Event Paid Parking Agreement; and,

WHEREAS, city staff updated the Special Event Paid Parking Agreement to address use of additional parking areas, which includes the south gravel soccer complex parking lot North off of Isanti Parkway NW next to the Public Works complex, and the south paved parking lot of Bluebird park; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 2 events; and,

WHEREAS, the City of Isanti will invoice RRBMX following an event for 50% of the revenue of all tickets not returned on Tier 1 events, after the initial $8,000 has been met; and,

WHEREAS, the Lease Agreement in its entirety with Exhibit G shall supersede all previous versions,

NOW, THEREFORE, IT IS HEREBY SUPERCEDES RESOLUTION by the City Council of the City of Isanti, Minnesota to approve the amendment to the Rum River BMX Lease Agreement, Exhibit G – Special Event Paid Parking Agreement as attached as 'Appendix I".

This resolution was duly adopted by the Isanti City Council this 4th day of March, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources / City Clerk

EXHIBIT G
Special Event Paid Parking Agreement

Intent
It is the intent of this Special Event Paid Parking Agreement for the City of Isanti and the Rum River BMX Association to establish an understanding of both the City's and the Association's respective responsibilities with regards to use of the overflow parking space at the Isanti Indoor Arena (IIA) and the surrounding area (see Map 1), including associated parking fees. This agreement may be amended from time to time by agreement of both parties, and may be terminated at anytime with or without cause by not less than 6 months written notice to the other party. So long as this agreement is in place it shall be reviewed every two (2) years, the start date of which is August 1, 2018. The City of Isanti shall make its best efforts to notify the Rum River BMX Association whenever this policy is discussed in the future.

Purpose
The purpose of this Special Event Paid Parking agreement is to ensure that the City of Isanti does not incur costs associated with maintenance of the affected property due to uses beyond those normally associated with public open spaces. The types of events that are taking place at Isanti Indoor Arena (IIA) will be categorized as Tier 1 or Tier 2. Tier 1 events will be National or Gold Cup series events. Tier 2 events will be District or State series events. The category must be included on the Special Event Permit Application. It shall be noted that all other Special Event parking must take place on designated/approved areas. Rum River BMX Association may be permitted to use parking lot A for team canopies and event activities other than parking during Tier 1 events, as long as this use is clearly indicated in the Special Event Permit application.

Description of Open Space and Parking Lots
The use of the open space and parking lots, hereafter referred to as "Overflow Parking,"
Parking Lot A: paved parking lot west of and adjacent to the IIA building
Parking Lot B: small paved parking lot on north end of Bluebird park to the east of 1st Ave NW
Parking lot C: grassy area south of IIA (101 Isanti Parkway NW, Isanti, MN 55040) in Bluebird Park (201 Isanti Parkway NW, Isanti, MN 55040) from the paved trail south of the parking lot south to 1st Avenue NW, and from the tree line east to the storm pond;
Parking Lot D: gravel parking lot on the south end of the Cambridge-Isanti soccer complex,(north of Isanti Parkway NW)
Parking Lot E: south paved parking lot in the south end of Bluebird Park to the east of 1st Ave NW

A map of the Overflow Parking areas is attached to this agreement as Map 1.

Use of Overflow Parking
Parking in the overflow parking areas shall only be permitted through the filing and approval of a Special Event Permit application by Rum River BMX Association to the City of Isanti. Written approval from the Cambridge-Isanti Soccer Club must be included in the permit application for use of parking lot D. Such application is required no later than thirty (30) days prior to the event start date. Passenger vehicles may be parked in all the designated overflow parking areas for the duration of an event. Recreation Vehicles (RVs) may only be parked in parking lot C for the duration of an event, including overnight camping, as long as such use is requested in the Special Event Permit application.

Overflow Parking Fees
In such instances when overflow parking has been granted, Rum River BMX Association will be responsible for collecting user fees, the amounts of which will be identified within the Special Event Permit application. Parking lots C, D and E are granted paid parking permission for Tier 1 events. Parking lot C is granted paid parking permission for Tier 2 events.

An RV fee will be assessed to a truck and trailer or self-propelled recreational vehicle; the parking permit of which will remain with the "engine." Recreational towed vehicles will be assessed the same fee as a car or truck. There will be no fees charged for cargo trailers. Car and/or tent camping will be allowed and vehicles will be assessed the car/truck fee. RV parking/camping will only be allowed in parking lot C for any type of event.

The City of Isanti will receive a percentage of parking revenue and Rum River BMX Association will receive a percentage of parking revenue based on events type (Tier 1 or Tier 2). These percentages will be based upon events that are occurring at the IIA. The breakdown for the revenue generated from parking fees will be divided up as follows:

- Tier 1 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lots: C, D and E)
    - When a national event is secured by RRBMX, 100% of the parking fee revenue will go to RRBMX until $8,000 is met and then the parking fee revenue will be split 50/50
- Tier 2 events will include a split of 50% to the City of Isanti and 50% to the Rum River BMX. (includes parking lot: B and C)

The City of Isanti will issue numbered parking passes to the Rum River BMX Association prior to approved events. Parking passes must be displayed on paid vehicle dashes. Rum River BMX will be responsible for returning all unused passes, and will be invoiced for 75% or 50% of the revenue for all passes not returned, depending of event type. Passes must be returned to the City of Isanti within ten (10) businesses days after the end of each event. The City of Isanti will invoice the Rum River BMX Association within thirty (30) days of receipt of the returned parking passes.

MAP 1

Parking Lot D
Isanti Pkwy NW
Parking Lot B
1st Ave NW
Parking Lot A
Rum River BMX Arena
Parking Lot C
Parking Lot E
1st Ave NW

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
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02/20	02/19/2020	53026	1503	7-UP BOTTLING	609-20200	96.50	V
02/20	02/19/2020	53026	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00	V
02/20	02/19/2020	53027	2290	AMERICAN FLAGPOLE &	101-20200	137.85	V
02/20	02/19/2020	53028	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	565.23	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	177.50	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	165.60	V
02/20	02/19/2020	53029	53	BELLBOY CORPORATION	609-20200	4,680.52	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	27.60-	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	86.46	V
02/20	02/19/2020	53030	9	BERNICKS PEPSI-COLA	609-20200	1,140.30	V
02/20	02/19/2020	53031	1815	CENTURYLINK	609-20200	976.31	V
02/20	02/19/2020	53032	918	CRYSTAL SPRINGS ICE	609-20200	50.22	V
02/20	02/19/2020	53033	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	328.24	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	74.83-	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,052.85	V
02/20	02/19/2020	53034	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,576.95	V
02/20	02/19/2020	53035	2871	DEAN'S HEATING & AC, INC	920-20200	19,065.00	V
02/20	02/19/2020	53036	1941	DELTA DENTAL	861-20200	2,949.50	V
02/20	02/19/2020	53037	2478	EAST CENTRAL ENERGY	101-20200	43.85	V
02/20	02/19/2020	53038	55	ECM PUBLISHERS INC	609-20200	156.25	V
02/20	02/19/2020	53039	912	FASTENAL COMPANY	602-20200	19.10	V
02/20	02/19/2020	53040	385	FEDERATED CO-OPS INC	101-20200	41.97	V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00	V
02/20	02/19/2020	53041	2735	GARVEY, JENNY	101-20200	5.00	V
02/20	02/19/2020	53042	949	GRAINGER INC	602-20200	75.70	V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	677.91	V
02/20	02/19/2020	53043	424	H&L MESABI COMPANY	101-20200	340.20	V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,226.00	V
02/20	02/19/2020	53044	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,281.50	V
02/20	02/19/2020	53045	5	KAWALEK TRUCKING	609-20200	110.60	V
02/20	02/19/2020	53046	2648	LEPAGE & SONS	101-20200	748.12	V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	71.60-	V
02/20	02/19/2020	53047	17	MCDONALD DISTRIBUTING CO	609-20200	5,274.10	V
02/20	02/19/2020	53048	110	METAL COATING & MFG CO	602-20200	50.00	V
02/20	02/19/2020	53049	1536	MINNESOTA DEED	219-20200	833.33	V
02/20	02/19/2020	53050	2208	MINNESOTA EQUIPMENT INC	101-20200	6.22	V
02/20	02/19/2020	53051	1996	MN GFOA	101-20200	70.00	
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	601-20200	.00	V
02/20	02/19/2020	53051	2080	MVTL LABORATORIES INC	602-20200	.00	V
02/20	02/19/2020	53052	1996	NATE REINHARDT (MNGFOA TREASURER	101-20200	.00	V
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	601-20200	43.20	
02/20	02/19/2020	53052	2080	MVTL LABORATORIES INC	602-20200	116.38	
02/20	02/19/2020	53053	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00	V
02/20	02/19/2020	53054	617	PAUSTIS & SONS	609-20200	360.83	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,999.20	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,378.90	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	721.50	V
02/20	02/19/2020	53055	44	PHILLIPS WINE & SPIRITS INC	609-20200	63.90-	V
02/20	02/19/2020	53056	12	POSTMASTER	101-20200	485.02	V
02/20	02/19/2020	53057	2630	RAPP, JORDAN	101-20200	55.44	V
02/20	02/19/2020	53058	2341	RED BULL DISTRIBUTION	609-20200	81.50	V
02/20	02/19/2020	53059	2756	SELLMAN, SHEILA	108-20200	9.00	V

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
02/20	02/19/2020	53060	1442	ST. LOUIS MRO INC	101-20200	45.00	V
02/20	02/19/2020	53061	73	STAR	101-20200	701.00	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	4.97	V
02/20	02/19/2020	53062	1290	THE AMBLE GROUP	101-20200	31.41	V
02/20	02/19/2020	53063	2870	THE FARMER'S DAUGHTERS	101-20200	153.00	V
02/20	02/19/2020	53064	42	VIKING COCA-COLA BOTTLING CO	609-20200	145.25	V
02/20	02/19/2020	53065	4	WATSON CO INC	609-20200	988.23	V
02/20	02/19/2020	53066	2872	WINEBOW	609-20200	884.50	V
02/20	02/19/2020	53067	2067	ZABINSKI BUSINESS	609-20200	875.00	V
Grand Totals:						60,855.28	

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Invoice detail
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/20	02/26/2020	53068	2873	ADAPCO, LLC	920-20200	8,850.00
02/20	02/26/2020	53069	1059	ANOKA COLLISION CENTER	101-20200	1,761.70
02/20	02/26/2020	53070	598	ASPEN MILLS INC	101-20200	3,829.64
02/20	02/26/2020	53071	9	BERNICKS PEPSI-COLA	609-20200	686.66
02/20	02/26/2020	53072	2537	BROOKS, KATIE	101-20200	230.07
02/20	02/26/2020	53073	1969	CITY OF SAINT PAUL	101-20200	380.00
02/20	02/26/2020	53074	120	CONNEXUS ENERGY	101-20200	19,001.47
02/20	02/26/2020	53075	918	CRYSTAL SPRINGS ICE	609-20200	170.10
02/20	02/26/2020	53076	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,237.64
02/20	02/26/2020	53077	595	DEANS HEATING &	101-20200	76.00
02/20	02/26/2020	53078	912	FASTENAL COMPANY	602-20200	79.77
02/20	02/26/2020	53079	1698	FINANCE AND COMMERCE INC	440-20200	164.05
02/20	02/26/2020	53080	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	204.25
02/20	02/26/2020	53081	1400	GENERAL CODE LLC	101-20200	3,686.93
02/20	02/26/2020	53082	424	H&L MESABI COMPANY	101-20200	1,291.86
02/20	02/26/2020	53083	160	HAWKINS INC	601-20200	1,649.51
02/20	02/26/2020	53084	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	164.77
02/20	02/26/2020	53085	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,959.83
02/20	02/26/2020	53086	5	KAWALEK TRUCKING	609-20200	165.00
02/20	02/26/2020	53087	1282	LEAF TOWING AND	220-20200	185.00
02/20	02/26/2020	53088	17	MCDONALD DISTRIBUTING CO	609-20200	15,912.55
02/20	02/26/2020	53089	616	MENARDS - CAMBRIDGE	101-20200	18.61
02/20	02/26/2020	53090	2016	NORTHERN INGREDIENTS CO INC.	601-20200	8,472.00
02/20	02/26/2020	53091	617	PAUSTIS & SONS	609-20200	223.25
02/20	02/26/2020	53092	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,786.69
02/20	02/26/2020	53093	2396	SOUTHERN GLAZERS OF MN	609-20200	692.40
02/20	02/26/2020	53094	1361	STAPLES ADVANTAGE	101-20200	396.06
02/20	02/26/2020	53095	73	STAR	609-20200	667.45
02/20	02/26/2020	53096	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	487.00
02/20	02/26/2020	53097	1290	THE AMBLE GROUP	101-20200	37.01
02/20	02/26/2020	53098	1820	URBANS HARDWARE INC	101-20200	10.99
02/20	02/26/2020	53099	42	VIKING COCA-COLA BOTTLING CO	609-20200	197.50
02/20	02/26/2020	53100	1286	VINOCOPIA INC	609-20200	125.50
02/20	02/26/2020	53101	4	WATSON CO INC	101-20200	1,801.36
02/20	02/26/2020	53102	780	WINE MERCHANTS	609-20200	204.00
02/20	02/26/2020	53103	2009	WOOD, JOSEPHINE	101-20200	373.12
Grand Totals:						89,179.74

City of Isanti

Gross Payroll	88,149.17
Social Security & Medicare	4,930.18
Public Employees Retirement	9,367.02
Total City Expense	102,446.37

Pay Date 2/21/2020

Pay Period 4 (2/2-2/15/20)

RESOLUTION 2020-XXX

APPROVING APPLICATIONS FOR EXEMPT GAMBLING PERMITS FOR RUM RIVER BMX 50/50 RAFFLES

WHEREAS, the City has received two applications for exempt gambling permits from Rum River BMX to hold an event on April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $5,000 for each event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following dates: April 5th, 2020 and May 16th, 2020 through May 17th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx

Address of Organization: 101 Isanti PKWY NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: 50/50 - Raffle Date of event: April 5th 2020

Use of Proceeds: Offset Cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti PKWY NW Isanti MN 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: SEAN WILSON Applicant's phone number: (

Signature of applicant:

Date: 14 FEB 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx

Address of Organization: 101 Isanti PKWY NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name | Address | Phone No.

Cherie Sullivan
Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: 50/50 - Raffle Date of event: May 16th - 17th 2020

Use of Proceeds: Offset Cost of event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti PKWY NW Isanti MN 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: SEAN WILSON Applicant's phone number.

Signature of applicant:

Date: 14 FEB 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: March 4th 2020
Subject: 2020 Budget Amendment

Background:
Per discussion and the recommendation of the Committee of the Whole from the February 18th 2020, the attached resolution would authorize Finance Director Betker to amend the budget to transfer $82,026 from Fund 920 to the General Fund.

Recommendation:
Committee of the Whole discussed the proposed amendment February 18th 2020 and recommends approval as presented.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following action:

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Approving Amendment to the 2020 Budget

RESOLUTION 2020-XXX

APPROVING AMENDMENT TO THE 2020 BUDGET

WHEREAS, on December 3, 2019 the City Council approved the City of Isanti 2020 Budget; and,

WHEREAS, at its February 18th 2020 meeting the Committee of the Whole recommended a transfer from Fund 920 to the General Fund in the amount of $82,026; and,

WHEREAS, the Isanti City Council authorizes a transfer of $82,026 from the Capital Maintenance and Replacement Fund (Fund 920) to the General Fund (Fund 101);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2020 budget.

This Resolution is hereby approved by the Isanti City Council this 4th day of March, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 4, 2020
Subject: Resolution to Approve Memorandum of Understanding with the City of Cambridge for Administrative Citation Hearing Officer

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Robert Roby has been the City of Cambridge's administrative hearing officer since 2014 and has agreed to continue with contract for another year. Since 2014, the City of Isanti has obtained a Memorandum of Understanding (MOU) with the City of Cambridge to also use Robert Roby's services. The fee for his services is $75.00 per appeal hearing, $225.00 per hour for hearings that require additional testimony or process time. The City of Cambridge will be voting on the Administrative Hearing Officer Service Provider Agreement on March 2, 2020.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve Resolution as written and approve signature of the MOU.

Attachments:

- Resolution 2020-XXX
- Administrative Hearing Officer Service Provider Agreement Draft
- MOU for Administrative Citation Hearing Officer with City of Cambridge.

RESOLUTION 2020-XXX

APPROVING EXTENSION OF MOU WITH THE CITY OF CAMBRIDGE FOR ADMINISTRATIVE CITATION HEARING OFFICER SERVICES

WHEREAS, the City provides for the issuance of administrative citations for specific traffic offenses designated at Minn. Stat. § 169.999, subd. 1(b)(1), (2) and (3), in the amount designated at Minn. Stat. §169.999, subd. 5, as it may be amended from time to time; and,

WHEREAS, the City Council has approved City Code Chapter 65, Administrative Penalties which authorizes issuance of administrative citations for specified City Code violations; and,

WHEREAS, since 2014 the City has entered into a Memorandum of Understanding with the City of Cambridge to provide Administrative Citation Hearing Officer Services to the City of Isanti;

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

1) The City hereby approves extension of the Memorandum of Understanding, 'Exhibit A' that provides the services of a neutral third party through a joint powers agreement with the City of Cambridge and appoints said neutral third party to hear and rule on challenges to administrative traffic citations and administrative citations for city code violations. Such appointment shall be an unbiased non–employee. In the event the MOU is terminated, the city will contract with a qualified private company to provide a neutral third-party Hearing Officer. The contract shall be for a two-year period and shall expire on February 28, 2022, unless terminated at an earlier date.

2) The City of Isanti shall make payment to MN Mediation Services, LLC, Robert C. Roby, for Administrative Citation Hearing Officer services rendered at the rate of $75.00 per appeal hearing, 20-minute allotment, and $225.00 per hour for additional time. In the event City of Isanti services are held in Cambridge, for convenience of the Hearing Officer, invoices sent from the City of Cambridge shall be paid in the place of payment directly to MN Mediation Services, LLC.

The motion for the adoption of the foregoing resolution was proposed by Councilmember Lundeen and was duly seconded by Councilmember Bergley and upon vote being taken thereon, the following voted in favor: _____. And the following voted against the same: _____.

This Resolution is hereby approved by the Isanti City Council this 4th day of March, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

CAMBRIDGE
Minnesota's Opportunity Community℠

300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

Administrative Hearing Officer Service Provider Agreement

The City of Cambridge and Robert Roby hereby enter into a contract for administrative hearing officer services. The administrative hearing officer will handle administrative citation appeal hearings for administrative citations pursuant to Minnesota Statutes which requires cities to provide a "civil process" for citation appeals and retain a "neutral third party to hear and rule on challenges" to a citation. Under this agreement, these services may be provided to another governmental entity pursuant to a Joint Powers Agreement through the City of Cambridge.

Duties
Act as the neutral presiding officer who conducts the appeal hearing, actively listen to the evidence and arguments of the parties, and issue a final decision. The Administrative Hearing Officer must prepare written findings of facts after the conclusion of the hearing supporting his decision as to whether or not the appeal was granted or denied by applying deductive and inductive reasoning. The written findings of fact must be provided to the City and appellant within five business days of the hearing date.

Hearings must be tape recorded on recording equipment and provided by the entity hosting the hearing location. The proceedings will not be as formal as a court of law, but should be modeled after an administrative law judge proceeding. Other municipal jurisdictions, such as the City of Isanti, and the City of Braham may be served under the terms of this agreement.

Compensation
Compensation will be based upon a per citation hearing basis of $75 per appeal hearing.

The City of Cambridge will try to schedule hearings for one day per month between the hours of 8:00 am – 4:30 pm. Hearing locations will alternate between Cambridge City Hall, Braham City Hall, and Isanti City Hall. The hearing schedule will depend upon the demand for appeal hearings. Hearings will be booked in 20-minute increments for hearings without witnesses other than appellant and scheduled together so that there are not gaps in the hearing schedule whenever possible. Hearings that require additional testimony or process time will be scheduled separately and billed at $225 per hour. Hearing dates will be negotiated between the governmental entities and the administrative hearing officer so a mutually agreed upon schedule can be developed.

Contract Period
March 1, 2020 – February 28, 2022.

Termination
Either the City of Cambridge or the Service Provider may terminate this agreement upon 60 days written notice prior to the effective date of termination of the agreement. The agreement shall

thereafter be deemed terminated as of the effective date specified in said notice, or as of the 60th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the agreement to the other part, whichever of said dates is later.

For the City of Cambridge:

Jim Godfrey, Mayor

Attest:

Linda J. Woulfe, City Administrator

For the Service Provider:

Robert Roby

CAMBRIDGE
Minnesota's Opportunity Community℠

300 Third Avenue Northeast
Cambridge, MN 55008
www.ci.cambridge.mn.us

(763) 689-3211
(763) 689-6801 FAX

MEMORANDUM OF UNDERSTANDING
ADMINISTRATIVE CITATION HEARING OFFICER

This memorandum of understanding (MOU) is made and entered into as of this 2nd day of March, 2020 between the City of Cambridge, a Minnesota municipal corporation, and the City of Isanti, a Minnesota municipal corporation.

PURPOSE
Pursuant to Minnesota Statutes §471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties, the City of Isanti desires to enter into an MOU with the City of Cambridge in order to provide contracted personnel for Administrative Citation Hearing Officer services (known as Service Provider) pursuant to the terms of a contract that the City of Cambridge has with the Service Provider (the "Service Provider Agreement" a copy of which is attached as Attachment One) and which the City of Isanti has reviewed and approved of.

PROCEDURE
The City Administrator (or designee) of Isanti shall contact the Service Provider, and establish a working relationship and mutually beneficial schedule whereby the Service Provider can be available in each city to perform contracted services. Each City will provide a room accessible to the public where hearings on appeals of Administrative Citations from the city will be heard. Under the direction of their respective City Administrators, the Police Chiefs of the City of Cambridge and Isanti shall set out the contract between the Service Provider and the City of Cambridge. In the event of any proposed change in the terms of the contract with the Service Provider, the City Administrator (or designee) of Cambridge shall notify the City Administrator (or designee) of Isanti of the proposed change, and the City of Isanti shall have not less than 30 days to approve such change or to notify the City of Cambridge of its election to terminate its participation under this memorandum.

COMPENSATION
On a monthly basis, the City of Cambridge will provide the City of Isanti with an invoice for the cost of contracted services attributable to the City of Isanti. These charges will be in conformance with the Service Provider Agreement and will be paid within 30 days of the receipt of invoice.

LIABILITY & INDEMNIFICATION
The City of Cambridge shall be solely responsible for and shall hold the City of Isanti harmless from any liability, judgments, loss, costs, or damage, including any costs of defense or settlement incurred as a result of any worker's compensation claims made by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge resulting from any services provided to the City of Isanti under this MOU by any employee of the City of Cambridge and from any alleged negligence or intentional wrongful acts committed by an employee or agent of the City of Cambridge while providing services for the City of Isanti pursuant to the provisions of this MOU.

The City of Isanti shall be solely responsible for and shall hold the City of Cambridge harmless from any liability, judgments, loss, cost, or damages, including any cost of defense or settlement incurred as a result of any workers compensation claims made by any employee of the City of Isanti or for any alleged negligence or intentional wrongful acts or omissions of any employees or any agents of the City of Isanti (other than employees or agents of the City of Cambridge providing services pursuant to this MOU) which pertain in any manner to this MOU.

Nothing herein shall be deemed a wavier by either party of the limitations on liability set forth in Minnesota Statutes, Chapter 466: and neither party is required to indemnify the other in any amount in excess of the limits set forth in

Minnesota Statutes, Section 466.04, less any amount the indemnifying party is required to pay on behalf of itself, its officers, agents and employees for claims arising out of the same occurrence.

EXECUTION AND TERMINATION

Upon the adoption of this memorandum of understanding by the governing bodies of the Cities of Cambridge and Isanti, a signed copy of this MOU shall be forwarded to each City. The MOU shall be effective at such time and date the agreement was adopted and the MOU has been duly signed on behalf of each City. The agreement shall be run from March 1, 2020 – February 28, 2022 unless terminated sooner.

Either the City may terminate this MOU as follows: a written notice shall be given by the City Administrator (or designee) of the City electing to terminate this MOU to the City Administrator (or designee) of the City to be notified of the termination of at least 30 days prior to the effective date specified in said notice, or as of the 30th day following the date said notice is hand delivered or mailed by first class US Mail, postage prepaid from the party electing to terminate the MOU to the other party, whichever of said dates is later.

On behalf of the City of Cambridge:

_____ _____

Jim Godfrey, Mayor Date

Attest:

_____ _____

Linda J. Woulfe, City Administrator Date

On behalf of the City of Isanti:

_____ _____

Jeff Johnson, Mayor Date

Attest:

_____ _____

Josi Wood, City Administrator Date

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SCOTT NORSWORTHY

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Scott Norsworthy was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Scott Norsworthy for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Scott Norsworthy shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Scott Norsworthy shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO SHEILA JOHNSRUD

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Sheila Johnsrud was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Sheila Johnsrud for the City of Isanti and that she shall be eligible to start in that position on or after March 4th 2020.
2. This position is part time and not eligible for benefits.
3. That Sheila Johnsrud shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Sheila Johnsrud shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO NATHAN HANSON

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, Nathan Hanson was selected as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a background check, DOT physical and drug test. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Nathan Hanson for the City of Isanti and that he shall be eligible to start in that position on or after March 4th, 2020.
2. That Nathan Hanson is eligible for benefits offered by the City of Isanti.
3. That Nathan Hanson shall start at $22.32 per hour.
4. That Nathan Hanson shall be on probationary status per the Personnel Policy in the position of the Full-Time Maintenance Technician II position effective March 4th, 2020, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

REQUEST FOR PROPOSALS

UNIFORM & RUG SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain uniform and rug services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Isanti Uniform & Rug Services Proposal" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Rugs & Uniforms".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing both uniform rental/lease (and laundry servicing) as well as rug servicing. The service requirements outlined below are the current needs of the City of Isanti.

City Location	Product/Item Needed	Quantity Needed	Frequency Serviced
Isanti Liquor Store	3 x 4 Mat	2	Weekly
	4 x 6 Mat	2	Weekly
	3 x 10 Mat	3	Weekly
	3 x 5 Scraper Mat	1	Weekly
	Wet Mop	2	Weekly
	24" Dust Mop	2	Weekly
	Bar Towels	75	Monthly
Isanti City Hall	4 x 6 Mat	4	Weekly
	4 x 6 Mat	2	Bi-Monthly
	3 x 10 Mat	1	Weekly
	5 x 8 Logo Mat	1	Weekly
Isanti Public Works	Industrial Shirts	5	Weekly
	Hi-Vis shirts	30	Weekly
	Jeans	35	Weekly

	Industrial Jackets	7	Weekly
	3 x 4 Mat	2	Bi-Monthly
	3 x 10 Mat	2	Bi-Monthly
	Air Freshener	2	Weekly
	Shop Towels	150	Bi-Monthly
Isanti Police Dept.	4 x 6 Mat	2	Bi-Monthly
	5 x 8 Logo Mat	1	Bi-Monthly
Isanti Comm. Center	4 x 6 Mat	2	Weekly
	3 x 10 Mat	2	Weekly
	Wet Mops	2	Bi-monthly
	Bar towels/rags	12	Bi-monthly

Rental/Lease Uniforms & Laundry Servicing:
Rental/lease proposals should include the cost associated with ongoing laundry and repair of these items for the length of the contract. The City is seeking proposals to supply full uniforms to the Public Works employees. The City wishes all shirts to include a City logo. The City is also requesting quotes on high visibility wear clothing, specifically t-shirts that are approved by OSHA standards. The attached worksheet details the items in which we are requesting to receive a quote.

Rugs & Towels
The City is seeking proposals to supply floor rugs and roll towels to City Buildings. The City is interested in seeing the costs associated with including our logo on some of the rugs. Parties interested in supplying rugs and rug services to the City are encourage to complete the attached worksheet. This worksheet indicates the number, size and desired change-out timeframe of rugs and roll towels for the City. The attached worksheet details the items in which we are requesting to receive a quote.

Other Charges
Please indicate in your proposal a list of all other charges that could be applied to the City of Isanti in your party's provision of uniform and rug services.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT:

The Contract Term shall be five (5) years; from April 8, 2020 to March 31, 2025.

A Community For Generations.
Isanti

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

____ Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)
____ Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?
_____ Yes _____ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat			
3 x 4 Mat			
3 x 5 Scraper Mat			
4 x 6 Mat			
5 x 8 Mat with City Logo			
Air Freshener			
Bar Towels			
Cotton Shirts			
High Visibility Shirts			
Industrial Jackets			
Industrial Shirts			
Jeans			
Cargo/Carpenter Jeans			
List available Jean Brands:			
Shop Towels			
Soap Dispenser			
Wet Mop			

Please indicate any additional charges that the City may incur from obtaining your services:

_____

_____

_____

_____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

Proposal submitted by: (Please Print)

_____	_____
Company Name	Phone Number
_____	_____
Mailing Address	City, State Zip code
_____	_____
Contact Person/Person Submitting Proposal	Email
_____	_____
Signature of Person Submitting Proposal	Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR RUG AND UNIFORM SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for rug and uniform, services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Rug and Uniform Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

L.9.

CITY OF ISANTI

REQUEST FOR PROPOSALS

PORTABLE TOILET SERVICES

Proposals Due: March 27, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain portable toilet services from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Proposal for Portable Toilet Services" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, March 27, 2020**. Any vendors submitting proposals after the date and time listed not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Portable Toilet Services".

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing portable toilet serves. The service requirements outlined below are the current needs of the City of Isanti. All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

1. Parks – Handicap Units - April – October
Service weekly, Qty 1 unless noted

- Unity Ball Field (Unity & 3rd Avenue)
- Mattson Park (5th Ave & Main St) – **Qty 2**
- Neighborhood Hills Park – (6th Ave & Cedar St)
- Riverside Park – (Rum River Dr NW & Hillock St)
- Bluebird Park (201 Isanti Parkway)
- Rum River Meadows Park (1108 South Passage)
- River Bluff Preserve (1107 Rum River Drive SW)
- Academy Park (903 6th Ave Ct)
- Legacy Park (Bellaire Blvd NW once road is established)
- Isanti Dog Park (East side of 101 Isanti Parkway NW)
- VFW Park (RR Ave & Palomino Rd)

2. Parks – Regular Unit – April – October

- Bluebird Park (201 Isanti Parkway)

3. Farmer's Market – Handicap Unit – May – September (4 months)

- Isanti Liquor (400 West Dual Blvd NE)

4. Isanti Street Dances – Regular Units (8), Handicap (3) –
(Dates Vary – June, July, August – One Event Per Month)

- First Avenue (location between Main Street and Broadway) – 4 regular, 1 handicap
- Main Street (east of Retail Meats) – 4 regular, 1 handicap
- First Avenue (next to City Hall) – 1 handicap

5. Additional Services/City Events

- The Contractor provides the bid amount for portable toilets to the following Associations and/or events (the Associations shall independently contract for services with the vendor):
    - BMX Association
    - Cambridge-Isanti Soccer Association
    - Redbirds Association
    - Chamber of Commerce for City events:
        - Jubilee Days
        - And/or Other Events

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT AND INSURANCE:

The Contract Term shall be five (5) years; from April 8, 2020 to April 30, 2025. A Certificate of Insurance shall be required naming the City of Isanti as a Certificate Holder.

A Community For Generations.
Isanti

REQUEST FOR PROPOSAL
PORTABLE TOILET SERVICES WORKSHEET

All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

SECTION 'A'

1. Parks - Handicap Units – April to October

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Eight (8) Handicap Units per month ..... $_____

2. Parks - Regular Units – April to October

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Two (2) Regular Units per month ..... $_____

TOTAL MONTHLY QUOTE for 8 Handicap & 2 Regular Units April – Oct$_____

3. Parks - Regular Unit – December to February

Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

TOTAL MONTHLY QUOTE for 1 Regular Unit Dec - Feb..... $_____

4. One Handicap Unit (Farmers Market) – May to September

Monthly Rate $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

TOTAL MONTHLY QUOTE for 1 Handicap Unit May – Sept..... $_____

5. Eight Regular Units and Three Handicap Units – Street Dance Dates (3) – June, July & August

Handicap Unit

Weekend Rate $_____
Daily Charge $_____
Damage Waiver-Weekend $_____

Three (3) Handicap Units for three weekends.....$_____

Regular Unit

Weekend Rate $_____
Daily Charge $_____

Damage Waiver-Weekend $_____

Eight (8) Regular Units for three weekends..... $_____

TOTAL QUOTE for 8 Regular Units and 3 Handicap Units for Street Dances $_____

SECTION 'B'

Additional Services – Monthly - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Total for Handicap Unit per month ..... $_____

Regular Unit
Monthly Rental $_____
1/wk service – Monthly Rate $_____
Damage Waiver-Monthly $_____

Total for Regular Unit per month..... $_____

SECTION 'C'

Additional Services – Weekend - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Weekend Rate $_____
Daily charges $_____
Damage Waiver-Weekend $_____

Total for Handicap Unit per Weekend..... $_____

Regular Unit
Weekend Rate $_____
Daily charges $_____
Damage Waiver-Weekend $_____

Total for Regular Unit per Weekend..... $_____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the portable toilet services.

Proposal submitted by: (Please Print)

_____ Company Name

_____ Phone Number

_____ Mailing Address

_____ City, State Zip code

_____ Contact Person/Person Submitting Proposal

_____ Email

_____ Signature of Person Submitting Proposal

_____ Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR PORTABLE TOILET SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for portable toilet services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Portable Toilet Services" and will be accepted until 4:30 p.m. Friday, March 27, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey – Parks, Recreation & Culture Manager
Date: March 4th, 2020
Subject: Approving ASCAP Music License Annual Fee

Background:
In 2017, the city entered into an agreement with the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at our facilities, which includes the street dances, Isanti community center and Isanti Municipal Liquor store. The city will continue this annual agreement to be shared among the Parks, Recreation and Culture and Liquor Store budgets.

Request:
To approve the fee of the annual ASCAP music license to be shared among the Parks, Recreation, and Culture and the Liquor Store budgets.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020 - XXX

APPROVING ASCAP MUSIC LICENSE ANNUAL FEE

WHEREAS, the City of Isanti is required to have an annual license through the American Society of Composers, Authors, and Publishers (ASCAP) for use of music at its facilities; and,

WHEREAS, live music is performed at Street Dances and recorded music is played at Isanti Liquor and Isanti Community Center; and,

WHEREAS, the annual fee is split among Parks, Recreation and Culture and Liquor Store budgets;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the annual fee for the ASCAP music license to be split evenly among the Parks, Recreation, and Culture and the Liquor Store dept budgets.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: March 4th 2020
Subject: Liquor Store Market Study

Background:
Per discussion at the January 27th 2020 Goal Setting meeting and the February 18th 2020 recommendation of the Committee of the Whole, the proposal to update the 2006 liquor store market study has been attached. Cost is $7,000 plus travel expenses. This is an unbudgeted item. The attached resolution would authorize Finance Director Betker to amend the budget for 609-49750-112 (Contracted Services) based on final actual costs.

Recommendation:
Committee of the Whole reviewed the proposal February 18th 2020 and recommends approval as presented.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following action:

1. Approve Resolution as written.

Attachments:

- Res 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis
- Proposal from Dakota Worldwide

RESOLUTION 2020-XXX

ACCEPTING PROPOSAL FOR MUNICIPAL LIQUOR STORE MARKET ANALYSIS

WHEREAS, the City of Isanti may be considering a Municipal Liquor Store Project that may include an addition to the existing Municipal Liquor Store or relocation of the facility; and,

WHEREAS, the City of Isanti desires to have a market analysis completed that will assist the City in evaluating the feasibility of a Municipal Liquor Store Project; and,

WHEREAS, Dakota Worldwide completed the last liquor store market analysis in 2006; and,

WHEREAS, the City of Isanti has received a proposal from Dakota Worldwide to update the 2006 market study in the amount of $7,000 plus travel expenses; and,

WHEREAS, the City of Isanti intends to amend the Liquor Store budget based on final actual costs; and,

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

1. The City Council hereby accepts the proposal from Dakota Worldwide for $7,000 plus travel expenses for the Municipal Liquor Market Analysis as outlined in their proposal.

2. The City Administrator and Liquor Store Manager are directed to work with the vendor on this analysis with the findings and recommendations reported back to the City Council.

3. The Finance Director is authorized to amend the Liquor Store budget for Contracted Services based on final actual cost.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Market Analysis Proposal
Isanti Liquor
Isanti, Minnesota

Scope of Project

The purpose of this project is to determine the feasibility of either expanding the existing Isanti Liquor store or relocating it to a new facility on Highway 65.

The project begins with field work. Competitors will be identified and evaluated based on facility size, sale volume and operations. Government officials for all the communities that will be affected by the new or enlarged liquor store will be queried. Building permits and subdivision activity reports will be reviewed to determine the potential market changes and population variances from the 2010 Census. Possible road changes that may affect traffic patterns will also be taken into consideration.

When the fieldwork is complete, our analyst will build a LOCUS™ model for the entire trade area. Once a model of the current marketplace has been constructed, The remodeled store and the new store will be introduced in the LOCUS™ model and three year sales forecasts generated.

Forecasts will be based on site characteristics, population changes, existing demographics and lifestyles, competitive strengths, and any possible market changes that are likely to occur.

The price for the entire project is $7,000 plus expenses. Expenses are essentially travel expenses for Dakota's market analyst.

Deliverables

Deliverables will include a competition map and a detailed report. The report will include:

- An executive summary of the market analysis findings
- Three year sales forecasts for all sites or sizes tested
- Trade area delineation and its adult population
- Current adult population estimates, and demographic based on Census 2010 and Synergos Technologies POPstats population estimates
- Future population estimates going out five years from the market date
- Competitive evaluations that include estimated sales volumes and sales per sales area square foot as well as a brief narrative about each competitor
- Site evaluation including photographs, the site's physical characteristics, traffic patterns, ingress/egress, parking, traffic counts and adjacent retail help
- Current market reports showing the marketplace as it exists today with the liquor potential, existing stores' images, and a summary of potential by sector.
- All market changes that may occur and affect sales in the projected marketplace.
- Projected future marketplace reports that show the dollars taken away from the competition, the effects of market changes if applicable, and the market shares by sector

Dakota Worldwide requires a 50% down payment before field work commences. Once a down payment is received, your project will be scheduled. Timing is approximately three weeks from the beginning of the field work to when the final report is delivered.

Thank you for your interest in having Dakota Worldwide as a partner in your endeavors to expand your liquor operations. Please do not hesitate to contact me if you have any further questions.

Marcia Pfeifer
President
Dakota Worldwide
952-835-4505 extension 209
Cell: 612-221-5555
m.pfeifer@dakotaww.com

References

Please feel free to contact the following clients of Dakota Worldwide for their comments on our products and services.

Paul Gilbert
Director of Liquor Operations
Wegman's Food Markets Inc.
1500 Brooks Avenue
Rochester, NY 14603
585-328-8784
paul.gilbert@wegmans.com

Brenda Visnovec
Liquor Operations Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
952-985-4901

Steve Grausam
Director of Liquor Operations
City of Edina
6755 York Avenue South
Edina, MN 55345
SGrausam@Edinamn.gov

Prepared for:
John Jacobi
Isanti Liquor
400 West Dual Boulevard Northeast
Isanti, Minnesota 55040
763-444-5063
jjacobi@cityofisanti.us

L.12.

RESOLUTION 2020-XXX

REVOKING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be revoked from the Municipal State Aid Streets system under the provisions of Minnesota Law;

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

MSAS 109: *Towns Edge Road SE* - from Railroad Avenue SE to TH 65 (0.31 miles)

Part of MSAS 112: *South Brookview Lane* - from CSAH 23 to 6th Avenue SW (0.22 miles)

be, and hereby are revoked as Municipal State Aid Streets of said City subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ESTABLISING MUNICIPAL STATE AID STREETS

WHEREAS, It appears to the City Council of the City of Isanti, Minnesota that the streets hereinafter described should be designated Municipal State Aid Streets under the provisions of Minnesota Law;

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

Extension of MSAS 106: *Main Street* - from CSAH 23 to 4th Avenue SW (0.32 miles)

MSAS 117: *Birch Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

MSAS 118: *Dogwood Street SW* - from CSAH 23 to 6th Avenue SW (0.20 miles)

Be, and hereby are established, located, and designated as Municipal State Aid Streets of said City, subject to the approval of the Commissioner of Transportation of the State of Minnesota.

This resolution was duly adopted by the Isanti City Council this 4th day of March 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING LETTER OF RESIGNATION FOR PLANNER MATT LINDHOLM

WHEREAS, Full-Time Planner, Matt Lindholm hired PT December 16, 2015 has submitted a letter of resignation to the City of Isanti, Human Resources; and,

WHEREAS, the effective date of this resignation is February 28, 2020; and,

WHEREAS, Matt Lindholm is leaving employment in good standing; and,

WHEREAS, the position of Planner will be retitled to Community Development Specialist;

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

1. That the resignation of Matt Lindholm is hereby accepted February 28, 2020.
2. The position of Planner will be retitled to Community Development Specialist.
3. That Human Resources/City Clerk and the Community Development Director are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of March 2020.

Attest:

_____
Katie Brooks
Human Resources/City Clerk

_____
Mayor Jeff Johnson

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
February 25, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

3. Discussion Items presented by PRC Board Member Thum: Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about $2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.

The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

4. Department Updates:
Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

Adjournment: Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 17, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. March 4, 2020- Regular Meeting of the City Council
2. February 4, 2020- Regular Economic Development Authority Meeting
3. February 18, 2020 Special Economic Development Authority Meeting

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 24, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 7, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, April 7, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. New Emergency Notification System for Isanti County *(Ross Benzen)-update only*
2. Interview Applicant for Vacant Economic Development Authority Board Seat (Luke *Merrill*)
3. Resolution 2020-XXX Consider the 3.2 Off-Sale Liquor License Application for Coborns, Inc

City Administrator Josi Wood
4. Resolution 2020-XXX Approving a Special Event Application for BMX 2020 Race for Life and DK Gold Cup Qualifier Event *(Larry Merchlewitz)*
5. Resolution 2020-XXX Approving a Special Event Request for the 2020 Downtown Street Dances

City Engineer Jason Cook
6. Resolution 2020-XXX Establishing No Parking on Particular Municipal State Aid Routes within the City of Isanti
7. Resolution 2020-XXX Approving Plans and Ordering Ad for Bids for 6th Avenue SW Rehabilitation Project
8. Resolution 2020-XXX Awarding the Bid for the 2020 Storm System Maintenance Project
9. Resolution 2020-XXX Awarding the Bid for the 2020 Pavement Management Project

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $387,095.66 Payroll in the Amount of $107,732.94
2. Resolution 2020-XXX Approving a Check to be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
3. Ordinance-XXX Approving Adult Use Zoning Code Amendment
4. Resolution 2020-XXX Approving Goals for Year 2020

5. Resolution 2020-XXX Approving the Sale of Surplus/Abandoned Property Held by the Police Department to an Authorized Retailer
6. Resolution 2020-XXX Emergency Personnel Planning Policy
7. Resolution 2020-XXX Approving Staff to Apply for MN DNR Grant

M. Other Communications

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

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, MARCH 4, 2020 – 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: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, City Engineer Jason Cook and Public Services Director Matt Sylvester

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add K.6 Resolution 2020-051 Approving Operation of the Compost Site
Move Item L.11 to K.7 Resolution 2020-052 Accepting Proposal for Municipal Liquor Store Market Analysis

Motion by Bergley, second by Lundeen to approve modifications as listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. February 18, 2020- Regular Meeting of the City Council
2. February 18, 2020- Committee of the Whole Meeting
3. January 21, 2020- Planning Commission Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, March 17, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 17, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 17, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
1. Consideration of Development and Business Subsidy Agreement for BP Metals

Mayor Johnson shared that he toured BP Metals with City Administrator Josi Wood and Community Development Director Sheila Sellman. Johnson continued to share that it is a remarkable company with remarkable owners.

Mayor Johnson opened the Public Hearing at 7:03 p.m.

With no comments from the public, Mayor Johnson closed the Public Hearing at 7:03 p.m.

Motion by Bergley, second by Gordon to approve the request as presented. Motion passed 4-0. Motion carried.

2. 6th Avenue Rehabilitation - Improvement Hearing & Project Authorization

a. Resolution 2020-042 Authorizing Improvement on the 6th Avenue Rehabilitation Project

Mayor Johnson shared that an open house was held last Tuesday for this project.

City Engineer Jason Cook shared that 9 people attended the open house. Cook presented a slideshow relating to the project with proposed improvements such as reclaiming existing street section, patch concrete curb where needed, 5-foot concrete sidewalk along west side of 6th Avenue, replacing 6-inch watermain with 8-inch watermain and protect existing storm and sanitary sewer.

Mayor Johnson asked how thick the pavement currently is.

Cook stated it was found to be between two and a half and four and a half inches.

Johnson asked what thickness is standard.

Cook stated three and a half is standard and it was found that there was a little bit to be thicker than originally thought. Cook further shared that the street was constructed over three different phases and one of the phases went in a little thicker than the ones but in the end, they are all in a failed condition.

Councilmember Lundeen asked what the pros and cons are for going with asphalt over concrete for the surface sidewalk.

Cook shared that for life expectancy asphalt gets surface wear where it will fail sooner than concrete. Cook continued to share that City standard is a 5-foot walk with a 6-foot boulevard which is what is being recommended.

Cook shared that part of the project replacement of signs to meet reflective standards.

Cook shared that the projects estimated costs are as follows: street improvements $297,300, Watermain Improvements $67,800, Concrete Sidewalk Improvements $212,300 with a total projected cost of $577,400.

Cook shared that proposed project schedule with open house held on February 25, 2020, Public Hearing & Authorize project March 4, 2020, approve plans and specs and advertise for bids March 17, 2020, Award bid April 2020, Estimated Construction Period June-November 2020 and Final Assessment Hearing November 2020.

Councilmember Bergley asked if it was received well.

Cook stated at the open house it was received well and that majority of the questions were based on assessment amount. The letter that was received had the range of assessments without giving individual numbers because it was not locked into that detail yet. Once explaining that it is only assessing street costs that trying to stay consistently fair with all projects before and after.

Johnson shared that everyone was in agreeance that the street needed to be repaired and questions of what the cost was going to be, if a person had a corner lot if they were going to have to pay twice and how fees will be paid.

Lundeen asked if there was any state aid funding for this project.

Cook stated that yes, the entire project is state aid eligible excluding the watermain. Cook continued to share that other portions of the cost are anticipated to be covered by using state aid funds.

Lundeen asked if the state aid funding figured into the $297,300 for watermain and $212,300 for concrete sidewalk improvement.

Mayor Johnson stated that the $297,300 and $212,300 is without state aid funding so it could potentially be less.

Councilmember Gordon asked that the only cost to the City is $67,800.

Cook stated yes because the $297,300 and $212,300 is covered by state aid funding.

Gordon asked that it is still being assessed even though the City does not have that cost because of the state aid funding.

Cook shared to be fair, all residents are to be assessed at the same portion of their street no matter where they are if they are on a state aid route or not. Ensuring consistency with the assessment procedure.

Councilmember Bergley asked what the options would be for a resident to pay.

Johnson stated that there is an option to pay it all upfront or the second option would be a ten-year payment plan.

Finance Director Mike Betker stated that a resident can pay very early in the process this year and have no interest cost or make annual payments on the ten-year period and a third option would be is to repay somewhere in the ten-year period. Betker continued to share that a resident can repay at any point during the ten years however, any time after November 15th the next years interest is accrued in its entirety on the 15th.

Johnson asked what would happen if someone wanted to redo their driveway when the street is being redone.

Cook shared that for the project the City is restricted to the right of way that the work is being done in and those costs are usually included in the street costs and distributed to everyone uniformly but from the right of way to the apron of the home the resident would need to contact the contractor in order to receive a price. Cook further shared that it would be a private deal between the homeowner and the contractor.

Johnson asked what the City Code is for the width of a driveway.

Community Development Director stated that according to the City of Isanti's Zoning Ordinance it is 30 feet.

Mayor Johnson opened the Public Hearing at 7:25 p.m.

Blake Pendzimas, 28117 Polk Street, asked if a portion of people's driveways would be tarred?

Cook stated that City wide the average right of way is 60 feet wide so it would be 33 feet from center of the road. Cook continued to share in a project that is being run by the City if a driveway is impacted, the City will replace how much is impacted up to the right of way.

Ryan Ingberg, 600 Cedar Street, shared that he is one that is worried about money and that his driveway does not fall on 6th Avenue but still has to pay the cost while his neighbor uses this road on a daily basis and multiple times gets away without paying. Ingberg asked what happens years from now when Cedar Street gets done and his neighbor has to pay and Inberg has to pay again.

Cook referenced the assessment policy for corner lots.

Johnson stated that those residents on a corner lot had been taken into consideration and those with corner lots would be discounted.

Kristen Lorsung, 311 6th Avenue SW, asked if the sidewalk will tear up her grass.

Cook stated that the plan is to resod from the back of the curb to the sidewalk and from the back of the sidewalk to whatever it takes to tie back into the existing grass.

Lorsung stated that she will be losing a tree and asked if that will be replaced.

Johnson asked how many trees will be taken out because of this project.

Cook stated that he did not have the number in front of him but he believed it was less than a dozen.

Johnson stated that he would work on possibly getting the tree replaced.

Lorsung stated that she was told that she could go 32 feet on her driveway and now she is hearing 30 feet. Lorsung asked if there is going to be enough room when she goes 30 feet.

Community Development Director Sheila Sellman stated it is 30 feet in the right of way.

City Administrator Josi Wood stated so everyone is on the same page, the best would be to have Kristen Lorsung and Community Development Director Sheila Sellman meet. Wood continued to share that Sellman is the one who does the permits and that way there would not be any sort of discrepancies of what Lorsung has imaged.

Mayor Johnson closed the Public Hearing at 7:53 p.m.

A motion was made by Lundeen, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

K. Business Items

City Administrator Josi Wood

1. **Ordinance-725** Amending Ordinance No. 720, Adopted on January 21, 2020, and Titled Peddlers, Solicitors, and Transient Merchants

   City Administrator Josi Wood shared that as discussed at the February 18th City Council meeting it was to add in an exception excluding tax exempt, non-profit organizations from needing to obtain a permit for transient merchant, peddler or solicitor. Wood further shared that it has been memorialized within the document and ready for approval.

   Motion by Bergley, second by Lundeen to approve Ordinance as presented. Motion passed 4-0. Motion carried.

2. **Resolution 2020-043** Adopting Policy to Waive Specified Fees for Qualified Non-Profit and Tax-Exempt Organizations in the City of Isanti

   Motion by Lundeen, second by Bergley. Motion passed 4-0. Motion carried.

3. Liquor License and Pawnshop Renewals
   a. **Resolution 2020-044** Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
   b. **Resolution 2020-045** Approving a Liquor License Renewal for Rum River VFW 2735
   c. **Resolution 2020-046** Approving a Liquor License Renewal for Wintergreen's Golf and Grill
   d. **Resolution 2020-047** Approving a Liquor License Renewal for Thunder Brothers Brewery, Inc.
   e. **Resolution 2020-048** Approving a Pawnshop License Renewal for Northern Pawn, Inc.

   Councilor Lundeen asked Chief of Police Travis Muyres if there are any issues with any of the renewals.

   Chief of Police Travis Muyres stated that part of the renewal was to review prior year and call volumes and there was nothing that was outlined or concerning from previous years.

   Mayor Johnson stated that there was a representative from each of the above businesses.

   Motion by Lundeen, second by Bergley to approve resolutions 3.a, 3.b, 3.c, 3.d and 3.e as presented. Motion passed 4-0. Motion carried.

4. **Resolution 2020-049** Granting an Extension to the Recording of Final Plat Legacy Pines 2nd Addition

   Community Development Director Sheila Sellman shared that in the City's ordinance when receiving a final plat approval, the document needs to be recorded within 90 days of approval. Sellman continued to share that Legacy Pines 2nd Addition has asked for an extension because the 90 days would be up on Friday March 6th, 2020. Sellman continued to share that it is being asked for a 60-day extension.

Public Services Director Matt Sylvester

5. **Resolution 2020-050** Amending the Lease Agreement with Rum River BMX Special Event Paid Parking Agreement

Public Services Director Matt Sylvester shared that the loan request from Rum River BMX to secure their events. Sylvester continued to share that after research and communication with the City Attorney the City Attorney informed city staff that the City has no legal basis to grant them the loan. Rum River BMX and the City of Isanti have come to an agreement for a 50/50 split and parking revenue fees. Sylvester stated that staff is recommending 50/50 split on Tier 2 and Tier 1 events to be 50/50 split but after Rum River BMX secures $8,000.

Motion by Bergley, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

6. **Resolution 2020-051** Approving Operation of the Compost Site

Public Services Director Matt Sylvester shared that this went to City Council to have the Compost Site open Sundays throughout the season and then open on Saturdays for the first three Saturdays and the last three Saturdays. Sylvester continued to share that this is to switch to have the compost site open throughout the Summer on Saturdays and be open the first three Sundays and the last three Sundays of the season.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

7. **Resolution 2020-052** Accepting Proposal for Municipal Liquor Store Market Analysis

Councilmember Jimmy Gordon stated that he does not want to spend the $7,000 that the market analysis will take when the money should not be used to build a Liquor Store until the City is debt free from all the debt it has already.

Mayor Johnson stated that it went from being $30,000 to $7,000 which is a huge drop. Johnson further stated that this is going to show if the Liquor Store should be rebuilt, expand or remodel.

Gordon stated when the City has the money, a market analysis should be done but not when the City does not have the cash to build or add onto the Liquor Store.

Finance Director Mike Betker shared that there are two types of debt that a City carries. One is general obligation debt which is paid for through a tax levy so there is a direct line between any resident's tax bill and that debt being paid. Betker continued to share that the other kind of debt is revenue debt and this debt in large part is going to issued by an enterprise fund (water, sewer and Liquor Store) and is paid through the revenues of that entity not through tax levy. Betker further stated that being informed of whether the Liquor Store should add on, remodel or build is going to affect what happens with the Fire Hall, Public Works and Police Department and he would rather spend the $7,000 and have a better-informed decision for all the projects and an investment worthwhile.

Councilmember Steve Lundeen stated that he thinks it's a good idea and if anything, it will put the issue to bed on expanding or building new.

Councilmember Paul Bergley stated that he was on Liquor Committee before it went to Committee of the Whole and he has seen the numbers and John has taken that Liquor Store to the

maximum;It has to end somewhere because it does pump so much money into the City and to maximize that this study will show that.

Betker stated the last analysis was done in 2006. Dakota Worldwide did the last market analysis which is why the City is able to get the great price of $7,000 because they are only updating. The market study that Dakota Worldwide did in 2006 projected the Liquor Store sales would have grown 150% in three years.

Motion by Lundeen, Second by Bergley to approve resolution as presented. Motion passed 3-1 with Gordon voting Nay. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $150,035.02 Payroll in the Amount of $102,446.37
2. **Resolution 2020-053** Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. **Resolution 2020-054** Approving Amendment to the 2020 Budget
4. **Resolution 2020-055** Approving Extension of MOU with the City of Cambridge for Administrative Citation Hearing Officer
5. **Resolution 2020-056** Offering the Position of Part-Time Liquor Store Clerk to Scott Norsworthy
6. **Resolution 2020-057** Offering the Position of Part-Time Liquor Store Clerk to Sheila Johnsrud
7. **Resolution 2020-058** Offering the Position of Full-Time Public Works Maintenance Technician II to Nathan Hanson
8. Approving Request for Proposal for Rug and Uniform Services
9. Approving Request for Proposal for Portable Toilet Services
10. **Resolution 2020-059** Approving ASCAP Music License Annual Fee
11. ~~Resolution 2020-XXX Accepting Proposal for Municipal Liquor Store Market Analysis~~
11. **Resolution 2020-060** Revoking Municipal State Aid Streets
12. **Resolution 2020-061** Establishing Municipal State Aid Streets
13. **Resolution 2020-062** Accepting Resignation of the Position of Planner

Motion by Lundeen, second by Bergley to approve the Consent Agenda as presented. Motion passed 4-0. Motion carried.

M. Other Communications

1. Draft Minutes from the February 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 4-0. Motion carried. The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
February 4, 2020

1. **Call to Order:** EDA President Johnson called the meeting to order at 8:11pm
   a. **Pledge of Allegiance**
   b. **Roll Call:** Members Present – Johnson, Bergley, Gordon, Lundeen, Collison and Reller. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
   c. **Agenda Modifications**: Call for a Public Hearing on February 18, 2020 for the sale of EDA Land.

2. **Approval of the Agenda:** Motion by Lundeen to approve the agenda with modification and calling the public hearing for February 18, 2020, second by Collison. Motion passed 6-0.

3. **Approve Minutes**: Motion by Collison to approve January 7, 2020 Regular Economic Development Authority Meeting minutes, second by Lundeen. Motion passed 6-0.

4. **Business Items**
   a. Marketing/Work Plan Update. Sellman reviewed some of the updates to the plan and asked the board about memberships. The EDA agreed to keep the GPS:45:93 membership and have Sellman attend CVN events. The Inventors and Entrepreneurs Club is fairly new and meets the 4th Tuesday of the month in the evening. EDA Member Bergley will try to attend these meetings. The EDA would like to partner with the City for a housing study update. Discussion on Facebook. The EDA decided to post ribbon cuttings on the city's webpage but not to advertise and to share the Chambers postings to the City's page. The EDA discussed a focus on business recruitment specifically restaurants. The EDA decided to remove Clinic/medical campus from the work plan since we have Alina clinic now. Johnson brought up the property behind Minnoco gas station, that is prime real estate but has access issues, the EDA should look into purchasing. The EDA had mixed thoughts on owning that large tract of land. Johnson explained it would be a lot easier to recruit businesses if the site was development ready. Sellman will look into shovel ready program for that lot, if the city needs to own can they partner with the current owner, should they EDA buy it etc. Sellman will update the plan per the EDA's direction and will bring the final version for adoption to the March meeting.

5. **Other Business / Updates / Communications:** Sellman reviewed the tours/visits her and the mayor have conducted. Sellman updated the EDA on the recent new businesses in town, ribbon cuttings and hand written "Welcome Cards."
   Lundeen announced that EDA member Reller submitted her letter of resignation and he thanked her for her service.

6. **Adjournment:** Motion by Bergley, second by Lundeen, adjourned at 8:40pm.

Respectfully Submitted – Sheila Sellman Community Development Director/EDA Secretary

Sheila Sellman

G.3.

Economic Development Authority
Meeting Minutes
February 18, 2020

1. **Call to Order:** Chair Johnson called the meeting to order at 7:58pm.
   a. **Pledge of Allegiance**
   b. **Roll Call:** Members Present – Johnson, Lundeen, Bergley, Gordon, and Collison. Staff present- Sheila Sellman Community Development Director
   c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Lundeen, second by Bergley motion passed 5-0

3. **Public Hearing**
   a. Sale of EDA owned land located at 825 Dual Street NE PID 16.137.0010 to BP Metals Inc. Sellman gave an overview of the land for sale which is part of the Shovel Ready program advertised for $1. The purchase agreement has been presented to the buyer, BP Metals and they agreed to the terms. The public hearing was open, no one from the public was present. Blake Pendzimas, owner of BP Metals addressed the EDA and answered questions they had about the business. Motion by Lundeen to approve the purchase agreement, 2nd by Bergley, motion passed 5-0.

4. **Adjournment:** Motion by Lundeen, second by Bergley meeting adjourned at 8:10pm.

Respectfully Submitted
Sheila Sellman Community Development Director/EDA Secretary

Sheila Sellman

K.2.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: March 17, 2020

Subject: Resolution to Interview Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat

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Background:

- Currently, there is one seat vacancy on the Economic Development Authority (EDA) Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat. One application and Interest Disclosure form was received from Luke Merrill. The applicant lives within the City limits.

Attachment:

- Amending Resolution 2020-030

Action:

- City Council has the authority to interview and appoint applicant Luke Merrill to Economic Development Authority Board Seat.

RESOLUTION 2020-XXX
Amending Resolution 2020-030

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2020

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2020:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

Brian Thum	*(Appointed 8-7-2019; term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
James Gordon	**Council Representative** (*term expiration 12-31-2020)*
Open Seat	**Student Representative** *(term expiration 12-31-2020)*

4. That the City Council designates the following individuals to the Planning Commission for year 2020:

Mayor and City Council:	
Jeffrey Johnson	(*Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	(*Appointed 1-7-2020; term expiration 12-31-2020*)
James Gordon	(*Appointed 1-7-2020; term expiration 12-31-2020*)
Paul Bergley	(*Appointed 1-7-2020; term expiration 12-31-2020*)
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020*)
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020 term expiration 12-31-2024)*
Open Seat	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 17th day of March 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

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Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Luke Merrill E-mail: _____

Address: _____

Phone Number: _____

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

(Economic Development Authority)

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

- Honors Bachelors in Economics (University Minnesota)
- Honors Bachelors in Psychology (University Minnesota)
- 5 years Business ownership/Management

Why you are interested on being on the Board?

I've always been interested in Economics. It plays a strong role in almost every facet of our lives. It's important that critical thinkers fill the board and are willing to keep an eye out for the city's growth.

What is your vision of Isanti?

Small Town w/ modern amenities

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

- 4 years on County Park Board (Economic decisions made)
- President of Economics Club at U of M
- Omicron Delta Epsilon member at U of M (international Economics honor society)

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Isanti

Request for City Council Action- MEMO

To:	**Mayor Johnson and Members of City Council**
From:	Katie Brooks, Human Resources/ City Clerk
Date:	March 17, 2020
Subject:	Consider the 3.2 Beer (Malt) Off-Sale Liquor License Application for Coborns, Inc.

Background:
Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License.

All Liquor License and applications are reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

Staff has received the completed application and the applicant has met the requirements outlined in City Code Chapter 76.

Action:
Staff is requesting City Council action on this item.

Attachment:
- Resolution 2020-XXX Approving the 3.2 Off-Sale Liquor License Application for Coborns, Inc.

RESOLUTION 2020-XXX

APPROVING THE 3.2 OFF-SALE LIQUOR LICENSE APPLICATION FOR COBORNS, INC.

WHEREAS, Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License; and,

WHEREAS, the applicant has completed the application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval of the application;

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

1. Coborns, Inc. 3.2 Off-Sale Liquor License is hereby approved.
2. The effective date of the 3.2 Off-Sale Liquor License shall be April 1, 2020 through March 31, 2021
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 17th day of March 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: March 17, 2020
Subject: Resolution Approving a Special Event Application for BMX 2020 Race for Life and DK Gold Cup Qualifier

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The Race for Life and DK Gold Cup Qualifier weekend is scheduled for April 4-5, 2020. Hours of the event are 10:00 am to 6:00 pm on Saturday, April 4 and 7:00 am to 5:00 pm Sunday, April 5. Rum River BMX estimates the number of individuals in attendance is 800 per day. Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas. Team canopies may be put up on the grass outside the arena, all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines. The Association is planning for parking to take place at the Indoor Arena and within the Bluebird Park lots – no parking will be allowed on the grass for this event. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR BMX 2020 RACE FOR LIFE AND DK GOLD CUP QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the Race for Life and DK Gold Cup Qualifier; and,

WHEREAS, the event is scheduled to take place on Saturday, April 4th from 10:00 a.m. to 6:00 p.m. and Sunday, April 5 from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800 per day; and,

WHEREAS, the applicant will provide the required number of additional restroom facilities for the event; and,

WHEREAS, the canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots, and no parking will be allowed on the grass.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the special event request for the April 4-5, 2020 Race for Life and DK Gold Cup Qualifier event;

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 was duly adopted by the Isanti City Council this 17th day of March, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 2/14/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: [redacted]

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: [redacted]

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 4th and 5th

Hours of Event: Saturday 10:00am-6:00pm & Sunday 7:00am-5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Two day race. Race for life entry fees go to raise money for Leukemia and the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 people per day

Parking Impact – Describe in detail:
Parking shall be contained to paved surface only. There will be no camping or parking on grass areas. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 24'x24'
Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No street closures are required.

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.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, four portable bathrooms will be added around the outside of the building.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

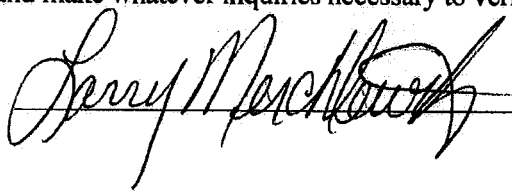
Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given Cancer Society.

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: 

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: per email

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

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [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: _____

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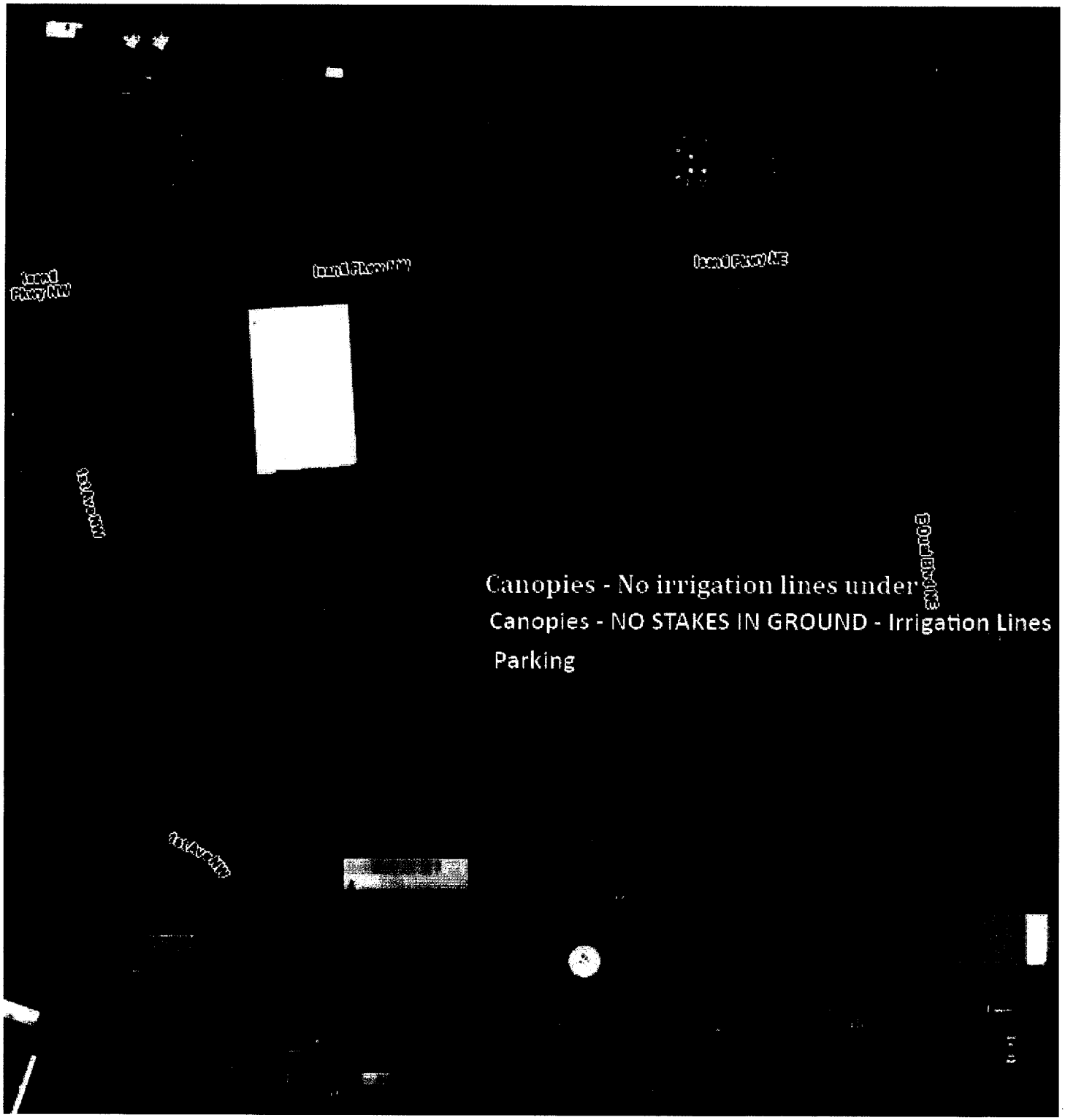

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BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 3/2/2020 3:48 PM

A Community For Generations.

Isanti

Map Name

A Community For Generations.
Isanti

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

Special Event Equipment Request Form

Event Name: Race for Life and Gold Cup Qualifier

Date(s) of Event: April 4th and 5th 2020

Contact Person: Larry Merchlewitz ([redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: April 3rd 2020 11:00am

[redacted]

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

Picnic Tables: 0

Barricades: 3

Stage: 0

Road Closed Signs: 0

No Parking Signs: 25 small sign

[redacted]

SPECIAL EVENT PERMIT APPLICATION
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-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race for Life and Gold Cup Qualifier Located at the Isanti Indoor Arena on April 4th and 5th 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature _____

Date 2/10/2020

K.5.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: March 17, 2020
Subject: Resolution 2020-XXX Approving a Special Event Request for the 2020 Downtown Street Dances

Background

City staff has submitted a special event permit application to host three downtown street dances. The first street dance will be held Saturday, June 20 from 7:00 p.m. to 11:00 p.m. featuring *The Farmer's Daughters*. The second is on Saturday, July 18 from 7:00 p.m. to 11:00 p.m. featuring *Brother Ferris*. The third dance is on Saturday, August 8 from 7:00 p.m. to 11:00 p.m. featuring *The Brat Pack*.

The dances will be held at the intersection of 1st Avenue and Main Street. The estimated number of people to be in attendance is 500 - 1000 people per dance. A beer wagon, food vendors, and non-food vendors will be present at each dance. Alcohol sales will be monitored through the use of wristbands and law enforcement presence. The event will be free to the public. A 15' x 35' stage will be set-up in the right-of-way between Isanti Retail Meats and the Creamery. Parking for the event will be located at City Hall, the public lot behind Isanti Custom Meats/Isanti Post Office, and some street parking.

Given that the events are street dances, some roadways will be closed for the event. Main Street from the Railroad tracks to 2nd Ave NW as well as 1st Ave NW from City Hall to the alley behind Custom Meats and the Post office will be closed for the event. The city contracted portable restrooms company will provide restroom facilities for the event. Portables will be placed on 1st Ave south of Main Street and on the grass lot east of Retail Meats (pending approval from Retail Meats). Additional trash and recycling receptacles will be brought in for the events; City staff will clean up after the event. There will be a public addressing system and sound amplification provided outside by the band on stage. Both Public Works and the Police Department will be providing assistance with the event.

Should the weather not cooperate for any of the events, the event will be cancelled. Any cancellations will be posted to the City's website and the City of Isanti Facebook page as early as possible.

The attached site plan shows the location of components for the event on Main Street. Copies of letters that will be sent to surrounding property owners have also been attached for Council review. The complete application as well as departmental review are attached.

Staff Request

City staff is requesting approval of the Street Dance Special Event Permit application and attachments.

Attachments

- Resolution No. 2020-XXX
- Special Event Application – Downtown Street Dances
  - Application Form
  - Site Plan – Isanti Street Dance / Downtown
  - Draft Vendor Applications
  - Sample Letter to Business Owners
  - Sample Letter to Residents

RESOLUTION 2020-XXX

APPROVING THE SPECIAL EVENT APPLICATION FOR THE 2020 DOWNTOWN STREET DANCES

WHEREAS, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1st Avenue and Main Street within downtown Isanti on Saturday, June 20, 2020 from 7:00 p.m. to 11:00 p.m., Saturday, July 18, 2020 from 7:00 p.m. to 11:00 p.m., and Saturday, August 8, 2020 from 7:00 p.m. to 11:00 p.m.; and,

WHEREAS, the events are free and open to the public; and,

WHEREAS, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

WHEREAS, City staff are requesting that the $100.00 clean up deposit fee and the $50.00 temporary sign permit fee be waived for this event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 clean up deposit and $50.00 temporary sign permit fee and approve assistance and authority in the areas as provided below for the Street Dances to be held on Saturday, June 20, Saturday, July 18, and Saturday, August 8, 2020:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2nd Ave NW. Closure of 1st Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, public parking areas behind Isanti Custom Meats and the Post Office, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands.
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.

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 Events.

This Resolution hereby approved by the Isanti City Council this 17th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

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 a 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

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

Check all that apply:

- [x] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [x] 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.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] 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.

OFFICE USE ONLY: reviewed by: (Any concerns/comments please attached to the application.			
PRC Manager/Signature:	3/1/20 Approved	Denied	N/A
Fire Chief/Signature: AJ	per email Approved	Denied	N/A
Police Chief/Signature:	per email Approved	Denied	N/A
Public Works Director/Signature:	✓ Approved	Denied	N/A
Comm Development Director/Signature:	Approved	Denied	N/A
City Administrator/Signature: Jori Wood	✓ Approved	Denied	N/A
City Council: Date of Review	Approved	Denied	

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 2.14.2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Jenny Garvey

Address: 110 1st Ave NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: ___ - ___ - ____ Cell: ___ - ___ - ____

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: 110 1st Ave NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Cell: ___ - ___ - ____ E-mail: msylvester@cityofisanti.us

EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: June 20, July18, August 8, 2020

Hours of Event: 7:00-11pm actual event time; set up/tear down 1:00pm-12:00am

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Street Dances to be held on 1st Ave and Main St with food and non-food vendors and a beer wagon.
Live music will be played from 7-11pm on an outdoor stage.

Proposed Location of the Event (be specific, site map also required):
Downtown Isanti: the stage will be located on 1st Ave & Main St between Isanti Retail Meats and Creamery Crossing. (Street closures as described below)

Estimated Number of People in Attendance (includes staff, participants, and spectators):
500-1000 per event

Parking Impact – Describe in detail:
Parking is available at City Hall and the public lot behind Isanti Custon Meats/Isanti Post office. Some street parking available.

Tents, equipment, amusement rides, etc.
Type: Stage and pop up tent
Size: Stage: 15'x30'; tent: 10'x10'
Location: Intersection of 1st Ave and Main St

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

Are you requesting any street closures? If yes, list streets:
1st Ave from alley north of city hall to alley by Qwest building; Main St from public parking lot entrance just west of railroad tracks to 2nd Ave N. These sections of closure will begin between 1 and 2pm the day of the event for June 20 and July 18 and 8am for August 8 and will remain closed until midnight.

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.

City contracted portable restrooms will be provided and staff will assess prior to each event.

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).
Alcohol sales will be monitored with use of wristbands and law enforcement presence.

Clean-up Plans – Describe in detail:
Public works and city staff will clean up after each event - collect trash, move picnic tables out of the way, remove stage and re-open streets.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Live bands will play each date between 7-11pm.
June 20 (The Farmer's Daughters); July 18 (Brother Ferris); August 8 (The Brat Pack)

Will any other **public addressing system or sound amplification** be used? If so, describe:
Yes, the bands will use sound amplification

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)Free Event 2) No donations collected 3) Vendor fees and beer sales help with costs of Street Dance.

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: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

STAFF ONLY

A Community For Generations. Isanti

SIGN PERMIT APPLICATION

☐ Site copy ☐ City copy Permit #____-____

Rcvd Date:_____ Apvd Date: 3-4-2020

Fee Rcvd Date: Prmt Close Date:

TO BE FILLED OUT BY APPLICANT – INCOMPLETE APPS MAY NOT BE PROCESSED

PROJECT ADDRESS:	
GENERAL LOCATION OF SIGN ON THE PROPERTY: Signs throughout the city	
APPLICANT NAME: Jenny Garvey - City of Isanti	Address: 110 1st Ave
City: Isanti State: MN Zip: 55040	Email: isantiparks@cityofisanti.us
Contact Name: Jenny Garvey	Phone: 763 444 5512
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: 3/2/2020
PRINTED NAME: Jenny Garvey	
SIGNATURE OF PROPERTY OWNER:	DATE:
PRINTED NAME:	

APPLICATION FEES: Non-refundable fees- 1) Permanent Sign: **$75** 2) Temporary Sign: **$50** waived

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.

APPLICANTS PLEASE REVIEW

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.

ITEM	DESCRIPTION	DATE RCVD
☐ 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)
☐ Visuals/Detailed descriptions 18" X 24" corregated signs	Clear and legible drawings with description of the colors, construction materials, and sign dimensions	(staff use)
☐ Owner's Signature	Written authorization from the property owner for the sign to be located on the property	(staff use)
☐ 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)
☐ 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)

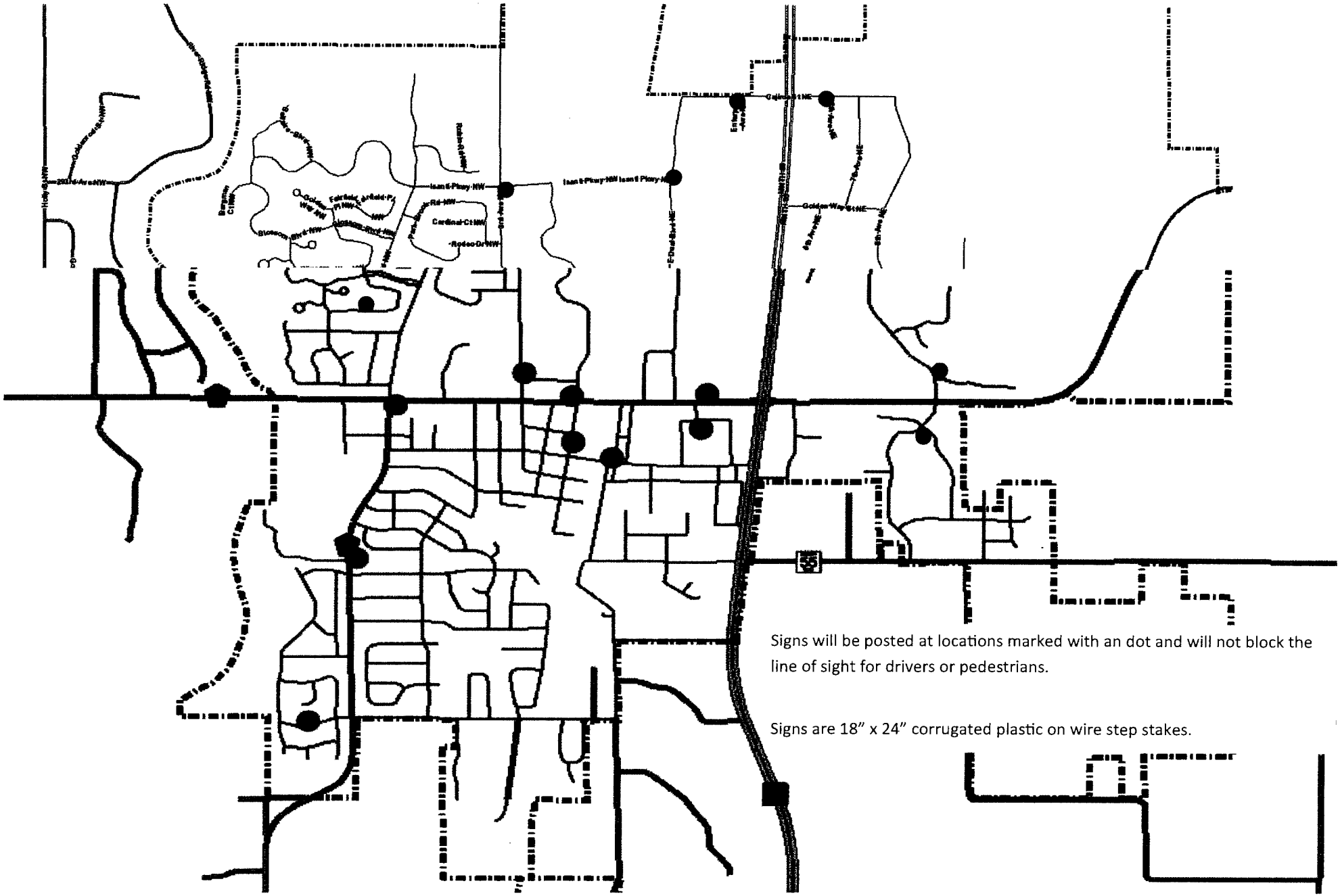
Permit Approved By: Shelly Sellman DATE: 3-4-2020

Printed Name: Shelly Sellman Dept:

Paid: Waived Date: Receipt No.: By:

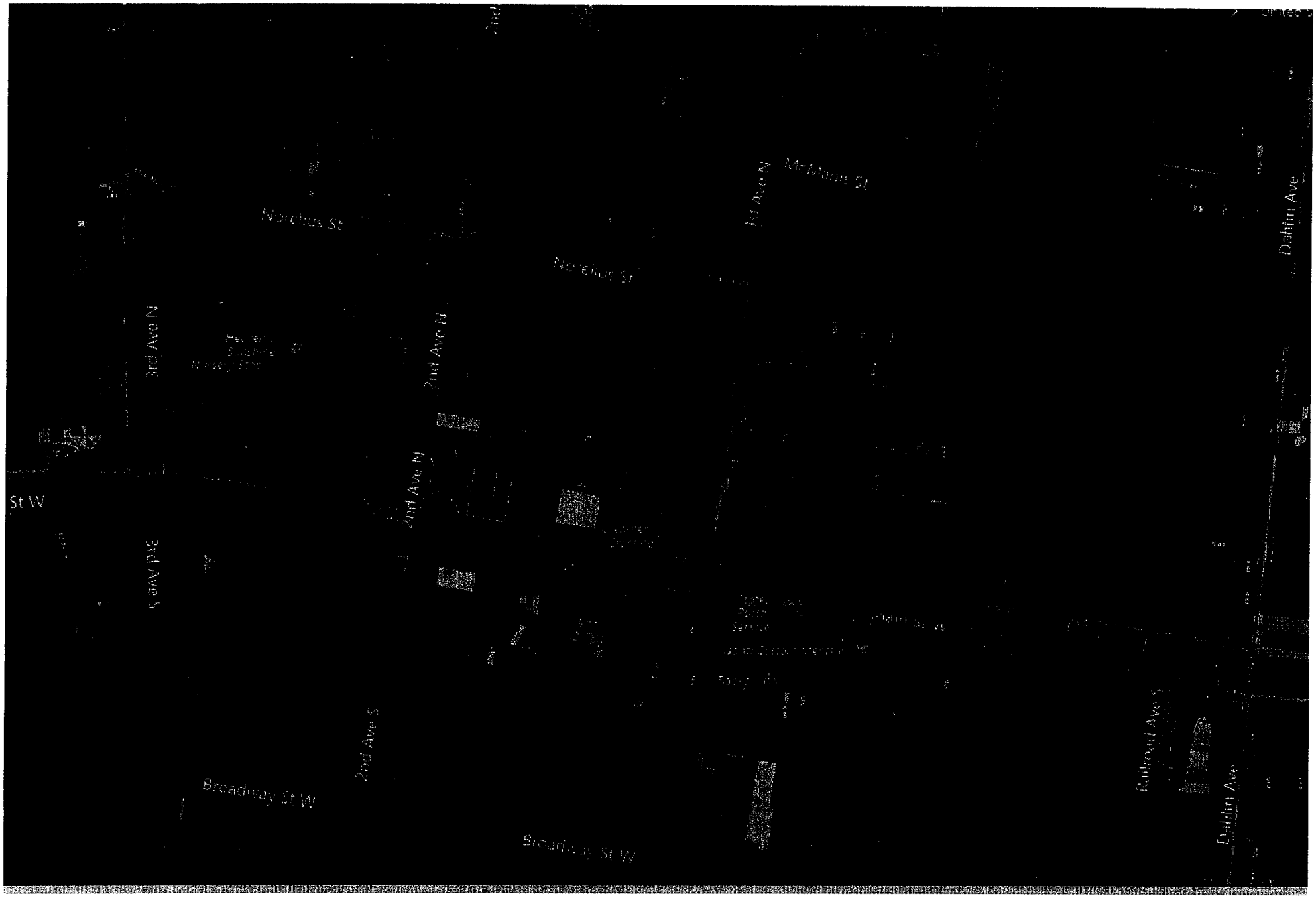
Please review **Sect. 16: Signs** for rules and regs. Packets may be found at City Hall or at www.cityofisanti.us/images/Section_16_-_Signs_3.8.2018.pdf

Downtown Isanti Street Dance—Temporary Sign Permit Application



Signs will be posted at locations marked with an dot and will not block the line of sight for drivers or pedestrians.

Signs are 18" x 24" corrugated plastic on wire step stakes.



- — — - VENDORS X STREET CLOSURE ● RESTROOMS

A Community For Generations.

Isanti

March 10, 2020

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout the Summer of 2020. The bands will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing on the following Saturday nights from 7:00 – 11:00pm.

- **June 20**, (*The Farmer's Daughters*)
- **July 18** (*Brother Ferris*)
- **August 8** *(The Brat Pack)*.

The bands will be setting up and performing sound check beginning as early as 3:00 pm on these dates. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. The road closures will begin between 1:00pm and 2:00 pm on June 20 and July 18 and 8:00 am for August 8. Please note:

- Main Street will be closed from just west of the railroad tracks to 2nd Avenue.
- 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall.
- **No Parking will be allowed on the closed portion of Main Street:**
  - **June 20 and July 18 from 2:00 pm until midnight.**
  - **August 8 from 8:00 am until midnight for the Rum River Rods Car show and street dance activities.**
- Please make plans for this in advance of the event.

We appreciate your cooperation.

We hope you will take advantage of the heightened foot traffic that will be in the Downtown Isanti area during the time of these events. You are welcome to hand out information to promote your business such as coupons to redeem at a later date or a discount offered for this day.

We hope that these events prove advantageous for your business.

If you have any questions, please contact me.

Sincerely,

Jenny Garvey
Parks, Recreation, and Culture Manager

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
Email: isantiparks@cityofisanti.us ◆ Website: www.cityofisanti.us ◆ Phone: (763) 444-5512

DRAFT

A Community For Generations.

Isanti

March 10, 2020

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout the Summer of 2020. The bands will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing on the following Saturday nights from 7:00 – 11:00pm.

- **June 20**, (*The Farmer's Daughters*)
- **July 18** (*Brother Ferris*)
- **August 8** *(The Brat Pack)*.

If you live close to the intersection of Main Street and 1st Avenue you may be able to hear the music from your home. The bands will be setting up and performing sound check beginning as early as 3:00 pm on these dates. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. The road closures will begin between 1:00pm and 2:00 pm on June 20 and July 18 and 8:00 am for August 8. Please note:

- Main Street will be closed from just west of the railroad tracks to 2nd Avenue.
- 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall.
- **No Parking will be allowed on the closed portion of Main Street:**
  - **June 20 and July 18 from 2:00 pm until midnight.**
  - **August 8 from 8:00 am until midnight for the Rum River Rods Car show and street dance activities.**
- These road closures will not affect accessibility to your home.
- Please make plans for this in advance of the event.

We appreciate your cooperation.

We hope you will attend the street dance events and enjoy the music, food vendors and activities that will be present.

If you have any questions or concerns please contact me.

Sincerely,

Jenny Garvey
Parks, Recreation, and Culture Manager

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
email: isantiparks@cityofisanti.us ◆ Phone: (763) 444-5512 ◆ Website: www.cityofisanti.us

DRAFT

DOWNTOWN ISANTI STREET DANCES

2020 Food Vendor Application

June 20, July 18, August 8*

7:00 -- 11:00 PM

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

NAME OF BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY_____ STATE _____ ZIP_____

BUSINESS PHONE_____ CELL_____

EMAIL _____

WEBSITE_____

LIST OF FOOD BEING SOLD:_____

FOOD VENDOR FEE $50 Non-Resident or
DATES APPLYING $25 City of Isanti based business
(per date)

☐ June 20, 2020
☐ July 18, 2020
☐ August 8, 2020
☐ Car Show (optional)

Amount Enclosed
$_____
Make check payable to
City of Isanti.

Priority preference will be to vendors applying for all dates.

Please note: August 8 is the Rum River Rods car show on Main Street(10am-3pm). Vendors wishing to participate in the full day are able to start set up at 8:00am and must be in place by 9:00 am.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer _____

Title_____ Date_____

☐ An ST-19 tax form must be submitted with this application for our records.

☐ A copy of your Liability Insurance and State Health Permit must accompany your application. Waiver of Liability must be signed (on this form)

- Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- Band plays 7:00 -- 11:00 pm. Set up no earlier than 4:00 pm, unless with prior approval.
- All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- All sales taxes and filings are the sole responsibility of the vendor.
- This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of cancellation. No refunds will be granted.
- By signing this form you accept & agree to abide by the rules & regulations set forth for this event.

Vendor spaces are limited. *The City of Isanti reserves the right to accept and deny vendors. Checks will be returned to vendors not chosen.*

Questions? Contact Jenny Garvey - Parks, Recreation, and Culture Manager: 763-444-5512 or isantiparks@cityofisanti.us

DOWNTOWN ISANTI STREET DANCES

2020 Non - Food Vendor Application

June 20, July 18, August 8*
7:00 – 11:00 pm

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

NAME OF BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY_____ STATE _____ ZIP_____

BUSINESS PHONE_____ CELL_____

EMAIL _____

WEBSITE_____

LIST OF FOOD BEING SOLD:_____

_____

FOOD VENDOR FEE

DATES APPLYING	FEE
☐ June 20, 2020	$25
☐ July 18, 2020	$25
☐ August 8, 2020	$25
☐ Car Show (optional)	

Amount Enclosed
$
Make check payable to City of Isanti.

Preference will be given to vendors applying for all dates.

Please note: August 8 is the Rum River Rods car show on Main Street. Vendors wishing to participate in the full day are able to park from 8:00am- 9:00 am.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer _____

Title_____ Date_____

- ☐ An ST-19 tax form must be submitted with this application for our records.
- ☐ A copy of your Liability Insurance and State Health Permit must accompany your application. Waiver of Liability must be signed (on this form)
- Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- Band plays 7:00 – 11:00 pm. Set up no earlier than 4:00 pm, unless with prior approval.
- All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- All sales taxes and filings are the sole responsibility of the vendor.
- This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of cancellation. No refunds will be granted.
- By signing this form you accept & agree to abide by the rules & regulations set forth for this event.

Vendor spaces are limited. *The City of Isanti reserves the right to accept and deny vendors. Checks will be returned to vendors not chosen.*

Questions? Contact Jenny Garvey - Parks, Recreation, and Culture Manager: 763-444-5512 or isantiparks@cityofisanti.us.

Isanti Parks

From: Mike Warring <cambbowl@ecenet.com>
Sent: Tuesday, March 3, 2020 12:43 PM
To: Isanti Parks
Subject: Re: Signage Permission - City of Isanti

Yes the city may place the temporary signs on junction bowl properties. Thanks for allowing us to be part of these city events. Mike

Sent from my iPhone

On Mar 3, 2020, at 10:35 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Mike,
I am writing to see if the City of Isanti would be able to place temporary signs along the street for the street dances and farmers market for 2020 season. The farmers market signs would be the day of and the street dance signs would be the week of. The signs are 18"x24" corrugated with metal step stakes.

The farmers market is Fridays May 29 – Sept 25.
The street dances are: June 20, July 18, and August 8.

Please let me know if you have any questions.

Jenny Garvey
Parks, Recreation, and Culture Manager
City of Isanti

Email: isantiparks@cityofisanti.us
Office: 763-444-5512
Cell: 763-772-5856

K.6.

BOLTON & MENK
Real People. Real Solutions.

7533 Sur
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: March 10, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: 6th Avenue SW Rehabilitation
City of Isanti, MN
No Parking Restriction for State-Aid Route
BMI Project No. R13.120122

As stated in the Preliminary Engineering Report for this project, dated January 28, 2020, the existing 6th Avenue SW street width of 32 feet is not wide enough to allow on-street parking on both sides of the roadway in accordance with Municipal State Aid System (MSAS) requirements. Therefore, in order to expend MSAS funds on 6th Avenue SW for the 6th Avenue SW Rehabilitation project, an ordinance amending Chapter 227 – Parking and Storage must be approved to state no parking is allowed along the east side of 6th Avenue SW from South Brookview Lane to Edgewood Street SW. As part of the project, No Parking signs will be installed on the east side of the roadway along this route.

An ordinance is attached for Council action to restrict parking on the east side of 6th Avenue SW from South Brookview Lane to Edgewood Street SW.

Please contact me if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

ESTABLISHING NO PARKING ON PARTICULAR MUNICIPAL STATE AID ROUTES WITHIN THE CITY OF ISANTI

WHEREAS, the City has planned the improvement of 6th Avenue SW, State Aid Route No. 116, State Aid Project No. 245-116-001 from South Brookview Lane to Edgewood Street SW; and,

WHEREAS, the City will be expending Municipal State Aid Funds on the improvements of this street; and,

WHEREAS, the roadway does not provide adequate width for parking on both sides of the street; and approval of the proposed construction as a Municipal State Aid Street project must therefore be conditioned upon certain parking restrictions;

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

That the City shall ban the parking of motor vehicles at all times on:

1.) **6th Avenue SW**, State Aid Route No. 116, from South Brookview Lane to Edgewood Street SW on the east side of the roadway;

This resolution was duly approved by the Isanti City Council this 17th of March 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/ City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sun
Ramsey, MN 55303-5119

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

K.7.

MEMORANDUM

Date: March 17, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
6th Avenue SW Rehabilitation
City of Isanti, MN
BMI Project No.: R13.120122

We request that the City Council approve the plans and specifications, entitled "6th Avenue SW Rehabilitation", and authorize advertisement for bids.

At the Improvement Hearing, a resident requested holding the final assessment hearing before the end of the construction project to lock in current low interest rates. Should the Council choose to accelerate the final assessment hearing we recommend holding the hearing after bids are received.

Following is the schedule for the 6th Avenue SW Rehabilitation Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 17, 2020
Open Bids	April 14, 2020
Final Assessment Hearing/Award Contract	May 5, 2020
Commence Construction	June, 2020
- 2 Months of Active Construction anticipated	
Final Completion of Construction	November, 2020

As required by the Minnesota State Statute Chapter 429 process, we are requesting that City Council approve plans and specifications and authorize advertisement for bids.

A resolution is attached to approve the plans and authorize the advertisement for bids.

I will be at the March 17, 2020 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to Resolution No. 2020-022 passed by the Council, the City Engineer, Bolton & Menk, Inc. has prepared plans and specifications for the 6th Avenue SW Rehabilitation project. The improvements shall consist of in whole or a part in the above mentioned improvement area: street reconstruction, sidewalk construction, and the installation of a new watermain;

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

1. Such plans and specifications, copies of which are on file in the City Offices, are hereby approved.
2. Bolton & Menk, Inc. shall prepare and cause to be inserted in the official paper and in Finance & Commerce and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 2:00 pm on April 14, 2020 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Engineer, will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on May 5, 2020, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a bid bond payable to the City of Isanti for five percent (5%) of the amount of such bid.

This resolution was duly adopted by the Isanti City Council this 17th day of March 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sui
Ramsey, MN 55303-5119

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

K.8.

March 10, 2020

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2020 Storm System Maintenance
City of Isanti, Minnesota
BMI Project No. R13.120121

Honorable Mayor Johnson and Members of the City Council:

Five contractors were contacted to request a bid for the 2020 Storm System Maintenance project. Only one contractor submitted a bid by the deadline of March 10, 2020. The bid was checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks, Inc.	$103,770.00
Engineer's Estimate	*$98,200.00*

Dirtworks Inc.'s bid is within the anticipated budget. We recommend award of this project to Dirtworks Inc. in the amount of $103,770.00.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
City Engineer

RESOLUTION 2020-XXX

AWARDING THE BID FOR THE
2020 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has planned for the 2020 Storm System Maintenance project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, five Contractors were contacted requesting bids; and,

WHEREAS, a private bid opening was held on March 10th, 2020; and,

WHEREAS, one bid was received; and,

WHEREAS, Dirtworks Inc. was the responsible low bidder with a bid of $103,770.00; and,

WHEREAS, this bid price is within the anticipated budget;

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

1) That the City shall award the project entitled "2020 Storm System Maintenance" to Dirtworks Inc. in the amount of $103,770.00.

2) Funding for the project shall come from the Storm Water Utility fund.

This resolution was duly approved by the Isanti City Council this 17th day of March, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 St
Ramsey, MN 55303-5119

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

K.9.

March 10, 2020

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2020 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. R13.120119

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on the 2020 Pavement Management Project on March 10, 2020. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	$243,221.33
Allied Blacktop Co	$283,280.65
Engineer's Estimate	*$276,784.40*

ASTECH's bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of $243,221.33.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
City Engineer

RESOLUTION 2020-XXX

AWARDING THE BID FOR THE
2020 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2020 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on March 10th, 2020; and,

WHEREAS, two bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $243,221.33; and,

WHEREAS, this bid price is within the anticipated budget;

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

1) That the City shall award the project entitled "2020 Pavement Management Project" to ASTECH Corporation in the amount of $243,221.33.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 17th day of March, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 3/4/2020 - 3/4/2020

Mar 04, 2020 12:35PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/04/2020	53109	127	ABDO, EICK & MEYERS, LLP	609-20200	15,000.00
03/20	03/04/2020	53110	53	BELLBOY CORPORATION	609-20200	4,779.78
03/20	03/04/2020	53111	9	BERNICKS PEPSI-COLA	609-20200	1,080.80
03/20	03/04/2020	53112	1500	BOLTON & MENK INC	603-20200	21,515.00
03/20	03/04/2020	53113	2221	C & L DISTRIBUTING	609-20200	265.30
03/20	03/04/2020	53114	1108	CITY OF BRAHAM	101-20200	68.00
03/20	03/04/2020	53115	2161	COMPASS MINERALS INC	101-20200	11,843.03
03/20	03/04/2020	53116	2234	COMPLETE INTEGRATED	920-20200	3,496.50
03/20	03/04/2020	53117	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,007.70
03/20	03/04/2020	53118	1214	DAKOTA WORLDWIDE CORP	609-20200	3,500.00
03/20	03/04/2020	53119	2807	DAUDT, BRANDON	101-20200	91.97
03/20	03/04/2020	53120	1708	DAVE LILLEBOE	101-20200	230.00
03/20	03/04/2020	53121	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/20	03/04/2020	53122	2874	ENVIRO-CARE COMPANY	602-20200	747.59
03/20	03/04/2020	53123	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
03/20	03/04/2020	53124	1400	GENERAL CODE LLC	101-20200	218.00
03/20	03/04/2020	53125	2875	HUBBARD ELECTRIC	101-20200	453.00
03/20	03/04/2020	53126	1563	ISANTI ELECTRIC INC	602-20200	368.52
03/20	03/04/2020	53127	496	JOHN HIRSCHS	101-20200	86.70
03/20	03/04/2020	53128	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,202.84
03/20	03/04/2020	53129	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,687.87
03/20	03/04/2020	53130	5	KAWALEK TRUCKING	609-20200	199.40
03/20	03/04/2020	53131	2587	LEAGUE OF MN CITIES INSURANCE TRUST	609-20200	117,681.00
03/20	03/04/2020	53132	2648	LEPAGE & SONS	101-20200	742.70
03/20	03/04/2020	53133	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
03/20	03/04/2020	53134	17	MCDONALD DISTRIBUTING CO	609-20200	13,246.05
03/20	03/04/2020	53135	2116	MINUTEMAN PRESS	101-20200	3,548.09
03/20	03/04/2020	53136	2876	O'CONNOR FAMILY TRUST	601-20200	54.74
03/20	03/04/2020	53137	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,303.85
03/20	03/04/2020	53138	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,505.04
03/20	03/04/2020	53139	2406	QUALITY FLOW SYSTEMS INC	602-20200	3,190.00
03/20	03/04/2020	53140	2630	RAPP, JORDAN	101-20200	82.34
03/20	03/04/2020	53141	2341	RED BULL DISTRIBUTION	609-20200	180.00
03/20	03/04/2020	53142	2396	SOUTHERN GLAZERS OF MN	609-20200	4,146.87
03/20	03/04/2020	53143	73	STAR	101-20200	973.05
03/20	03/04/2020	53144	1290	THE AMBLE GROUP	603-20200	54.88
03/20	03/04/2020	53145	42	VIKING COCA-COLA BOTTLING CO	609-20200	238.55
03/20	03/04/2020	53146	4	WATSON CO INC	609-20200	1,750.49
03/20	03/04/2020	53147	1976	WEST TITLE	601-20200	59.34
03/20	03/04/2020	53148	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
Grand Totals:						249,921.29

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/11/2020	53149	598	ASPEN MILLS INC	101-20200	42.95
03/20	03/11/2020	53150	2521	AXON ENTERPRISE INC.	101-20200	272.00
03/20	03/11/2020	53151	2808	BECC CORPORATION	602-20200	958.45
03/20	03/11/2020	53152	9	BERNICKS PEPSI-COLA	609-20200	1,480.55
03/20	03/11/2020	53153	2319	BREAKTHRU BEVERAGE	609-20200	9,183.83
03/20	03/11/2020	53154	2319	BREAKTHRU BEVERAGE	609-20200	46.15
03/20	03/11/2020	53155	1198	CENTER POINT ENERGY	601-20200	4,246.11
03/20	03/11/2020	53156	1822	CENTURYLINK BUSINESS SERVICES	101-20200	30.22
03/20	03/11/2020	53157	1522	CERTIFIED LABORATORIES	101-20200	490.77
03/20	03/11/2020	53158	2610	CINTAS	101-20200	409.10
03/20	03/11/2020	53159	1629	CITY OF ISANTI	226-20200	11,411.56
03/20	03/11/2020	53160	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,592.65
03/20	03/11/2020	53161	912	FASTENAL COMPANY	602-20200	488.94
03/20	03/11/2020	53162	2028	FURTHER	101-20200	30.45
03/20	03/11/2020	53163	267	GALLS, LLC	101-20200	113.15
03/20	03/11/2020	53164	134	GOPHER STATE ONE-CALL INC	601-20200	44.55
03/20	03/11/2020	53165	424	H&L MESABI COMPANY	101-20200	1,920.99
03/20	03/11/2020	53166	739	HACH COMPANY	601-20200	460.13
03/20	03/11/2020	53167	2209	INNOVATIVE OFFICE SOLUTIONS, INC	108-20200	156.91
03/20	03/11/2020	53168	2574	ITL PATCH COMPANY, INC.	101-20200	91.50
03/20	03/11/2020	53169	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,164.63
03/20	03/11/2020	53170	5	KAWALEK TRUCKING	609-20200	198.00
03/20	03/11/2020	53171	136	LEAGUE OF MN CITIES	603-20200	640.00
03/20	03/11/2020	53172	434	LITTLE FALLS MACHINE INC	101-20200	185.06
03/20	03/11/2020	53173	1331	MAGER, JIM	601-20200	387.20
03/20	03/11/2020	53174	2828	MCCARTY, JOHN	101-20200	74.30
03/20	03/11/2020	53175	17	MCDONALD DISTRIBUTING CO	609-20200	5,144.05
03/20	03/11/2020	53176	2364	METERING & TECHNOLOGY	601-20200	3,897.93
03/20	03/11/2020	53177	281	MINNCO CREDIT UNION	101-20200	2,337.01
03/20	03/11/2020	53178	176	MN DEPT OF REVENUE	101-20200	22,560.00
03/20	03/11/2020	53179	2842	MN PEIP	861-20200	21,983.78
03/20	03/11/2020	53180	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
03/20	03/11/2020	53181	2597	MNSPECT, LLC.	101-20200	13,397.90
03/20	03/11/2020	53182	2080	MVTL LABORATORIES INC	602-20200	159.58
03/20	03/11/2020	53183	2553	O'REILLY	101-20200	13.74
03/20	03/11/2020	53184	2553	O'REILLY	101-20200	6.99
03/20	03/11/2020	53185	2878	OUVERSON SEWER & WATER, INC.	602-20200	750.00
03/20	03/11/2020	53186	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,490.10
03/20	03/11/2020	53187	2406	QUALITY FLOW SYSTEMS INC	602-20200	599.00
03/20	03/11/2020	53188	1113	RJM DISTRIBUTING INC	609-20200	287.25
03/20	03/11/2020	53189	73	STAR	101-20200	4.50
03/20	03/11/2020	53190	2879	TACTICAL ADVANTAGE, LLC	920-20200	5,560.50
03/20	03/11/2020	53191	1820	URBANS HARDWARE INC	602-20200	141.40
03/20	03/11/2020	53192	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
03/20	03/11/2020	53193	2027	US INTERNET	603-20200	57.80
03/20	03/11/2020	53194	686	VERIZON WIRELESS	609-20200	1,223.18
03/20	03/11/2020	53195	42	VIKING COCA-COLA BOTTLING CO	609-20200	143.72
03/20	03/11/2020	53196	1286	VINOCOPIA INC	609-20200	104.00
03/20	03/11/2020	53197	4	WATSON CO INC	609-20200	1,364.13
03/20	03/11/2020	53198	1922	WEX BANK	609-20200	3,105.23
03/20	03/11/2020	53199	1210	WINTER EQUIPMENT	101-20200	658.69
03/20	03/11/2020	53200	2009	WOOD, JOSEPHINE	602-20200	403.24
03/20	03/11/2020	53201	2067	ZABINSKI BUSINESS	609-20200	2,147.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						137,174.37

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	93,022.54
Social Security & Medicare	5,087.60
Public Employees Retirement	9,622.80
Total City Expense	107,732.94

Pay Date 3/6/2020

Pay Period 5 (2/16-2/29/20)

RESOLUTION 2020-XXX

APPROVING A CHECK BE WRITTEN TO ISANTI AMBASSADORS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Isanti Ambassadors to volunteer at the February 21, 2020 movie; and,

WHEREAS, the profit from the February 21, 2020 movie night was $24.61;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Isanti Ambassadors in the amount of $24.61.

This resolution was duly adopted by the Isanti City Council this March 17, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/ City Clerk

Movie Night Volunteer Policy & Application Form

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

Contact Name: Bridget Broda

Secondary Contact Name: Maddie Simon

Organization: Isanti Ambassador Program

Non-Profit: (YES) / NO *(circle)*

Address: 2 Enterprise Ave NE c4

City: isanti State: MN Zip: 55040

Phone: 612 - 310 - 0521 Cell: ___ - ___ - ___

E-mail: isantiambassador@gmail.com

Date(s) of Movie to Volunteer (number your preferred date with 1 being your first choice followed by 2,3,etc) :

_____ November 15 – Shrek, PG
_____ December 6 – The Santa Clause, PG
_____ January 10 – Willie Wonka and the Chocolate Factory, G
✓ February 21 – A Bug's Life, G
_____ March 20 – The Sandlot, PG

Number of Youth Volunteers: 3 Number of Adult Volunteers*: 1
*There must be a minimum of one adult volunteer that is able to operate the popcorn machine.

Are you requesting to showcase any information about your organization? If so, please explain.

You are agreeing on behalf of your organization to the Policy as written below.

Applicant Signature: Bridget Broda Date: 01/17/20

	Product	Wholesale Cost	Tax Paid at Purchase	Wholesale Cost with Tax	Our Cost per item	Resale Price	Profit per Item to go to	Feb	Profit to group	Total revenue in
[redacted]									$0.00	
									$0.00	
								4	$3.76	$8.00
								0	$0.00	$0.00
								0	$0.00	$0.00
								3	$0.48	$3.00
								1	$0.22	$0.50
									$0.00	$0.00
									$0.00	$0.00
									$0.00	$0.00
	Swedish	$11.88	$0.00	$11.88	$0.99	$2.00	$1.01	0	$0.00	$0.00
[redacted]								2	$2.26	$4.00
Popcorn	Popcorn	$37.48		$40.24	*$0.25*	$0.50	$0.25	14	$3.50	$7.00
[redacted]										
	Water	$3.98		$3.98	$0.10	$1.00	$0.90	2	$1.80	$2.00
	Pepsi	$3.28		$3.52	$0.44	$2.00	$1.56	0	$0.00	$0.00
	Sprite	$2.75		$2.95	$0.37	$2.00	$1.63	*1*	$1.63	$2.00
	Mt Dew	$3.28		$3.52	$0.44	$2.00	$1.56	1	$1.56	$2.00
	Dr	$2.75		$2.95	$0.37	$2.00	$1.63	1	$1.63	$2.00
	Root	$2.50		$2.68	$0.34	$2.00	$1.66	*2*	$3.33	$4.00
	Diet	$3.28		$3.52	$0.44	$2.00	$1.56	*1*	$1.56	$2.00
	Orange	$3.28		$3.52	$0.44	$2.00	$1.56	0	$0.00	$0.00
	100%	$2.22		$2.38	$0.24	$0.50	$0.26	11	$2.88	$5.50
	Product	Wholesale Cost	Tax Paid at Purchase	Wholesale Cost with Tax	Individual Cost	Resale Price	Item to go to	Feb	$24.61	$42.00

Amount to group:

$24.61 **$24.61**

126.5

Feb total money in

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: March 17, 2020
Subject: Ordinance-XXX Approving Adult Use Zoning Code Amendment

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Request:
Per the City Attorney, it has been it has been determined that the current regulations regarding adult uses needs to be updated. The attached ordinances were drafted by the League of Minnesota Cities appointed attorney.

Overview/Background:
The City Council recently repealed and adopted a new Chapter 68 which regulates adult use. As part of that update some zoning items need to be changed. The proposed amendment removes adult uses as a permitted use from the business districts and only permits the use in Industrial zones. The Amendment also removed performance standards and accessory use.
Accessory use is removed, as by definition the sales of some adult material can be incidental to retail sales.

The Planning Commission held a public hearing at their regular meeting of February 18, 2020. No one from the public was present for this item.

Staff Recommendation:
Staff recommends approval of the proposed ordinance amendments

Attachments:
- Proposed Ordinance Amendment

ORDINANCE NO. _____
AN ORDINANCE AMENDING SECTIONS OF THE ISANTI ZONING ORDINANCE RELATED TO ADULT USES

The City Council of the City of Isanti hereby ordains:

Section 1. Section 7, Article Two, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:

Subdivision 6: Permitted Accessory Uses

A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.

~~B. Adult uses (accessory) may be permitted by an interim use permit, providing such use meets the requirements of an Adult Use (accessory) as regulated within Section 13 of this Ordinance and the Isanti Code of Ordinances.~~

~~C~~ B. Off-street parking and loading, in accordance with Section 17 of this Ordinance.

~~D~~ C. Outdoor patios and decks, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.

~~E~~ D. Outdoor smoking shelters, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.

~~F~~ E. Recreation support facilities may be permitted only as an accessory use to commercial recreation facilities.

~~G~~ F. Signs, in accordance with Section 16 of this Ordinance

~~H~~ G. Supporting retail and service uses associated and located within a hospital or health care clinic, to include: cafeteria, employee exercise facilities, shops for medical equipment, pharmaceutical supplies, gift shops, bookstores, florists, banking facilities, laundry/dry cleaning, community rooms, and chapels.

~~I~~ H. Trash receptacle enclosures, in accordance with the provisions within Section 14, Subdivision 3 of this Ordinance.

Section 2. Section 8, Article One, Subdivision 2 of the Isanti Zoning Ordinance is amended as follows:

Subdivision 2: Permitted Uses

The following are permitted uses:

A. Building maintenance service.

B. Essential services.

C. Contractor's services.

D. Light manufacturing.

E. Motor vehicle repair facility, subject to those standards as provided within Section 13 of this Ordinance.

F. Office – showroom.

G. Office – warehouse.

H. Research and development facilities.

I. Warehouse.

J. Water treatment plant.

K. Wholesale establishment, indoor.

L. Adult establishments, subject to the requirements of Chapter 68 of the Isanti City Code of Ordinances.

Section 3. Section 8, Article One, Subdivision 2 of the Isanti Zoning Ordinance is amended by adding the following new Subdivision 16:

Subdivision 16: Location of Adult Establishment

Adult establishments as defined by Chapter 68 of the Isanti City Code of Ordinances shall be located only in the I-1 Industrial Park District.

Section 4. Section 8, Article One, Subdivision 4 of the Isanti Zoning Ordinance is amended as follows.

Subdivision 4: Interim Uses

~~A. Adult uses (principal), subject to the standards and licensing provisions provided within Section 13 of this Ordinance and the Isanti City Code of Ordinances.~~

~~B~~ A. Farming.

~~C~~ B. Residential living quarters for security purposes only, provided the unit is in the same building as the industrial use, the off-street parking requirements are met, and there is full compliance with all of the applicable building and fire code requirements. Interim use permits issued for this purpose shall require that the resident own or be a paid employee of the business, are limited to the property owner and specific use for which it was issued, and are subject to annual review by the Planning commission.

~~D~~ C. Wildlife rehabilitators licensed by the State that temporarily keeps exotic animals within the City of Isanti when the purpose is to return the animals to the wild.

Section 5. Section 8, Article One, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:

Subdivision 6: Permitted Accessory Uses

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~~C~~ B. Off-street parking and loading, in accordance with Section 17 of this Ordinance.

~~D~~ C. Outdoor smoking shelters, subject to the standards as provided within Section 13 of this Ordinance.

~~E~~ D. General Retail, provided that:

1. The retail sales area is accessory to the principal use.
2. The retail sales area is indoors.
3. The retail sales area does not exceed ten (10%) of the gross floor area of the building in which the sales area is situated.
4. No additional signage has been provided identifying the retail sales activity.

~~F~~ E. Signs, in accordance with Section 16 of this Ordinance.

~~G~~ F. Trash receptacle enclosures, subject to the regulations as provided within Section 14 of this Ordinance.

Section 6. Section 12, Article Three, Subdivision 6 of the Isanti Zoning Ordinance is amended as follows:

Subdivision 6: Permitted Accessory Uses

A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.

~~B. Adult uses (accessory), as regulated by Section 14, Article 2 of this Ordinance~~

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~~G~~ F. Trash receptacle enclosures, in accordance with the regulations as provided within Section 14, Subdivision 3 of this Ordinance.

Section 7. Section 13, Article Two, Subdivision 2 (Use Regulations for Adult Uses) of the Isanti Zoning Ordinance is repealed.

Section 8. This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

_____
Jeff Johnson, Mayor

ATTEST:

_____
Katie Brooks, City Clerk

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Section 8. This ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Isanti.

_____
Jeff Johnson, Mayor

ATTEST:

_____
Katie Brooks, City Clerk

L.4.

RESOLUTION 2020-XXX

APPROVING GOALS FOR YEAR 2020

WHEREAS, annually the City Council sets goals for the current year; and,

WHEREAS, City Council met on January 27, 2020 to establish goals for year 2020; and,

WHEREAS, goals for year 2020 were established and outlined per 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve and year 2020 goals per 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 17th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

EXHIBIT A

2020 Isanti City Council Goals

- Performance Center/ Amphitheater
  - Staff will present options for inclusion of the 2021 and future budgets utilizing available capital funds.
- Lighting Infill
  - Staff will present options for inclusion of the 2021 and future budgets to set aside funds for future lighting infill projects.
- Splash Pad and Public Safety Buildings – Police and Public Works
  - Staff will present options for potential funding to COW.
- Liquor Store
  - Bolton and Menk, Inc. will evaluate the size of the lot and determine the maximum capacity and possible layout for a potential liquor store expansion.
- Isanti Fire District Lease and Building
  - Staff will meet with Fire Chief Jankovich to discuss their interest and possible appraisal of the building. Discussions will continue at COW regarding the Fire District lease and building.
- Heritage/ East Dual Intersection
  - Staff will work with the County and present options to COW to achieve an intersection control signal.
- Reducing Overall Budget
  - Staff will continue to bring forwards options that have the least impact on the budget and work to minimize debt.
- Business Marketing/ Acquiring Businesses
  - Staff will continue to market the City of Isanti, strive for adding new businesses and retaining the fantastic businesses that are currently here.
- Utility Rate Study
  - Staff will be completing an in-house utility rate study and strive for ways to reduce water, sewer and storm charges.
- Dynamic Reader Board Sign
  - Staff will bring to 2021 goal setting for future discussion.
- Lodging Tax
  - Staff will present more information to COW regarding the specifics of implementing a lodging tax.
- Parks, Recreation and Culture Events
  - Staff will move forward with updating 2020 events as discussed at the meeting. More information regarding egg hunt, firework and parade events will be discussed at COW and brought forward to Council.
- Housing Study
  - Staff will reach out to the East Central Regional Development Commission to determine if they will update the 2015 Housing Study. Staff will bring an update and potential cost to COW for more discussion.

RESOLUTION 2020-XXX

APPROVING THE SALE OF SURPLUS / ABANDONED PROPERTY HELD BY THE POLICE DEPARTMENT TO AN AUTHORIZED RETAILER

WHEREAS, the police department obtains surplus or abandoned property on a regular basis; and,

WHEREAS, the owners of all abandoned property are sought after and typically they are unable to be located; and,

WHEREAS, resolution 2016-197 provides guidelines for the disposal of surplus property; and,

WHEREAS, the police department has surplus ammunition; and,

WHEREAS, the ammunition is no longer of use to the police department and the sale of such property is in the best interest of the city; and,

WHEREAS, this resolution authorizes the use of an authorized retailer for sale of surplus ammunition; and,

WHEREAS, the sale of the surplus ammunition to an authorized retailer would mitigate the fortuitous sale of the surplus ammunition to be sold through a "straw purchase" to those unable to lawfully possess ammunition; and,

WHEREAS, the surplus ammunition will be sold to an authorized retailer;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby authorize the following:

1. Approve the sale of the below listed surplus and abandoned property to an authorized retailer and the proceeds to be deposited into the Isanti Forfeiture Fund:
   Surplus ammunition.

2. The Chief of Police shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this resolution.

This resolution is hereby approved by the Isanti City Council this 17th day of March 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.6.

RESOLUTION 2020-XXX

EMERGENCY PERSONNEL PLANNING POLICY

WHEREAS, during an emergency management situation as defined by the Emergency Management Director, the City will follow the Center for Disease Control (CDC), Minnesota Department of Health (MDH) and Isanti County Public Health guidelines and recommended/ suggested emergency planning and risk mitigation steps; and,

WHEREAS, there may be times during an emergency management situation, such as a pandemic, where Alternative Work Arrangements (AWA) may be a necessity to keep business operations functioning and employees and the public safe; and,

WHEREAS, AWA may be considered during times of Local, State or Federal recommended guidelines during community mitigation or emergency management strategies; and,

WHEREAS, AWA may include working remotely, flexible work options, paid administrative leave; and,

WHEREAS, the City Administrator, or their designee, will determine which AWA best fits the needs of the City to keep employees and the public safe; and,

WHEREAS, in emergency situations, requiring risk mitigation and management planning, the City Administrator, or their designee, will determine: 1) if employee leave banks must be exhausted prior to requested absence; 2) if employees will be allowed to go into deficit in their leave banks; 3) if paid or unpaid leave is authorized; 4) if health insurance premiums shall be pro-rated; and,

WHEREAS, the basis for such determination will be to not provide employees a financial incentive to risk the public's heath, safety and/ or well-being;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Emergency Personnel Policy as outlined per this Resolution.

This resolution was duly adopted by the Isanti City Council this 17th day of March, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Memo for Council Action

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: March 17, 2020
Subject: Resolution 2020-XXX Approving Staff to Apply for MN DNR Grant

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Background:
Staff is applying for a MN DNR grant and as part of the process the grant must include a separate resolution for the grant itself. Staff has previously been provided direction to apply for grants related to the department. The resolution includes information that staff has the approval to proceed with the grant and that the city is aware of the grant process and funding requirements.

Request:
Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX

RESOLUTION 2020-XXX
APPROVING STAFF TO APPLY FOR A MN DNR GRANT

BE IT RESOLVED that City of Isanti act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 27, 2020 and that Jenny Garvey/Matt Sylvester/Josi Wood is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Isanti.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that City of Isanti has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Isanti has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Isanti has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State,
City of Isanti may enter into an agreement with the State for the above-referenced project, and that City of Isanti certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Josi Wood is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Isanti on March 17, 2020.

SIGNED:

_____
(Signature)

_____
(Title) (Date)

WITNESSED:

_____
(Signature)

_____
(Title) (Date)

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

February 2020

Reported Crime	Month to Date	Year to Date
Theft	10	18
Assault	3	4
Vandalism/Damage to Property	1	6
Narcotics	3	3
Burglary	0	0
Domestics	7	15
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	10	16
Medical	32	57
Permit to Purchase	7	14
Security Check / Extra Patrol	238	452

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	10
DUI	1	3
Accidents	10	16
Hit & Run	0	1
Warrant P/U	6	9
Speed	10	21
DAR/DAS	6	10
Administrative Citations (Including Speed)	9	21

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	87,510	746	1,312
Ford Explorer 224	76,393	1,652	3,101
Ford F150 225	30,825	1,541	3,025
Chevy Impala 223	95,895	435	856
Dodge Durango 226	10,754	758	1,559
Dodge Durango 227	10,866	1,524	3,700

CEZT REPORT

CATEGORY	*CURRENT*						
TOTAL CASES YTD							
TOTAL OPEN CASES							
VIOLATIONS CLOSED THIS PERIOD							
NEW ISSUES THIS PERIOD	8						
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	**5**	0	0	0	0	0	0
CPA-Park & Store	**3**	0	0	0	0	0	0
CSN-Snow Removal	0	1	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	0	0	0
NJU--Junk/Brush	0	0	0	0	0	0	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	0	0	0	0	0
SGN-Signs	0	0	0	0	0	0	0
UNP-Unpermitted work	0	0	0	0	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	0	0	0	0	0	0	0
Administrative Citations Issued	0						0
Criminal Citations Issued	0						0
Abatements	0						0
Abatements Pending	0						0
Administrative Hearings Held	0						0
Criminal cases to prosecutor/complaint	0	0	0	0	0	0	0

M.2.

CITY OF ISANTI MONTHLY REPORT

February 2020

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		
ROOF / SIDING	0	1	$0.00	$0.00	$0.00	$1.00	$0.00	$80.00		
DECK	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
LL FINISH	2	7	$22,307.13	$107,277.13	$11.15	$56.64	$727.65	$3,376.90		
REMODEL / ADDITION	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	13	22	$0.00	$0.00	$13.00	$22.00	$1,680.00	$2,740.00		
SINGLE DWELLINGS	6	8	$1,050,121.22	$1,449,326.90	$525.07	$712.49	$15,354.90	$20,104.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	9	21	$0.00	$0.00	$9.00	$21.00	$750.00	$1,650.00		
PLUMBING	7	17	$0.00	$0.00	$7.00	$17.00	$538.00	$1,198.00		
RESIDENTIAL TOTAL	**37**	**76**	**$1,072,428.35**	**$1,556,604.03**	**$565.22**	**$830.13**	**$19,050.55**	**$29,149.80**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	1	1	$125,000.00	$125,000.00	$62.50	$62.50	$2,062.50	$2,062.50		
PLUMBING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	3	4	$3,500.00	$6,500.00	$3.75	$5.25	$290.45	$443.90		
COMMERCIAL TOTAL	**4**	**5**	**$128,500.00**	**$131,500.00**	**$66.25**	**$67.75**	**$2,352.95**	**$2,506.40**		
RESIDENTIAL/COMMERCIAL TOTAL	**41**	**81**	**$1,200,928.35**	**$1,688,104.03**	**$631.47**	**$897.88**	**$21,403.50**	**$31,656.20**	**$36,426.00**	**$48,391.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 2/29/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	30	4	0	0	$911,705.00	$15,133.63	$31,932.00
2016	67	8	0	1	$3,683,095.10	$44,280.59	$55,881.00
2017	69	9	0	0	$1,730,522.00	$31,678.59	$73,998.00
2018	72	4	0	0	$740,650.00	$17,269.27	$19,666.00
2019	70	2	0	0	$900,472.64	$20,136.75	$11,616.00
2020	81	8	0	0	$1,688,104.03	$31,656.20	$48,391.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,403.50
March	1	$0.00	$100.00
April	0	$0.00	$0.00
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	81	$1,688,104.03	$31,656.20

BOLTON & MENK
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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: March 11, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

A preconstruction meeting will be held in April, with construction planned to begin in early May, 2020.

2) 6th Avenue Rehabilitation

We will bring the plans and specifications to the March 17, 2020 Council meeting for approval and authorization to advertise for bids.

3) 2020 Pavement Management Project

We will bring a recommendation of award to the March 17, 2020 Council meeting for approval.

4) 2020 Storm System Management Project

We will bring a recommendation of award to the March 17, 2020 Council meeting for approval. The contractor plans to begin this work at the end of March if approved.

5) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 7, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/252940021
or by calling into this number +1 (571) 317-3112 **with this code** 252-940-021

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. March 17, 2020- Regular Meeting of the City Council
2. March 17, 2020- Committee of the Whole Meeting
3. February 18, 2020- Planning Commission Meeting
4. March 25, 2020- Special Emergency Meeting

H. Announcements
1. **CITY OFFICES CLOSED** — Friday, April 10, 2020 *(In Observance of Good Friday)*
2. Committee of the Whole — Tuesday, April 21, 2020 at 5:00 p.m.
3. City Council Meeting — Tuesday, April 21, 2020 at 7:00 p.m.
4. Planning Commission Meeting — Tuesday, April 21, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Ordinance-XXX Amendment to City Code Chapter 160, Fees

Chief of Police Travis Muyres
2. Ordinance-XXX Repealing and Replacing Chapter 233, Pawnshops

Community Development Director Sheila Sellman

3. Amendment to the Development Agreement for Legacy Pines- Phase I

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $362,100.30 Payroll in the Amount of $214,468.20 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,063.35
2. Resolution 2020-XXX Offering Seasonal Maintenance Worker Position to Gene West
3. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Portable Toilet Services
4. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into A Contract for Rug & Uniform Services for All City Departments
5. Approving Request for Proposals for Refuse Services
6. Resolution 2020-XXX Accepting Full-Time Assistant City Administrator/ Special Projects Coordinator Letter of Resignation for Donald Lorsung
7. Resolution 2020-XXX Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
8. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Automated Pawn Systems
9. Resolution 2020-XXX Specifying Automated Pawn System for Reporting
10. Resolution 2020-XXX Authorizing a Fireworks Display

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 17, 2020 – 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: Jimmy Gordon, Paul Bergley and Steve Lundeen.

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung and Finance Director Mike Betker

D. Public Comment
None

E. Adopt Agenda
Addendum:
Remove K.1 New Emergency Notification System for Isanti County
Add L.8 Resolution 2020-075 Approving and Adopting the Emergency Preparedness and Response Plan-Pandemic and Public Health Emergency Plan and Continuity of Operations Plan

Motion by Lundeen, second by Bergley to approve the agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. March 4, 2020- Regular Meeting of the City Council
2. February 4, 2020- Regular Economic Development Authority Meeting
3. February 18, 2020 Special Economic Development Authority Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 24, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 7, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, April 7, 2020 *(Following the City Council Meeting)*

Councilmember Bergley asked if the Park, Recreation and Culture Board meeting on Tuesday, March 24th will be cancelled as City Hall is closed to the public.

City Administrator Josi Wood shared that if the City of Isanti moves into the next phase of the pandemic plan the next phase is to cancel all board and commissions except for City Council. Wood continued to share that it may come very soon.
Mayor Johnson stated that the Declaration for the COVID-19 is a global pandemic by the World Health Organization means that there are community level outbreaks of COVID-19. Johnson continued to share that as of March 17th, 2020 there are no confirmed cases of COVID-19 in the City of Isanti or Isanti County but stated that it is likely that will change. Johnson stated that the City has very fortunate to have highly skilled medical facilities, outstanding law enforcement officers and emergency responders working closely with the Isanti County Public Health Department and the Minnesota Department of Health. Johnson further shared that COVID-19 has been recognized by the CDC to have more serious symptoms that are likely to effect the elderly population and those with serious chronic medical conditions with no vaccinations available at this time, governing bodies across the state and the county are working together to slow the spread of the virus down. Along with many other cities across the state the City of Isanti has decided to close City Hall and the Police Department to the public effective Wednesday, March 18th, 2020 through Friday, March 27, 2020 and at that time it will be reevaluated and determine if needed the dates need to be extended. Johnson stated the announcement was shared on the City's website, police and City Facebook pages. Johnson further stated that the chairs in the chamber have been separated for social distancing.

Councilmember Lundeen shared that other cities are doing the same thing where they will still issue building permits, inspections on homes or buildings as long as they are not occupied. Lundeen further shared that if the buildings are occupied, they are not entering the home.

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

~~1. New Emergency Notification System for Isanti County *(Ross Benzen)-update only*~~
Ross Benson informed staff ahead of time he had to cancel.

1. **Resolution 2020-063** Interview Applicant for Vacant Economic Development Authority Board Seat (Luke *Merrill*)
Applicant Luke Merrill was interviewed via Skype by Mayor Johnson for the open Economic Development Authority seat. Johnson asked questions specific to Economic Development Authority.

   Councilmember Bergley asked for clarification on the question Merrill was asked about what he sees for the potential future growth for Isanti.

   Merrill stated he thought the town is well developed at the moment for how many citizens Isanti is at. Merrill continued to share that the community continues to grow and it is important to evaluate new options that are coming to town, but he does not want to over pollute the City with businesses that he does not think are a good fit and that it is important for someone on EDA to voice their opinions and different mind sets.

   Councilmember Gordon stated that all businesses should be encouraged to invest in Isanti and create more jobs and tax-base.

Bergley stated that his concern is limiting the economic opportunity to bring more businesses into Isanti. Bergley further stated that residents had concern over another dollar store opening, but if they meet the requirements of zoning code and City ordinances then they can be allowed.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 3-1 with Bergley voting Nay. Motion carried.

2. Resolution 2020-XXX Consider the 3.2 Off-Sale Liquor License Application for Coborn's, Inc
City Administrator Josi Wood shared that an application has come in from Coborns and they were notified to attend the meeting so City Council could ask questions and the last staff had heard they were attending however, there is no representative from Coborns in the audience. Wood further stated that it is up to City Council's discretion if they want to grant this license or not.

Councilmember Lundeen stated he heard that Coborns would be asking for a 3.2 license and he believes Cub Foods in Cambridge has 3.2 there as well as Wal-Mart.

Mayor Johnson asked if it has ever come up about any gas stations in Isanti that would like to sell 3.2.

Wood stated it was brought up when Kwik Trip came to Isanti and per city code 3.2 is only allowed in grocery stores and it does not allow for convenience stores to sell 3.2 alcohol and that was to limit it because Isanti does have a Municipal Liquor store and most sales to go there.

Assistant City Administrator/ Special Projects Don Lorsung shared that in Cambridge's situation the businesses may have had the 3.2 license before they authorized strong liquor in the community.

Lundeen stated Cambridge had the municipal liquor store prior to Wal-Mart being built.

Lorsung stated that Cambridge might have had a prior grocer that had 3.2.

Bergley stated that he does not feel threatened as for the city's municipal liquor store.

Wood stated per city code that a representative need to be present at the meeting this will need to be postponed to a future City Council meeting when they can attend.

City Administrator Josi Wood

3. **Resolution 2020-064** Approving a Special Event Application for BMX 2020 Race for Life and DK Gold Cup Qualifier Event *(Larry Merchlewitz)*
Larry Merchlewitz shared that every year Rum River BMX is given the chance to have a "Race for Life" where Rum River BMX raises money for children suffering with leukemia. Merchlewitz continued to share that the Gold Cup Qualifier is a race to earn points for a regional plate and currently in Minnesota three tracks awarded the Gold Cup Qualifier including Rum River BMX, New Ulm and Detroit Lakes. Merchlewitz stated it is expected to draw a lot of attendees to the Gold Cup Qualifier. Merchlewitz stated that unfortunately, due to the COVID-19 epidemic, the Gold Cup Qualifier and Race for Life will need to be postponed and that the new date for Race for Life and Gold Cup Qualifier the same weekend as the State Qualifier. Merchlewitz stated the Race for Life will be June 26th, Gold Cup Qualifier will be June 27th and the State Qualifier will be June 28th.

City Administrator Josi Wood stated the State Qualifier on June 28th will have a separate Special Event Permit.

Motion by Lundeen, second by Bergley to approve the resolution with the dates of June 26th and June 27th. Motion passed 4-0. Motion carried.

4. **Resolution 2020-064** Approving a Special Event Request for the 2020 Downtown Street Dances
City Administrator Josi Wood shared that this Summer there will be some fun events going on including the street dances. Wood continued to share that on June 20th it will be The Farmers Daughter, July 18th will be Brother Ferris and August 8th will be The Brat Pack. Wood further stated that it will be similar to pervious years where it will be downtown at the intersection of First and Main.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

City Engineer Jason Cook

5. **Resolution 2020-065** Establishing No Parking on Particular Municipal State Aid Routes within the City of Isanti
City Engineer Jason Cook stated that this is the same item that has been discussed a couple times and in order to meet the state aid criteria for the project "no parking" must be assigned to one side of the street. Cook further stated that as discussed in the past, recommendation is for the east side of the road for the length of the project and allowing parking on the west side. Cook further stated this is a required resolution and approval to be able to use the state aid funds on the project.

Motion by Lundeen, second by Bergley to approve resolution as presented.

6. **Resolution 2020-066** Approving Plans and Ordering Ad for Bids for 6th Avenue SW Rehabilitation Project
City Engineer Jason Cook stated this resolution is to move forward with the completed plans and specs. Cook continued to share that the plans and specs have been reviewed by city staff and state aid and are asking for authorization to advertise for bids April 14th.

Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

7. **Resolution 2020-067** Awarding the Bid for the 2020 Storm System Maintenance Project
City Engineer Jason Cook shared that the bid was submitted to five different contractors and only one of which submitted a bid. Cook further stated the bid received was from Dirtworks. Cook continued to share that Dirtworks did the work last year and know what the project is and did a great job previously. The bid received from Dirtworks is in the amount of $103,770 which was slightly over the engineers estimate but is still under what was budgeted.

Motion by Gordon, second by Lundeen to approve resolution as presented. Motion passed 4-0. Motion carried.

8. **Resolution 2020-068** Awarding the Bid for the 2020 Pavement Management Project
City Engineer Jason Cook shared that this project is over the threshold to advertise and publicly bid. Cook continued to share that two bids were received both of which have done work in the City and both have done reasonable and acceptable work. The lowest bid was from AZTECH Corporation with $243,221.33 and they are also the ones that got the project last year.

Motion by Bergley, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $387,095.66 Payroll in the Amount of $107,732.94
2. **Resolution 2020-070** Approving a Check to be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
3. **Ordinance-726** Approving Adult Use Zoning Code Amendment
4. **Resolution 2020-071** Approving Goals for Year 2020
5. **Resolution 2020-072** Approving the Sale of Surplus/Abandoned Property Held by the Police Department to an Authorized Retailer
6. **Resolution 2020-073** Emergency Personnel Planning Policy
7. **Resolution 2020-074** Approving Staff to Apply for MN DNR Grant
8. **Resolution 2020-075** Approving and Adopting the Emergency Preparedness and Response Plan-Pandemic and Public Health Emergency Plan and Continuity of Operations Plan

Motion by Lundeen, second by Bergley to approve the Consent Agenda. Motion passed 4-0. Motion carried.

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 17, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung and Finance Director Mike Betker

Others Present: Fire Chief Al Jankovich and Don Hansen

D. Public Comment

- Fire Chief Al Jankovich stated he would like to be added to the agenda to share Annual Isanti Fire District Report.

E. Committee Meeting Items

1. a. Isanti Fire District Annual Report

- An entry level live burn is where firefighters are brought in after they have completed their firefighter basic training where they are set down on the floor where a fire is set in front of the firefighter. Jankovich continued to share the fire is made of straw, pallets and cardboard and not anything hazardous. Jankovich stated that it is to show the firefighter what the heat feels like in their gear and orientate the firefighter with the situation.
- There were 52 fire calls with actual fire and 79 rescue and emergency medical service incidents.
- Isanti Fire District was awarded a grant from the DNR to assist with the purchase of a grass fire truck and also able to purchase a truck from the DNR with the program that the DNR has. Jankovich further shared that the truck is stationed at Station 2.
- City of Isanti will contribute $238,744.52 towards the 2020 budget. The percentage of the City of Isanti's contribution to the total of Isanti Fire Districts budget s 38% with City of Isanti's total runs accounting for 46% of Isanti Fire Districts total runs.
- Councilmember Steve Lundeen asked what the Fire District was doing in response to the COVID-19 epidemic. Jankovich shared that the Fire District

assists EMS at medical calls because of their location as they are able to be on scene first. Jankovich continued to share that Isanti Fire District will continue to respond to critical EMS calls if somebody is unresponsive and in dire need of immediate interventions the Fire District will respond in typical fashion but if the person is not complaining of a life threatening situation then the Fire District is going to standby and allow EMS transport their patients as they normally would without the assistance of fire rescue.

- No further recommendations were made from Committee.

1. PW Updates
    - Early spring has left 300 tons of extra salt on hand which will carry into the next year.
    - Doors were posted in February for tree trimming and the list is completed.
    - Snow was hauled from busy intersections and cul-de-sacs in January.
    - Pothole patching has begun.
    - Public Works staff have been out doing yard repairs from plow damages.
    - Clearing brush in storm ponds have begun and will continue as time permits.
    - Publics Works has taken advantage of our warmer weather and has begun street sweeping.
    - Public Works staff have cleared storm drains as the snow melts.
    - Compost site will be on April 21.
    - The MPCA issued a draft permit for the waste water treatment facility with some minor changes. The biggest change being that the total phosphorus will be a 12-month moving total instead of a 12-month calendar total. The total phosphorus will remain at 908 kilograms per year.
    - Public Works staff began working on the waste water treatment facility filter underdrain piping.
    - First round flush of the air release valves was completed.
    - Routine maintenance in the pretreat building was completed.
    - Public Works staff has performed annual routine maintenance on the MIOX machine as well as the filter backwash tank.
    - Chlorine piping was replaced at the water treatment plant.
    - Progressive mower was purchased from Minnesota Equipment.
    - The mosquito fogging unit from Adapco was purchased and delivered.
    - The following reports have been completed: DNR Water Conservation Report, Tier II Report for Homeland Security, Solid Waste Report and Water Conservation Report.
    - No further recommendations were made from Committee.

2. Housing Study Update
    - At the 2020 goal setting meeting staff was directed to look into the City's housing study.

- Staff suggested waiting to do an update because Humphrey School student group is researching an East Central MN study which would be free.

3. Delinquent Charges on Utility Account
   - Utility customer contacted city staff with a request to have late fees removed from their account, and to ask that the Committee be informed that customers receiving a semiannual stormwater billing did not have a 6-month billing period listed on bills.
   - Staff believes that the problem has been corrected and will verify that solution with the next printing of semiannual stormwater bills at the end of May.
   - Recommendation from Committee is for staff to let customer know the issue has been fixed and that if the customer pays bill by the end of the month the $5 fee will be waived.

4. Food Truck Fees
   - Staff is drafting an ordinance to include food truck fees. The proposed fees will mirror Cambridge's food truck fees of $25 per day, $75 per month and $200 for seasonal (up to 6 months) per food truck.
   - Street Dance food trucks will align with these fees.
   - Recommendation from Committee is to move forward and post draft ordinance and bring to City Council meeting.

5. Fire District Lease Discussion
   - At the 2020 goal setting meeting staff was directed to review the lease payment for the Isanti Area Joint Operating District.
   - Beginning in 2015 the Isanti Area Joint Fire District began paying $32,622.75 annually for lease of the fire station on Heritage Blvd. Isanti Area Joint Fire District had previously paid $1.00 annually. Since the start of 2015 the Isanti Area Joint Fire District has paid $163,113.75 to lease a portion of the building.
   - The Isanti Area Joint Fire District approached the City in 2019 to inquire about possibly purchasing the building outright. If the Isanti Area Joint Fire District lease agreement continued for 10 more years unchanged the result would be as follows:

Previously Collected (2015-2019)	$ 163,113.75
Future Collection (2020-2029)	$ 326,227.50
Total Potential Collection	**$ 489,341.25**

   - Recommendation from Committee is for City Administrator Josi Wood and Finance Director Mike Betker to meet with Fire Chief Al Jankovich to discuss laying out the framework for a possible transfer of ownership for the current Police Department and Fire Department building and to discuss if Isanti Area Joint Operating District lease agreement fee shall be a $1.00 annually.

6. Tree Discussion
    - Staff requested clarification on tree replacement for street projects, water main break, curb stop leak, etc. as city policy is that the city does not replace trees.
    - Recommendation from Committee is to look at a tree program for city who would like trees at a discounted cost and leave city policy as is.

7. Annexed Parcel Code Enforcement Discussion
    - December 2019 Committee of the Whole meeting the Committee discussed general code enforcement on parcels recently annexed into the City. The focus was mostly on parking and vehicles. It was agreed that any outside storage of rubbish, junk, inoperable vehicles, miscellaneous refuse or garbage will be enforced immediately.
    - February Committee of the Whole a rough draft of an ordinance amendment was presented. The draft included limits on size of vehicles and number of vehicles for parcels over 1-acre. It was suggested that the current code be enforced when property ownership changed and until the people that live there are allowed to have what they currently have for vehicles, trailers etc. Committee directed staff to look at the logistics on this idea.
    - Direction from Committee was for staff to send out letters to annexed parcels notifying them of this meeting and discussion and have indicated that once staff is directed to draft an ordinance for consideration, they will receive notice and a copy of the proposed ordinance.
    - Recommendation from Committee is for staff to draft new ordinance with enforcing new rules for when the properties switch owners and have the city attorney review the draft ordinance and bring to city council meeting.

8. Credit Card Policy Discussion
    - Currently the City of Isanti has one credit card for city/staff to use. That card is kept in the office of the Finance Director's office and must be signed out to be used. After the purchase is made the card is checked back in.
    - Recommendation from Committee is to move forward with staff drafting a new credit card policy with staff having credit cards with their name on it issued to them to use for purchases and bring to city council meeting.

9. Adding Trails to Bluebird Park Discussion
    - The February 25th Park, Recreation and Culture Board meeting discussed adding walkways to Bluebird Park.
    - The walkway would be from the main BMX parking lot to the parking lot to the west which used to be the skate park pad.
    - The result would be loss of two parking spaces in the main BMX parking lot and the curb in the BMX parking lot would need to be cut. Rum River BMX is okay with losing two spots.
    - People currently walk out to Isanti Parkway because it gets wet along the pine trees.
    - The trail section addition would be about 50' between the two parking lots. A section of culvert will need to be added to maintain drainage along with some

grading. The section of trail would be 8' wide consistent with what is currently in Bluebird Park.

- The trail section would need to be contracted out as Public Works does not have the equipment to pave the section of trail.
- The work is a non-budgeted park improvement at this time.
- Staff has received an estimated quote for $7,500.
- No further recommendations were made from Committee.

10. Painting Redbird Fence Discussion

- Redbirds ball field fence said they agreed that the back of the fence could be painted or stained and requested to use city equipment to do so.
- The city does not allow things that have been purchased to be used by another group.
- Public Works can paint the fence but Redbirds would be billed for it.
- Recommendation from Committee is for staff to review lease agreement for Redbirds to paint the fence.

11. Discussion on Funding for Fireworks and Float

- Approximately $6,700 for 12 minutes fireworks show similar to Brooklyn Park, Buffalo, Sartell and Mille Lacs Band.
- There is adequate funding within the parks budget and allocate it to fireworks if Committee recommends.
- Consensus from Committee is to each out to firework vendors and bring to city council meeting.
- Building a parade float could potentially be overtime for staff.
- Consensus from Committee is not to have float in the parade.

12. Emergency Management Discussion

- Updates to Emergency Preparedness and Response Plan as the last update was 2009.
- The COVID-19 pandemic has made it necessary for updates.
- Recommendation from Committee is to move forward and bring to city council meeting later in the evenings.

F. Adjournment

Meeting was adjourned at 6:41 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Planning Commission Meeting Minutes
February 18, 2020

Call to Order: Chair Johnson called the meeting to order at 7:42pm.
Roll Call: Commissioners present: Mayor Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Dan Collison, Aryssa Simon, and Alexander Collins.
Staff Present: Community Development Director Sheila Sellman, Assistant City Administrator/Special Projects Don Lorsung, and Planner Matt Lindholm

Meeting Minutes: Motion by Bergley, 2nd by Collison to approve minutes from the January 21, 2020 Planning Commission Meeting. Motion passed 7-0.

Public Hearing

A. A request from the City of Isanti to Amend Ordinance No. 445 Zoning; Section 7, Article Two, Subdivision 6: Permitted Accessory Uses. Section 8, Article One, Subdivision 2: Permitted Uses. Section 8, Article One, Subdivision 2 adding Subdivision 16: Location of Adult Establishment. Section 8, Article One, Subdivision 4: Interim Uses. Section 8, Article One, Subdivision 6: Permitted Accessory Uses. Section 12, Article three, Subdivision 6: Permitted Accessory Uses. Section 13, Article Two, Subdivision 2 (Use Regulations for Adult Uses) is repealed: Sellman explained this removes Adult Use from the B-2 General Business District as a permitted use and accessory use while allowing Adult Use in the I-1 Industrial Park District as a permitted use. The Amendment also removes performance standards (per recent repeal/adoption in Chapter 68) and accessory use. Accessory use is removed as by definition the sales of some adult material can be incidental to retail sales, as protected under the US Constitution's 1st Amendment. The public hearing was open, and no one was present for this item. Johnson closed the public hearing.
Motion by Lundeen, 2nd by Gordon to approve the ordinance amendment. Motion passed 7-0. Bergley asked the reason of this request. Sellman said it was a result of updating Chapter 68 in City Code.

Other Business: None.

Discussion Item

A. Comprehensive Plan Update – Chapter 8, Transportation: Lorsung reviewed current/future goals and the importance of long-term planning of transportation corridors and roadways. Bergley asked when County Road 9 (CR-9) might be considered a major roadway. Lorsung stated that he didn't have traffic counts on hand but estimated an increase in traffic. Bergley presumed CR-9 was already considered a major roadway and was curious as to how close it was to status change. Lorsung said that it would be beyond 2030 that CR-9 may be tied in.

Adjournment: Motion by Bergley, 2nd by Collison to adjourn. Motion passed 7-0. Meeting adjourned at 7:56pm.

Respectfully Submitted
Matt Lindholm, Planner/Secretary

MINUTES
CITY OF ISANTI
EMERGENCY CITY COUNCIL MEETING
WEDNESDAY, MARCH 25th, 2020 at 6:00 PM
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the Emergency City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/308600749
or by calling into this number +1 (571) 317-3112 **with this code** 308-600-749.

Mayor Johnson called the meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon (telephone), Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Bergley to approve the agenda as presented. Motion passed 4-0. Motion carried.

F. Business Items

1. **Resolution 2020-076** Declaring Local State of Emergency
Mayor Johnson read the resolution.

Councilmember Bergley asked if the Chief of Police Travis Muyres is the Emergency Management Director.

Johnson confirmed that the Emergency Management Director is Chief of Police Travis Muyres,

Bergley asked if there is a plan in place,

Chief of Police Travis Muyres shared that the City of Isanti's Emergency Operations Plan as a whole and the Pandemic Plan is one section in there and has been in place for the City of

Isanti for many years. The plan was updated and presented at the last City Council meeting on March 17. Muyres continued to share that the motion and action does not mean anything is going to change tomorrow operationally, but gives them abilities to work with the city's partners including Isanti County Emergency Management, Alina Health, Isanti Fire which is already laid out in the Emergency Operations Plan.

Bergley stated that the County Board and City of Cambridge did this as well.

Mayor Johnson stated that it suspends everything, but City Council meetings, but residents are allowed to call in just as Councilmember Gordon is for the meeting now.

Bergley asked if there were any specific actions that are being taken.

City Administrator Josi Wood shared now that GoToMeeting.com is set up the City will continue to do meetings that have things on the agenda that need to be brought forward whether it be City Council or Planning Commission. Wood continued to share that the public will be notified on the City of Isanti's Facebook page and the City of Isanti website. Wood further shared that there will be a code similar to Councilmember Gordon called in on as well as the public listening to the meeting today. The public can call in to speak at public comment, during public hearings. During a local state emergency state statute allows if found prudent to not hold meetings in person form that they can be done this way so moving forward this is how meetings will be done until it is determined that it is not prudent to do so. Wood stated in regards to city operations, specifically with staffing, we have begun staggering staff shifts. With Public Works, Police Department and in City Hall some staff are doing it in a way where they are working from home and they may come in depending on what functions they are providing with the order Governor Walz has made that takes effect on Friday it is to make sure that the critical staff that is needed to do what needs to be done. Staff were given the capability to work remotely to keep the separation between different staff members but have the ability to continue to work. Wood added that for the public updates for COVID-19 have been posted on the City's Facebook page and on the City's website under the Emergency Preparedness page such as the water shut off notice which usually happened in April have been delayed as well as residents will not be experiencing late fees during this time due to COVID-19. Wood stated that City Hall is not open to the public, but staff is still available by phone or email to answer questions.

Councilmember Gordon asked for clarification that this is opening lines of communication with the county and state to make it easier to work with them and not necessarily putting a response plan in place but allowing that to implemented if needed.

Wood stated to clarify that the city is in response planning and have implemented the plan, but have not implemented the Emergency Operations Center which is the next phase. Wood further stated that the city is in the emergency planning operations plan where critical services are being performed and limiting staff.

Gordon stated the City has implemented the operations part now that it is declaring the emergency.

Wood confirmed.

Gordon asked what is being done on a city level is not more restrictive than what the Governor implemented.

Johnson stated that what the Governor puts in place it must be complied and as far as the City level goes this is being implemented to make sure residents, families and staff is safe, secure and essentially do not get sick but if it hits here we are giving the authorization to react to it and do as necessary without City Council approval.

Muyres stated that the biggest thing enacted today by this council will open up more opportunities for him to reach out to bigger agencies such as county, state and federal to get more resources to plan with them. Muyres continued to share that there is not anything in the Emergency Management Plan regarding a curfew like what the Governors has put in place.

Gordon asked if the Liquor Store will remain open.

Wood stated that the Governors order did make it clear that one of the things that can remain open is Liquor Stores. The City's liquor store will continue to remain open and right now is operating at normal hours and schedules but if staff becomes sick and unable to work hours may become limited.

A motion was made by Lundeen, seconded by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

G. Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 4-0. Motion carried. The meeting was adjourned at 6:27 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

K.1.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: April 7, 2020
Subject: Repealing in its Entirety City Code Ch. 160, Ordinance 713, and Previous Ordinances Titled Fees, and Adopting Ordinance - XXX Titled Fees

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Background:

Ordinances 429, 433, 436, 437, 449, 463, 497, 500, 511, 515, 521, 523, 531, 540, 546, 556, 559, 561, 565, 566 ,570, 577, 587, 598, 591, 606, 615, 627 ,632, 642, 653, 662, 677, 668, 685, 691, 694, 698, 706, and 713, codified in Chapter 160 of the City Code are hereby repealed in their entirety and replaced with a draft Ordinance for Council review.

Fees listed, as well as the items that are charged fees, within City Code allows the City to enforce our fees per our City Attorney. City Code Ch. 160 had the items listed by Ordinance, however, fees were adopted by Resolution.

The draft Ordinance fees are the same as what was last approved by Council plus includes the new fees as discussed and recommended by Committee of the Whole for Food Trucks.

Request:
Staff is requesting action on this item.

Attachment:
- Ordinance-XXX FEES

ORDINANCE No._____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 429, ADOPTED ON 2-19-2008, AND AMENDED BY THE FOLLOWING ORDINANCES: ORDINANCE 433, ADOPTED 4-1-2008; ORDINANCE 436 ADOPTED 6-3-2008; ORDINANCE 437 ADOPTED ON 6-17-2008; ORDINANCE 449, ADOPTED ON 1-6-2009; ORDINANCE 463, ADOPTED ON 8-18-2009; ORDINANCE 497, ADOPTED ON 12-7-2010; ORDINANCE 500, ADOPTED ON 3-1-2011; ORDINANCE 511, ADOPTED ON 5-3-2011; ORDINANCE 515, ADOPTED ON 7-19-2011; ORDINANCE 521, ADOPTED ON 10-18-2011; ORDINANCE 523, ADOPTED ON 12-20-2011; ORDINANCE 531, ADOPTED ON 4-17-2012; ORDINANCE 540, ADOPTED ON 8-21-2012; ORDINANCE 546, ADOPTED ON 12-18-2012; ORDINANCE 556, ADOPTED ON 6-18-2013; ORDINANCE 559, ADOPTED ON 7-16-2013; ORDINANCE 561, ADOPTED ON 8-20-2013; ORDINANCE 565, ADOPTED ON 9-17-2013; ORDINANCE 566, ADOPTED ON 10-15-2013;ORDINANCE 570, ADOPTED ON 12-17-2013; ORDINANCE 577 ADOPTED ON 4-1-2014; ORDINANCE 587, ADOPTED ON 10-7-2014; ORDINANCE 591; ADOPTED ON 12-16-2014; ORDINANCE 598, ADOPTED ON 2-17-2015; ORDINANCE 606, ADOPTED ON 4-21-2015; ORDINANCE 615, ADOPTED ON 8-5-2015; ORDINANCE 627, ADOPTED ON 12-15-2015; ORDINANCE 632, ADOPTED ON 2-2-2016; ORDINANCE 642, ADOPTED ON 5-3-2016; ORDINANCE 653, ADOPTED ON 9-2-2016; ORDINANCE 662, ADOPTED ON 12-20-2016; ORDINANCE 677, ADOPTED ON 8-2-2017; ORDINANCE 668, ADOPTED ON 1-3-2017; ORDINANCE 685, ADOPTED ON 1-2-2018; ORDINANCE 691, ADOPTED ON 6-5-2018; ORDINANCE 694, ADOPTED ON 8-8-2018; ORDINANCE 698, ADOPTED ON 12-18-2018; ORDINANCE 706, ADOPTED ON 6-4-2019; ORDINANCE 713, ADOPTED ON 12-3-2019AND TITLED FEES

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

Section 1-Repealer. Ordinances 429, 433, 436, 437, 449, 463, 497, 500, 511, 515, 521, 523, 531, 540, 546, 556, 559, 561, 565, 566 ,570, 577, 587, 598, 591, 606, 615, 627 ,632, 642, 653, 662, 677, 668, 685, 691, 694, 698, 706, and 713, codified in Chapter 160 of the City Code are hereby repealed in their entirety and replaced with the ordinance set forth below. City Code Chapter 160 is also repealed under this new ordinance.

Section 2- Ordinance. The following Ordinance is hereby adopted:

FEES

§ Section 1. Purpose.
§ Section 2. Enumeration of fees.
§ Section 3. Other fees.
§ Section 4. Summary publication of chapter authorized.

Section 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.

Section 2. Enumeration of fees.

A. Administration.

1. Administrative Citations – City Code Violations	
(a) Chapter 87-5.1, Animal Litter	$75.00
(b) Chapter 216, Nuisances	$200.00
(c) Chapter 230, Park and Recreation Areas	$200.00
(d) Chapter 227, Parking and Storage	$200.00
(e) Chapter 256, Residential Property Maintenance Standards	$200.00
(f) Chapter 284, Streets and Sidewalks	$200.00
(g) Chapter 295, Tobacco, et al	$75.00
(h) Chapter 325, Water	$200.00
(i) Ordinance #445, Zoning Ordinance	$200.00
(j) Ordinance #445, Section 16 Signs	$100.00
(k) Ordinance #670, Storm Water 1st Time	$200.00
(l) Ordinance #670, Storm Water 2nd Time	$400.00
(m) Ordinance # 670, Storm Water 3rd Time	$600.00
2. Adult Use Fee	$2,500.00
3. Adult Use Investigation Fee	$300.00
4. Affidavit of Candidacy	$15.00
5. Copies	$.25 per page, plus tax
6. Dog Bite	Actual cost/plus tax
7. Dog Boarding (at Impound)	Per Contract
8. Dog Impound 1st Time	Per Contract
9. Dog Impound 2nd Time	Per Contract
10. Dog Impound 3rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
11. Dog License (Duplicate)	$5.00
12. Dog License (Fixed)	$10.00
13. Dog License (Not)	$15.00
14. Dog License Late Fee	$5.00
15. Dog License Lifetime	$50.00
16. Euthanasia / Disposal	Actual cost/plus tax
17. FAX - in	$.25 per page, plus tax
18. FAX - out	$.25 per page, plus tax
19. Gambling Permits – Application & Gambling Investigative Fee	$50.00
20. Kennel License (Commercial)	$100.00 per year
21. Kennel License (Residential)	$50.00 per year
22. Lawn Sprinkling 1st Violation	$20.00
23. Lawn Sprinkling 2nd Violation	$35.00

24. Lawn Sprinkling 3rd Violation — $50.00
25. Meeting Minutes – Copy of CD — $10.00
26. Non-Compliance Fee — $25.00
27. Notary — $5.00 per document
28. Pawnbroker/Shop — $1,500.00
29. Pawnshop Investigation Fee — $1,5000.00
    Initial Application Only, does not apply to Renewal
30. Pawnshop Transaction Fee — Pass through costs per transaction
31. Peddler & Mobile Food Unit Permit
    (a) Day — $25.00
    (b) Month — $75.00
    (b) Seasonal (6 months or less) — $200.00
32. Peddler or Mobile Food Unit Application Investigation Fee — $75.00
33. Retail Fire Works Permit – Application Fee — $15.00
34. Retail Fire Works Permit – Permit Fee — $25.00
35. Returned Checks — $30.00
36. Secondhand Goods Dealer — $1,500.00
37. Secondhand Goods Dealer Investigation Fee — $1,500.00
    Initial Application only, not for renewals
38. Secondhand Goods Dealer, Temporary — $750.00
39. Secondhand Goods Dealer Transaction Fee — Pass through costs per transaction
40. Small Wireless Facility Collocation Rental and Maintenance Fee
    (a) Annual Rent per Supplement — $150.00
    (b) Annual Maintenance Fee per Supplement — $25.00
41. Small 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
42. Special Assessment Fee — $30.00 per assessment
    Unpaid Utility Bills, Code Enforcement Violations, Etc.
43. Special Meeting Request — $500.00
44. Special Vehicle Permit — $25.00
45. 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** ***(Residential & Commercial)***
$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 Permit	Per Valuation Fee Schedule
4. City Utility Services under Driveway	$100.00
5. Commercial Landscape Escrow	$5,000.00 per site (Refundable)
6. Deck Permit	Per Valuation Fee Schedule
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 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 (Refundable)
36. Residential Landscape Escrow	$6,000.00 (Refundable)
37. Residential Rental License Fee	
(a) 1 Unit	$150.00
(b) 2-4 Units	$175.00
(c) 5-12 Units	$225.00
(d) 13-20 Units	$240.00
(e) 21–50 Units	$250.00
(f) 51 + Units	$300.00
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 Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders 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

C. Community Center.

1. Cleaning Fee (if elected by renter)	$125.00, plus tax
2. Damage Deposit	$250.00
3. Damage Fees	
(a) Cleaning	$35.00 per hour minimum, plus tax
(b) Tables	$100 each, plus tax
(c) Chairs	$20.00 each, plus tax
(d) Unreturned keys	$250.00, plus tax
(e) Smoking Non-Designated Areas	$200.00, plus tax
(f) Other Items	To be determined based on replacement cost, plus tax
4. Equipment Available to Rent (larger deposit may be required)	
(a) LCD Home Theater Projector on Cart	$50.00, plus tax
(b) 9' Portable Screen	$20.00, plus tax
(c) Blu-Ray DVD Player	$15.00, plus tax
(d) Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
(e) Podium	$10.00, plus tax
5. Non-Profit Organizations	$50.00, plus tax (full day)

$25.00, plus tax (4 hours or less)

6. Private (less than 50 individuals) or For-Profit Organizations — $100.00, plus tax (full day); $50.00, plus tax (4 hours or less)
7. Special Events — $275.00, plus tax
   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 $50.00
    (Includes Beer and Wine, 2-4 days one event)
15. Temporary On-Sale Intoxicating Liquor License $500.00
    (Multiple events)
16. Wine On-Sale $300.00

F. Parks, Recreation, and Culture Department.

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 – Non City Resident or Business $10.00 plus tax
12. Special Event Cleanup Deposit $100.00
13. Tennis Court Usage - Resident (Individual)
    (a) 1 court No Charge
    (b) 2 courts $6/hr. plus tax
14. Non-Resident (Individual)
    (a) 1 court $6/hr. plus tax
    (b) 2 courts $12/hr. plus tax
    (c) Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax

(d) 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.

15. Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

G. Planning & Zoning Department.

1. Administrative Appeals	$200.00 plus costs
2. Administrative Permit	$75.00
3. Administrative Subdivision	$275.00 plus costs
4. Annexation/De-Annexation	$100.00 plus costs
5. Comprehensive Plan Amendment	$325.00 plus costs
6. Conditional Use Permit	$325.00 plus costs
7. Conditional Use Permit Amendment	$275.00 plus costs
8. Copy of Comprehensive Plan	$50.00
9. Copy of Maps	$ .50 black and white
10. Copy of Zoning Map	Fee based on size & type of map
11. Copy of Zoning Ordinance	$25.00
12. Copy of Engineer Design Standards	$35.00
13. Development Agreement for Subdivisions	$2,500.00 escrow plus costs
14. Development Agreement (Non-Subdivision)	$1,500.00 escrow plus costs
15. Easement Application	$200.00 plus costs
16. EAW & EIS Review	$600.00 plus costs
17. Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
18. Interim Use Permit	$325.00 plus costs
19. Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
20. Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
21. Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
22. Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
23. Rezoning Request	$325.00 plus costs
24. Sign Permit (permanent)	$75.00
25. Sign Permit (temporary)	$50.00
26. Signal Light Fee (Residential)	$119.00 per residential unit
27. Signal Light Fee (Commercial)	$0.10 per sq. ft. of usable Commercial lot platted
28. Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
29. Site Plan Review Financial Surety	125% of estimated cost of site (Commercial/Industrial)

	improvements (driveway, parking and loading areas)
30. Text Amendment	$275.00
31. Vacation Request	$275.00 plus costs
32. Variance Request	$325.00 plus costs
33. Wetlands Replacement Plan Review	$500.00
34. Zoning Permits	$80.00
35. Zoning Verification Letter	$30.00

H. Police Department.

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, plus tax
8. Copy of Video/Audio/DVD	$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	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 Department.

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 $304.00
(c) Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	$314.00
Orion Radio	$172.00
HRE Body	$60.00
Copper Horn	$82.00
(d) 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 1st 1000 gallons; as per rate study per/1,000 thereafter
6. Private Well Water Testing	$90.00
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. Street Department.

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

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with	$160.00	$180.00

Snowplow and Wing, Wheel Loader		
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
Six Inch Pumps with Engine	$75.00	$95.00
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

Section 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.

Section 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 5. Effective date.
This ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the Isanti City Council this 7th day of April, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Posting Date: 3/25/2020
CC Reading Date:
Publication Date:
Effective Date:

K.2.

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: April 7, 2020
Subject: Ordinance Amending Chapter 233 Pawn Shops

Background:
Chapter 233 in City Code requires licensed Pawnbrokers to report transactons via the specified Automated Pawn System [APS]. The city has utilized the Minneapolis Police Departments APS as the specified automated pawn system for the city. As of March 1st 2020 Minneapolis Police Department halted their APS system and is no longer operable.

Chapter 233 has been amended to allow for an alternative to the Minneapolis Police Department APS that was listed in the chapter.

Staff drafted and City Attorney reviewed the proposed changes. The draft was posted on March 26th 2020 for public notice.

Request:
Staff is requesting action on this item

Attachments:
- Ordinance amending City Code 233 Pawn Shops
- Resolution 2020-XXX

ORDINANCE No. _____

AN ORDINANCE REPEALING AND REPLACING ORDINANCE 345 ADOPTED ON OCTOBER 18, 2005 AND AMENDED BY ORDINANCE 427 ADOPTED ON JANUARY 15, 2008 AND AMENDED BY ORDINANCE 471 ADOPTED ON NOVEMBER 17, 2009 AND AMENDED BY ORDINANCE 545 ADOPTED ON NOVMEBER 20, 2012 AND AMENDED BY ORDINANCE 634 ADOPTED ON MARCH 15, 2016 AND ORDINANCE 635 ADOPTED ON MARCH 15, 2016 AND TITLED PAWN SHOPS

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

Section 1 – Repealer. Ordinance 345 and amending Ordinances 427, 471, 545, 634 and 635, codified in Chapter 233 of the City Code is hereby replaced in its entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 233 is hereby adopted:

Chapter 233

PAWN SHOPS

§ 233-1. Purpose.
§ 233-2. Definitions.
§ 233-3. Reportable transactions.
§ 233-4. Billable transaction.
§ 233-5. License required.
§ 233-6. License fees.
§ 233-7. Expiration of license.
§ 233-8. Application requirements.
§ 233-9. Bond requirements.
§ 233-12. Receipt requirements.
§ 233-13. Redemption period.
§ 233-14. Holding period.
§ 233-15. Police Department order to hold property.
§233-16. Inspection of premises, items and records.
§233-17. Labeling of items.
§233-18. Prohibited acts.

§ 233-10. Required records.

§ 233-11. Reports to Isanti Police Department.

§233-19. Denial, suspension or revocation of license.

§233-20. Business at only one place.

§233-21. Violations and penalties.

233-1 Purpose.

The City of Isanti finds that use of services provided by pawnbrokers provides an opportunity for the commission of crimes and their concealment because pawn businesses have the ability to receive and transfer property stolen by others easily and quickly. The City of Isanti also finds that consumer protection regulation is warranted in transactions involving pawnbrokers. The City of Isanti further finds that the pawn industry has outgrown the city's current ability to effectively or efficiently identify criminal activity related to pawn shops. The purpose of this chapter is to prevent pawn businesses from being used as facilities for the commission of crimes, and to assure that such businesses comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens of the City.

To help the Isanti Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this chapter also implements and establishes the required use of an automated pawn system.

233-2 Definitions.

When used in this article, the following words shall mean:

AUTOMATED PAWN SYSTEM – A computer database, accessible from remote locations, designed to input and retrieve data on pawnbroker transactions.

PAWNBROKER – Except as provided in this paragraph, "pawnbroker" means an person engaged in whole or in part in the business of lending money on the security of pledged goods

left in pawn, or in the business of purchasing tangible personal property to be left in pawn on the condition that it may be redeemed or repurchased by the seller for a fixed price within a fixed period of time. The following are exempt from the definition of "pawnbroker". Any bank regulated by the State of Minnesota, the comptroller of the currency of the United States, the Federal Deposit Insurance Corporation, the board of governors of the Federal Reserve System, or any other federal or state authority and their affiliates; any bank or savings association whose deposits or accounts are eligible for insurance by the Federal Deposit Insurance Corporation or any successor to it and all affiliates of those banks and savings associations; any state or federally chartered credit union; and any industrial loan and thrift company or regulated lender subject to licensing and regulation by the Department of Commerce.

233-3 Reportable transaction.

Every transaction conducted by a pawnbroker in which merchandise is received through a pawn, purchase, consignment or trade, or in which a pawn is renewed, extended or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software, or an item is confiscated by law enforcement, is reportable except:

A. The bulk purchase or consignment of new or used merchandise from a merchant, manufacturer or wholesaler having an established permanent place of business, and the retail sale of said merchandise, provided the pawnbroker must maintain a record of such purchase or consignment which describes each item, and must mark each item in a manner which relates it to that transaction record.

B. Retail and wholesale sales of merchandise originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.

233-4 Billable transaction.

Every reportable transaction conducted by a pawnbroker is a billable transaction except renewals, redemptions or extensions of existing pawns on items previously reported and continuously in the licensee's possession, voided transactions and confiscations.

233-5 License required.

No person shall engage in the business of pawnbroker at any location without a pawn broker's license for that location. No pawnbroker license may be transferred to a different location or a different person. Issuance of a license under this chapter shall not relieve the licensee from obtaining any other licenses required to conduct business at the same or other locations.

233-6 License fees.

A. The application must be accompanied by the license fees specified, which may be amended from time to time by action of the City Council.

B. License fees will be prorated if applied for and issued after April 1st.

C. The billable transaction license fee shall reflect the cost of processing transactions and other related regulatory expenses as determined by the Isanti City Council by ordinance and adjusted as necessary. Licensees shall be notified in writing thirty (30) days before any adjustment is implemented.

D. Billable transaction fees shall be billed monthly are due and payable within thirty (30) days. Failure to do so is a violation of this chapter.

233-7 Expiration of license.

All licenses shall expire on March 31st.

233-8 Application requirements.

A. Contents. An application form provided by the City Clerk's Office must be completed by every applicant for a new license or for renewal of an existing license. Every new applicant and renewals of an existing license must provide all the following information.

1. If the applicant is a natural person:

(a) The name, place and date of birth, street resident address, and phone number of applicants.

(b) Whether the applicant is a citizen of the United States or resident alien.

(c) Whether the applicant has ever used or has been known by a name other than the applicant's name, and if so, the name or names used and information concerning dates and places used.

(d) The name of the business if it is to be conducted under a designation, name, or style other than the name of the applicant and a certified copy of the certificate as required by Minnesota Statutes, Section 333.01, as amended from time to time.

(e) The street address at which the applicant has lived during the preceding five (5) years.

(f) The type, name and location of every business or occupation in which the applicant has been engaged during the preceding five (5) years and the name(s) and address(s) of the applicant's employer(s) and partner(s), if any, for the proceeding five (5) years.

(g) Whether the applicant has ever been convicted of a felony, crime, or violation of any ordinance other than a traffic ordinance. If so, the applicant must furnish information as to the time, place, and offense of all such convictions.

(h) The physical description of the applicant.

(i) Applicant's current personal financial statement and true copies of the applicant's federal and state tax returns for the two (2) years prior to application.

(j) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in a. through h. of subdivision (1) of this section.

2. If the applicant is a partnership:

(a) The name(s) and address(s) of all general and limited partners and all information concerning each general partner required in subdivision (1) of this section.

(b) The name(s) of the managing partner(s) and the interest of each partner in the licensed business.

(c) A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to a trade name pursuant to Minnesota Statutes, Section 333.01, as amended from time to time, a certified copy of such certificate must be attached to the application.

(d) A true copy of the federal and state tax returns for partnership for the two (2) years prior to application.

(e) If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in a. through h. of subdivision (1) of this section.

3. If the applicant is a corporation or other organization:

(a) The name of the corporation or business form, and if incorporated, the state of incorporation.

(b) A true copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws shall be attached to the application. If the applicant is a foreign corporation, a Certificate of Authority as required by Minnesota Statutes, Section 303.06, as amended from time to time, must be attached. Any proposed change to either the articles or the by-laws of the corporation must be reported to the City Clerk at least 14 days prior to the date such change is to be adopted by the corporation. In the case of a corporate application, the application must also describe fully the relationship of the corporation to any other corporation including the name, business address, state of incorporation, names of stockholders, directors and officers thereof as provided hereafter, but in the case of publicly-held corporations, the city may accept disclosure documents required by the Securities and Exchange Commission of the United States of America in lieu of such information.

(c) The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in a. through h. of subdivision (1) of this section.

(d) A list of all persons who control or own an interest in excess of five (5) Percent in such organization or business form or who are officers of the corporation or business form and all information concerning said persons required in subdivision (1) above. This subdivision (d), however, shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for a license to be owned and operated by it.

4. For all applicants:

(a) Whether the applicant holds a current pawnbroker, precious metal dealer or secondhand goods dealer license from any other governmental unit.

(b) Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer, or secondhand dealer license from any other governmental unit.

(c) The location of the business premises.

(d) If the applicant does not own the business premises, a true and complete copy of the executed lease.

(e) The legal description of the premises to be licensed.

(f) Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.

(g) Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

(h) Such other information as the City of Isanti or issuing authority may require.

(i) The applicant and/or their legal representative shall be present at the City Council meeting where the application for a new license, or renewal of an existing license, is under consideration. Applications will not be considered for approval unless the applicant or the applicant's legal representative is present at the meeting.

B. New manager.

1. When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within 14 days. The application must include all appropriate information required in this section.

2. Upon completion of a background investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this chapter. If the investigation process is conducted solely within the State of Minnesota, the fee shall be the cost of the Investigation, as set by the City of Isanti. If the investigation is conducted outside the State of Minnesota, the issuing authority may recover the actual investigation costs.

C. Application execution. All applications for a license under this chapter must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by such person; if that of a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.

D. Investigation. All license applications submitted under this article must be referred to the Isanti Police Department to conduct a background investigation. Every individual or person having any beneficial interest must be so investigated. The Isanti Police Department must investigate into the truthfulness of the statements set forth in the application. The applicant must furnish to the Isanti Police Department's license inspector such evidence as the inspector may reasonably require in support of the statements set forth in the application. The Chief of Police or their designee must report the findings and comments to the City Administrator who must order or conduct such additional investigations as the administrator deems necessary or as the City Council directs.

E. Persons ineligible for a license. No licenses under this chapter will be issued to an applicant who is a natural person, a partnership if such applicant has any general partner or managing partner, a corporation or other organization if such applicant has any manager, proprietor or agent in charge of the business to be licensed, if the applicant:

1. Is a minor at the time that the application is filed.

2. Has been convicted of any crime directly related to the occupation licensed as prescribed by Minnesota Statutes, Section 364.03, Subd. 2 as amended from time to time, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by Minnesota Statutes, Section 364.03, Subd. 2, as amended from

time to time; and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this article as prescribed by Minnesota Statutes 364.03, Subd. 3 as amended from time to time.

3. Is not of good moral character or repute.

4. Has been the subject of an investigation by a consumer protection agency, State Attorney General's office, Better Business Bureau, or similar group or agency and such investigation has indicated a pattern of disregard of consumer rights in the conduct of the business.

5. Holds an intoxicating liquor license under Chapter 76 of the Isanti City Code of Ordinances.

6. Has knowingly falsified or misrepresented information on the application.

7. Is not the real party with interest in the business being licensed or registered;

8. Has had an interest in a corporation, partnership, association, enterprise, business or firm that had a pawnbroker, precious metal or secondhand goods dealer's license denied or revoked as a result of a violation of law within five years of the date the license or registration application is submitted to the issuing authority; or

9. Owes taxes or assessments to the state, county, school district or City that are due or delinquent.

233-9 Bond required.

Before a license will be issued, every applicant must submit a bond on the forms provided by the licensing authority. The bond will be $5,000. All bonds must be conditioned that the principal will observe all laws in relation to pawnbrokers, and will conduct business in conformity thereto, and that the principal will account for and deliver to any person legally entitled any goods which have come into the principal's hand through the principal's business as a pawnbroker, or in lieu thereof, will pay the reasonable value in money to the person. The bond shall contain a provision that no bond may be canceled except upon 30 days' written notice to the City of Isanti, which shall be served upon the licensing authority.

233-10 Records required.

At the time of any reportable transaction other than renewals, extensions or redemptions, every licensee must immediately record in English the following information by using ink or other

indelible medium on forms or in a computerized record approved by the Isanti Police Department.

A. A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.

B. The purchase price, amount of money loaned upon, or pledged therefore.

C. The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.

D. Date, time and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records.

E. Full name, current residence address, current residence telephone number, date of birth and accurate description of the person from whom the item of the property was received, including: sex, height, weight, race, color of eyes and color of hair.

F. The identification number and state of issue from any of the following forms of identification of the seller.

1. Current valid Minnesota driver's license.

2. Current valid Minnesota identification card.

3. Current valid photo identification card issued by another state or province of Canada.

G. The signature of the person identified in the transaction.

H. Color Photographs or videos.

1. Effective sixty (60) days from the date of notification by the Isanti Police Department of acceptable video standards the licensee must also take a color photograph or color video recording of:

(a) Each customer involved in a reportable transaction.

(b) Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.

2. If a photograph is taken, it must be at least two (2) inches in length by two (2) inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the Isanti Police Department or the Isanti Police Department's designee, upon request. The major portion of the photograph must include an identifiable front facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted, and serial or identification numbers shall be photographed if applicable. The licensee must inform the person that they are being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The licensee must keep the exposed videotape for three months.

I. Digitized photographs. Effective 60 days from the date of notification by the Isanti Police Department licensees must fulfill the color photograph requirements as specified in subsection H above by submitting them as digital images, in a format specified by the issuing authority, electronically cross- referenced to the reportable transaction they are associated with. Notwithstanding the digital images may be captured from required video recordings, this provision does not alter or amend the requirements in Subsection H.

J. Renewals, extensions and redemptions. For renewals, extensions and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.

K. Inspection of records. The records must at all reasonable times be open to inspection by the Isanti Police Department or authorized city employees or agents. Data entries shall be retained for at least three (3) years from the date of transaction. Entries of required digital images shall be retained a minimum of ninety (90) days

233-11 Reports to Isanti Police Department.

A. Effective no later than sixty (60) days after the Isanti Police Department provides licensees with the current version of the automated pawn interchange file specification format or similar automated record system that may be specified by the City. Licensees must submit every reportable transaction to the Isanti Police Department daily in the following manner: Licensees must provide to the Isanti Police Department all reportable transaction information by transferring it from their computer to the automated pawn system interchange file specification format or similar automated record system as specified by the City via a modem using the current version. All required records must be transmitted completely and accurately after the close of the business each day in accordance with standards and procedures established by the issuing authority. Any transaction that does not meet the automated pawn system interchange file specification format must be corrected and resubmitted the next business day. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs patrons that all transactions are reported to the Isanti Police Department daily.

B. Billable transaction fees. Licensees will be charged for each billable transaction reported to the Isanti Police Department.

1. If a licensee is unable to successfully transfer the required reports by modem, the licensee must provide the Isanti Police Department, upon request, printed copies of all reportable transactions along with the video tape(s) for that date, by noon the next business day.

2. If the problem is determined to be in the licensee's system and is not corrected by the close of the first business day following the failure, the licensee must continue to provide the required reports as detailed in the section titled DAILY REPORTS TO ISANTI POLICE DEPARTMENT (b)(1), and must be charged a fifty dollar ($50.00) reporting failure penalty, daily, until the error is corrected.

3. If the problem is determined to be outside the licensee's system, the licensee must continue to provide the required reports as specified in the section titled DAILY REPORTS TO ISANTI POLICE DEPARTMENT (b)(1), and resubmit all such transactions via modem when the error is corrected.

4. If a licensee is unable to capture, digitize or transmit the photographs required in the section titled RECORDS REQUIRED subdivision 10, the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the Isanti Police Department upon request.

5. Regardless of the cause or origin of the technical problems that prevented the licensee from uploading their reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.

6. As referred to in the section titled DAILY REPORTS TO ISANTI POLICE DEPARTMENT (b) (1) through (3) notwithstanding, the Isanti Police Department may, upon presentation of extenuating circumstances, delay the implementation of the daily reporting penalty.

233-12 Receipt required.

Every licensee must provide a receipt to the party identified in every reportable transaction and must maintain a duplicate of that receipt for three (3) years. The receipt must include at least the following information.

A. The name, address and telephone number of the licensed business.

B. The date and time the item was received by the licensee.

C. Whether the item was pawned or sold, or the nature of the transaction.

D. An accurate description of each item received including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.

E. The signature or unique identifier of the licensee or employee that conducted the transaction.

F. The amount advanced or paid.

G. The monthly and annual interest rates, including all pawn fees and charges.

H. The last regular day of business by which the item must be redeemed by the pledger without risk that the item will be sold, and the amount necessary to redeem the pawned item on that date.

I. The full name, current residence address, current residence telephone number, and date of birth of the pledger or seller.

J. The identification number and state of issue from any of the following forms of identification of the seller:

1. Current valid Minnesota driver's license.
2. Current valid Minnesota identification card.
3. Current valid photo driver's license or identification card issued by another state or province of Canada.
4. Current valid military identification card.

5. Current valid passport.

K. Description of the pledger or seller including approximate sex, height, weight, race, color of eyes and color of hair.

L. The signature of the pledger or seller.

M. All printed statements as required by state statute 325J.04 subdivision 2 as amended from time to time, or any other applicable rule or law.

233-13 Redemption period.

Any person pledging, pawning or depositing an item for security must have a minimum of ninety (90) days from the date of that transaction to redeem the item before it may be forfeited and sold. During the ninety (90) day holding period, items may not be removed from the licensed location except as provided in the section titled BUSINESS AT ONLY ONE PLACE. Licensees are prohibited from redeeming any item to anyone other than the person to whom the receipt was issued or, to any person identified in a written and notarized authorization to redeem the property identified in the receipt, or to a person identified in writing by the pledger at the time of the initial transaction and signed by the pledger, or with approval of the Isanti Police Department license inspector. Written authorization for release of property to persons other than original pledger must be maintained along with original transaction record in accordance with the Section 233-10 Records Required.

233-14 Holding period.

Any item purchased or accepted in trade by a licensee must not be sold or otherwise transferred for 21 days from the date of the transaction. Exceptions shall be given to media items, to include VHS tapes, CD, DVD, Blue-Ray Discs, HD_DVD, audio cassettes, books, video games and other items deemed similar. Such media items must not be sold or otherwise transferred for 14 days from the date of transaction.

233-15 Isanti Police Department order to hold property.

A. Investigative hold. Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed from the premises. The

investigative hold shall be confirmed in writing by the originating agency within seventy-two (72) hours and will remain in effect for fifteen (15) days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, pursuant to the section titled ISANTI POLICE DEPARTMENT ORDER TO HOLD PROPERTY (b), whichever comes first.

B. Order to hold. Whenever the Isanti Police Department or the Isanti Police Department's designee, notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the Isanti Police Department or the Isanti Police Department's designee. An order to hold can include: direct correspondence by the Isanti Police Department or Isanti Police Department's designee verbally or in writing; or a hold order within an Automated Pawn System. The order to hold shall expire ninety (90) days from the date it is placed unless the Isanti Police Department or the Isanti Police Department's designee determines the hold is still necessary and notifies the licensee in writing.

C. Order to confiscate. If an item is identified as stolen or evidence in a criminal case, the Isanti Police Department or the Isanti Police Department's designee may:

1. Physically confiscate and remove it from the shop, pursuant to a written order from the Isanti Police Department or the Isanti Police Department's designee; or

2. Place the item on hold or extend the hold as provided herein, and leave it in the licensed premises under the control of the licensee who shall be responsible for maintaining possession of the item. When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation. When an order to hold/confiscate is no longer necessary, the Isanti Police Department or the Isanti Police Department's designee shall so notify the licensee.

233-16 Inspection of premise, items and records.

At all times during the terms of the license, the licensee must allow law enforcement officials to enter the premises where the licensed business is located, including all off-site storage facilities as authorized herein, during normal business hours, except in an emergency. The purpose of

inspecting such premises and inspecting the items, wares and merchandise and records therein is to verify compliance with this chapter or applicable laws.

233-17 Labeling of items.

Licensees must attach a label to every item at the time it is pawned, purchased or received in inventory from any reportable transaction. Permanently recorded on this label must be the number or name that identifies the transaction in the shop's records, the transaction date, the name of the item and the description or the model and serial number of the item as reported to the Isanti Police Department, whichever is applicable, and the date the item is out of pawn or can be sold, if applicable. Labels shall not be re-used.

233-18 Prohibited acts.

A. No person under the age of eighteen (18) years may pawn or sell or attempt to pawn or sell goods with any licensee, nor may any licensee receive any goods from a person under the age of eighteen (18) years.

B. No licensee may receive any goods from a person of unsound mind or from persons who are clearly under the influence of an intoxicating substance.

C. No licensee may receive any goods, unless the seller presents identification in the form of a valid driver's license, a valid State of Minnesota identification card, or current valid photo driver's license or identification card issued by the state or providence of residency of the person from whom the item was received ,or valid passport, or valid military identification card.

D. No licensee may receive any item of property that possesses an altered or obliterated serial number or identification number or any item of property that has had its serial number removed.

E. No person may pawn, pledge, sell, consign, leave, or deposit any article of property which they do not have lawful ownership of. No person shall pawn, pledge, sell, consign, leave, or deposit the property of another, whether with permission or without; nor shall any person pawn, pledge, sell, consign, leave, or deposit any article of property in which another has a security interest in.

F. No person seeking to pawn, pledge, sell, consign, leave, or deposit any article of property with any licensee shall give a false or fictitious name; false date of birth; false or out of date address of residence; or telephone number; nor present a false or altered identification, or the identification of another; to any licensee.

233-19 Denial, suspension or revocation.

Any license under this chapter may be denied, suspended or revoked for one or more of the following reasons.

A. The proposed use does not comply with the any applicable law or rule, including applicable zoning laws.

B. The proposed use does not comply with any health, building, building maintenance or other provisions of this Code of Ordinances or state law.

C. The applicant or licensee has failed to comply with one or more provisions of this chapter.

D. The applicant is not a citizen of the United States or a resident alien, or upon whom it is impractical or impossible to conduct a background or financial investigation due to the unavailability of information.

E. Fraud, misrepresentation or bribery in securing or renewing a license.

F. Fraud, misrepresentation or false statements made in the application and investigation for, or in the course of the applicant's business dealings.

G. Violation within the preceding five (5) years, of any law relating to theft, damage or trespass to property, sale of a controlled substance, or operation of a business, or any other crime showing a lack of moral turpitude.

H. The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this chapter.

233-20. Business at only one place.

A license under this chapter authorizes the licensee to carry on its business only at the permanent place of business designated in the license. However, upon written request, the Isanti Police Department license inspector may approve an off-site locked and secured storage facility. The licensee shall permit inspection of the facility in accordance with the section titled INSPECTION OF ITEMS. All provisions of this chapter regarding record keeping and reporting apply to the facility and its contents. Property shall be stored in compliance with all provisions of city code. The licensee must either own the building in which the business is conducted, and any approved off-site storage facility, or have a lease on the business premise that extends for more than six (6) months.

233-21 Severability.

Should any section, subsection, clause or other provision of this chapter be declared by a court of competent jurisdiction to be invalid such decision shall not affect the validity of the ordinance as a whole or any part other than the part so declared invalid.

233-22 Violations and penalties.

Any person convicted of violating any provision of this chapter is guilty of a misdemeanor, punishable by a fine of not to exceed $1,000 or imprisonment for a period of 90 days, or both, but in either case the costs of prosecution may be added.

EFFECTIVE DATE.

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

Adopted by the Isanti City Council this 7th day of April 2020.

Mayor Jeff Johnson

Attest:

Katie Brooks

Human Resources/City Clerk

Posting Date:

CC Reading Date:

Publication Date:

Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: April 7, 2020
Subject: **Amendment to the Development Agreement for Legacy Pines – Phase I**

Background:
The City entered into a Development Agreement with Odyssey Homes, Inc. in 2018 for the development of Legacy Pines – Phase I. The development is complete at this time and per the development agreement we are holding 10% of the original letter of credit for a warranty.

Odyssey Homes is requesting an Amendment to the Development Agreement in order to assign the agreement to Everpine Land Holdings LLC and for them to post a warranty bond in place of the letter of credit, and to release said letter of credit. The city attorney has reviewed the request and prepared the amendment.

Request:
Consider Amendment to the development agreement

Attachments:
- Amendment to the Development Agreement

CITY OF ISANTI

AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR LEGACY PINES – PHASE 1

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and Everpine Land Holdings, LLC, a Minnesota limited liability company, and amends the Development Agreement – Legacy Pines (Phase 1) – dated November 7, 2018, by and between the City of Isanti and Odyssey Homes, Inc.

Recitals

A. The City and Odyssey Homes, Inc. entered into the Development Agreement for Phase 1 of the Legacy Pines development. That phase was fully constructed by Odyssey Homes, Inc.

B. Pursuant to Section 14 of the Development Agreement, Odyssey Homes, Inc. provided the City with a letter of credit as a financial guarantee for completion of the Municipal Improvements. The Municipal Improvements were completed by Odyssey Homes, Inc. and accepted by the City. Consequently, the letter of credit was reduced to $169,111.16, which is 10% of the original amount.

C. Section 13 of the Development Agreement required Odyssey Homes, Inc. to post a warranty bond to guarantee completion of warranty items related to the Municipal Improvements. No bond was provided; the letter of credit served as security for the warranty work.

D. Everpine Land Holdings, LLC acquired Odyssey Homes, Inc.'s interest in the Development Agreement – Legacy Pines (Phase 1) – and is the assignee of the letter of credit provided to the City by Odyssey Homes, Inc.

E. Everpine Land Holdings, LLC desires to substitute a warranty bond for the existing letter of credit as security for the Municipal Improvements and the City is amenable to said substitution.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.

2. The City accepts and approves assignment of the Development Agreement from Odyssey Homes, Inc. to Everpine Land Holdings, LLC. Everpine acknowledges

sole responsibility for all continuing and remaining Developer obligations under the Development Agreement.

3. Section 33(a) of the Development Agreement is hereby modified by replacing Odyssey Homes, Inc. with the following:

   Everpine Land Holdings, LLC
   4655 Nicols Road, Suite 106
   Eagan, MN 55122

4. Everpine shall provide the City with a bond to guarantee completion of warranty items pursuant to Section 13 of the Development Agreement. The form of the bond is subject to approval by the City. Upon receipt and acceptance of the bond, the City will release the existing letter of credit.

5. This amendment is effective April ____, 2020.

6. All other terms of the Development Agreement not modified by this Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Katie Brooks, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of April, 2020, by Jeff Johnson and Katie Brooks as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

EVERPINE LAND HOLDINGS, LLC

_____
Robert Machacek, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Robert Machacek as Chief Manager of Everpine Land Holdings, LLC, on behalf of that Minnesota limited liability company.

_____
Notary Public

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/18/2020	53205	53	BELLBOY CORPORATION	609-20200	7,192.66
03/20	03/18/2020	53206	9	BERNICKS PEPSI-COLA	609-20200	1,372.04
03/20	03/18/2020	53207	368	BILLS QUALITY CLEANING	101-20200	446.00
03/20	03/18/2020	53208	918	CRYSTAL SPRINGS ICE	609-20200	66.42
03/20	03/18/2020	53209	2243	D & G ELECTRIC INC	602-20200	230.30
03/20	03/18/2020	53210	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,096.57
03/20	03/18/2020	53211	1646	DAVIS EQUIPMENT CORPORATION	101-20200	539.16
03/20	03/18/2020	53212	2720	DEFIANT DISTRIBUTORS	609-20200	430.31
03/20	03/18/2020	53213	2478	EAST CENTRAL ENERGY	101-20200	42.85
03/20	03/18/2020	53214	55	ECM PUBLISHERS INC	609-20200	161.00
03/20	03/18/2020	53215	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/20	03/18/2020	53216	2881	FAUSKEE, GREGORY	609-20200	49.33
03/20	03/18/2020	53217	696	GENESIS LLC	609-20200	75.00
03/20	03/18/2020	53218	2761	GRATITUDE FARMS	101-20200	250.00
03/20	03/18/2020	53219	2741	GS LAND LLC	505-20200	32,911.00
03/20	03/18/2020	53220	160	HAWKINS INC	601-20200	3,099.82
03/20	03/18/2020	53221	1063	HAYFORD FORD	101-20200	861.87
03/20	03/18/2020	53222	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	48.37
03/20	03/18/2020	53223	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,922.13
03/20	03/18/2020	53224	5	KAWALEK TRUCKING	609-20200	142.20
03/20	03/18/2020	53225	1773	KLERSY,SCOT	101-20200	100.00
03/20	03/18/2020	53226	136	LEAGUE OF MN CITIES	101-20200	795.00
03/20	03/18/2020	53227	131	MACQUEEN EQUIPMENT INC	603-20200	479.59
03/20	03/18/2020	53228	130	MARCO TECHNOLOGIES LLC	101-20200	185.96
03/20	03/18/2020	53229	17	MCDONALD DISTRIBUTING CO	609-20200	6,667.75
03/20	03/18/2020	53230	33	MN CHIEFS OF POLICE	101-20200	970.00
03/20	03/18/2020	53231	194	MN DEPT OF HEALTH	101-20200	23.00
03/20	03/18/2020	53232	1945	MN DEPT OF LABOR	101-20200	30.00
03/20	03/18/2020	53233	2080	MVTL LABORATORIES INC	602-20200	293.23
03/20	03/18/2020	53234	1411	NORTH TH 65 CORRIDOR COALITION	101-20200	250.00
03/20	03/18/2020	53235	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,214.90
03/20	03/18/2020	53236	12	POSTMASTER	101-20200	125.00
03/20	03/18/2020	53237	2630	RAPP, JORDAN	101-20200	100.00
03/20	03/18/2020	53238	2341	RED BULL DISTRIBUTION	609-20200	173.00
03/20	03/18/2020	53239	2031	RESOURCE TRAINING	101-20200	105.00
03/20	03/18/2020	53240	2882	ROSNOW, JODY	101-20200	53.69
03/20	03/18/2020	53241	73	STAR	101-20200	1,370.38
03/20	03/18/2020	53242	1740	TOSHIBA FINANCIAL SERVICES	108-20200	248.50
03/20	03/18/2020	53243	2150	TRAFFIX GRAPHIX INC	101-20200	250.00
03/20	03/18/2020	53244	42	VIKING COCA-COLA BOTTLING CO	609-20200	130.25
03/20	03/18/2020	53245	4	WATSON CO INC	609-20200	1,186.39
03/20	03/18/2020	53246	2880	WHITE TIGER MARTIAL ARTS	001-20200	1.41
03/20	03/18/2020	53247	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						73,298.61

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/20	03/25/2020	53248	2884	AKASON, JENNIFER	101-20200	53.69
03/20	03/25/2020	53249	2378	APWA	603-20200	437.50
03/20	03/25/2020	53250	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	563.18
03/20	03/25/2020	53251	1112	AUTO VALUE CAMBRIDGE	101-20200	50.97
03/20	03/25/2020	53252	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,357.42
03/20	03/25/2020	53253	9	BERNICKS PEPSI-COLA	609-20200	1,010.72
03/20	03/25/2020	53254	1500	BOLTON & MENK INC	601-20200	48,339.80
03/20	03/25/2020	53255	1815	CENTURYLINK	609-20200	874.30
03/20	03/25/2020	53256	120	CONNEXUS ENERGY	101-20200	16,492.67
03/20	03/25/2020	53257	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,908.67
03/20	03/25/2020	53258	1941	DELTA DENTAL	861-20200	2,949.50
03/20	03/25/2020	53259	1481	DENNISON TECHNOLOGY GROUP INC	101-20200	800.90
03/20	03/25/2020	53260	912	FASTENAL COMPANY	603-20200	198.39
03/20	03/25/2020	53261	385	FEDERATED CO-OPS INC	101-20200	59.99
03/20	03/25/2020	53262	1682	FERGUSON WATERWORKS	601-20200	314.00
03/20	03/25/2020	53263	2830	GDO Law	101-20200	4,083.33
03/20	03/25/2020	53264	739	HACH COMPANY	601-20200	506.13
03/20	03/25/2020	53265	2885	HAWK, JENNIFER	101-20200	53.69
03/20	03/25/2020	53266	2209	INNOVATIVE OFFICE SOLUTIONS, INC	920-20200	5,487.85
03/20	03/25/2020	53267	1684	ISANTI COUNTY AUDITOR-	101-20200	644.32
03/20	03/25/2020	53268	2574	ITL PATCH COMPANY, INC.	101-20200	637.00
03/20	03/25/2020	53269	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,731.53
03/20	03/25/2020	53270	5	KAWALEK TRUCKING	609-20200	251.00
03/20	03/25/2020	53271	2886	MARSH, MARILYN	101-20200	107.36
03/20	03/25/2020	53272	2828	MCCARTY, JOHN	101-20200	95.95
03/20	03/25/2020	53273	17	MCDONALD DISTRIBUTING CO	609-20200	16,339.55
03/20	03/25/2020	53274	616	MENARDS - CAMBRIDGE	101-20200	339.20
03/20	03/25/2020	53275	1536	MINNESOTA DEED	219-20200	833.33
03/20	03/25/2020	53276	2826	MINOKAW VAR SERVICES	614-20200	1,796.53
03/20	03/25/2020	53277	2408	MOTOROLA SOLUTIONS INC	920-20200	3,837.50
03/20	03/25/2020	53278	2187	MUYRES, TRAVIS	101-20200	114.24
03/20	03/25/2020	53279	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,393.65
03/20	03/25/2020	53280	2883	PRECISION PLUMBING & HEATING, INC.	602-20200	7,470.24
03/20	03/25/2020	53281	2630	RAPP, JORDAN	101-20200	147.30
03/20	03/25/2020	53282	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	5,228.50
03/20	03/25/2020	53283	2396	SOUTHERN GLAZERS OF MN	609-20200	14,408.35
03/20	03/25/2020	53284	2396	SOUTHERN GLAZERS OF MN	609-20200	1,259.10
03/20	03/25/2020	53285	315	ST.PAUL STAMP WORKS	603-20200	25.60
03/20	03/25/2020	53286	1361	STAPLES ADVANTAGE	603-20200	115.41
03/20	03/25/2020	53287	73	STAR	101-20200	178.00
03/20	03/25/2020	53288	1290	THE AMBLE GROUP	602-20200	14.43
03/20	03/25/2020	53289	1946	TRADEWINDS HEATING AIR	609-20200	220.84
03/20	03/25/2020	53290	427	VESSCO INC	601-20200	1,323.08
03/20	03/25/2020	53291	42	VIKING COCA-COLA BOTTLING CO	609-20200	158.75
03/20	03/25/2020	53292	1286	VINOCOPIA INC	609-20200	1,000.15
03/20	03/25/2020	53293	4	WATSON CO INC	609-20200	1,175.69
03/20	03/25/2020	53294	780	WINE MERCHANTS	609-20200	204.00
03/20	03/25/2020	53295	2872	WINEBOW	609-20200	329.00
03/20	03/25/2020	53296	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,546.00
Grand Totals:						168,468.30

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/02/2020	53338	2689	ADVANCED POWER SERVICES INC	602-20200	3,417.00
04/20	04/02/2020	53339	2889	AIRE SERV HEATING & AC	609-20200	2,113.08
04/20	04/02/2020	53340	1042	BARTZ, CULLEN	101-20200	53.69
04/20	04/02/2020	53341	2850	BEAUDRY OIL & PROPANE INC	601-20200	557.51
04/20	04/02/2020	53342	53	BELLBOY CORPORATION	609-20200	8,244.38
04/20	04/02/2020	53343	9	BERNICKS PEPSI-COLA	609-20200	1,458.20
04/20	04/02/2020	53344	2487	CAPITOL BEVERAGE SALES	609-20200	425.22
04/20	04/02/2020	53345	918	CRYSTAL SPRINGS ICE	609-20200	77.76
04/20	04/02/2020	53346	8	DAHLHEIMER DISTRIBUTING CO	609-20200	41,520.82
04/20	04/02/2020	53347	385	FEDERATED CO-OPS INC	101-20200	135.99
04/20	04/02/2020	53348	2830	GDO Law	101-20200	4,083.33
04/20	04/02/2020	53349	160	HAWKINS INC	601-20200	4,299.84
04/20	04/02/2020	53350	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	21.28
04/20	04/02/2020	53351	2599	ISANTI AMBASSADORS	101-20200	24.61
04/20	04/02/2020	53352	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,979.35
04/20	04/02/2020	53353	5	KAWALEK TRUCKING	609-20200	341.80
04/20	04/02/2020	53354	1338	KNIFE RIVER	101-20200	28.00
04/20	04/02/2020	53355	2145	KODRU MOONEY INC	602-20200	2,685.92
04/20	04/02/2020	53356	131	MACQUEEN EQUIPMENT INC	603-20200	96.04
04/20	04/02/2020	53357	17	MCDONALD DISTRIBUTING CO	609-20200	19,521.00
04/20	04/02/2020	53358	2080	MVTL LABORATORIES INC	602-20200	188.74
04/20	04/02/2020	53359	2170	NHH ROOFING PLUS	226-20200	462.00
04/20	04/02/2020	53360	2887	NORTHERN ELEMENTS CHEER	101-20200	178.25
04/20	04/02/2020	53361	617	PAUSTIS & SONS	609-20200	1,386.20
04/20	04/02/2020	53362	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,093.04
04/20	04/02/2020	53363	2341	RED BULL DISTRIBUTION	609-20200	261.50
04/20	04/02/2020	53364	315	ST.PAUL STAMP WORKS	609-20200	18.85
04/20	04/02/2020	53365	1361	STAPLES ADVANTAGE	609-20200	122.47
04/20	04/02/2020	53366	73	STAR	101-20200	76.00
04/20	04/02/2020	53367	554	STEVES TIRE INC	101-20200	87.90
04/20	04/02/2020	53368	2598	T.A.SCHIFSKY & SONS INC.	101-20200	457.24
04/20	04/02/2020	53369	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
04/20	04/02/2020	53370	427	VESSCO INC	601-20200	335.09
04/20	04/02/2020	53371	42	VIKING COCA-COLA BOTTLING CO	609-20200	183.82
04/20	04/02/2020	53372	2888	W.D. LARSON COMPANIES, LTD, INC.	101-20200	219.90
04/20	04/02/2020	53373	4	WATSON CO INC	609-20200	1,802.07
04/20	04/02/2020	53374	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
Grand Totals:						120,333.39

City of Isanti

Gross Payroll	93,900.12
Social Security & Medicare	5,092.67
Public Employees Retirement	9,740.88
Total City Expense	108,733.67

Pay Date 3/20/2020

Pay Period 6 (3/1-3/14/20)

City of Isanti

Gross Payroll	91,306.35
Social Security & Medicare	5,032.03
Public Employees Retirement	9,396.15
Total City Expense	105,734.53

Pay Date 4/3/2020

Pay Period 7 (3/15-3/28/20)

City of Isanti

Gross Payroll	8,419.25
Social Security & Medicare	644.10
Total City Expense	9,063.35

Pay Date 3/31/2020

Pay Period: Q1CCPay20 (3/1-3/31/20)

L.2.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME PUBLIC WORKS SEASONAL TO GENE WEST

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

WHEREAS, the City Council approved to advertise and accept applications to fill two Seasonal positions for part time employment; and,

WHEREAS, Gene West is selected as the most qualified candidate for the open Seasonal position as he has worked for the city in previous years. The offer is contingent on successfully passing a background check;

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

1. That Human Resources is hereby directed to offer the Public Works Seasonal position to Gene West for the City of Isanti and shall be eligible to start on or after April 7th, 2020.
2. That former City of Isanti seasonal employee Gene West shall start at the wage scale of $13.50 per hour as Gene West is re-hired from previous years.
3. Seasonal hires shall not work more than 100 days per the Union Contact in the position of the Public Works Seasonal position effective Spring through Fall 2020.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
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 is hereby approved by the Isanti City Council this 7th day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 7, 2020
Subject: Resolution 2020-XXX Awarding Contract for Portable Toilet Services

---

Council authorized Staff on March 4th, 2020 to advertise for proposals for portable toilet services. Staff received one proposal by Absolute Portable Restrooms for such services.

Recommendation:
Staff is recommending to enter into a five-year contract with Absolute Portable Restrooms for portable toilet services per the specifications outlined in the request for proposal.

Attachments:

- Resolution 2020-XXX
- Portable Toilet Services Worksheet by Absolute Portable Restrooms
- Contract for Portable Toilet Services

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR PORTABLE TOILET SERVICES

WHEREAS, the City authorized staff to request proposals for portable toilet services on March 4, 2020; and,

WHEREAS, an ad was placed in the official newspaper requesting quotes for Portable Toilet Services; and,

WHEREAS, one quote was received and is as follows:

Contractor	**Proposal Amount**						
	Section 'A" Handicap Units Seven (7)	**Section 'A' Regular Unit Two (2)**	**Section 'A' Regular Unit – Dec. thru Feb.**	**Section 'A' Handicap Unit FM May thru Sept.**	**Section 'A' Reg (8) Handicap (3) Street Dance Weekends**	**Section 'B'**	**Section 'C' Weekend Portable**
Absolute Portable Restrooms Cambridge MN	$720 /mo	$120/mo	$60/mo	$90/mo	Handicap- $810/wkend Regular – $1440/wkend	Handicap - $90 /unit Plus Tax Regular $60 /unit Plus Tax	Handicap - $90/unit Plus Tax Regular $60 /unit Plus Tax

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

1. The City Council hereby awards the Contract to Absolute Portable Restrooms.

2. That the City Administrator is hereby authorized to enter into a contract with Absolute Portable Restrooms for the provision of portable toilet services for the City of Isanti for a five (5) year period starting April 8, 2020 and ending April 30, 2025.

3. That a copy of the said contract is attached to this resolution that provides for the responsibilities of both parties for the service.

4. That Absolute Portable Restrooms (contractor) shall submit monthly statements for services provided in a given month to the city and receive compensation in the amounts as provided within the attached contract.

This resolution was duly adopted by the Isanti City Council this 7th day of April, 2020.

Attested:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

REQUEST FOR PROPOSAL
PORTABLE TOILET SERVICES WORKSHEET

All sections in the worksheet must be completed to be considered in the award of the quote per the specifications.

SECTION 'A'

1. Parks - Handicap Units – April to October

Monthly Rental $ 90.00
1/wk service – Monthly Rate $ 90.00
Damage Waiver-Monthly $ -0-

Eight (8) Handicap Units per month ..... $ 720.00

2. Parks - Regular Units – April to October

Monthly Rental $ 60.00
1/wk service – Monthly Rate $ 60.00
Damage Waiver-Monthly $ _____

Two (2) Regular Units per month ..... $ 120.00

TOTAL MONTHLY QUOTE for 8 Handicap & 2 Regular Units April – Oct $ 840.00

3. Parks - Regular Unit – December to February

Monthly Rental $ 60.00
1/wk service – Monthly Rate $ 60.00
Damage Waiver-Monthly $ -0-

TOTAL MONTHLY QUOTE for 1 Regular Unit Dec - Feb..... $ 60.00

4. One Handicap Unit (Farmers Market) – May to September

Monthly Rate $ 90.00
1/wk service – Monthly Rate $ 90.00
Damage Waiver-Monthly $ -0-

TOTAL MONTHLY QUOTE for 1 Handicap Unit May – Sept..... $ 90.00

5. Eight Regular Units and Three Handicap Units – Street Dance Dates (3) – June, July & August

Handicap Unit

Weekend Rate $ 90.00
Daily Charge $ -0-
Damage Waiver-Weekend $ -0-

Three (3) Handicap Units for three weekends..... $ 810.00

Regular Unit

Weekend Rate $ 60.00
Daily Charge $ -0-

Damage Waiver-Weekend $ -0-

Eight (8) Regular Units for three weekends..... $ 1440.00

TOTAL QUOTE for 8 Regular Units and 3 Handicap Units for Street Dances $ 2250.00

SECTION 'B'

Additional Services – Monthly - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Monthly Rental $ 90-
1/wk service – Monthly Rate $ 90-
Damage Waiver-Monthly $ -0-

Total for Handicap Unit per month ..... $ 90.00

Regular Unit
Monthly Rental $ 60-
1/wk service – Monthly Rate $ 60-
Damage Waiver-Monthly $ -0-

Total for Regular Unit per month..... $ 60.00

SECTION 'C'

Additional Services – Weekend - Chamber of Commerce / City Civic Events / City Events

Handicap Unit
Weekend Rate $ 90-
Daily charges $ -0-
Damage Waiver-Weekend $ -0-

Total for Handicap Unit per Weekend..... $ 90.00

Regular Unit
Weekend Rate $ 60-
Daily charges $ -0-
Damage Waiver-Weekend $ -0-

Total for Regular Unit per Weekend..... $ 60.00

Please indicate if there are inflationary costs over the term of the contract: NONE

You may attach any additional information to this worksheet to provide quotes for the portable toilet services.

Proposal submitted by: (Please Print)

Absolute Portable Restrooms
Company Name

763-444-9887
Phone Number

5500 297th AVE N.W
Mailing Address

Cambridge MN 55008
City, State Zip code

Ray Nash
Contact Person/Person Submitting Proposal

ARRIBALive.Com
Email

Ray Nash
Signature of Person Submitting Proposal

3-14-2020
Date

CITY OF ISANTI

CONTRACT FOR PORTABLE TOILET SERVICES

This agreement is made as of the ____ day of April 2020, between the City of Isanti, a Minnesota Municipal Corporation **("City")**, and Absolute Portable Restrooms **("Contractor")**. The **City** and the **Contractor** agree as follows:

SECTION 1. PURPOSE

The purpose of this agreement is to establish a standardized portable toilet servicing procedure for portable toilet units placed on City property.

SECTION 2. SERVICES TO BE PERFORMED

A. The **Contractor** shall provide portable toilets and service the units as listed on Attachment 'A'.

B. The **Contractor** shall not be required to service the portable toilets on State of Minnesota legal holidays; provided, however, that service shall occur on the routes reasonably in advance thereof or thereafter as the **City** and **Contractor** may agree so that the schedule can be completed regardless of a holiday.

SECTION 3. TERM OF CONTRACT

A. The term of this **Contract** shall be April 8, 2020 through April 30, 2025.

SECTION 4. CONTRACTOR'S EQUIPMENT

A. All vehicles used by the **Contractor** to service the portable toilet units placed on municipal properties shall be painted and marked uniformly and shall be identified on both sides of the cab. All required equipment to service the units shall be maintained in good usable condition on each vehicle.

B. The **Contractor** shall make all collections of materials in vehicles with closed tops so that contents will not spill or leak. All of the **Contractor's** vehicles shall be kept clean and as free from offensive odors as possible and shall not be allowed to stand in any street or other place longer than is reasonably necessary to service the units.

C. The **Contractor** shall keep all equipment used in the performance of the work required by this Contract in good operating condition and in a clean, sanitary condition. Cabs shall be cleaned daily and the exterior of the vehicle shall be thoroughly washed at least one time per week. All of the **Contractor's** equipment is subject to periodic inspection by the **City**.

SECTION 5. CONTRACTOR'S OPERATIONS

A. The **Contractor** shall establish and maintain, in a location approved by the City Administrator, an office staffed and capable of accepting complaints and customer calls. The office shall be in service during the hours of 8:00 a.m. and 5:00 p.m. on all days of service as specified herein. The address and telephone number of the office shall be given to the **City** in writing. Any changes in address and telephone number of the office shall be given to the **City** in writing at least ten (10) working days prior to such change. An emergency contact phone number for evenings, holidays and weekends to address emergency events shall be provided to the **City**.

B. Complaints on service will be taken and collected by the **City** in addition to those received at the **Contractor's** office. The **City** will notify the **Contractor** of all complaints it receives. The **Contractor** is responsible for all corrective actions. A record of all such complaints and the action taken thereon shall be kept by the **Contractor** and reported monthly to the Public Services Director. All complaints shall be answered by the **Contractor** courteously and promptly.

C. The **City** shall notify the **Contractor** by 12:00 noon on the day following the scheduled service of any missed stops. The **contractor** is required to service such locations before 5:00 p.m. on the date of notification.

D. The **Contractor's** employees shall handle all servicing of the units with reasonable care to avoid any spillage or leakage to occur. Any spillage or leakage shall be immediately cleaned up.

E. The performance of the Contract shall be done by the **Contractor** utilizing such equipment and work methods as are adequate to insure proper and satisfactory collection and disposal of the materials at all times. **Contractor's** failure to perform shall not be excused by adverse conditions of weather, breakdown and similar hindrances, which on other work might be regarded as "acts of providence".

SECTION 6. COMPENSATION

The **City** will compensate the **Contractor** for the rental and servicing of portable toilets located on designated municipal property as set forth in Attachment A and the Quote Form that was submitted by the **Contractor**, attached hereto and made a part hereof.

The **Contractor** will look to the particular entity receiving services under this contract as set forth in Section 'B' or Section "C" attached hereto and made a part hereof for compensation due from such entity for the rental and servicing of portable toilets for the benefit of that entity. The **City** will not be responsible for payment of services and servicing of toilets provided at the request of said entities; however said entities shall be entitled to receive services from the **Contractor** at the pricing set forth in Section 'B' or "C" at any time during the term of this contract.

The **Contractor** will provide rental and servicing of portable toilets for Special Events sponsored in whole or in part by the Chamber of Commerce at the pricing set forth in Section 'C' attached hereto and made a part hereof. The Chamber may designate the number and location of portable toilets needed and shall be solely responsible for payment of all compensation due the Contractor for the services so requested. The **City** shall have no responsibility for payment for the rental and servicing of portable toilets requested by the Chamber under this contract.

SECTION 7. LIABILITY INSURANCE / INDEMNIFICATION

The **Contractor** shall indemnify and hold harmless the **City** and its officers, agents and employees from and against all claims, damages, losses or expenses, including attorney fees, for which it may be held liable, arising out of or resulting from the assertion against them of any claims, debts or obligations in consequence of the performance of this **Contract** by the **Contractor**, its employees, agents or subcontractors. **Contractor** will carry, for the duration of this Agreement, liability insurance coverage and shall provide a Certificate of Liability Insurance to the City and shall name the **City of Isanti** as an additional insured, an amount of not less than $500,000.00, insuring against personal injury or property damage for liability to third parties. The **Contractor** shall provide a copy of his license to haul as authorized and approved by Isanti County.

SECTION 8. TERMINATION

The **City** shall have the right to terminate this Contract prior to the expiration with 60 days' written notice or, if in the City's opinion, there has been a breach of Contract.

SECTION 9. PENALTIES AND DAMAGES

A. Failure by the **Contractor** to perform under this Contract, may result in its termination and/or claims by the **City** for damages.
B. In the event of breach of this Contract by the **Contractor**, or proven negligence by the **Contractor**, the **Contractor** agrees to pay, in addition to the actual damages sustained by the **City** as a result thereof, the cost, including reasonable attorney's fees incurred by the **City** in pursuing any of its rights under this Contract.

SECTION 10. SUCCESSORS AND ASSIGNS

The **Contractor** binds itself, its successors, executors, administrators and assigns to the **City** in respect to all covenants of this Contract, except that the **Contractor** shall not assign or transfer any part of its interest in this Contract nor shall the **Contractor** assign any moneys due, or to become due, without the **City's** written consent.

SECTION 11. AMENDMENT, MODIFICATION OR WAIVER

No amendment, modification, or waiver of any condition, provision, or term of this Contract shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or by its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party or any default of another party shall not affect or impair any right arising from any subsequent default.

SECTION 12. SEVERABLE PROVISIONS

Each provision, section, sentence, clause, phrase, and word of this Contract is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract.

SECTION 13. ENTIRE CONTRACT

This Contract contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understanding between the parties with respect to such subject matter. No representations, warranties, undertakings, or promises, whether oral, implied, written, or otherwise, have been made by either party hereto to the other unless expressly stated in this Contract or unless mutually agreed to in writing between the parties hereto after the date hereof, and neither party has replied on any verbal representations, agreements, or understandings not expressly set forth herein.

SECTION 14. CAPTIONS, HEADINGS OR TITLES

All captions, headings or titles in the paragraphs or sections of this Contract are inserted for convenience of reference only and shall not constitute a part of this Contract as a limitation of the scope of the particular paragraphs or sections to which they apply.

The representative of Absolute Portable Restrooms hereby acknowledges receipt of this Contract and has reviewed the conditions of this Contract and has agreed that they comply with the terms of this Contract.

This contract for refuse service for municipal facilities is hereby entered into on the ____day of April 2020, between Absolute Portable Restrooms and the City of Isanti for the period from April 8, 2020 through April 30, 2025.

Ray Nash, Absolute Portable Restrooms

Printed Name of Authorized Contractor Representative

_____

(Signature of Contractor)

_____

Date

_____

Josi Wood
City Administrator

Attachment A

Specifications for Portable Toilet Services for City of Isanti

1. **Parks – Handicap Units - April – October**
   Service weekly, Qty 1 unless noted
   - Unity Ball Field (Unity & 3rd Avenue)
   - Mattson Park (5th Ave & Main St) – **Qty 2**
   - Neighborhood Hills Park – (6th Ave & Cedar St)
   - Riverside Park – (Rum River Dr NW & Hillock St)
   - Bluebird Park (201 Isanti Parkway)
   - Rum River Meadows Park (1108 South Passage)
   - River Bluff Preserve (1107 Rum River Drive SW)
   - Academy Park (903 6th Ave Ct)
   - Legacy Park (Bellaire Blvd NW once road is established)
   - Isanti Dog Park (East side of 101 Isanti Parkway NW)
   - VFW Park (RR Ave & Palomino Rd)

2. **Parks – Regular Unit – April – October**
   - Bluebird Park (201 Isanti Parkway)

3. **Farmer's Market – Handicap Unit – May – September (4 months)**
   - Isanti Liquor (400 West Dual Blvd NE)

4. **Isanti Street Dances – Regular Units (8), Handicap (3) –**
   (Dates Vary – June, July, August – One Event Per Month)
   - First Avenue (location between Main Street and Broadway) – 4 regular, 1 handicap
   - Main Street (east of Retail Meats) – 4 regular, 1 handicap
   - First Avenue (next to City Hall) – 1 handicap

5. **Additional Services/City Events**
   - The Contractor provides the bid amount for portable toilets to the following Associations and/or events (the Associations shall independently contract for services with the vendor):
     - BMX Association
     - Cambridge-Isanti Soccer Association
     - Redbirds Association
     - Chamber of Commerce for City events:
       - Jubilee Days
       - And/or Other Events

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 7, 2020
Subject: Resolution 2020-XXX Awarding Contract for Rug and Uniform Services

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Council authorized Staff on March 4th, 2020 to advertise for proposals for rug and uniform services. Staff received two proposals; Cintas and UniFirst for such services.

Recommendation:
Staff is recommending to enter into a five-year contract with UniFirst for rug and uniform services as they are lower overall for costs per item and replacement per the specifications outlined in the request for proposal.

Attachments:

- Resolution 2020-XXX
- Uniform and Rug Services Worksheet_Cintas
- Uniform and Rug Services Worksheet_UniFirst
- UniFirst Contract

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR RUG & UNIFORM SERVICES FOR ALL CITY DEPARTMENTS

WHEREAS, the Council authorized staff to request proposals for rug and uniform services on March 4, 2020; and,

WHEREAS, the request for proposals for rug and uniform services was published in the City's official newspaper; and,

WHEREAS, quotes were received from Cintas and UniFirst which are presented as "Exhibit A and B" respectively; and,

WHEREAS, Staff evaluated the quotes received for costs of servicing and replacement costs of items; and,

WHEREAS, the lower overall quote was provided by UniFirst; and,

WHEREAS, UniFirst also holds the State bid contract for rug and uniform services and the new contract would reflect the state bid pricing; and,

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

1. Hereby award the contract for rug and uniform services to UniFirst.

2. That the City Administrator is hereby authorized to enter into a contract with UniFirst for the provision of rug and uniform services for the City of Isanti for a five (5) year period starting April 8, 2020 and ending March 31, 2025.

3. That UniFirst (contractor) shall submit monthly statements for services provided in a given month to the city and receive compensation in the amounts as provided within the attached contract.

This resolution was duly adopted by the Isanti City Council this 7th day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

X Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)
X Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?
____ Yes X No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat	3.60 - 5.40 - 8.10	95.00	W - EOW - M
3 x 4 Mat	1.80 - 2.70 - 4.05	48.00	W - EOW - M
3 x 5 Scraper Mat	1.80 - 2.70 - 4.05	48.00	W - EOW - M
4 x 6 Mat	2.88 - 4.32 - 6.48	73.85	W - EOW - M
5 x 8 Mat with City Logo	6.92 - 10.38 - 16.57	190.00	W - EOW - M
Air Freshener	2.25 - 4.50 - 9.00	26.00	W - EOW - M
Bar Towels	.21 - .315 - .472	1.25	W - EOW - M
Cotton Shirts	.21	18.00	Weekly
High Visibility Shirts	.538	24.00	Weekly
Industrial Jackets	.385	32.00	Weekly
Industrial Shirts	.168	16.00	Weekly
Jeans	.246	22.00	Weekly
Cargo/Carpenter Jeans	.265	30.00	Weekly
List available Jean Brands:	Cintas, Carhartt		
Shop Towels	.09 - .135 - .202	.50	W - EOW - M
Soap Dispenser	1.85 - 3.70 - 7.40	25.00	W - EOW - M
Wet Mop	2.80 - 4.20 - 6.30	10.55	W - EOW - M

Cintas 1/2

Please indicate any additional charges that the City may incur from obtaining your services:

Dust Mop 24" - 1.08 Weekly, 1.62 EOW, 2.43 Monthly, Replacement $8.00

CRT Blue (Disposable Paper CRT's) - $3.75 per Needed Roll (Non Rental product)

Please indicate if there are inflationary costs over the term of the contract: 4% per year

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

Proposal submitted by: (Please Print)

Cintas
Company Name

Phone Number

1260 Kuhn Dr
Mailing Address

St Cloud, MN, 56301
City, State Zip code

Shawn Pike
Contact Person/Person Submitting Proposal

Pikes@Cintas.com
Email

Signature of Person Submitting Proposal

3-23-20
Date

Exhibit B

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

x Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)
x Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?
x Yes _____ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat	$3.76	$69.90	Weekly/Bi Monthly
3 x 4 Mat (3x5)	$2.19	$34.20	Weekly/Bi Monthly
3 x 5 Scraper Mat	$2.19	$47.65	Weekly/Bi Monthly
4 x 6 Mat	$3.00	$53.25	Weekly/Bi Monthly
5 x 8 Mat with City Logo	$6.49	$156.65	Weekly/Bi Monthly
Air Freshener	$1.78	NA	Weekly
Bar Towels Bag of 25	$1.75 Bag	1%@$1.99	Weekly
Cotton Shirts	$.23	$13.75	Weekly
High Visibility Shirts	$.36	$35.06	Weekly
Industrial Jackets	$.38	$25.06	Weekly
Industrial Shirts	$.15	$12.05	Weekly
Jeans	$.30 - $.42	$14.70 - $24.40	Weekly
Cargo/Carpenter Jeans			
List available Jean Brands: UniFirst, Dickies, Wrangler			
Shop Towels	$.06	2%@.49	Weekly
Soap Dispenser	$0	$6.25	Weekly
Wet Mop	$.76	$7.25	Weekly

UniFirst 1/2

Please indicate any additional charges that the City may incur from obtaining your services:

There is a yearly price increase of 5% or CPI whichever is greater.

There is a DEFE (Delivery,Energy,Fuel,Enviromental) fee of $2.05 per stop.

Please indicate if there are inflationary costs over the term of the contract: 5% Price increase yearly

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

Proposal submitted by: (Please Print)

UniFirst	
Company Name	Phone Number
9201 East Bloomington Fwy Suite R	Bloomington, MN 55420
Mailing Address	City, State Zip code
Mike Kelley	mike_kelley@unifirst.com
Contact Person/Person Submitting Proposal	Email
Mike Kelley	3/25/2020
Signature of Person Submitting Proposal	Date

Unifirst 2/2

UniFirst

NEW ACCOUNT ☒ EXISTING ACCOUNT ☐

INSTALLATION DATE _____
MM/DD/YYYY

CUSTOMER SERVICE AGREEMENT

COMPANY NAME (Customer) City of Isanti LOC. NO. 090

ADDRESS 110 1st Ave NW P.O. Box 428 ROUTE NO. _____

Isanti, MN 55040 DATE 4/8/2020

PHONE 763-444-5512 SIC/NAICS _____

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

MERCHANDISE SERVICED

ITEM DESCRIPTION	LOST/ DAMAGED REPLACEMENT CHARGE	SERVICE FREQUENCY	NO. OF PERSONS/ ISSUE PER PERSON	TOTAL NO. OF CHANGES/ PIECES	PRICE PER CHANGE/ PIECE	STANDARD/ NON-STANDARD[1]	TOTAL FULL SERVICE	TOTAL VAL-U-LEASE[2]
3x10 Mat	69.90				3.76	S		
3x5 Mat	34.20				2.19	S		
3x5 Scraper Mat	47.65				2.19	S		
4x6 Mat	53.25				3.00	S		
5x8 Logo Mat	156.65				6.49	S		
Air Freshner	N/A				1.78	S		
Bar Towels	1%@1.99				.07	S		
Cotton Shirts	13.75				.23	S		
High Visibility Shirts	35.06				.36	S		
Industrial Jackets	25.06				.38	S		
Industrial Shirts 65/35	12.05				.15	S		
Dickics Carpenter Jeans	15.05				.38	S		
Shop Towels	2%@.49				.06	S		
Wet Mop	7.25				.76	S		

Minimum weekly charge applies, equal to 75% of the initial weekly install value.

OTHER CHARGES	AMOUNT
Garment preparation per piece	1.00
Name emblem per piece	1.25
Company emblem per piece	1.50
Direct Embroidery: Wearer name per piece	1.50
Company name per piece	2.50

OTHER CHARGES	AMOUNT
Non-stock sizes per piece	20% Upcharge
Special cuts per piece	20% Upcharge
Restock/Exchange per piece	1.00
Automatic Wiper Replacement	2% @.49
Automatic Linen Replacement	1% @ 1.99
DEFE (See description on reverse side)	2.05/ Per Stop

PAYMENT TERMS: C.O.D. ☐ E.F.T. ☐ Approved Charge[3] ☒

COMMENTS

Waive all prep and emblem fees upon installation. No start up costs. Price increase of 5% yearly locked. No Auto Renew.

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.[4]

The undersigned agrees to all terms on the reverse and attests to have the authority to execute for the named CUSTOMER, and to approve use of any personalization – including logos or brand identities – that has been requested.

SALES REP: Mike Kelley 4/8/2020
SALES REP (Print Name) DATE

ACCEPTED[5]: _____
LOCATION MANAGER (Signature) DATE

_____
LOCATION MANAGER (Print Name and Title)

ACCEPTED: _____
CUSTOMER (Signature) DATE

_____
CUSTOMER (Print Name and Title)

_____
EMAIL

[1] Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.
[2] Merchandise which is Val-U-Leased is not cleaned by UniFirst.
[3] Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.
[4] All returned checks and declined credit/debit cards subject to $35 processing fee.
[5] This Agreement is effective only upon acceptance by UniFirst Location Manager.

CITY OF ISANTI

REQUEST FOR PROPOSALS

REFUSE SERVICES

Proposals Due: April 24, 2020

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain refuse service from a qualified business.

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Katie Brooks
Human Resources/City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Isanti Refuse Service Proposal" Questions or request for clarification may be directed to Katie Brooks, Human Resources/City Clerk by phone at (763) 444-5512 or via email at KBrooks@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, April 24, 2020**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Refuse".

III. SCOPE OF WORK:

Specifications for Refuse Service for Isanti Municipal Facilities is as follows:

1) **City Hall** – 110 1st Avenue North
   - One - 90 Gallon (Residential) Container – Weekly Pick-up
   - Two - 90 Gallon (Residential) Containers for Office Single Sort Recycling – Weekly Pick-up

2) **Police Station** – 401 1st Avenue North
   - One - 90 Gallon (Residential) Container – Weekly Pick-up
   - One - 90 Gallon (Residential) Container for Office Single Sort Recycling – Weekly Pick-up

3) **Municipal Liquor Store** – 400 W Dual Blvd.
   - One - 90 Gallon (Residential) Container – Weekly Pick-up
   - One - 2 Yard Container – Weekly Pick-up
   - One - 4 Yard Container for Cardboard Recycling – Weekly Pick-up
   - One - 90 Gallon (Residential) Container for Single Sort Recycling – Weekly Pick-up
   - One - 90 Gallon (Residential) Container for Single Sort Recycling for Farmers Market Site – Weekly Pick-up from last week in May through September

4) **Community Center** – 208.5 1st Avenue North
   - One - 4 Yard Container – Once Weekly Pick-up
   - Two - 90 Gallon (Residential) Containers for Single Sort Recycling – Weekly Pick-up

5) **Maintenance Garage** – 100 W Isanti Parkway
   - One - 4 Yard Container – Twice-Weekly Pick-up April through November; Weekly Pick-up December through March
   - Two - 90 Gallon (Residential) Containers – Weekly Pick-up
   - Three - 90 Gallon (Residential) Containers for Single Sort Recycling – Weekly Pick-up

6) **Wastewater Facility** – 100 Isanti Parkway NW
   - Ten - 90 Gallon (Residential) Containers – Weekly Pick-up
   - Two - 64 Gallon (Residential) Containers – Weekly Pick-up

7) **Downtown** – Main Street
   - Six - 90 Gallon (Residential) Containers (inside City decorative covers) – Hauler grab – Weekly Pick-up

8) **Parks** – April - October – Residential Containers; Hauler grab if needed; Weekly Pick-up
   - Academy Park (6th Ave Ct NE)
     - One - 90 gallon trash and One - 90 gallon recycling container
   - Bluebird Park (201 Isanti Pkwy NW)
     - Skate Park Site – One - 90 gallon trash and One - 90 gallon recycling container
     - Playground Site – One - 90 gallon trash and One - 90 gallon recycling container
     - Basketball Court – One - 90 gallon trash and One - 90 gallon recycling container
   - Isanti Hills Neighborhood Park (518 Dogwood St SW)
     - One - 90 gallon trash and One - 90 gallon recycling container
   - Legacy Park (Bellaire and Blossom Blvd.)
     - One - 90 gallon trash and One - 90 gallon recycling container
   - Mattson Park (5th Ave NW)
     - Park Pavilion (Main St & 5th Ave) - One - 90 gallon trash and One - 90 gallon recycling container
     - Basketball Court (5th Ave & Heritage Blvd) - One - 90 gallon trash and One - 90 gallon recycling container
     - Tennis Courts (5th Ave & Heritage Blvd) - One - 90 gallon trash and One - 90 gallon recycling container
   - Redbirds Field (620 3rd Ave N)
     - Two - 90 gallon trash and One - 90 gallon recycling container during the summer
   - Riverside Park (503 Rum River Dr NW)
     - One - 90 gallon trash and One - 90 gallon recycling container
   - River Bluff Preserve (1111 Rum River Dr SW)
     - One - 90 gallon trash and One - 90 gallon recycling container
   - Rum River Meadows Park (1108 South Passage SW)

- One - 90 gallon trash and One - 90 gallon recycling container
- Unity Ballfield (3rd Ave NW & Unity Blvd)
  - One - 90 gallon trash and One - 90 gallon recycling container
- VFW Park (Railroad Ave & Palomino Rd)
  - One - 90 gallon trash and One - 90 gallon recycling container
- Whisper Ridge Park (795 3rd Ave SW)
  - One - 90 gallon trash and One - 90 gallon recycling container

9) Clean-up Day

Bid per roll-off. Bid will include labor, trucking services for delivery and removal of roll-off boxes, and dumping fees.

- Two roll-off boxes or equivalent of a size adequate for the intended purpose (or the number as determined by the Public Services Director)
- Labor for removal of materials collected
- Dumping Fees
- Trucking services for the delivery and removal of the roll-off boxes
- Clean-up Day is on a Saturday and hours are 8:00 a.m. to noon

10) Additional Services/City Events

- Nine (9) – 90 gallon containers needed for three City events in June, July & August
- Nine (9) – 90 gallon containers needed for three City events in June, July & August
- 90 gallon Refuse or Recycling Containers upon request for any additional events as needed

11) Term of Contract and Insurance

- The Contract Term shall be three (3) years; from May 15, 2020 to May 31, 2023.
- A Certificate of Insurance shall be required naming the City of Isanti as an Additional Insured

12) Other Charges

- Please indicate in your proposal all other charges that could be applied to the City of Isanti in your party's provision of refuse services.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a three (3) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT:

The Contract Term shall be three (3) years; from May 15, 2020 to May 31, 2023.

A Community For Generations.
Isanti

CITY OF ISANTI REQUEST FOR PROPOSAL
REFUSE SERVICES QUOTE WORKSHEET

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	**Container**	**Frequency**	**Cost per Container per Month**
Refuse	64 Gallon	Weekly	
Refuse	90 Gallon	Weekly	
Single Sort Recycle	90 Gallon	Weekly	
Refuse	2 Yard	Weekly	
Refuse	4 Yard	Weekly	
Refuse	4 Yard	Twice Weekly	
Cardboard	4 Yard	Weekly	

Roll-Off for Cleanup Day:	**Cost**
Each Roll-Off	
Labor for Removal of Materials Collected	
Trucking Fee	
Dumping Fee	

Additional 90 gal Containers for Events:	**Cost Per Container**	**Cost Per Occurrence to Empty***
Refuse		
Single Sort Recycle		

***It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.**

Additional Fee for Driver to Walk Down Park Cans.... $_____ per month

Fuel Surcharge..... $_____ per month

Taxes..... $_____ per month

Please List Any Additional Charges That the City May Incur:

_____..... $_____per month

_____..... $_____per month

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the refuse service.

Proposal submitted by: (Please Print)

_____	_____
Company Name	Phone Number
_____	_____
Mailing Address	City, State Zip code
_____	_____
Contact Person/Person Submitting Proposal	Email
_____	_____
Signature of Person Submitting Proposal	Date

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR REFUSE SERVICES

The City of Isanti is accepting proposals for a three (3) year contract for refuse services for the City of Isanti. Specifications are available upon request from the City Clerk's Office at Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to KBrooks@cityofisanti.us or addressed to Katie Brooks at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Refuse Services" and will be accepted until 4:30 p.m. Friday, April 24, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

RESOLUTION 2020-XXX

ACCEPTING FULL-TIME ASSISTANT CITY ADMINISTRATOR/ SPECIAL PROJECTS COORDINATOR LETTER OF RESIGNATION FOR DONALD LORSUNG

WHEREAS, Assistant City Administrator/ Special Projects Coordinator Donald Lorsung has submitted a letter of resignation stating his retirement to the City of Isanti on March 25, 2020; and,

WHEREAS, the effective date of this notice is May 9, 2020; and,

WHEREAS, Donald Lorsung is leaving employment in good standing as he has been employed since November of 2005; and,

WHEREAS, this position was created for the duration of Donald Lorsung's employment contract and is not intended to be filled after deployment;

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

1. That the resignation of Donald Lorsung is hereby accepted effective May 9, 2020.

2. That Human Resources and the City Administrator will evaluate at a later date if department needs warrant filling the Assistant City Administrator position prior to filling.

This Resolution is hereby approved by the Isanti City Council this 7th day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: April 7, 2020
Subject: 2020 NUSIANCE WEED ABATMENT QUOTES

Background:
Resolution 2019-294 authorized to request quotes for mowing contractors for nuisance weed/grass abatement in 2020. The City received two quotes:

Duff Companies, LLC

Residential Lot – Cost per Site:	$50.00
Mobilization Fee:	$25.00
Base Fee Plus Hourly for Large Tracts:	$25.00

B&M Lawn and Landscape Services, Inc.

Residential Lot – Cost per Site:	$85.00
Mobilization Fee:	$50.00
Base Fee Plus Hourly for Large Tracts:	$200.00 $85.00/hr

Request:
Staff is requesting accepting Duff Companies, LLC quote for 2020 Nuisance Weed Abatement on Private Property.

Attachments:
- Resolution 2020-XXX
- Duff Companies, LLC Quotation
- B&M Lawn and Landscape Services, Inc. Quotation

RESOLUTION 2020-XXX

AWARDING QUOTE FOR OUTSOURCING THE MOWING OF NUISANCE WEED/GRASS ABATEMENT LOTS

WHEREAS, the City of Isanti has determined that is in the City's best interest to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and,

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and,

WHEREAS, quotes were received and a tally of the quotes is provided on the attached;

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

1. To hereby award the low quote for mowing services for nuisance residential weed/grass abatement lots as provided within the specifications so posted and published to **Duff Companies, LLC** for the 2020 mowing season.
2. To hereby award the low quote for mowing services for nuisance large tract weed/grass abatement as provided within the specifications so posted and published to **Duff Companies, LLC** for the 2020 mowing season.
3. That **Duff Companies, LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **Duff Companies, LLC** provides a copy of their liability insurance and names the City as an 'additional insured'.
5. That the quotation as signed by the vendor for the 2020 Growing Season constitutes a contract with the City of Isanti for said services. Mowing rates are listed in Attached Quotation.
6. That City staff is authorized to charge the administrative fee for billing of properties abated as designated in the City Fee Schedule; with the administrative fee, rate charge and any applicable sales tax charged to the responsible party.

This Resolution is hereby approved by the Isanti City Council this 7th day of April, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

2020 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:

Duff Companies, LLC
28555 Bayshore Drive NW
Isanti, MN 55040

Phone: (612) 850-5404 Email address: duff@usfamily.net

Quotations will be received until 12:00 pm on March 6, 2020. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2020 GROWING SEASON.

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a $25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a $1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing
- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.
- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. **Residential Lot - Cost per Site** $ 55.00

2. **Mobilization Fee** (if owner has cut) $ 30.00

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $ 40.00

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. 60" Zeroturn & 2 48" zeroturn mowers
2. 4 weedwhips
3. 3 blowers

Please provide 3 references that you provided commercial mowing services in 2019.
(Name/Contact Information)

1. Corri Lewitski, City of Cambridge (763) 552-3257
2. Monica Peterson, WillowBridge (763) 438-3085
3. Don Howard, Isanti Village Apartments (763) 444-5442

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: _____ Date: 2-20-2020

Firm Name: Duff Companies, LLC

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Matt Lindholm, Planner
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

2020 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:

B+M Lawn and Landscape Services, Inc.

32354 Lever St. NE

Cambridge, MN 55008

Phone: 763-689-3703 Email address: b.m.lawnlandscape@gmail.com

Quotations will be received until 12:00 pm on March 6, 2020. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2020 GROWING SEASON.

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a $25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a $1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing
- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.
- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. **Residential Lot - Cost per Site** $ 85.00

2. **Mobilization Fee** (if owner has cut) $ 50.00

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $ 200.00 base fee
$ 85.00 / hr.

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. John Deere Zero-Turn Mowers

2. John Deere 3720 with 12-foot Progressive Mower

3. Cat Skidsteer with Brush Cutter Attachment

Please provide 3 references that you provided commercial mowing services in 2019.
(Name/Contact Information)

1. GracePointe Crossing / Jon Boehmer, 952-240-3880

2. New Hope Community Church / Brian Larson, 763-552-7979

3. Affinity Plus Federal Credit Union / Kari Magnuson, 651-312-9696

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: _____ Date: 2/17/20

Firm Name: B+M Lawn and Landscape Services, Inc.

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Matt Lindholm, Planner
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: April 7, 2020
Subject: AUTOMATED PAWN SYSTEM CONTRACTS

Background:
Chapter 233 in City Code requires licensed Pawnbrokers to report transactons via the specified Automated Pawn System [APS] and pay the city a per item transaction in accordance to the fee schedule to offset the APS contract fees.

Pawn transaction fees collected:
2018- $3,486.50
2019- $2,840.50

As of March 1st 2020 we no longer have access to the APS system due to Minneapolis Police Deparment halting their APS system.

The APS is an important investigatory tool for the police department. The system allows the investigator to search for stolen items, enter stolen items for other agencies to look for, and gather further investigatory information. Numerous criminal cases were solved utilizing the APS system.

There are now two other APS systems available for reporting pawn transactions:

LEADS Online: $1,975.00
Utilized by 94 MN agencies
Has added investigatory tools such as:

- Ebay data base search
- Metal Theft data
- Phone forensics
- Image search- search for stolen items via images
- CompStat mapping

RAPID: $500
Utilized by 18 MN agencies

Request:
Staff is requesting to enter into a contract with both LEADS Online and RAPID

Attachments:

- Resolution 2020-XXX
- RAPID quotation
- LEADS Online quotation

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR AUTOMATED PAWN SYSTEMS

WHEREAS, staff requested proposals for Automated Pawn Systems [APS]; and,

WHEREAS, two vendors were found that operated APS systems in Minnesota; and,

WHEREAS, quotes were received from LEADS Online and RAPID which are presented as attached; and,

WHEREAS, Staff has determined the necessity for both systems in order to conduct thorough investigations; and,

WHEREAS, Staff has determined access to only one database would significantly hinder criminal investigations;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, authorizes staff to enter into a contract with LEADS Online and RAPID for the provision of APS and investigatory database access for the City of Isanti for a three (3) year period starting April 8, 2020 and ending March 31, 2023.

This resolution was duly adopted by the Isanti City Council this 7th day of April, 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RAPID

Quote

Business Watch International (U.S.) Inc
7351 Wiles Road, Suite 102
Coral Springs, FL 33067

Date	Quote #
2020-03-12	33491

Quoted For

Isanti Police Dept.
401 1st Ave. NW
Isanti, MN, 55040

Terms

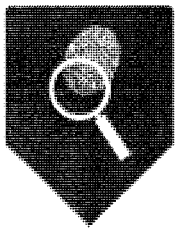
Net 30 Days

Description	Quantity	Rate	Amount
RAPID Access - 1-19 Sworn Officers - 1 Year		500.00	500.00
		Quote Total	$500.00

Phone #: 1-877-404-3368 **Fax #:** **E-mail:** jwerner@bwiusa.com

LeadsOnline

Proposal for Isanti Police Department



April 1, 2020

The nationwide comprehensive case solving power of LeadsOnline is built to help address some of the staffing shortages your agency is most likely experiencing today while also helping significantly increasing clearance rates.

The Problem: More cases. Fewer investigators to work them.

Out of town is out of reach. You know it. The crooks know it.

Even if you could keep up with all the businesses in your jurisdiction where a suspect might sell something, the bad guy can always sell it in another jurisdiction, leaving you to guess which one.

Majority of crimes get minor attention. 1 in 15.

Transaction records are the key to solving cases. According to research, less than one in fifteen are checked. Your current process may be too tedious to be the standard procedure.

Overwhelmed and Understaffed?

Investigators are overloaded, and often do not have the time to run and re-run every case. Even major crime cases can be overlooked as new cases are coming in.

Agencies have open CID positions with additional retirements coming next year. The case load isn't getting any lighter. Cases are set to "Inactive" or "Info Only" due to insufficient resources.

We're on CompStat. How can we be two months behind?

Transaction information more than two weeks behind is of limited value to a department running on a CompStat-style management process.

Case details on persons and property are often delayed. Relevant transaction information arrives after the initial case and is only searched once. Cases are closed before evidence comes in. Pawnshops only hold incoming property (i.e. your evidence) for a short time, then it's gone. Destroyed by delay.

Accountable, but totally dependent on another agency?

Investigators call better-equipped agencies for help, but it's just not realistic for every case. Other departments with full caseloads of their own really can't dedicate full attention to yours.

The "CSI Effect"

Citizens think you have technology, but some tools are from the flip-phone era. When outdated software is hard to use or runs slow, cases go unchecked and unsolved.

Different Formats and Abbreviations

Other records are from standard agency-owned sources. These transaction records are from different business types with different software types. Different everything. This creates problems.

Our Mission

- Enforce laws, preserve peace, protect life and property.
- Solve crime and reduce the fear of crime in your jurisdiction.
- Improve the level of service to the community with existing manpower.
- Run all cases, including person crimes, missing persons and trafficking.
- Turn over every stone with unlimited investigators and unlimited searches.

The Solution: Work smarter not harder. Solve Crimes.

LeadsOnline is a quick, comprehensive way for your investigators to run suspects and property in every case. It saves time and provides access to a suspect's activity, even outside your jurisdiction.

Coverage Everywhere

- ✓ Each day, more than **400,000 transactions** are reported via LeadsOnline.
- ✓ Find your **homicide suspect** even when he flees to Las Vegas.
- ✓ LeadsOnline receives transaction information from all **50 states**.
- ✓ Law enforcement network includes **4,400+ agencies in 47 states + D.C.**

Leveraging Technology

- ✓ Search once for persons and property and **save it to continue receiving alerts.**
- ✓ Run **arrest records** and lists of known suspects and stolen property.
- ✓ Identify **crime patterns** among related cases and subjects.
- ✓ Detect activity by **possible associates of persons related to the case.**
- ✓ **Compare images of property and sellers** based on your case information.

Crime-Solving Innovation

- ✓ Advanced system finds suspects and property even when **misspelled.**
- ✓ Capabilities are **specifically designed for criminal investigations.**
- ✓ Every **two weeks**, enhancements are made to help solve more crimes.
- ✓ Feedback from thousands **of investigators** keeps making it better and better.

Fast and User Friendly

- ✓ **Fast.** Sub-second search times.
- ✓ Always on. **Available 24/7/365.**
- ✓ Easy to use. **Nothing to install.** Simply log in and catch crooks.
- ✓ **Cross browser compatible.**

Reporting and Compliance Monitoring

- ✓ **Free for businesses to report** and friendly customer service provided.
- ✓ Transaction Monitor **helps ensure compliance** of businesses in your jurisdiction.
- ✓ See alerts for **missing information and common mistakes.**
- ✓ Businesses have their own dashboard and can **resolve** any reporting issues.

Undeniable Evidence

Analysis confirms that suspects in cases of all kinds are found in LeadsOnline, and the actionable intelligence can link the offender to your case and others.

Persons 54%		Property 52%		Society 58%	
Assault	59	Arson	60	Loitering / Vagrancy	50
Homicide	57	Bad Checks	90	Disorderly Conduct	59
Human Trafficking	100	Burglary / Breaking & Entering	65	DUI	46
Kidnapping / Abduction	51	Counterfeiting / Forgery	43	Drug / Narcotic	60
Missing Person	50	Destruction / Damage / Vandalism	55	Family Nonviolent	62
Runaway	9	Embezzlement	58	Peeping Tom	47
Sex, Forcible	48	Fraud	42	Obscene Material	20
Sex, Nonforcible	54	Larceny / Theft	46	Prostitution	100
		Motor Vehicle Theft	60	Traffic	42
		Robbery	67	Trespass Real Property	65
		Stolen Property Offenses	58	Weapon Law Violations	71

* The table above represents the percent of searchable case persons found in LeadsOnline. Data reflects averages by NIBRS case type from >100K cases submitted by agencies uploading files to RTC in 2019.

Respected Nationwide

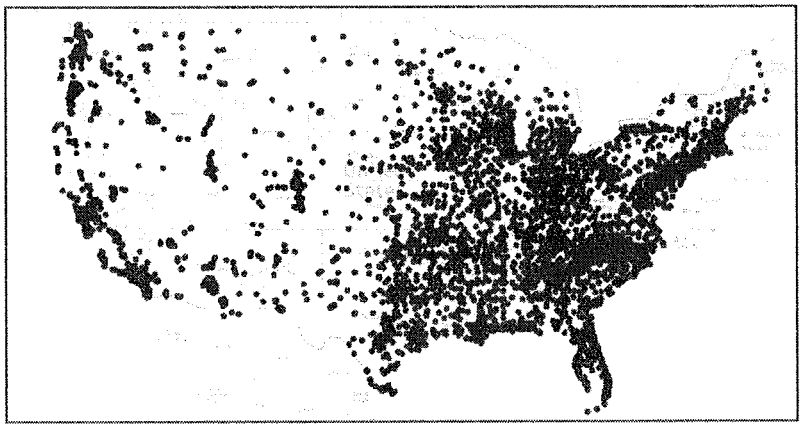
Trusted by America's largest and most respected law enforcement agencies:

More Agencies Use LeadsOnline Than All Other Processes Combined

4,500+	47,248	500,000+
Law enforcement agencies	**Criminal investigators**	**Transactions each day**

The Power of Networking

Ask your FBINAA forum or other law enforcement leaders. You'll get a positive response.



"More success in our very first week with LeadsOnline than in all of last year."
- Washington County Sheriff's Office, Oregon

"The death was brutal. A LeadsOnline search was done and a ticket was found 2,335 miles away, and west of the incident rather than northeast where the focus had been."
- Fayetteville Police Department, North Carolina

See many more examples at https://news.leadsonline.com/.

No agency has "extra money," but the cost/benefit should make this decision easy. Add every investigator in your agency working cases. Unlimited users. Unlimited searches. Unlimited cases. Unlimited access. Unlimited training. An all-inclusive system designed to work hard for you and your investigators. Please see the included pricing chart for service level capabilities and fees.

Sincerely,

Megan Lee

Megan Lee
Account Executive
(972) 331-7742

2020 PRICING – ISANTI POLICE DEPARTMENT, MN

LeadsOnline

System Capabilities	FastFind	TotalTrack	PowerPlus
Search transactions from pawn/secondhand stores - You'll be surprised how far your criminals will go. Find your crook in any of the 50 states in less than one second.	Statewide	Nationwide	Nationwide
Automated NCIC Stolen Item Hits - Receive automated hits on stolen articles and guns, even when serial numbers and item codes are entered incorrectly.	✓	✓	✓
Saved Search Hit Alerts - Save your search and put the file away. Receive email and text alerts when transactions in your cases are identified.		✓	✓
eBay First Responder Service and OfferUp Search - Solve cases with direct law enforcement-only access to listing information to identify suspects involved in criminal activity in online marketplaces.		✓	✓
Metal Theft Investigations - Work metal theft cases with property information, photos, thumbprint scans and digital signatures from scrap metal dealers nationwide.			✓
Phone Forensics Search - Upload your Cellebrite files and other call detail records to identify other suspects who may be involved in the case.			✓
Automatically Run Lists of POIs - Upload lists of known offenders and utilize this inter-agency communication system to receive notifications when other investigators encounter them.			✓
Image Search - Jewelry cases are easier to investigate when searching pictures. You'll also find the rapist wearing the red hat (really – this happened).			✓
CompStat Mapping System - Easily identify burglary patterns as stolen property is sold. Map activity as suspects travel across jurisdictional lines. Criminals can't hide.			✓
First full year subscription fee	**$1,719**	**$1,975**	**$2,301**

Agreement with initial term commitment of 36 months or longer caps price increases at 3% annually during the initial term. A formal written Agency Agreement executed by both parties is required. This proposal expires on 5/16/2020.

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: April 7, 2020
Subject: SPECIFICED AUTOMATED PAWN SYSTEM VENDOR

Background:
Chapter 233 in City Code requires licensed Pawnbrokers to report transactons via the specified Automated Pawn System [APS] and pay the city a transaction fee per the fee schedule.
The city has utilized the Minneapolis Police Departments APS [Automated Pawn System] as the specified automated pawn system for the city. As of March 1st 2020 Minneapolis Police Deparment halted their APS system and is no longer operable.

There are two other APS systems available for reporting pawn transactions:

LEADS Online: Utalized by 94 MN agencies

RAPID: Utalized by 18 MN agencies

Request:
Staff is requesting accepting LEADS Online as the "specified" APS system for licensed pawnbrokers to report.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

SPECIFYING AUTOMATED PAWN SYSTEM FOR REPORTING

WHEREAS, the City of Isanti requires Pawnbrokers to report transactions to an Automated Pawn system; and,

WHEREAS, the City of Isanti identified LEADS Online as the appropriate Automated Pawn System to be utilized within the city;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to specify LEADS Online as the Automated Pawn System that the licensed Pawnbrokers will use to report in compliance with city code.

This Resolution is hereby approved by the Isanti City Council this 7th day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Jenny Garvey – Parks, Recreation & Culture Manager
Date: April 7, 2020
Subject: Resolution Authorizing a Fireworks Display

Background:
At the March 17th COW meeting the consideration of a fireworks display was discussed and staff was directed to request quotes from companies.

Staff received two quotes.

Pyrotechnic Display, Inc	Hollywood Pyrotechnics, Inc.
$6,000.00	$7,000.00

The fireworks display will be launched from Bluebird Park on Thursday July 9 at approximately 10pm and will last approximately 12 minutes. Funding will be provided for by budget amendment reducing expenses in 101-45300-491 $1,000 and increasing expenditures in 101-45300-497 by $1,000 to provide sufficient funding within 101-45300-497.

Recommendation:
Staff is recommending that Pyrotechnic be awarded the fireworks display in the amount of $6,000.00

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2020-XXX
- Pyrotechnic Display, Inc Quote – Exhibit A

RESOLUTION 2020-XXX

AUTHORIZING A FIREWORKS DISPLAY

WHEREAS, the City of Isanti received two quotes for a fireworks display; and,

WHEREAS, the following two quotes were received; and,

Pyrotechnic Display, Inc. (PDI)	Hollywood Pyrotechnics, Inc.
$6,000	$7,000

WHEREAS, City staff will move forward with PDI for the fireworks display in the amount of $6,000; and,

WHEREAS, PDI requests that the City of Isanti enter into an Agreement to have a fireworks display; and,

WHEREAS, Bluebird Park is the site location for the fireworks display; and,

WHEREAS, the time for the fireworks display will begin at approximately 10:00 p.m. on Thursday July 9th, 2020; and,

WHEREAS, the fireworks show length will last approximately 12 minutes; and,

WHEREAS, funding will be provided for by budget amendment reducing expenses in 101-45300-491 $1,000 and increasing expenditures in 101-45300-497 by $1,000 to provide sufficient funding within 101-45300-497; and,

WHEREAS, if inclement weather or other unknown postponement or cancellation occurs, the contracts Section 6 will be implemented; and,

WHEREAS, allow city staff to sign such an Agreement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve the Agreement with Pyrotechnic Display, Inc, attached as Exhibit 'A', with the fireworks display scheduled for approximately 10 p.m. Thursday July 9 within Bluebird Park and the funding source to be 101-45300-497 and authorize city staff to execute said agreement.

This Resolution is hereby approved by the Isanti City Council this 7th day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

EXHIBIT A

FIREWORKS DISPLAY PROPOSAL

for

City of Isanti, Minnesota

July 9, 2020

Non-Disclosure

The information contained in this (document) bid/proposal is confidential and intended solely for the use of the individual or entity to which they are addressed. Written consent of Pyrotechnic Display, Inc. is required before this document may be copied or reproduced in any fashion.

Confidentiality

Our livelihood depends upon our creative designs, originality and vision. We expect and appreciate your respect for the confidentiality of our business.

Pyrotechnic Display Incorporated

9405 River Road SE – Clear Lake, MN 55319

800-507-9074, EXT. 1

Pyrotechnic Display Incorporated

800-507-9074

9405 River Road SE – Clear Lake, MN 55319

City of Isanti ~ July 9, 2020

We would appreciate the opportunity to entertain your audience for your July 9 Celebration in the City of Isanti, MN with our ***"Artistic & Ever-Changing Fireworks Display".*** *Your Show design is continuous and designed to grab the audience's attention, and provide many "oohs & aahs" from beginning to end. Your display includes a Two Level Color and Salute Opening, a wide variety of high quality Aerial Shells up to 5" diameter, Special Effect Segments and a Grand Finale.*

This display will be electronically fired for safety, precision timing and will require a minimum 700 foot diameter Safety Perimeter.

We believe your staff will be impressed with our professional attention to detail & hassle-free experience. We look forward to creating a memorable event that will have everyone cheering!

Please contact me if you have any questions after you review our proposal. Cell (612) 709-3703, (800) 507-9074, ext. 1, or mhanson@pyrodisplay.com .

Our Proposed Displays Includes:

Five Million Dollars Public Liability Insurance Specific to Your Event Listing the City of Isanti, MN as "additional insured". (Sample Insurance Certificate Included). Additional entities can be included when we receive the signed contract.

Workers Compensation Insurance

All Required Permits including Coordination with Local Public Safety Officials, and your Event Staff

All Professional Field Technician Labor, Trucking, and Fuel is Included.

Pyrotechnic Display Inc. Post Display Client Surveys & References

Proposed Display Cost: $6,000.00 lasting about 12 Minutes

Pyrotechnic Display Incorporated 800-507-9074

9405 River Road SE – Clear Lake, MN 55319

Opening Segment:

A Mixture of Sparkling, Brilliant Colored Shells varying in size from 2.5" – 5" product, including Golden Palms with Multi-Colored Tips and Golden Tails. Along with the color and Special Effects, Booming Salutes will alert the audience to the show!

The following Designer Pattern and Specialty Aerial Effects Segments will be incorporated into the Main Body of your display:

2.5" and 3" Special Effect Candles:

- *Brilliant Color Changing Shells*
- *Golden to Flashing Shells*
- *Spider with Red, Golden and Green*
- *Silver Crown Shells with both Green and Purple Hues*
- *Wave Willow with Multi-Colored Strobe Pistils*
- *Red to Brocade Crown/Blue to Brocade Crown*

2.5" and 3" Assortment of 6 Shot Timed Chains-including:

- *Brocade Golden Streamers*
- *Red, Green and Purple Saturns with Silver Kamuro Rings*
- *Lemon Silver, and Purple Palm Tree Shells*
- *Glittering Gold to Purple and Green*
- *Umbrella with Exciting Color Strobe Pistils*
- *Red, Lemon, Violet Waves*

A selection of Specialty Box Items will be used to create visual effects throughout your display:

100 Color Coconut with Brilliant Strobes
25 Shot Red, green and Yellow Peonies with Dragons
25 Shot Red, and Green Palm Crossettes
36 Gold Glitter with Purple and Green Pistils

Pyrotechnic Display Incorporated 800-507-9074

9405 River Road SE – Clear Lake, MN 55319

Grand Finale:

The Grand Finale of your display will build with intensity and canvas the sky. Silver and Gold Strobe Peonies, Crackling Palm Trees, Vibrant Multi-Color Comets, assorted Chrysanthemums, Peonies, and Dahlias will be fired creating a huge kaleidoscope of color concluding with Thunderous Silver Splatter Salutes. This Grand Finale will leave the residents and guests of the ***City of Isanti*** *event cheering!*

$6,000.00 Complete Display Total for City of Isanti

Shells					Special Effects
2.5"	3"	4"	5"	Box Item Shots	Comets, Mines, Whistles
108	104	60	18	175	140

Total Quantity of Pyrotechnic Devices This Display	605

NOTE:

The fireworks industry standard for the height above ground for an aerial shell is 100 feet times the diameter. Example: 3" shell = 300 feet.

Pyrotechnic Display Incorporated ***800-507-9074***

9405 River Road SE – Clear Lake, MN 55319

Important Details and Information

Our entire product line is brought to our facility and tested for safety and performance before it is released into our inventory.

During the permit process we supply aerial site photos and drawings reflecting the required safety distance and other specific requirements as requested by the city safety officials.

Your display is designed based on NFPA 1123 guidelines for safety and insurance requirements, along with your request of "most desired" products and effects. Final display may be adjusted based on local safety official requirements.

Product adjustments may occur due to product availability, shoot site requirements, enhancements to our inventory.

The display will be computer programmed and fired electronically for safety, precision design, varied tempo and visual diversity.

Our Professional Display Operators receive detailed layouts and diagrams reflecting equipment placement, and pyrotechnic product sequence and location.

Any sprinkler system at the shoot site needs to be turned off the day of display.

Our crew will tear down the fireworks equipment the night of the display and search the shoot site grounds for any unexploded fireworks and return them to our facility for proper disposal.

All of our equipment and fireworks are transported to the shoot site in Commercial Vehicle Trucks by our drivers who have valid Commercial Drivers Licenses with the appropriate endorsements.

All trash from the display is returned to our facility and properly disposed of.

We will require a signed contract to secure your display in our schedule.

PYROTECHNIC DISPLAY, INC.
FIREWORKS DISPLAY AGREEMENT

This agreement is entered into this **11th** day of **March** 2020 between Pyrotechnic Display, Inc., a Minnesota Corporation with offices in Clear Lake, Minnesota, ("Pyrotechnic") and **City of Isanti** of the City of **Isanti** State of **Minnesota** ('Customer"), for the purchase of a fireworks display. ("Agreement")

SECTION 1 FIREWORKS DISPLAY

Pyrotechnic agrees to furnish for the Customer **(1)** fireworks display(s), as per the specifications agreed to and made part of this Agreement, on the evening of **July 9,** 2020 ("Fireworks Display").

SECTION 2 CONTRACT PRICE

In consideration for the Fireworks Display, Customer agrees to pay Pyrotechnic the sum of **$6,000.00 (Six thousand and 00/100 dollars).** A service fee of 1.5% per month shall be added to the Contract Price, or any portion of the Contract Price, or any portion of the Contract Price due, if it is not paid within 15 days of the date payment becomes due under this Agreement.

SECTION 3 MATERIALS AND SERVICES

Pyrotechnic shall be responsible for providing inventory meeting the specifications for the Fireworks Display, and the services of an operator who will be responsible for preparing and conducting the Fireworks Display. Pyrotechnic shall prepare a final design prior to the Fireworks Display, and the exact specifications will be supplied to the Customer after the final design, upon request.

SECTION 4 INSURANCE

Pyrotechnic Display, Inc. shall obtain a Public Liability and Property Damage and Workers Compensation Insurance. Those entities/individuals listed on the certificate of insurance shall be deemed an additional insured per this contract.

SECTION 5 LOCATION

Customer shall be responsible for providing a suitable location for the Fireworks Display. Customer shall cooperate with Pyrotechnic to ensure that the site is suitable for the Fireworks Display, and Pyrotechnic shall have the right to reject a proposed site for lack of accessibility, fire or other safety reasons.

In addition to providing the location, Customer shall be responsible for:

- Providing an appropriate staging area, and a minimum spectator setback of **350** feet.
- Providing for the staging area to be roped off or otherwise clearly marked as off limits to unauthorized personnel.
- Searching the fallout area at first light following a nighttime display.
- Providing security, police and fire protection, to ensure 1) that the staging area and the surrounding setback area will be free from unauthorized persons, and 2) the safety of people in or around the display location.

SECTION 6 WEATHER RELATED POSTPONEMENT AND CANCELLATION.

Customer acknowledges that the Fireworks Display will be provided so long as weather, and weather related conditions, including but not limited to drought and fire risk, permit. In the event of a postponement of the Fireworks display, Customer shall be responsible for payment based on the schedule below, which shall be due within 30 days of the date agreed to in Section 1. If Customer does not reschedule the Fireworks Display within the twelve-month period, an additional 30% of the Contract Price shall be due from the Customer for damages and expenses relating to the cancellation.

If customer chooses to postpone or cancel the Fireworks Display for any reason, customer shall be responsible for payment of the Contract Price based on the schedule below, which shall be due within 15 days of the date agreed to in Section 1.

In the case of postponement or cancellation, Customer shall pay, as an additional fee, the following percentage of the Contract Price.

- At any time prior to the scheduled date of the Fireworks Display, 5% of the Contract Price.
- At any time on the scheduled date for the Fireworks Display, 20% of the Contract Price
- After the commencement of the Fireworks Display, where Pyrotechnic's operator has not determined that the postponement is necessary for weather or weather related circumstances, 100% of the Contract Price.

The Customer agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotechnic Display, Inc. in the collection or attempted collections of any amount due under this agreement and invoice.

SECTION 7 ENTIRE AGREEMENT

This Contract and the Fireworks Exhibition and Display Program constitutes the entire agreement between the parties hereto, and there are no other understandings, either oral or written, regarding to the subject matter hereof. The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 21, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/978234229
or by calling into this number 1 (224) 501-3412 **with this code** 978-234-229

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. April 7, 2020- Regular Meeting of the City Council

H. Announcements

1.	City Council Meeting	Tuesday, May 5, 2020 at 7:00 p.m.
2.	EDA Meeting	Tuesday, May 5, 2020 *(Following the City Council Meeting)*
3.	Park Rec and Culture Board	Tuesday April 28th - *Cancelled*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Update Regarding Clean-Up Day and Compost Site *(Administrator Wood)*
2. Resolution 2020-XXX Accepting the 2019 Annual Financial Report and Management Letter

City Administrator Josi Wood
3. Resolution 2020-XXX Approving a Memorandum of Understanding Between the City of Isanti and Independent School District No. 911 for the School Resource Officer Program

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $453,861.03 Payroll in the Amount of $101,235.86
2. Resolution 2020-XXX Approving Donation Box at Liquor Store
3. Resolution 2020-XXX Approving the Hire of Part-Time Public Works Seasonal Joel Bazey
4. Resolution 2020-XXX Adopting Purchasing and Fuel Card Policy and Authorizing Staff to Enter into a Business Credit Card Program

5. Resolution 2020-XXX Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. Resolution 2020-XXX Authorization and Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
7. Resolution 2020-XXX Awarding the Bid for the 2020 6th Avenue SW Rehabilitation Project
8. Resolution 2020-XXX Requesting Advancement of Municipal State Aid Funds
9. Resolution 2020-XXX Approving Special Event Permit Revised Dates
10. Resolution 2020-XXX Accepting Donation of Lighting Improvement at the Police Department

M. Other Communications

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

Adjournment

G.1.

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

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/252940021
or by calling into this number +1 (571) 317-3112 **with this code** 252-940-021

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 7:21 p.m. via telephone), Steve Lundeen and Dan Collison

Members Absent: None

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

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Gordon to approve the agenda as presented. Motion passed 4-0 with Councilmember Bergley absent. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. March 17, 2020- Regular Meeting of the City Council
2. March 17, 2020- Committee of the Whole Meeting
3. February 18, 2020- Planning Commission Meeting
4. March 25, 2020- Special Emergency Meeting

Motion by Gordon, second by Collison to approve minutes as presented. Motion passed 4-0 with Councilmember Bergley absent. Motion carried.

H. Announcements

1. CITY OFFICES CLOSED	Friday, April 10, 2020 *(In Observance of Good Friday)*
2. Committee of the Whole	Tuesday, April 21, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, April 21, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, April 21, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Councilmember Dan Collison stated that he would like to apologize for his recent absences as he was taking care of health issues and glad to be back.

Mayor Johnson, Councilmember Lundeen and Councilmember Gordon shared they are glad to have Councilmember Collison back.

Mayor Johnson stated that with the COVID 19 Pandemic, May 9th is scheduled to be the City's Clean-up day and asked Council if they would like the date to remain the same.

Councilmember Collison asked the time and if it was a Saturday.

City Administrator Josi Wood shared that it is a Saturday and is from 8 a.m. to noon. Wood continued to share that this date has been moved back from previous years to fall after the city-wide garage sale however, the city-wide garage sale will not happen this year.

Collison asked when people pulled up in their cars, if would Public Works unload for them.

Wood stated that staff from Public Works that work the event typically help unload things because they are heavy and then take payment. Wood continued to share that it is asked that residents prepay but it does not always happen so money is collected there. Wood further shared that Public Works would wear gloves for their safety.

Mayor Johnson stated that Public Works could wear rubber gloves, masks and have hand sanitizer provided to them.

Collison stated that his concern is if employees are comfortable doing the clean-up day.

Wood stated that if Governor Walz's stay at home order gets extended out to May 9th, the City would cancel but if there is not a stay at home order at that time, she agreed with the recommendation to keep the clean-up day.

Collison stated that with the warm weather a lot of people have been cleaning because they have been home.

Councilmember Steve Lundeen stated that as long as the staff are okay with it and feel comfortable.

Councilmember Jimmy Gordon stated that he has no problem moving forward with it.

Mayor Johnson stated he has had a lot of questions regarding the compost site.

Collison stated that it should be treated that same way as the clean-up day and move forward with it.

Mayor Johnson stated for residents to show proof of address the resident can hold up the ID where Public Works does not have to take it to confirm their address.

Wood stated that some other Cities have cancelled theirs and they are receiving a lot of push back from their residents because they have no place to take their yard waste. Wood continued to share the City could keep the compost site open as long as there is not a stay at home order.

Lundeen stated that the person in the booth should wear a mask.

Wood stated there will only be one person working so it will not be changing hands multiple times.

Johnson stated the compost site will stay as well.

Mayor Johnson asked City Council if Parks should be closed.

Councilmember Collison stated there have been other cities that have closed their parks and they have received a lot of grief. Collison continued to share that City Council has to trust their residents are going to keep their distance from other people visiting the parks as well. Collison further shared that closing them down would be a bad decision.

Lundeen stated that 1/3 of people want the parks closed, 1/3 don't want them closed and a 1/3 that do not care.

Collison stated that he has seen more people out on their bikes and walking than he has seen in the parks.

Wood stated that Governor Walz's stay at home order has maintained all parks and trails to be open and she has called almost daily to make sure that it has included the playground equipment and that is has not changed. Wood further shared that the Governors order states it is up to the local jurisdictions what they want to do with playground equipment and there is no order to close them. Wood continued to share that there are signs going up in the parks to remind people to maintain social distancing, wash hands regularly and to not use the park if sick.

Lundeen shared that if someone is worried, they need to be accountable and not go to the park. Lundeen continued to share that the ones that do choose to go to the park also need to be accountable and maintain social distancing, wash their hands and wear gloves.

Mayor Johnson stated he is glad Council is all on the same page about leaving the parks open.

Councilmember Steve Lundeen shared that the Fire District meeting was about 5 minutes long. Lundeen continued to share that the meeting was to pay bills and everything is being on held off for the time being and the Joint Powers Agreement still has not shown movement with Oxford Township.

City Administrator Josi Wood stated that she has been working on the lease for the Fire Department building and also working with Fire Chief Jankovich to amend the Joint Powers Agreement which is what the City Attorney has recommended for the lease language because what it states in the Joint Powers Agreement contradicts what the lease agreement says. Wood further stated that Fire Board will likely see it on one of the board meetings to get the language changed and the lease fee in the Joint Powers Agreement.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. **Ordinance-727** Amendment to City Code Chapter 160, Fees

City Administrator Josi Wood shared that the Ordinance is being repealed in its entirety. Wood continued to share that 160 included all the items that the City charges a fee for however, it did not contain the fee amount. The fee amount was always approved annually by resolution. The City Attorney has recommended that that is not best practice so the Ordinance is being repealed with a stand-alone Ordinance including the fees. Wood further shared that it also includes food truck fees that was discussed at Committee of the Whole otherwise the rest of the fees remain the same.

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

Chief of Police Travis Muyres

2. **Ordinance-728** Repealing and Replacing Chapter 233, Pawnshops

City Administrator Josi Wood shared that the Pawnshop Ordinance has been completely reviewed by the City Attorney and city code listed specifically what type of automated pawn system the pawnshop was to use and what the city utilized. Wood continued to share that what was being utilized was a software from Minneapolis Police

Department but is no longer supported which made the city code obsolete because it named it by name. Wood further shared that it has now been generalized to call it automated pawn system and does not have the name in city code to be in compliance with state law for what is available.

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

Community Development Director Sheila Sellman

3. Amendment to the Development Agreement for Legacy Pines- Phase I

City Administrator Josi Wood shared that this is an amendment for phase I which is complete. Wood continued to share that the Development Agreement is with Odyssey Homes and they have requested to assign the agreement to Everpine Land Holdings, LLC. Odyssey Homes has also requested because the development is complete per the Development Agreement, the City has 10% of the original letter of credit they are requesting a warranty bond in place of a letter of credit which has been reviewed with the City Attorney and City Engineer and the money being held is sufficient the City can release it and get a warranty bond for the exact amount.

Motion by Lundeen, second by Collison to approve the Amendment to the Development Agreement for Legacy Pines-Phase 1. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $362,100.30 Payroll in the Amount of $214,468.20 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,063.35
2. **Resolution 2020-077** Offering Seasonal Maintenance Worker Position to Gene West
3. **Resolution 2020-078** Awarding Quote and Authorizing to Enter into a Contract for Portable Toilet Services
4. **Resolution 2020-079** Awarding Quote and Authorizing to Enter into A Contract for Rug & Uniform Services for All City Departments
5. Approving Request for Proposals for Refuse Services
6. **Resolution 2020-080** Accepting Full-Time Assistant City Administrator/ Special Projects Coordinator Letter of Resignation for Donald Lorsung
7. **Resolution 2020-081** Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
8. **Resolution 2020-082** Awarding Quote and Authorizing to Enter into a Contract for Automated Pawn Systems
9. **Resolution 2020-083** Specifying Automated Pawn System for Reporting
10. **Resolution 2020-084** Authorizing a Fireworks Display

Councilmember Gordon shared that when the fireworks were first talked about it was estimated at $13,000 and now it is $6,000 which he believes is pretty reasonable. Gordon continued to share that he had heard that North Branch cancelled their summer days and asked when the fireworks have to be purchased by and does the City have to commit to that if unsure if it will be going on at that time.

City Administrator Josi Wood shared that if cancelled or postponing any time prior to the scheduled date of the fireworks display the City will pay 5% of $6,000.

Councilmember Steve Lundeen stated that if the pandemic pushes out until then they will not be able to show up. Lundeen further stated that this pandemic is unusual circumstances.

Wood stated that staff would have to reach out to Pyrotechnic Display, Inc to receive their thoughts.

Councilmember Dan Collison stated that even if the rodeo did not go on people could still watch the fireworks.

Wood suggested that City Council can approve the resolution but staff can hold off with executing and signing the contract until staff has determined moving forward with Summer events. Wood further suggested going through the month of April before having the contract signed.

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

M. Other Communications
None

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

K.2.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 21, 2020
Subject: Res. 2020-XXX Accepting the 2019 Annual Financial Report & Management Letter

Background:
Steve McDonald, managing partner with Abdo, Eick & Meyers (AEM) will discuss the 2019 Annual Financial Report and Management Letter by pre-recorded presentation

Request:
Consider resolution accepting the 2019 Annual Financial Report and Management Letter

Attachment:
- Resolution 2020-XXX – Accepting the 2019 Annual Financial Report and Management Letter
- 2019 Audit Presentation Slides
- 2019 Management Letter
- 2019 Annual Financial Report

RESOLUTION 2020-XXX

ACCEPTING THE 2019 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, Eick & Meyers, LLP for their auditors for 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2019 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 21st day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ABDO EICK & MEYERS LLP

Certified Public Accountants & Consultants

City of Isanti

2019 Financial Statement Audi

Introduction

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators

Audit Results

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Auditor's Opinion

Minnesota Legal Compliance

Audit Results

2019 Audit Findings

ABDO EICK & MEYERS LLP
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Preparation of Financial Statements

- Internal Control Finding

Results From Prior Year:

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Prior Year Finding

Material Audit Adjustments

Update: Management ensured complete reconciliations of all accounts, including journal entries to adjust balances to these reconciliations needed to be done prior to the start of the audit.

Results From Prior Year:

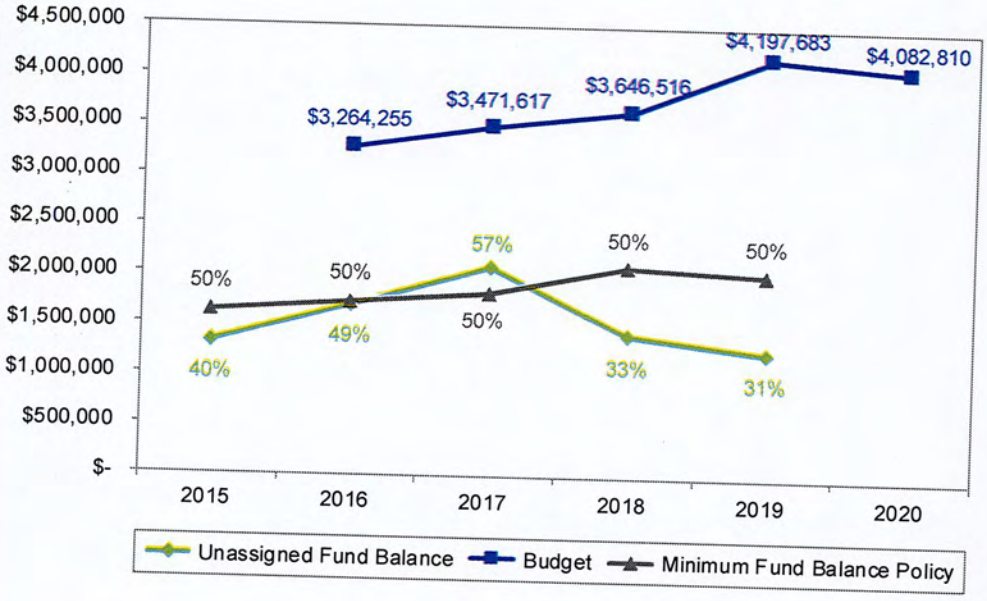
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Prior Year Finding

Insufficient Collateral Coverage

Update: The Finance Director has taken the appropriate action to ensure that City deposits are sufficiently covered by collateral throughout the entire year.

General Fund - Fund Balances



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General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 3,229,830	$ 3,339,144	$ 109,314
Expenditures	3,921,773	3,732,474	189,299
Deficiency of Revenues Under Expenditures	(691,943)	(393,330)	298,613
Other Financing Sources (Uses)			
Sale of capital asset	-	649	649
Transfers in	369,150	369,150	-
Transfers out	(275,910)	(123,624)	152,286
Total Other Financing Sources (Uses)	93,240	246,175	152,935
Net Change in Fund Balances	(598,703)	(147,155)	451,548
Fund Balances, January 1	1,410,429	1,410,429	-
Fund Balances, December 31	$ 811,726	$ 1,263,274	$ 451,548

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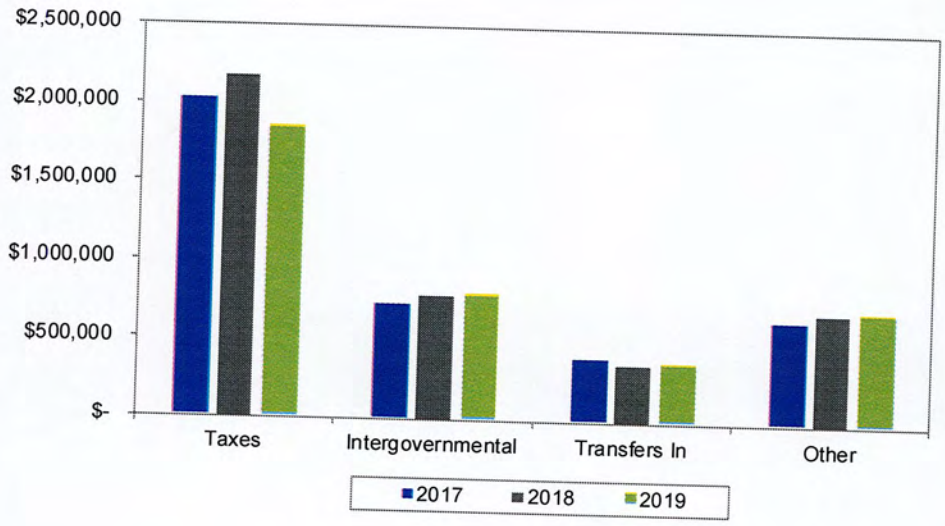
General Fund Revenues by Type



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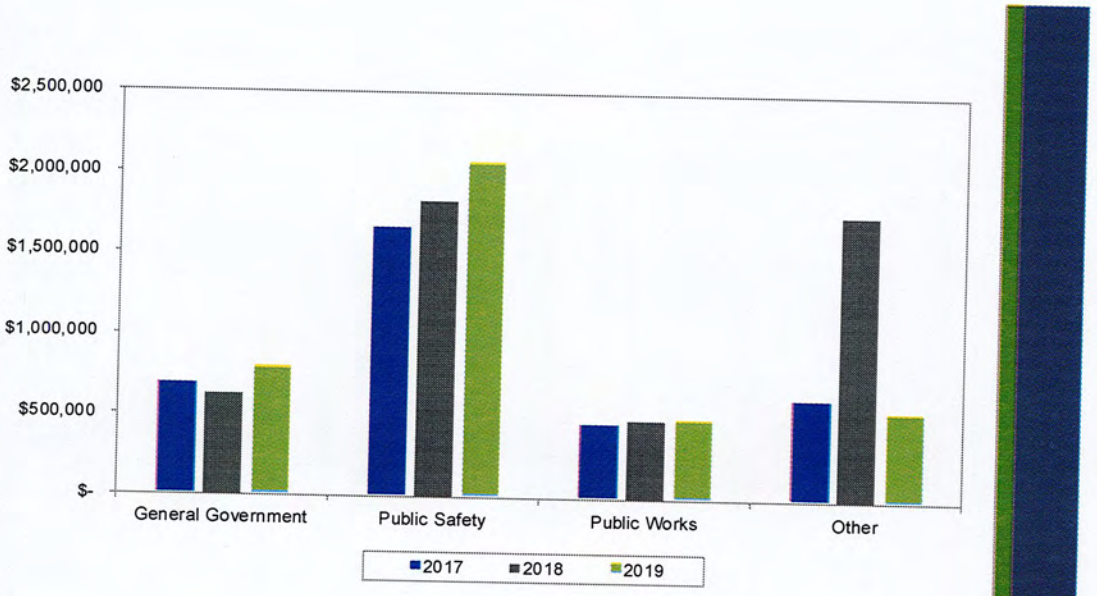
General Fund Expenditures by Type



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Capital Projects Fund Balances

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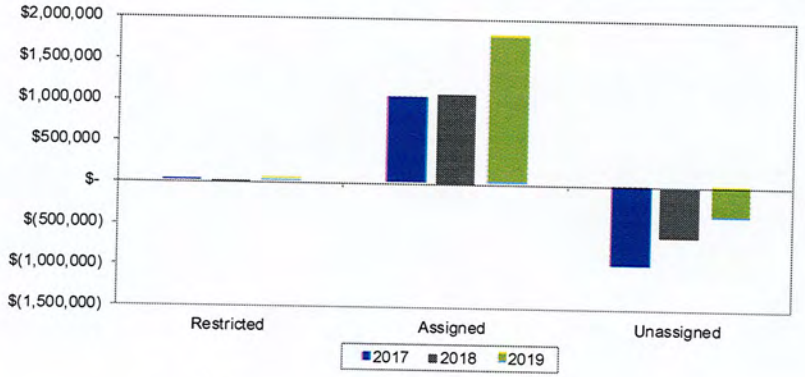
Capital Projects Fund	Fund Balances December 31, 2018	2019	Increase (Decrease)
Major			
Capital Replacement	$ 559,684	$ 797,706	$ 238,022
Nonmajor			
2017 Palomino Road Street Improvements	(479,515)	(287,974)	$ 191,541
Street Construction	-	(15,328)	$ (15,328)
Signal Light Improvement	349,817	-	(349,817)
Fairway Blvd/County 5 Signal	194,020	200,848	6,828
2013 Railroad Avenue and Walk Improvements	(5,316)	-	5,316
City Parking Improvements	(74,687)	(74,687)	-
2017 Pavement Management Improvements	364,461	431,367	66,906
Highway 64 and Cajima	(42,486)	358,853	401,339
Total	$ 865,978	$ 1,410,785	$ 544,807



Special Revenue Fund Balances

ABDO EICK & MEYERS LLP
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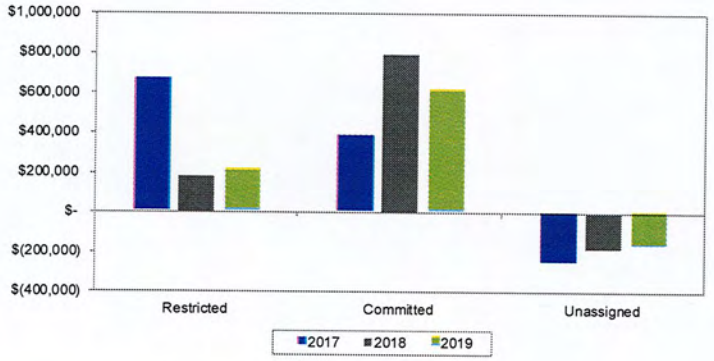
Fund	Fund Balances December 31, 2018	2019	Increase (Decrease)
Nonmajor			
Redbirds Maintenance	$ 23,842	$ 1,871	$ (21,971)
Economic Development Authority	45,592	160,851	115,259
Park	6,317	103,504	97,187
Revolving Loan	335,402	329,941	(5,461)
Forfeiture	4,805	9,884	5,079
Youth Rec Education Safety	3,162	3,272	110
Cambridge Isanti Joint Event	1,472	1,472	-
Isanti Indoor Arena	(178,172)	(167,588)	10,584
TIF 9	118,936	136,149	17,213
TIF 10	56,383	57,854	1,471
TIF 11	129	-	(129)
City Technology Improvement	9,003	8,746	(257)
Total	$ 426,871	$ 645,956	$ 219,085



Debt Service Funds

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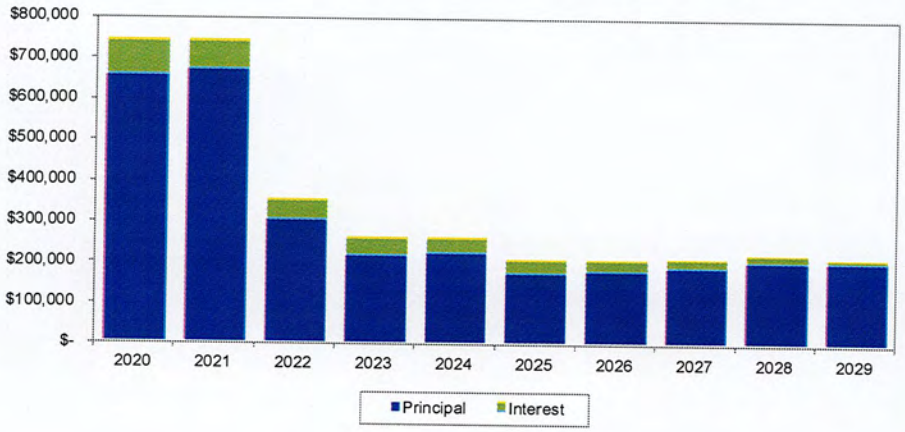
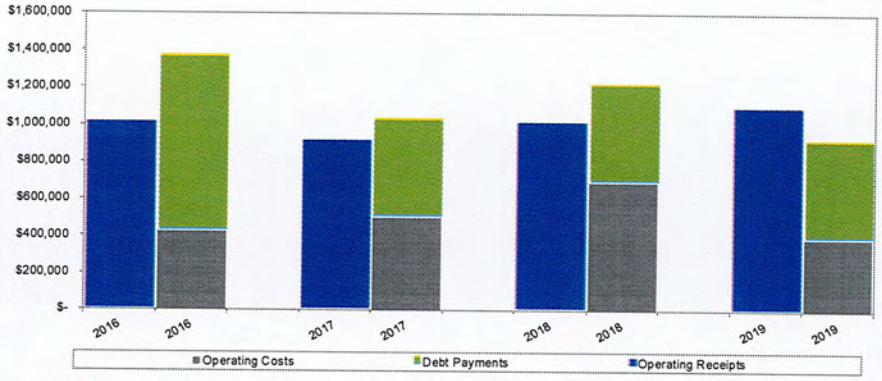
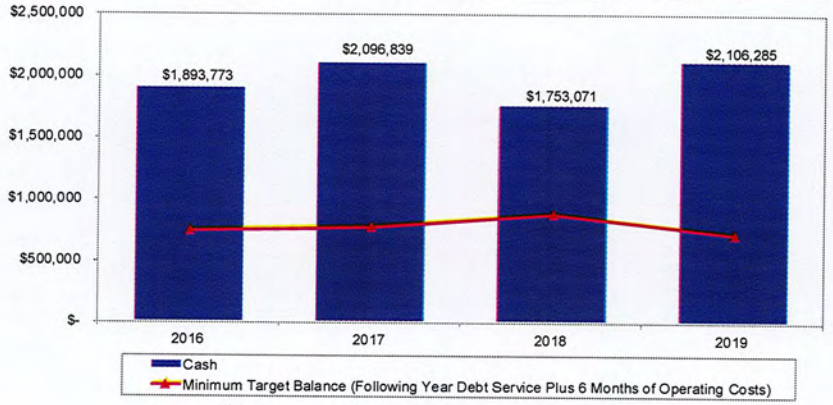
Debt Service Fund	Cash Balance	Total Assets	Bonds Outstanding	Maturity Date
2011A G.O. Improvement Bonds	$ 903,707	$ 1,240,729	$ 1,000,000	02/01/22
2014A G.O.Tax Abatement Bonds	297,234	297,727	1,965,000	02/01/30
2014B G.O.Improvement Bonds	24,162	67,590	225,000	02/01/24
Total	$ 1,225,103	$ 1,606,046	$ 3,190,000	
		Total Remaining Interest Payments	$ 391,198	



Water Fund - Cash Flows from Operations and Cash Balances

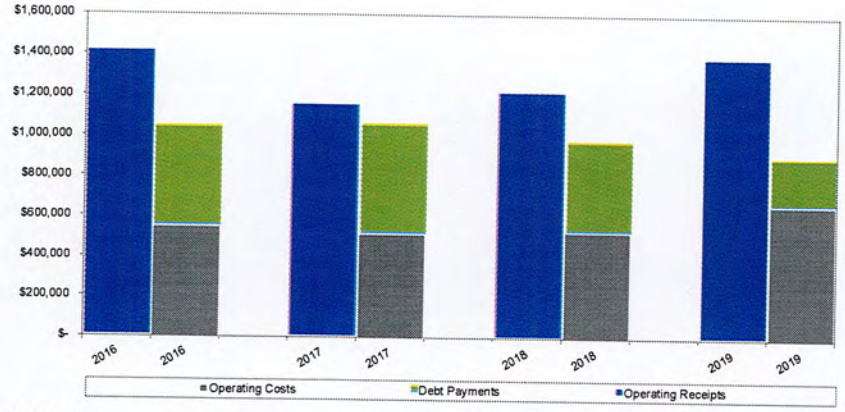
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

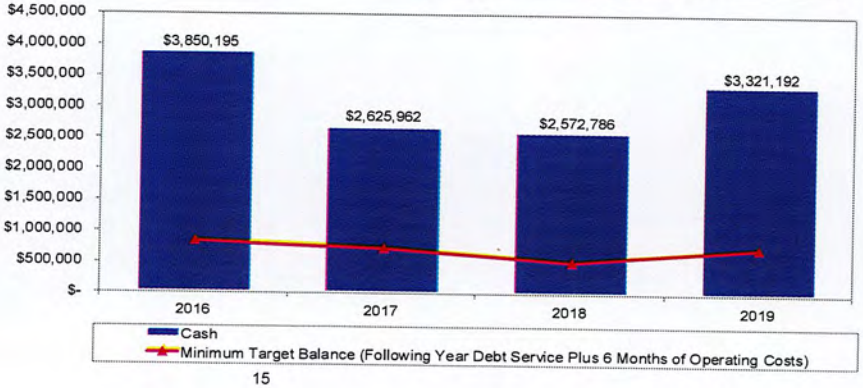




Sewer Fund - Cash Flows from Operations and Cash Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants





Stormwater Fund - Cash Flows from Operations and Cash Balances

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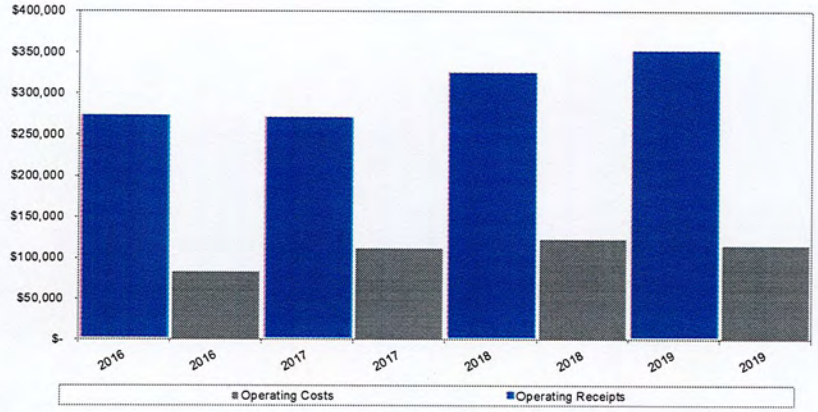

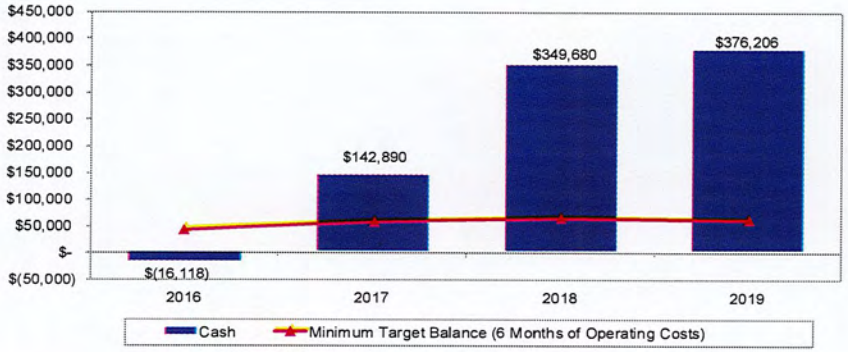

Liquor Store Fund - Gross Profit and Cash Balances

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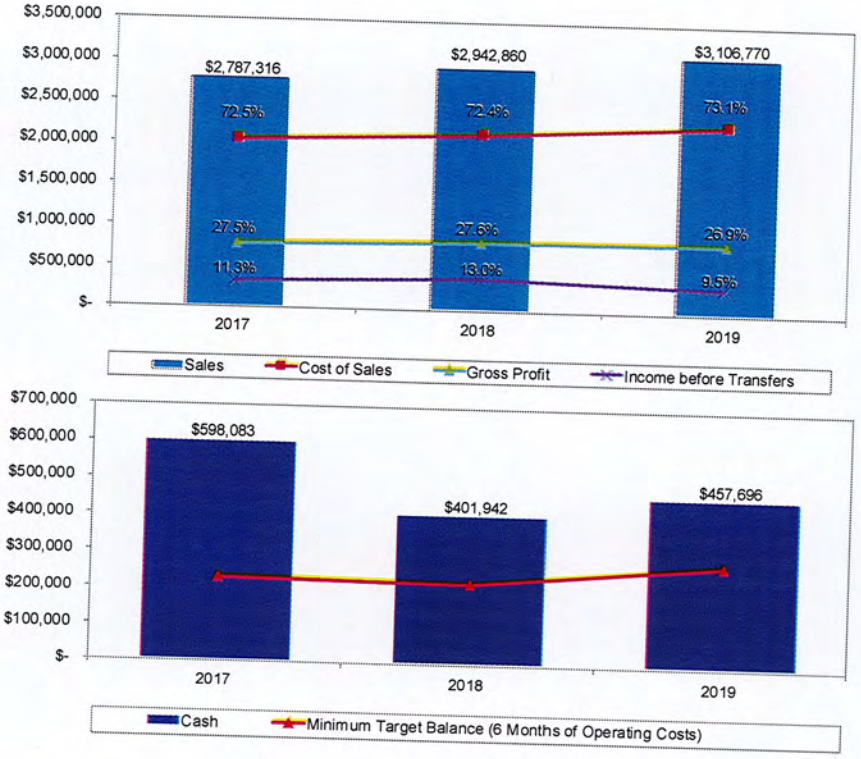

Cash and Investments Balances by Fund Type

ABDO EICK & MEYERS LLP
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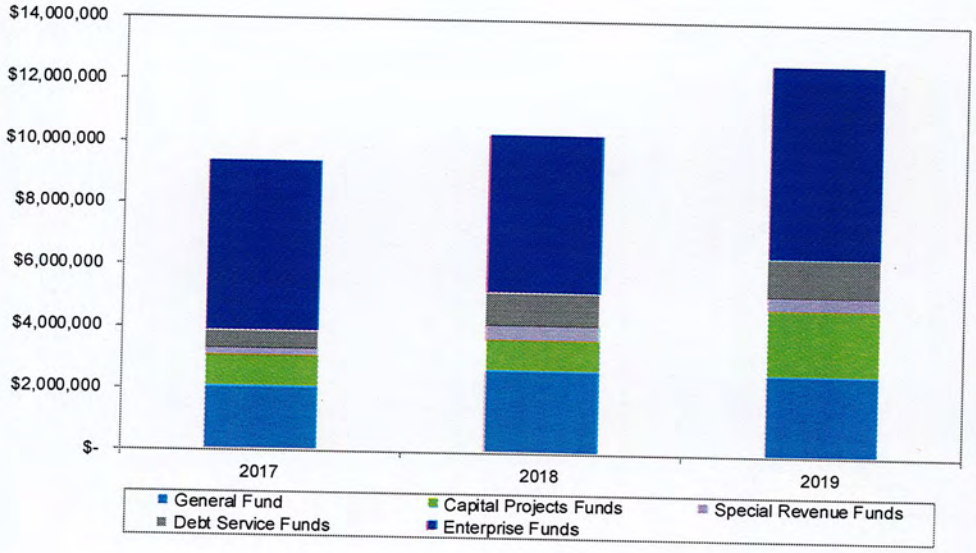

Key Performance Indicators

ABDO EICK & MEYERS LLP
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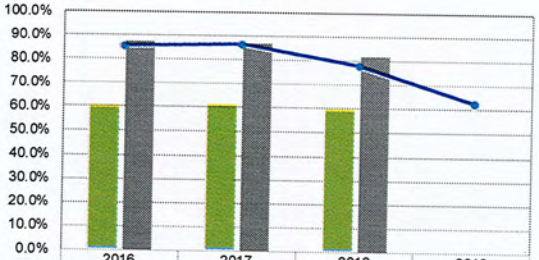
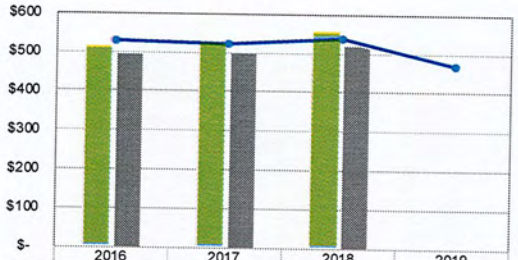
Tax Rates



	2016	2017	2018	2019
Class 4 Cities	59.1%	59.8%	58.5%	N/A
Cities in Isanti County	87.5%	86.7%	81.9%	N/A
City of Isanti	85.3%	85.9%	77.8%	62.0%

Taxes Per Capita



	2016	2017	2018	2019
Class 4 Cities	$507	$524	$549	N/A
Cities in Isanti County	$494	$498	$517	N/A
City of Isanti	$525	$521	$535	$465

Key Performance Indicators

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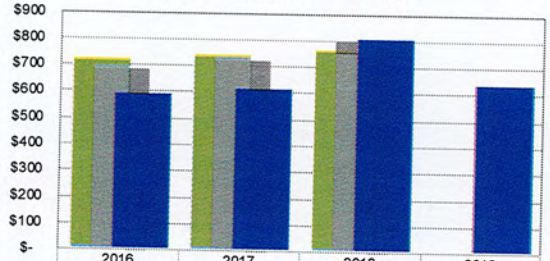
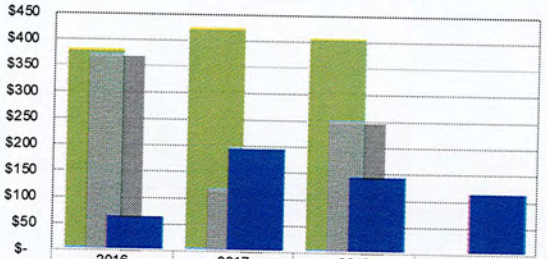
Current Expenditures Per Capita



	2016	2017	2018	2019
Class 4 Cities	$713	$730	$753	N/A
Cities in Isanti County	$686	$722	$799	N/A
City of Isanti	$587	$607	$803	$630

Capital Expenditures Per Capita



	2016	2017	2018	2019
Class 4 Cities	$377	$418	$400	N/A
Cities in Isanti County	$367	$114	$245	N/A
City of Isanti	$62	$191	$140	$111

Key Performance Indicators

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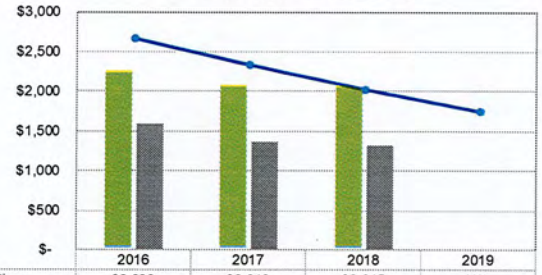
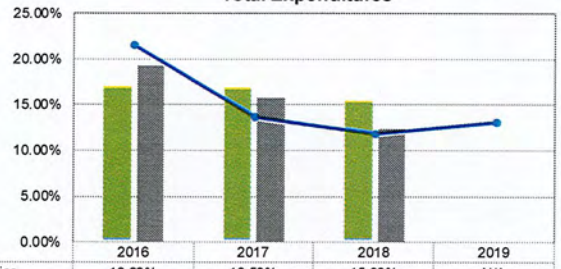
Debt Expenditures Per Capita



	2016	2017	2018	2019
Class 4 Cities	$2,223	$2,040	$2,045	N/A
Cities in Isanti County	$1,590	$1,371	$1,322	N/A
City of Isanti	$2,653	$2,318	$2,012	$1,743

Debt Service Expenditures as a Percent of Total Expenditures



	2016	2017	2018	2019
Class 4 Cities	16.63%	16.50%	15.09%	N/A
Cities in Isanti County	19.28%	15.72%	12.45%	N/A
City of Isanti	21.45%	13.53%	11.70%	13.04%

Key Performance Indicators

ABDO EICK & MEYERS LLP
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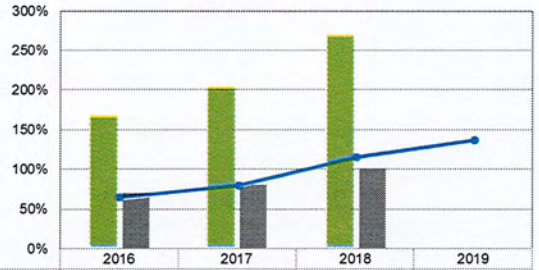
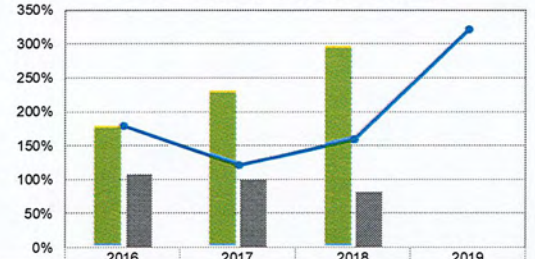
Water Fund Debt Service Coverage



	2016	2017	2018	2019
Class 4 Cities	163%	200%	266%	N/A
Cities in Isanti County	70%	81%	101%	N/A
City of Isanti	62%	78%	114%	134%

Sewer Fund Debt Service Coverage



	2016	2017	2018	2019
Class 4 Cities	174%	226%	293%	N/A
Cities in Isanti County	108%	99%	81%	N/A
City of Isanti	177%	119%	157%	319%

Questions?

Audit Team
Steve McDonald
Justin Nilson
Erik Wagner
Jeff Hines
Jill Knutson
Tomi McDonald

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Management Communication

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2019

ABDO
EICK &
MEYERS LLP
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People
+Process.
Going
Beyond the
Numbers

ABDO EICK & MEYERS LLP
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April 1, 2020

Management, Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) for the year ended December 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 16, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting (internal control) of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. As described below, we identified a deficiency that we consider to be a significant deficiency, finding 2019-001.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

2019-001 **Preparation of Financial Statements**

Condition: As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.

Criteria: Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.

Cause: From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.

Effect: The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.

Recommendation: Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

People + Process. Going Beyond the Numbers

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. As a result of our testing we noted no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or statutes set forth by the State of Minnesota.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during 2019 related to accounting for fiduciary activities (GASB 84). We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were depreciation on capital assets, allocation of payroll and compensated absences, liability for other post-employment benefit, and the liability of the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- The City's liability for other post-employment benefits was estimated to be zero primarily based on the assumption that employees, whom participate in the health insurance plan, will retire after the age of 65 and not continue to participate in the plan following retirement.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management: Recognizing expense activity for business subsidy payments.

We also assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year end entries is completed internally.

People + Process. Going Beyond the Numbers

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 1, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions, and the Schedule of changes in the City's OPEB Liability), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

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Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: [1]

GASB Statement No. 87 - *Leases*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 91 - *Conduit Debt Obligations*

Summary

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements - often characterized as leases - that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

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Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

(1) *Note*. From GASB Pronouncements Summaries. Copyright 2019 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 1, 2020

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Annual Financial Report

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2019

ABDO
EICK &
MEYERS LLP

Certified Public Accountants & Consultants

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City of Isanti, Minnesota
Annual Financial Report
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INTRODUCTORY SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

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City of Isanti, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2019

ELECTED

Name	Title	Term Expires December 31,
Jeff Johnson	Mayor	2023
Jimmy Gordon	Council Member	2020
Steve Lundeen	Council Member	2020
Paul Bergley	Council Member	2023
Dan Collison	Council Member	2023

APPOINTED

Josi Wood	Administrator
Mike Betker	Finance Director

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FINANCIAL SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

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ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Isanti, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

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Change in Accounting Standards

As described in Note 8 to the financial statements, the City adopted the provisions of Governmental Accounting Standard Board (GASB) Statement No. 84, Fiduciary Activities, for the year ended December 31, 2019. Adoption of the provisions of these statements results in significant change to the classifications of the components of the financial statements.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis starting on page 17 and the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions, the related note disclosures, and the Schedule of Changes in the City's OPEB Liability and Related Ratios starting on page 78 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section and combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to basic the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 1, 2020 on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 1, 2020

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Management's Discussion and Analysis

As management of the City of Isanti, Minnesota, (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2019.

Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $45,277,834. Of this amount, $8,543,416 (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.

- The City's total net position increased by $704,441. This was largely a result of operating income within business-type activities of $866,729 as well as capital contributions of $660,344 from connection fees.

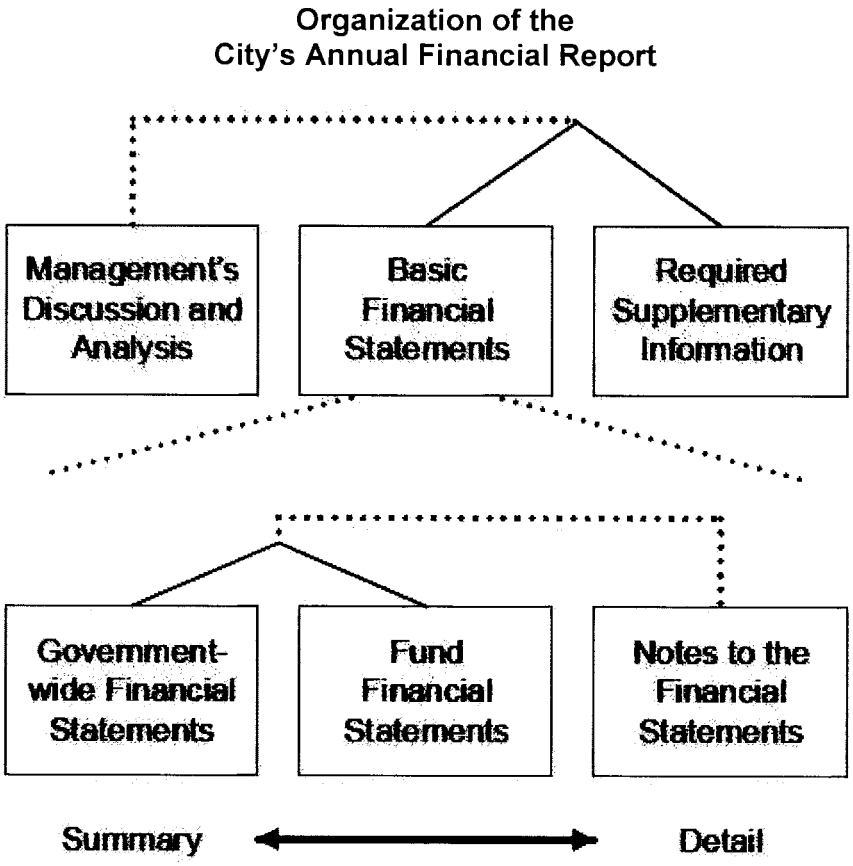
- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,546,376, an increase of $471,632, in comparison with the prior year.

- At the end of the current fiscal year, unassigned fund balance for the General fund was $1,254,221, or 32.5 percent of 2019 expenditures and transfers out.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The following chart shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining and individual fund financial statements and schedules that provide details about nonmajor governmental funds, which are added together and presented in single columns in the basic financial statements.



The following chart summarizes the major features of the City's financial statements, including the portion of the City's activities they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Major Features of the Government-wide and Fund Financial Statements

		Fund Financial Statements		
	Government-wide Statements	**Governmental Funds**	**Proprietary Funds**	**Fiduciary Funds**
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary, such as police, fire and parks	Activities the City operates similar to private businesses, such as the water and sewer system	Instances in which the City administers resources on behalf of someone else, such as developers
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures and Changes in Fund Balances	• Statements of Net Position • Statements of Revenues, Expenses and Changes in Fund Net Position • Statements of Cash Flows	• Statement of fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; fund do not currently contain capital assets, although they can
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All deferred outflows/inflows of resources, regardless of when cash is received or paid	
Type of inflow/out flow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable	All revenues and expenses during the year, regardless of when cash is received or paid	All additions and deductions during the year, regardless of when cash is received or paid

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and deferred inflows of resources and liabilities and deferred outflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, economic development and interest on long-term debt. The business-type activities of the City include water, sewer, storm water and a liquor store.

The government-wide financial statements start on page 31 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and the fiduciary fund.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 35 individual governmental funds, 7 of which are Debt Service funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General fund and Debt Service fund, both of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

The City adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 36 of this report.

Proprietary Funds. The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, liquor store, and storm water.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for each of the enterprise funds, all of which are considered to be major funds of the City.

The basic proprietary fund financial statements start on page 42 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 49 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found starting on page 78 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the notes to the financial statements. Combining and individual fund financial statements and schedules start on page 84 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows of resources by $45,277,834 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (77.1 percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Isanti's Summary of Net Position

	Governmental Activities			Business-type Activities		
	2019	2018	Increase (Decrease)	2019	2018	Increase (Decrease)
Assets						
Current and other assets	$ 6,631,435	$ 6,104,257	$ 527,178	$ 8,017,400	$ 6,984,348	$ 1,033,052
Capital assets, net of depreciation	17,044,869	18,086,837	(1,041,968)	28,390,257	28,873,075	(482,818)
Total Assets	23,676,304	24,191,094	(514,790)	36,407,657	35,857,423	550,234
Deferred Outflows of Resources						
Deferred pension resource	1,067,006	1,144,849	(77,843)	46,583	81,352	(34,769)
Liabilities						
Noncurrent liabilities outstanding	3,398,898	5,620,888	(2,221,990)	7,354,545	8,533,521	(1,178,976)
Other liabilities	2,002,310	156,454	1,845,856	749,618	206,406	543,212
Total Liabilities	5,401,208	5,777,342	(376,134)	8,104,163	8,739,927	(635,764)
Deferred Inflows of Resources						
Resources received in advance	760,223	475,687	284,536	-	-	-
Deferred pension resource	1,545,974	1,598,249	(52,275)	108,148	110,120	(1,972)
Total Deferred Inflows of Resources	2,306,197	2,073,936	232,261	108,148	110,120	(1,972)
Net Position						
Net investment in capital assets	13,819,212	14,287,678	(468,466)	21,105,692	20,924,492	181,200
Restricted	1,809,514	2,821,511	(1,011,997)	-	-	-
Unrestricted	1,407,179	375,476	1,031,703	7,136,237	6,164,236	972,001
Total Net Position	$ 17,035,905	$ 17,484,665	$ (448,760)	$ 28,241,929	$ 27,088,728	$ 1,153,201

An additional portion of the City's net position (4.0 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position,* $8,543,416, may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities.

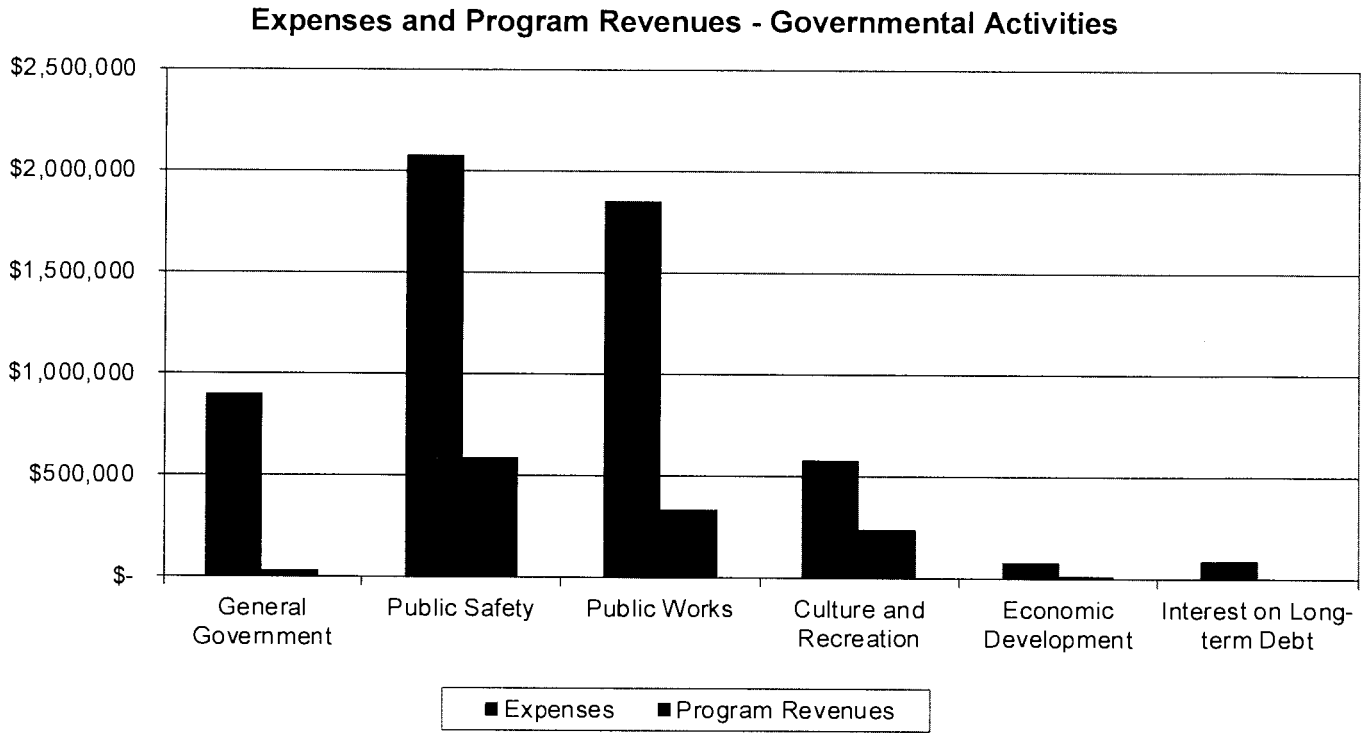
Governmental Activities. The City's net position increased $704,441 during the current fiscal year. Governmental activities decreased the City's net position by $448,760. Significant changes from the prior year are noted below:

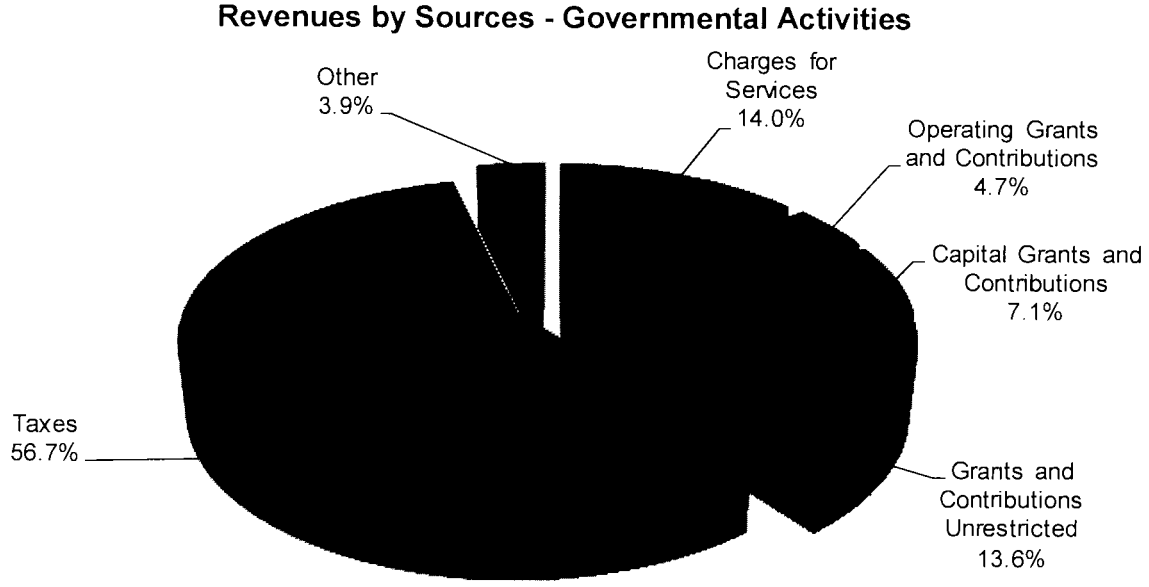
City of Isanti's Changes in Net Position

	Governmental Activities			Business-type Activities		
	2019	2018	Increase (Decrease)	2019	2018	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	$ 667,789	$ 703,113	$ (35,324)	$ 5,916,616	$ 5,500,605	$ 416,011
Operating grants and contributions	223,124	228,006	(4,882)	11,186	15,541	(4,355)
Capital grants and contributions	336,031	415,502	(79,471)	660,344	566,517	93,827
General Revenues						
Taxes						
Property taxes	2,340,623	2,812,032	(471,409)	-	-	-
Tax increment	28,074	15,479	12,595	-	-	-
Other taxes	333,619	325,236	8,383	-	-	-
Grants and contributions not restricted to specific programs	646,879	646,624	255	-	-	-
Unrestricted investment earnings	178,668	54,747	123,921	194,170	60,029	134,141
Gain on sale of capital assets	7,262	737	6,525	-	-	-
Total Revenues	4,762,069	5,201,476	(439,407)	6,782,316	6,142,692	639,624
Expenses						
General government	903,000	722,906	180,094	-	-	-
Public safety	2,083,053	1,807,152	275,901	-	-	-
Public works	1,854,836	1,638,261	216,575	-	-	-
Culture and recreation	586,995	558,939	28,056	-	-	-
Economic development	81,569	1,317,206	(1,235,637)	-	-	-
Interest on long-term debt	94,899	163,131	(68,232)	-	-	-
Water	-	-	-	935,191	937,988	(2,797)
Sewer	-	-	-	1,306,422	1,009,703	296,719
Storm Water	-	-	-	169,345	168,280	1,065
Liquor store	-	-	-	2,824,634	2,567,141	257,493
Total Expenses	5,604,352	6,207,595	(603,243)	5,235,592	4,683,112	552,480
Changes in Net Position Before Transfers and Special Items	(842,283)	(1,006,119)	163,836	1,546,724	1,459,580	87,144
Transfers - Capital Assets	-	(261,542)	261,542	-	261,542	(261,542)
Transfers - Internal Activities	393,523	734,250	(340,727)	(393,523)	(734,250)	340,727
Change in Net Position	(448,760)	(533,411)	84,651	1,153,201	986,872	166,329
Net Position, January 1	17,484,665	18,018,076	(533,411)	27,088,728	26,101,856	986,872
Net Position, December 31	$ 17,035,905	$ 17,484,665	$ (448,760)	$ 28,241,929	$ 27,088,728	$ 1,153,201

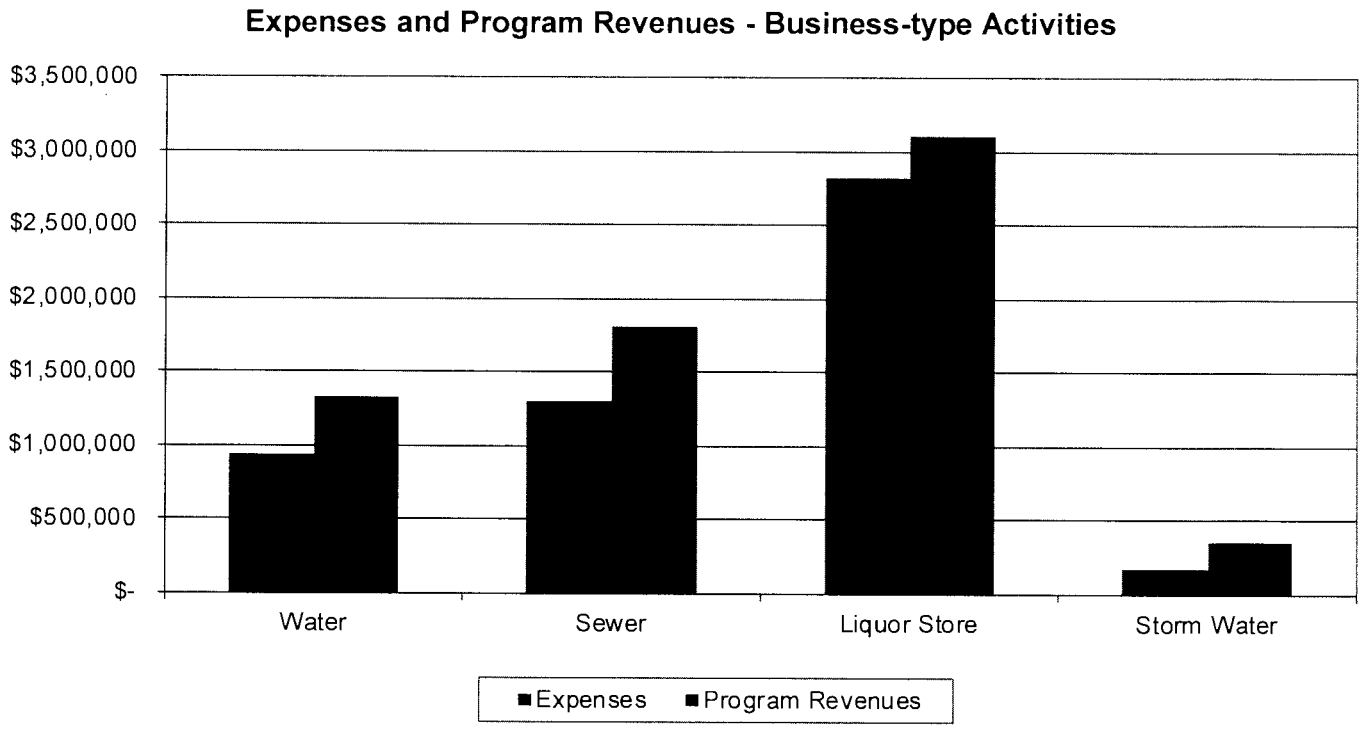
- Property taxes decreased $471,409 from the prior year in line with the City's budget and capital improvement plan.
- Economic development expenses decreased $1,235,637 during the year due to a business subsidy agreement the city had in 2018.

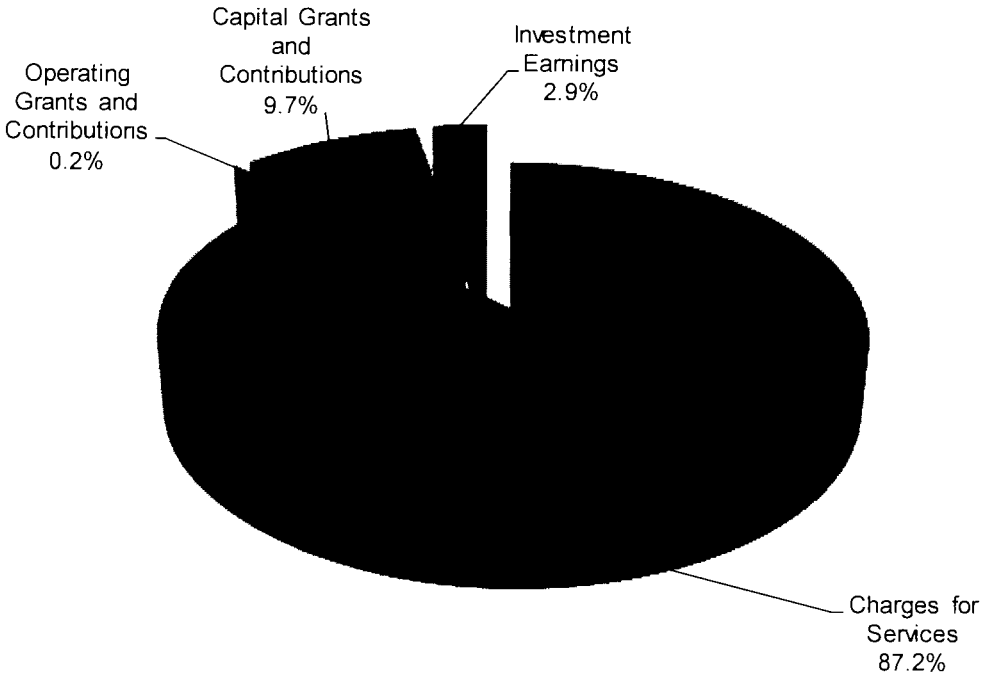
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.





Business-type Activities. Business-type activities increased the City's net position by $1,153,201. The main reason for the increase was charges for services increased $416,011 from the prior year. Additional information noted below:





Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,546,376, an increase of $471,632 in comparison with the prior year. Of this total amount, 15.6 percent, or $708,644, constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance of $3,837,732 is not available for new spending because it is either 1) nonspendable ($9,058), 2) restricted ($1,440,248), 3) Assigned ($1,778,774) or 4) committed ($609,652). For further classification, refer to Note 3F on page 68 of this report.

The General fund is the chief operating fund of the City. As a measure of the General fund's liquidity, it may be useful to compare fund balance to total fund expenditures and transfers out. Fund balance represents 31.0 percent of budgeted 2019 expenditures and transfers out. Of the fund balance, $1,254,221 is unassigned and will be used for cash flow for general operations and will be used to support operations until funds are received in June from the first tax settlement.

The Debt Service fund balance decreased $145,105 during the year mainly due to regularly scheduled principal and interest payments exceeding sources during the year.

The Capital Replacement fund has an increase in fund balance of $238,022 with an ending balance of $797,706.

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the enterprise funds at the end of the year amounted to $7,136,237. Other factors concerning the finances of this fund have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

The City's original General fund budget was amended during the year, increasing expenditures $76,326 with a budget to decrease fund balance by $598,703. Revenues were $109,314 over budget. This is primarily due to licenses and permits being more than budgeted by $43,798. Expenditures were under budget by $189,299. The largest variance in the General fund expenditures is due to culture and recreation which was $69,841 under budget.

Capital Assets and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business type activities as of December 31, 2019, amounts to $45,435,126 (net of accumulated depreciation). This investment in capital assets includes land, structures, improvements, machinery and equipment, park facilities, roads and highways.

Major capital asset events during the current fiscal year included the following:

- 2018 Street Improvements that were finished and capitalized in 2019.
- 2019 Stormwater Improvements
- SCADA System Upgrades
- Water Chlorination System
- A/V Equipment (Council Chambers)
- Squad Vehicles and Police Equipment.

City of Isanti's Capital Asset
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2019	2018	Increase (Decrease)	2019	2018	Increase (Decrease)
Land	$ 2,424,266	$ 2,424,266	$ -	$ 94,237	$ 94,237	$ -
Construction in Progress	115,870	358,518	(242,648)	160,599	-	160,599
Land Improvements	-	6,279	(6,279)	67,408	87,660	(20,252)
Buildings	3,507,705	3,650,855	(143,150)	3,401,123	3,500,399	(99,276)
Infrastructure	10,319,975	11,131,462	(811,487)	23,997,898	24,603,014	(605,116)
Machinery and Equipment	499,087	379,752	119,335	605,634	515,502	90,132
Vehicles	177,966	135,705	42,261	63,358	72,263	(8,905)
Total	$ 17,044,869	$ 18,086,837	$ (1,041,968)	$ 28,390,257	$ 28,873,075	$ (482,818)

Additional information on the City's capital assets can be found in Note 3D starting on page 62 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $10,415,056. While all of the City's bonds have revenue streams, they are all backed by the full faith and credit of the City.

City of Isanti's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2019	2018	Increase (Decrease)	2019	2018	Increase (Decrease)
G.O. Bonds	$ 2,190,000	$ 2,390,000	$ (200,000)	$ -	$ -	$ -
G.O. Improvement Bonds	1,000,000	1,370,000	(370,000)	335,000	370,000	(35,000)
G.O. Revenue Bonds	-	-	-	6,890,056	7,513,056	(623,000)
Bond Premium	35,657	39,159	(3,502)	59,509	65,527	(6,018)
Total	$ 3,225,657	$ 3,799,159	$ (573,502)	$ 7,284,565	$ 7,948,583	$ (664,018)

Minnesota statutes limit the amount of net general obligation debt a City may issue to three percent of the market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2019, the City is under the legal debt margin.

Additional information on the City's long-term debt can be found in Note 3E starting on page 64 of this report.

Economic Factors and Next Year's Budgets and Rates

- Property tax valuations within the City increased in 2019 and have continued to increase for 2020.
- The 2019 budget includes a property tax levy of $2,721,006 which is 12.69% higher than the 2019 levy but left the tax rate unchanged.
- The 2020 budget includes an amount for Local Government Aid in the amount of $737,393.
- Franchise fees were implemented in 2016 to offset capital improvements, specifically pavement management costs.
- Isanti County has an average unemployment rate for 2019 of 4.1%. This compares with unemployment rates of 3.2% for the State of Minnesota and 3.7% for the United States.

All of these factors were considered in preparing the City's budget for the 2019 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, City of Isanti, 110 1st Avenue Northwest, PO Box 428, Isanti, Minnesota 55040.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

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City of Isanti, Minnesota
Statement of Net Position
December 31, 2019

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	$ 6,401,905	$ 6,261,379	$ 12,663,284
Receivables			
Accrued interest	11,057	10,390	21,447
Taxes	43,819	-	43,819
Accounts	119,465	286,738	406,203
Loans	188,660	-	188,660
Special assessments	914,319	45,552	959,871
Internal balances	(1,082,628)	1,082,628	-
Due from other governments	1,880	-	1,880
Inventories	-	327,249	327,249
Prepaid items	9,058	3,464	12,522
Land held for resale	23,900	-	23,900
Capital assets			
Land and construction in progress	2,540,136	254,836	2,794,972
Depreciable assets (net of accumulated depreciation)	14,504,733	28,135,421	42,640,154
Total Assets	23,676,304	36,407,657	60,083,961
Deferred Outflows of Resources			
Deferred pension resources	1,067,006	46,583	1,113,589
Liabilities			
Accounts payable	79,341	128,549	207,890
Deposits payable	253,905	-	253,905
Due to other governments	5,408	32,198	37,606
Accrued salaries payable	45,778	17,964	63,742
Accrued interest payable	8,891	40,294	49,185
Noncurrent liabilities			
Due within one year	793,728	819,039	1,612,767
Due in more than one year	2,605,170	6,535,506	9,140,676
Net Pension Liability	1,410,848	415,400	1,826,248
Other postemployment benefits liability	198,139	115,213	313,352
Total Liabilities	5,401,208	8,104,163	13,505,371
Deferred Inflows of Resources			
Resources received in advance	760,223	-	760,223
Deferred pension resources	1,545,974	108,148	1,654,122
Total Deferred Inflows of Resources	2,306,197	108,148	2,414,345
Net Position			
Net investment in capital assets	13,819,212	21,105,692	34,924,904
Restricted for			
Debt service	1,595,627	-	1,595,627
Public safety	9,884	-	9,884
Community center improvements	10,000	-	10,000
Economic development	194,003	-	194,003
Unrestricted	1,407,179	7,136,237	8,543,416
Total Net Position	$ 17,035,905	$ 28,241,929	$ 45,277,834

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Activities
For the Year Ended December 31, 2019

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 903,000	$ 37,436	$ -	$ -
Public safety	2,083,053	496,995	96,357	-
Public works	1,854,836	30,875	67,155	241,694
Culture and recreation	586,995	96,483	51,017	94,337
Economic development	81,569	6,000	8,595	-
Interest on long-term debt	94,899	-	-	-
Total Governmental Activities	5,604,352	667,789	223,124	336,031
Business-type Activities				
Water	935,191	1,077,961	7,719	240,279
Sewer	1,306,422	1,382,297	1,918	420,065
Liquor store	2,824,634	3,106,810	717	-
Stormwater	169,345	349,548	832	-
Total Business-type Activities	5,235,592	5,916,616	11,186	660,344
Total	$ 10,839,944	$ 6,584,405	$ 234,310	$ 996,375
General Revenues				
Taxes				
Property taxes, levied for general purposes				
Property taxes, levied for debt service				
Tax increments				
Franchise taxes				
Grants and contributions not restricted to specific programs				
Unrestricted investment earnings				
Gain on sale of capital assets				
Transfers - Internal Activities				
Total General Revenues and Transfers				
Change in Net Position				
Net Position, January 1				
Net Position, December 31				

The notes to the financial statements are an integral part of this statement.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
$ (865,564)	$ -	$ (865,564)
(1,489,701)	-	(1,489,701)
(1,515,112)	-	(1,515,112)
(345,158)	-	(345,158)
(66,974)	-	(66,974)
(94,899)	-	(94,899)
(4,377,408)	-	(4,377,408)
-	390,768	390,768
-	497,858	497,858
-	282,893	282,893
-	181,035	181,035
-	1,352,554	1,352,554
(4,377,408)	1,352,554	(3,024,854)
1,806,411	-	1,806,411
534,212	-	534,212
28,074	-	28,074
333,619	-	333,619
646,879	-	646,879
178,668	194,170	372,838
7,262	-	7,262
393,523	(393,523)	-
3,928,648	(199,353)	3,729,295
(448,760)	1,153,201	704,441
17,484,665	27,088,728	44,573,393
$ 17,035,905	$ 28,241,929	$ 45,277,834

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

City of Isanti, Minnesota
Balance Sheet
Governmental Funds
December 31, 2019

	101 General	900's Debt Service	920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
Assets					
Cash and temporary investments	$ 2,599,424	$ 1,225,103	$ 796,377	$ 1,781,001	$ 6,401,905
Receivables					
Accrued interest	3,944	1,990	1,329	3,794	11,057
Taxes	43,781	-	-	38	43,819
Accounts	33,516	-	-	85,949	119,465
Loans	-	-	-	188,660	188,660
Special assessments	2,333	378,953	533,033	-	914,319
Due from other governments	1,880	-	-	-	1,880
Advances to other funds	25,060	-	-	-	25,060
Prepaid items	9,053	-	-	5	9,058
Land held for resale	5,000	-	-	18,900	23,900
Total Assets	$ 2,723,991	$ 1,606,046	$ 1,330,739	$ 2,078,347	$ 7,739,123
Liabilities					
Accounts payable	$ 44,751	$ 1,528	$ -	$ 33,062	$ 79,341
Deposits payable	253,905	-	-	-	253,905
Due to other governments	5,408	-	-	-	5,408
Accrued salaries payable	44,811	-	-	967	45,778
Due to other funds	141,797	-	-	-	141,797
Advances from other funds	940,831	-	-	25,060	965,891
Total Liabilities	1,431,503	1,528	-	59,089	1,492,120
Deferred Inflows of Resources					
Unavailable revenue - delinquent taxes	27,604	-	-	-	27,604
Unavailable revenue - special assessments	1,610	378,157	533,033	-	912,800
Unavailable revenue - other	-	-	-	760,223	760,223
Total Deferred Inflows of Resources	29,214	378,157	533,033	760,223	1,700,627
Fund Balances					
Nonspendable	9,053	-	-	5	9,058
Restricted	-	1,226,361	10,000	203,887	1,440,248
Committed	-	-	-	609,652	609,652
Assigned	-	-	787,706	991,068	1,778,774
Unassigned	1,254,221	-	-	(545,577)	708,644
Total Fund Balances	1,263,274	1,226,361	797,706	1,259,035	4,546,376
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 2,723,991	$ 1,606,046	$ 1,330,739	$ 2,078,347	$ 7,739,123

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2019

Amounts reported for the governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	$ 4,546,376
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	34,624,682
Less: accumulated depreciation	(17,579,813)
Noncurrent liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Noncurrent liabilities at year-end consist of	
Bond principal payable	(3,190,000)
Plus bond premium	(35,657)
Compensated absences payable	(173,241)
Other postemployment benefits payable	(198,139)
Pension liability	(1,410,848)
Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are reported as unavailable revenue in the funds.	
Taxes receivable	27,604
Special assessments receivable	912,800
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,067,006
Deferred inflows of pension resources	(1,545,974)
Governmental funds do not report a liability for accrued interest until due and payable.	(8,891)
Total Net Position - Governmental Activities	$ 17,035,905

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2019

	101 General	900's Debt Service	920 Capital Replacement	Other Governmental Funds	Total Governmental Funds
Revenues					
Taxes	$ 1,844,385	$ 534,212	$ -	$ 424,258	$ 2,802,855
Licenses and permits	345,044	-	-	-	345,044
Intergovernmental	789,776	-	-	201,464	991,240
Charges for services	233,542	-	-	127,356	360,898
Fines and forfeitures	52,524	-	-	-	52,524
Special assessments	-	53,135	333,677	-	386,812
Investment earnings	63,798	35,238	24,043	55,589	178,668
Miscellaneous	10,075	-	1,200	83,126	94,401
Total Revenues	3,339,144	622,585	358,920	891,793	5,212,442
Expenditures					
Current					
General government	776,739	-	-	168	776,907
Public safety	2,059,164	-	-	2,699	2,061,863
Public works	479,717	-	-	-	479,717
Culture and recreation	313,073	-	-	89,146	402,219
Economic development	264	-	-	78,559	78,823
Capital outlay					
General government	20,774	-	62,190	13,648	96,612
Public safety	51,143	-	108,395	-	159,538
Public works	24,426	-	-	340,441	364,867
Culture and recreation	6,833	-	43,019	-	49,852
Economic development	-	-	-	500	500
Debt service					
Principal	-	570,000	-	-	570,000
Interest and other	341	100,356	-	-	100,697
Total Expenditures	3,732,474	670,356	213,604	525,161	5,141,595
Excess (Deficiency) of Revenues Over (Under) Expenditures	(393,330)	(47,771)	145,316	366,632	70,847
Other Financing Sources (Uses)					
Sale of capital assets	649	-	6,613	-	7,262
Transfers in	369,150	43,523	182,159	559,124	1,153,956
Transfers out	(123,624)	(140,857)	(96,066)	(399,886)	(760,433)
Total Other Financing Sources (Uses)	246,175	(97,334)	92,706	159,238	400,785
Net Change in Fund Balances	(147,155)	(145,105)	238,022	525,870	471,632
Fund Balances, January 1	1,410,429	1,371,466	559,684	733,165	4,074,744
Fund Balances, December 31	$ 1,263,274	$ 1,226,361	$ 797,706	$ 1,259,035	$ 4,546,376

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota

Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances to the Statement of Activities
Governmental Funds
For the Year Ended December 31, 2019

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	$ 471,632
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.	
Capital outlays	346,218
Depreciation expense	(1,388,186)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.	
Principal repayments	570,000
Amortization of bond premium	3,502
Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	2,296
Long-term pension activity is not reported in governmental funds.	
Pension expense	(13,500)
Other post employment benefit expense	(14,375)
Pension other revenue	10,520
Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.	
Property taxes	(100,539)
Special assessments	(367,616)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Compensated absences	31,288
Change in Net Position - Governmental Activities	$ (448,760)

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota

Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Taxes	$ 1,817,814	$ 1,817,814	$ 1,844,385	$ 26,571
Licenses and permits	313,000	313,000	345,044	32,044
Intergovernmental	788,779	788,779	789,776	997
Charges for services	222,987	222,987	233,542	10,555
Fines and forfeitures	40,250	40,250	52,524	12,274
Investment earnings	20,000	20,000	63,798	43,798
Miscellaneous	27,000	27,000	10,075	(16,925)
Total Revenues	3,229,830	3,229,830	3,339,144	109,314
Expenditures				
Current				
General government	839,270	839,270	776,739	62,531
Public safety	1,993,456	2,071,156	2,059,164	11,992
Public works	507,982	507,982	479,717	28,265
Culture and recreation	382,914	382,914	313,073	69,841
Economic development	-	-	264	(264)
Capital outlay	121,484	120,110	103,176	16,934
Debt service				
Interest and other	341	341	341	-
Total Expenditures	3,845,447	3,921,773	3,732,474	189,299
Excess (Deficiency) of Revenues Over (Under) Expenditures	(615,617)	(691,943)	(393,330)	298,613
Other Financing Sources (Uses)				
Sale of capital assets	-	-	649	649
Transfers in	369,150	369,150	369,150	-
Transfers out	(275,910)	(275,910)	(123,624)	152,286
Total Other Financing Sources (Uses)	93,240	93,240	246,175	152,935
Net Change in Fund Balances	(522,377)	(598,703)	(147,155)	451,548
Fund Balances, January 1	1,410,429	1,410,429	1,410,429	-
Fund Balances, December 31	$ 888,052	$ 811,726	$ 1,263,274	$ 451,548

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position
Proprietary Funds
December 31, 2019

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Assets					
Current Assets					
Cash and temporary investments	$ 2,106,285	$ 3,321,192	$ 457,696	$ 376,206	$ 6,261,379
Receivables					
Accrued interest	3,501	5,511	752	626	10,390
Accounts	103,891	146,773	-	36,074	286,738
Special assessments	1,528	-	-	3,572	5,100
Due from other funds	29,919	58,259	53,619	-	141,797
Inventories	-	-	327,249	-	327,249
Prepaid items	630	1,419	1,180	235	3,464
Total Current Assets	2,245,754	3,533,154	840,496	416,713	7,036,117
Noncurrent Assets					
Special assessments receivable	-	40,452	-	-	40,452
Advances to other funds	228,230	454,950	257,651	-	940,831
Capital assets					
Land	11,078	5,000	57,159	21,000	94,237
Construction in progress	93,629	66,970	-	-	160,599
Buildings	37,156	3,349,403	337,305	-	3,723,864
Improvements other than buildings	-	-	268,238	-	268,238
Machinery and equipment	648,802	457,008	41,357	301,953	1,449,120
Infrastructure	14,868,679	19,749,269	-	533,016	35,150,964
Less accumulated depreciation	(4,628,889)	(7,179,393)	(462,796)	(185,687)	(12,456,765)
Total Capital Assets (Net of Accumulated Depreciation)	11,030,455	16,448,257	241,263	670,282	28,390,257
Total Noncurrent Assets	11,258,685	16,943,659	498,914	670,282	29,371,540
Total Assets	13,504,439	20,476,813	1,339,410	1,086,995	36,407,657
Deferred Outflows of Resources					
Deferred pension resources	9,883	12,416	20,143	4,141	46,583

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position (Continued)
Proprietary Funds
December 31, 2019

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Liabilities					
Current Liabilities					
Accounts payable	$ 14,070	$ 40,398	$ 69,888	$ 4,193	$ 128,549
Due to other governments	5,372	-	26,826	-	32,198
Accrued salaries payable	4,397	5,023	7,582	962	17,964
Accrued interest payable	34,675	5,619	-	-	40,294
Current portion of compensated absences payable	13,056	17,753	22,864	2,366	56,039
Current portion of bonds payable	408,000	355,000	-	-	763,000
Total Current Liabilities	479,570	423,793	127,160	7,521	1,038,044
Noncurrent Liabilities					
Compensated absences payable	3,248	4,417	5,688	588	13,941
Other postemployment benefits payable	29,136	36,314	42,467	7,296	115,213
Net pension liability	88,133	110,715	179,624	36,928	415,400
Bonds payable	3,592,056	2,929,509	-	-	6,521,565
Total Noncurrent Liabilities	3,712,573	3,080,955	227,779	44,812	7,066,119
Total Liabilities	4,192,143	3,504,748	354,939	52,333	8,104,163
Deferred Inflows of Resources					
Deferred pension resources	22,945	28,824	46,765	9,614	108,148
Net Position					
Net investment in capital assets	7,030,399	13,163,748	241,263	670,282	21,105,692
Unrestricted	2,268,835	3,791,909	716,586	358,907	7,136,237
Total Net Position	$ 9,299,234	$ 16,955,657	$ 957,849	$ 1,029,189	$ 28,241,929

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Operating Revenues					
Sales	$ -	$ -	$ 3,106,770	$ -	$ 3,106,770
Cost of sales	-	-	(2,270,724)	-	(2,270,724)
Gross Profit	-	-	836,046	-	836,046
Charges for services	1,077,961	1,382,297	-	349,533	2,809,791
Total Operating Revenues	1,077,961	1,382,297	836,046	349,533	3,645,837
Operating Expenses					
Personnel services	225,622	280,629	421,659	78,636	1,006,546
Supplies	57,910	55,023	5,502	6,458	124,893
Professional services	40,938	33,665	4,144	24,324	103,071
Communications	3,595	3,180	2,249	636	9,660
Insurance	10,876	19,382	6,203	374	36,835
Utilities	53,217	239,625	14,243	4,444	311,529
Repairs and maintenance	23,819	44,271	5,290	13,473	86,853
Depreciation	399,781	564,320	21,245	41,000	1,026,346
Other services and charges	-	-	73,375	-	73,375
Total Operating Expenses	815,758	1,240,095	553,910	169,345	2,779,108
Operating Income	262,203	142,202	282,136	180,188	866,729
Nonoperating Revenues (Expenses)					
Other revenues	7,719	1,918	757	847	11,241
Investment earnings	66,493	103,188	12,476	12,013	194,170
Interest expense and other	(119,433)	(66,327)	-	-	(185,760)
Total Nonoperating Revenues (Expenses)	(45,221)	38,779	13,233	12,860	19,651
Income Before Contributions and Transfers	216,982	180,981	295,369	193,048	886,380
Capital Contributions	240,279	420,065	-	-	660,344
Transfers Out	(4,333)	(39,190)	(350,000)	-	(393,523)
Change in Net Position	452,928	561,856	(54,631)	193,048	1,153,201
Net Position, January 1	8,846,306	16,393,801	1,012,480	836,141	27,088,728
Net Position, December 31	$ 9,299,234	$ 16,955,657	$ 957,849	$ 1,029,189	$ 28,241,929

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Cash Flows from Operating Activities					
Receipts from customers and users	$ 1,081,169	$ 1,381,138	$ 3,106,940	$ 349,267	$ 5,918,514
Other receipts	7,719	1,918	757	847	11,241
Payments to suppliers	(162,780)	(377,410)	(2,393,318)	(48,018)	(2,981,526)
Payments to employees	(227,265)	(285,183)	(375,293)	(66,738)	(954,479)
Net Cash Provided by Operating Activities	698,843	720,463	339,086	235,358	1,993,750
Cash Flows from Noncapital Financing Activities					
Receipt on advance to other funds	1,589	68,731	53,619	-	123,939
Transfers to other funds	(4,333)	(39,190)	(350,000)	-	(393,523)
Net Cash Provided (Used) by Noncapital Financing Activities	(2,744)	29,541	(296,381)	-	(269,584)
Cash Flows from Capital and Related Financing Activities					
Connection fees received	240,279	313,018	-	-	553,297
Acquisition of capital assets	(130,548)	(192,067)	-	(220,913)	(543,528)
Interest paid on bonds	(122,199)	(72,818)	-	-	(195,017)
Principal paid on bonds	(398,000)	(152,953)	-	-	(550,953)
Net Cash Used by Capital and Related Financing Activities	(410,468)	(104,820)	-	(220,913)	(736,201)
Cash Flows from Investing Activities					
Interest received	67,583	103,222	13,049	12,081	195,935
Net Increase (Decrease) in Cash and Cash Equivalents	353,214	748,406	55,754	26,526	1,183,900
Cash and Cash Equivalents, January 1	1,753,071	2,572,786	401,942	349,680	5,077,479
Cash and Cash Equivalents, December 31	$ 2,106,285	$ 3,321,192	$ 457,696	$ 376,206	$ 6,261,379

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows (Continued)
Proprietary Funds
For the Year Ended December 31, 2019

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating income	$ 262,203	$ 142,202	$ 282,136	$ 180,188	$ 866,729
Adjustments to reconcile operating income to net cash provided by operating activities					
Depreciation	399,781	564,320	21,245	41,000	1,026,346
Other receipts	7,719	1,918	757	847	11,241
(Increase) decrease in assets					
Accounts receivable	2,415	(1,918)	170	146	813
Special assessments	793	759	-	(412)	1,140
Due from other governments	28,330	-	-	-	28,330
Inventories	-	-	(4,224)	-	(4,224)
Prepaid items	317	(455)	183	(172)	(127)
(Increase) in deferred outflows of resources					
Deferred pension resources	9,252	11,875	12,066	1,576	34,769
Increase (decrease) in liabilities					
Accounts payable	(1,406)	18,191	(9,929)	1,863	8,719
Due to other governments	334	-	2,382	-	2,716
Accrued salaries payable	849	462	2,145	159	3,615
Compensated absences payable	1,139	1,361	8,022	(428)	10,094
Other postemployment benefits payable	3,926	4,559	13,013	2,260	23,758
Pension liability	(13,853)	(18,754)	7,954	6,456	(18,197)
Increase (decrease) in deferred inflows of resources					
Deferred pension resources	(2,956)	(4,057)	3,166	1,875	(1,972)
Net Cash Provided by Operating Activities	$ 698,843	$ 720,463	$ 339,086	$ 235,358	$ 1,993,750
Schedule of Noncash Capital and Related Financing Activities					
Forgiveness of loan principal from prior year	$ -	$ 107,047	$ -	$ -	$ 107,047
Amortization of bond premium	$ -	$ 6,018	$ -	$ -	$ 6,018

The notes to the financial statements are an integral part of this statement.

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Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The City of Isanti, Minnesota (the City) operates under "Optional Plan A" form of government as defined in the State of Minnesota statutes. The City is governed by an elected Mayor and four-member City Council. The City Council exercises legislative authority and determines all matters of policy. The City Council appoints personnel responsible for the proper administration of all affairs relating to the City.

The City has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The blended component units, although legally separate entities are, in substance, part of the City's operations and so data from these units are combined with data of the City. The City has the following component unit:

Blended Component Unit. The Economic Development Authority (EDA) of the City was created pursuant to Minnesota statutes 469.090 through 469.108 to carry out economic and industrial development and redevelopment consistent with policies established by the City Council. The City has the authority to approve and modify the EDA's budget, and the City Council has the ability to veto, overrule, or modify the decisions of the EDA Board of Commissioners. The EDA is governed by a total of seven commissioners, two of which are residents and five are City Council members. The EDA activities are blended and reported as a special revenue fund due to substantively the same governing board and due to the City having operation responsibility. Separate financial statements are not issued for this component unit.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities,* which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities,* which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Separate financial statements are provided for governmental funds, proprietary funds, and the fiduciary fund, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting,* as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Note 1: Summary of Significant Accounting Policies (Continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlement and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The City reports the following major governmental funds:

The *General fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Debt Service funds* account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the City is obligated in some manner for the payment.

The *Capital Replacement fund* is the City's capital fund. It accounts for costs associated with capital projects within the City.

The City reports the following major proprietary funds:

The *Water fund* accounts for the costs associated with the City's water system and ensure that user charges are sufficient to pay for those costs.

The *Sewer fund* accounts for the costs associated with the City's sewer system and ensure that user charges are sufficient to pay for those costs.

The *Liquor Store fund* accounts for the costs associated with the City's liquor operations.

Note 1: Summary of Significant Accounting Policies (Continued)

As a general rule the effect of interfund activity has been eliminated from government-wide financial statements.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources and Net Position/Fund Balance

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. The proprietary funds' portion in the government-wide cash and temporary investments pool is considered to be cash and cash equivalents for purposes of the statement of cash flows.

Cash balances from all funds are pooled and invested, to the extent available, in certificates of deposit and other authorized investments. It is the City's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 10 percent. Earnings from such investments are allocated on the basis of applicable participation by each of the funds.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The City's recurring fair value measurements are listed in detail on page 59.

The City has the following recurring fair value measurements as of December 31, 2019:

- US Treasury securities of $798,820 are valued using quoted market prices (Level 2 inputs)
- Negotiable certificates of deposit of $5,204,058 are valued using a matrix pricing model (Level 1 inputs)

Note 1: Summary of Significant Accounting Policies (Continued)

The City may invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.

2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.

3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.

4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.

5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.

6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.

7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.

8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

9. Guaranteed investment contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

Investment Policy

The City's investment policy incorporates Minnesota statutes as described above which reduces the City's exposure to credit, custodial credit and interest rate risks. Specific risk information for the City is as follows:

- *Credit Risk* is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings provided by various credit rating agencies where applicable indicate associated credit risk. The City's investments in Government Agencies are fully backed by the U.S. Government and are rated AAA.

- *Custodial Credit Risk* for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The City limits its exposure to custodial credit risk by purchasing insured or registered investments. It is the City's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 10%.

- *Concentration of Credit Risk.* Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City limits investments in any one institution to 5%. The City has invested more than 5 percent of investments in the following issuers: Federal Home Loan Mortgage Corporation (8.31%).

- *Interest Rate Risk* is the risk that changes in interest rates will adversely affect the fair value of an investment. Using the segmented time distribution method, the interest rate risk of these investments ranges from less than 6 months to more than 3 years.

Note 1: Summary of Significant Accounting Policies (Continued)

Property Taxes

The City Council annually adopts a tax levy in December and certifies it to the County for collection in the following year. The County is responsible for collecting all property taxes for the City. These taxes attach an enforceable lien on taxable property within the City on January 1 and are payable by the property owners in two installments. The taxes are collected by the County Auditor and tax settlements are made to the City during January, July and December each year.

Delinquent taxes receivable include the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred inflow of resources for taxes not received within 60 days after year end in the governmental fund financial statements.

Accounts Receivable

Accounts receivable include amounts billed for services provided before year end. Unbilled utility enterprise fund receivables are also included for services provided in 2019. The City annually certifies delinquent water and sewer accounts to the County for collection in the following year. Therefore, there has been no allowance for doubtful accounts established.

Special Assessments

Special assessments represent the financing for public improvements paid for by benefiting property owners. These assessments are recorded as receivables upon certification to the County. Special assessments are recognized as revenue when they are received in cash or within 60 days after year end. All special assessments receivable are offset by a deferred inflow of resources in the governmental fund financial statements.

Interfund Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Inventories and Prepaid Items

Inventories are valued at lower of cost or market, using the first-in, first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Land Held for Resale

Land held for resale is valued at the lower of the cost or the market value of the property.

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year.

In the case of initial capitalization of general infrastructure assets (i.e., those reported by governmental activities) the City chose to include items dating back to June 30, 1980. The City was able to estimate the historical cost for the initial reporting of these assets through backtrending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year). As the City constructs or acquires capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations the City values these capital assets at the acquisition value of the item at the date of its donation.

Property, plant and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Useful Lives in Years
Buildings and Structures	40
Infrastructure	10 to 50
Furniture and Equipment	3 to 20
Improvements other than Buildings	10 to 20

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has only one item that qualifies for reporting in this category. Accordingly, the item, deferred pension resources, is reported only in the statements of net position. This item results from actuarial calculations and current year pension contributions made subsequent to the measurement date.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is typically used to liquidate the governmental net pension liability.

The total pension expense for the GERP and PEPFP was as follows:

	GERP	PEPFP	Total Pension Expense
Pension Expense	$ 242,525	$ 143,822	$ 386,347

Note 1: Summary of Significant Accounting Policies (Continued)

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation, which is paid to the employee upon separation. A portion of unused sick leave may also be paid upon separation from City service. In governmental fund types the cost of these benefits is recognized when payments are made to the employees. The General fund is typically used to liquidate governmental compensated absences payable.

Postemployment Benefits other than Pensions

Under Minnesota statue 471.61, subdivision 2b., public employers must allow retirees and their dependents to continue coverage indefinitely in an employer-sponsored health care plan, under the following conditions: 1) Retirees must be receiving (or eligible to receive) an annuity from a Minnesota public pension plan, 2) Coverage must continue in a group plan until age 65, and retirees must pay no more than the group premium, and 3) Retirees may obtain dependent coverage immediately before retirement. All premiums are funded on a pay-as-you-go basis. The liability was actuarially determined, in accordance with GASB 75, at January 1, 2019. The General fund is typically used to liquidate governmental other postemployment benefits payable.

Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. The recognition of bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an expense in the period incurred.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three types of items, *unavailable revenue* and *resources received in advance,* and *deferred pension resources.*

- *Unavailable revenue* arises only under a modified accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, *unavailable revenue,* is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

- *Resources received in advance* is reported in both the governmental fund financial statements and within the government-wide financial statements. This item is reported for amounts that have been received before time requirements are met, but after all other eligibility requirements have been met.

- *Deferred pension resources* is reported only in the statements of net position and results from actuarial calculations.

Note 1: Summary of Significant Accounting Policies (Continued)

The City has an additional item which qualifies for reporting in this category. The item, deferred pension resources, is reported only in the statements of net position and results from actuarial calculations.

Furthermore, the City has additional items which qualify for reporting in this category on the statement of net position. The items, deferred pension resources and deferred other postemployment benefit resources, are reported only in the statement of net position and results from actuarial calculations involving net differences between projected and actual earnings on plan investments and changes in proportions.

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as prepaid items.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the City Council, which is the City's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the City Council modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the City Council itself or by an official to which the governing body delegates the authority. The City Council has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Finance Committee.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The City considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made. The City has formally adopted a fund balance policy for the General fund. The City's policy is to maintain a minimum unassigned fund balance of 50 percent of the following year's budgeted expenditures and transfers out.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by any outstanding debt attributable to acquire capital assets.

b. Restricted net position - Consists of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Note 2: Stewardship, Compliance and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General fund and Economic Development Authority. All annual appropriations lapse at year end. The City does not use encumbrance accounting.

In May of each year, all departments of the City submit requests for appropriations to the City Administrator so that a budget may be prepared. Before September 30, the proposed budget is presented to the City Council for review. The City Council holds public hearings and a final budget is prepared and adopted in early December.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control is the department level. The original budget was amended in 2019 increasing expenditures $76,326 for a total budgeted decrease in fund balance of $598,703.

B. Deficit Fund Equity

The following funds had deficit fund equity at December 31, 2019:

Fund	Amount
Nonmajor	
Isanti Indoor Arena	$ 167,588
Street Construction	15,328
City Parking Improvements	74,687
2017 Palomino Road Southeast Improvements	287,974

These deficits will be eliminated with future state aid, franchise taxes and transfers from other funds.

Note 3: Detailed Notes on All Funds

A. Deposits and Investments

Deposits

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the City's deposits and investments may not be returned or the City will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the City Council, the City maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all City deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance, bonds, or irrevocable standby letters of credit from Federal Home Loan Banks. Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the City.

At year end, the City's carrying amount of deposits was $6,642,742 and the bank balance was $6,843,987. Of the bank balance, $500,000 was covered by Federal depository insurance, $2,241 was covered by National Credit Union Share Insurance Fund coverage, and the remaining balance was collateral held in the City's name.

Note 3: Detailed Notes on All Funds (Continued)

At year end, the City's investment balances were as follows:

Types of Investments	Credit Quality/ Ratings (1)	Segmented Time Distribution (2)	Amount	Fair Value Measurement Using Level 1	Fair Value Measurement Using Level 2
Pooled Investments at Amortized Cost					
Broker Money Markets	N/A	Less than 1 year	$ 14,439	$ -	$ -
Non-pooled Investments at Fair Value					
Negotiable CDs	N/A	Less than 1 year	1,138,021	1,138,021	-
Negotiable CDs	N/A	1 to 5 years	3,809,240	3,809,240	-
Negotiable CDs	N/A	More than 5 years	256,797	256,797	-
U.S. Government Agency Securities	AAA	1 to 5 years	798,820	-	798,820
Total Investments			$ 6,017,317	$ 5,204,058	$ 798,820

(1) Ratings are provided by various credit rating agencies where applicable to indicate associated credit risk.
(2) Interest rate risk is disclosed using the segmented time distribution method.
N/A Indicates not applicable or available.

A reconciliation of cash and investments as shown on the statement of net position for the City follows:

Carrying Amount of Deposits	$ 6,642,742
Investments	6,017,317
Cash on Hand	3,225
Total	$ 12,663,284
Cash and Temporary Investments	
Unrestricted	$ 12,663,284

Note 3: Detailed Notes on All Funds (Continued)

B. Loans Receivable

In 2011, the City's Revolving Loan fund loaned $50,000 to H.M. Chris, LLC for 10 years at 3 percent interest. The monthly payment is $529. As of December 31, 2019, the loan receivable was $9,297.

In 2012, the City's Revolving Loan fund loaned $22,500 to K & D Investments for 10 years at 3 percent interest. The monthly payment is $298. The loan was paid in full in 2019.

In 2013, the City's Revolving Loan fund loaned $25,000 to the Isanti Parkway Center for 7 years at 3 percent interest. The monthly payment is $331. As of December 31, 2019, the loan receivable was $2,286.

In 2015, the City's Revolving Loan fund loaned $427,000 to Mom's Food Co-op Inc. for 7 years at zero percent interest. The monthly payment is $321. As of December 31, 2019, the loan receivable was $169,167.

In 2016, the City's Revolving Loan fund loaned $15,000 to RPF, LLC for 7 years at 3 percent interest. The monthly payment is $199. As of December 31, 2019, the loan receivable was $7,910.

C. Interfund Receivables, Payables and Transfers

In 2009, the Sewer enterprise fund advanced funds to the General fund to cover the City portion of the 2009 Street Improvements. Future General fund property tax levies will be utilized to repay the advance. Repayments will include interest of 3.25 percent. An additional $23,274 was borrowed between the funds in 2010. The loan was paid in full in 2019.

In 2011, the Water and Sewer enterprise funds each loaned $15,897 to the General fund to cover the City portion of the Deer Haven Improvements. General fund property tax levies will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2019 is $6,357.

In 2016, the General fund loaned $25,060 to the TIF 9 nonmajor governmental fund to cover demolition costs. Future tax increment or land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2019 is $25,060.

In 2017, the Liquor fund loaned $107,237 to the General fund to cover land purchase costs. Future land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2019 is $53,619.

In 2018, the Liquor fund loaned $257,652 to the General fund to cover the 2018 Street and Utility Improvement Project. The loan is expected to be paid back over a ten year period from future levy dollars. Repayments are interest free. The outstanding balance at December 31, 2019 is $257,652.

In 2018, the Water and Sewer funds loaned $283,300 and $566,700, respectively to the General fund for the business subsidy agreement relating to City development. The loan is expected to be paid back over a ten year period from future levy dollars. Repayments are interest free. The outstanding balance at December 31, 2019 is $765,000.

Note 3: Detailed Notes on All Funds (Continued)

Interfund Transfers

The following interfund transfers were made during 2019:

	Transfer in				
Fund	General	Debt Service	Capital Replacement	Nonmajor Governmental	Total
Transfer Out					
General	$ -	$ -	$ 36,500	$ 87,124	$ 123,624
Debt Service	-	-	140,857	-	140,857
Capital Replacement	-	-	-	96,066	96,066
Nonmajor Governmental	19,150	-	4,802	375,934	399,886
Water	-	4,333	-	-	4,333
Sewer	-	39,190	-	-	39,190
Liquor Store	350,000	-	-	-	350,000
Total Transfers In	$ 369,150	$ 43,523	$ 182,159	$ 559,124	$ 1,153,956

During the year ended December 31, 2019, the City made the following one-time transfer:

- Transfer of $375,394 from nonmajor governmental funds to nonmajor governmental funds to close fund 420.
- Transfer of $4,802 from nonmajor governmental funds to Capital Replacement fund to close fund 434.
- Transfer of $96,066 from Capital Replacement fund to nonmajor governmental funds for future road improvements.
- Transfer of $140,857 from Debt Service fund to Capital Replacement fund for future capital projects.

Note 3: Detailed Notes on All Funds (Continued)

D. Capital Assets

Capital asset activity for the year ended December 31, 2019 was as follows:

	Beginning Balance	Adjustment/ Reclassification	Increases	Decreases	Ending Balance
Governmental Activities					
Capital Assets not being Depreciated					
Land	$ 2,424,266	$ -	$ -	$ -	$ 2,424,266
Construction in progress	358,518	-	73,382	(316,030)	115,870
Total Capital Assets not being Depreciated	2,782,784	-	73,382	(316,030)	2,540,136
Capital Assets being Depreciated					
Land improvements	440,300	-	-	-	440,300
Buildings	5,616,339	-	-	-	5,616,339
Infrastructure	23,609,706	-	329,520	-	23,939,226
Machinery and equipment	1,358,156	41,614	164,282	-	1,564,052
Vehicles	413,792	18,771	92,066	-	524,629
Total Capital Assets being Depreciated	31,438,293	60,385	585,868	-	32,084,546
Less Accumulated Depreciation for					
Land improvements	(434,021)	(6,279)	-	-	(440,300)
Buildings	(1,965,484)	-	(143,150)	-	(2,108,634)
Infrastructure	(12,478,244)	-	(1,141,007)	-	(13,619,251)
Machinery and equipment	(978,404)	(14,442)	(72,119)	-	(1,064,965)
Vehicles	(278,087)	(36,666)	(31,910)	-	(346,663)
Total Accumulated Depreciation	(16,134,240)	(57,387)	(1,388,186)	-	(17,579,813)
Total Capital Assets being Depreciated, Net	15,304,053	2,998	(802,318)	-	14,504,733
Governmental Activities Capital Assets, Net	$ 18,086,837	$ 2,998	$ (728,936)	$ (316,030)	$ 17,044,869

Depreciation expense was charged to functions of the governmental activities as follows:

General Government	$ 73,766
Public Safety	31,592
Public Works	1,110,845
Culture and Recreation	171,983
Total Depreciation Expense - Governmental Activities	$ 1,388,186

Note 3: Detailed Notes on All Funds (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities				
Capital Assets not being Depreciated				
Land	$ 94,237	$ -	$ -	$ 94,237
Construction in progress	-	160,599	-	160,599
Total Capital Assets not being Depreciated	94,237	160,599	-	254,836
Capital Assets being Depreciated				
Land improvements	268,238	-	-	268,238
Buildings	3,723,864	-	-	3,723,864
Infrastructure	34,941,403	209,561	-	35,150,964
Machinery and equipment	1,168,509	173,368	-	1,341,877
Vehicles	107,243	-	-	107,243
Total Capital Assets being Depreciated	40,209,257	382,929	-	40,592,186
Less Accumulated Depreciation for				
Land improvements	(180,578)	(20,252)	-	(200,830)
Buildings	(223,465)	(99,276)	-	(322,741)
Infrastructure	(10,338,389)	(814,677)	-	(11,153,066)
Machinery and equipment	(653,007)	(83,236)	-	(736,243)
Vehicles	(34,980)	(8,905)	-	(43,885)
Total Accumulated Depreciation	(11,430,419)	(1,026,346)	-	(12,456,765)
Total Capital Assets being Depreciated, Net	28,778,838	(643,417)	-	28,135,421
Business-type Activities Capital Assets, Net	$ 28,873,075	$ (482,818)	$ -	$ 28,390,257

Depreciation expense was charged to programs of the business-type activities as follows:

Water	$ 399,781
Sewer	564,320
Stormwater	41,000
Liquor store	21,245
Total Depreciation Expense - Business-type Activities	$ 1,026,346

Note 3: Detailed Notes on All Funds (Continued)

E. Long-term Debt

General Obligation (G.O.) Bonds

The City issues G.O. bonds to provide funds for the acquisition and construction of major capital facilities. G.O. bonds have been issued for both general government and business-type activities. These bonds are reported in the proprietary funds if they are expected to be repaid from proprietary fund revenues. In addition, bonds have been issued to refund G.O. bonds.

G.O. bonds are direct obligations and pledge the full faith and credit of the government. G.O. bonds currently outstanding are as follows:

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Tax Abatement Bonds, Series 2014A	$ 2,560,000	0.50 - 2.50 %	10/01/14	02/01/30	$ 1,965,000
G.O. Bonds, Series 2014B	1,420,000	0.50 - 2.50	10/01/14	02/01/24	225,000
Total G.O. Bonds					$ 2,190,000

Annual debt service requirements to maturity for the G.O. bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2020	$ 205,000	$ 55,266	$ 260,266
2021	210,000	51,319	261,319
2022	210,000	47,220	257,220
2023	215,000	42,545	257,545
2024	220,000	37,243	257,243
2025 - 2029	930,000	108,681	1,038,681
2030	200,000	3,500	203,500
Total	$ 2,190,000	$ 345,774	$ 2,535,774

Note 3: Detailed Notes on All Funds (Continued)

G.O. Revenue Bonds

The following bonds were issued to finance capital improvements in the enterprise funds. They will be repaid from future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City. Annual principal and interest payments on the bonds and enterprise G.O. improvement bonds are expected to require over 87 and 51 percent of net revenues from the Water and Sewer funds, respectively. Principal and interest paid for 2019 and total customer net revenues for the Water fund were $520,199 and $1,077,961, respectively. Principal and interest paid for 2019 and total customer net revenues for the Sewer fund were $225,771 and $1,382,297 respectively.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
MPFA - Water Revenue Bonds, Series 2007A	$ 965,000	2.63 %	07/10/08	08/20/26	$ 415,000
MPFA - Water Revenue Bonds, Series 2008	5,064,256	3.04	10/07/08	08/20/28	2,693,056
G.O. Utility Revenue Bonds, Series 2010A	835,000	2.00 - 3.70	07/01/10	12/01/24	310,000
MPFA - Water Revenue Bonds, Series 2011	479,047	1.533	11/23/11	08/20/31	437,000
G.O. Utility Revenue Bonds, Series 2014B	1,030,000	0.50 - 2.50	10/01/14	02/01/25	645,000
MPFA - Sewer Revenue Bonds, Series 2016A	2,525,000	2.00	07/15/16	12/01/29	2,390,000
Total G.O. Revenue Bonds					$ 6,890,056

Annual debt service requirements to maturity for the G.O. revenue bonds are as follows:

Year Ending December 31,	Business-type Activities		
	Principal	Interest	Total
2020	$ 728,000	$ 170,504	$ 898,504
2021	753,000	152,684	905,684
2022	774,000	133,922	907,922
2023	789,000	114,284	903,284
2024	805,000	93,949	898,949
2025 - 2029	2,963,056	196,311	3,159,367
2030 - 2031	78,000	1,794	79,794
Total	$ 6,890,056	$ 863,448	$ 7,753,504

Note 3: Detailed Notes on All Funds (Continued)

G.O. Improvement (Special Assessment) Bonds

The following bonds were issued to finance various improvements and will be repaid from special assessments levied on the properties benefiting from the improvements and/or ad valorem tax levies. All special assessment debt is backed by the full faith and credit of the City. Each year the combined assessment and tax levy equals 105 percent of the amount required for debt service. The excess of 5 percent is to cover any delinquencies in tax or assessment payments. The business-type bonds will be repaid from special assessments and future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Improvement Refunding Bonds, Series 2010B	$ 1,825,000	2.00 - 3.20 %	12/01/10	12/01/21	$ 740,000
G.O. Improvement Bonds, Series 2011A	790,000	0.60 - 2.70	09/29/11	02/01/22	260,000
G.O. Refunding Bonds, Series 2013A	2,160,000	0.35 - 2.50	02/01/13	12/01/28	335,000
Total G.O. Improvement Bonds					$ 1,335,000

Annual debt service requirements to maturity for the G.O. improvement bonds are as follows:

Year Ending December 31,	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2020	$ 450,000	$ 28,631	$ 478,631	$ 35,000	$ 6,990	$ 41,990
2021	460,000	15,578	475,578	35,000	6,430	41,430
2022	90,000	1,215	91,215	35,000	5,870	40,870
2023	-	-	-	40,000	5,310	45,310
2024	-	-	-	35,000	4,470	39,470
2025 - 2028	-	-	-	155,000	9,735	164,735
Total	$ 1,000,000	$ 45,424	$ 1,045,424	$ 335,000	$ 38,805	$ 373,805

Note 3: Detailed Notes on All Funds (Continued)

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2019 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
General obligation bonds	$ 2,390,000	$ -	$ (200,000)	$ 2,190,000	$ 205,000
G.O. improvement bonds	1,370,000	-	(370,000)	1,000,000	450,000
Unamortized premium on bonds	39,159	-	(3,502)	35,657	-
Total Bonds Payable	3,799,159	-	(573,502)	3,225,657	655,000
Compensated Absences Payable	204,529	84,152	(115,440)	173,241	138,728
Governmental Activities Long-term Liabilities	$ 4,003,688	$ 84,152	$ (688,942)	$ 3,398,898	$ 793,728
Business-type Activities					
Bonds Payable					
G.O. revenue bonds	$ 7,513,056	$ -	$ (623,000)	$ 6,890,056	$ 728,000
G.O. improvement bonds	370,000	-	(35,000)	335,000	35,000
Unamortized premium on bonds	65,527	-	(6,018)	59,509	
Total Bonds Payable	7,948,583	-	(664,018)	7,284,565	763,000
Compensated Absences Payable	59,886	33,992	(23,898)	69,980	56,039
Business-type Activities Long-term Liabilities	$ 8,008,469	$ 33,992	$ (687,916)	$ 7,354,545	$ 819,039

Note 3: Detailed Notes on All Funds (Continued)

F. Components of Fund Balance

At December 31, 2019, portions of the City's fund balance are not available for appropriation due to not being in spendable form (Nonspendable), legal restrictions (Restricted), City Council action (Committed), policy and/or intent (Assigned). The following is a summary of the components of fund balance:

	General	Debt Service	Capital Replacement	Other Governmental Funds	Total Governmental Funds
Nonspendable					
Prepaid items	$ 9,053	$ -	$ -	$ 5	$ 9,058
Restricted for					
Debt service	$ -	$ 1,226,361	$ -	$ -	$ 1,226,361
Public safety	-	-	-	9,884	9,884
Community center improvements	-	-	-	10,000	10,000
Economic development	-	-	-	194,003	194,003
Total Restricted	$ -	$ 1,226,361	$ -	$ 213,887	$ 1,440,248
Committed to					
Culture and recreation	$ -	$ -	$ -	$ 110,119	$ 110,119
Economic development	-	-	-	490,787	490,787
City technology improvements	-	-	-	8,746	8,746
Total Committed	$ -	$ -	$ -	$ 609,652	$ 609,652
Assigned to					
Capital projects	$ -	$ -	$ 1,778,774	$ -	$ 1,778,774
Unassigned	$ 1,254,221	$ -	$ -	$ (545,577)	$ 708,644

Note 4: Defined Benefit Pension Plans - Statewide

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota statutes, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Plan (GERP)

All full-time and certain part-time employees of the City are covered by the General Employees Retirement Plan (GERP). GERP members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

Public Employees Police and Fire Plan (PEPFP)

The PEPFP, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFP also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

B. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by state statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERP Benefits

GERP benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated Plan members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent of average salary for each of the first 10 years of service and 1.7 percent of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for average salary for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. If the General Employees Plan is at least 90 percent funded for two consecutive years, benefit recipients are given a 2.5 percent increase. If the plan has not exceeded 90 percent funded, or have fallen below 80 percent, benefit recipients are given a one percent increase. A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase.

PEPFP Benefits

Benefits for the PEPFP members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for PEPFP members first hired after June 30, 2014 vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3.0 percent of average salary for each year of service. A full, unreduced pension is earned when members are age 55 and vested, or for members who were first hired prior to July 1, 1989, when age plus years of service equal at least 90.

Annuities, disability benefits and survivor benefits are increased effective every January 1. Beginning January 1, 2019, the postretirement increase will be fixed at 1 percent. Recipients that have been receiving the annuity or benefit for at least 36 months as of the June 30 before the effective date of the increase will receive the full increase. For recipients receiving the annuity or benefit for at least 25 months but less than 36 months as of the June 30 before the effective date of the increase will receive a reduced prorated increase.

C. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state Legislature.

General Employees Fund Contributions

Coordinated Plan members were required to contribute 6.50 percent of their annual covered salary in fiscal year 2019 and the City was required to contribute 7.50 percent for Coordinated Plan members. The City's contributions to the General Employees Fund for the years ending December 31, 2019, 2018 and 2017 were $112,189, $108,556 and $104,864, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Police and Fire Fund Contributions

Police and Fire member's contribution rates increased from 10.80 percent of pay to 11.30 percent and employer rates increased from 16.20 percent to 16.95 percent on January 1, 2019. The City's contributions to the Police and Fire Fund for the years ending December 31, 2019, 2018 and 2017 were $113,940, $104,226 and $113,975, respectively. The City's contributions were equal to the required contributions for each year as set by state statute.

D. Pension Costs

General Employees Fund Pension Costs

At December 31, 2019, the City reported a liability of $1,127,870 for its proportionate share of the General Employees Fund's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million to the fund in 2019. The State of Minnesota is considered a non-employer contributing entity and the state's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $35,165. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018 through June 30, 2019 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2019, the City's proportionate share was 0.0204 percent which was a decrease of 0.0014 percent from its proportion measured as of June 30, 2018.

For the year ended December 31, 2019, the City recognized pension expense of $239,891 for its proportionate share of General Employees Fund's pension expense. In addition, the City recognized an additional $2,634 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16 million to the General Employees Fund.

At December 31, 2019, the City reported its proportionate share of General Employees Plan's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	$ 44,212	$ 2,305
Changes in Actuarial Assumptions	6,525	98,420
Net Difference Between Projected and Actual Earnings on Plan Investments	-	127,569
Changes in Proportion	14,062	65,340
Contributions Paid to PERA Subsequent to the Measurement Date	61,682	-
Total	$ 126,481	$ 293,634

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The $61,682 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2020	$ (71,796)
2021	(110,959)
2022	(47,896)
2023	1,816

Police and Fire Fund Pension Costs

At December 31, 2019, the City reported a liability of $698,378 for its proportionate share of the Police and Fire Fund's net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2018 through June 30, 2019 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2019, the City's proportionate share was 0.0656 percent which was an increase of 0.0014 percent from its proportionate share measured as of June 30, 2018.

For the year ended December 31, 2019, the City recognized pension expense of $134,966 for its proportionate share of the Police and Fire Plan's pension expense. The City also recognized $8,856 for the year ended December 31, 2019, as revenue and an offsetting reduction of net pension liability for its proportionate share of the State of Minnesota's on-behalf contributions to the Police and Fire Fund. Legislation passed in 2013 required the State of Minnesota to begin contributing $9 million to the Police and Fire Fund each year until the plan is 90 percent funded or until the State Patrol Plan (administered by the Minnesota State Retirement System) is 90 percent funded, whichever occurs later. In addition, the state will pay $4.5 million on October 1, 2018 and October 1, 2019 in direct state aid. Thereafter, by October 1 of each year, the state will pay $9 million until full funding is reached or July 1, 2048, whichever is earlier.

At December 31, 2019, the City reported its proportionate share of Police and Fire Plan's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Economic Experience	$ 59,253	$ 130,261
Changes in Actuarial Assumptions	761,222	975,882
Net Difference Between Projected and Actual Earnings on Plan Investments	-	150,516
Changes in Proportion	107,686	103,829
Contributions Paid to PERA Subsequent to the Measurement Date	58,947	-
Total	$ 987,108	$ 1,360,488

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The $58,947 reported as deferred outflows of resources related to pensions resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2020. Other amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

2020	$ (40,266)
2021	(91,796)
2022	(290,805)
2023	(19,902)
2024	10,442

E. Actuarial Assumptions

The total pension liability in the June 30, 2019 actuarial valuation was determined using an individual entry-age normal actuarial cost method and the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2014 tables for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be 1.25 percent per year for General Employees Plan and 1.0 percent per year for Police and Fire Plan.

Actuarial assumptions used in the June 30, 2019 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the General Employees Plan was completed in 2019. The most recent four-year experience study for Police and Fire Plan was completed in 2016. Economic assumptions were updated in 2018 based on a review of inflation and investment return assumptions.

The following changes in actuarial assumptions and plan provisions occurred in 2019:

General Employees Fund

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions

- The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The State's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

Police and Fire Fund

Changes in Actuarial Assumptions

- The mortality projection scale was changed from MP-2017 to MP-2018.

Changes in Plan Provisions

- There have been no changes since the prior valuation.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Equity	35.5 %	5.10 %
Private Markets	25.0	5.30
Fixed Income	20.0	0.75
International Equity	17.5	5.90
Cash Equivalents	2.0	-
Total	100.00 %	

F. Discount Rate

The discount rate used to measure the total pension liability in 2019 was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota Statutes. Based on these assumptions, the fiduciary net position of the General Employees Fund and the Police and Fire Fund were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
General Employees Fund	$ 1,854,158	$ 1,127,870	$ 528,175
Police and Fire Fund	1,526,525	698,378	14

H. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Note 5: Postemployment Benefits Other Than Pensions

A. Plan Description

The City operates a single-employer retiree benefit plan ("the Plan") that provides health, life and dental insurance to eligible employees and their families through the City's health insurance plan. The full cost of the benefits is covered by the plan. Benefit and eligibility provisions are established through negotiations between the City and various unions representing City employees and are renegotiated each two-year bargaining period. The Plan does not issue a publicly available report. At December 31, 2019, the 31 active plan members/employees were covered by the benefit terms.

B. Funding Policy

OPEB benefits have historically been funded on a pay-as-you-go basis (PAYGO). Plan sponsors may set up a trust and pre-fund the benefits. There is no requirement to pre-fund benefit. However, continuing on a PAYGO basis will create a Total OPEB Liability (TOL) on the balance sheet. Results throughout the report assume continued funding under PAYGO. The overall single discount rate is 3.30%.

C. Actuarial Methods and Assumptions

The City's total OPEB liability of $313,352 was measured as of December 31, 2019, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of January 1, 2019. Roll forward procedures were used to roll forward the total OPEB liability to the measurement date.

The total OPEB liability in the January 1, 2019 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	3.30%
20-Year Municipal Bond Yield	3.30%
Inflation Rate	2.50%
Salary Increases	3.00%
Medical Trend Rate	6.50% as of January 1, 2019 grading to 5.00% over 6 years

The discount rate is based on the estimated yield of 20-Year AA-rated municipal bonds. The overall single discount rate is 3.30%. Mortality rates were based on the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale. The actuarial assumptions used in the December 31, 2018 valuation were based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information as well as for consistency with the other economic assumptions.

D. Changes in the Total OPEB Liability

	Total OPEB Liability (a)
Balances at December 31, 2018	$ 275,219
Changes for the Year:	
Service cost	28,959
Interset	10,024
Benefit payments	(850)
Net Changes	38,133
Balances at December 31, 2019	$ 313,352

There are no assumption changes.

Note 5: Postemployment Benefits other than Pensions (Continued)

E. Sensitivity of the Total OPEB Liability

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.30 percent) or 1-percentage-point higher (4.30 percent) than the current discount rate:

1 Percent Decrease (2.3%)	Current (3.3%)	1 Percent Increase (4.3%)
$ 341,858	$ 313,352	$ 286,752

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a Healthcare Cost Trent Rates that is 1-percentage point lower (5.50 percent decreasing to 4.00 percent) or 1-percentage-point higher (7.50 percent increasing to 6.00 percent) than the current discount rate:

1 Percent Decrease (5.5% Decreasing to 4%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5%)	1 Percent Increase (7.5% Decreasing to 6%)
$ 271,483	$ 313,352	$ 362,887

F. OPEB Expense

For the year ended December 31, 2019, the City recognized OPEB expense of $38,983. There are no deferred inflows or outflows associated with the OPEB plan.

Note 6: Other Information

A. Legal Debt Margin

In accordance with Minnesota statutes, the City may not incur or be subject to net debt in excess of three percent of the estimated market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2019, the City is under the legal debt margin.

B. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the City carries insurance. The City obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT), which is a risk sharing pool with approximately 800 other governmental units. The City pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the City's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The City's management is not aware of any incurred but not reported claims.

Note 6: Other Information (Continued)

C. Isanti Area Joint Operating Fire Board District

In October of 2002, the City and the towns of Athens, Bradford, Isanti, Oxford, Spencer Brook and Stanford, entered a joint powers agreement to acquire and pay for new fire department substations in the townships. The City shall deposit in advance quarterly contributions with the treasurer of the Isanti Area Joint Operating Fire fund. The amount of the quarterly contributions to the fund shall be according to the proportions established in the fire protection contract. Upon termination of the agreement, any real property or buildings owned by the Board shall become the sole property of the City or Township in which the property lies. The City contributed $231,246 to the Board in 2019. The City's equity interest and its share of the net income (loss) of the District is not measurable and it is not explicit; therefore, no equity interest is reported in the government-wide financial statements.

D. Cambridge-Isanti Bike-Walk Trail

On September 8, 2008, the City entered into a joint and cooperative agreement with Isanti County, Isanti Township, and the City of Cambridge for the construction, operation, and maintenance of a bike-walk trail that connects the cities of Cambridge and Isanti. The trail was constructed with Federal and State grants received by Isanti County and the City of Cambridge. Isanti is responsible for maintaining and operating the part of the trail lying south of the centerline of the right of way of 301st Avenue. The agreement will terminate after 20 years. The City contributed $7,500 to the cooperative during 2019.

E. North Trunk Highway 65 Corridor Coalition

On September 19, 2006, the City of Isanti joined the North Trunk Highway 65 Corridor Coalition. The Coalition consists of cities, counties, and towns from Highway 10 in Blaine to the northern reaches of Kanabec County. The agreement states that the City must support the preservation and upgrade of the corridor to meet future transportation needs for various modes including, but not limited to, highway improvements, bus improvements, commuter, freight rail, multi-use paths, and Intelligent Transportation Systems (ITS).

Note 7: Commitments and Contingencies

A. Concentrations

The City receives a significant amount of its annual General fund revenue from the State of Minnesota from the Local Government Aid (LGA). The amount received in 2019 was $635,435 for LGA. This accounted for 19.0 percent of General fund revenues.

B. Tax Increment Districts

The City's tax increment districts are subject to review by the State of Minnesota Office of the State Auditor (OSA). Any disallowed claims or misuse of tax increments could become a liability of the applicable fund. Management has indicated that they are not aware of any instances of noncompliance which would have a material effect on the financial statements.

Note 8: Subsequent Event

In December 2019, a novel strain of coronavirus (COVID-19) surfaced. The spread of COVID-19 around the world in the first quarter of 2020 has caused significant volatility in U.S. and international markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the U.S. and international economies and, as such, the Company is unable to determine if it will have a material impact to its operations.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

City of Isanti, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2019

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/19	0.0204 %	$ 1,127,870	$ 35,165	$ 1,163,035	$1,390,803	83.6 %	80.2 %
06/30/18	0.0218	1,209,375	39,643	1,249,018	1,465,877	85.2	79.5
06/30/17	0.0216	1,378,930	17,319	1,396,249	1,389,926	100.5	75.9
06/30/16	0.0211	1,713,216	22,401	1,735,617	1,310,966	132.4	68.9
06/30/15	0.0219	1,134,972	-	1,134,972	1,284,497	88.4	78.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - General Employees Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/19	$ 112,189	$ 112,189	$ -	$ 1,495,849	7.5 %
12/31/18	108,556	108,556	-	1,447,416	7.5
12/31/17	104,864	104,864	-	1,398,189	7.5
12/31/16	105,054	105,054	-	1,400,725	7.5
12/31/15	97,034	97,034	-	1,293,790	7.5

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - General Employee Fund

Changes in Actuarial Assumptions

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

Changes in plan provisions

2019 - The employer supplemental contribution was changed prospectively, decreasing from $31.0 million to $21.0 million per year. The state's special funding contribution was changed prospectively, requiring $16.0 million due per year through 2031.

2018 - The augmentation adjustment in early retirement factors is eliminated over a five-year period starting July 1, 2019, resulting in actuarial equivalence after June 30, 2024. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Contribution stabilizer provisions were repealed. Postretirement benefit increases were changed from 1.00 percent per year with a provision to increase to 2.50 percent upon attainment of 90.00 percent funding ratio to 50.00 percent of the Social Security Cost of Living Adjustment, not less than 1.00 percent and not more than 1.50 percent, beginning January 1, 2019. For retirements on or after January 1, 2024, the first benefit increase is delayed until the retiree reaches normal retirement age; does not apply to Rule of 90 retirees, disability benefit recipients, or survivors. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

2017 - The State's contribution for the Minneapolis Employees Retirement Fund equals $16,000,000 in 2017 and 2018, and $6,000,000 thereafter. The Employer Supplemental Contribution for the Minneapolis Employees Retirement Fund changed from $21,000,000 to $31,000,000 in calendar years 2019 to 2031. The state's contribution changed from $16,000,000 to $6,000,000 in calendar years 2019 to 2031.

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892 million. Upon consolidation, state and employer contributions were revised.

Schedule of Employer's Share of PERA Net Pension Liability - Police and Fire Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/19	0.0656 %	$ 698,378	$ -	$ 698,378	$ 668,403	104.5 %	89.3 %
06/30/18	0.0617	657,658	-	657,658	649,935	101.2	88.8
06/30/17	0.0700	945,083	-	945,083	723,699	130.6	85.4
06/30/16	0.0660	2,648,695	-	2,648,695	637,473	415.5	63.9
06/30/15	0.0620	704,465	-	704,465	563,393	125.0	86.6

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - Police And Fire Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/19	$ 113,940	$ 113,940	$ -	$ 672,213	16.9 %
12/31/18	104,266	104,266	-	643,617	16.2
12/31/17	113,975	113,975	-	703,552	16.2
12/31/16	110,692	110,692	-	683,285	16.2
12/31/15	98,214	98,214	-	606,260	16.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - Police and Fire Fund

Changes in Actuarial Assumptions

2019 - The mortality projection scale was changed from MP-2017 to MP-2018.

2018 - The mortality projection scale was changed from MP-2016 to MP-2017.

2017 - Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65 percent to 60 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.6 percent to 7.5 percent.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2037 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 5.6 percent. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2037 and 2.5 percent per year thereafter.

Changes in plan provisions

2018 - As set by statute, the assumed post-retirement benefit increase was changed from 1.0 percent per year through 2064 and 2.5 percent per year, thereafter, to 1.0 percent for all years, with no trigger. An end date of July 1, 2048 was added to the existing $9.0 million state contribution. New annual state aid will equal $4.5 million in fiscal years 2019 and 2020, and $9.0 million thereafter until the plan reaches 100 percent funding, or July 1, 2048, if earlier. Member contributions were changed from 10.80 percent to 11.30 percent of pay, effective January 1, 2019 and 11.80 percent of pay, effective January 1, 2020. Employer contributions were changed from 16.20 percent to 16.95 percent of pay, effective January 1, 2019 and 17.70 percent of pay, effective January 1, 2020. Interest credited on member contributions decreased from 4.00 percent to 3.00 percent, beginning July 1, 2018. Deferred augmentation was changed to 0.00 percent, effective January 1, 2019. Augmentation that has already accrued for deferred members will still apply. Actuarial equivalent factors were updated to reflect revised mortality and interest assumptions.

Notes to the Required Supplementary Information - Police and Fire Fund (Continued)

2017- Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The combined service annuity (CSA) load was 30.00 percent for vested and non-vested, deferred members. The CSA has been changed to 33.00 percent for vested members and 2.00 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.00 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65.00 percent to 60.00 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed postretirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.60 percent per annum to 7.50 percent per annum.

2015 - The post-retirement benefit increase to be paid after attainment of the 90 percent funding threshold was changed, from inflation up to 2.5 percent, to a fixed rate of 2.5 percent.

Schedule of Changes in the City's Total OPEB Liability and Related Ratios

	2019	2018
Total OPEB Liability		
Service cost	$ 28,959	$ 28,116
Interest	10,024	8,792
Benefit payments	(850)	-
Net Change in Total OPEB Liability	38,133	36,908
Total OPEB Liability - Beginning	275,219	238,311
Total OPEB Liability - Ending	$ 313,352	$ 275,219
Covered - Employee Payroll	$ 2,059,503	$ 1,999,517
City's total OPEB liability as a percentage of covered employee payroll	15 %	14 %

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2019

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Assets			
Cash and temporary investments	$ 457,306	$ 1,323,695	$ 1,781,001
Receivables			
Accrued interest	1,031	2,763	3,794
Taxes	38	-	38
Accounts	8,922	77,027	85,949
Loans	188,660	-	188,660
Prepaid items	5	-	5
Land held for resale	18,900	-	18,900
Total Assets	$ 674,862	$ 1,403,485	$ 2,078,347
Liabilities			
Accounts payable	$ 2,879	$ 30,183	$ 33,062
Accrued salaries payable	967	-	967
Advances from other funds	25,060	-	25,060
Total Liabilities	28,906	30,183	59,089
Deferred Inflows of Resources			
Unavailable revenue - other	-	760,223	760,223
Fund Balances			
Nonspendable	5	-	5
Restricted	203,887	-	203,887
Committed	609,652	-	609,652
Assigned	-	991,068	991,068
Unassigned	(167,588)	(377,989)	(545,577)
Total Fund Balances	645,956	613,079	1,259,035
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 674,862	$ 1,403,485	$ 2,078,347

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2019

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Revenues			
Taxes	$ 124,024	$ 300,234	$ 424,258
Intergovernmental	-	201,464	201,464
Charges for services	127,356	-	127,356
Investment earnings	18,084	37,505	55,589
Miscellaneous	66,367	16,759	83,126
Total Revenues	335,831	555,962	891,793
Expenditures			
Current			
General government	168	-	168
Public safety	2,699	-	2,699
Culture and recreation	89,146	-	89,146
Economic development	78,559	-	78,559
Capital outlay			
General government	13,648	-	13,648
Public works	-	340,441	340,441
Economic development	500	-	500
Total Expenditures	184,720	340,441	525,161
Excess of Revenues Over Expenditures	151,111	215,521	366,632
Other Financing Sources (Uses)			
Transfers in	87,124	472,000	559,124
Transfers out	(19,150)	(380,736)	(399,886)
Total Other Financing Sources (Uses)	67,974	91,264	159,238
Net Change in Fund Balances	219,085	306,785	525,870
Fund Balances, January 1	426,871	306,294	733,165
Fund Balances, December 31	$ 645,956	$ 613,079	$ 1,259,035

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2019

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Assets					
Cash and temporary investments	$ 1,868	$ 153,932	$ 103,332	$ 141,047	$ 9,868
Receivables					
Accrued interest	3	253	172	234	16
Taxes	-	-	-	-	-
Accounts	-	7,809	-	-	-
Loans	-	-	-	188,660	-
Prepaid items	-	5	-	-	-
Land held for resale	-	-	-	-	-
Total Assets	$ 1,871	$ 161,999	$ 103,504	$ 329,941	$ 9,884
Liabilities					
Accounts payable	$ -	$ 181	$ -	$ -	$ -
Accrued salaries payable	-	967	-	-	-
Advance from other funds	-	-	-	-	-
Total Liabilities	-	1,148	-	-	-
Fund Balances					
Nonspendable	-	5	-	-	-
Restricted	-	-	-	-	9,884
Committed	1,871	160,846	103,504	329,941	-
Unassigned	-	-	-	-	-
Total Fund Balances	1,871	160,851	103,504	329,941	9,884
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 1,871	$ 161,999	$ 103,504	$ 329,941	$ 9,884

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ 3,267	$ 1,472	$ (167,315)	$ 143,933	$ 57,758	$ 524	$ 7,620	$ 457,306
5	-	-	239	96	-	13	1,031
-	-	-	38	-	-	-	38
-	-	-	-	-	-	1,113	8,922
-	-	-	-	-	-	-	188,660
-	-	-	-	-	-	-	5
-	-	-	18,900	-	-	-	18,900
$ 3,272	$ 1,472	$ (167,315)	$ 163,110	$ 57,854	$ 524	$ 8,746	$ 674,862
$ -	$ -	$ 273	$ 1,901	$ -	$ 524	$ -	$ 2,879
-	-	-	-	-	-	-	967
-	-	-	25,060	-	-	-	25,060
-	-	273	26,961	-	524	-	28,906
-	-	-	-	-	-	-	5
-	-	-	136,149	57,854	-	-	203,887
3,272	1,472	-	-	-	-	8,746	609,652
-	-	(167,588)	-	-	-	-	(167,588)
3,272	1,472	(167,588)	136,149	57,854	-	8,746	645,956
$ 3,272	$ 1,472	$ (167,315)	$ 163,110	$ 57,854	$ 524	$ 8,746	$ 674,862

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2019

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture
Revenues					
Taxes					
Property taxes	$ -	$ 62,565	$ -	$ -	$ -
Tax increments	-	-	-	-	-
Franchise taxes	-	20,031	-	-	-
Charges for services	-	6,000	94,337	803	-
Investment earnings	726	2,971	2,650	4,569	220
Miscellaneous	25,500	7,792	200	-	7,558
Total Revenues	26,226	99,359	97,187	5,372	7,778
Expenditures					
Current					
General government	-	-	-	-	-
Public safety	-	-	-	-	2,699
Culture and recreation	48,197	-	-	-	-
Economic development	-	52,074	-	10,833	-
Capital outlay					
General government	-	-	-	-	-
Economic development	-	-	-	-	-
Total Expenditures	48,197	52,074	-	10,833	2,699
Excess (Deficiency) of Revenues Over (Under) Expenditures	(21,971)	47,285	97,187	(5,461)	5,079
Other Financing Sources (Uses)					
Transfers in	-	87,124	-	-	-
Transfers out	-	(19,150)	-	-	-
Total Other Financing Sources (Uses)	-	67,974	-	-	-
Net Change in Fund Balances	(21,971)	115,259	97,187	(5,461)	5,079
Fund Balances, January 1	23,842	45,592	6,317	335,402	4,805
Fund Balances, December 31	$ 1,871	$ 160,851	$ 103,504	$ 329,941	$ 9,884

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 62,565
-	-	-	16,984	-	11,090	-	28,074
-	-	-	-	-	-	13,354	33,385
-	-	26,216	-	-	-	-	127,356
110	-	-	4,530	1,971	132	205	18,084
-	-	25,317	-	-	-	-	66,367
110	-	51,533	21,514	1,971	11,222	13,559	335,831
-	-	-	-	-	-	168	168
-	-	-	-	-	-	-	2,699
-	-	40,949	-	-	-	-	89,146
-	-	-	3,801	500	11,351	-	78,559
-	-	-	-	-	-	13,648	13,648
-	-	-	500	-	-	-	500
-	-	40,949	4,301	500	11,351	13,816	184,720
110	-	10,584	17,213	1,471	(129)	(257)	151,111
-	-	-	-	-	-	-	87,124
-	-	-	-	-	-	-	(19,150)
-	-	-	-	-	-	-	67,974
110	-	10,584	17,213	1,471	(129)	(257)	219,085
3,162	1,472	(178,172)	118,936	56,383	129	9,003	426,871
$ 3,272	$ 1,472	$ (167,588)	$ 136,149	$ 57,854	$ -	$ 8,746	$ 645,956

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2019

	420 Signal Light Improvement	425 Street Construction	427 Fairway Blvd/ County 5 Signal	434 2013 Railroad Avenue and Walk Improvements	438 City Parking Improvements
Assets					
Cash and temporary investments	$ -	$ (6,253)	$ 200,515	$ -	$ (74,687)
Receivables					
Accrued interest	-	-	333	-	-
Accounts	-	-	-	-	-
Total Assets	$ -	$ (6,253)	$ 200,848	$ -	$ (74,687)
Liabilities					
Accounts payable	$ -	$ 9,075	$ -	$ -	$ -
Deferred Inflows of Resources					
Unavailable revenue - other	-	-	-	-	-
Fund Balances					
Assigned	-	-	200,848		-
Unassigned	-	(15,328)	-	-	(74,687)
Total Fund Balances	-	(15,328)	200,848	-	(74,687)
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ -	$ (6,253)	$ 200,848	$ -	$ (74,687)

440 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	444 Highway 64 and Cajima	Total
$ 374,431	$ (13,764)	$ 843,453	$ 1,323,695
1,017	13	1,400	2,763
77,027	-	-	77,027
$ 452,475	$ (13,751)	$ 844,853	$ 1,403,485
$ 21,108	$ -	$ -	$ 30,183
-	274,223	486,000	760,223
431,367	-	358,853	991,068
-	(287,974)	-	(377,989)
431,367	(287,974)	358,853	613,079
$ 452,475	$ (13,751)	$ 844,853	$ 1,403,485

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2019

	420 Signal Light Improvement	425 Street Construction	427 Fairway Blvd/ County 5 Signal	434 2013 Railroad Avenue and Walk Improvements	438 City Parking Improvements
Revenues					
Franchise taxes	$ -	$ -	$ -	$ -	$ -
Intergovernmental	-	-	-	9,963	-
Investment earnings	9,358	-	6,828	155	-
Miscellaneous	16,759	-	-	-	-
Total Revenues	26,117	-	6,828	10,118	-
Expenditures					
Capital outlay					
Public works	-	15,328	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	26,117	(15,328)	6,828	10,118	-
Other Financing Sources (Uses)					
Transfers in	-	-	-	-	-
Transfers out	(375,934)	-	-	(4,802)	-
Total Other Financing Sources (Uses)	(375,934)	-	-	(4,802)	-
Net Change in Fund Balances	(349,817)	(15,328)	6,828	5,316	-
Fund Balances, January 1	349,817	-	194,020	(5,316)	(74,687)
Fund Balances, December 31	$ -	$ (15,328)	$ 200,848	$ -	$ (74,687)

440 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	444 Highway 64 and Cajima	Total
$ 300,234	$ -	$ -	$ 300,234
-	191,501	-	201,464
18,206	164	2,794	37,505
-	-	-	16,759
318,440	191,665	2,794	555,962
251,534	124	73,455	340,441
66,906	191,541	(70,661)	215,521
-	-	472,000	472,000
-	-	-	(380,736)
-	-	472,000	91,264
66,906	191,541	401,339	306,785
364,461	(479,515)	(42,486)	306,294
$ 431,367	$ (287,974)	$ 358,853	$ 613,079

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City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued on the Following Pages)
For the Year Ended December 31, 2019
(With Comparative Actual Amounts for the Year Ended December 31, 2018)

	2019				2018
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Revenues					
Property taxes	$ 1,817,814	$ 1,817,814	$ 1,844,385	$ 26,571	$ 2,170,166
Licenses and permits					
Business	13,000	13,000	14,385	1,385	13,325
Nonbusiness	300,000	300,000	330,659	30,659	375,496
Total licenses and permits	313,000	313,000	345,044	32,044	388,821
Intergovernmental					
Federal					
Other	10,000	10,000	8,102	(1,898)	6,477
State					
Local government aid	635,435	635,435	635,435	-	631,811
Property tax credits	-	-	164	164	391
Police aid	76,275	76,275	77,715	1,440	83,753
Municipal state aid street maintenance	65,864	65,864	67,155	1,291	65,864
Other	1,205	1,205	1,205	-	1,205
Total intergovernmental	788,779	788,779	789,776	997	789,501
Charges for services					
General government	125,137	125,137	34,444	(90,693)	48,838
Public safety	79,300	79,300	116,387	37,087	96,965
Public works	4,700	4,700	12,444	7,744	12,227
Culture and recreation	13,850	13,850	70,267	56,417	67,683
Total charges for services	222,987	222,987	233,542	10,555	225,713
Fines and forfeitures	40,250	40,250	52,524	12,274	56,808
Investment earnings	20,000	20,000	63,798	43,798	22,482
Miscellaneous					
Refunds and reimbursements	24,000	24,000	9,099	(14,901)	7,748
Other	3,000	3,000	976	(2,024)	5,469
Total miscellaneous	27,000	27,000	10,075	(16,925)	13,217
Total Revenues	3,229,830	3,229,830	3,339,144	109,314	3,666,708

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2019
(With Comparative Actual Amounts for the Year Ended December 31, 2018)

	2019				2018
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures					
Current					
General government					
Mayor and city council					
Personnel services	$ 26,834	$ 26,834	$ 27,265	$ (431)	$ 24,304
Supplies	4,875	4,875	849	4,026	707
Other services and charges	9,947	9,947	7,910	2,037	8,815
Total mayor and city council	41,656	41,656	36,024	5,632	33,826
Elections					
Personnel services	-	-	-	-	3,592
Supplies	100	100	-	100	661
Other services and charges	1,250	1,250	154	1,096	5,373
Total elections	1,350	1,350	154	1,196	9,626
Financial administration					
Personnel services	484,694	484,694	472,791	11,903	354,017
Supplies	60,502	60,502	38,288	22,214	12,942
Other services and charges	96,214	96,214	123,336	(27,122)	80,464
Total finance administration	641,410	641,410	634,415	6,995	447,423
Planning and zoning					
Personnel services	95,656	95,656	38,358	57,298	87,616
Supplies	3,170	3,170	2,229	941	2,157
Other services and charges	14,092	14,092	24,832	(10,740)	13,389
Total planning and zoning	112,918	112,918	65,419	47,499	103,162
Municipal building					
Personnel services	5,000	5,000	3,984	1,016	-
Supplies	1,890	1,890	2,214	(324)	1,060
Other services and charges	35,046	35,046	34,529	517	33,259
Total municipal building	41,936	41,936	40,727	1,209	34,319
Total general government	839,270	839,270	776,739	62,531	628,356

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2019
(With Comparative Actual Amounts for the Year Ended December 31, 2018)

	2019				2018
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current (continued)					
Public safety					
Police					
Personnel services	$ 1,220,209	$ 1,295,209	$ 1,237,916	$ 57,293	$ 1,025,703
Supplies	19,856	19,856	22,274	(2,418)	22,078
Other services and charges	150,463	153,163	163,254	(10,091)	147,619
Total police	1,390,528	1,468,228	1,423,444	44,784	1,195,400
Fire protection					
Other services and charges	233,789	233,789	234,662	(873)	224,513
Building inspection					
Personnel services	72,026	72,026	63,921	8,105	56,557
Supplies	3,015	3,015	1,428	1,587	1,440
Other services and charges	237,569	237,569	289,391	(51,822)	304,051
Total building inspection	312,610	312,610	354,740	(42,130)	362,048
Code enforcement					
Personnel services	44,574	44,574	41,043	3,531	40,424
Supplies	450	450	91	359	90
Other services and charges	6,618	6,618	3,617	3,001	3,266
Total code enforcement	51,642	51,642	44,751	6,891	43,780
Animal control					
Supplies	270	270	124	146	-
Other services and charges	4,617	4,617	1,443	3,174	3,722
Total animal control	4,887	4,887	1,567	3,320	3,722
Total public safety	1,993,456	2,071,156	2,059,164	11,992	1,829,463
Public works					
Streets and highways					
Personnel services	203,562	203,562	214,237	(10,675)	202,462
Supplies	96,052	96,052	102,604	(6,552)	100,087
Other services and charges	69,607	69,607	53,590	16,017	77,453
Total streets and highways	369,221	369,221	370,431	(1,210)	380,002

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2019
(With Comparative Actual Amounts for the Year Ended December 31, 2018)

	2019				2018
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current (continued)					
Public works (continued)					
Street lighting					
Other services and charges	$ 60,000	$ 60,000	$ 48,239	$ 11,761	$ 46,738
Sanitation and waste control					
Personnel services	14,889	14,889	15,092	(203)	13,793
Supplies	900	900	1,280	(380)	1,057
Other services and charges	3,881	3,881	687	3,194	2,876
Total sanitation and waste control	19,670	19,670	17,059	2,611	17,726
General city maintenance					
Personnel services	32,768	32,768	27,057	5,711	28,177
Supplies	7,525	7,525	1,228	6,297	4,095
Other services and charges	18,798	18,798	15,703	3,095	16,160
Total general city maintenance	59,091	59,091	43,988	15,103	48,432
Total public works	507,982	507,982	479,717	28,265	492,898
Culture and recreation					
Parks and recreation					
Personnel services	223,849	223,849	201,320	22,529	202,927
Supplies	15,595	15,595	9,156	6,439	13,883
Other services and charges	143,470	143,470	102,597	40,873	103,126
Total parks and recreation	382,914	382,914	313,073	69,841	319,936
Total culture and recreation	382,914	382,914	313,073	69,841	319,936
Economic development					
Other services and charges	-	-	264	(264)	963,684
Total current	3,723,622	3,801,322	3,628,957	172,365	4,234,337

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2019
(With Comparative Actual Amounts for the Year Ended December 31, 2018)

	2019				2018
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Capital outlay					
General government	$ 25,834	$ 24,521	$ 20,774	$ 3,747	$ 4,950
Public safety	58,700	58,639	51,143	7,496	-
Public works	26,450	26,450	24,426	2,024	32,486
Culture and recreation	10,500	10,500	6,833	3,667	44,823
Total capital outlay	121,484	120,110	103,176	16,934	82,259
Debt service					
Interest and other	341	341	341	-	962
Total Expenditures	3,845,447	3,921,773	3,732,474	189,299	4,317,558
Deficiency of Revenues Under Expenditures	(615,617)	(691,943)	(393,330)	298,613	(650,850)
Other Financing Sources (Uses)					
Sale of capital assets	-	-	649	649	737
Transfers in	369,150	369,150	369,150	-	369,150
Transfers out	(275,910)	(275,910)	(123,624)	152,286	(390,195)
Total Other Financing Sources (Uses)	93,240	93,240	246,175	152,935	(20,308)
Net Change in Fund Balances	(522,377)	(598,703)	(147,155)	451,548	(671,158)
Fund Balances, January 1	1,410,429	1,410,429	1,410,429	-	2,081,587
Fund Balances, December 31	$ 888,052	$ 811,726	$ 1,263,274	$ 451,548	$ 1,410,429

City of Isanti, Minnesota
Debt Service Funds
Combining Balance Sheet
December 31, 2019

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2011A G.O. Improvement Bonds
Assets				
Cash and temporary investments	$ -	$ -	$ -	$ 727,511
Receivables				
Accrued interest	-	-	-	1,206
Special assessments	-	-	-	282,479
Total Assets	$ -	$ -	$ -	$ 1,011,196
Liabilities				
Accounts payable	$ -	$ -	$ -	$ 382
Deferred Inflows of Resources				
Unavailable revenue - special assessments	-	-	-	282,392
Fund Balances				
Restricted for debt service	-	-	-	728,422
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ -	$ -	$ -	$ 1,011,196

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	933 2014B G.O. Improvement Bonds	Total
$ 176,196	$ 243,555	$ 53,679	$ 24,162	$ 1,225,103
291	404	89	-	1,990
53,046	-	-	43,428	378,953
$ 229,533	$ 243,959	$ 53,768	$ 67,590	$ 1,606,046
$ 382	$ 382	$ 382	$ -	$ 1,528
52,337	-	-	43,428	378,157
176,814	243,577	53,386	24,162	1,226,361
$ 229,533	$ 243,959	$ 53,768	$ 67,590	$ 1,606,046

City of Isanti, Minnesota
Debt Service Funds
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2019

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2011A G.O. Improvement Bonds
Revenues				
Property taxes	$ -	$ -	$ -	$ 250,000
Special assessments	-	-	-	1,907
Investment earnings	-	-	-	27,085
Total Revenues	-	-	-	278,992
Expenditures				
Debt service				
Principal	-	-	-	290,000
Interest and other	-	-	-	32,092
Total Expenditures	-	-	-	322,092
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	-	-	(43,100)
Other Financing Sources (Uses)				
Transfers in	-	-	-	-
Transfers out	(88,380)	(2,109)	(50,368)	-
Total Other Financing Sources (Uses)	(88,380)	(2,109)	(50,368)	-
Net Change in Fund Balances	(88,380)	(2,109)	(50,368)	(43,100)
Fund Balances, January 1	88,380	2,109	50,368	771,522
Fund Balances, December 31	$ -	$ -	$ -	$ 728,422

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	933 2017 Palamino Road	Total
$ 8,909	$ 223,611	$ 51,692	$ -	$ 534,212
27,066	-	-	24,162	53,135
4,473	3,110	570	-	35,238
40,448	226,721	52,262	24,162	622,585
80,000	155,000	45,000	-	570,000
8,488	54,894	4,882	-	100,356
88,488	209,894	49,882	-	670,356
(48,040)	16,827	2,380	24,162	(47,771)
43,523	-	-	-	43,523
-	-	-	-	(140,857)
43,523	-	-	-	(97,334)
(4,517)	16,827	2,380	24,162	(145,105)
181,331	226,750	51,006	-	1,371,466
$ 176,814	$ 243,577	$ 53,386	$ 24,162	$ 1,226,361

City of Isanti, Minnesota

Summary Financial Report
Revenues and Expenditures For General Operations
Governmental Funds
For the Years Ended December 31, 2019 and 2018

	Total		Percent Increase
	2019	2018	(Decrease)
Revenues			
Taxes	$ 2,802,855	$ 3,098,144	(9.53) %
Licenses and permits	345,044	388,821	(11.26)
Intergovernmental	991,240	987,094	0.42
Charges for services	360,898	332,872	8.42
Fines and forfeits	52,524	56,808	(7.54)
Special assessments	386,812	156,340	147.42
Investment earnings	178,668	54,747	226.35
Miscellaneous	94,401	79,864	18.20
Total Revenues	$ 5,212,442	$ 5,154,690	1.12 %
Per Capita	$ 864	$ 891	(2.99) %
Expenditures			
Current			
General government	$ 776,907	$ 636,129	22.13 %
Public safety	2,061,863	1,829,944	12.67
Public works	479,717	492,898	(2.67)
Culture and recreation	402,219	358,868	12.08
Economic development	78,823	1,327,518	(94.06)
Capital outlay			
General government	96,612	7,415	1,202.93
Public safety	159,538	-	100.00
Public works	364,867	744,532	(50.99)
Culture and recreation	49,852	55,291	(9.84)
Economic development	500	946	(47.15)
Debt service			
Principal	570,000	560,000	1.79
Interest and other	100,697	162,872	(38.17)
Total Expenditures	$ 5,141,595	$ 6,176,413	(16.75) %
Per Capita	$ 853	$ 1,067	(20.14) %
Total Long-term Indebtedness	$ 3,190,000	$ 3,760,000	(15.16) %
Per Capita	529	650	(18.61)
General Fund Balance - December 31	$ 1,263,274	$ 1,410,429	(10.43) %
Per Capita	209	244	(14.07)

The purpose of this report is to provide a summary of financial information concerning the City of Isanti to interested citizens. The complete financial statements may be examined at City Hall, 110 1st Avenue Northwest, PO Box 428, Isanti, MN 55040. Questions about this report should be directed to the Finance Director at (763) 444-5512.

OTHER REQUIRED REPORTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2019

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ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) as of and for the year ended December 31, 2019, and the related notes to the financial statements, and have issued our report thereon dated April 1, 2020.

In connection with our audit, nothing came to our attention that caused us to believe that the City of Isanti failed to comply with the provisions of the contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing sections of the *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minn. Stat. § 6.65, insofar as they relate to accounting matters. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions, insofar as they relate to accounting matters.

This report is intended solely for the information and use of those charged with governance and management of the City and the State Auditor and is not intended to be, and should not be, used by anyone other than these specified parties.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 1, 2020

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated April 1, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified However, as described in the accompanying Schedule of Finding and Response, we identified certain deficiencies in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Finding and Response as item 2019-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance and identified no other matters that are required to be reported under *Government Auditing Standards.*

The City's Response to the Finding

The City's response to the finding identified in our audit are described in the accompanying Schedule of Finding and Response. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
April 1, 2020

People + Process. Going Beyond the Numbers

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City of Isanti, Minnesota
Schedule of Finding and Response
For the Year Ended December 31, 2019

Finding	Description
2019-001	**Preparation of Financial Statements**
Condition:	As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
Criteria:	Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.
Cause:	From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.
Effect:	The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.
Recommendation:	Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

K.3.

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 21, 2020
Subject: Resolution to Approve Memorandum of Understanding with the Cambridge-Isanti Independent School District No. 911 for the School Resource Officer Program

---

Superintendent Nate Rudolph reached out to the City to discuss the current MOU for the School Resource Officer program. With school being completed remotely due to the Governor's Order in response to Covid-19, his request was to suspend the program for the remainder of the 2019-2020 school year. The requested date would make the amended SRO agreement effective April 1, 2020.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, approve Resolution as written and approve signature of the MOU.

Attachments:

- Resolution 2020-XXX
- 'Exhibit A' - MOU Amendment for suspending the SRO program for the remainder of the school year

RESOLUTION 2020-XXX

APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ISANTI AND INDEPENDENT SCHOOL DISTRICT NO. 911 FOR THE SCHOOL RESOURCE OFFICER PROGRAM

WHEREAS, an amendment to the Memorandum of Understanding (MOU) for the School Resource Officer program has been prepared by Staff and the City Attorney and it has been reviewed by Cambridge-Isanti School Superintendent Rudolph; and,

WHEREAS, the MOU is attached hereto as "Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the amendment to the MOU between the City of Isanti and Independent School District No. 911 to suspend the School Resource Officer program for the remainder of the 2019-2020 school season is hereby approved and is authorized to be signed.

This Resolution is hereby approved by the Isanti City Council this 21st day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN CITY OF ISANTI AND INDEPENDENT SCHOOL DISTRICT No. 911

School Resource Officer Program

This Amendment is entered into by and between the City of Isanti and Independent School District No. 911, Cambridge-Isanti.

Recitals

A. The City and the School District entered into a Memorandum of Understanding dated July 19, 2018, concerning the assignment of a School Resource Officer to District schools.

B. Due to the COVID-19 pandemic and Executive Order 20-19, District schools closed for in-person instruction and switched to distance learning methods.

C. The closure of District schools eliminated the need for the SRO Program for the remainder of the 2019-2020 school year.

D. The parties wish to suspend, but not terminate, the MOU in light of the temporary school closures.

Agreement

1. The MOU is hereby suspended for the remainder of the 2019-2010 school year effective April 1, 2020. The SRO Program will restart at the beginning of the 2020-2021 school year unless otherwise agreed to in writing by the parties.

2. Reimbursement by the District to the City pursuant to the "SRO Funding" section of the MOU shall be calculated with an end date of March 31, 2020. Vacation days taken prior to that date shall be compensated pursuant to the MOU. No additional "District covered vacation days" need to be compensated by the District.

3. All terms of the MOU not otherwise modified by this Amendment remain in effect.

Independent School District No. 911

_____ _____

Board Chair Date

_____ _____

Board Clerk Date

City of Isanti

_____ _____

Jeff Johnson, Mayor Date

Attest: _____ _____

Katie Brooks, City Clerk Date

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 4/8/2020 - 4/9/2020 | Apr 09, 2020 01:15PM

Report Criteria:
Report type: Summary
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04/20	04/09/2020	53341	2853	BENEFIT EXTRAS, INC	101-20200	33.00
04/20	04/09/2020	53342	9	BERNICKS PEPSI-COLA	609-20200	937.58
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04/20	04/09/2020	53344	2020	BOYLE, EUGENE	101-20200	1,059.80
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04/20	04/09/2020	53346	2221	C & L DISTRIBUTING	609-20200	523.30
04/20	04/09/2020	53347	1474	CDW GOVERNMENT INC	614-20200	383.61
04/20	04/09/2020	53348	2891	CHRISTOPHERSON, JAKOB	101-20200	40.00
04/20	04/09/2020	53349	1629	CITY OF ISANTI	226-20200	11,651.17
04/20	04/09/2020	53350	2751	CMS MONITORING	101-20200	60.00
04/20	04/09/2020	53351	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,489.00
04/20	04/09/2020	53352	2720	DEFIANT DISTRIBUTORS	609-20200	341.46
04/20	04/09/2020	53353	55	ECM PUBLISHERS INC	609-20200	355.00
04/20	04/09/2020	53354	912	FASTENAL COMPANY	602-20200	32.83
04/20	04/09/2020	53355	1698	FINANCE AND COMMERCE INC	425-20200	260.73
04/20	04/09/2020	53356	2028	FURTHER	861-20200	117.47
04/20	04/09/2020	53357	134	GOPHER STATE ONE-CALL INC	601-20200	62.10
04/20	04/09/2020	53358	2761	GRATITUDE FARMS	101-20200	250.00
04/20	04/09/2020	53359	2562	HERITAGE-CRYSTAL CLEAN INC	101-20200	150.00
04/20	04/09/2020	53360	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	43.98
04/20	04/09/2020	53361	2890	INTL ASSOC OF CHIEFS OF POLICE	101-20200	190.00
04/20	04/09/2020	53362	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,761.04
04/20	04/09/2020	53363	5	KAWALEK TRUCKING	609-20200	355.60
04/20	04/09/2020	53364	1773	KLERSY,SCOT	101-20200	164.97
04/20	04/09/2020	53365	2648	LEPAGE & SONS	101-20200	721.92
04/20	04/09/2020	53366	17	MCDONALD DISTRIBUTING CO	609-20200	7,690.57
04/20	04/09/2020	53367	2826	MINOKAW VAR SERVICES	101-20200	3,450.00
04/20	04/09/2020	53368	1279	NOVAK-FLECK INC	001-20200	1,368.75
04/20	04/09/2020	53369	2553	O'REILLY	101-20200	118.83
04/20	04/09/2020	53370	617	PAUSTIS & SONS	609-20200	178.50
04/20	04/09/2020	53371	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,645.10
04/20	04/09/2020	53372	1113	RJM DISTRIBUTING INC	609-20200	148.90
04/20	04/09/2020	53373	2396	SOUTHERN GLAZERS OF MN	609-20200	16,652.33
04/20	04/09/2020	53374	1361	STAPLES ADVANTAGE	101-20200	150.26
04/20	04/09/2020	53375	1354	TAPES PLUS ADVERTISING	609-20200	295.00
04/20	04/09/2020	53376	1290	THE AMBLE GROUP	602-20200	224.53
04/20	04/09/2020	53377	97	TOTAL CONTROL SYSTEMS INC	602-20200	770.30
04/20	04/09/2020	53378	686	VERIZON WIRELESS	609-20200	2,098.14
04/20	04/09/2020	53379	427	VESSCO INC	601-20200	1,956.36
04/20	04/09/2020	53380	42	VIKING COCA-COLA BOTTLING CO	609-20200	160.40
04/20	04/09/2020	53381	1286	VINOCOPIA INC	609-20200	295.75
04/20	04/09/2020	53382	4	WATSON CO INC	609-20200	1,790.53
04/20	04/09/2020	53383	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						87,290.95

M = Manual Check, V = Void Check

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 4/16/2020 - 4/16/2020

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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04/20	04/16/2020	53388	53	BELLBOY CORPORATION	609-20200	6,386.58
04/20	04/16/2020	53389	9	BERNICKS PEPSI-COLA	609-20200	1,678.30
04/20	04/16/2020	53390	368	BILLS QUALITY CLEANING	101-20200	446.00
04/20	04/16/2020	53391	2893	BLOOMQUIST, LINDA	101-20200	134.22
04/20	04/16/2020	53392	2892	BLOOMQUIST, RACHEL	101-20200	348.97
04/20	04/16/2020	53393	1792	CARLOS CREEK WINERY	609-20200	594.00
04/20	04/16/2020	53394	1198	CENTER POINT ENERGY	601-20200	2,752.52
04/20	04/16/2020	53395	1822	CENTURYLINK BUSINESS SERVICES	101-20200	44.62
04/20	04/16/2020	53396	2610	CINTAS	101-20200	409.55
04/20	04/16/2020	53397	918	CRYSTAL SPRINGS ICE	609-20200	165.78
04/20	04/16/2020	53398	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,864.82
04/20	04/16/2020	53399	1840	DIRTWORKS INC	603-20200	67,659.00
04/20	04/16/2020	53400	1682	FERGUSON WATERWORKS	602-20200	188.46
04/20	04/16/2020	53401	2028	FURTHER	101-20200	31.40
04/20	04/16/2020	53402	160	HAWKINS INC	602-20200	7,097.60
04/20	04/16/2020	53403	1891	ISANTI AREA JOINT	101-20200	59,519.38
04/20	04/16/2020	53404	1684	ISANTI COUNTY AUDITOR-	920-20200	189.00
04/20	04/16/2020	53405	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,789.66
04/20	04/16/2020	53406	5	KAWALEK TRUCKING	609-20200	214.60
04/20	04/16/2020	53407	394	LMCIT	101-20200	99,636.00
04/20	04/16/2020	53408	17	MCDONALD DISTRIBUTING CO	609-20200	12,519.24
04/20	04/16/2020	53409	616	MENARDS - CAMBRIDGE	101-20200	453.56
04/20	04/16/2020	53410	281	MINNCO CREDIT UNION	101-20200	1,957.78
04/20	04/16/2020	53411	2208	MINNESOTA EQUIPMENT INC	101-20200	64.96
04/20	04/16/2020	53412	194	MN DEPT OF HEALTH	601-20200	5,258.00
04/20	04/16/2020	53413	194	MN DEPT OF HEALTH	601-20200	23.00
04/20	04/16/2020	53414	1945	MN DEPT OF LABOR	101-20200	1,332.98
04/20	04/16/2020	53415	176	MN DEPT OF REVENUE	101-20200	32,027.00
04/20	04/16/2020	53416	2842	MN PEIP	861-20200	23,644.36
04/20	04/16/2020	53417	617	PAUSTIS & SONS	609-20200	1,452.50
04/20	04/16/2020	53418	44	PHILLIPS WINE & SPIRITS INC	609-20200	9,106.04
04/20	04/16/2020	53419	2894	PINOTTI, HEATHER	101-20200	295.28
04/20	04/16/2020	53420	2341	RED BULL DISTRIBUTION	609-20200	225.50
04/20	04/16/2020	53421	626	THE WINE COMPANY	609-20200	450.00
04/20	04/16/2020	53422	1740	TOSHIBA FINANCIAL SERVICES	108-20200	276.61
04/20	04/16/2020	53423	1820	URBANS HARDWARE INC	101-20200	277.41
04/20	04/16/2020	53424	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/20	04/16/2020	53425	2027	US INTERNET	603-20200	57.80
04/20	04/16/2020	53426	42	VIKING COCA-COLA BOTTLING CO	609-20200	219.60
04/20	04/16/2020	53427	4	WATSON CO INC	609-20200	1,845.38
04/20	04/16/2020	53428	1922	WEX BANK	603-20200	2,461.62
04/20	04/16/2020	53429	780	WINE MERCHANTS	609-20200	408.00
Grand Totals:						366,570.08

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	87,138.07
Social Security & Medicare	4,924.61
Public Employees Retirement	9,173.18
Total City Expense	101,235.86

Pay Date 4/17/2020

Pay Period 8 (3/29-4/11/20)

A Community For Generations.

Isanti

L.2.

Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council

From: John Jacobi, Liquor Store Manager

Date: April 21, 2020

Subject: Donation Request for 7th Annual MMBA "Help Our Local Animals "Supplies Drive promotion in-store

---

Background:

- Each year the MMBA supports a Pet drive for the sole purpose of raising funds as well as pet supply donations to help support local pet shelters in our area. I am requesting that we promote this program in-store and customers can donate pet supply items or a cash donation in any amount they wish to help support this program. The dates of the donations are May 1st through May 31st, 2020.

Action:

Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-XXX Approving Donation Box at Liquor Store

RESOLUTION 2020-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Pet Drive"; and,

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Pet Drive" at the Isanti Liquor Store from May 1, 2020 through May 31, 2020.

Adopted by the Isanti City Council this 21st day of April 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

7th Annual MMBA "Help Our Local Animals" Supplies Drive

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with now Coors Light, is coordinating the *7th Annual Municipal "Help Our Local Animals" Supplies Drive* **benefiting your local animal shelter or other related animal cause.**

This is an effort to support animals in need. We'll be raising both supplies and funds. You in turn will donate everything to the local animal program of your choice.

Participating individual cities will be randomly drawn to win one of ten $200 donations to your local animal shelter from Molson Coors and MMBA.

Also new in 2020, the MMBA will be helping to pay for adopted pets during the month of May. The MMBA will pay $100 to the 1st 30 people who adopt a pet from a MN shelter or human society! Forms will need to be acquired and turned into a municipal location. Details to come on the process.

So, everyone has a chance to win!

Here are additional details:

- The Supplies Drive has been pushed to May 1 – May 31, 2020.
- Each participating MMBA member will collect money and / or pet supplies (food, blankets, leashes, kennels, etc) for donation to your local shelter or animal cause of choice. Please reach out to your local animal causes and discuss items of need and anything they can do to help publicize this event
- At the end of the event (June 1), please take the collected supplies and cash to the recipient. (Contact the MMBA office if you need assistance locating your local cause.)

- Coors Light POS to help Support the event

    - Signage from your Coors Distributor - One 3x5 banner - One 1x2 foot sign – Please contact them and discuss the info you would like on your custom sign.

    - 100 donation cards (with scannable UPC) will be created and provided by your distributor.

    - Bucket for collection of cash if you do not want to scan

    - Additional signage and donation cards can be obtained by contacting your Coors Distributor. Get creative!

    - Materials will arrive the end of April.

Here are some successful ideas to promote the event:

- ✓ Product discount for those donating supplies – IE 5%-10%
- ✓ Stapling a flyer to carry-out bags
- ✓ Photo's of animals from your local shelter / cause that need adoption or help
- ✓ Displaying the donated supplies in the front of the store to catch customer eyes
- ✓ Reference or total focus in advertising mediums
- ✓ Coors wholesaler could build a platform of Coors Light cases for the supplies to display on, or a wall of cases around an area where donations will be placed.
- ✓ Local newspaper story
- ✓ Collect contributions by participating in other community events

Any and all additional display/feature consideration for Coors Light is greatly appreciated!

If you would like to participate in this event, contact the MMBA Office at:

Phone: 612-799-1629 or 866-938-3925
Email: kaspszak@outlook.com

If you have questions about POS, please address with your local Coors Distributor.

If you have any issues contacting your local distributor, please contact Jon Chance

Phone: 612-718-6862
Jonathan.chance@molsoncoors.com

Thanks for your participation!!!!!

L.3.

RESOLUTION 2020-XXX

APPROVING THE HIRE OF PART-TIME PUBLIC WORKS SEASONAL JOEL BAZEY

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

WHEREAS, the City Council approved to advertise and accept applications to fill two Seasonal positions for part time employment; and,

WHEREAS, Joel Bazey is selected as the most qualified candidate for the open Seasonal position. The offer is contingent on successfully passing a background check;

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

1. That Human Resources is hereby directed to offer the Public Works Seasonal position to Joel Bazey for the City of Isanti and shall be eligible to start on or after April 21st, 2020.
2. Joel Bazey shall start at the wage scale of $13.00 per hour.
3. Seasonal hires shall not work more than 100 days per the Union Contact in the position of the Public Works Seasonal position effective Spring through Fall 2020.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
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 is hereby approved by the Isanti City Council this 21st day of April 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.4.

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Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: April 21, 2020
Subject: Resolution 2020-XXX Approving Purchasing & Fuel Card Policy

Background:
Currently the City of Isanti has one credit card for city/staff use. That card is kept in the Finance Director's office and must be signed out to be used. After purchase(s) are complete the card is checked back in to the Finance Director's office. It has been this way since at least the start of 2013.

The primary problem with this method is security and fraud detection. When one card is shared among multiple staff, if fraud were committed (unpermitted charges) it would be difficult to identify the perpetrator simply because multiple people will have had the card in their possession over time. If any one individual decided to write down the pertinent credit card information then use that information to commit fraud while they understood the card to be in someone else's possession, it may prove exceedingly difficult to identify the perpetrator of the fraud.

Recommendation:
This item was discussed at Committee of the Whole on March 17th, 2020 and was recommended to bring to Council with a revised credit card policy. The Finance Director in consultation with the City Administrator will make a determination as to the best available credit card for City use based on the financial interest of the City giving primacy to fraud detection, deterrence and mitigation. Secondary consider will be given to the City's ability to earn cash back and a preference to work with a local banking institution.

Request:
Consideration and approval of attached resolution and policy.

Attachments:
Resolution 2020-XXX Approving Purchasing and Fuel Card Policy
'Exhibit A' Purchasing and Fuel Card Policy

RESOLUTION 2020-XXX

ADOPTING PURCHASING AND FUEL CARD POLICY AND AUTHORIZING STAFF TO ENTER INTO A BUSINESS CREDIT CARD PROGRAM

WHEREAS, pursuant to MN Statute 471.382, the Isanti City Council may authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City; and,

WHEREAS, the City Council had adopted Resolution 2005-011 and Resolution 2018-168, a Credit Card Policy, that this Resolution and Credit Card Policy will supercede; and,

WHEREAS, the Credit Card Policy hereto attached as "Exhibit A' will provide guidance, and instructions regarding use of the City credit and fuel cards;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the attached City of Isanti Purchasing and Fuel Card Policy 'Exhibit A' is hereby approved as well as the following:

1. Staff is authorized to enter into an agreement, and sign necessary documentation, with a banking institution for a business credit card program which allows for cash back.
2. Staff is authorized to pay an annual fee if the program benefits will outweigh the annual fee cost.
3. Staff is authorized to deposit all funds received from the cash back program into Fund 920, Capital Improvement Plan Fund, which will be reported to Council annually.

This Resolution is hereby approved by the Isanti City Council this 21st day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PURCHASING AND FUEL CARD POLICY

The City of Isanti may provide a purchasing credit card and/or fuel card (collectively referred to as credit cards or cards for purposes of this policy) to employees (also referred to as cardholder) who show a business reason for usage of a card or drive city vehicles on a regular basis. Credit cards will not be provided to city employees merely for the personal convenience of the employee. This policy is designed to provide rules and regulations and sets forth the authority and responsibility to the employee involved in the use of credit cards.

A. Guidelines

1. Department Heads are responsible for ensuring the integrity of the credit card use within their Department by upholding City policies and procedures. Department Heads are responsible for overseeing card activity and must have an understanding of the rules and regulations as set forth within this Policy. While the Department Head holds the responsibility of oversight, administration of the day-to-day activity and usage of the credit card will be managed through designation of the employee.
2. No employee will intentionally use a City card for personal purchases. Unauthorized use or abuse of a City card may result in disciplinary action, up to and including termination of employment.
3. A card purchase must comply with all statutes, rules and city policies. The Department Head should sign and approve the overall monthly statement that shall constitute his/her approval of each individual charge.
4. Under no circumstances may cards be used by non-city employees.
5. No cash advances are permitted using city cards.
6. It is the cardholder's responsibility to safeguard the credit card and protect it from theft and unauthorized use.
7. The city reserves the right to cancel an employee's credit card for any reason.
8. Prior to employee issuance of a City Card the employee must sign acknowledgement of this policy for the privilege and convenience of using a credit card under the City's name.

B. Obtaining a Purchasing or Fuel Card

1. Purchasing Card

   A City employee who wishes to obtain a city purchasing card to use in the conduct of city business shall submit a request to his or her Department Head Supervisor. The request shall include reasons why the employee wishes to obtain the card. All requests must be recommended for approval by the City Administrator, including a recommendation for a credit limit. Employees who seek to obtain a card for use but do not wish to keep the card in their possession may have the Finance Director hold onto the card.

   The City Administrator will forward approved requests to the Finance Director for processing. The approval will include a specific dollar limit which will not exceed $5,000.00.

   City purchasing cards will generally be issued when the following criteria are met:
   The staff member is a Department Head.
   The staff member has primary responsibility for purchasing equipment and supplies for his or her department.

2. Fuel Card
   The Public Services Director, Police Chief and City Administrator may recommend issuance of fuel cards only to employees authorized to make certain fuel purchases. Fuel cardholders must sign the policy acknowledgement form to use city fuel cards prior to any use. No personal use of the fuel card is permitted.
   a) Permissible Fuel Card Purchases
      - Fuel purchases are restricted to self-service fuel of the type and grade specified by the vehicle manufacturer.
      - Bulk fuel when approved by the Department Head.
   b) Prohibited Fuel Card Purchases Include, but are not limited to:
      - Food or personal items
      - Pre-paid services or coupon books

C. Card Profiles

Each Card is assigned a single profile. The profile specifies the authorized employee (cardholder) or other identifying profile (i.e. vehicle or equipment). Each card will have a designated individual card limit. Requests for increases in the limit should be submitted to the City Administrator for approval and then to Finance Director for processing.

D. Making Purchases

1. Purchases may be made in person, by phone, fax, e-mail, Internet, or mail. If the purchase is made via the Internet, ensure it is a secure site. Look for "https" in the URL and check for the lock or key icon in the Security Status bar in the Address bar (do not enter confidential information if there is no lock or key icon on the Address bar). You should be confident that the site is using your information properly and in a secure manner before providing any information.
2. When making a purchase by fax, call the merchant and provide the card number over the phone instead of including it on the fax documentation. If the card number is provided over the telephone, the cardholder should be alert to others in the surrounding area that may hear the card information.
3. The cardholder should initial and indicate the appropriate budget category to which each charge should be coded.
4. Cardholders who make purchases not approved by the Department Head will become personally responsible for the amount of the purchase.
5. When making a purchase or placing an order, remember the following:
   a) Provide the merchant with the Tax ID number and/or Sales and Use Tax Certificate of Exemption;
   b) Take advantage of any government discounts or price agreements, if applicable;
   c) Supply your cardholder name and expiration date of the card;
   d) Provide delivery instructions;
   e) Obtain receipts/invoices showing the details and pricing for each item ordered;
   f) Do not split orders or purchase the same item from several vendors to circumvent the limits of which a purchase requisition must be completed (see City's Purchasing Policy).

E. Documentation of Transactions

The cardholder is responsible for ensuring that every transaction has valid supporting documentation. The nature of the goods or services received will determine what information the invoice or receipt must contain. However, all invoices should contain basic information about the transaction. These are:

a) Vendor or merchant name
b) Transaction date
c) Itemized information
d) Quantity
e) Description
f) Unit Price
g) Line Price (quantity x unit price)
h) Total invoice amount
i) Confirmation of receipt of goods or services.

If the documentation is a cash register receipt, then the cardholder's signature must be on the receipt. The signed charge transaction slip must also be signed and attached to the cash register receipt. If the items were shipped, the receiving employee must sign the packing slip and the invoice if it comes in the shipment, and forward this documentation to the cardholder. The cardholder must then forward the signed packing slip, invoice and all other pertinent documentation to the Finance Department for processing.

F. Card Cancellation

The card and signed Return Card Acknowledgement shall be returned to the Finance Department when an employee is terminated from employment, submits their notice of separation from the City of Isanti, or loses their card privileges for any reason. Transfers within the same department may also require cancellation of the card if the cardholder's job responsibilities change and they no longer require the need of a City card. The absence of obtaining a Return Card Acknowledgement signature from the employee does not limit the Finance Director from cancelling a card upon direction of the City Administrator.

G. Lost or Stolen Card

Cardholder's are required to immediately report any lost or stolen credit card to the Finance Department Director and Department Head if applicable.

H. Sales Tax Exemption

1. Purchases made are exempt from Minnesota Sales Tax. Cardholders should use the State of Minnesota Sales and Use Tax Certificate of Exemption (ST-3) as documentation. Purchases made in other states are subject to that state's sales tax. Cardholders are responsible for ensuring that merchants do not charge tax. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account. Documentation of attempts to obtain credit for any State Sales Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.
2. Exceptions:
   a) Purchases in restaurants are not required to have sales tax removed due to the varying ability of restaurants to exempt sales tax. Cardholders may still attempt to have sales tax removed, however, if unsuccessful, the transaction will not be considered a policy violation.
   b) Purchases for the liquor store are not exempt to sales tax.

I. Card Security

Cardholders should always treat the City of Isanti credit card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

J. Credits

If a cardholder returns merchandise, a credit should be issued to the cardholder's card and a credit receipt obtained. Under no circumstances should a cardholder receive cash or a credit voucher. The cardholder should contact the vendor first to obtain the credit and ensure the credit is applied. If the vendor refuses to issue a credit to the cardholder's account, the next step would be to contact the Finance Department to resolve the issue and they will obtain the credit on behalf of the cardholder. Cardholders should avoid merchants with restrictive merchandise return policies.

By signing this policy, I acknowledge and accept my responsibilities for the privilege and convenience of using credit cards under the City's name as a Cardholder. I confirm reading and understanding the above rules, procedures and responsibilities.

Employee Printed Name_____

Signature_____ Date_____

Department_____

.....

Return Card Acknowledgement

Card Type: _____ Date Card Returned: _____

_____ _____
Employee Signature Date

_____ _____
Finance Director Date

.....

Finance Department Use Only

Card Type: _____ Credit Limit: _____

_____ _____
Department Head Approval Date

_____ _____
City Administrator Approval Date

_____ _____
Finance Department Issuance Date Employee was Issued Card

A Community For Generations.

Isanti

L.5.

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: April 21, 2020
Subject: **RESOLUTION 2020-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOTS 4, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 2, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of April 15, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2020-XXX
- Repayment Agreements

RESOLUTION 2020-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 4, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 4, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of April 15, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 21st day of April 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 5, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

L.6.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: April 21, 2020
Subject: **RESOLUTION 2020-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 5, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 2, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of April 15, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2020-XXX
- Repayment Agreements

RESOLUTION 2020-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 4, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 5, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of April 15, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 21st day of April 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 4, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

BOLTON & MENK

Real People. Real Solutions.

L.7.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

April 14, 2020

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2020 6th Avenue SW Rehabilitation
City of Isanti, Minnesota
BMI Project No. R13.120122

Honorable Mayor Johnson and Members of the City Council:

Sevem bids were received on the 2020 6th Avenue SW Rehabilitation Project on April 14, 2020. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	$538,044.14
Meyer Contracting Inc	$560,466.92
Dresel Contracting Inc	$567,644.02
Jones Construction Services	$569,072.75
C&L Excavating Inc	$597,455.75
Kuechle Underground	$635,475.10
J.R. Ferche, Inc	$812,125.25
Engineer's Estimate	*$472,618.50*

ASTECH's bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of $538,044.14.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
City Engineer

RESOLUTION 2020-XXX

AWARDING THE BID FOR THE 2020 6TH AVENUE SW REHABILITATION PROJECT

WHEREAS, the City has planned for the 2020 6th Avenue SW Rehabilitation Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, the funding for this project is, in part, planned to use State Aid funds, and special assessments following the MS 429 process; and,

WHEREAS, a public bid opening was held on April 14th, 2020; and,

WHEREAS, seven bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $538,044.14; and,

WHEREAS, this bid price is within the anticipated budget;

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

1) That the City shall award the project entitled "2020 6th Avenue SW Rehabilitation" to ASTECH Corporation in the amount of $538,044.14.

2) Funding for the project shall come from Municipal State Aid funds, Special Assessments, and the Water Utility Fund.

This resolution was duly approved by the Isanti City Council this 21st day of April, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

L.8.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: April 14, 2020
To: Honorable Mayor Johnson and Members of the City Council
City of Isanti
From: Jason W Cook, P.E.
City Engineer
Subject: Resolution for Municipal State Aid Funds Advancement
Isanti, Minnesota
BMI Project No: R13.120122

In order for the Finance Department of the Mn/DOT Municipal State Aid System (MSAS) to release our previously approved use of MSAS funds, a resolution must be passed requesting the State-Aid advancement. This will release funds to reimburse the City for the 2020 6th Avenue SW Rehabilitation project. $582,701.18 of the $664,539.10 total proposed project cost is eligible for MSAS funding.

We recommend approval of the attached resolution requesting the State Aid advancement of $582,701.18.

If you have any questions concerning the proposed funding feel free to contact me prior to the meeting.

JWC

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti has implemented Municipal State Aid Projects in 2020 which require State Aid funds in excess of those available in its Municipal Account, and

WHEREAS, said City is prepared to pay for the construction of said projects through the use of an advance from the Municipal State Aid Construction Fund to supplement the available funds in their Municipal State-Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

	Total Project Cost	**State Aid Eligible**	**Total City Cost**
2020 6th Avenue SW Rehabilitation	**$664,539.10**	**$582,701.18**	**$81,837.92**

Account Balance as of date 4/14/2020	($52,690.46)
Estimated Eligible Expenditures:	
Project #245-116-001– 2020 6th Avenue SW Rehabilitation	($582,701.18)
Total Amount Currently Available for Advance	$1,054,974.54
Advance Amount Requested	$582,701.18

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

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

1. That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Highway Project(s) of the City of Isanti in an amount up to $468,934.44 in accordance with Minnesota Rules 8820.1500, Subp. 9.

2. The City Council authorizes repayments from subsequent accruals to the Municipal Account of said City from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 21st day of April, 2020.

Motion by: _____ Seconded by: _____ Passed _____

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING SPECIAL EVENT PERMIT REVISED DATES

WHEREAS, due to Covid-19 mitigation measures, events are being delaying; and,

WHEREAS, Special Event Permits have been approved by City Council by Resolution which states the specifics regarding the events including the dates; and,

WHEREAS, Council will allow for the date to change on all Special Event Permits which were approved without going back to Council if Staff agrees that the new date would not change any logistics approved by Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve that staff has the authority to approve a revised Special Event Permit that has been approved by City Council if a date change is requested due to Covid-19.

Adopted by the Isanti City Council this 21st day of April, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING DONATION OF LIGHTING IMPROVEMENT AT THE POLICE DEPARTMENT

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, Wolf River Electric approached the city to donate materials and labor to upgrade the Police Department squad room lighting; and,

WHEREAS, the total monetary value of the donation is $3146.84; and,

WHEREAS, Wolf River Electric will provide and install lighting in compliance with State Code; and,

WHEREAS, Wolf River Electric will supply the city with liability insurance certificate upon request; and,

WHEREAS, Wolf River Electric may use the installation for its marketing purposes in the future;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the lighting upgrade donation from Wolf River Electric.

This Resolution is hereby approved by the Isanti City Council this 21st day of April, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

WOLF RIVER ELECTRIC COMPANY

101 ISANTI PARKWAY NE #H, ISANTI, MN 55040
LICENSED - BONDED - INSURED

763-229-6662
CONTACT@WOLFRIVERELECTRIC.COM
WWW.WOLFRIVERELECTRIC.COM

INVOICE #: 1896

DATE	BILL TO	SHIP TO
1/31/2020	**Isanti City Hall** 110 1st Ave NW, Isanti, MN 55040	Isanti Police Department 401 1st Ave NW Isanti, MN 55040
SCOPE/ ADDITIONAL	CONTACT	PURCHASE ORDER #
Office LED Lighting + Dimmable Switch		

INSTRUCTIONS
Please make all checks payable to Wolf River Electric

INVOICE 1896 401I-CJN

QTY	DESCRIPTION	UNIT PRICE	TOTAL
6	50W 2x4 Flat LED Panel Light 100-277V 0-10V DIM 4000K	$ 139.94	$ 839.64
1	Lutron PowPack 0-10V Dimming Module 100-277V	$ 173.60	$ 173.60
1	Lutron Wireless Vive Remote + Wall Kit	$ 173.60	$ 173.60
14	Labor: Electrical Work	$ 140.00	$ 1,960.00

SUBTOTAL	$3,146.84
SHIPPING & HANDLING	0.00
UTILITY REBATE	0.00
DISCOUNT	0.00
SALES TAX	0.00
PROJECT TOTAL	**$3,146.84**
NEIGHBORHOOD DEVELOPMENT DONATION CONTRIBUTION	**-$3,146.84**
DUE TODAY	**$0.00**

THANK YOU FOR YOUR BUSINESS!

M.1.

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

March 2020

Reported Crime	Month to Date	Year to Date
Theft	8	26
Assault	4	8
Vandalism/Damage to Property	1	7
Narcotics	3	6
Burglary	0	0
Domestics	5	20
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	8	24
Medical	42	99
Permit to Purchase	10	24
Security Check / Extra Patrol	448	900

Traffic Offenses	Month to Date	Year to Date
No Insurance	1	11
DUI	1	4
Accidents	7	23
Hit & Run	0	1
Warrant P/U	1	10
Speed	8	29
DAR/DAS	3	13
Administrative Citations (Including Speed)	4	25

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	88,860	1,350	2,662
Ford Explorer 224	79,231	2,838	5,939
Ford F150 225	31,997	1,172	4,197
Chevy Impala 223	96,345	450	1,306
Dodge Durango 226	NA - In Shop	0	1,559
Dodge Durango 227	13,090	2,224	5,924

M.2.

CEZT REPORT

CATEGORY	*CURRENT*						
TOTAL CASES YTD	**17**						
TOTAL OPEN CASES	**2**						
VIOLATIONS CLOSED THIS PERIOD	**7**						
NEW ISSUES THIS PERIOD	**9**						
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	4	0	0	0	0	0	0
CPA-Park & Store	5	0	0	0	0	0	0
CSN-Snow Removal	0	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage		0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	0	0	0
NJU--Junk/Brush	0	0	0	0	0	0	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	1	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	0	0	0	0	0
SGN-Signs	0	0	0	0	0	0	0
UNP-Unpermitted work	0	0	0	0	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	6	0	0	0	0	0	0
Administrative Citations Issues/period	1	0	0	0	0	0	0
Criminal Citations Issued/period		0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	0
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0

CITY OF ISANTI MONTHLY REPORT

March 2020

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		
ROOF / SIDING	1	2	$0.00	$0.00	$1.00	$2.00	$80.00	$160.00		
DECK	1	1	$0.00	$0.00	$5.35	$5.35	$351.45	$351.45		
LL FINISH	1	8	$7,372.00	$114,649.13	$3.69	$60.33	$277.20	$3,654.10		
REMODEL / ADDITION	2	3	$0.00	$0.00	$2.00	$2.00	$160.00	$240.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	13	42	$0.00	$0.00	$13.00	$34.00	$1,080.00	$4,520.00		
SINGLE DWELLINGS	5	20	$551,755.90	$2,200,184.52	$378.26	$1,090.75	$9,634.40	$43,209.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	6	32	$0.00	$0.00	$6.00	$26.00	$450.00	$2,175.00		
PLUMBING	6	28	$0.00	$0.00	$6.00	$23.00	$364.00	$2,032.00		
RESIDENTIAL TOTAL	**35**	**136**	**$559,127.90**	**$2,314,833.65**	**$415.30**	**$1,243.43**	**$12,397.05**	**$56,342.45**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	1	3	$140,000.00	$265,000.00	$70.00	$132.50	$2,211.00	$5,454.90		
PLUMBING	0	2	$0.00	$0.00	$0.00	$0.00	$0.00	$82.50		
MECHANICAL	2	5	$5,700.00	$5,700.00	$10.85	$10.85	$537.08	$957.83		
ROOF / SIDING	1	1	$6,000.00	$6,000.00	$3.00	$3.00	$227.70	$227.70		
MISCELLANEOUS	3	9	$3,000.00	$9,500.00	$3.50	$8.75	$299.45	$793.35		
COMMERCIAL TOTAL	**7**	**20**	**$154,700.00**	**$286,200.00**	**$87.35**	**$155.10**	**$3,275.23**	**$7,516.28**		
RESIDENTIAL/COMMERCIAL TOTAL	**42**	**156**	**$713,827.90**	**$2,601,033.65**	**$502.65**	**$1,398.53**	**$15,672.28**	**$63,858.73**	**$24,284.00**	**$103,030.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 3/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	165	15	0	0	$7,722,597.00	$83,789.60	$116,265.00
2016	173	15	0	0	$3,543,216.06	$61,796.72	$111,762.00
2017	248	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2018	270	33	0	1	$6,583,948.50	$110,255.67	$275,876.80
2019	262	37	0	0	$7,265,883.45	$123,393.28	$191,326.00
2020	156	20	0	0	$2,601,033.65	$63,858.73	$103,030.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	40	$1,200,928.35	$21,378.50
March	42	$713,827.90	$15,672.28
April	24	$228,657.72	$17,447.25
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	145	$2,630,589.65	$64,650.73

BOLTON & MENK

Real People. Real Solutions.

M.4.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: April 15, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

A preconstruction meeting was held on April 15, 2020, with construction planned to begin at the end of April.

2) 6th Avenue Rehabilitation

Bids were opened on April 14, 2020. Seven bids were received. We will bring an award recommendation to the April 21, 2020 Council meeting.

3) 2020 Pavement Management Project

A preconstruction meeting will be held this month.

4) 2020 Storm System Management Project

The majority of this project has been completed in the past month. Minor remaining items will be completed in the coming weeks.

5) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 5, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/714420013
or by calling into this number +1 (669) 224-3412 **with this meeting ID** 714-420-013

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. Years of Service- Retirement Recognition Donald C. Lorsung

G. Approve City Council Minutes
1. April 21, 2020- Regular Meeting of the City Council
2. March 17, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, May 19, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 19, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 19, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Resolution 2020-XXX Approving a Special Event Permit Request for the Cambridge-Isanti School District for Senior Graduation Parade

Community Development Director Sheila Sellman
2. Resolution 2020-XXX Approving a Conditional Use Permit for a Religious Institution at 1321 Heritage Blvd.
3. Ordinance-XXX An ordinance approving the amendment to Ordinance 445 (Zoning) The Official Zoning Map

4. Ordinance-XXX An ordinance Amending Ordinance 445, Section 7, Article 1 to include commercial recreation as a conditional use

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $300,551.77 Payroll in the Amount of $97,225.04
2. Resolution 2020-XXX Approving the Hire of Community Development Specialist Ryan Saltis
3. Resolution 2020-XXX Approving the Hire of Administrative Assistant Intern Sarah Bjork
4. Resolution 2020-XXX Setting Work Session for 2021 Budget
5. Approving Request for Proposals for Position Classification and Compensation Study
6. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Refuse Services for all City Facilities

M. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 21, 2020 – 7:00 P.M.
CITY HALL

G.1.

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/978234229
or by calling into this number 1 (224) 501-3412 **with this code** 978-234-229

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

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 7:08 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Public Services Director Matt Sylvester (via telephone) and Chief of Police Travis Muyres

Others Present: Eric Kvamme and Jason Polzin

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add K.1.a. Rock Barrier at Unity Park Discussion

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

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. April 7, 2020- Regular Meeting of the City Council
Motion by Collison, second by Bergley to approve minutes as presented. Motion passed 5-0.

H. Announcements

1.	City Council Meeting	Tuesday, May 5, 2020 at 7:00 p.m.
2.	EDA Meeting	Tuesday, May 5, 2020 *(Following the City Council Meeting)*
3.	Park Rec and Culture Board	Tuesday April 28th - *Cancelled*

I. Council Committee Reports
Councilmember Steve Lundeen shared that he attended the Fire District meeting last Wednesday and he is now the chair of the Fire District. Lundeen continued to share that the Fire District has been in discussion to get Oxford Township on board with the Joint Powers Agreement changes. Lundeen further shared that the hang up is that Oxford wants to raise the hours of charge from 8 hours to 10 hours and as of right now for the month of April calls are not being charged and if the Fire District would have been able to charge for those calls it would have been covered by now. Lundeen stated that he motioned to move forward with 10-hour charge rather than 8 so hopefully the Joint Powers Agreement will get somewhere.

Mayor Johnson asked Councilmember Collison if he has been to BMX Committee meetings.

Councilmember Collison responded he has not.

Councilmember Jimmy Gordon shared that nothing is going on with Park Recreation and Culture Board and the last meeting was cancelled and the upcoming meeting will probably be cancelled.

City Administrator Josi Wood shared that Rum River BMX were informed from the USA BMX that the National event in May will be postponed. Wood shared that another date has not been chosen, but the event has been postponed.

J. Public Hearings

None

K. Business Items

1.a. Rock Barrier at Unity Park Discussion

Mayor Jeff Johnson shared that the Fire District is looking to move rocks to park cars at Unity Park for the Rodeo grounds.

Councilmember Jimmy Gordon stated that if 4 rocks could be moved out of there then it would open it up for two lanes of traffic.

Councilmember Steve Lundeen stated that he had been assured by Fire Chief Al Jankovich that the Fire Department would do whatever they got to do to try and make something work such as resod, reseed and put down black dirt.

Councilmember Collison asked if the Fire Department is willing to put back what they take out.

Lundeen stated absolutely.

Johnson stated that he has also spoke with Chief Jankovich and he is willing to do whatever he has to do to make it work between the City and the Rodeo.

Wood stated that two representatives from the Fire District were on the phone.

Jason Polzin and Eric Kvamme both stated that they were in attendance virtually.

Jason Polzin shared that he has spoken with Jimmy Gordon as well as Al Jankovich and he agrees that if the rocks are moved it would make it easier to get trucks in and out of the softball field. Eric further shared that it was suggested to drive between the boulders but that is where the pedestrians walk and the Fire District was trying to do this safer.

Gordon stated that he tried to make that turn with his truck and the turn is difficult with a larger vehicle so in order to make that happen 4 rocks would need to be moved at the beginning from the North end of the rocks and then 3 rocks from where the port-a-potty pad which would give a straight shot into the softball field with two lanes.

Johnson stated that he would like to go to the site location with Public Services Director Matt Sylvester and Eric or Jason to point out what is needed and bring back to City Council.

Collison stated that he did not think it needed to be brought back to City Council.

Lundeen agreed that it would not need to be brought back to City Council.

Collison asked if City Council could vote for Mayor Johnson and Public Services Director Matt Sylvester can make the determination.

Wood stated if Mayor Johnson and Public Services Director Matt Sylvester go out and make the determination and make the recommendation to the Fire District that the Fire District will need to turn in a Special Event Permit and the best place to vote on it would be part of their permit because it would be in resolution and in the application as a formal request. Wood further shared that City Council votes on Special Event Permits as a business item. If Council wanted to approve the permit as written Council would do so or if City Council wanted to approve the Special Event permit with modifications council would have the chance then.

Gordon stated that they are looking for how to fill the permit out.

Johnson offered if firefighters Jason and/or Eric were available the following day, they can tell Matt Sylvester and himself what they want and apply for a permit.

Johnson asked if 9:00 a.m. would work for Eric and Jason.

Eric stated 9:00 a.m. would work.

Wood stated that the Public Services Director Matt Sylvester may be out in the morning.

Johnson asked Public Services Director Matt Sylvester if 9:00 a.m. would work.

Sylvester stated that 9:00 a.m. would work.

Johnson stated he and Sylvester would meet Eric and Jason at 9:00 a.m. Wednesday, April 22nd, 2020.

1. Update Regarding Clean-Up Day and Compost Site *(Administrator Wood)*
   City Administrator Josi Wood shared that she wanted to update the City Council and the public that at the last City Council meeting there was discussion on keeping the Compost Site and Clean-Up Day open and available for residents. Wood continued to share that in that discussion as long as Governor Walz did not extend the stay at home order. Wood continued to share that the Governor did extend the stay at home order, however, there were modifications to the order that would allow for landscaping and she had reached out to the critical sector as they are the ones that get to make the determination of what does get to be open during the stay at home order and they said that the Compost Site and the Clean-Up Day to take safety precautions however, the City of Isanti can have those open.

2. **Resolution 2020-085** Accepting the 2019 Annual Financial Report and Management Letter
   A recorded video presentation by Steve McDonald from Abdo Eick & Meyers was shared regarding the 2019 Financial Statement Audit as well as financial highlights. McDonald shared that there were no findings of any instances for noncompliance with testing. McDonald continued to share that there had been one finding during the internal control finding which has been consistent in previous years.

   McDonald shared that the City has a target of maintaining a reserve of 50% of which the city plans to spend in the following years and currently the city is at 31% which is below recommended minimums. McDonald continued to share that generally it is seen to be 35% to 50% being the target and even though it is below that number there is still adequate cash flow to fund the first 5 months but not much there for out of the ordinary expenses. McDonald further shared that the General Fund balance went backwards $147,000 and the city had planned for a decrease of $598,000 when the 2019 budget was approved.

McDonald stated the uniqueness of the 2019 budget is that there was over $500,000 planned in use of reserves.

McDonald continued with the Enterprise Fund, made up of the Water, Sewer, Storm Water, and Liquor Funds. McDonald shared that both the water and sewer funds have healthy cash balances and good operating margins. McDonald continued to share that storm water has had an increase in cash balances for 4 years, an ending balance of $376,000 and operating margins that are positive. McDonald stated the liquor fund sales have increased for the last 3 years and the gross profit is healthy compared to statewide averages at almost 27% with consistent cash balances with decent profitability.

McDonald went on to share that taxes have shown consistent decreases for the last 3 years and is now trending lower than the county averages and approaching the statewide averages. McDonald continued to share that taxes per capita have been consistent with years presented but did decrease in 2019 with current expenditures per capita have been consistent except for 2018 where the business subsidy was done. McDonald further shared that capital expenditures per capita have bounced around a little with trending down for the last 3 years.

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

City Administrator Josi Wood

3. **Resolution 2020-086** Approving a Memorandum of Understanding Between the City of Isanti and Independent School District No. 911 for the School Resource Officer Program

City Administrator Josi Wood shared that Superintendent Nate Rudolph reached out to her and requested that with school not in session and remoting in to have the school resource officer program suspended for the remainder of the school year effective April 1st, 2020. Wood continued to share that the Rudolph has the intent to keep the program going beginning next year but has asked to not incur the cost due to not needing the resource officer in the building. Wood further shared that the attorney did draft the MOU and Rudolph has already reviewed it as well as the School Districts Finance Director and they do agree that this is what they are requesting. Wood went on to share it has to go to the school board too.

Councilmember Bergley asked if the School Resource Officer is Full-Time. Mayor Johnson confirmed that the School Resource Officer is Full-Time.

Wood stated that the School Resource Officer is Full-Time in the schools, but the City does carry his insurance and he does work shifts when school is not in session such as Summer and Spring Breaks, etc. Wood further stated this agreement has been in place for about a year.

Gordon asked if the City would continue to pay his salary.

Wood shared that he is put back into rotation as a Patrol Officer along with the other officers.

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

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $453,861.03 Payroll in the Amount of $101,235.86
2. **Resolution 2020-087** Approving Donation Box at Liquor Store
3. **Resolution 2020-088** Approving the Hire of Part-Time Public Works Seasonal Joel Bazey
4. **Resolution 2020-089** Adopting Purchasing and Fuel Card Policy and Authorizing Staff to Enter into a Business Credit Card Program
5. **Resolution 2020-090** Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. **Resolution 2020-091** Authorization and Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

7. **Resolution 2020-092** Awarding the Bid for the 2020 6th Avenue SW Rehabilitation Project
8. **Resolution 2020-093** Requesting Advancement of Municipal State Aid Funds
9. **Resolution 2020-094** Approving Special Event Permit Revised Dates
10. **Resolution 2020-095** Accepting Donation of Lighting Improvement at the Police Department

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

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MARCH 17, 2020

1. Meeting Opening.

A. Call to Order.

Chairman Johnson called the meeting to order at 7:39 p.m.

B. Pledge of Allegiance.

The Pledge of Allegiance was recited.

C. Roll Call.

Members Present: Jeff Johnson, Paul Bergley, Jimmy Gordon, Alexander Collins, Steve Lundeen and Aryssa Simon.

Members Absent: Dan Collison

Staff Present: City Clerk/Human Resources Katie Brooks, Assistant City Administrator / Special Projects Don Lorsung

Others Present: None.

D. Agenda Modifications.

Lorsung stated there were none. Motion by Lundeen, seconded by Bergley to adopt the agenda. Motion passed 6-0.

2. Approval of Minutes.

Motion by Simon, second by Bergley to approve the February 18, 2020 Planning Commission Meeting Minutes. Motion passed 6-0.

3. Public Hearings

A. Consider Adoption of the 2020 Comprehensive Plan Update

Lorsung presented draft copies of the plan to the Commission to review. He then presented a PowerPoint on the 2020 Comprehensive Plan Update that summarized the plan and also presented the draft 2020 Future Land Use Map. Bergley asked for clarification on location of new areas guided for industrial development. Chairman Johnson opened the Public Hearing at 7:48 p.m. There were no comments presented at the Public Hearing. Chairman Johnson closed the Public Hearing at 7:49 p.m. Bergley and Johnson expressed gratitude for staff work on the comprehensive plan update.

Motion by Lundeen, seconded by Bergley to approve adoption of the 2020 Comprehensive Plan Update. Motion passed 6-0.

4. Other Business.

A. Appointing Secretary due to resignation

Lorsung overviewed a memo prepared by Community Development Director Sheila Sellman and clarified her recommendation that the Community Development Director or their designee shall be officially appointed Secretary to the Planning Commission. That way the Community Development Director would have the flexibility to serve or have their designee perform the functions of Secretary.

After further discussion a motion was made Lundeen, seconded by Gordon to appoint the Community Development Director or their Designee as Secretary of the Planning Commission. Motion carried 6-0.

5. Discussion Items

A. Development of land

Chairmain Johnson asked which board should discuss development of a parcel of land on the east side of Highway 65. After discussion, staff recommended that conversation regarding that parcel should start with the Economic Development Authority.

6. Other Communications.

A. None.

7. Adjournment

Motion by Bergley second by Lundeen to adjourn the March 17, 2020 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

_____

Don Lorsung
Assistant City Administrator/Special Projects

Memo for Council Action

K.1.

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: May 5, 2020
Subject: Resolution 2020-XXX Approving a Special Event Permit Request for the Cambridge-Isanti School District Senior Graduation Parade

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Background

City staff has submitted a special event permit application to conduct a parade for Cambridge-Isanti School District seniors for graduation. The event will take place on Friday June 5th. This event will start in the City of Cambridge at 5:00 p.m. and enter into the City of Isanti on 3rd Ave at approximately 5:45 p.m.

The parade route will follow the attached route plan (subject to change), as in a similar way that the Jubilee Days Parade. The City of Isanti Police Department will assist with road crossings and Public Works will assist with clean up along the parade route after the event. No road closures or parking restrictions are being requested.

The approximate attendance in spectators is 2,000, and the number of vehicles in the parade to be approximately 200. The spectators along the route will have to follow the social distancing guidelines that are in place.

We will not have restrooms, a public address system, live entertainment, tents and tickets will not be sold for this event.

The complete application, along with the proposed parade route plan, as well as departmental review are attached.

This event is contingent upon the Cambridge-Isanti School Board and the City of Cambridge for approval.

Staff Request

City staff is requesting approval of the Cambridge-Isanti School District Senior Graduation Parade Special Event Permit application and attachments.

Attachments

- Resolution No. 2020-XXX
- Special Event Application – C-I School District Parade for Seniors
    - Application Form
    - Proposed Parade Route Map

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR A CAMBRIDGE-ISANTI SCHOOL DISTRICT SENIOR GRADUATION PARADE

WHEREAS, the City of Isanti has submitted a Special Event application requesting a permit to host a parade for Cambridge-Isanti (C-I) School District Seniors; and,

WHEREAS, a parade is scheduled to take place Friday, June 5 and will start in the City of Cambridge at 5:00 p.m. and will proceed to the City of Isanti; and,

WHEREAS, the parade will start in the City of Isanti at approximately at 5:45pm and end approximately at 7:45pm; and,

WHEREAS, the parade will enter the City of Isanti via 3rd Ave and will proceed through the city and end on Richard Ave, similar to the Jubilee parade route and a route map is included in the application and subject to change; and,

WHEREAS, the estimated number of parade vehicles to be in attendance is 200; and,

WHEREAS, the estimated number of people to be in attendance along the route for the parade is 2,000; and,

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

WHEREAS, the City of Isanti is requesting Police assistance for traffic control; and,

WHEREAS, no public addressing systems or live entertainment will be utilized during the event; and,

WHEREAS, the $100 clean-up deposit fee is waived; and,

WHEREAS, no posting of temporary signage is being requested;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit application for C-I School District Senior Graduation Parade.

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 was duly adopted by the Isanti City Council this 5th day of May 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

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 a 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: April 29, 2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Jenny Garvey

Address: 110 1st Ave

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: ___ - ___ - ___ Cell: 763 - 772 - 5856

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester

Address: 110 1st Ave

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Cell: 763 - 772 - 5850 E-mail: msylvester@cityofisanti.us

EVENT INFORMATION

Event Name: Cambridge-Isanti School District Senior Graduation Parade

Date(s) of Event: Friday, June 5, 2020

Hours of Event: 5:45pm-7:45pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

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

C-I Seniors will be driving to form a vehicle parade as part of their 2020 Commencement.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

See attached parade route map. (Proposed route, subject to change)

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

2000 (spectators must follow social distancing guidelines), approximately 200 vehicles in parade.

Parking Impact – Describe in detail:

Some spectators parking along streets.

Tents, equipment, amusement rides, etc.

Type: NA

Size: NA

Location: NA

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

NA

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.

NA

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).

Isanti Police to assist.

Clean-up Plans – Describe in detail:

Public works to assist after along route.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

NA

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

NA

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?

NA

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: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: email approval given

Police Chief
✓ Approved _____ Denied _____ N/A Signature: email approval given

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: email approval given

Parks, Recreation and Culture Manager
✓ Approved _____ Denied _____ N/A Signature: email approval given

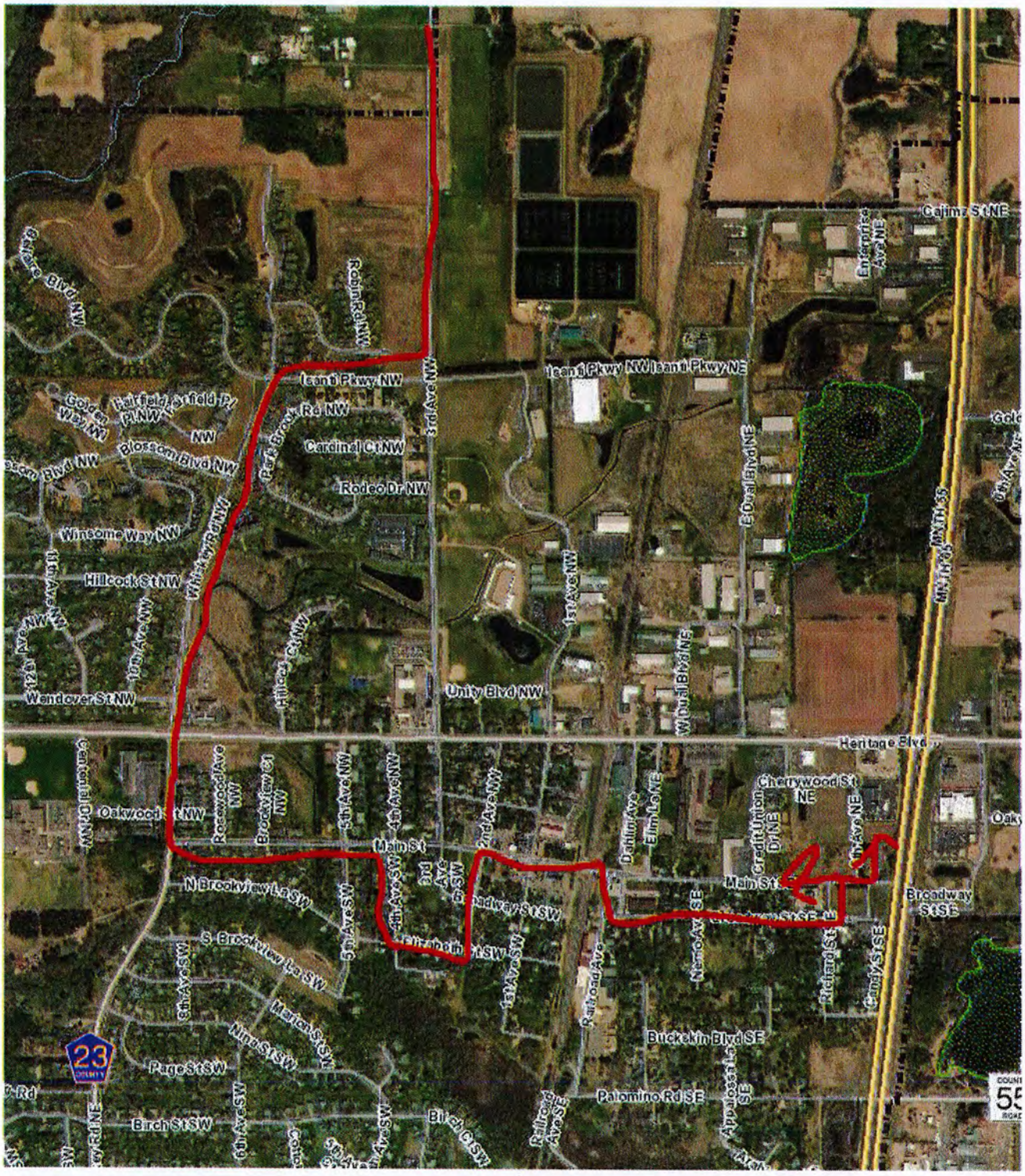
Community Development Director
✓ Approved _____ Denied _____ N/A Signature: email approval given

City Administrator
✓ Approved _____ Denied _____ N/A Signature: Jo Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Isanti Pkwy NW
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3rd Ave NW
1st Ave NW
Cardinal Ct NW
Rodeo Dr NW
Winsome Way NW
Hillcock St NW
Wendover St NW
Unity Blvd NW
Heritage Blvd
Main St
Main St SE
Cherrywood St NE
Broadway St SE
Buckskin Blvd SE
Palomino Rd SE
Page St SW
Birch St SW
Oakwood St NW
N Brookview Ln SW
S Brookview Ln SW
Cajima St NE
Enterprise Ave NE
MN TH 65
23

A Community For Generations.

Isanti

K.2.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 5, 2020
Subject: Resolution 2020-XXX Approving a Conditional Use Permit – 1321 Heritage Blvd

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Background:
The applicant, Tibetan American Foundation of Minnesota (TAFM), is requesting a Conditional Use Permit (CUP) for a Religious Institution at 1321 Heritage Blvd.

Overview/Background:
In the B-2, General Business District zoning district Religious Institution requires a Conditional Use Permit (CUP). Spirt River Church previously occupied the space and did not have a CUP, therefore TAFM needs one. If Spirit River had one it would just transfer, since CUP's run with the land, but for whatever reason there isn't one recorded for this property.

Analysis of Application:
The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The subject property is not serviced by city sewer and water.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Religious Institutions are a Conditional Use in the B-2 zoning district, applying for the CUP meets the purpose and intent.*

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public. The site has historically been used as a religious institution or gathering place.*

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is not served by City sewer and water and is not planned to be in the near future.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

Recommendations:
The Planning Commission held a public hearing on April 21, 2020 the applicant attended virtually and was able to answer any questions. No one spoke in opposition. The Planning Commission unanimously recommends approval with the condition that the parking lot be fixed within one year.

Staff also recommends approval of the Conditional Use Permit with the Planning Commissions condition to fix the parking lot. The site has historically been used as a religious institution/gathering space.

Attachments:
- Resolution 2020-XXX
- Findings of Fact
- Conditional Use Permit

RESOLUTION 2020-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION TO OPERATE A RELIGIOUS INSTITUTION AT 1321 HERTIAGE BLVD NE

WHEREAS, Tibetan American Foundation of American (applicant) has requested a Conditional Use Permit approval for the operation of Religious Institution Avenue NE Suite A3 in the City of Isanti (PID 16.132.0040); and,

WHEREAS, the property is located within the "B-2" General Business District, of which requires a Conditional Use Permit to operate an Institutional Use; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 21, 2020 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for a Religious Institution located at 1321 Heritage Blvd NE, is hereby approved with the following conditions:

1) The parking lot be repaired within one year of approval.

This resolution was duly adopted by the Isanti City Council this 5th day of May, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Tibetan American Foundation of Minnesota for a Conditional Use Permit to operate a Religious Institution at the property located at 1321 Heritage Blvd, in the City of Isanti.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property described under 'Request.'
2. The property is zoned "B-2" General Business District.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on April 21, 2020 at 7:30 p.m. at City Hall within the City Council Chambers Virtually.
4. Notice of the Conditional Use Permit application was published with the *County Star* on April 6, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
      a. The subject property is not serviced by city sewer and water.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Religious Institutions are a Conditional Use in the B-2 zoning district, applying for the CUP meets the purpose and intent.*

   C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public. The site has historically been used as a religious institution or gathering place.*

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is not served by City sewer and water and is not planned to be in the near future.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

   A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
   Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

   B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
   The proposed CUP will be in an existing building that already is designed for access and parking. All parking is met under Section 17 of this Ordinance.

   C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
   Parking for this development does not impact pedestrian circulation.

   D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
   Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.

   E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

This section is met.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
This area is surrounded by residential uses. This section is met.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
The site is already developed. This section is met.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
Existing lighting complies with our zoning code. This section is met.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The building already exists, and as such, is compliant with our zoning code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district. *This requirement is met as proposed.*

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
This use complies with the performance standards of the zoning district.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.
Any additional stipulations will be included in the Conditional Use Permit approved by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on April 21, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Bergley, seconded by Lundeen to recommend approval of the Conditional Use Permit with conditions. Motion passed unanimously.

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of a Religious Institution Use, for 1321 Heritage Blvd NE, Isanti Minnesota

Request: A Conditional Use Permit for a Religious Institution

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on April 21, 2020 and the Isanti City Council on May 5, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

1321 Heritage Blvd NE. PID 16.028.0200

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

1. Parking lot be repaired within one year of approval.

Date: May 5, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Human Resources/City Clerk

A Community For Generations.

Isanti

K.3.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 5, 2020
Subject: Ordinance XXX An ordinance approving the amendment to Ordinance 445 (Zoning) The Official Zoning Map.

Background:

Request
The applicant Deann Bunes of Serenity Circle Counseling is requesting to rezone property located at 201 Main Street from R3-A Low Density Residential to B-1 Central Business District with D-1 Downtown Overlay to build a new office building. The R3-A district does not allow office buildings.

Overview/Background
The purpose of the Comprehensive Land Use Plan is to ensure the orderly growth and development of the city while maintaining a sound infrastructure and economy. The subject site has a Comprehensive Land Use designation of CBD, Central Business District. This land use designation identifies with commercial and retail uses in historic downtown. Development is regulated by the Comprehensive Land Use Plan (Comp Plan) and the Zoning Code. The Comp Plan pertains to the long-range plan for the site and the zoning code provides use and development requirements. Typically, the comp plan and zoning district should be the same or compatible. Rezoning the subject site would make achieve this. The site is suitable for an office building and is an extension of downtown.

Review of Amendment
When reviewing any zoning ordinance text amendment or zoning map change, the Planning Commission must consider and make findings based on the following factors, as provided within the Zoning Ordinance:

Section 21 Administration and Enforcement, Article 1: Text and Map states:
"D. The Planning Commission shall conduct a public hearing and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgement of the Planning Commission with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.

4. There is adequate buffer or transition provided between potentially incompatible districts."

Staff Recommendation

Planning Commission held a public hearing on April 21, 2020 the applicant was available for questions. The Adjacent property owners asked if they were being rezoned as well and the commission stated that it was only for this parcel they will remain residential. The Planning Commission unanimously recommend approval. Staff recommends approval of the rezoning request.

Attachments

- Ordinance XXX

ORDINANCE XXX
AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE 445 (ZONING): THE OFFICIAL ZONING MAP

THE CITY OF ISANTI DOES ORDAIN:

WHEREAS, the proposed rezoning is consistent with Isanti Municipal Code (Zoning Code) Section 21, Article, subd. 4(d); and,

WHEREAS, the rezoning is consistent with the City's Comprehensive Land Use Plan; and,

WHEREAS, the Planning Commission held a public hearing on this matter at the April 21, 2020 meeting; and,

WHEREAS, the Planning Commission recommended approval of the rezoning for the described property in Exhibit A from R3-A Low Density Residential to B-1 Central Business District with D-1 Overlay;

NOW, THEREFOR, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the property legally described on Exhibit A attached hereto, subject to easements, restrictions and reservations of record, approve the re-zone request from R3-A Low Density Residential to B-1 Central Business with D-1 Overlay.

This resolution was duly adopted by the Isanti City Council this 5th day of May, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

EXHIBIT A

Legally Described as: Lots 1-2 Block 009 of Original Townsite Isanti

Address: 201 Main Street

PID 16.050.0770

A Community For Generations.

Isanti

K.4.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: May 5, 2020
Subject: Ordinance XXX An ordinance Amending Ordinance 445,Section 7, Article 1 to include commercial recreation as a conditional use.

Background:
Scott Boecker has requested an ordinance amendment to allow for Commercial Recreation in the Central Business District. He is specifically looking at a space downtown. The current ordinance does not allow commercial recreation in the B-1, Central Business District. The purpose of the "B-1" Central Business District (CBD) is to "promote mutually compatible business activities in downtown Isanti. What makes the Central Business District unique from the General Business District is that it is a commercial area that serves as a focal point both culturally and historically for the City of Isanti. Commercial uses, to include but are not limited to retail, office, and service uses; encourage and support pedestrian movement and activity within the Central Business District."

The applicant is requesting to add this use as a permitted use in the B-1 district, however the other business districts in town allow commercial recreation as a conditional use, therefore staff recommends if added, it should be a conditional use and because this amendment is not site specific it would apply to all of the B-1 district.

Specifically, the applicant is looking to open an indoor playground and fitness center for children. His indoor facility will offer playground structure, inflatables, climbing wall, obstacle course, toddler area and much more. The facility will have open play, birthday parties and fitness kid's classes.

Proposed Zoning Ordinance Amendment
Attached for Planning Commission review and recommendation is a draft ordinance amending Zoning Ordinance No. 445, Section 7, Article One, Subdivision 3; Conditional Uses; adding Commercial Recreation as a Conditional Use. The Planning Commission should discuss if added, whether or not this should be permitted or a CUP.

Review of Amendments
When reviewing any zoning ordinance text amendment or zoning map change, the Planning Commission must consider and make findings based on the following factors, as provided within the Zoning Ordinance:

Section 21 Administration and Enforcement, Article 1: Text and Map states:
"D. The Planning Commission shall conduct a public hearing and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgement of the Planning Commission

with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.
4. There is adequate buffer or transition provided between potentially incompatible districts."

Recommendations

The Planning Commission held a public hearing regarding this matter on April 21, 2020. The applicant was available for questions. The Planning Commission recommends approval of the ordinance as written.

Staff Recommends also approval of the proposed text amendment to add commercial recreation to the B-1 (CBD) district as a Conditional Use.

Attachments:

- Ordinance XXX

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 7 BUSINESS DISTRICTS, ARTICLE ONE "CBD" CENTRAL BUSINESS DISTRICT, SUBDIVISION 3: CONDITIONAL USES, TO ADD COMMERCIAL RECREATION AS A CONDITIONAL USE

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article One "CBD" Central Business District, Subdivision 3 Conditional Uses shall be hereby amended to add the following:

S. Commercial Recreation

II. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article 2 "B-2" Central Business District, Subdivision 3 Conditional Uses shall be hereby amended and subsequently re-numbered with the previous amendment of this Section of the Ordinance.

III. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ____day of _____ 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks, Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 4/22/2020 - 4/22/2020 | Apr 22, 2020 01:09PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/22/2020	53430	9	BERNICKS PEPSI-COLA	609-20200	1,519.01
04/20	04/22/2020	53431	2319	BREAKTHRU BEVERAGE	609-20200	6,871.93
04/20	04/22/2020	53432	2221	C & L DISTRIBUTING	609-20200	96.00
04/20	04/22/2020	53433	2487	CAPITOL BEVERAGE SALES	609-20200	254.48
04/20	04/22/2020	53434	1815	CENTURYLINK	609-20200	870.88
04/20	04/22/2020	53435	2897	CITY CENTER MARKET	609-20200	120.00
04/20	04/22/2020	53436	1736	COMM OF MMB, TREAS DIV	101-20200	500.00
04/20	04/22/2020	53437	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,273.56
04/20	04/22/2020	53438	1941	DELTA DENTAL	861-20200	3,128.40
04/20	04/22/2020	53439	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	819.60
04/20	04/22/2020	53440	2478	EAST CENTRAL ENERGY	101-20200	42.85
04/20	04/22/2020	53441	55	ECM PUBLISHERS INC	609-20200	161.00
04/20	04/22/2020	53442	1682	FERGUSON WATERWORKS	602-20200	88.41
04/20	04/22/2020	53443	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
04/20	04/22/2020	53444	2028	FURTHER	861-20200	3,025.45
04/20	04/22/2020	53445	2896	INSIDE THE TAPE, LLC	101-20200	125.00
04/20	04/22/2020	53446	188	ISANTI COUNTY SHERIFF	101-20200	313.50
04/20	04/22/2020	53447	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,331.94
04/20	04/22/2020	53448	5	KAWALEK TRUCKING	609-20200	234.80
04/20	04/22/2020	53449	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	2,283.41
04/20	04/22/2020	53450	17	MCDONALD DISTRIBUTING CO	609-20200	10,441.67
04/20	04/22/2020	53451	2591	MILLE LACS COUNTY SHERIFF OFFICE	101-20200	1,061.00
04/20	04/22/2020	53452	1536	MINNESOTA DEED	219-20200	833.33
04/20	04/22/2020	53453	1604	MINNESOTA UI FUND	609-20200	376.15
04/20	04/22/2020	53454	870	M-R SIGN CO INC	101-20200	152.66
04/20	04/22/2020	53455	2187	MUYRES, TRAVIS	609-20200	65.20
04/20	04/22/2020	53456	2080	MVTL LABORATORIES INC	602-20200	43.20
04/20	04/22/2020	53457	1165	NORTHLAND TRUST	602-20200	44,865.00
04/20	04/22/2020	53458	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,225.20
04/20	04/22/2020	53459	2756	SELLMAN, SHEILA	108-20200	12.61
04/20	04/22/2020	53460	2895	SHARP, SHELLY	101-20200	53.69
04/20	04/22/2020	53461	1653	SHR SALES	101-20200	1,287.00
04/20	04/22/2020	53462	73	STAR	101-20200	12.00
04/20	04/22/2020	53463	427	VESSCO INC	602-20200	29,600.00
04/20	04/22/2020	53464	427	VESSCO INC	601-20200	1,213.20
04/20	04/22/2020	53465	42	VIKING COCA-COLA BOTTLING CO	609-20200	130.25
04/20	04/22/2020	53466	1286	VINOCOPIA INC	609-20200	675.75
04/20	04/22/2020	53467	4	WATSON CO INC	609-20200	1,607.08
04/20	04/22/2020	53468	780	WINE MERCHANTS	609-20200	308.00
Grand Totals:						142,144.06

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/20	04/29/2020	53474	953	ALL AMERICAN TITLE CO,INC.	601-20200	59.55
04/20	04/29/2020	53475	2901	ANDERSON, KEITH & POPPE	601-20200	27.98
04/20	04/29/2020	53476	1141	ASSURANT EMPLOYEE BENEFITS	101-20200	631.33
04/20	04/29/2020	53477	9	BERNICKS PEPSI-COLA	609-20200	1,138.34
04/20	04/29/2020	53478	2609	BETKER, MIKE	101-20200	6.44
04/20	04/29/2020	53479	1474	CDW GOVERNMENT INC	614-20200	90.22
04/20	04/29/2020	53480	120	CONNEXUS ENERGY	101-20200	18,036.68
04/20	04/29/2020	53481	918	CRYSTAL SPRINGS ICE	609-20200	123.12
04/20	04/29/2020	53482	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,748.90
04/20	04/29/2020	53483	1214	DAKOTA WORLDWIDE CORP	609-20200	3,683.86
04/20	04/29/2020	53484	2871	DEAN'S HEATING & AC, INC	101-20200	12,710.00
04/20	04/29/2020	53485	1840	DIRTWORKS INC	602-20200	39,080.00
04/20	04/29/2020	53486	897	DVS RENEWAL	101-20200	329.25
04/20	04/29/2020	53487	2904	EDGEWATER TITLE GROUP	601-20200	18.35
04/20	04/29/2020	53488	2898	HANSON, NATE	101-20200	231.98
04/20	04/29/2020	53489	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	182.43
04/20	04/29/2020	53490	252	ISANTI REDBIRDS	104-20200	554.17
04/20	04/29/2020	53491	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,806.61
04/20	04/29/2020	53492	5	KAWALEK TRUCKING	609-20200	252.20
04/20	04/29/2020	53493	2900	LUND, LANCE	601-20200	15.54
04/20	04/29/2020	53494	17	MCDONALD DISTRIBUTING CO	609-20200	12,180.30
04/20	04/29/2020	53495	2597	MNSPECT, LLC.	101-20200	10,274.48
04/20	04/29/2020	53496	2080	MVTL LABORATORIES INC	602-20200	130.96
04/20	04/29/2020	53497	2553	O'REILLY	101-20200	7.99
04/20	04/29/2020	53498	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,369.07
04/20	04/29/2020	53499	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	5,519.81
04/20	04/29/2020	53500	2341	RED BULL DISTRIBUTION	609-20200	205.50
04/20	04/29/2020	53501	2625	RESULTS TITLE	601-20200	64.04
04/20	04/29/2020	53502	2902	SEELOW, JANE	601-20200	76.36
04/20	04/29/2020	53503	2903	SHAW, STEVEN	601-20200	84.38
04/20	04/29/2020	53504	2001	SHRED-N-GO INC	101-20200	82.73
04/20	04/29/2020	53505	1892	SIGNS BY JILL	108-20200	50.00
04/20	04/29/2020	53506	2396	SOUTHERN GLAZERS OF MN	609-20200	5,837.82
04/20	04/29/2020	53507	1442	ST. LOUIS MRO INC	101-20200	22.50
04/20	04/29/2020	53508	73	STAR	101-20200	601.50
04/20	04/29/2020	53509	2899	STEFFENSEN, CLINTON	601-20200	70.76
04/20	04/29/2020	53510	2834	SUN MECHANICAL, INC.	601-20200	3,473.80
04/20	04/29/2020	53511	2614	SW Wold Construction	505-20200	18,000.00
04/20	04/29/2020	53512	1290	THE AMBLE GROUP	101-20200	188.61
04/20	04/29/2020	53513	1762	THE TITLE GROUP	601-20200	5.26
04/20	04/29/2020	53514	2251	TITLE SMART	601-20200	27.52
04/20	04/29/2020	53515	2076	TITLE SPECIALIST INC	601-20200	41.32
04/20	04/29/2020	53516	2375	UNITED RENTALS	602-20200	833.97
04/20	04/29/2020	53517	42	VIKING COCA-COLA BOTTLING CO	609-20200	436.65
04/20	04/29/2020	53518	4	WATSON CO INC	609-20200	2,095.43
Grand Totals:						158,407.71

City of Isanti

Gross Payroll	84,117.64
Social Security & Medicare	4,814.52
Public Employees Retirement	8,292.88
Total City Expense	97,225.04

Pay Date 5/1/2020

Pay Period 9 (4/12-4/25/20)

L.2.

RESOLUTION 2020-XXX

APPROVING THE OFFER FOR THE POSITION OF COMMUNITY DEVELOPMENT SPECIALIST TO RYAN SALTIS

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

WHEREAS, staff has selected and made a conditional offer of employment to Ryan Saltis as the most qualified candidate for the position; and,

WHEREAS, Ryan Saltis has successfully passed a background investigation and reference check required by the City of Isanti;

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

1. That Human Resources has offered the Community Development Specialist position to Ryan Saltis and that he is eligible to start in that position on May 11th, 2020.
2. That Ryan Saltis has successfully pass a background and reference check as required in the conditional offer.
3. That Ryan Staltis shall start at Step 1 of the wage scale at $51,828.00 annually, $24.92 hourly.
4. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 5th day of May, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

L.3.

OFFERING THE POSITION OF ADMINISTRATIVE ASSISTANT INTERNSHIP TO SARAH BJORK

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 2020 budget working 20-29 hours a week; and,

WHEREAS, current Administrative Assistant Intern, Sarah Bjork, was offered possible secondary internship duties as a Community Development Internship as the City of Isanti is not filling the position of Community Development Intern in 2020; and,

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

WHEREAS, the internships are within budget and will last until end of Summer/beginning of Fall and subject to passing a background investigation;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Administrative Assistant Internship to Sarah Bjork for the City of Isanti effective May 6, 2020 and later.
2. Sarah Bjork will perform duties assigned for the Administrative Assistant Internship and assist with some duties in Community Development department.
3. The wage for the Administrative Assistant Internship will be $14.00 per hour.
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 5th day of May, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

L.4

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: May 5th 2020

Subject: Consider Resolution Setting Work Sessions for 2021 Budget

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Background:
Below is the proposed 2021 Budget Timeline

Annual Budget Process Schedule

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
3rd Thurs.	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 Budget and Capital Requests
2nd week	June	Department Head Meeting on Budget to be Presented at C.O.W.
Committee of the Whole	June	Review Budget Items and Capital Outlay Requests
1st/2nd Council Meeting	July	Council Budget Workshop - Present Preliminary General Fund Budget
2nd/1st council Meeting	July/August	Council Budget Workshop - Present Preliminary Enterprise Fund Budgets & Capital Requests
1st/2nd Council Meeting	August	Council Budget Workshop - If Deemed Necessary by Council
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 21st and Wednesday August 5th. As well as Tuesday August 18th if deemed necessary by the Council.

Attachment:

- Resolution 2020-XXX – Setting Work Sessions for 2021 Budget

RESOLUTION 2020-XXX

SETTING WORK SESSIONS FOR 2021 BUDGET

WHEREAS, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-12, B.; 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 21, 2020
2. Wednesday, August 5, 2020
3. Tuesday, August 18, 2020 (Optional Third Workshop – held only if needed)

This Resolution is hereby approved by the Isanti City Council this 5th day of May, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.5.

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: May 5, 2020
Subject: Approving Request for Proposals for Position Classification and Compensation Study

---

Council approved a compensation study titled "comparative worth study" in the 2020 Budget. Staff has drafted a request for proposals (RFP) with the criteria and objectives that would meet the needs of the City.

A position classification and compensation study has not been completed and will give staff needed information including a classification system to standardize our points for all positions as well as the pay equity report and also to determine where Isanti compares to other municipalities and comparable entities for pay and benefits. Having this information will allow Isanti to compile information to determine longevity and retention of highly skilled staff.

Recommendation:
Staff is recommending approval of the RFP as written to post on May 6th with a due date of May 26th.

Attachments:

- Request for Proposals
- RFP ad for public notice

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Isanti

CITY OF ISANTI

REQUEST FOR PROPOSALS

POSITION CLASSIFICATION

AND

COMPENSATION STUDY

Proposals Due: May 26, 2020

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I. GENERAL INFORMATION AND CONDITIONS

I. The City of Isanti is accepting proposals for professional services for the development and implementation of a job evaluation and compensation study of the current position descriptions, classifications, equity, compensation, and evaluation process for its employees.

II. The goal is to comprise a complete plan and process development including:

- Evaluating each position utilizing an up to date job description.
- Provide salaries commensurate with assigned duties.
- Attract and retain qualified employees.
- Creating opportunity for management and employee input through utilizing key participants.
- Compile and analyze market comparable and competitive data.
- Ensure regulatory compliance.
- Draft new design according to City philosophy.
- Create a transition and implementation plan.
- Provide necessary tools to manage plan going forward.

III. It is expected that the Consultant will furnish detailed data informational material for all affected positions.

IV. It is the City's desire to present findings and recommendation of any necessary changes to members of the City Council. Please outline your requirements for presentation, timing, and fee structure. A representative may be expected to provide or assist in conducting these informational meetings, if deemed necessary.

V. Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the Council for approval.

VI. All proposals must comply with Federal and State regulations pertaining to compensation standards, including but not limited to pay equity legislation, ADA, and FLSA.

VII. Your proposal will be accepted until 4:30 p.m. on **May 26, 2020** in the office of the following: City of Isanti, Attention: Josi Wood, 110 1st Ave NW, PO Box 428. Your original proposal should be mailed and a copy be submitted electronically emailed to Josi Wood, jwood@cityofisanti.us. Proposal should be labeled "Proposal-Compensation Study 2020."

VIII. After a thorough review of the proposals, the results will be presented to the City Council. If you have any questions concerning the specifications, etc., please contact Josi Wood (City Administrator) jwood@cityofisanti.us 763-444-5512.

IX. The City reserves the right to accept or reject any and all proposals that are in the best interest of the City and its employees. The consultation award will be based upon, but not necessarily limited to, rates, options, methodology, project design, timeline, and the

experience of the carrier with municipalities and similar governmental instrumentalities and labor markets.

II. PROJECT BACKGROUND AND GOALS

Isanti is a growing community on the north side of the northern Twin Cities suburbs with approximately 6200 in population. The City has approximately 45 position descriptions (a listing of position titles is enclosed) of which are subject to the State of Minnesota Pay Equity Compliance requirements.

Isanti has 6 departments and employs 33 full-time (9 are exempt), 19 part-time, 3 interns and 3 seasonal employees which are included as Appendix A. Of this, 16 employees are organized in the following unions:

- International Union of Operating Engineers Local No. 49 which represents our Public Works Department Maintenance Workers (7 employees)
- Law Enforcement Labor Services, Inc #217 which represents our Police Department Officers (8 employees)
- Law Enforcement Labor Services, Inc #416 which represents our Police Department Lieutenant (1 employee)

The collective bargaining agreement is a three -year contract and will expire on December 31, 2022.

The City currently has a step-system pay structure. Most positions are on a 6-step program. The City has been in compliance with pay equity requirements in the past. Throughout the years there have been several changes in position classifications, new position additions, and compensation schedule adjustments. There is a need to have the entire job evaluation, compensation and benefits system reviewed by an outside professional consultant. The City recognizes the need to validate the process and methodology utilized for determining classification for newly established positions as well as a need to have the entire job evaluation and compensation system reviewed and updated for internal and external pay equity. Currently there is a combination of two classification systems being used. The City is interested in implementing a system to match other area municipalities for comparison purposes.

Management may also want to explore various methods of payment such as merit vs. step systems while creating consistency throughout. Longevity pay is currently utilized in the Police unions, however, may also be an option for other positions.

Employee and management involvement through participation and informational meetings on the process and outcomes will be an integral component to the success and acceptance of any outcome.

III. SCOPE OF WORK

To meet the needs of the City, proposals shall include the following milestones:

A. Job Classification and Compensation System

- Evaluation and analysis of City needs and philosophy.
- Thorough evaluation of each position to determine a job value, by assigning points to the position based on standard factors.
- Objective classification ranking of each position and the provision of internal pay equity.
- Evaluation of existing job descriptions and the recommendations of revisions to assure compliance with ADA and other State and Federal requirements.
- Develop principles of comparability to external labor markets including public, private and market/comparable cities.
- Provide a wage/labor market comparability study and the analysis of supporting data for the development of a pay structure while assuring internal and external equity and compliance with State Pay Equity Compensation Standards. The wage/labor market comparability study should take into account that the City of Isanti is interested in how competitive the City is with other metro suburban cities.
- Provide recommendations and options for a newly designed evaluation and compensation system. Include the feasibility of implementing a performance-based compensation system or a performance-based component of the system.
- Provide system testing to assure compliance.
- Detail the appropriate number of pay ranges (and pay steps, if applicable) and the weight given to internal equity and external market comparisons.
- Recommend pay grade adjustments and/or reassignment of positions to appropriate pay grades as needed.
- Integrate job evaluation rankings and market comparisons into the recommended pay levels.
- Determine exempt and non-exempt status for each position.

B. Implementation and Sustainability

- Recommend the best approach to coordinate the recommended pay plan with the current pay plan, including an implementation timeline that considers the City's budget constraints.
- Recommend policies, guidelines and procedures for administration, including how the plan can be adjusted for cost of living and how employees advance through salary ranges.
- Provide training and tools, resources and documentation for City staff to maintain the system independently post-implementation.
- Determine the validity for requests for reclassification and/or compensation changes outside of the routine review process.

C. Pay Equity Report

Provide a completed pay equity report required by Minnesota Management and Budget, including an explanation of the new compensation system and methodology and how that plan

satisfies pay equity compliance.

D. Optional Services
The City may, during the term of this contract, desire to purchase additional services from the company to enhance the level of service. Companies should respond in detail regarding the ability to provide optional services. The optional services are in addition to requirements set forth in this RFP; these costs must be readily distinguishable from the costs quoted for the required scope of services.

E. Project Timeline
Identify a concrete, reasonable timeline for the completion of each component in the process. The City desires to have a project completion date of July 31, 2020.

F. Presentation
Ability to present findings and recommendations to Staff and Council, including written reports and oral reports if requested.

G. Cost Proposal
- Provide a comprehensive, detailed cost proposal that covers all costs associated with successful implementation of the system and services required of this RFP.
- Proposals shall clearly define optional services and reimbursable costs not included in basic fees, including any hourly rates or fees for post-contract or optional services.
- Proposals shall include a "not to exceed" lump sum fee protection.
- Proposals shall include identification of proposed milestones. Payment will be made by the City upon agreed-upon milestones as identified in the contract.
- Proposals shall identify costs for all aspects including potential areas in which the City can provide assistance resulting in cost savings to the City.

IV. CONSULTANT SUBMITTAL

The proposal shall contain the following information:

A. Provide references of municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your organization. Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of the personnel from your office that worked on the project at each municipality.

B. Names and relative backgrounds of the personnel to be assigned to the project.

C. Information stating your organization's approach to the development of a compensation system for the City of Isanti. Include information and outcome documents on the job evaluation system being proposed as well as sample job descriptions, policies and procedures, and questionnaires employees will be required to complete. Also include

information on how your organization will handle each aspect identified in the job description and questionnaires.

D. Identify your approach to creating union and non-union involvement with the development of the position classifications and compensation schedules.

E. Identify a concrete timeline for the completion of each component in the process as well as implementation guidelines.

F. The proposal should clearly define the timelines, proposed fees, and the scope of services to be provided during each of the following specific project components:

- Introduction and Project Orientation
- Position Analysis
- Position Descriptions for full-time, part-time, temporary, seasonal, and internships.
- Position Classifications/Ranking/Grades/Evaluation
- Wage/Labor Benchmarks/Market Pricing
- System Structure Development according to City of Isanti philosophy
- System testing for equity and fairness
- Preparation of final documents for the plan, including presentation, policy, guidelines and procedures for administration (such as how the plan is adjusted for cost of living and how employees advance through the ranges and any other pertinent information). Any written and computerized data and supporting information must be submitted as appropriate.
- Training on the system maintenance and updating such as position additions and wage structure updates.
- System Implementation.
- Future assistance that can be provided by your organization.

G. Proposals shall clearly define additional services and/or reimbursable costs not included in the basic fees, including any hourly rates or fees for post contract services.

H. Proposals shall include a "not to exceed" lump sum fee protection.

I. Identify cost estimates for all aspects including potential areas in which the City of Isanti's staff can provide assistance resulting in cost savings to the City.

V. PROJECT COMPLETION

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed by July 31, 2020.

VI. OTHER

A. Questions regarding this Request for Proposal should be directed to:

Josi Wood
City Administrator
City of Isanti
110 1st Ave NW, PO Box 428
Isanti, MN 55040
Telephone: 763-444-5512
Email: jwood@cityofisanti.us

B. The City of Isanti reserves the right to reject any and or all proposals for any, or no reason, and furthermore reserve the right to accept any proposal deemed to be in the best interest of the City.

C. One original mailed and an electronic copy emailed of the proposal is to be submitted by 4:30 p.m. on Tuesday, **May 26, 2020**, to Josi Wood at the above address and email.

D. Finalists may be requested to make a presentation to City Staff for evaluation.

Job Positions by Department

Police Dept	
Police Chief	FT Exempt
Police Officer	FT
Police Officer	PT
Police Investigator	FT
Police Secretary	FT
Data Entry Clerk	PT
Community Service Officer	PT
Public Works	
Public Services Director	FT Exempt
PW Foreman	FT
PW Maintenance Worker II	FT
Seasonal	PT
Park & Rec	
Parks, Rec, Culture Manager	FT Exempt
Parks Intern	PT
PT Custodian	PT

Liquor Store	
Liquor Store Manager	FT Exempt
Assistant Liquor Store Manager	FT
Liquor - Clerk II	FT
Liquor - PT Clerk	PT
Liquor - Clerk III	PT
Finance/ Administration	
City Administrator	FT Exempt
Finance Director	FT Exempt
HR/City Clerk	FT Exempt
City Clerk*	FT
HR/Deputy City Clerk*	FT
Assistant Finance Director	FT
Receptionist/Utility Billing Clerk	FT
Deputy City Clerk/HR	FT
Utility/Accounting Clerk	FT
Admin Intern	PT
Community Development	
Community Development Director	FT Exempt
Community Development Specialist	FT
Community Development Intern	PT

*These positions are planned to replace the HR/City Clerk and Deputy City Clerk/HR positions in 2021

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR POSITION CLASSIFICATION AND COMPENSATION STUDY

The City of Isanti is accepting proposals for a position classification and compensation study for the City of Isanti. Specifications are available upon request from Isanti City Hall or online at www.cityofisanti.us. The City Council reserves the authority to accept or reject any/or all proposals, and award in the best interest of the City. Proposals shall be submitted in writing addressed to Josi Wood at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040 and submitted electronically via email to jwood@cityofisanti.us. Questions regarding the request for proposals can be sent to Josi Wood via email or at 763-444-5512. All proposals submitted must be clearly marked as "Proposal for Compensation Study 2020" and will be accepted until 4:30 p.m. Tuesday, May 26, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

A Community For Generations.

Isanti

L.6.

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: May 5, 2020
Subject: Resolution 2020-XXX Awarding Contract for Refuse Services

---

Council authorized Staff on April 7th, 2020 to advertise for proposals for refuse services. Staff received three proposals; Waste Management, Ace Solid Waste and LePage & Sons for such services.

Recommendation:
Staff is recommending to enter into a three-year contract with Ace Solid Waste for refuse services as they are lower overall for services per the specifications outlined in the request for proposal.

Attachments:

- Resolution 2020-XXX
- Ace Solid Waste Proposal
- Waste Management Proposal
- LePage & Sons Proposal

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR REFUSE SERVICES FOR ALL CITY FACILITIES

WHEREAS, the Council authorized staff to request proposals for refuse services on April 7, 2020; and,

WHEREAS, the request for proposals for refuse services was published in the City's official newspaper; and,

WHEREAS, quotes were received from Ace Solid Waste, Waste Management, and LePage & Sons which are presented as "Exhibit A, B and C" respectively; and,

WHEREAS, Staff evaluated the quotes received for costs of servicing refuse at all City facilities and locations; and,

WHEREAS, the lower overall quote was provided by Ace Solid Waste; and,

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

1. Hereby award the contract for refuse services to Ace Solid Waste.

2. That the City Administrator is hereby authorized to enter into and sign a contract with Ace Solid Waste for the provision of refuse services for the City of Isanti for a three (3) year period starting May 15, 2020 and ending May 31, 2023.

3. That Ace Solid Waste (contractor) shall submit monthly statements for services provided in a given month to the city and receive compensation in the amounts as provided within the agreed upon contract.

This resolution was duly adopted by the Isanti City Council this 5th day of May, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Ace Solid Waste

A Community For Generations.
Isanti

CITY OF ISANTI REQUEST FOR PROPOSAL
REFUSE SERVICES QUOTE WORKSHEET

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	**Container**	**Frequency**	**Cost per Container per Month**
Refuse	64 Gallon	Weekly	$9.00
Refuse	90 Gallon	Weekly	$9.00
Single Sort Recycle	90 Gallon	Weekly	$5.00
Refuse	2 Yard	Weekly	$60.00
Refuse	4 Yard	Weekly	$80.00
Refuse	4 Yard	Twice Weekly	$140.00
Cardboard	4 Yard	Weekly	$50.00

Roll-Off for Cleanup Day:	**Cost**
Each Roll-Off	—
Labor for Removal of Materials Collected	—
Trucking Fee	$180.00
Dumping Fee	$79.00 per Ton

Additional 90 gal Containers for Events:	**Cost Per Container**	**Cost Per Occurrence to Empty***
Refuse	$8.00	0
Single Sort Recycle	$6.00	0

***It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.**

Additional Fee for Driver to Walk Down Park Cans.... $ N/A per month

Fuel Surcharge..... $ 0 per month

Taxes..... $ 17% on Trash per month

Please List Any Additional Charges That the City May Incur:

⌀	..... $	per month
⌀	..... $	per month

Please indicate if there are inflationary costs over the term of the contract: If Disposal rates go up From County

You may attach any additional information to this worksheet to provide quotes for the refuse service.

Proposal submitted by: (Please Print)

ACE Solid Waste

Company Name

Exhibit B

Waste Management

A Community For Generations.
Isanti

CITY OF ISANTI REQUEST FOR PROPOSAL
REFUSE SERVICES QUOTE WORKSHEET

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	**Container**	**Frequency**	**Cost per Container per Month**
Refuse	64 Gallon	Weekly	$17 first cart/$12 each additional
Refuse	90 Gallon	Weekly	$17 first cart/$12 each additional
Single Sort Recycle	90 Gallon	Weekly	$16 first cart/$11 each additional
Refuse	2 Yard	Weekly	$53.58
Refuse	4 Yard	Weekly$	$107.16
Refuse	4 Yard	Twice Weekly	$214.32
Cardboard	4 Yard	Weekly	$90.00

Roll-Off for Cleanup Day:	**Cost**
Each Roll-Off	MSW: $333.45 tax incl. C & D: $493.00 tax incl Electronics: $90.00
Labor for Removal of Materials Collected	No charge
Trucking Fee	No Charge
Dumping Fee	Electronics: charged per item

Additional 90 gal Containers for Events:	**Cost Per Container**	**Cost Per Occurrence to Empty***
Refuse	No Charge	No Charge
Single Sort Recycle	No Charge	No Charge

***It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.**

Additional Fee for Driver to Walk Down Park Cans.... $ 15.00 per park per month

Fuel Surcharge..... $0.00 per month

Taxes..... $178.34 per month

Please List Any Additional Charges That the City May Incur:

None ..... $ per month

None ..... $ per month

Please indicate if there are inflationary costs over the term of the contract: 5% Price increase years 2 & 3

You may attach any additional information to this worksheet to provide quotes for the refuse service.
Pricing breakdown is above in introductory portion or proposal.

Proposal submitted by: (Please Print)

Waste Management of Minnesota, Inc.
Company Name

Exhibit C LePage

A Community For Generations. Isanti

CITY OF ISANTI REQUEST FOR PROPOSAL
REFUSE SERVICES QUOTE WORKSHEET

I (we) submit the following quote for refuse services for the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

Material	Container	Frequency	Cost per Container per Month
Refuse	64 Gallon	Weekly	$ 15.65
Refuse	90 Gallon	Weekly	$ 18.69
Single Sort Recycle	90 Gallon	Weekly	$ 11.33
Refuse	2 Yard	Weekly	$ 51.26
Refuse	4 Yard	Weekly	$ 76.17
Refuse	4 Yard	Twice Weekly	$ 161.65
Cardboard	4 Yard	Weekly	$ 63.42

Roll-Off for Cleanup Day:	Cost
Each Roll-Off	$ 165 / Haul
Labor for Removal of Materials Collected	MSW 65.00 / Ton
Trucking Fee	Demo 45.00 / Ton
Dumping Fee	

Additional 90 gal Containers for Events:	Cost Per Container	Cost Per Occurrence to Empty*
Refuse	$ 9.21	$ 5.00
Single Sort Recycle	$ 7.40	$ 5.00

***It is the haulers discretion to leave additional cans at the Public Works Facility during the summer months (vs delivering the cans to each event). The Contractor will be called when to empty the containers.**

Additional Fee for Driver to Walk Down Park Cans.... $ 10.00 per month

Fuel Surcharge..... $ Included per month Fluctuating

Taxes..... $ Included per month

Please List Any Additional Charges That the City May Incur:

Extra trip of Comm..... $_____ per month $25.00 trip fee

_____..... $_____ per month

14.00 A YARD MSW
12.00 A YARD Recy

Please indicate if there are inflationary costs over the term of the contract: Fluctuating Fuel & Environmental Fee

You may attach any additional information to this worksheet to provide quotes for the refuse service.

Proposal submitted by: (Please Print)

Lepage & Sons
Company Name

C

E

D

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 19, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using GoToMeeting.com

The public can comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/702958493

or by calling into this number +1 (872) 240-3212 **with this meeting ID** 702-958-493

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. May 5, 2020- Regular Meeting of the City Council

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, May 25, 2020 *(In Observance of Memorial Day)*
2.	Parks, Recreation & Culture Board Meeting	Tuesday, May 26, 2020 at 6:00 p.m.
3.	City Council Meeting	Tuesday, June 2, 2020 at 7:00 p.m.
4.	EDA Meeting	Tuesday, June 2, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2020-XXX Consider the 3.2 Off-Sale Liquor License Application for Coborns *(Mary Kruck)*

City Administrator Josi Wood
2. Resolution 2020-XXX Approving a Special Event Permit Application for a Grab and Go End of the Year Goodbye *(Shane Dordal and Mark Ziebarth)*

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $276,843.17 Payroll in the Amount of $97,629.72

2. Resolution 2020-XXX Designating Lexipol as the Isanti Police Department Policy Management System
3. Resolution 2020-XXX Approving Donation Box at Liquor Store
4. Resolution 2020-XXX Authorizing the Execution of Repayment Agreement on Lot 6, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
5. Resolution 2020-XXX Authorizing the Execution of Repayment Agreement on Lot 7, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. Resolution 2020-XXX Approving Engagement Letter for 2019 TIF Reporting

M. Other Communications

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

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 5, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/714420013
or by calling into this number +1 (669) 224-3412 **with this meeting ID** 714-420-013

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

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Assistant City Administrator/ Special Projects Don Lorsung (via telephone) and Community Development Director Sheila Sellman (via telephone)

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Collison to approve the agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
1. Years of Service- Retirement Recognition Donald C. Lorsung
City Council recognized Donald Lorsung for his service and thanked him for his dedication to the City of Isanti.

G. Approve City Council Minutes
1. April 21, 2020- Regular Meeting of the City Council
2. March 17, 2020- Planning Commission Meeting
Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

H. Announcements

1. Committee of the Whole	Tuesday, May 19, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 19, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 19, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Mayor Johnson stated that he spoke to Melissa Bettendorf from the North 65 Chamber of Commerce and the Chamber is unsure on what they would like to do for the parade but there has been discussion about cancelling it. Johnson went on by asking City Council if they would like to continue fireworks or not.

Councilmember Collison stated that fireworks can be done with social distancing regardless if the parade is cancelled or not. Collison continued to share that it was already budgeted for and many can enjoy the fireworks from their home and cars.

Johnson agreed with Collison and stated that the fireworks will give people something to enjoy.

Councilmember Steve Lundeen stated that he does not think anything should be cancelled until the last minute. Lundeen further shared that the fireworks give people something to look forward to.

Councilmember Bergley stated that City Council should encourage the Chamber of Commerce to have the parade and wait until the last minute to make final decision whether to have parade or not. Bergley continued by stating that the fire district should wait to make a final decision with the rodeo as well.

Johnson stated it is up to the rodeo association to make the final decision.

Lundeen stated that as of right now they are still planning on having the rodeo event.

City Administrator Josi Wood stated that the PRCA (Professional Rodeo Cowboys Association) has rodeos on their website that have been cancelled and ones that are still intended on going. They have not updated anything past July 3rd

Collison stated that advanced notice is for people with hotel reservations and travel plans and those people need time to get their stuff together if it is still on and they need time to cancel if it is not. Collison further shared that the big task for the rodeo and parade is if social distancing is still required at that time how it will be policed.

Wood shared that it is up to the organizer to maintain social distancing if it is still in place and for that reason many cities such as St. Francis, North Branch, Princeton, East Bethel and Coon Rapids are cancelling events. Wood continued to share that some cities have cancelled June and July events because the liability falls upon the organizer to have social distancing maintained. Wood further shared that the rodeo is separate because they are a closed circuit and if they get full of space, they can shut their doors. Wood continued sharing that the street dance is a city event and there are no doors to close. Wood asked what the plan would be from Council for staff to carryout social distancing and if that may be putting up snow fence and keeping track of people. Wood stated that staff has reached out to some of the food vendors and the question vendors are asking is the number of people attending, as they need to plan for how much food to make and how much beer to buy. They do not want to buy too much so that food and beer is wasted. Wood further stated that if social distancing is still happening at that time and everyone is trying to plan, the vendors and bands may cancel on the city. Wood stated that staff has reached out to most vendors and they are fine with waiting to see what happens however, if they do not feel safe, they are not coming to the event.

Collison stated he would consider cancelling the June street dance as that is not that far away, but hopeful July street dance would happen.

Wood stated that her recommendation from staff would be to cancel the June street dance and postpone the Mayors Luncheon to July with the hope that all the July and August events happen.

Johnson stated that this may change May 18th and suggested waiting until May 19th city council meeting to make final decision.

Lundeen agreed that the final decision for events should be made at the May 19th city council meeting.

Wood stated it will be brought back to the city council on May 19th.

Councilmember Jimmy Gordon stated that he agreed and people can attend at their own risk and possibly have the city attorney draft a waiver if city council thinks it is necessary.

Collison stated that it needs to be remembered that a person does not have to be showing symptoms to be carrying the virus.

Mayor Johnson asked if there was any more Council/ Committee Reports.

Councilmember Dan Collison shared that the BMX National Event has been cancelled however, it has been postponed for September.

J. Public Hearings
None

K. Business Items
City Administrator Josi Wood

1. **Resolution 2020-096** Approving a Special Event Permit Request for the Cambridge-Isanti School District for Senior Graduation Parade

   Mayor Johnson shared that the school board has contacted him about doing a parade for the seniors on June 5th at 7:00 p.m. and will be their virtual graduation along with a parade that will go through Cambridge and Isanti.

   Councilmember Collison asked if the school board is responsible for everything.

   Johnson stated that the only thing the city would be responsible for is to help out with closing roads, police presence and fire department presence. The school board will be sending home a permission slip for this event for liability purposes.

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

Community Development Director Sheila Sellman

2. **Resolution 2020-097** Approving a Conditional Use Permit for a Religious Institution at 1321 Heritage Blvd.
   Community Development Director Sheila Sellman shared that the applicant is Tibetan American Foundation of Minnesota (TAFM) and they are requesting a conditional use permit for a religious institution at 1321 Heritage Blvd. Sellman continued to share that the district is zoned B-2, General Business District where the religious institution requires a conditional use permit. Sellman further shared that Spirit River Church previously occupied the space and did not have a CUP, therefore

TAFM needs one and TAFM meets all the requirements for a CUP. Sellman continued to state that Planning Commission held a Public Hearing on April 21st and the applicant attended virtually and was able to answer any questions. The Planning Commission unanimously recommended approval with the conditions that the parking lot be fixed within one year.

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

3. **Ordinance-729** An ordinance approving the amendment to Ordinance 445 (Zoning) The Official Zoning Map
   Community Development Director Sheila Sellman shared that the applicant Deann Bunes of Serenity Circle Counseling is requesting to rezone property located at 201 Main Street from R3-A Low Density Residential to B-1 Central Business District with D-1 Downtown Overlay to build a new office building. Sellman further stated that the R3-A district does not allow office building therefore, rezoning is necessary. Sellman went on to share that the purpose of the Comprehensive Land Use Plan is to ensure the orderly growth and development of the city while maintaining a sound infrastructure and economy. The subject site has a Comprehensive Land Use designation of CBD, Central Business District. The Planning Commission held a Public Hearing on April 21st and the applicant was available for questions. The adjoining property owners did ask that if they were going to be rezoned and it was said at the meeting that they will not and the rezoning is specific to this property only. Sellman continued to share that because it is amending the zoning map which is part of the zoning code, a site ordinance is required.

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

4. **Ordinance-730** An ordinance Amending Ordinance 445, Section 7, Article 1 to include commercial recreation as a conditional use
   Community Development Director Sheila Sellman shared that Scott Boecker has requested an ordinance amendment to allow for Commercial Recreation in the Central Business District. Sellman continued to share that right now commercial recreation is not an allowed use. Boecker has asked to add commercial recreation as a permitted use in the B-1 district, however the other business district in town allow commercial recreation as a conditional use, therefore staff recommends if added, it should be a conditional use and because this amendment is not site specific it would apply to all of the B-1 district. Sellman further shared that the Planning Commission held a Public Hearing on the zoning request at the April 21st meeting and also agreed that this should be under conditional use permit if added to the zoning district.

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

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $300,551.77 Payroll in the Amount of $97,225.04
2. **Resolution 2020-098** Approving the Hire of Community Development Specialist Ryan Saltis
3. **Resolution 2020-099** Approving the Hire of Administrative Assistant Intern Sarah Bjork
4. **Resolution 2020-100** Setting Work Session for 2021 Budget
5. Approving Request for Proposals for Position Classification and Compensation Study
6. **Resolution 2020-101** Awarding Quote and Authorizing to Enter into a Contract for Refuse Services for all City Facilities

Councilmember Gordon asked if the Community Development Specialist position is a new position and if it was replacing Planner.

City Administrator Josi Wood shared that this is a position that was previously listed as the city planner. Wood further shared that when the city planner resigned the job description title did not suit exactly what was in the job description so it was renamed with a new title that is more consistent with what other cities have. Wood continued to share that it is not a new position, but a new title with same job description.

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

M. Other Communications

None

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:48 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: May 19, 2020

Subject: 3.2 Beer (Malt) Off-Sale Liquor License for Coborns, Inc.

Background:
Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License.

All Liquor License and applications are reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

Staff has received the completed application and the applicant has met the requirements outlined in City Code Chapter 76.

The effective date of the 3.2 Off-Sale Liquor License if approved shall be April 1, 2020 through March 31, 2021.

Action:
Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-XXX Approving the 3.2 Off-Sale Liquor License for Coborns, Inc.

RESOLUTION 2020-XXX

APPROVING THE 3.2 OFF-SALE LIQUOR LICENSE APPLICATION FOR COBORNS, INC.

WHEREAS, Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License; and,

WHEREAS, the applicant has completed the application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval of the application;

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

1. Coborns, Inc. 3.2 Off-Sale Liquor License is hereby approved.
2. The effective date of the 3.2 Off-Sale Liquor License shall be April 1, 2020 through March 31, 2021
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 19th day of May 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.2.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: May 19, 2020
Subject: Resolution 2020-XXX Approving a Special Event Request for Grab and Go End of the Year Good-Bye parade at Isanti Primary School and Isanti Intermediate

---

Background

The city has received an application for the upcoming special event planned for Isanti Primary School (IPS) and Isanti Intermediate School (IIS). Each school will be conducting a good bye parade for teachers/staff at each school for the students of each school to drive by and wave good bye to each other on the last day of school. A map is included to show the route for each school.

The event will take place on Thursday June 4th, 2020 from 11:00 am to 1:00 pm. This event is open to the public and will have about 80 staff and about 500 families taking part.

Police assistance is being asked for at the crosswalks at each school and may also need assistance at the exit of IPS onto Heritage Blvd to keep traffic exiting east.

There will be no parking impact as this is a parade type of event. No additional requirements of restrooms, security, clean up, live entertainment, public address system is needed/requested.

Staff Request

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

Attachments

- Resolution No. 2020-XXX
- Special Event Application – Grab and Go End of Year Good Bye Parade
    - Application
    - Maps of routes for each school

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR A GRAB AND GO END OF THE YEAR GOODBYE

WHEREAS, Isanti Primary School (IPS) has submitted a Special Event application requesting a permit to host Goodbye event at IPS and Isanti Intermediate School (IIS); and,

WHEREAS, the event will consist of staff standing along the sidewalks or school grounds at each school and the students/parents will drive by, providing students and staff the opportunity to wave Goodbye to each other on the last day of school; and,

WHEREAS, a parade type of event is scheduled to take place on Thursday, June 4; and,

WHEREAS, the event will take place from 11:00am – 1:00 pm; and,

WHEREAS, the estimated number of staff is 80 and 500 families; and,

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

WHEREAS, the applicant is requesting Police assistance for traffic and pedestrian control; and,

WHEREAS, no public addressing systems or live entertainment will be utilized during the event; and,

WHEREAS, the $100 clean-up deposit fee is being waived; and,

WHEREAS, no posting of temporary signage is being requested;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit application for the Grab and Go End of the Year Goodbye event at IPS and IIS,

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 was duly adopted by the Isanti City Council this 19th day of May 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

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 a 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: 5/4/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Primary School

Contact Person: Shane Dordal

Address: 301 Heritage Blvd NW

City: Isanti State: MN Zip: 55040

Phone: 763-691-8701 Fax: ___-___-___ Cell: [redacted]

E-mail: sdordal@c-ischools.org

Secondary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ___-___-___ Cell: ___-___-___ E-mail: _____

[redacted]

EVENT INFORMATION

Event Name: Grab and Go End of the year good bye

Date(s) of Event: 6/4/2020

Hours of Event: 11:00 - 1:00 p.m.

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

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

Our school would like to incorporate a good bye approach for our students and families. Families can drive through our bus parking area to wave to our IPS staff since this will be our only way to say good bye.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Primary School
Isanti Intermediate 8th + 9th Ave East

Estimated Number of People in Attendance (includes staff, participants, and spectators):
80 staff, 500 families

Parking Impact – Describe in detail:
No parking issues are forseeable since the traffic flow will be moving through our parking lot and the front of the building. Maybe a police presence would be nice by our crosswalk.

Tents, equipment, amusement rides, etc.
Type: 0
Size: 0
Location: 0

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

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.
N/A

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).
N/A

Clean-up Plans – Describe in detail:
N/A

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

N/A

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

N/A

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?

N/A

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: Shawn Daniel

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: per email

Parks, Recreation and Culture Manager
✓ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: per email

City Administrator
✓ Approved _____ Denied _____ N/A Signature: per email

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

May 5, 2020

Dear Isanti Neighbor,

On June 4, 2020 our schools will be sponsoring an unparade for our school families. Families will be driving their cars around our school and we will have staff waving at them and holding signs. We are doing this to celebrate the end of another school year. As you are aware, we have not been in session since March and have been doing our education through distance learning. June 4, 2020 will be our last day of school for this school year, and will be one last opportunity to connect (from a safe distance) with our students. We will be doing this from 11:00-1:00. You may see an increase in traffic during this time. Thank you for being part of our school community. We have missed seeing many of you and look forward to working with you again. Have a great day!

Sincerely,

Mark Ziebarth
Isanti Intermediate/School For All Seasons Principal
Shane Dordal
Isanti Primary School Principal

0 132 Feet

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

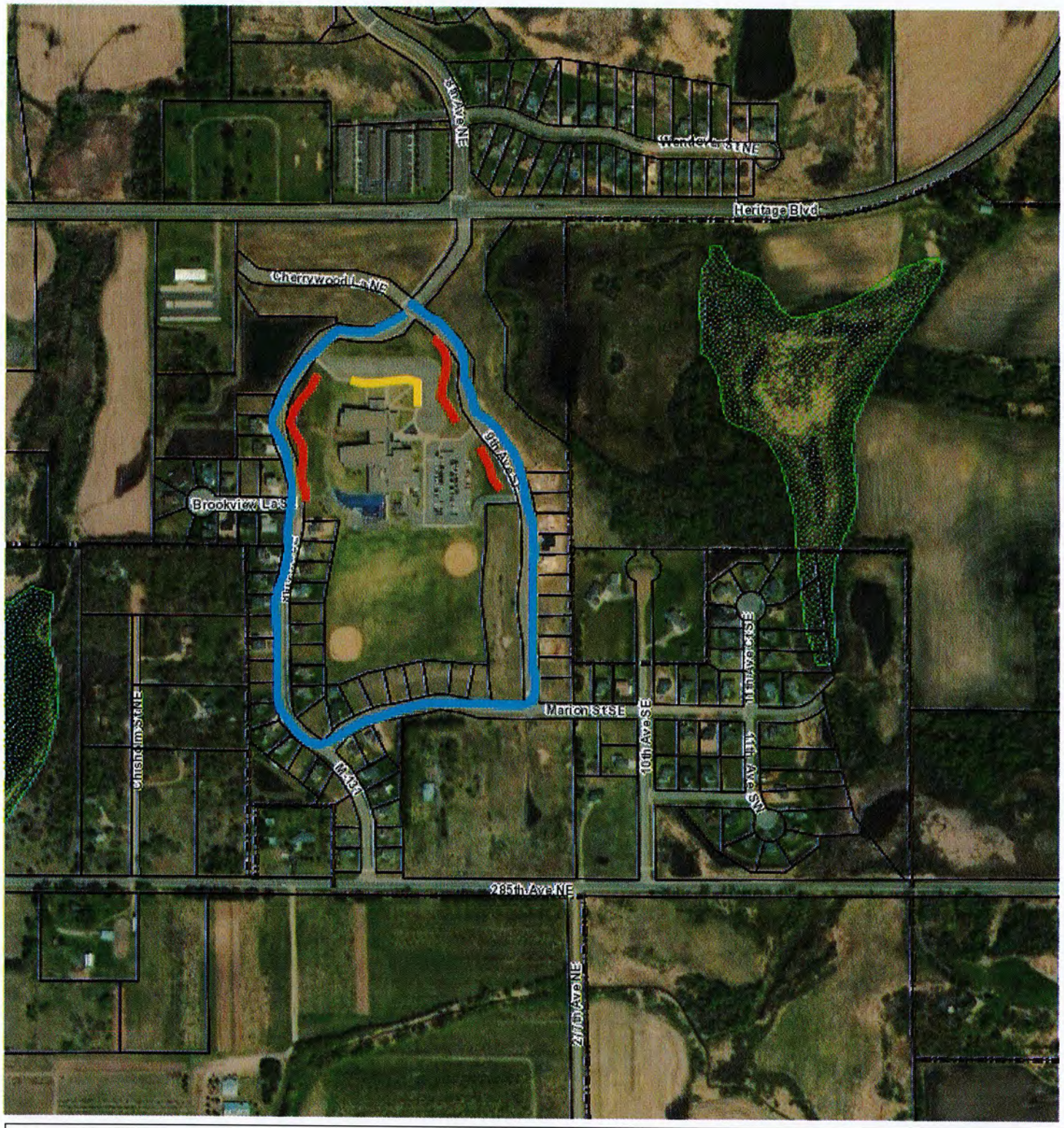
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 5/12/2020 9:08 AM

Isanti Primary School

Blue line is route for parents/ students to drive through for the goodbye

A Community For Generations. Isanti



0 527 Feet

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 5/12/2020 9:21 AM

Isanti Intermediate School

Blue = parent/student route
Orange = Staff standing
Yellow = Grab and Go lunch area

A Community For Generations. Isanti

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/6/2020 - 5/6/2020 | May 06, 2020 11:32AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/06/2020	53519	1059	ANOKA COLLISION CENTER	101-20200	4,145.75
05/20	05/06/2020	53520	1112	AUTO VALUE CAMBRIDGE	602-20200	6.99
05/20	05/06/2020	53521	53	BELLBOY CORPORATION	609-20200	8,117.30
05/20	05/06/2020	53522	9	BERNICKS PEPSI-COLA	609-20200	2,348.59
05/20	05/06/2020	53523	2221	C & L DISTRIBUTING	609-20200	213.00
05/20	05/06/2020	53524	1474	CDW GOVERNMENT INC	614-20200	2,879.19
05/20	05/06/2020	53525	1629	CITY OF ISANTI	226-20200	13,332.26
05/20	05/06/2020	53526	1969	CITY OF SAINT PAUL	101-20200	1,364.55
05/20	05/06/2020	53527	2759	CIVICPLUS	602-20200	2,250.00
05/20	05/06/2020	53528	918	CRYSTAL SPRINGS ICE	609-20200	142.54
05/20	05/06/2020	53529	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,665.35
05/20	05/06/2020	53530	1682	FERGUSON WATERWORKS	602-20200	28.59
05/20	05/06/2020	53531	2028	FURTHER	861-20200	3,550.00
05/20	05/06/2020	53532	2830	GDO Law	101-20200	4,083.33
05/20	05/06/2020	53533	1566	GLENS TIRE INC	101-20200	242.00
05/20	05/06/2020	53534	134	GOPHER STATE ONE-CALL INC	601-20200	276.75
05/20	05/06/2020	53535	596	GRAFIX SHOPPE	101-20200	146.94
05/20	05/06/2020	53536	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,543.98
05/20	05/06/2020	53537	5	KAWALEK TRUCKING	609-20200	288.80
05/20	05/06/2020	53538	2648	LEPAGE & SONS	101-20200	747.04
05/20	05/06/2020	53539	17	MCDONALD DISTRIBUTING CO	609-20200	12,645.60
05/20	05/06/2020	53540	616	MENARDS - CAMBRIDGE	101-20200	108.93
05/20	05/06/2020	53541	2080	MVTL LABORATORIES INC	601-20200	43.20
05/20	05/06/2020	53542	617	PAUSTIS & SONS	609-20200	1,432.25
05/20	05/06/2020	53543	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,189.15
05/20	05/06/2020	53544	315	ST.PAUL STAMP WORKS	609-20200	33.25
05/20	05/06/2020	53545	1361	STAPLES ADVANTAGE	609-20200	254.00
05/20	05/06/2020	53546	73	STAR	101-20200	74.00
05/20	05/06/2020	53547	2156	SUMMIT COMPANIES	101-20200	1,032.00
05/20	05/06/2020	53548	2834	SUN MECHANICAL, INC.	101-20200	495.27
05/20	05/06/2020	53549	686	VERIZON WIRELESS	609-20200	1,254.44
05/20	05/06/2020	53550	427	VESSCO INC	601-20200	743.68
05/20	05/06/2020	53551	42	VIKING COCA-COLA BOTTLING CO	609-20200	347.95
05/20	05/06/2020	53552	1286	VINOCOPIA INC	609-20200	310.50
05/20	05/06/2020	53553	361	VINTAGE LOCK	101-20200	1,300.00
05/20	05/06/2020	53554	4	WATSON CO INC	609-20200	2,723.11
05/20	05/06/2020	53555	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
05/20	05/06/2020	53556	780	WINE MERCHANTS	609-20200	408.00
Grand Totals:						108,325.28

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/13/2020 - 5/13/2020 | May 13, 2020 11:13AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/13/2020	53557	1503	7-UP BOTTLING	609-20200	161.10
05/20	05/13/2020	53558	9	BERNICKS PEPSI-COLA	609-20200	1,959.72
05/20	05/13/2020	53559	368	BILLS QUALITY CLEANING	101-20200	446.00
05/20	05/13/2020	53560	1500	BOLTON & MENK INC	444-20200	45,898.09
05/20	05/13/2020	53561	2905	BROECKERT, THOMAS	601-20200	82.00
05/20	05/13/2020	53562	1474	CDW GOVERNMENT INC	614-20200	2,114.77
05/20	05/13/2020	53563	1198	CENTER POINT ENERGY	601-20200	2,212.38
05/20	05/13/2020	53564	1822	CENTURYLINK BUSINESS SERVICES	101-20200	28.91
05/20	05/13/2020	53565	2610	CINTAS	609-20200	215.76
05/20	05/13/2020	53566	918	CRYSTAL SPRINGS ICE	609-20200	214.36
05/20	05/13/2020	53567	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,440.30
05/20	05/13/2020	53568	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
05/20	05/13/2020	53569	2028	FURTHER	101-20200	31.40
05/20	05/13/2020	53570	2761	GRATITUDE FARMS	101-20200	250.00
05/20	05/13/2020	53571	113	ISANTI TIRE & AUTO CARE INC	101-20200	24.00
05/20	05/13/2020	53572	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,060.17
05/20	05/13/2020	53573	5	KAWALEK TRUCKING	609-20200	241.00
05/20	05/13/2020	53574	1745	LINDEN WEB DESIGN	101-20200	15.00
05/20	05/13/2020	53575	2500	METRO SALES INC.	101-20200	127.08
05/20	05/13/2020	53576	176	MN DEPT OF REVENUE	609-20200	32,654.00
05/20	05/13/2020	53577	2842	MN PEIP	861-20200	22,612.24
05/20	05/13/2020	53578	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,282.16
05/20	05/13/2020	53579	12	POSTMASTER	603-20200	35.00
05/20	05/13/2020	53580	2341	RED BULL DISTRIBUTION	609-20200	294.00
05/20	05/13/2020	53581	2396	SOUTHERN GLAZERS OF MN	609-20200	6,735.71
05/20	05/13/2020	53582	2554	SPECIALTY SOLUTIONS	101-20200	112.85
05/20	05/13/2020	53583	96	STREICHERS INC	101-20200	977.14
05/20	05/13/2020	53584	1820	URBANS HARDWARE INC	602-20200	80.99
05/20	05/13/2020	53585	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
05/20	05/13/2020	53586	2027	US INTERNET	101-20200	57.80
05/20	05/13/2020	53587	42	VIKING COCA-COLA BOTTLING CO	609-20200	158.90
05/20	05/13/2020	53588	4	WATSON CO INC	609-20200	2,269.57
05/20	05/13/2020	53589	1922	WEX BANK	609-20200	1,829.84
05/20	05/13/2020	53590	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	622.14
05/20	05/13/2020	53591	2009	WOOD, JOSEPHINE	101-20200	89.66
Grand Totals:						168,517.89

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	84,201.19
Social Security & Medicare	4,955.18
Public Employees Retirement	8,473.35
Total City Expense	97,629.72

Pay Date 5/15/2020

Pay Period 10 (4/26-5/9/20)

L.2.

RESOLUTION 2020-XXX

DESIGNATING LEXIPOL AS THE ISANTI POLICE DEPARTMENT POLICY MANAGEMENT SYSTEM

WHEREAS, the 2020 Council Approved Budget included funds for Lexipol Policy Management; and,

WHEREAS, the City of Isanti has contacted with Lexipol for the operating policy and updates for the Isanti Police Department; and,

WHEREAS, this resolution supersedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to designate Lexipol as the Isanti Police Department Policy Management System.

This Resolution is hereby approved by the Isanti City Council this 19th day of May, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.3.

A Community For Generations.

Isanti

Memo for Council Action

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: May 13th, 2020

Subject: Donation Request for 7th Annual MMBA "Support Our Troops Supplies Drive" promotion in-store

---

Background:
Each year the MMBA supports a Troops Drive for the sole purpose of raising funds as well as supplying donations to help support local troops and veterans. I am requesting that we promote this program in-store and customers can donate "supply items," or make a cash donation in any amount that they wish to help support this program. The dates of the Support Our Troops Supplies Drive are May 26th through July 5th, 2020.

Request:
Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-xxx Approving Donation Box at Liquor Store

RESOLUTION 2020-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Support Our Troops Drive"; and,

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Support Our Troops Drive" at the Isanti Liquor Store from May 26, 2020 through July 5, 2020.

Adopted by the Isanti City Council this 19th day of May 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

7th Annual MMBA "Support OUR Troops" Drive

FOLDS of HONOR

2020 Support Our Troops Program

- In the continuing effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Anheuser-Busch, is coordinating the *Annual Municipal "Support OUR Troops" Drive* **benefiting your local military personnel and their families.**

- This is an effort to support military personnel in Minnesota. We'll be raising funds for the Folds of Honor organization. Donations will go to support scholarships to families of fallen or wounded soldiers in Minnesota.

ABOUT FOLDS OF HONOR

HONOR THEIR SACRIFICE. EDUCATE THEIR LEGACY.

Folds of Honor is a 501(C)(3) nonprofit organization, rated a four-star charity by Charity Navigator and platinum on GuideStar, that provides educational scholarships to the families of military men and women who have fallen or been disabled while on active duty in the United States armed forces. Our educational scholarships support private educational tuition and tutoring for children in grades K-12, as well as higher education tuition assistance for spouses and dependents. Founded in 2007 by Major Dan Rooney, a PGA Professional and F-16 fighter pilot in the Air Force Reserves who served three tours of duty in Iraq, Folds of Honor is proud to have awarded approximately 24,500 scholarships in all 50 states and some US territories, including over 4,500 in 2019 alone. For more information or to donate in support of a Folds of Honor scholarship, please visit foldsofhonor.org

Additional Details

- The Drive will run from May26th – July 5th, 2020.
- Each participating MMBA member will collect money. Each member will send a check payable to the Folds of Honor to MMBA office upon conclusion of fundraiser. Please send an email to Kevin Karel and Paul Kaspszak upon completion of fundraiser. Each members collection will be imputed into a tracker to find out total amount raised.
- The member who raises the most, will be asked to join in a ceremony with the Folds of Honor team.
- Wholesalers will provide ***customized*** signage, assist with designing and building displays to fit retailer needs and provide collection bin/box to collect items.
    - Displays should include the Budweiser Patriotic pack along with signage calling attention to the #THANKAVET Program.
- Anheuser-Busch will be donating a $1 per case of Budweiser sold to the national Folds of Honor fundraiser.

Core: Budweiser Patriotic Pack ICONIC Programming

FOLDS of HONOR

STRS 5/18- 8/8
24pk 12oz
25oz Singles

SMTS Available ABM

Available Perch POCM

Core: Budweiser #THANKAVET RETAIL PROGRAM

FOLDS of HONOR

Additional Patriotic Support, consumers can enter for a chance to win a Custom Americana Harley by using #THANKAVET

Gas Tank

Back Fender

Front Fender

Contact Information for Fundraiser

If you would like to participate in this event, contact the MMBA Office at:

Fax: 763-780-0424
Email: kaspszak@outlook.com
Address: P.O. Box 32966 Minneapolis, MN. 55432

If you have questions about POS, please address with your local Anheuser-Busch Distributor.

If you have any issues contacting your local distributor, please contact Kevin Karel:

Cell: (651) 336-6449
Kevin.Karel@Anheuser-Busch.com

ANHEUSER-BUSCH

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: May 19, 2019
Subject: **RESOLUTION NO. 2020-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 6, Block 1, Sun Prairie Fourth Addition, for the construction of a single family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 13, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2020-XXX
- Repayment Agreement

RESOLUTION 2020-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and,

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and,

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 6, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and,

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and,

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and,

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 13, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 19st day of May, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 107 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 6, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council

From: Sheila Sellman, Community Development Director

Date: May 19, 2019

Subject: **RESOLUTION NO. 2020-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 7, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:

On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 7, Block 1, Sun Prairie Fourth Addition, for the construction of a single family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 13, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request

Staff is requesting that the City Council adopt the attached Resolution.

Attachments:

- Resolution 2020-XXX
- Repayment Agreement

RESOLUTION 2020-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 7, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and,

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and,

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 7, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and,

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and,

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and,

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 13, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 19st day of May, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 103 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 7, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: May 19, 2020
Subject: Engagement Letter for 2019 TIF Reporting

Background:
Minn. Stat. § 469.175, subd. 6, requires an annual reporting and disclosure of the sources and uses of tax increment financing (TIF) districts within the state of Minnesota as prescribed by the Office of the State Auditor. Statute further authorizes the cost of such reporting to be for thru tax increment collected by each district.

Recommendation:
Staff has reviewed the proposal and recommends approval

Request:
Consider Resolution Approving Engagement Letter for 2019 TIF Reporting

Attachments:
- Res 2020-XXX Approving Engagement Letter for 2019 TIF Reporting
- Engagement Letter – Abdo, Eick & Meyers

RESOLUTION 2020-XXX

APPROVING ENGAGEMENT LETTER FOR 2019 TIF REPORTING

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, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2019,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approve the proposal for 2019 TIF reporting in the amount of $500 per district. Costs will be allocated to each reported district as an accepted use of tax increment per state statute 469.175.

This resolution was duly adopted by the Isanti City Council this 19th day of May, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

May 6, 2020

Management, Honorable Mayor, and City Council
City of Isanti
Isanti, Minnesota

Thank you for the opportunity to prepare your annual TIF reports for filing with the Office of the State Auditor (OSA). The filing deadline for the TIF reports is August 1. We will complete the reports during the months of the June and July. Our engagement is not to determine compliance with any legal requirements. If any arise, we will communicate any issues or difficulties observed to City Council in writing.

Annual TIF Report to the OSA, 2019 – **Per District**	$	500

We look forward to working with you in the very near future. Please call with questions or concerns.

Sincerely,
ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Steven R. McDonald, CPA
Governmental Services Partner

RESPONSE:
This letter correctly sets forth the understanding of the City of Isanti.

By:_____

Title:_____

Date:_____

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

April 2020

Reported Crime	Month to Date	Year to Date
Theft	13	39
Assault	1	9
Vandalism/Damage to Property	1	8
Narcotics	5	11
Burglary	0	0
Domestics	9	29
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	10	34
Medical	39	138
Permit to Purchase	14	38
Security Check / Extra Patrol	462	1,362

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	14
DUI	1	5
Accidents	6	29
Hit & Run	1	2
Warrant P/U	0	10
Speed	11	40
DAR/DAS	1	14
Administrative Citations (Including Speed)	2	27

Squad Mileage	Month End Mileage	Month Miles		YTD Miles
Ford Explorer 221	89,970	1,110		3,772
Ford Explorer 224	81,597	2,366		8,305
Ford F150 225	32,970	973		5,170
Chevy Impala 223	96,455	110		1,416
Dodge Durango 226	13,565	2,811	*	4370
Dodge Durango 227	15,659	2,569		8493

* Note mileage for 226 is for 2 months. Nothing available for March; vehicle was in the shop.

CEZT REPORT APRIL 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD									25	18	8	
NEW CITATIONS THIS PERIOD									1	1		
CITATIONS OPEN									2	1		
OPEN CASES (End of month)									4	3	3	
VIOLATIONS CLOSED THIS PERIOD									5	7	5	
NEW CASES THIS PERIOD									7	10	8	
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs									2	4	5	
CPA-Park & Store. 227									2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216												
Nuisance Junk/rubbish/salvage 216									2			
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates										1		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period									3	8	6	
Administrative Citations Issues/period									1	1		
Criminal Citations Issued/period											1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

M.2.

CITY OF ISANTI MONTHLY REPORT

April 2020

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		
ROOF / SIDING	0	2	$0.00	$0.00	$0.00	$0.00	$0.00	$160.00		
DECK	0	10	$0.00	$24,700.00	$0.00	$22.00	$0.00	$1,648.35		
LL FINISH	1	9	$29,556.00	$144,205.13	$14.78	$14.78	$792.00	$4,446.10		
REMODEL / ADDITION	2	8	$0.00	$0.00	$2.00	$2.00	$160.00	$400.00		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	18	57	$0.00	$0.00	$16.00	$17.00	$1,930.00	$5,850.00		
SINGLE DWELLINGS	10	32	$739,342.04	$3,629,748.65	$753.00	$1,158.64	$22,496.75	$62,894.85		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	13	42	$0.00	$0.00	$12.00	$13.00	$1,050.00	$3,375.00		
PLUMBING	15	43	$0.00	$0.00	$13.00	$16.00	$1,182.00	$3,040.00		
RESIDENTIAL TOTAL	**59**	**203**	**$768,898.04**	**$3,798,653.78**	**$810.78**	**$1,243.42**	**$27,610.75**	**$81,814.30**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	1	3	$0.00	$265,000.00	$25.76	$25.76	$1,181.40	$5,454.90		
PLUMBING	2	2	$0.00	$0.00	$2.00	$2.00	$165.00	$165.00		
MECHANICAL	2	5	$0.00	$21,700.00	$24.39	$24.39	$1,207.18	$1,744.26		
ROOF / SIDING	0	1	$0.00	$6,000.00	$0.00	$0.00	$0.00	$227.70		
MISCELLANEOUS	3	12	$0.00	$9,500.00	$3.00	$4.00	$200.00	$993.35		
COMMERCIAL TOTAL	**8**	**23**	**$0.00**	**$302,200.00**	**$55.15**	**$56.15**	**$2,753.58**	**$8,585.21**		
RESIDENTIAL/COMMERCIAL TOTAL	**67**	**226**	**$768,898.04**	**$4,100,853.78**	**$865.93**	**$1,299.57**	**$30,364.33**	**$90,399.51**	**$48,568.00**	**$145,527.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 4/30/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	185	22	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	158	17	0	0	$4,192,779.60	$70,262.86	$99,854.00
2020	226	32	0	0	$4,100,853.78	$90,399.51	$145,527.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$15,977.28
April	67	$768,898.04	$30,364.33
May	13	$738,924.30	$12,472.70
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	205	$4,100,853.78	$90,399.51

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MEMORANDUM

Date: May 12, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

Work began May 4, 2020 closing the TH 65 median. This median work is anticipated to be completed by the end of the month. They will then move to working on the Cajima Street east and west sides of TH 65.

2) 6th Avenue Rehabilitation

The contractor plans to begin work on this project in late August 2020 with work planned to be completed in mid to late October 2020.

3) 2020 Pavement Management Project

The contractor plans to complete all spot repairs on the pavement, sidewalk, and curb this month. They will return next month to complete the sealcoat and striping work.

4) 2020 Storm System Management Project

The majority of this project has been completed. Minor remaining items will be completed when the pond water level goes down.

5) Legacy Pines 2nd Addition

A pre-construction meeting is scheduled for May 14, 2020. The contractor plans to begin work the following week.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 2, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using GoToMeeting.com

The public can comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/644533685
or by calling into this number +1 (786) 535-3211 **with this meeting ID** 644-533-685

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards
1. Mayoral Proclamation for High School Class of 2020

G. Approve City Council Minutes
1. May 19, 2020- Regular Meeting of the City Council
2. May 19, 2020- Committee of the Whole Meeting
3. May 19, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, June 16, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 16, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 16, 2020 *(Immediately following the City Council Meeting)*
4. Park Rec and Culture Board Meeting	Tuesday, June 23, 2020 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2020-XXX Declaring Isanti a Business Friendly Community
2. Resolution 2020-XXX Off-Sale 3.2 Liquor License Application for Coborn's (*Mary Kruck)*
3. Summer Events Discussion

Liquor Store Manager John Jacobi
4. Discussion for Accepting Cash and Liquor Store Hours for June

Community Development Director Sheila Sellman

5. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use.
6. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use.
7. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage.
8. Resolution 2020-XXX Adoption of Comprehensive Land Use Plan Update

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $240,454.52 Payroll in the Amount of $116,767.37

M. Other Communications

Adjournment

Mayor's Proclamation

City of Isanti

WHEREAS, 2020 gave way to unprecedented circumstances which have prohibited typical high school graduation, year-end activities and celebrations;

WHEREAS, Cambridge-Isanti High School seniors have exhibited incredible strength, resiliency, and Bluejacket pride;

WHEREAS, the class of 2020 makes our community and school system a fantastic place to live and learn;

WHEREAS, educators at Cambridge-Isanti High School work closely and passionately with our students and families to provide a wonderful education;

WHEREAS, the Cambridge-Isanti High School Class of 2020 makes our citizens proud of their commitment to responsible citizenship in this unprecedented time of COVID-19;

WHEREAS, the Class of 2020 will be our future leaders, pioneers, creators, motivators, and role models;

WHEREAS, the community of Cambridge-Isanti supports and congratulates all the students who will continue to influence our community long after this current crisis has ended;

NOW, THEREFORE, I, JEFF JOHNSON, MAYOR OF THE CITY OF ISANTI, do hereby proclaim that the week of June 1, 2020 as a Time of Appreciation for the Dedication of the Cambridge-Isanti High School Class of 2020 who have worked hard, preserved and risen to the challenges before them:

IN WITNESS WHEREOF I hereunto set my hand and cause the Seal of Isanti, Minnesota, to be herein affixed.

_____

Mayor Jeff Johnson

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 19, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using GoToMeeting.com

The public can comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/702958493

or by calling into this number +1 (872) 240-3212 **with this meeting ID** 702-958-493

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

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

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

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Bergley to approve the agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. May 5, 2020- Regular Meeting of the City Council

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

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, May 25, 2020 *(In Observance of Memorial Day)*
2.	Parks, Recreation & Culture Board Meeting	Tuesday, May 26, 2020 at 6:00 p.m.
3.	City Council Meeting	Tuesday, June 2, 2020 at 7:00 p.m.
4.	EDA Meeting	Tuesday, June 2, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

City Administrator Josi Wood shared the Arts and Science Academy would like to have a Grab and Go event similar to K.2

Motion to approve Arts and Science Academy to have a Grab and Go event by Lundeen, seconded by Gordon. Motion passed 5-0. Motion carried.

J. Public Hearings

None

K. Business Items

1. Resolution 2020-XXX Consider the 3.2 Off-Sale Liquor License Application for Coborns *(Mary Kruck)*

Mayor Johnson asked if Mary Kruck from Coborns was in attendance virtually.

There was no response.

City Administrator Josi Wood recommended postponing K.1 to the end of the meeting to ensure a representative from Coborns was able to join the meeting virtually.

A motion was made by Gordon to approve resolution.

Wood stated that per city code a representative has to be present for approval for a liquor license.

A motion was made to postpone until the June 2nd City Council meeting, seconded by Lundeen. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2020-102** Approving a Special Event Permit Application for a Grab and Go End of the Year Goodbye *(Shane Dordal and Mark Ziebarth)*

City Administrator Josi Wood shared that a special event permit application has been received for the Isanti Primary and Isanti Intermediate Schools for a goodbye sendoff for the teachers and students to say goodbye to each other as families come through for the grab n go lunches at both locations. Wood further shared that all require documentation has been submitted.

Shane Dordal and Mark Ziebarth shared that with COVID-19 the way of educating students has drastically changed. Dordal and Ziebarth continued to share that is an opportunity to say goodbye and wish them well for the Summer. Dordal and Ziebarth further shared that it is a big transition for students moving from Isanti Primary to Isanti Intermediate and Isanti Intermediate to move on to the Middle school and bring closure to an unusual school year. The purpose is to follow social distancing guidelines and spread school staff out around the property and wave at families as they pick up their gran n go meals and depart for Summer.

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

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $276,843.17 Payroll in the Amount of $97,629.72
2. **Resolution 2020-103** Designating Lexipol as the Isanti Police Department Policy Management System

3. **Resolution 2020-104** Approving Donation Box at Liquor Store
4. **Resolution 2020-105** Authorizing the Execution of Repayment Agreement on Lot 6, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
5. **Resolution 2020-106** Authorizing the Execution of Repayment Agreement on Lot 7, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
6. **Resolution 2020-107** Approving Engagement Letter for 2019 TIF Reporting

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

M. Other Communications

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

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:48 p.m.

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MAY 19, 2020 – 5:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone by using GoToMeeting.com

The public can view & comment at the Committee meeting by visiting this website:
https://global.gotomeeting.com/join/432271077

or by calling into this number +1 (571) 317-3112 **with this meeting ID** 432-271-077

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:01 p.m.), Steve Lundeen (arrived at 5:01 p.m.) and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, Jenny Garvey (via telephone), Liquor Store Manager John Jacobi (via telephone) and City Attorney Joe Langel (via telephone)

D. Public Comment
None

E. Committee Meeting Items

1. Discussion on Summer Events
   - Events in June such as Street Dance, Mayors Luncheon and Fireworks as the fireworks date was slated for a day the coincided with Jubilee and Rodeo days but those events have been cancelled by the organizers.
   - Governors order is no gatherings of more than 10 people.
   - The Community Center is closed currently because due to Governor Walz's order of no gatherings of more than 10 people with the exception of senior dining and the blood drive.
   - The Lions Club is concerned if there is a limit of people
   - Staff requested Committee of the Whole's recommendation on Summer events.
   - Recommendation from Committee is to wait until the June 2th City Council meeting to discuss the street dance, request fireworks vendor to move fireworks to July 11th, Mayors Luncheon on June 17th to a later date that will be determined

and continue to keep the Community Center closed until the Governor's order is lifted to allow for more than 10 people in a gathering.

2. Liquor Updates
    - Gross Profit for the months of February to April was 27.54%.
    - March 18th, 2020 was the largest one day of sales ever at approximately $35,000 at the start of the pandemic.
    - March and April were both record breaking months with March sales at approximately $325,000 and April at $335,000.
    - The liquor store has been following CDC guidelines as close as possible since it is considered an essential business.
    - Public Works has put a split shield in front of the registers as well as provided gloves for all employees, regularly sanitizing doors and door handles and installed stickers on the floors to keep customers 6 feet apart.
    - The liquor store hours have been modified to Monday-Saturday 9 a.m.-8 p.m.
    - The liquor store has also enacted a credit card only form of payment that began April 6th, 2020.
    - 3 staff members are working at all times to monitor the number of customers in the store in order to adhere to social distancing guidelines.
    - The pet drive is currently going on for the month of May. Next month will be the 7th Annual "Support the Troops Drive" and will run from May 26th, 2020 through July 5th, 2020.
    - The liquor store has faced many out of stock issues since the pandemic but the suppliers are doing what they can to best accommodate.
    - Sales representatives have been calling in orders over the phone in order to stay out of the stores.
    - Since the Star Tribune article came out in January there have been 9 new wine customers and most of them are case buyers.
    - Beer distributers have lowered costs on bottle beer since the restaurants and bars are closed which helps raise gross profit.

3. Review Comp Plan Update
    - Public input was gathered at the beginning of the process in 2019 and an Open House was held in January 2020 on the draft plan.
    - At the March 17, 2020 public hearing a presentation was given by City staff and any concerns or questions by the public on the plan update were addressed.
    - No further recommendations were made from Committee.
4. Discussion Annex Property Enforcement
    - It was discussed at the December 2019 Committee of the Whole meeting general code enforcement on parcels recently annexed into the City.
    - The focus was mostly on parking and vehicles.
    - It was agreed that any outside storage of rubbish, junk, inoperable vehicles, miscellaneous refuse or garbage will be enforced immediately.
    - It was discussed at the February Committee of the Whole a rough draft of an ordinance amendment was presented.

- The draft included limits on size of vehicles and number of vehicles for parcels over 1-acre.
- The Committee openly discussed one member of the public that spoke at the meeting suggested that the current code be enforced when property ownership changed and until the people that live there are allowed to have what they currently have for vehicles, trailers etc. and Committee directed staff to look at the logistics of the idea.
- At the March Committee of the Whole meeting the Committee discussed this item and requested staff to draft an ordinance to review.
- Staff discussed ownership idea with the City Attorney and he explained that will be quite difficult to enforce.
- Staff suggested creating a specific zoning district for the annexed parcels that will allow for some of the concessions that Committee would like including driveways and number of vehicles/ trailers.
- The City Attorney suggested including all residential parcels over one acre south of Palomino.
- The proposed district maintains the same uses and general requirements of the R-1 zone but has different allowances for driveways and number of vehicles.
- Recommendation from Committee is to move forward with public hearing at Planning Commission meeting on June 16th, 2020 to adopt ordinance and then come back to City Council meeting for approval on July 7th, 2020.

5. Building Permit Fees
- In 2003 the City of Isanti adopted the State Building Code by ordinance and is regulated in Chapter 111 of the City Code which states "The application, and enforcement of this code shall be in accordance with the Minnesota State Building Code."
- Section 1300.0130 Sub. 3 of the State Building Code states "The building official shall receive applications, review construction documents and issue permits for the erection, alteration, demolition, moving and repair of buildings, structures, including all other equipment systems regulated by the code."
- Section 1300.0130 requires construction documents to be submitted for review.
- Building permit fees are set in the fee schedule that is adopted by the City Council on an annual basis.
- MN State Statute outlines a fee schedule that can be adopted or cities can adopt their own.
- City of Isanti schedule is very similar to what is in statute.
- The city's plan review fee is based on the statute.
- Recommendation from Committee is to discuss and review the fee schedule.

6. Discussion of COVID-19 Related Expectations for 2021 Budget
- Department Heads will begin meeting to review the budget for 2021.
- Evaluations for taxes payable are already locked into 2021 from January 2nd.
- Unemployment are near 25% may have some impact.
- No further recommendations were made from Committee.

7. Code Enforcement Process Discussion
    - Since 2016 if a complaint is received a letter is sent out and there is 14 days for the property owner to become compliant and after 14 days a citation is issued.
    - Staff requested guidance if Committee would like to continue with this process.
    - Recommendation from Committee is to bring back to Committee of the Whole meeting for future discussion.

F. Adjournment

Meeting was adjourned at 7:01 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, APRIL 21, 2020

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:42
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Paul Bergley, Jimmy Gordan, Steve Lundeen, Aryssa Simon via telephone.
     Members Absent Alexander Collins.
     Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from March 17, 2020 Planning Commission Meeting : Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. **Public Hearing**
   - A. Request Tibetan American Foundation of Minnesota for a Conditional Use Permit under City Ordinance 445, Section 7, Article 2, Subd.3 said request is for a Religious Institution at 1321 spoke on this item. Lundeen asked about updating the parking lot, the commission agreed and made it a condition. Motion by Bergley to approve the CUP with the condition that the parking lot be improved within one year. Second by Lundeen, motion passed 6-0.

   - B. Request from Deanna Bunes for Rezoning property located at 201 Main Street from R3-A low density multiple family residential to B-1, Central Business District with D-1 Downtown overlay for an office use under City Ordinance 445, Section 23., Article 1, PID 16.050.0770: Sellman gave the staff report. One member of the public spoke during the public hearing and asked if all the properties were being rezoned. Staff clarified the rezoning was only for the property at 201 Main Street. Motion by Lundeen to approve, second by Collison, motion passed 6-0.

   - C. Request from Scott Boecker to amend the City Zoning Code, Ordinance 445, Section 7, Article 1 to include commercial recreation as a permitted use, under City Ordinance 445, Section 23., Article 1.: Sellman gave the staff report and explained that this amendment is only for the CBD district and not site specific. No one from the public spoke on this item. Motion by Lundeen to approve, second by Collison, motion passed 6-0.

4. **Other Business: None**

5. **Discussion Item**
   A. Impervious Surface Maximum: Sellman explained that complaints have been coming in about impervious surface maximums. This is an item that will be brought to the next Plannning Commission meeting for consideration.

6. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn at 8:19pm. Motion passed 6-0.

Respectfully Submitted – Sheila Sellman Community Development

RESOLUTION 2020-XXX

DECLARING ISANTI, MN AS A BUSINESS-FRIENDLY COMMUNITY AND ENCOURAGING GOVERNOR WALZ TO ALLOW FOR THE SAFE REOPENING OF ALL MINNESOTA BUSINESSES

WHEREAS, the Isanti City Council is urging Governor Walz to allow all businesses, in the City of Isanti to reopen; and,

WHEREAS, the City has in place an emergency order for which no end date has been established; and,

WHEREAS, the "Stay at Home Order", and subsequent Orders, has caused undue hardship and financial loss to many small businesses, some whom will never recover from this catastrophe, as businesses continue to have financial strain due to health and business insurance, taxes, rent, utilities and other costs, with no source of revenue to cover those costs; and,

WHEREAS, all businesses can reasonably reopen as the "Orders" are not a one size fits all solution. "Critical" businesses, such as hardware and grocery stores, can stay open but must successfully follow the guidelines handed down by the MN Department of Health and the CDC; our City's non-critical businesses are just as capable of following those same guidelines; and,

WHEREAS, we firmly believe that all our businesses can reopen safely, and still provide adequate protection to our most vulnerable citizens;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Isanti Minnesota, hereby declares Isanti as a "Business Friendly Community" and respectfully requests that all our non-critical businesses be allowed to reopen without stringent regulations as soon as possible as we are concerned that some of those businesses may no longer be viable once the Governor allows them to do so;

BE IT FURTHER RESOLVED, that each business must prepare and post a Preparedness Plan on-site prior to reopening. The Plan must address the items contained in the MN Department of Health and CDC guidance.

This Resolution is hereby approved by the Isanti City Council this 2nd day of June, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: June 2, 2020

Subject: 3.2 Beer (Malt) Off-Sale Liquor License for Coborns, Inc.

Background:
Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License.

All Liquor License and applications are reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

Staff has received the completed application and the applicant has met the requirements outlined in City Code Chapter 76.

The effective date of the 3.2 Off-Sale Liquor License if approved shall be April 1, 2020 through March 31, 2021.

Action:
Staff is requesting City Council action on this item.

Attachment:
- Resolution 2020-XXX Approving the 3.2 Off-Sale Liquor License for Coborns, Inc.

RESOLUTION 2020-XXX

APPROVING THE 3.2 OFF-SALE LIQUOR LICENSE APPLICATION FOR COBORNS, INC.

WHEREAS, Coborns, Inc. has submitted an application for a 3.2 Off-Sale Liquor License; and,

WHEREAS, the applicant has completed the application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval of the application;

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

1. Coborns, Inc. 3.2 Off-Sale Liquor License is hereby approved.
2. The effective date of the 3.2 Off-Sale Liquor License shall be April 1, 2020 through March 31, 2021
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 2nd day of June 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.4.

Request for City Council Action – MEMO DISCUSSION

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: June 2, 2020

Subject: Discussion for Accepting Cash and Liquor Store Hours for June

---

Background:

During the last Committee of the Whole meeting, an inquiry was made into going back to accepting cash on June 1st. After discussing the issue with staff, I feel that they are comfortable doing so with current hand sanitizing practices in place.

Also discussed during the last Committee of the Whole meeting was returning to regular store hours on June 1st. Regular liquor store hours are Monday through Thursday 9:00 a.m. to 9:00 p.m., Friday through Saturday 9:00 a.m. to 10:00 p.m. and Sundays 11:00 a.m. to 6:00 p.m. After talking with staff and communicating with other local municipal liquor stores, I feel that the best option is to change the store hours to Monday thru Saturday 9am-9pm and Sunday 11am-4pm.

We have been facing an unusual amount of traffic and an increase in total sales during the last 3 months. The store sees the heaviest customer traffic between the hours of 2pm-6pm Monday thru Saturday. Sundays have seen 3 to 4 times the amount of sales and customers since the start of the pandemic. Both St. Francis and Cambridge have been closed on Sundays since the pandemic began. Cambridge and St. Francis will still be closed on Sundays in June. This has, and will continue to, put a burden on Sunday payroll since customer traffic requires us to put on an additional part time staff member to accommodate increased Sunday sales amounts. Since the pandemic began, we have increased sales $90,000 to $100,000 + per month, even with us not accepting cash and closing at 8pm. As shown in the attached reports, our busiest time frames are between 2pm-6pm Monday thru Saturday.

Attachment

- 2019/2020 April Hourly Sales and Customer Counts
- 2019/2020 Sunday Hourly Sales and Customer Counts

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 2:18:17 PM

From: Sunday, May 5, 2019
to: Sunday, May 5, 2019
Period: Daily
Group: RAL - Store total

"2019"
SUNDAY

Description	Weight	Qty	Amount
11:00 - 11:59			
TOTAL SALES		93	$849.79
Customers		42	$849.79
12:00 - 12:59			
TOTAL SALES		82	$832.10
Customers		38	$832.10
13:00 - 13:59			
TOTAL SALES		51	$643.88
Customers		29	$643.88
14:00 - 14:59			
TOTAL SALES		64	$796.66
Customers		39	$796.66
15:00 - 15:59			
TOTAL SALES		94	$1,202.88
Customers		54	$1,202.88
16:00 - 16:59			
TOTAL SALES		77	$953.48
Customers		43	$953.48
17:00 - 17:59			
TOTAL SALES		64	$727.87
Customers		30	$727.87
Totals			
TOTAL SALES		525	$6,006.66
Customers		275	$6,006.66

3-4 PM TOTAL
93 CUSTOMERS
$1,999.54

4-6 PM TOTAL
73 CUSTOMERS
$1,681.35

© Logivision, Form: 5-4-8

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 2:18:00 PM

From: Sunday, May 3, 2020
to: Sunday, May 3, 2020
Period: Daily
Group: RAL - Store total

"2020"
SUNDAY

Description	Weight	Qty	Amount
11:00 - 11:59			
TOTAL SALES		137	$1,512.72
Customers		60	$1,512.72
12:00 - 12:59			
TOTAL SALES		198	$2,226.61
Customers		64	$2,226.61
13:00 - 13:59			
TOTAL SALES		128	$2,058.04
Customers		62	$2,058.04
14:00 - 14:59			
TOTAL SALES		133	$1,808.27
Customers		68	$1,808.27
15:00 - 15:59			
TOTAL SALES		146	$2,051.75
Customers		83	$2,051.75
Totals			
TOTAL SALES		742	$9,657.39
Customers		337	$9,657.39

2-4PM TOTAL $3,860.03
151 CUSTOMERS

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 1:34:14 PM

From: Monday, April 1, 2019
to: Tuesday, April 30, 2019
Period: Monthly
Group: RAL - Store total

"2019"

Description	Weight	Qty	Amount
08:00 - 08:59			
TOTAL SALES		-34	($32.91)
Customers		27	($32.91)
09:00 - 09:59			
TOTAL SALES		648	$5,991.85
Customers		302	$5,991.85
10:00 - 10:59			
TOTAL SALES		860	$8,960.97
Customers		407	$8,960.97
11:00 - 11:59			
TOTAL SALES		1268	$14,683.46
Customers		636	$14,683.46
12:00 - 12:59			
TOTAL SALES		1360	$14,807.16
Customers		676	$14,807.16
13:00 - 13:59			
TOTAL SALES		1608	$18,445.12
Customers		785	$18,445.12
14:00 - 14:59			
TOTAL SALES		2112	$25,181.83
Customers		1049	$25,181.83
15:00 - 15:59			
TOTAL SALES		2899	$34,001.03
Customers		1445	$34,001.03
16:00 - 16:59			
TOTAL SALES		3411	$38,087.88
Customers		1653	$38,087.88
17:00 - 17:59			
TOTAL SALES		3154	$37,666.62
Customers		1596	$37,666.62
18:00 - 18:59			
TOTAL SALES		2431	$28,037.42
Customers		1222	$28,037.42
19:00 - 19:59			
TOTAL SALES		1885	$22,442.77

2-hour Total 6965

© Logivision Form: 5-4-5

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 1:34:14 PM

From: Monday, April 1, 2019
to: Tuesday, April 30, 2019
Period: Monthly
Group: RAL - Store total

Description	Weight	Qty	Amount
Customers		936	$22,442.77
20:00 - 20:59			
TOTAL SALES		1278	$14,439.04
Customers		655	$14,439.04
21:00 - 21:59			
TOTAL SALES		454	$5,181.12
Customers		230	$5,181.12
22:00 - 22:59			
TOTAL SALES		-2	($25.13)
Customers		1	($25.13)
Totals			
TOTAL SALES		23332	$267,868.23
Customers		11620	$267,868.23

Total
7-9pm 1804

2019 Total Customers 11620

© Logivision Form: 5-4-6

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 1:18:59 PM

From: Wednesday, April 1, 2020
to: Thursday, April 30, 2020
Period: Monthly
Group: RAL - Store total

"2020"

Description	Weight	Qty	Amount
07:00 - 07:59			
TOTAL SALES		-3	($22.52)
Customers		1	($22.52)
08:00 - 08:59			
TOTAL SALES		-21	($32.41)
Customers		13	($32.41)
09:00 - 09:59			
TOTAL SALES		1074	$9,957.13
Customers		344	$9,957.13
10:00 - 10:59			
TOTAL SALES		1118	$13,739.82
Customers		418	$13,739.82
11:00 - 11:59			
TOTAL SALES		1872	$22,409.38
Customers		719	$22,409.38
12:00 - 12:59			
TOTAL SALES		2127	$28,374.23
Customers		914	$28,374.23
13:00 - 13:59			
TOTAL SALES		2618	$34,280.05
Customers		1107	$34,280.05
14:00 - 14:59			
TOTAL SALES		2996	$42,201.82
Customers		1351	$42,201.82
15:00 - 15:59			
TOTAL SALES		3852	$49,931.36
Customers		1699	$49,931.36
16:00 - 16:59			
TOTAL SALES		3976	$53,283.88
Customers		1816	$53,283.88
17:00 - 17:59			
TOTAL SALES		3556	$48,733.16
Customers		1617	$48,733.16
18:00 - 18:59			
TOTAL SALES		2673	$35,787.98

2-6pm Total 7683

© Logavision, Form: 5-4-8

Hourly

Isanti Liquor
400 W Dual Boulevard
Isanti, MN 55040
763-444-5063

Printed: Wednesday, May 27, 2020 1:18:59 PM

From: Wednesday, April 1, 2020
to: Thursday, April 30, 2020
Period: Monthly
Group: RAL - Store total

Description	Weight	Qty	Amount
Customers		1200	$35,787.98
19:00 - 19:59			
TOTAL SALES		2079	$25,946.32
Customers		897	$25,946.32
20:00 - 20:59			
TOTAL SALES		221	$2,896.90
Customers		100	$2,896.90
21:00 - 21:59			
TOTAL SALES		46	$446.83
Customers		23	$446.83
Totals			
TOTAL SALES		28184	$367,933.93
Customers		12219	$367,933.93

7-8pm 1020

2020 Total Customer 12219

" About 600 more customers per month with shorter hours "

© Logivision, Form: 5-4-8

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council

From: Sheila Sellman, Community Development Director

Date: June 2, 2020

Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use.

Background:

In February of this year the Council approved an ordinance amendment to Chapter 245 Peddlers Solicitors and Transient Merchants to include food trucks. The zoning code now needs to be updated to include food trucks as a permitted use within the B-1 and B-2 district as well as added definition.

The proposed amendment adds a definition of Mobile Food Unit to the zoning code definitions – "Mobile Food Unit - A food and beverage service establishment that is a vehicle mounted unit or free-standing food stand." This proposed definition aligns with City Code.

In addition, this amendment adds Mobile Food Units as a permitted use in the B-1 and B-2 zoning district which aligns with City Code.

The Planning Commission held a public hearing at their May 19, 2020 meeting, no one from the public spoke on this item. The Planning Commission recommends approval.

Request:

Consider approving the ordinance amendment

Attachments:

- Ordinance

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 2 DEFINITIONS; SECTION 7 BUSINESS DISTRICTS, ARTICLE ONE, "B-1" CENTRAL BUSINESS DISTRICT AND ARTICLE TWO, "B-2" GENERAL BUSINESS DISTRICT, SUBDIVISION 2: PERMITTED USES, TO ADD MOBILE FOOD UNIT AS A PERMITTED USE

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Section 2. Definitions are hereby amended to include the following:

Mobile Food Unit – A food and beverage service establishment that is a vehicle mounted unit or free-standing food stand.

II. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article One, "B-1" Central Business District, Subdivision 2 Permitted Uses shall be hereby amended to add/delete the following:

P. Mobile Food Unit, providing that such use meets the requirements as provided within Chapter 245 of the Isanti Code of Ordinances.
~~P.~~ Q. Museums.
~~Q.~~ R. Personal service establishments.
~~R.~~ S. Print shops.
~~S.~~ T. Theater, indoor (not adult-use).
~~T.~~ U. Thrift store.

III. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article Two, "B-2" General Business District, Subdivision 2 Permitted Uses shall be hereby amended to add/delete the following:

Y. Mobile Food Unit, providing that such use meets the requirements as provided within Chapter 245 of the Isanti Code of Ordinances.
~~Y.~~ Z. Personal service establishments.
~~Z.~~ AA. Print shop.
~~AA.~~ BB. Showroom.
~~BB.~~ CC. Theaters, indoor (not adult use).
~~CC.~~ DD. Thrift store.
~~DD.~~ EE. Tool / equipment rental facility (indoor only).

IV. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/City Clerk

Posting Date: 5/21/20
Reading Date: 6/2/20
Publication date: 6/11/20
Effective date: 6/11/20

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 2, 2020
Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use.

Background:
In February the City Council adopted an ordinance amending Chapter 76 Regulating the Possession, Sale and Consumption of Alcoholic Beverages. Included in that amendment was the addition of Micro Distillery Cocktail Room. The zoning code now needs to be updated to include the definition and use.

This Ordinance will add the definition of Micro Distillery Cocktail Room to the definitions section "Facility for on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to the location of owner's distillery pursuant to Minnesota Statute section 340A.22, as amended from time to time." This is in line with city code.

In addition to the definition the zoning code needs to add Micro Distillery Cocktail as a conditional use within the B-1 and B-2 district. This is in line with city code.

The Planning Commission held a public hearing at their May 19, 2020 meeting, no one from the public spoke on this item. The Commission recommends approval.

Request:
Consider the Ordinance Amendment

Attachments:
- Ordinance

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 2 DEFINITIONS; SECTION 7 BUSINESS DISTRICTS, ARTICLE ONE,~~TWO~~ "B-1" CENTRAL BUSINESS DISTRICT AND ARTICLE TWO, "B-2" GENERAL BUSINESS DISTRICT,
SUBDIVISION 3: CONDITIONAL USES, TO ADD MICRO DISTILLERY COCKTAIL ROOM AS A CONDITIONAL USE

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS
Ordinance No. 445 Zoning, Section 2. Definitions are hereby amended to include the following:

Micro Distillery Cocktail Room – Facility for on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to the location of owner's distillery pursuant to Minnesota Statute section 340A.22, as amended from time to time.

II. AMENDMENTS
Ordinance No. 445, Zoning, Section 7: Business Districts, Article One,~~Two~~ "B-1" Central Business District, Subdivision 3 Conditional Uses shall be hereby amended to add/delete the following:

R. Micro distillery Cocktail Room
~~R.~~ S. Adult Day Center

III. AMENDMENTS
Ordinance No. 445, Zoning, Section 7: Business Districts, Article Two,~~2~~ "B-2" General Business District, Subdivision 3 Conditional Uses shall be hereby amended to add/delete the following:

Y. Micro distillery Cocktail Room
~~Y.~~ Z. Personal service establishments.
~~Z.~~ AA. Print shop.
~~AA.~~ BB. Showroom.
~~BB.~~ CC. Theaters, indoor (not adult use).
~~CC.~~ DD. Thrift store.
~~DD.~~ EE. Tool / equipment rental facility (indoor only)

IV. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/City Clerk

Posting Date: 5/20/20
Reading Date: 6/2/20
Publication Date: 6/11/20
Effective Date: 6/11/20

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 2, 2020
Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage.

Overview/Background
Over the last few months staff has taken complaints from builders and developers about the maximum impervious surface of 25% in single family residential zones. The last couple of subdivisions have been approved with smaller lots yet the impervious surface maximum has remained at 25%. This is not a realistic percentage for the lots that have been approved. For example, in Legacy Pines there are lots as small as 7,814 square feet, with an average house of 1,514 square feet (foundation and garage are used to calculate impervious surface) the impervious surface has come in at 30% (this includes driveways) not only does this limit the size of the house, it also limits any sheds or patios for the lot. If they are limited to 25% the maximum house/garage and driveway would be 1,953.5 square feet.

The R-1 district has a minimum lot size requirement of 11,000 square feet (unless part of a PUD) 25% of that allows for 2,750 square feet of impervious surface. The R-2 district minimum lot size is 9,000 square feet 25% of that is 2,250 square feet of impervious surface.

The table below represents what surrounding cities requirements are.

City	Single Family Lot Size	Impervious
Isanti	*9,000 Sq ft – 11,000 sq.ft*	*25%*
Cambridge	9,400 sq ft – 11,000 sq ft	30%
Princeton	12,500 sq ft	30%
North Branch	10,800 sq ft – 15,000 sq feet	50%
St. Francis	10,800 sq ft – 14,000 sq ft	35%
Elk River	11,000 sq ft – 14,000 sq ft	25%
Milaca	10,000 sq ft	25%

Request:
Staff is requesting an ordinance amendment to increase the maximum impervious surface in the two Single Family Residential Districts.
The Planning Commission held a public hearing at their may 19, 2020 meeting and recommended increasing the maximum to 40%.

Attachments:
- Ordinance

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 6 RESIDENTIAL DISTRICTS, ARTICLE ONE "R-1" SINGLE FAMILY RESIDENTIAL DISTRICT AND ARTICLE TWO "R-2" SINGLE FAMILY RESIDENTIAL DISTRICT, SUBDIVISION 6B MAXIMUM IMPERVIOUS SURFACE COVERAGE

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Article One "R-1" Single Family Residential District Subdivision 6B shall be hereby amended as follows:

B. Maximum Impervious Surface Coverage ~~25%~~ 40%

II. AMENDMENTS

Ordinance No. 445, Zoning, Article Two "R-2" Single Family Residential District Subdivision 6B shall be hereby amended as follows:

B. Maximum Impervious Surface Coverage ~~25%~~ 40%

III. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/City Clerk

Posting Date: 5/20/20
Reading Date: 6/2/20
Publication Date: 6/11/20
Effective Date: 6/11/20

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 2, 2020
Subject: Resolution 2020-XXX Adopting the 2020 Comprehensive Land Use Plan Update

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Background:
Public input was gathered at the beginning of this process in 2019 and an Open House was held in January, 2020 on the draft plan. At the March 17, 2020 public hearing a presentation was given by City staff and any concerns or questions by the public on the plan update were addressed. The Committee of the Whole reviewed the draft on May 19, 2020 and had no additional questions or comments.

The actual document is out for biding and will be distributed at the City Council meeting. A link will be available on our webpage and a paper copy is available at the front counter in City Hall.

Request:
Consider resolution to adopt the 2020 Comprehensive Land Use Plan Update.

Attachments:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

ADOPTING THE 2020 COMPREHENSIVE LAND USE PLAN UPDATE

WHEREAS, The City of Isanti adopted the 2008 Comprehensive Plan on November 20, 2007; and,

WHEREAS, The City of Isanti recognizes that the City must continue to grow and develop in a contiguous and sustainable pattern; and,

WHEREAS, the City of Isanti believes that the 2008 Comprehensive Plan is an expression of the community's overall vision and the goals, policies, and objectives provided in the Comprehensive Plan will guide future development and should be updated time to time; and,

WHEREAS, the City of Isanti is granted through Minnesota State Statues the right to prepare, adopt, and amend a Comprehensive Plan; and,

WHEREAS, the Planning Commission held a public hearing on March 17, 2020, to discuss the draft document and recommended approval of the 2020 Comprehensive Plan Update the motion carried unanimously; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the 2020 Comprehensive Land Use Plan Update.

This resolution was duly adopted by the Isanti City Council this 2nd day of June, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/20/2020 - 5/20/2020 | May 20, 2020 03:20PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/20/2020	53595	494	ALLINA HEALTH SYSTEM	101-20200	880.10
05/20	05/20/2020	53596	936	APPLIED CONCEPTS INC	101-20200	108.00
05/20	05/20/2020	53597	1112	AUTO VALUE CAMBRIDGE	602-20200	20.97
05/20	05/20/2020	53598	9	BERNICKS PEPSI-COLA	609-20200	1,459.73
05/20	05/20/2020	53599	2319	BREAKTHRU BEVERAGE	609-20200	8,690.59
05/20	05/20/2020	53600	2221	C & L DISTRIBUTING	609-20200	239.75
05/20	05/20/2020	53601	1241	CENTRAL WOOD PRODUCTS	101-20200	130.00
05/20	05/20/2020	53602	1815	CENTURYLINK	609-20200	870.88
05/20	05/20/2020	53603	1937	CHILSON JEWELERS	101-20200	71.75
05/20	05/20/2020	53604	1969	CITY OF SAINT PAUL	101-20200	524.70
05/20	05/20/2020	53605	918	CRYSTAL SPRINGS ICE	609-20200	122.31
05/20	05/20/2020	53606	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,859.40
05/20	05/20/2020	53607	1214	DAKOTA WORLDWIDE CORP	609-20200	500.00
05/20	05/20/2020	53608	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/20	05/20/2020	53609	55	ECM PUBLISHERS INC	609-20200	161.00
05/20	05/20/2020	53610	385	FEDERATED CO-OPS INC	101-20200	473.79
05/20	05/20/2020	53611	1682	FERGUSON WATERWORKS	601-20200	89.48
05/20	05/20/2020	53612	235	FIRST STATE TIRE RECYCLING	101-20200	5.50
05/20	05/20/2020	53613	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	81.10
05/20	05/20/2020	53614	1563	ISANTI ELECTRIC INC	602-20200	280.50
05/20	05/20/2020	53615	252	ISANTI REDBIRDS	104-20200	53.92
05/20	05/20/2020	53616	2611	J ROBINSON CONSTRUCTION	505-20200	4,000.00
05/20	05/20/2020	53617	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,314.08
05/20	05/20/2020	53618	5	KAWALEK TRUCKING	609-20200	324.60
05/20	05/20/2020	53619	1282	LEAF TOWING AND	101-20200	150.00
05/20	05/20/2020	53620	17	MCDONALD DISTRIBUTING CO	609-20200	30,401.15
05/20	05/20/2020	53621	110	METAL COATING & MFG CO	101-20200	77.38
05/20	05/20/2020	53622	2364	METERING & TECHNOLOGY	601-20200	4,097.92
05/20	05/20/2020	53623	281	MINNCO CREDIT UNION	101-20200	2,317.42
05/20	05/20/2020	53624	2208	MINNESOTA EQUIPMENT INC	101-20200	19,035.40
05/20	05/20/2020	53625	1788	MINNESOTA PETROLEUM SERVICE	101-20200	419.50
05/20	05/20/2020	53626	2906	MOUA, MOA	101-20200	90.00
05/20	05/20/2020	53627	2080	MVTL LABORATORIES INC	602-20200	130.96
05/20	05/20/2020	53628	2080	MVTL LABORATORIES INC	602-20200	43.20
05/20	05/20/2020	53629	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,668.40
05/20	05/20/2020	53630	2473	RITEWAY BUSINESS FORMS	609-20200	293.89
05/20	05/20/2020	53631	73	STAR	101-20200	174.00
05/20	05/20/2020	53632	73	STAR	101-20200	68.00
05/20	05/20/2020	53633	1290	THE AMBLE GROUP	101-20200	199.69
05/20	05/20/2020	53634	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
05/20	05/20/2020	53635	97	TOTAL CONTROL SYSTEMS INC	602-20200	936.10
05/20	05/20/2020	53636	42	VIKING COCA-COLA BOTTLING CO	609-20200	238.17
05/20	05/20/2020	53637	1286	VINOCOPIA INC	609-20200	328.00
05/20	05/20/2020	53638	4	WATSON CO INC	609-20200	1,546.49
05/20	05/20/2020	53639	780	WINE MERCHANTS	609-20200	748.00
05/20	05/20/2020	53640	2009	WOOD, JOSEPHINE	101-20200	25.89
Grand Totals:						103,484.44

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/26/2020 - 5/27/2020 | May 27, 2020 02:47PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/20	05/27/2020	53643	2385	ACONA TITLE & ESCROW	601-20200	77.12
05/20	05/27/2020	53644	2343	ADVANTAGE SIGNS INC	101-20200	227.30
05/20	05/27/2020	53645	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.98
05/20	05/27/2020	53646	53	BELLBOY CORPORATION	609-20200	12,300.36
05/20	05/27/2020	53647	1500	BOLTON & MENK INC	603-20200	26,646.50
05/20	05/27/2020	53648	2020	BOYLE, EUGENE	101-20200	2,140.00
05/20	05/27/2020	53649	2319	BREAKTHRU BEVERAGE	609-20200	472.71
05/20	05/27/2020	53650	2487	CAPITOL BEVERAGE SALES	609-20200	368.75
05/20	05/27/2020	53651	1937	CHILSON JEWELERS	101-20200	55.00
05/20	05/27/2020	53652	2911	CITIES TITLE SERVICES, LLC	601-20200	38.70
05/20	05/27/2020	53653	2428	CONCIERGE TITLE INC	601-20200	82.00
05/20	05/27/2020	53654	1472	CRAWFORDS EQUIPMENT INC	101-20200	53.54
05/20	05/27/2020	53655	2912	CRESS, ANTHONY & TAMARA	601-20200	99.53
05/20	05/27/2020	53656	918	CRYSTAL SPRINGS ICE	609-20200	374.76
05/20	05/27/2020	53657	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,195.10
05/20	05/27/2020	53658	1941	DELTA DENTAL	861-20200	2,870.95
05/20	05/27/2020	53659	385	FEDERATED CO-OPS INC	101-20200	149.74
05/20	05/27/2020	53660	1682	FERGUSON WATERWORKS	601-20200	178.96
05/20	05/27/2020	53661	2907	FLEETLINE CUSTOMS & COLLISION	603-20200	3,096.00
05/20	05/27/2020	53662	2908	GLOBAL ELECTRICAL INSPECTION	101-20200	40.00
05/20	05/27/2020	53663	739	HACH COMPANY	601-20200	510.09
05/20	05/27/2020	53664	160	HAWKINS INC	602-20200	1,347.54
05/20	05/27/2020	53665	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,092.01
05/20	05/27/2020	53666	5	KAWALEK TRUCKING	609-20200	219.20
05/20	05/27/2020	53667	2910	LEADS ONLINE	101-20200	1,975.00
05/20	05/27/2020	53668	2435	LINDBERG LAW OFFICE PA	601-20200	7.35
05/20	05/27/2020	53669	1536	MINNESOTA DEED	219-20200	833.33
05/20	05/27/2020	53670	2208	MINNESOTA EQUIPMENT INC	101-20200	76.18
05/20	05/27/2020	53671	2597	MNSPECT, LLC.	101-20200	28,111.84
05/20	05/27/2020	53672	2080	MVTL LABORATORIES INC	602-20200	130.96
05/20	05/27/2020	53673	617	PAUSTIS & SONS	609-20200	1,741.75
05/20	05/27/2020	53674	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,150.67
05/20	05/27/2020	53675	12	POSTMASTER	101-20200	488.75
05/20	05/27/2020	53676	1455	RAILROAD MANAGEMENT	601-20200	517.90
05/20	05/27/2020	53677	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	4,665.00
05/20	05/27/2020	53678	2341	RED BULL DISTRIBUTION	609-20200	189.50
05/20	05/27/2020	53679	2913	ROJAS, MARK & FRANCES	601-20200	45.63
05/20	05/27/2020	53680	2518	SEMLER CONSTRUCTION	505-20200	6,000.00
05/20	05/27/2020	53681	2914	SODERQUIST, SCOTT & LAURIE	601-20200	84.92
05/20	05/27/2020	53682	1361	STAPLES ADVANTAGE	101-20200	8.54
05/20	05/27/2020	53683	73	STAR	609-20200	280.00
05/20	05/27/2020	53684	73	STAR	101-20200	7.00
05/20	05/27/2020	53685	2909	SVM LLC	505-20200	6,000.00
05/20	05/27/2020	53686	2598	T.A.SCHIFSKY & SONS INC.	101-20200	846.32
05/20	05/27/2020	53687	2579	Title Nexus LLC	601-20200	11.13
05/20	05/27/2020	53688	42	VIKING COCA-COLA BOTTLING CO	609-20200	205.10
05/20	05/27/2020	53689	4	WATSON CO INC	609-20200	3,373.37
Grand Totals:						136,970.08

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	102,074.84
Social Security & Medicare	5,848.95
Public Employees Retirement	8,843.58
Total City Expense	116,767.37

Pay Date 5/29/2020

Pay Period 11 (5/10-5/23/20)

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 16, 2020 – 7:00 P.M.
CITY HALL

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at kbrooks@cityofisanti.us or 763-444-5512.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
City Administrator Josi Wood
REVISION K.3 COVID-19 Preparedness Plan

L. Consent Agenda
ADD L.5 Resolution 2020-XXX Approving Temporary 3.2 Beer Licenses for the Isanti Lions Club for the 2020 Isanti Street Dances

M. Other Communications

Adjournment

K.3 Revision

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: June 16, 2020
Subject: Approving a COVID-19 Preparedness Plan

Per Executive Order 20-74, issued on June 5th, all critical sector businesses including municipalities are required to have an approved Preparedness Plan for the City. Staff has reviewed the requirements and to the best of their knowledge believe the attached plan meets all the requirements and guidance suggested.

Recommendation:
Staff is recommending approval of the attached Preparedness Plan.

Attachment:

- Preparedness Plan

COVID-19 Preparedness Plan for the City of Isanti

Overall General City Plan

Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires critical sector businesses establish a "COVID-19 Preparedness Plan"

The City of Isanti is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

City of Isanti department heads and supervisors have our full support in enforcing the provisions of this policy. The COVID-19 Preparedness Plan is administered by Josi Wood, City Administrator, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City of Isanti's managers and supervisors have full support enforcing the provisions of this plan.

Our workers are our most important asset. We are serious about safety and health and keeping our workers working at the City of Isanti. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves, masks and hand sanitizer upon request to all employees. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons
- Social distancing – Workers must be at least six-feet apart
- Worker hygiene and source controls
- Workplace building and ventilation protocol
- Workplace cleaning and disinfection protocol
- Drop-off, pick-up and delivery practices and protocol
- Communications and training practices and protocol

City of Isanti has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including our industry of Municipal Government. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors: Plexiglass
- additional protections and protocols for personal protective equipment (PPE): Masks and gloves
- additional protections and protocol for distancing and barriers: stickers on the floor- 6 feet
- additional protections and protocols for managing occupancy: Max per Governors order
- additional protections for receiving or exchanging payment: Online payment options

Ensure sick workers stay home and prompt identification and isolation of sick persons: Screening Policies

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to self-determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? 6. Do you have new loss of taste and smell? 7. Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Isanti has implemented "Covid leave" that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave ("Covid Leave"). If qualified leave is approved, the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. When requested by an employee and documentation from a medical professional considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures. Options considered will be dependent by position type and essential functions of the position.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or take a leave of absence per the City's Personnel Policy.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Isanti will inform workers via email notification if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six-feet will be implemented and maintained between workers, customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers, clients, patrons, guests, visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

Workers, customers, clients, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Employees are encouraged to open windows and prop open doors to produce outside air flow.

Workplace cleaning and disinfection protocol

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to

clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Drop-off, pick-up and delivery practices and protocol

Regular practice of deliveries is implemented by delivery to the front desk practicing social distancing and staying on the opposing side of additional Plexiglass. If additional help is needed for large packages, help will be facilitated outside.

Communications and training practices and protocol

This Preparedness Plan was communicated verbally and a copy given to all workers by June 19, 2020 and necessary training was provided upon request. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Isanti City Council and was posted throughout the workplace June 19, 2020. It will be updated as necessary.

This COVID-19 Preparedness Plan was communicated verbally and a hard copy to all workers on June 19, 2020 and necessary training was provided. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, customers, clients, patrons, guests, visitors on protections and protocols, including but not limited to:

1) Social distancing protocols and practices

2) Drop-off, pick-up, delivery and general in-store shopping

3) Practices for hygiene and respiratory etiquette;

4) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by workers, customers, clients, patrons, guests, visitors. All workers, customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by posted signs.

Managers and supervisors are expected to monitor how effective the program has been implemented by addressing concerns, offering reminders and leading by example. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by City of Isanti City council and the City Administrator, Josi Wood, and the Plan was posted throughout the workplace and made

readily available to employees on June 19th, 2020. It will be updated as necessary by Josi wood, City Administrator.

Certified by:

Josi Wood

6/16/2020

City Administrator

Community Center Rental: Preparedness Plan

The City of Isanti is committed to providing a safe and healthy venue space for all renters and visitors to the Isanti Community Center. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Renters must ensure the people within their group are informed of the guidelines that are in place for the Isanti Community Center. A copy is sent to the renter.

Renters/visitors exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event if you exhibit symptoms has been placed on the entrance door of the facility. All people entering the ICC should do a self-check and if anyone is showing signs of COVID-19, please do not enter the facility for the safety of all.

Handwashing

CDC guidance posters are placed throughout the facility instructing people to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, has been installed throughout the facility.

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters are placed throughout the facility instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing and Food

Social distancing has been communicated to all renters and guidance posters placed throughout the facility. Non family groups should be spaced 6' apart. The maximum capacity for the facility is 215 people. The City will modify what is allowed based on Governor's Orders. For events limited to 25% capacity, no event will be rented for more than 53 persons. For events limited to 50% capacity, no event will be rented for more than 107 persons.

Reserved and assigned seating is encouraged to limit interactions. Families should be grouped together.

Masks are encouraged to be worn for any person that serves food for the event. Communal serving of food (e.g. buffet-style, self service) is not permitted. If providing food, we recommend following safety guidelines as provided by the Minnesota Department of Health.

Housekeeping

Frequent cleaning and disinfecting protocols are being implemented at the facility. The renter is responsible for cleaning and disinfecting the facility once they are done. This includes the sanitizing of door handles, sink handles, all tables and chairs used and before being put away in storage. If you did not use any additional tables or chairs, please note that for us as a courtesy. If the kitchen area is used, it must be clearly communicated to the PRC Manager and before vacating the facility it must be sanitized after use which includes all handles, counters, sink, refrigerator, etc.

There will be a checklist provided that must be returned to receive your full deposit.

The City will do their best to provide ample amounts hand sanitizer, disinfectant cleaner, disposable towels and gloves for renters/visitors to use at the facility, however, renters are encouraged to bring their own cleaning supplies as amounts may get low and the City is not required to have all types of cleaning supplies provided at all times.

The City custodian will also clean between each event to ensure all surfaces have been disinfected.

Communication

This Preparedness Plan is communicated verbally and a copy given to all renters at the time they reserve the facility. A reminder is also given at the time they pick up their key.

City Events & Programs Preparedness Plan

The City of Isanti is committed to providing a safe and healthy event/program for all attendees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Attendees exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event/program if you exhibit symptoms will be placed on the City website and Facebook page advertising for the events. It will also be shared with all attendees for events that have registration. Attendees should do a self-check and if anyone is showing signs of COVID-19, please do not attend the event.

Handwashing

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided in the portable restrooms, at each of the vendor food establishments, and at any communal program table(s).

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands will be placed on the City website and Facebook advertising for the events. Masks are encouraged to be worn by attendees and for any person that serves food at the event.

Social distancing

Attendees are encouraged to follow all guidance and recommendations regarding social distancing. Social distancing of 6' between families will be encouraged to all attendees. The City will modify what is allowed for attendance based on Governor's Orders at the time of the event/program.

For events that allow for viewing from their vehicle (i.e. fireworks display), attendees are encouraged to remain in their vehicle to allow for safe social distancing.

Staff will wear a mask when performing programs indoors. Attendees are encouraged but not required.

Housekeeping

Program supplies will be sanitized between family groups and regularly during the program.

Frequent cleaning and disinfecting protocols will be required at the food vendor booths who attend the events. They are responsible to have a preparedness plan in place for their food establishment as required by the Governor's Order(s).

Picnic tables, tables, and program supplies will be sanitized throughout the event/program. Program supplies will not be shared between family groups. Attendees are encouraged to bring their own chairs to use. Food will not be provided to youth programming; families may bring their own if there is snack time.

Communication

This Preparedness Plan will be placed on the City website under the emergency preparedness and events page.

This City of Isanti Preparedness Plan was duly adopted by the Isanti City Council this 16th day of June, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – https://mn.gov/covid19

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – https://mn.gov/deed/newscenter/covid/

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

L.5

RESOLUTION 2020-XXX

APPROVING TEMPORARY 3.2 BEER LICENSES FOR THE ISANTI LIONS CLUB FOR THE 2020 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 Beer License applications from the Isanti Lions Club for the 2020 Isanti Street Dances (dates listed below) which will be held on Main Street, adjacent to the intersection of Main Street and First Avenue; and,

WHEREAS, the applicant has paid the required application fees for Temporary 3.2 Beer Licenses as set forth in the Fee Schedule; and,

WHEREAS, the Isanti Lions Club has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows that the Isanti Lions Club application for a Temporary 3.2 Beer Licenses for the Isanti Street Dances scheduled for June 20, 2020, July 18, 2020 and August 8, 2020 and September 12, 2020 are approved.

This Resolution is hereby approved by the Isanti City Council this 16th day of June, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

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

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at kbrooks@cityofisanti.us or 763-444-5512.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards
1. Presentation of 2020 Isanti Ambassadors and Candidates
2. 2019 Waste Water Treatment Award

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

H. Announcements

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

I. Council Committee Reports

J. Public Hearings

K. Business Items

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

City Administrator Josi Wood

2. Resolution 2020-XXX Approving a Liquor License Renewal for Patlok Design Inc. DBA Sanbrook Golf Course
3. Approving COVID-19 Preparedness Plan

Community Development Director Sheila Sellman

4. Call for Public Hearing -nuisance abatement 105 Railroad Ave

Public Services Director Matt Sylvester

5. Resolution 2020-XXX Authorizing the Purchase of Generators for City Facilities

L. Consent Agenda

1. Consider Accounts Payable in the Amount of $822,763.83 Payroll in the Amount of $103,856.76
2. Resolution 2020-XXX Approving an Agreement for Services for Position Classification and Compensation Study
3. Resolution 2020-XXX Accepting Resignation of PT Liquor Clerk Scott Norsworthy
4. Resolution 2020-XXX Accepting Donations for the 2020 Medallion Hunt and Family Day Event

M. Other Communications

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

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 2, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using GoToMeeting.com
The public can comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/644533685
or by calling into this number +1 (786) 535-3211 **with this meeting ID** 644-533-685

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

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

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

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add K.9. Resolution 2020-111 Allowing In-Person Meetings of the City Council and Other City Meetings to Resume While Observing 6' Distancing

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

F. Proclamations/ Commendations/ Certificate Awards
1. Mayoral Proclamation for High School Class of 2020

Mayor Johnson shared the proclamation by reading it aloud.

G. Approve City Council Minutes
1. May 19, 2020- Regular Meeting of the City Council
2. May 19, 2020- Committee of the Whole Meeting
3. May 19, 2020- Planning Commission Meeting

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

H. Announcements

1. Committee of the Whole	Tuesday, June 16, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 16, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 16, 2020 *(Immediately following the City Council Meeting)*
4. Park Rec and Culture Board Meeting	Tuesday, June 23, 2020 at 6:00 p.m.

I. Council Committee Reports
Councilmember Steve Lundeen shared that the Joint Powers Agreement has not proceeded.

Councilmember Dan Collison shared that Rum River BMX is now opening the doors for limited practice and by appointment.

J. Public Hearings
None

K. Business Items

1. Resolution 2020-109 Declaring Isanti a Business Friendly Community
City Administrator Josi Wood shared that she had received a request from Councilmember Gordon to include a resolution for discussion for the possible approval which is to state that the City of Isanti is a business friendly community and encourages Governor Walz to allow for the safe opening of all Minnesota businesses which include Isanti businesses.

Mayor Jeff Johnson shared that this was a serious pandemic and that all could agree that opening the city and defying the governors order would not be a good idea but sending this proclamation encouraging the governor to open would be a good idea.

Councilmember Gordon stated that he agreed that the proclamation was a step in the right direction.

Councilmember Dan Collison asked if there are any restaurants utilizing outdoor seating.

Johnson stated that the city has lost the Creamery Crossing and possibly Great Clips within the city however, yet to be confirmed. Johnson continued to share that he does not want to see anymore businesses lost within the city.

Community Development Director Sheila Sellman shared that she has seen one business utilizing outdoor seating. Sellman continued to share that they are not in the parking lot as they have enough space so the business did not have to do anything additional. Sellman went on to share that Great Clips is unconfirmed on closing but there have been stylists that have confirmed it but corporate has yet to confirm. Sellman further shared that she spoke with the owner of the Creamery Crossing and the closing is due to rent increase.

Councilor Steve Lundeen stated that the governor has had his hands full the past week.

Councilor Paul Bergley stated that if we do not open up the city will be losing more and more businesses.

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

2. Resolution 2020-XXX Off-Sale 3.2 Liquor License Application for Coborn's (*Mary Kruck)*
Mary Kruck shared that what they are asking for is the 3.2 license and the approval of the application. Kruck continued to share that this is one of the locations in the organization that does not sell 3.2 liquor and to this point is an option that Coborn's would like to offer their guests.

Liquor Store Manager John Jacobi shared that he has the gross profit and dollars that are made at the liquor store between two vendors showing 3.2 and NA profit. Jacobi continued to share that if this resolution is passed the city is giving up profit that goes back to the community and that is what the liquor store is all

about. Jacobi further shared that he has another vendor that has about $10,000 more of the profit so the city would be giving up a percentage of $45,000 profit.

Councilmember Dan Collison stated that a lot of Kwik Trips are equipped with 3.2 beer in their cooler as well.

Jacobi stated that city code does not allow for gas stations to sell 3.2 which is why Kwik Trip does not have it.

Councilmember Steve Lundeen stated that Cub Foods and Wal-Mart in Cambridge sell 3.2 liquor and he does not see it hurting the liquor store. Lundeen continued to share that

Councilmember Jimmy Gordon stated that he would be behind Coborn's to obtain a 3.2 liquor license and that it would be the right thing to do.

Motion by Gordon, second by Bergley to approve resolution as presented.

Collison that the liquor store earns money so taxes do not have to be raised that is why the city has a municipal liquor store. Collison further stated he is against anyone else having a 3.2 liquor license.

City Administrator Josi Wood shared that $350,000 per year gets transferred from the profits from the liquor store to the general fund which directly offsets tax increases.

Motion failed 2-3 with Collison, Lundeen and Mayor Johnson voting nay.

3. Summer Events Discussion
City Administrator Josi Wood shared that Governor Walz shared that there will be multiple phases throughout the stay safe plan. Wood continued to share that in the governors list of what will be allowed in the phases, outdoor entertainment such as movies in the park and concerts which is where the street dances would fit. In phase 2, which was in effect on June 1st, it was only allowed to have drive-in events. Phase 3 would be for potential for phased opening with capacity restrictions and social distancing requirements. Wood went on to share that the phase after that would be increase capacity. Staff would like to city council to discuss if June 20th street dance will be held with the guidelines. Wood further shared that there is no date on when the governor will be releasing phase 3 to start. Wood stated that the vendors would need to know by June 11th so they could plan for food, beer, etc. Staff has still not heard back from the band if they are calling it yes or themselves. Staff is looking for direction from city council.

Councilmember Bergley stated to cancel June and keep July and August.

Councilmember Collison asked if phase 2 started yesterday, June 1st.

Wood confirmed that phase 2 began June 1st.

Councilmember Steve Lundeen suggested moving June's street dance to August.

Wood stated that staff can asked the vendors but they need to know a decision by June 11th.

Motion Lundeen, second by Bergley to postpone the June street dance to August. Motion passed 4-1 with Gordon voting nay.

Liquor Store Manager John Jacobi

4. Discussion for Accepting Cash and Liquor Store Hours for June
Liquor Store Manager John Jacobi shared that during the Committee of the Whole meeting and inquiry was made to go back to accepting cash on June 1st. Jacobi continued to share that discussion with staff has determined they are comfortable with doing so with the current hand sanitizing practices in place. Jacobi further shared that it was also discussed at Committee of the Whole to return to regular store hours on June 1st. Regular store hours are Monday through Thursday 9 a.m. to 9 p.m., Friday and Saturday 9 a.m. to 10 p.m. and

Sunday 11 a.m. to 6 p.m. Jacobi stated that discussion with staff and communicating with other municipal liquor stores the best option is to change the hours to Monday through Saturday 9 a.m. to 9 p.m. and Sunday 11 a.m. to 4 p.m. Jacobi further stated that Cambridge is still closed on Sunday and St. Francis is closed on Sundays. The store sees the heaviest amount of traffic between 2 p.m. and 6 p.m. Monday through Saturday and three to four times the number of customers in the store on Sundays since the beginning of the pandemic.

Motion by Lundeen, second by Collison to approve liquor store hours to Monday through Saturday 9 a.m. to 9 p.m. and Sunday 11 a.m. to 4 p.m. Motion passed 4-1 with Gordon voting nay.

Community Development Director Sheila Sellman

5. **Ordinance-731** Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use.
   Community Development Director Sheila Sellman shared that in February an ordinance was passed updating the peddlers, solicitors and transient merchants code to include food trucks so now zoning code needs to be updated to include food trucks to provide a definition and allow as a permitted use in commercial districts. Sellman continued to share that a public hearing at the last Planning Commission meeting and Planning Commission recommends approval.

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

6. **Ordinance-732** Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use.
   Community Development Director Sheila Sellman shared that in February an ordinance was adopted regulating the possession and sales of alcoholic beverages and added micro distillery cocktail room so now the definition needs to be added to zoning code and added as a use in the zoning code. It is recommended as a conditional use in the business district. Sellman further shared that Planning Commission held a public hearing in May and recommended approval.

   Councilmember Gordon asked if the liquor store has had any drop in sales since the distillery opened.

   Liquor Store Manager John Jacobi stated he does not believe any sales have been lost.

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

7. **Ordinance-733** Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage.
   Community Development Director shared that in the past few months there have been complaints from builders and developers about the city's impervious surface maximum coverage and right now it is 25%. Planning Commission discussed raising this and staff has suggested 30% and Planning Commission recommends increasing to 40% which aligns more with the size of the houses Isanti is getting. Staff recommends approval with the Planning Commission recommendation.

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

8. **Resolution 2020-110** Adoption of Comprehensive Land Use Plan Update
   Community Development Director Sheila Sellman shared that Planning Commission held a public hearing for the Comprehensive Land Use Plan update and this is the final update for adoption.

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

9. **Resolution 2020-111** Allowing In-Person Meetings of the City Council and Other City Meetings to Resume While Observing 6' Distancing
City Administrator Josi Wood shared that on March 25th of the city council meeting due to the unprecedented uncertain times of COVID-19 a local emergency was declared and per state statute it was impractical to hold meetings in person and meetings had gone virtually. Wood further shared that passing this resolution is to open meetings back up and no longer have virtual meetings however, will ensure 6' distancing where the public will be able to come in but on a first come basis.

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

L. Consent Agenda

1. Accounts Payable in the Amount of $240,454.52 Payroll in the Amount of $116,767.37

M. Other Communications

None

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, APRIL 21, 2020

1. Meeting Opening

A. Call to Order: Chair Johnson called the meeting to order at 7:42
B. Pledge of Allegiance
C. Roll Call: Members present: Jeff Johnson, Paul Bergley, Jimmy Gordan, Steve Lundeen, Aryssa Simon via telephone.
Members Absent Alexander Collins.
Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
D. Agenda Modifications: None

2. Meeting Minutes

A. Approval of Minutes from March 17, 2020 Planning Commission Meeting : Motion by Lundeen, second by Bergley to approve, motion passed 6-0.

3. Public Hearing

A. Request Tibetan American Foundation of Minnesota for a Conditional Use Permit under City Ordinance 445, Section 7, Article 2, Subd.3 said request is for a Religious Institution at 1321 spoke on this item. Lundeen asked about updating the parking lot, the commission agreed and made it a condition. Motion by Bergley to approve the CUP with the condition that the parking lot be improved within one year. Second by Lundeen, motion passed 6-0.

B. Request from Deanna Bunes for Rezoning property located at 201 Main Street from R3-A low density multiple family residential to B-1, Central Business District with D-1 Downtown overlay for an office use under City Ordinance 445, Section 23., Article 1, PID 16.050.0770: Sellman gave the staff report. One member of the public spoke during the public hearing and asked if all the properties were being rezoned. Staff clarified the rezoning was only for the property at 201 Main Street. Motion by Lundeen to approve, second by Collison, motion passed 6-0.

C. Request from Scott Boecker to amend the City Zoning Code, Ordinance 445, Section 7, Article 1 to include commercial recreation as a permitted use, under City Ordinance 445, Section 23., Article 1.: Sellman gave the staff report and explained that this amendment is only for the CBD district and not site specific. No one from the public spoke on this item. Motion by Lundeen to approve, second by Collison, motion passed 6-0.

4. Other Business: None

5. Discussion Item

A. Impervious Surface Maximum: Sellman explained that complaints have been coming in about impervious surface maximums. This is an item that will be brought to the next Plannning Commission meeting for consideration.

6. Adjournment: Motion by Lundeen, second by Bergley to adjourn at 8:19pm. Motion passed 6-0.

Respectfully Submitted – Sheila Sellman Community Development

K.1.

RESOLUTION 2020-XXX

APPROVING DOWNTOWN STREET DANCES FOR JUNE 20 AND SEPTEMBER 12, 2020

WHEREAS, City Council voted to postpone the original June 20 street dance due to the uncertainty of the Governor's Orders; and,

WHEREAS, the original June 20 street dance with The Farmer's Daughters will be held on Saturday, September 12, 2020; and,

WHEREAS, the Governor's Orders have been modified to allow for outdoor entertainment; and,

WHEREAS, the Council has determined that the City will hold a street dance for June 20 with the Bad Jacks band in the amount of $1,100.00; and,

WHEREAS, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1st Avenue and Main Street within downtown Isanti on June 20, July 18, August 8, and September 12, 2020 from 7:00 pm to 11:00 pm; and,

WHEREAS, the events are free and open to the public; and,

WHEREAS, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

WHEREAS, City staff are requesting that the $100.00 clean up deposit fee and the $50.00 temporary sign permit fee be waived for all events; and,

WHEREAS, the vendor fee will be waived for the June 20 street dance as limited attendees may be required; and,

WHEREAS, the City will encourage social distancing and attendees to follow Orders set by the Governor;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 clean up deposit and $50.00 temporary sign permit fee and approve assistance and authority in the areas as provided below for the Street Dances to be held on June 20, July 18, August 8, and September 12, 2020:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2nd Ave NW. Closure of 1st Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, public parking areas behind Isanti Custom Meats and the Post Office, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands.
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.
9. The vendor fee be waived for the June 20 street dance.
10. Social distancing and other guidance by the Governor's Orders will be encouraged.

11. Funding for the $1,100.00 will be from 101-45300-499.

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 Events.

This Resolution hereby approved by the Isanti City Council this 16th day of June 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: June 16, 2020

Subject: 3.2 Beer (Malt) On-Sale Liquor License Renewal for Patlok Design, Inc DBA Sanbrook Golf Course.

Background:
Patlok Design, Inc DBA Sanbrook Golf Course has submitted an application for a 3.2 Off-Sale Liquor License Renewal.

The liquor license renewal application has been reviewed for completeness by staff, the license applicant has passed a background check by the Isanti Police Department.

Staff has received the completed application and the applicant has met the requirements outlined in City Code Chapter 76.

The effective date of the 3.2 Off-Sale Liquor License if approved shall be April 1, 2020 through March 31, 2021.

Action:
Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-XXX Approving an On-Sale 3.2 Percent Malt Liquor License to Patlok Design, Inc. DBA Sanbrook Golf Course

RESOLUTION NO. 2020-XXX

AUTHORIZING AN ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE TO PATLOK DESIGN, INC. DBA SANBROOK GOLF COURSE

WHEREAS, Minnesota Statute provides for the licensing of 3.2 Percent Malt Liquor Licenses; and,

WHEREAS, City Code Chapter 76, Article IV provides for the licensing of 3.2 Percent Malt Liquor; and,

WHEREAS, said license would be considered a renewal of their 3.2 Percent Malt Liquor License which is valid for all days of the week and does not require a separate license for Sunday sales; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations;

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

1. The renewal of a 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays for the period from April 1, 2020 to March 31, 2021 to Patlok Design, Inc. doing business under the assumed trade name of Sanbrook Golf Course, located at 1260 County Road 5 NE, Isanti Minnesota 55040, is hereby approved.

2. An on-sale 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays is hereby granted, subject to and condition upon compliance by the licensee with all conditions applicable to such licensees under the laws of the State of Minnesota and City Ordinance.

3. Staff shall forward all necessary information to the State of Minnesota to complete the 3.2 Percent Malt Liquor On-Sale

license process.

4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the on-sale 3.2 Percent Malt Liquor On-Sale license in accordance with the provisions hereof.

This Resolution is hereby approved by the Isanti City Council this 16th day of June 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.3.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: June 16, 2020
Subject: Approving a COVID-19 Preparedness Plan

Per Executive Order 20-74, issued on June 5th, all critical sector businesses including municipalities are required to have an approved Preparedness Plan for the City. Staff has reviewed the requirements and to the best of their knowledge believe the attached plan meets all the requirements and guidance suggested.

Recommendation:
Staff is recommending approval of the attached Preparedness Plan.

Attachment:

- Preparedness Plan

COVID-19 Preparedness Plan for the City of Isanti

I. Overall General City Plan

Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires critical sector businesses establish a "COVID-19 Preparedness Plan"

The City of Isanti is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

City of Isanti department heads and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important asset. We are serious about safety and health and keeping our workers working at the City of Isanti. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves, masks and hand sanitizer upon request to all employees. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to self-determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? 6. Do you have new loss of taste and smell? 7. Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Isanti has implemented "Covid leave" that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave ("Covid Leave"). If qualified leave is approved, the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. When requested by an employee and documentation from a medical professional considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures. Options considered will be dependent by position type and essential functions of the position.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or take a leave of absence per the City's Personnel Policy.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Isanti will inform workers via email notification if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers.

Communications and training

This Preparedness Plan was communicated verbally and a copy given to all workers by June 19, 2020 and necessary training was provided upon request. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Isanti City Council and was posted throughout the workplace June 19, 2020. It will be updated as necessary.

II. Community Center Rental Preparedness Plan

The City of Isanti is committed to providing a safe and healthy venue space for all renters and visitors to the Isanti Community Center. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Renters must ensure the people within their group are informed of the guidelines that are in place for the Isanti Community Center. A copy is sent to the renter.

Renters/visitors exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event if you exhibit symptoms has been placed on the entrance door of the facility. All people entering the ICC should do a self-check and if anyone is showing signs of COVID-19, please do not enter the facility for the safety of all.

Handwashing

CDC guidance posters are placed throughout the facility instructing people to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, has been installed throughout the facility.

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters are placed throughout the facility instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing and Food

Social distancing has been communicated to all renters and guidance posters placed throughout the facility. Non family groups should be spaced 6' apart. The maximum capacity for the facility is 215 people. The City will modify what is allowed based on Governor's Orders. For events limited to 25% capacity, no event will be rented for more than 53 persons. For events limited to 50% capacity, no event will be rented for more than 107 persons.

Reserved and assigned seating is encouraged to limit interactions. Families should be grouped together.

Masks are encouraged to be worn for any person that serves food for the event. Communal serving of food (e.g. buffet-style, self service) is not permitted. If providing food, we recommend following safety guidelines as provided by the Minnesota Department of Health.

Housekeeping

Frequent cleaning and disinfecting protocols are being implemented at the facility. The renter is responsible for cleaning and disinfecting the facility once they are done. This includes the sanitizing of door handles, sink handles, all tables and chairs used and before being put away in storage. If you did not use any additional tables or chairs, please note that for us as a courtesy. If the kitchen area is used, it must be clearly communicated to the PRC Manager and before vacating the facility it must be sanitized after use which includes all handles, counters, sink, refrigerator, etc.

There will be a checklist provided that must be returned to receive your full deposit.

The City will do their best to provide ample amounts hand sanitizer, disinfectant cleaner, disposable towels and gloves for renters/visitors to use at the facility, however, renters are encouraged to bring their own cleaning supplies as amounts may get low and the City is not required to have all types of cleaning supplies provided at all times.

The City custodian will also clean between each event to ensure all surfaces have been disinfected.

Communication

This Preparedness Plan is communicated verbally and a copy given to all renters at the time they reserve the facility. A reminder is also given at the time they pick up their key.

III. City Events & Programs Preparedness Plan

The City of Isanti is committed to providing a safe and healthy event/program for all attendees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Attendees exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event/program if you exhibit symptoms will be placed on the City website and Facebook page advertising for the events. It will also be shared with all attendees for events that have registration. Attendees should do a self-check and if anyone is showing signs of COVID-19, please do not attend the event.

Handwashing

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided in the portable restrooms, at each of the vendor food establishments, and at any communal program table(s).

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands will be placed on the City website and Facebook advertising for the events. Masks are encouraged to be worn by attendees and for any person that serves food at the event.

Social distancing

Attendees are encouraged to follow all guidance and recommendations regarding social distancing. Social distancing of 6' between families will be encouraged to all attendees. The City will modify what is allowed for attendance based on Governor's Orders at the time of the event/program.

For events that allow for viewing from their vehicle (i.e. fireworks display), attendees are encouraged to remain in their vehicle to allow for safe social distancing.

Staff will wear a mask when performing programs indoors. Attendees are encouraged but not required.

Housekeeping

Program supplies will be sanitized between family groups and regularly during the program.

Frequent cleaning and disinfecting protocols will be required at the food vendor booths who attend the events. They are responsible to have a preparedness plan in place for their food establishment as required by the Governor's Order(s).

Picnic tables, tables, and program supplies will be sanitized throughout the event/program. Program supplies will not be shared between family groups. Attendees are encouraged to bring their own chairs to use. Food will not be provided to youth programming; families may bring their own if there is snack time.

Communication

This Preparedness Plan will be placed on the City website under the emergency preparedness and events page.

This City of Isanti Preparedness Plan was duly adopted by the Isanti City Council this 16th day of June, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

https://youtu.be/d914EnpU4Fo

https://www.youtube.com/watch?v=3PmVJQUCm4E

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: June 16, 2020
Subject: Call for Public Hearing -nuisance abatement 105 Railroad Ave

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Background:
In Spring 2019 the exterior wall at 105 Railroad Ave collapsed. The owner pulled a building permit to fix the wall in August 2019, the roof sustained some damage as well and is required to be repaired. Permits are valid for 180 days, which stay valid as long as you are making visible progress. The owner's of the building have been working on these repairs for 10 months. MNSPECT has had several conversations and written correspondence with the owner about the repairs and the timing. The wall has been repaired, but is not complete the outside still needs weather barrier and siding (that is consistent with code requirements) and the re-roof is not complete. The last written correspondence from the owner when asked when it would be complete was in January and they stated that the roof would be completed weather permitting. That was six months ago and the weather has been nice enough to complete this project.

Staff has sent the owner a final letter indicating that if the roof is not complete by June 15, 2020 the City Council may take action. There are a couple different actions the council can take to gain compliance. This building has become a public nuisance and is potentially unsafe. Staff is presenting the council with the following options:

1. The City Council can call for a public hearing to do a nuisance abatement per city code 216-2 which would allow the City to complete the project and assess back to the property owner.

1) The Building Official can declare the building unsafe/public nuisance. Once that is declared, the Council can order repairs to be done or order the building to be demolished. There are more legal steps with this process which will take longer than what is outlined above.

Request:
City Council call for a Public Hearing at the next City Council meeting for an immediate nuisance abatement.

Attachments:
- None

K.5.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: June 16, 2020
Subject: Resolution Authorizing Purchase of Generators for City Facilities

Background:
Generators are necessary at our facilities to prevent power outages during an emergency situation. Generators at our lift stations would prevent backups of sewage into homes and businesses. Generators at the Public Works Shop as well as the Police Department would be a necessity for staff to continue working during a complete power outage. Without power at these facilities staff would not be able to manage the situation and could cause it to escalade. A Generator at the Isanti Community Center would be needed as part of our Emergency Operations Plan and would be utilized as a shelter. The portable generator would be used at City Hall and a transfer switch would need to be added to make that feasible.The 2020 Capital Improvement Plan (CIP) included funds to add generators to these facilities. Staff reached out to vendors for quotes and was able to receive one quote. The Quote was from Advanced Power Systems totaling $293,253.00 which includes state bid pricing. Public Works will be pouring the concrete pads for the generators to sit on totaling $5,000.00. The budgeted amount in the Capital Improvement Plan for all the generators is $324,450.00

Location	Quote
ICC	$22,945.00
PD / Well I	$38,100.00
PW Shop	$36,900.00
8th Ave LS	$23,900.00
City Hall Transfer Switch	$11,848.00
Rum River, Carlson, Deer Haven, Palomino, Subway, BMX, East Dual, Unity Lift Stations	$19,945.00 each

Recommendation:
Staff is recommending that we accept the quote from Advanced Power Systems for the purchase of generators for City facilities.

Request:
Staff is requesting action on this item.

Attachments:
Quotes from Advanced Power Systems
Resolution 2020-XXX Authorizing the Purchase of Generators for City Facilities
Example of what the Generators look like

RESOLUTION 2020-XXX

RESOLUTION AUTHORIZING THE PURCHASE OF GENERATORS FOR CITY FACILITIES

WHEREAS, the 2020 Capital Improvement Plan has $324,450.00 for the purchase of generators for the Police Dept., PW Shop, ICC, and nine remaining Lift Stations; and,

WHEREAS, the generators are a necessity in an emergency situation where power is lost; and,

WHEREAS, City Hall would have a transfer switch installed so that the portable generator could be utilized; and

WHEREAS, staff solicited quotes and received one quote from Advanced Power Systems in the amount of $293.253.00; and,

WHEREAS, the quote received will utilize state bid pricing; and,

WHEREAS, Public Works will pour the concrete pads at a cost of $5,000.00; and,

WHEREAS, the total project cost will include a 5% contingency; and,

WHEREAS, funding sources would be Streets 920-43100-500, Municipal Building 920-41941-500, Police 920-42110-500, Sewer 602-49450-500, Water 601-49400-500;

WHEREAS, the budget shall be amended to reflect the shared use of the generator to be located near the Police Station and Well 1. The Budget shall be amended to reduce expenditures in 920-42110-500 by $19,050.00 and increase expenditures in 601-49400-500 by $19,050.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Advanced Power Systems in the amount of $293,253.00 with a total project cost of $313,165.65 including the 5% contingency with the funding source identified as Streets, Police, Water, Municipal Building (500) and amend the budget. Authorize the City Administrator to sign for acceptance of quotes. Authorize staff to direct installation at the specified locations. Authorize staff to include the generators on the City's liability policy.

This resolution was duly adopted by the Isanti City Council this 16th day of June, 2020.

ATTEST: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

ADVANCED
POWER SERVICES, INC.

Quotation

DATE 6/9/2020
Quotation # 042820-01-LB
Customer ID ISAN

P.O. Box 738
Hopkins, MN 55343
Phone: 952-465-9959
Email: lbraun@advancedpowerservice.com

Quotation For:
City of Isanti
Matt Sylvester
City Hall Manual Transfer Switch
Connection Hub

Quotation valid until: 8/8/2020
Prepared by: LPB

Comments or Special Instructions: Service Needs/ Includes Parts/Install NOT Included.

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
LB					Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE	AMOUNT
1	Arktite Quick Connection Docking Station 400A 277/480V			$ 8,598.00
1	Ronk Manual Transfer Switch 120/208V 3 Phase 600A Nema 1			$ 3,250.00
			SUBTOTAL	
			TAX RATE	
			SALES TAX	-
			OTHER	-
			TOTAL	$11,848.00

If you have any questions concerning this quotation, contact Lucas Braun at 952-465-9959

THANK YOU FOR YOUR BUSINESS!

ADVANCED
POWER SERVICES, INC.

Lucas Braun

Sales Manager

952-465-9959

Quote Date: 04/13/2020

Project Title: 8th Ave Lift Station

Prepared for: City of Isanti (Matt Sylvester)

Engine Model: John Deere 1104D-44TG1 50kW Standby Power Rating at 1800 RPM

Gen Model: Blue Star/Marathon 50KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

Fuel: Diesel

CSA Approved: Yes/ UL2200

Voltage: 277/480V 3 Phase 60Hz

Voltage Regulator: Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

Control Panel: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

Enclosure: Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

Sound Attenuation: Sound Attenuation Installed in Enclosure and Exhaust Hood

Cooling: Unit Mounted Radiator (50°C Ambient)

Mainline Breaker: Optional Breaker Required OPTIONS: (1) 80A 3P 480V with Auxiliary Contact and Shunt Trip.

Jacket Water Heater: Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

Silencer: Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

Battery: 12 Volt System with Rack and Cables

Battery Charger: 12 Volt 6 Amp Mounted and Wired

Fuel Tank: 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

ATS #1: Asco 300 Series. 480V. 100A. 3 Pole Nema 3R

Factory Test: Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

Owner's Manual: Print Copy (Qty 2)

Warranty: 2 Year / 2000 Hour

Freight: Included

Installation: Electrical Installation Included

Startup: Training Included

Price Total: $23,900

Sales Tax: TBD

Payment Terms: Net 30

Lead Time: 12 Weeks

Terms & Conditions:

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
- Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
- Quoted prices include normal testing, packaging, and instructional literature.
- It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.

Signature below signifies approval and authorization to proceed.

Print Name:_____

Signature:_____

Date:_____

ADVANCED
POWER SERVICES, INC.

Lucas Braun

Sales Manager

952-465-9959

Quote Date: 04/13/2020

Project Title: Rum River, Arabian, East Duel, BMX, Carlson, Unity, Deer Haven Lift Stations

Prepared for: City of Isanti (Matt Sylvester)

Engine Model: John Deere 4048D 30kW Standby Power Rating at 1800 RPM

Gen Model: Blue Star/Marathon 30KW 12 Lead Wired 120/208V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

Fuel: Diesel

CSA Approved: Yes/ UL2200

Voltage: 120/208V 3 Phase 60Hz

Voltage Regulator: Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

Control Panel: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

Enclosure: Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

Sound Attenuation: Sound Attenuation Installed in Enclosure

Cooling: Unit Mounted Radiator (50°C Ambient)

Mainline Breaker: Optional Breaker Required OPTIONS: (1) 100A 3P 480V with Auxiliary Contact and Shunt Trip.

Jacket Water Heater: Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

Silencer: Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

Battery: 12 Volt System with Rack and Cables

Battery Charger: 12 Volt 6 Amp Mounted and Wired

Fuel Tank: 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

ATS #1: Asco 300 Series. 120/208V. 100A. 3 Pole Nema 3R

Factory Test: Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

Owner's Manual: Print Copy (Qty 2)

Warranty: 2 Year / 2000 Hour

Freight: Included

Installation: Electrical Installation Included

Startup: Training Included

Price Total: $19,945.00

Sales Tax: TBD

Payment Terms: Net 30

Lead Time: 12 Weeks

Terms & Conditions:

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
- Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
- Quoted prices include normal testing, packaging, and instructional literature.
- It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.

Signature below signifies approval and authorization to proceed.

Print Name:_____

Signature:_____

Date:_____

ADVANCED
POWER SERVICES, INC.

Lucas Braun

Sales Manager

952-465-9959

Quote Date: 04/13/2020

Project Title: Well#1 & Police Station

Prepared for: City of Isanti (Matt Sylvester)

Engine Model: John Deere 1104D-E44TAG2 60kW Standby Power Rating at 1800 RPM Governor - Electronic Isochronous

Gen Model: Blue Star/Marathon 60KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

Fuel: Diesel

CSA Approved: Yes/ UL2200

Voltage: 277/480V 3 Phase 60Hz

Voltage Regulator: Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

Control Panel: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

Enclosure: Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

Sound Attenuation: Sound Attenuation Installed in Enclosure and Exhaust Hood

Cooling: Unit Mounted Radiator (50°C Ambient)

Mainline Breaker: Optional Breaker Required OPTIONS: (1) 350A 3P 480V with Auxiliary Contact and Shunt Trip.

Jacket Water Heater: Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

Silencer: Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

Battery: 12 Volt System with Rack and Cables

Battery Charger: 12 Volt 6 Amp Mounted and Wired

Fuel Tank: 24 Hour / 150 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

ATS #1: Asco 300 Series. 480V. 600A. 3 Pole Nema 1

ATS #2: Asco 300 Series. 120/240V. 200A. 3 Pole Nema 3R

Also Included In Price: Transformer to step down the voltage from the generator for the Police Station.

Factory Test: Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

Owner's Manual: Print Copy (Qty 2)

Warranty: 2 Year / 2000 Hour

Freight: Included

Installation: Electrical Installation Included

Startup: Training Included

Price Total: $38,100

Sales Tax: TBD

Payment Terms: Net 30

Lead Time: 12 Weeks

Terms & Conditions:

- This quote is valid for a period of 30 days.
- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
- Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
- Quoted prices include normal testing, packaging, and instructional literature.
- It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.

Signature below signifies approval and authorization to proceed.

Print Name:_____

Signature:_____

Date:_____

ADVANCED
POWER SERVICES, INC.

Lucas Braun

Sales Manager

952-465-9959

Quote Date: 04/13/2020

Project Title: Community Center

Prepared for: City of Isanti (Matt Sylvester)

Engine Model: John Deere 4048D 25kW Standby Power Rating at 1800 RPM

Gen Model: Blue Star/Marathon 25KW 12 Lead Wired 120/240V Low Wye 130°C Rise Over 27°C Ambient

Fuel: Diesel

CSA Approved: Yes/ UL2200

Voltage: 120/240V Single Phase 60Hz

Voltage Regulator: Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

Control Panel: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

Enclosure: Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

Sound Attenuation: Sound Attenuation Installed in Enclosure

Cooling: Unit Mounted Radiator (50°C Ambient)

Mainline Breaker: Optional Breaker Required OPTIONS: (1) 200A 3P 480V with Auxiliary Contact and Shunt Trip.

Jacket Water Heater: Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

Silencer: Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

Battery: 12 Volt System with Rack and Cables

Battery Charger: 12 Volt 6 Amp Mounted and Wired

Fuel Tank: 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

ATS #1: Asco 300 Series. 120/240V. 400A. 2 Pole Nema 3R

Factory Test: Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

Owner's Manual: Print Copy (Qty 2)

Warranty: 2 Year / 2000 Hour

Freight: Included

Installation: Electrical Installation Included

Startup: Training Included

Price Total: $22,945.00

Sales Tax: TBD

Payment Terms: Net 30

Lead Time: 12 Weeks

Terms & Conditions:

- This quote is valid for a period of 30 days.

- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
- Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
- Quoted prices include normal testing, packaging, and instructional literature.
- It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.

Signature below signifies approval and authorization to proceed.

Print Name:_____

Signature:_____

Date:_____

ADVANCED
POWER SERVICES, INC.

Lucas Braun

Sales Manager

952-465-9959

Quote Date: 04/13/2020

Project Title: Subway Lift Station

Prepared for: City of Isanti (Matt Sylvester)

Engine Model: John Deere 4048D 30kW Standby Power Rating at 1800 RPM

Gen Model: Blue Star/Marathon 30KW 12 Lead Wired 277/480V 3 Phase Low Wye 130°C Rise Over 27°C Ambient

Fuel: Diesel

CSA Approved: Yes/ UL2200

Voltage: 277/480V 3 Phase 60Hz

Voltage Regulator: Marathon DVR2000E+ Digital Voltage Regulator with PMG Excitation Automatic Voltage Regulator

Control Panel: Blue Star DGC-2020 Microprocessor Based Gen-Set Controller Mounted Facing Left from Generator End (Unless Specified Otherwise) Standard Features: Low Oil Pressure, High Coolant Temp, Overspeed, Overcrank Shutdowns Emergency Stop Pushbutton, Audible Alarm Buzzer with Silencing Switch Optional Features Include: Generator Protection (Undervoltage, Overvoltage, Underfrequency, Overfrequency, Overcurrent)

Enclosure: Level 2 (Weather Proof Enclosure with Foam) Powder Coated 14 Gauge Steel Rugged and Durable 150 MPH Wind Rated Enclosure Pitched Roof for Increased Structural Integrity and Improved Watershed Punched Intake with Baffle and Punched Exhaust Openings Keyed Alike Lockable Doors with Draw Down Latches and Stainless Steel Component Hinges Additional 1.5" Thick Polydamp Type D Acoustical Foam (PAF) Formed Steel Base with Mounting and Lifting Holes. Includes Vibration Mount

Sound Attenuation: Sound Attenuation Installed in Enclosure

Cooling: Unit Mounted Radiator (50°C Ambient)

Mainline Breaker: Optional Breaker Required OPTIONS: (1) 80A 3P 480V with Auxiliary Contact and Shunt Trip.

Jacket Water Heater: Engine Block Heater 1500W 120VAC Rated for -20°F Heater Installed with isolation valves and wired to terminal

Silencer: Critical Grade Compact (CPJ Series) Silencer Mounted to Engine

Battery: 12 Volt System with Rack and Cables

Battery Charger: 12 Volt 6 Amp Mounted and Wired

Fuel Tank: 24 Hour / 120 Gallon UL 142 Listed Sub-Base Fuel Tank with Stub-up Area Double Wall Construction with Secondary Containment Standard Includes: Supply & Return Connections, Fuel Level Gauge, Fuel Leak Switch and Fill & Vent Plumbed

ATS #1: Asco 300 Series. 480V. 100A. 3 Pole Nema 3R

Factory Test: Standard Commercial Testing Includes: Verification of Alarm Shutdowns, Voltage Settings, Block Loading to Rated kW and PF

Owner's Manual: Print Copy (Qty 2)

Warranty: 2 Year / 2000 Hour

Freight: Included

Installation: Electrical Installation Included

Startup: Training Included

Price Total: $19,945.00

Sales Tax: TBD

Payment Terms: Net 30

Lead Time: 12 Weeks

Terms & Conditions:

- This quote is valid for a period of 30 days.

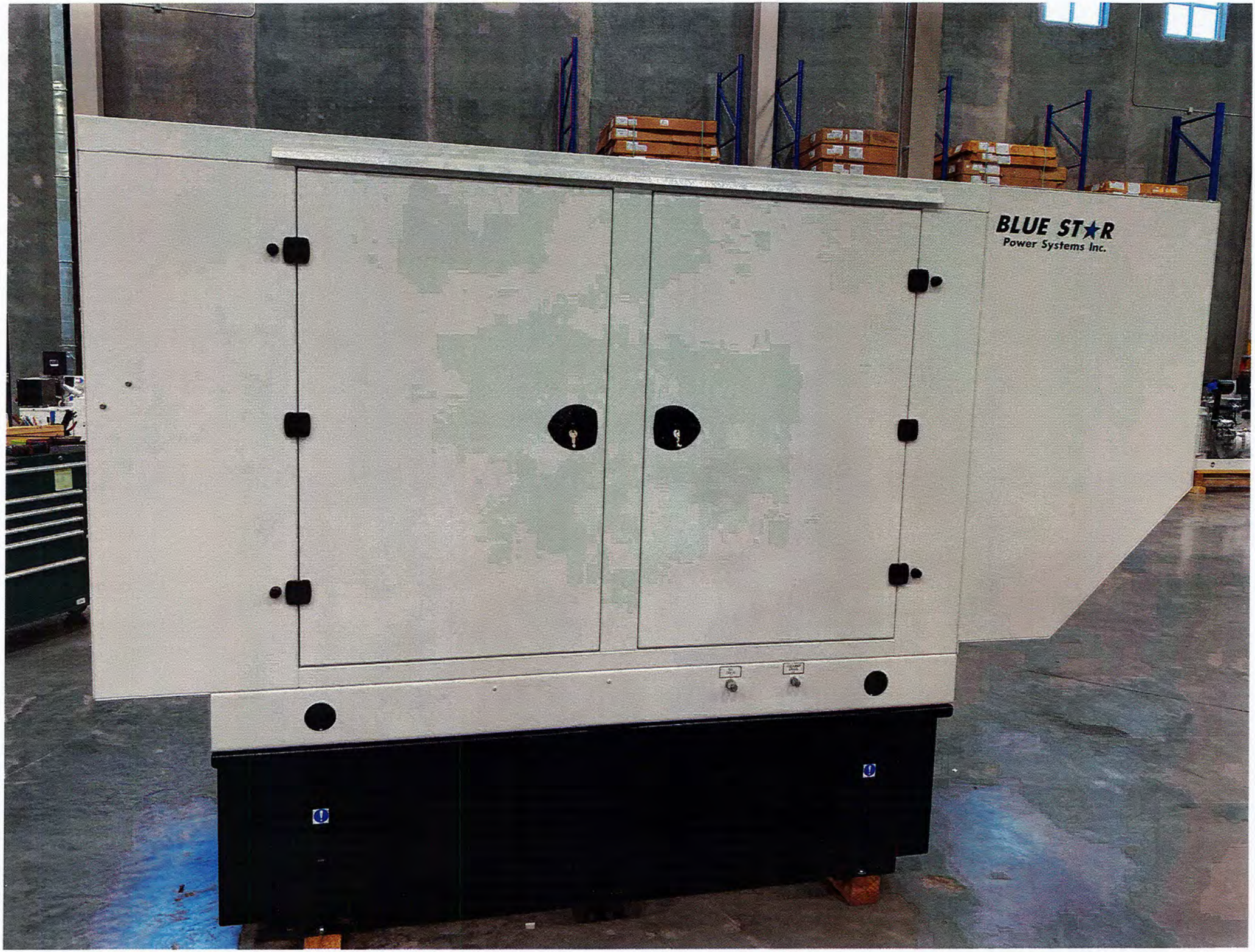
- This proposal is our interpretation of your requirement. It includes only the items listed on this quotation. Should there be other requirements or specifications, we will re-quote accordingly.
- Units are shipped wet to include lube oil and 50/50 water and antifreeze mix unless otherwise noted in this quotation.
- Quoted prices include normal testing, packaging, and instructional literature.
- It is the distributor/purchaser and end user's responsibility to ensure that this equipment is operated in accordance with all applicable local, state, and federal laws and regulations governing the use and operation of this equipment.

Signature below signifies approval and authorization to proceed.

Print Name:_____

Signature:_____

Date:_____


BLUE STAR
Power Systems Inc.

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/3/2020 - 6/3/2020 | Jun 03, 2020 11:59AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/03/2020	53690	1112	AUTO VALUE CAMBRIDGE	602-20200	41.94
06/20	06/03/2020	53691	53	BELLBOY CORPORATION	609-20200	4,574.84
06/20	06/03/2020	53692	9	BERNICKS PEPSI-COLA	609-20200	1,707.40
06/20	06/03/2020	53693	2221	C & L DISTRIBUTING	609-20200	234.80
06/20	06/03/2020	53694	2321	C EMERY NELSON INC	602-20200	485.82
06/20	06/03/2020	53695	1474	CDW GOVERNMENT INC	614-20200	42.48
06/20	06/03/2020	53696	120	CONNEXUS ENERGY	101-20200	16,730.19
06/20	06/03/2020	53697	918	CRYSTAL SPRINGS ICE	609-20200	556.72
06/20	06/03/2020	53698	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,089.45
06/20	06/03/2020	53699	2720	DEFIANT DISTRIBUTORS	609-20200	1,007.72
06/20	06/03/2020	53700	1682	FERGUSON WATERWORKS	603-20200	382.47
06/20	06/03/2020	53701	2830	GDO Law	101-20200	4,083.33
06/20	06/03/2020	53702	2916	HAIN, ALBERTA	101-20200	107.38
06/20	06/03/2020	53703	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	221.38
06/20	06/03/2020	53704	2611	J ROBINSON CONSTRUCTION	505-20200	18,000.00
06/20	06/03/2020	53705	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,801.20
06/20	06/03/2020	53706	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,294.80
06/20	06/03/2020	53707	5	KAWALEK TRUCKING	609-20200	301.60
06/20	06/03/2020	53708	2915	MARSH HEATING & AIR CONDITIONING	101-20200	75.00
06/20	06/03/2020	53709	17	MCDONALD DISTRIBUTING CO	609-20200	33,633.29
06/20	06/03/2020	53710	616	MENARDS - CAMBRIDGE	601-20200	351.67
06/20	06/03/2020	53711	2080	MVTL LABORATORIES INC	601-20200	43.20
06/20	06/03/2020	53712	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,073.75
06/20	06/03/2020	53713	2917	PYROTECHNIC DISPLAY, INC.	101-20200	6,000.00
06/20	06/03/2020	53714	1834	RIVARD COMPANIES	101-20200	1,535.50
06/20	06/03/2020	53715	1113	RJM DISTRIBUTING INC	609-20200	324.75
06/20	06/03/2020	53716	2518	SEMLER CONSTRUCTION	505-20200	8,000.00
06/20	06/03/2020	53717	1493	SHERWIN-WILLIAMS CO	101-20200	1,653.75
06/20	06/03/2020	53718	2614	SW Wold Construction	505-20200	17,000.00
06/20	06/03/2020	53719	1290	THE AMBLE GROUP	101-20200	72.12
06/20	06/03/2020	53720	686	VERIZON WIRELESS	609-20200	1,251.45
06/20	06/03/2020	53721	42	VIKING COCA-COLA BOTTLING CO	609-20200	426.20
06/20	06/03/2020	53722	1286	VINOCOPIA INC	609-20200	768.92
06/20	06/03/2020	53723	2757	WATCH GUARD INC	920-20200	6,230.00
06/20	06/03/2020	53724	4	WATSON CO INC	609-20200	1,970.11
06/20	06/03/2020	53725	1922	WEX BANK	101-20200	1,858.17
06/20	06/03/2020	53726	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,557.00
Grand Totals:						179,488.40

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/20	06/10/2020	53732	1503	7-UP BOTTLING	609-20200	27.20
06/20	06/10/2020	53733	1549	ASTECH CORP INC	440-20200	464,436.59
06/20	06/10/2020	53734	53	BELLBOY CORPORATION	609-20200	129.60
06/20	06/10/2020	53735	9	BERNICKS PEPSI-COLA	609-20200	4,550.76
06/20	06/10/2020	53736	368	BILLS QUALITY CLEANING	101-20200	546.00
06/20	06/10/2020	53737	1198	CENTER POINT ENERGY	601-20200	1,424.63
06/20	06/10/2020	53738	1822	CENTURYLINK BUSINESS SERVICES	101-20200	29.49
06/20	06/10/2020	53739	2610	CINTAS	609-20200	215.76
06/20	06/10/2020	53740	1629	CITY OF ISANTI	101-20200	19,897.48
06/20	06/10/2020	53741	918	CRYSTAL SPRINGS ICE	609-20200	399.06
06/20	06/10/2020	53742	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,642.50
06/20	06/10/2020	53743	2244	DEZURIK INC	601-20200	2,223.00
06/20	06/10/2020	53744	1682	FERGUSON WATERWORKS	601-20200	635.06
06/20	06/10/2020	53745	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
06/20	06/10/2020	53746	2028	FURTHER	101-20200	31.40
06/20	06/10/2020	53747	2918	GOLDEN, GERALD	101-20200	25.00
06/20	06/10/2020	53748	134	GOPHER STATE ONE-CALL INC	601-20200	255.15
06/20	06/10/2020	53749	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	117.30
06/20	06/10/2020	53750	114	ISANTI COUNTY RECORDER	505-20200	138.00
06/20	06/10/2020	53751	496	JOHN HIRSCHS	101-20200	637.64
06/20	06/10/2020	53752	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,275.55
06/20	06/10/2020	53753	5	KAWALEK TRUCKING	609-20200	166.00
06/20	06/10/2020	53754	2648	LEPAGE & SONS	101-20200	3,146.03
06/20	06/10/2020	53755	394	LMCIT	609-20200	1,891.00
06/20	06/10/2020	53756	17	MCDONALD DISTRIBUTING CO	609-20200	13,038.95
06/20	06/10/2020	53757	616	MENARDS - CAMBRIDGE	101-20200	37.59
06/20	06/10/2020	53758	2208	MINNESOTA EQUIPMENT INC	602-20200	343.80
06/20	06/10/2020	53759	2116	MINUTEMAN PRESS	101-20200	1,987.34
06/20	06/10/2020	53760	176	MN DEPT OF REVENUE	609-20200	39,577.00
06/20	06/10/2020	53761	2080	MVTL LABORATORIES INC	601-20200	130.96
06/20	06/10/2020	53762	617	PAUSTIS & SONS	609-20200	443.25
06/20	06/10/2020	53763	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,580.79
06/20	06/10/2020	53764	1205	PLANT & FLANGED	601-20200	621.10
06/20	06/10/2020	53765	1414	READY WATT ELECTRIC	101-20200	2,140.00
06/20	06/10/2020	53766	2341	RED BULL DISTRIBUTION	609-20200	225.50
06/20	06/10/2020	53767	2614	S. W. WOLD CONSTRUCTION INC	505-20200	12,000.00
06/20	06/10/2020	53768	2518	SEMLER CONSTRUCTION	505-20200	8,000.00
06/20	06/10/2020	53769	2396	SOUTHERN GLAZERS OF MN	609-20200	26,074.80
06/20	06/10/2020	53770	315	ST.PAUL STAMP WORKS	101-20200	60.29
06/20	06/10/2020	53771	73	STAR	101-20200	67.00
06/20	06/10/2020	53772	1354	TAPES PLUS ADVERTISING	609-20200	295.00
06/20	06/10/2020	53773	1820	URBANS HARDWARE INC	101-20200	172.21
06/20	06/10/2020	53774	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/20	06/10/2020	53775	42	VIKING COCA-COLA BOTTLING CO	609-20200	132.43
06/20	06/10/2020	53776	4	WATSON CO INC	609-20200	2,323.37
Grand Totals:						643,275.43

City of Isanti

Gross Payroll	89,913.38
Social Security & Medicare	5,084.65
Public Employees Retirement	8,858.73
Total City Expense	103,856.76

Pay Date 6/12/2020

Pay Period 12 (5/24-6/6/20)

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: June 16, 2020
Subject: Approving an Agreement for Services for Position Classification and Compensation Study

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Council approved a position classification and compensation study titled "comparative worth study" in the 2020 Budget in the amount of $25,000. On May 26, Council authorized Staff to advertise the request for proposals for such study. Eight proposals were received. Staff reviewed the proposals and spoke to the finalist they felt met all the criteria and also outlined how the City could save money by indicating what services staff could do internally.

Recommendation:
Staff is recommending to enter into an agreement with Abdo, Eick & Meyer in an amount, not to exceed, $25,000 for the position classification and compensation study.

Attachments:
- Resolution 2020-XXX
- Proposals received

RESOLUTION 2020-XXX

APPROVING AN AGREEMENT FOR SERVICES FOR POSITION CLASSIFICATION AND COMPENSATION STUDY WITH ABDO, EICK & MEYER

WHEREAS, the 2020 budget includes funds for a classification and compensation study in the amount of $25,000 to develop a complete and equitable compensation structure, ensure MN Pay Equity compliance, develop knowledge for recruitment and retention and to assess the overall compensation of all City employees; and,

WHEREAS, the City of Isanti advertised, in the official newspaper, for requests for proposals from qualified service consultant for a position classification and compensation study on May 26, 2020; and,

WHEREAS, eight proposals where received and are attached:

Consultant	Base Quotation not including optional/additional expenses
Abdo, Eick & Meyer	**$17,600**
Bakertilly	$14,500
David Drown	$17,000
Flaherty Hood	$21,500
Gallagher	$35,750
GovHR	$21,250
MGT Consulting	$19,430
Segal	$37,500

WHEREAS, after a thorough review and careful consideration for services offered, including information on how staff can reduce costs by working with the service consultant, staff recommends entering into an agreement with Abdo, Eick & Meyer;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following:

1. Authorize the City Administrator to sign an agreement with Abdo, Eick & Meyer for position classification and compensation study services in an amount, not to exceed, $25,000.
2. Authorize the City Administrator to execute necessary steps to achieve success for the study including collaboration with all City Staff to evaluate each position duties and revise/update job descriptions to ensure accuracy and compliance with Federal and State regulations.
3. Authorize the City Administrator to work with the consultant to develop an implementation plan for recommended changes and final report to be shared with Council.

This resolution was duly adopted by the Isanti City Council this 16th day of June, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Value

Position Classification and Compensation Study

Project Phase – to be billed as completed	Proposed Investment
Job Description Assessment and Updates – *approx. 45 positions* *OPTION #1 - Assuming AEM Workforce Solutions performs all job questionnaires, description updates, and regulatory review*	**$ 10,800.00**
OPTION #2 - Assuming City of Isanti performs all job questionnaires and updates, providing AEMWS with current and updated job descriptions for regulatory review	**$ 5,050.00**
OPTION #3 - Assumes City of Isanti completes all job description updates using templates provided by AEMWS. AEMWS will simply analyze FLSA compliance for each position.	**$ 1,100.00**
Market Wage and Benefit Analysis	**4,000.00**
Job Classification and Compensation Plan Development	**7,500.00**
Pay Equity Reporting and Testing	**1,500.00**
Presentation of Findings and Communication Plan	**3,500.00**
Implementation and Plan Administration Staff Training – OPTIONAL – *includes meetings, mileage, and travel time for on-site training.*	**3,000.00**
TOTAL PROJECT INVESTMENT (Lump sum not to exceed)	**$ 30,300.00**

ABDO EICK & MEYERS LLP

AEM Workforce Solutions™

5. Project fees

Professional fee

Baker Tilly will perform all the tasks delineated as described in this proposal for a professional fee **$14,500**, including expenses. This fee is based on 32 positions, two employee orientation sessions as well as required meetings with administration, three implementation options and associated work outlined in this proposal. This proposal includes up to three on-site visits by the project manager.

Baker Tilly would invoice the City for work completed based on the following schedule:

Completion of Project Initiation (or Employee Orientation)	25%	25%
Completion of Position Analysis Questionnaires	25%	50%
Completion of Draft Pay Structure(s) or Pay Structure Updates	40%	90%
Completion of Final Report	10%	100%

Additional work

Should the City of Isanti request and authorize additional work, we would invoice the City at an agreed upon fee or our standard hourly fees. Additional Implementation Plans will be billed at a cost of **$750**/plan. In addition, we would charge, at cost, for any related out-of-pocket expenses.

Principal, Partner, Firm Director	$300
Senior Manager, Director	$260
Manager, Senior Staff	$215
Staff	$160
Support	$75

Additional work would include work outside the scope of services as agreed to including, but not limited to:

- Additional position descriptions
- Additional job audits
- Additional on-site meetings
- Additional reports
- Work related to a special request

[illegible]ations

[illegible] we will provide the City of Isanti with our standard engagement terms. Should [illegible] to provide alternate terms or proceed on the basis of its own format agreement, [illegible] the ability to negotiate mutually acceptable terms and conditions prior to [illegible] contract.

[illegible] Minnesota

PROPOSED FEE FOR SERVICES

Our fees below are based on a compensation plan with 30 job descriptions.

Fee Proposal Options

	Market Study Only	Full Study
• General Project Setup and Administration	$ 2,000	$ 2,000
• Classify Job Descriptions	--	3,750
• Complete Market Study	7,000	7,000
• Plan Design and Budget Implementation	2,250	2,250
• Report & Presentation	_____	2,000
Totals	**$ 11,250**	**$ 17,000**

If the City decides to include re-writing job descriptions, which includes employee and manager surveys and re-write job descriptions, it will be an additional $5,000 or $150 per job position.

These fees provide for the consultant to attend one (1) on-site meeting each for an employee kickoff meeting, the presentation of a final report, and performance evaluation training. We are able to attend unlimited meetings via skype and teleconference at no additional cost.

Ongoing Maintenance Program

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Services include:

- We review, update and reclassify as necessary one-third of job descriptions annually. (rotating cycle, starting year 2)
- We annually update a market analysis of wages with benchmark communities and suggest changes to pay plan system as necessary to remain in tune with the market.
- We will periodically provide the City with market data on benefits offered by comparable communities and suggest changes as warranted.
- For any new jobs or changed jobs, we will write and classify the job for placement in the compensation system
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system
- We will provide budget support by:
    - Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
    - Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or Board on the status of your compensation system.

Flaherty & Hood, P.A. will draft the following communication to incumbent employees explaining the job evaluation points review process:

- Timeline outline
- Forms
- Execution guide
- Notification for employees
- Template responses for City management

Proposed Timeline, Optional Services, And Cost Proposal

Flaherty & Hood, P.A.'s Position Classification and Compensation Study for the City of Isanti will include the following services billed to the City at the hourly rate of $145 per hour plus expenses incurred, subject to the not-to-exceed total lump sum fee referenced in the request for proposal (RFP), for the approximately 45 classifications referenced in the RFP. Services highlighted in yellow are those that in which the City of Isanti can assist with that may mitigate the costs of the study.

Phase	Services	Timeline after Start	Est. Cost
1.	Introduction and Project Orientation • Review the City of Isanti 's current classification and compensation system, which includes: o Classification and compensation-related policies and plans o Job descriptions o Job evaluation system and ratings o Organizational chart o Compensation and structure o Pay equity report • Draft communication to incumbent employees explaining the Position Classification and Compensation Study, execution guides and responses to FAQs for City of Isanti's management	0 - 4 Weeks	$750
2.	Position Analysis • Draft and distribute job questionnaires to specified incumbent employees addressing the skill, effort, responsibility and working conditions of the job • Management reviews and comments on completed questionnaires • Review and analyze completed questionnaires and management comments	4 - 12 Weeks	$1,250

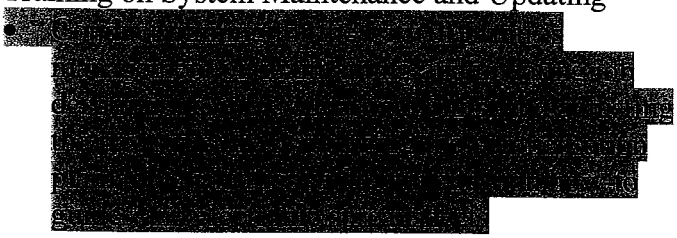
Phase	Services	Timeline after Start	Est. Cost
3.	Updates to Position Description • Evaluate existing job descriptions to ensure they are current, accurate and complete and provide written evaluation to management • Draft a uniform job description template and Position Description Drafting Guide • Analyze descriptions to ensure compliance with Federal and State regulations pertaining to compensation standards, including but not limited to Americans with Disabilities Act (ADA), FLSA, and pay equity law	24 – 28 Weeks	$1,250

4.	Position Classification/Ranking/Grade/Job Evaluation
	• [redacted]
	• General
	  ○ Using City's current job evaluation system or Flaherty & Hood's Job Evaluation System:
	  ▪ Define uniform compensable factors and subfactors
	  ▪ Establish points for factors and subfactors
	  ▪ Draft internal outline and external summary for City of Isanti on communicating and/or presenting in person proposed job evaluation system with/to employees and State of Minnesota Management and Budget (MMB)
	• Job specific
	  ○ Establish and draft spreadsheet that systematically and objectively assigns points for each job using factors and subfactors
	  ○ [redacted]
	  ○ Determine Fair Labor Standards Act exempt status of jobs
		12 – 18 Weeks	$3,000

Phase	Services	Timeline after Start	Est. Cost
5.	Wage/Labor Benchmarks/Market Pricing • [redacted] • Determine benchmark jobs to compare • [redacted] • Draft market comparison data spreadsheets and discuss with City of Isanti 's management	4 – 12 Weeks	$6,000
6.	System Structure Development • Utilizing statistical analysis and Base Pay Development Questionnaire submitted to City of Isanti, analyze internal job evaluation points compared to external market survey data to develop basis on which to update or build pay structure • Draft proposed modifications to pay structure and schedule that include pay ranges based on job points • [redacted]	20-22 Weeks	$3,000
7.	System Testing for Internal Equity and External Marketplace Fairness • Utilizing statistical analysis, ensure proposed job points and pay are internally and externally equitable and legally compliant • [redacted] • [redacted]	22-24 Weeks	$500

Phase	Services	Timeline after Start	Est. Cost

8.	Preparation of Final Documents
	• Prepare a final report describing the study results and implementation recommendations
	• Present on one-day findings and recommendations, including written and/or oral reports to City of Isanti Council, employee groups, and/or unions
	• Draft
	  ○ Recommended revisions to policies
	  ○ Compensation plan to clearly, effectively, consistently and efficiently manage compensation
	  ○ How-to and execution guides and usable electronic spreadsheets for updating job descriptions, job evaluation ratings, and compensation, including methodology for determining the validity for requests for reclassification and/or compensation changes
		24-28 Weeks	$3,000

9.	Training on System Maintenance and Updating  • Provide recommendation on a system for determining the validity for requests for reclassification and/or compensation changes • Identify additional post contract services available to review new positions or requests for reclassification	24-28 Weeks	$1,000
10.	System Implementation • Recommend the best possible approach to coordinating the recommended pay plan with current collective bargaining agreements and wage plans, including timelines for implementation, and communicating it with employees and unions	24-28 Weeks	$750

Phase	Services	Timeline after Start	Est. Cost
11.	Job Evaluation Point Review Process • Draft a process, forms, execution guide, and template responses for requested reviews by employees of job descriptions and/or job evaluation ratings. • Advise the City of Isanti on handling specific requested reviews.	24-28	$1,000
		Lump Sum Not To Exceed	$21,500

- **Additional and Further Services and Costs**

The services that follow are additional related services Flaherty & Hood could provide to City of Isanti billed to the City at the hourly rate of $145 per hour plus expenses with a cost not to exceed amount as specified:

- **Additional Optional Services**

Service	Total Cost
Prepare PowerPoint and present to incumbent employees explaining the Position Classification and Compensation Study.	$1,000
Interview using position questionnaires for incumbent employees addressing the skill, effort, responsibility and working conditions of their position	$4,500
Draft updated job descriptions for all job classifications	$4,750
Establish supplemental variable pay system, such as performance pay, merit pay, and/or skills or competency pay	$2,000
Compile, review and analyze market compensation data other than wages, wage structure, and health insurance contributions	$500 per category

- **Additional Job Classifications or Same Job Classifications after Study is Complete**

Service	Total Cost
Draft, review, and analyze position questionnaires for incumbent employee, if any, and management addressing the skill, effort, responsibility and working conditions of the position, and draft new or updated job description and establish points after initial job classification pointed	$800

Gallagher

Insurance | Risk Management | Consulting

COST OF SERVICES

We understand the importance of this study and realize the delicate nature of local government spending. Therefore, we are proposing a fee schedule that is fair, sensible and that generates project results in conformance with the City's RFP. It will ensure that the City has the ability to attract, retain, and motivate employees in providing quality services to its citizens and ensure the system is not an administrative and/or costly burden. Thus, the following are estimates of our fees to conduct services for the City:

PHASE	DESCRIPTION	FEES
I	**Study Initiation** - Includes potential on-site or virtual meetings and employee presentations	$3,000
II	**Classification Study** - Option 1 – Use of current job descriptions only - Option 2 – supplement job descriptions with employee PDQs - Does not include pricing for writing new job descriptions.	Option 1 $6,750 Option 2 $9,000
III	**Job Evaluation Study** - Includes on-site training on job evaluation method	$3,500
IV	**Compensation Study** - Cost estimate is based on a survey sent to up to 15 participants with 20 benchmark jobs, and use of published survey sources	$19,500
V	**Project Management and Finalization** - Includes one day of final on-site presentations	$3,000
	Total Professional Fees	**$35,750 – $38,000**

For work *beyond that specified in this proposal*, additional fees and out of pocket expenses will be involved. We are available for discussion if the study requires additional services beyond the scope contained in the proposal.

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Study Phase Breakdown	Hour Breakdown	Cost
I. Meetings, Salary and Benefit Survey, Job Analysis		
Study preparation and project meeting (via video conference call)	4 hours	**$500**
Establishing comparables • Public Sector • Private Sector (deduct this time if City provides the comps)	 8 hours 2 hours	 **$1,000** **$250**
Employee kickoff meetings (1st trip/Project Manager)	12 hours	**$1,500**
Prepare and send out salary and benefits surveys • Public Sector • Private Sector	 12 hours 4 hours	 **$1,500** **$500**
Job evaluation analysis and establishment of job classification system ➢ reading of up to 55 JAQs/45 JDs ➢ employee interviews (2nd trip/Consultant Team) ➢ analyzing data and establishing classes ➢ assigning of skill levels ➢ review and evaluation of preliminary analysis with City representatives (via email and conference calls) ➢ FLSA review and recommendations	 4 hours 36 hours 8 hours 6 hours 4 hours 4 hours	 **$500** **$4,500** **$1,000** **$750** **$500** **$500**
II. Salary and Benefits Survey Analysis		
Analyzing salary and benefits survey data • Public Sector • Private Sector	 16 hours 4 hours	 **$2,000** **$500**
Establishing new salary schedules	8 hours	**$1,000**
III. Meet with City representatives and Department Heads to Review Data and Job Classifications (via video conference calls)	4 hours	**$500**
IV. Draft and Final Report Preparation		
Writing draft report	12 hours	**$1,500**
Final report	4 hours	**$500**
Assist with Pay Equity Report	2 hours	**$250**
V. Presentation of Findings (3rd trip)	12 hours	**$1,500**
VI. Training City Staff on Use of System	4 hours	**$500**
VII. Appeal Process – see Optional Services below		
VIII. Job Descriptions – see Optional Services below		
PROJECT HOUR AND COST TOTAL	**170 Hours**	**$21,250 plus expenses**

H. COST

MGT proposes to complete the City's project for a total cost of **$19,430**. **Exhibit 3** details the cost by each work task in our work plan. This includes professional fees and other costs (travel, surveys, postage, etc.).

Exhibit 3. Proposed Cost by Task

City of Isanti
Position Classification and Compensation Study
PROPOSED PROJECT BUDGET

	Milestones and Tasks	Professional Hours	Total Fees	Direct Expenses	GRAND TOTAL
1	Conduct Initial Meeting and Finalize Project Work Plan	9	1,245	-	1,245
2	Develop and Implement a Communications Strategy; Hold Onsite Orientation Sessions	14	2,010	-	2,010
3	Review Existing Classification and Compensation System	7	920	-	920
4	Gather and Evaluate Current Organizational and Employee Job Data	19	2,030	150	2,180
5	Identify Relevant Recruitment Market(s)	4	585	-	585
6	Conduct Market Surveys & Benchmark Position(s)	27	2,750	500	3,250
7	Revise and Prepare Job Descriptions as Needed	49	4,610	-	4,610
8	Develop Compensation and Classification System; Present Report	18	2,690	-	2,690
9	Develop Implementation Strategies	14	1,940	-	1,940
10	Provide Ongoing Assistance	0	-	-	-
	TOTAL Hours and Fees	161			

Cost Proposal

Segal is fully aware of the sensitivity of budget allocations for public sector employers. We believe that you will find our approach focused toward achieving the City's objectives in the most cost-effective manner consistent with quality, accuracy, and timeliness.

Step 1: Project Initiation Assumes we will be on-site one (1) day to meet (or meet via video-conference) with the City's Project Team, as well as time associated with learning about the City's current compensation and classification structures, policies, and practices. Develop communication plan.	$2,500
Step 2: Classification Analysis Assumes the following: • Develop one customized Job Description Questionnaire • Analyze 45 current job titles covering 33 full-time (9 are exempt), 19 part-time, 3 interns and 3 seasonal employees • Develop a recommended classification structure (one draft, one final) • Recommend assignments of individual positions to job titles • Conduct FLSA Exemption Analysis • Review Internal Equity Approach • Review and Recommend Updates to Job Descriptions	$10,000
Step 3: Salary Market Assessment Assumes the following: • Develop a customized salary compensation salary market survey document with up to 30 benchmark job titles, to be distributed to no more than 10 public sector peer employers, as well as the use of up to three (3) published data sources to represent the private sector market • One draft and one final report of the market study findings	$15,000
Step 4: Recommendations Development Assumes the following: • Develop pay schedule(s) to cover all jobs covered by the study • Recommend grade assignments for all job titles covered by the study • Draft language for recommended compensation policies • Estimate the cost of implementing the recommended pay schedule, including recommendations regarding placement of each employee within the pay ranges, as well as one revised estimate based on Project Team's review and revisions • Assist with implementation and conduct training session with Human Resources staff* • Training and Knowledge Transfer* (*assumes up to eight (8) hours of consulting time)	$5,000
Step 5: Develop Recommendations for a Performance Management System Assumes the following: • Develop recommendations for implementing a performance management system	Included in Step 4
Step 6: Pay Equity Analysis	$2,500

Assumes the following: • Analyze census data, job description questionnaires, other materials • Identify whether any pay disparities exist among employees performing similar work	
Step 7: Present Final Results to the City Assumes we develop and deliver one presentation, either on-site or via video conference, to senior management or elected officials	$2,500
Optional Service 1: Conduct Employee Presentations Assumes we conduct one (1) day of employee presentations	$2,500 per day
Optional Service 2: Conduct Employee Interviews Assumes we conduct one (1) day of employee interviews	$2,500 per day
Optional Service 3: Implement Segal Evaluator™ Job Evaluation Approach Assumes we apply the **Segal Evaluator™** job evaluation approach to 45 job titles to establish internal equity	$5,000

The proposed fee includes charges for all professional, analytic, and administrative services, as well as all expenses associated with materials, supplies, overhead, and travel for all tasks outlined in this proposal except as otherwise noted.

Our total fixed fee (without optional services) will be billed at the end of each month in 3 equal invoices for $12,500.

Please note: if the information in the census file is inaccurate additional hourly fees may be charged for data correction and preparation.

Travel expenses for meetings scheduled less than one week in advance will be charged additionally. If a scheduled meeting is cancelled by the client, any non-refundable travel expenses will be billed to the client at cost.

To the extent our proposed scope and fees differ from your needs or the level of effort described in other proposals you may receive, Segal is prepared to discuss alternatives to the fees stipulated in our proposal.

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR STEPHEN SCOTT NORSWORTHY

WHEREAS, part-time Liquor Store Clerk, Stephen Scott Norsworthy has submitted a letter of resignation to the to Liquor Store Manager, John Jacobi on June 8, 2020; and,

WHEREAS, the effective date of this resignation is June 8, 2020; and,

WHEREAS, Stephen Scott Norsworthy is leaving employment not in good standing;

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

1. That the resignation of Stephen Scott Norsworthy is hereby accepted effective June 8th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 16th day of June, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey - Parks, Recreation, and Culture Manager

Date: June 16, 2020

Subject: Resolution 2020-XXX Accepting Donations for the 2020 Medallion Hunt and Family Day Event

---

Background

Staff have requested donations from area businesses for a Medallion Hunt winner and for Family Day prize drawings. Donations from the following businesses/organizations have been offered for these events:

Medallion Hunt	Family Day
Fusion Nails -gift certificate - $50	CMK Financial Services – prize pack – value $50
Isanti Tire and Auto Care Inc. - alignment, tire rotation, safety inspection – value $135	Rockstad and Co Relics & Wares – prize pack – value $30
Falcon National Bank – drawstring Falcon backpack prize -value $100	Connexus Energy – Gift basket – value $100
North 65 Chamber of Commerce – chamber bucks – value $50	Coborn's Marketplace – Gift Certificate – $50
Strike Life Tributes – Cash $100	C-I Hockey Association – 3 gift certificates – ($50 each) $150
Best Western Plus Isanti – one free night stay – value $100	Isanti Physical Therapy – 1 hour massage – value $60
North American Title Company – prize pack – value $30	

Medallion Hunt

The search begins July 6 and ends no later than July 10.

Family Day

Drawings will occur throughout the event on Sunday September 27. Participants must be present to win.

Staff Request

Staff is requesting that the City Council formally accept these donations.

Attachments

- Resolution 2020-XXX

RESOLUTION 2020-XXX

ACCEPTING DONATIONS FOR THE 2020 MEDALLION HUNT AND FAMILY DAY EVENT

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti is hosting a Medallion Hunt with one winner to start on July 6, 2020 and to end no later than July 10, 2020; and,

WHEREAS, the City of Isanti is hosting a Family Day event with prize drawings to be held September 27, 2020; and,

WHEREAS, the City has received the following donations for the hunt and drawings, which will be divided as follows:

Medallion Hunt Winner

1. Fusion Nails -Gift Certificate	$50.00
2. Isanti Tire and Auto Care Inc. – Alignment, tire rotation, safety inspection	$135.00
3. Falcon National Bank – Drawstring Falcon Backpack Prize	$100.00 value
4. North 65 Chamber of Commerce – Chamber Bucks	$50.00
5. Strike Life Tributes – Cash Prize	$100.00
6. Best Western Plus Isanti – One free night stay	$100.00 value
7. North American Title Company – Prize Pack	$30.00 value

Family Day – Prize Drawings

1. Coborn's Marketplace – Gift Card	$50.00
2. Rockstad and Co Relics & Wares – Prize	$30.00 value
3. Connexus Energy – Gift Basket	$100.00 value
4. C-I Hockey Association – 3 $50 Gift Certificates	$150.00
5. Isanti Physical Therapy – 1 hour Massage	$60.00 value
6. CMK Financial Services – Prize	$50.00 value

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to accept the above donations in the total amount of $1005.00 for the 2020 Medallion hunt and Family Day events by the Isanti City Council this 16th day of June, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

May 2020

Reported Crime	Month to Date	Year to Date
Theft	3	42
Assault	0	9
Vandalism/Damage to Property	4	12
Narcotics	5	16
Burglary	1	1
Domestics	8	37
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	23	57
Medical	32	170
Permit to Purchase	5	43
Security Check / Extra Patrol	510	1,872

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	20
DUI	1	6
Accidents	2	31
Hit & Run	1	3
Warrant P/U	0	10
Speed	40	80
DAR/DAS	6	20
Administrative Citations (Including Speed)	9	36

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	90,555	585	4,357
Ford Explorer 224	83,692	2,095	10,400
Ford F150 225	33,891	921	6,091
Chevy Impala 223	96,697	242	1,658
Dodge Durango 226	14,444	1,178	5,249
Dodge Durango 227	17,759	2,100	10,593

M.2.

CEZT REPORT MAY 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD								35	25	18	8	
NEW CITATIONS THIS PERIOD								1	1	1		
CITATIONS OPEN (End of month)								3	2	1		
OPEN CASES (End of month)								1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD								9	5	7	5	
NEW CASES THIS PERIOD								10	7	10	8	
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs								1	2	4	5	
CPA-Park & Store. 227								2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216								2				
Nuisance Junk/rubbish/salvage 216								5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates										1		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period								7	3	8	6	
Administrative Citations Issues/period								1	1	1		
Criminal Citations Issued/period											1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

May 2020

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		
ROOF / SIDING	2	4	$0.00	$0.00	$2.00	$2.00	$160.00	$320.00		
DECK	11	17	$59,681.72	$70,381.72	$44.92	$44.92	$3,073.05	$3,424.50		
LL FINISH	0	11	$0.00	$144,205.13	$0.00	$14.78	$0.00	$4,446.10		
REMODEL / ADDITION	2	9	$1,800.00	$1,800.00	$1.90	$3.90	$196.33	$596.33		
GARAGE / SHED	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MISCELLANEOUS	11	65	$5,000.00	$5,000.00	$9.50	$26.50	$1,343.83	$7,093.83		
SINGLE DWELLINGS	5	35	$890,175.32	$3,794,999.67	$488.27	$1,241.27	$13,127.20	$65,363.25		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	7	51	$0.00	$0.00	$6.00	$18.00	$450.00	$3,675.00		
PLUMBING	5	46	$0.00	$0.00	$5.00	$18.00	$350.00	$3,148.00		
RESIDENTIAL TOTAL	**43**	**238**	**$956,657.04**	**$4,016,386.52**	**$557.59**	**$1,369.37**	**$18,700.41**	**$88,067.01**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	3	$0.00	$265,000.00	$0.00	$25.76	$0.00	$5,454.90		
PLUMBING	0	2	$0.00	$0.00	$0.00	$2.00	$0.00	$165.00		
MECHANICAL	0	5	$0.00	$21,700.00	$0.00	$24.39	$0.00	$1,744.26		
ROOF / SIDING	0	1	$0.00	$6,000.00	$0.00	$0.00	$0.00	$227.70		
MISCELLANEOUS	2	16	$0.00	$9,500.00	$2.45	$6.45	$203.45	$1,334.80		
COMMERCIAL TOTAL	**2**	**27**	**$0.00**	**$302,200.00**	**$2.45**	**$58.60**	**$203.45**	**$8,926.66**		
RESIDENTIAL/COMMERCIAL TOTAL	**45**	**265**	**$956,657.04**	**$4,318,586.52**	**$560.04**	**$1,427.97**	**$18,903.86**	**$96,993.67**	**$30,355.00**	**$151,598.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 5/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	173	15	0	0	$3,543,216.06	$61,796.72	$111,762.00
2016	248	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,255.67	$275,876.80
2018	262	37	0	0	$7,265,883.25	$123,393.28	$191,326.00
2019	233	27	0	0	$6,306,224.02	$106,643.65	$146,834.00
2020	265	35	0	0	$4,318,586.52	$96,993.67	$151,598.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$15,902.28
April	67	$768,898.04	$30,602.33
May	45	$956,657.04	$18,903.86
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	237	$4,318,586.52	$96,993.67

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: June 10, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

This project is scheduled to be completed by the end of this month. The intersection will remain closed through the end of the month as well.

2) 6th Avenue Rehabilitation

The contractor plans to begin work on this project in late August 2020 with work planned to be completed in mid to late October 2020.

3) 2020 Pavement Management Project

The contractor has completed all spot repairs and patches proposed for this project. They will return within the following month to complete the sealcoat and striping work.

4) 2020 Storm System Management Project

The majority of this project has been completed. Minor remaining items will be completed when the pond water level goes down.

5) Legacy Pines 2nd Addition

All utilities are installed, all curb & gutter has been placed, and the first lift of pavement is scheduled for June 11, 2020. The sidewalk and final lift of pavement are scheduled to be completed later this fall once private utilities are installed, and home building has commenced. The parking lot to Legacy Pines should be open to the public in the coming week.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 7, 2020 – 7:00 P.M.
CITY HALL

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. June 16, 2020- Regular Meeting of the City Council
2. June 16, 2020- Committee of the Whole Meeting
3. May 19, 2020- Planning Commission Meeting
4. February 25, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, July 21, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 21, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 21, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2020-XXX To Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

K. Business Items

<u>City Administrator Josi Wood</u>
1. Resolution 2020-XXX Approving a Special Event Permit for the 2020 Summer Spectacular Car Show *(Amy Davis)*
2. Resolution 2020-XXX Expenditure Policy for Coronavirus Relief Funds

<u>Community Development Director Sheila Sellman</u>
3. Resolution 2020-XXX Approving a Conditional Use Permit for 2 Drive-thru's at 801 Highway 65 PID 16.020.1100

4. Resolution 2020-XXX Approving Conditional Use Permit for Commercial Recreation at 16 Main Street W PID 16.050.0490

5. Resolution 2020-XXX Approving a Variance for Falcon National Bank for an Additional Freestanding Sign at 905 6th Ave Ct NE PID 16.113.0010

6. Resolution 2020-XXX Approving a Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota

7. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 13, Article 4 Subd 1(d) Accessory Structure Location

8. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 Zoning Districts and Section 6 Adding R-1 A Rural Residential Zoning District

9. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 15 Subd E Fence Setbacks

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $503,597.10 Payroll in the Amount of $99,051.55 and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,175.21
2. Resolution 2020-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
3. Resignation 2020-XXX Accepting Cassondra Emmel Letter of Resignation
4. Approving Request for Proposals for Codification Services
5. Resolution 2020-XXX to Declare Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction
6. Resolution 2020-XXX Appointing Election Judges for the 2020 Primary Election
7. Resolution 2020-XXX Release of Development Agreement for Dollar General
8. Resolution 2020-XXX Amending a Donation from the Rotary Club of Cambridge & Isanti
9. Resolution 2020-XXX Approving Installation of CCTC Security Camera System at City Hall, Water Treatment Facility and Police Department
10. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Krista Milne
11. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Courtney Welfring
12. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Hailee Elmer-Nelson

M. Other Communications

1. Draft Minutes from the June 23, 2020 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Discussion regarding consideration to purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.0292.100 and 16.5020.050.

Adjournment

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

Due to social distancing, seating is limited. If you would like to give a statement for Public Comment but you cannot attend, please contact Katie Brooks at kbrooks@cityofisanti.us or 763-444-5512.

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

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

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

D. Public Comment

None

E. Adopt Agenda

Addendum:

K.3 Revision Covid-19 Preparedness Plan

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

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

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

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

F. Proclamations/ Commendations/ Certificate Awards

1. Presentation of 2020 Isanti Ambassadors and Candidates
   The current Isanti Ambassadors introduced themselves and shared their favorite memory from their service year.

2. 2019 Waste Water Treatment Award
   City Administrator Josi Wood shared that Isanti has been awarded the Waste Water Treatment award for a number of years and it is a great testament of the great staff in the Public Works department. Wood continued to share that the award is achieved by having great testing results and Public Works does a lot of testing and mandated required reporting that needs to be done for the Waste Water facility.

G. Approve City Council Minutes

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

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

H. Announcements

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

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

1. **Resolution 2020-112** Approving Special Event Street Dances for June 20 and September 12, 2020
Mayor Jeff Johnson shared the Farmers Daughters has been rescheduled for September 12th and June 20th Bad Jack will be performing along with 7 other vendors.

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

City Administrator Josi Wood

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

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

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

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

3. Approving COVID-19 Preparedness Plan
City Administrator Josi Wood explained that this is a revised Preparedness Plan for the City of Isanti and the Governor's orders required businesses to reopen safely with a Preparedness Plan. Wood continued to share that it did not originally include the critical sector businesses who were already allowed to be open until June 5th. Then later, it was required that critical sector businesses must have a preparedness plan. Wood went on to share that the reason there is an addendum on this is because it is required by law and this plan must to be adopted by June 29th , however, new

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

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

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

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

Community Development Director Sheila Sellman

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

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

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

Public Services Director Matt Sylvester

5. **Resolution 2020-114** Authorizing the Purchase of Generators for City Facilities
City Administrator Josi Wood shared that in the Capital Improvements Plan this is something that had been talked about before the plan was being developed. These generators are for emergency. Wood further shared that these are new generators; not replacements; as Isanti has not had generators at the following facilities Isanti Community Center, Police Department/ Well I, Public Works Shop, 8th Ave LS, City Hall Transfer Switch, Rum River, Carlson, Deer Haven, Palomino, Subway, BMX, East Dual and Unity Lift Stations. Wood further shared that there is a generator at the Water Treatment Plant that was installed in 2008 and runs Wellhouse III as well as a generator

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

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

6. **Resolution 2020-115** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
City Administrator Josi Wood shared that this is authorizing Isanti Redbirds to conduct baseball games within the City of Isanti and authorize staff to formalize by resolution said action. Wood further shared that the Minnesota Baseball Association is seeking that Redbirds have approval because their entity is within the City of Isanti.

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

7. **Resolution 2020-116** Authorizing Payment up to 50% for Appraisal of the Police Department/ Fire Station Facility
City Administrator Josi Wood shared that this resolution is offering to pay up to 50% for an appraisal of the Police Department/ Fire Station facility. Staff drafted this as it was previously discussed earlier in the evening at the Committee of the Whole meeting with a max cost for the City of Isanti of $1500.

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

8. **Resolution 2020-117** Approving an Agreement for Services for Position Classification and Compensation Study
Councilmember Gordon stated that he knows this is in the budget but paying $17,000 to do a study to see if the City needs to hire more help or pay more where he trusts staff to make those decisions.

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

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

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

L. Consent Agenda

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

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

M. Other Communications

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

Adjournment

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

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JUNE 16, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, Liquor Store Manager John Jacobi and Public Services Director Matt Sylvester

D. Public Comment
None

E. Committee Meeting Items

1. PW Updates
    - Public Works crew took advantage of an early spring and has been out patching potholes. Public Works has applied over 36 tons of hot patch to potholes this spring.
    - Public Works crew has completed the spring cleanup of sweeping streets and will be sweeping as needed throughout the summer.
    - The filter underdrain work at the WWTF was completed. The nozzle, media and piping from the blower building were all replaced. The filters are back in process and working great.
    - Public Works replaced one air release valve to the force main from the 8th Ave LS.
    - Air release valves have also been flushed on all force mains. Air release valves are installed at the high points in the force main to allow air out when the pumps start in when the pumps shut off to not surge in the line itself. They periodically need to be flushed of grease and grit to keep them functioning properly.
    - Wellhouse II had a check valve that was not sealing. The leaking valve was causing influent pressure to drop at the WTP which in turn causing alarms when the well would start up. Public Works has since replaced the valve and some piping.
    - Public Works crews have started fogging for mosquitos and will continue throughout the summer.
    - Spraying for dandelions was competed in the city parks.
    - The compost site is open and continues to be busy.

- The Farmers Market has opened up. As of now, there are 10 returning vendors and 5 new vendors with a different number that come weekly.
- The Community Garden opened up on May 21st.

2. Housing Study Update
   - At the 2020 goal setting meeting the City Council directed staff to look into updating the City's housing study. Through GPS:45:93 a Humphrey School student group is researching housing in East Central MN and this includes Isanti. At the March 17, 2020 Committee of the Whole meeting, staff suggested waiting to do an update to the housing study until the City sees what the group produces and if it is sufficient enough to use.
   - Recommendation from Committee is to go with current study an not perform a study in-house.

3. Liquor Store Market Study
   - Committee of the Whole discussed various options of the liquor store market study and for a new liquor store and the future of the Fire Station as well as the Police Station.

4. Public Safety Building
   - Three options were provided to the Committee for consideration of acquiring a new safety building:
     1. Save and pay cash for new building
     2. Issue debt for new building
     3. Issue debt for new liquor store and renovate current liquor store for police department
   - Recommendation from Committee is to explore plan #3 further to and build for a new liquor store and move the Police Department to Isanti's current liquor store.
   - Recommendation from Committee is to put on City Council meeting agenda that followed the Committee of the Whole meeting to split costs 50% with Fire District for appraisal of current Fire Station/ Police Department.

F. Adjournment

Meeting was adjourned at 6:26 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, MAY 19, 2020
at **7:45 P.M. virtually* through gotomeeting.com;**

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:45pm
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon (phone).
     Members Absent: Alexander Collins
     Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from April 21, 2020 Planning Commission Meeting motion by Bergley, second by Lundeen motion passes 6-0.

3. **Public Hearing**

   - A. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use. Sellman explained that the city recently updated the city code to include mobile food units therefore the zoning code had to be updated to determine zoning districts for this use. No one from the public spoke at the public hearing. Motion by Lundeen, second by Collison to approve the amendment, motion passed 6-0.

   - B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use. Sellman explained that the city recently updated city code to include micro distillery cocktail room and therefore the zoning code had to be updated to determine the zoning district for this use as well as the definition. No one from the public spoke on this item at the public hearing. Motion by Lundeen, second by Collison to approve, motion passed 6-0.

   - C. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage. Sellman explained that there have been complaints/concerns expressed from the development community on impervious surface. With the smaller lots being accepted for development, 25% impervious is just not enough. No one from the public spoke on this item at the public hearing. Staff recommended increasing the impervious to 35%, The Commission recommended increasing to 40%. Motion by Lundeen to increase the impervious surface to 40% and amend the ordinance accordingly, second by Bergley, motion passed 6-0.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Bergley, 2nd by Collision to adjourn, motion passed 6-0 meeting adjourned at 8:02pm.

Respectfully submitted Sheila Sellman Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
February 25, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:02 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Thum to approve the agenda for February 25, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from January 28, 2020. Motion passed 4-0.

3. Discussion Items presented by PRC Board Member Thum: Thum brought to the board an idea of adding a walkway to connect the main Isanti Indoor Arena parking lot to the northeast parking lot in Bluebird Park. Thum is a frequent visitor to this facility. Thum added that this facility is getting more use and the extended parking areas are being utilized. One in particular is the parking lot that is in the northeast section of the park, just north of the skate park. The grass area between main parking lot, which runs along the tree line gets flooded or is very saturated with water throughout the year as it's a low lying area. Thum suggested a walkway be added to this area. Thum added that people have to walk along the street, which has no sidewalk to access the facility to avoid the grass area. There is a path that runs to the facility, but is south of the skate park and have to walk that distance to access the path. Zdon asked what the process was and if BMX was willing to help fund this project. Zdon also added that when the parking lot re-structure occurred a few years ago this idea was briefly discussed and he also agreed that this is an area that is difficult to walk through. Zdon and Thum were not sure if BMX would be in agreement with this addition. Zdon also added that this is a non-budgeted item this would need to be reviewed. Garvey added that this project would have to also meet ADA standards. The board discussed options and that maybe the city engineer could review this area. Witte clarified the area of question. Zdon continued that he would also like to see adding a pathway to the existing skate park and the parking lot. Zdon also commented that parking spaces would be lost with the addition of a walkway. Thum added that he has not talked or discussed this with the BMX board. Garvey added that City Engineer Jason Cook was in the audience, in which Cook reviewed that a culvert could be added and that the parking spots could be crossed off and labeled no parking, and a quick estimate was about $2,500. Cook also added there is a catch basin in this area and could maybe capture some of the water. Zdon added that he would prefer to have a walkway vs a catch basin. Thum agreed that he would also like to see the walkway option. Zdon added that in a prior PRC meeting the board had discussed the path in the south area that jogs out by the pleasure rink and straightening it out. Witte added that he also recalled this discussion. Motion by Witte, second by Thum, to look at the trails in the section in Bluebird Park by the skate park, the arena and the parking lots.

Thum also brought to the board to discuss the item of canopies to be set up along the tree line grass area and the parking lot. Zdon added that this was not a city/PRC rule, he recalled that this is a BMX item they had decided to put in place. Garvey continued that this is correct and that she reached out to BMX contacts and this was put in place by BMX, as cars were scratched by bikes. Garvey added that the restriction as a city for canopies is that they cannot be staked into the ground where the sprinkler system is in place.

The third item Thum brought to discuss was the idea of insect control around the staging area for racers in the IIA which is on the east side of the building and the rain garden is on this side of the building. Garvey commented that the rain garden is a pollinator area and mosquito control in the rain garden would not be possible. Thum added if there are any plants at that are a natural mosquito control. Garvey continued that she does not have that background knowledge but can look into this item further.

4. Department Updates:
Garvey reviewed that staff will move forward with the an egg hunt for 2021, a parade float option for 2020 and fireworks for 2020 after the parade in July. Garvey continued that a sledding hill will be added in 2020 to Bluebird Park and Public works will start this project in the fall timeframe. The spring newsletter will have a Parks calendar insert, so be on the watch for this when it is mailed out. It includes the events and a calendar

for 2020. The street dances are June 20, with The Farmer's Daughters, July 18 will be Brother Ferris and August 8 with The Brat Pack.

Adjournment: Motion by Witte, second by Thum to adjourn the February 25, 2020 meeting of the Parks, Recreation, and Culture Board. Motion passed 4-0, meeting adjourned at 6:25 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

J.1.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Call for Public Hearing -nuisance abatement 105 Railroad Ave

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Background:
In Spring 2019 the exterior wall at 105 Railroad Ave collapsed. The owner pulled a building permit to fix the wall in August 2019, the roof sustained some damage as well and is required to be repaired. Permits are valid for 180 days, which stay valid as long as you are making visible progress. The owner's of the building have been working on these repairs for 10 months. MNSPECT has had several conversations and written correspondence with the owner about the repairs and the timing. The wall has been repaired, but is not complete the outside still needs weather barrier and siding (that is consistent with code requirements) and the re-roof is not complete. The last written correspondence from the owner when asked when it would be complete was in January and they stated that the roof would be completed weather permitting. That was six months ago and the weather has been nice enough to complete this project.

Staff has sent the owner a final letter indicating that is the roof is not complete by June 15, 2020 the City Council will take action. The owner did not contact staff regarding this matter nor did he attend the June 15th meeting. A certified letter has been sent to the owner notifying him of the public hearing for abatement. At the time of this memo the owner has not contacted staff. The estimate to finish the work is $16,343.00

Request:
Consider resolution to abate.

Attachments:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 105 RAIL ROAD AVE

WHEREAS, the property owner of 105 Rail Road Ave is in violation of City Code 216-2 affecting health and safety; and,

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and,

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and,

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code;

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

1. The property owner shall be given until Thursday, July 9, 2020 to come into compliance.

2. Staff shall inspect the property on Thursday, July 9, 2019 and if the property is found not to be in compliance, the property located at 105 Rail Road Ave shall be hereby abated.

3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.I01.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey - Parks, Recreation & Culture Manager

Date: July 7, 2020

Subject: **2020-XXX Approving a Special Event Permit Application for the 2020 Summer Spectacular Car Show**

Background

The City of Isanti received a special event application from Rum River Rods to host the Summer Spectacular classic car show on August 8th from 7:00 am – 3:30 pm on Main Street in downtown Isanti. Attendance for this event is estimated at 300-400 people. Parking will be along City streets and within city owned parking lot. Because the event is running in conjunction with the City of Isanti street dance, Rum River Rods will not need to provide separate portable restrooms for their event.

A section of Main Street will need to be closed from the railroad tracks to its intersection with 4th Avenue, as well as 1st and 2nd Avenues north and south of Main Street to the alleys starting at 8am. The applicant will make arrangements to close off the road with barricades. The classic cars will be parked on Main Street and in the grass lot across from Faith Lutheran Church, and has approval from the church. Volunteers from the car club will assist with clean-up after the show.

Pop-up canopies will be placed on Main Street and 1st Avenue. Rum River Rods will be responsible for moving picnic tables in place for the Street Dance following the car show. A public address system and music will be utilized during the events. The Summer Spectacular event will include a $10.00 participant registration fee; money collected will go toward covering expenses. Spectators are free.

A $100 clean-up deposit fee, proof of insurance, and signed Release and Indemnification Form are on file.

The August 8th Summer Spectacular will also include a vendor fair, and swap meet. These activities require a background check form, which has been submitted by the organizer.

With the current national health pandemic that is occurring around us, this will need to comply with any Governors Executive orders that are in effect at the time of the event.

A copy of the application, department review, event map, and event flyer have been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution 2020-XXX
- Special Event Permit Application
  - Departmental Review Sheet
  - Site Map
  - Event flyer
  - Release & Indemnification Agreement

RESOLUTION 2020-XXX
APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2020 SUMMER SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event Permit application requesting approval to host the Summer Spectacular Car Show in Downtown Isanti; and,

WHEREAS, Summer Spectacular is scheduled for Saturday, August 8 from 7:00 am to 3:30 pm; and,

WHEREAS, the estimated number of people to be in attendance is anticipated to be 300-400; and,

WHEREAS, parking for the event will be at the public lot north of Main Street (City Hall) and along City streets where parking is allowed; and,

WHEREAS, a PA system will be used for announcements and music; and,

WHEREAS, barricades will be placed by the applicant on Main Street from the Railroad tracks to 4th Avenue and to the alleys north and south of Main Street, along 1st and 2nd Ave; and,

WHEREAS, the event will include a vendor fair and swap meet, and organizer has submitted the required background check form; and,

WHEREAS, the event will need to comply with any Governors Executive orders that are in effect at the time of the event; and,

WHEREAS, the Special Event Permit clean up deposit of $100 has also been submitted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2020 Summer Spectacular Car Show to be held as specified above with the following conditions:

- Special Event Application submitted on behalf of the Rum River Rods, which include:
  - Rum River Rods will close the portions of Main Street needed for the event; City staff will reopen the portion from 3rd Ave to 2nd Ave after the Car Show.
  - Coordinate August 8 event details (electricity, vendors, stage placement and timing of placement, etc.) with the Parks, Recreation & Culture Manager prior to the day of the event.
  - A complete list of vendors must be submitted prior to the event.
- Closure of Main Street from the Railroad tracks to 4th Ave.
- Closure of 1st Ave and 2nd Ave for one block North and South of Main Street to the alleys on either side

BE IT FURTHER 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 was duly adopted by the Isanti City Council this 7th day of July, 2020.

Attest:

Jeff Johnson
Mayor

Katie Brooks
Human Resources/City Clerk

A Community For Generations
Isanti

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 a 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

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] 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.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [x] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] 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: 3/12/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Amy Campbell-Davis

Address: [redacted]

City: [redacted] State: MN Zip: 55040

Phone: ___-___-____ Fax: ___-___-____ Cell: [redacted]

E-mail: [redacted]

Secondary Contact Person: Lee Kraeyer

Address: [redacted]

City: [redacted] State: MN Zip: 55080

Phone: ___-___-____ Cell: [redacted] E-mail: [redacted]

[redacted]

EVENT INFORMATION

Event Name: 10th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 8th

Hours of Event: 7am - 3:30 pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Car show w/ crafters And Vendors.
Muffler rap contest, pie eating contest 50/50 raffle.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Main Street in Down town Isanti - from Short Street to 4th Ave NW & 1 block North & South of Main Street.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
300 - 400

Parking Impact – Describe in detail:
public parking available on short & behind businesses along main Street.

Tents, equipment, amusement rides, etc.
Type: Tent
Size: 2 - 12x12
Location: 1- on corner of Short & Main & 1- on Corner of Main and 1st Ave S.

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

Are you requesting any street closures? If yes, list streets:
Main Street from Short to 4th Avenue NW & 1 block North & South of Main Street between Short & 3rd.

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.

Using Same ones that will be used for Street dances.

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).
NA

Clean-up Plans – Describe in detail:
Club will clean-up trash after event.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

N/A

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

club will use PA & Speakers during event for Music & 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?

Open to public for free - fee for cars is $10-/car money goes to Club for insurance, trophies, door prizes, things to run a Show.

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: Amy Campbell Dey

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: per email

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: per prior order

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

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

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, March 19, 2020 9:07 AM
To: Isanti Parks
Subject: RE: Special Event Application

Isanti Fire has reviewed and approves the special event permit application as presented for the Rum River Rods 8/8/20 car show.

...sorry for the late response.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

-----Original Message-----
From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Friday, March 13, 2020 11:55 AM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
Subject: Special Event Application

Please review the attached (Rum River Rods Car Show) and get back to me with approval/denial by Tuesday 9:00am

Thanks
Jenny

Matt Sylvester

From: Isanti Parks
Sent: Thursday, June 11, 2020 9:22 AM
To: Matt Sylvester
Subject: FW: Special Event Application - Rum River Rods

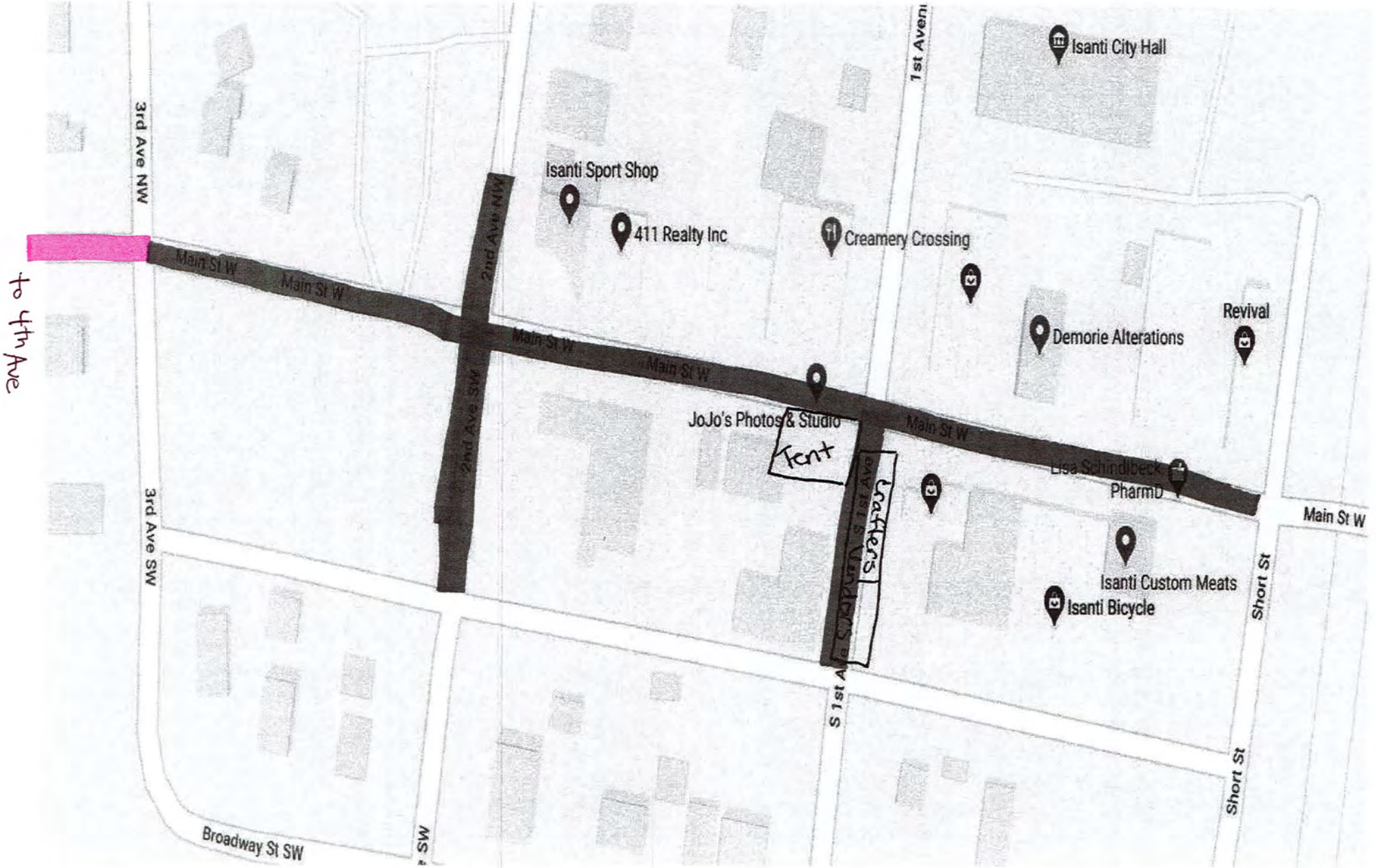
Can you print this for me and include in the SE app I just gave you. I can't print it.

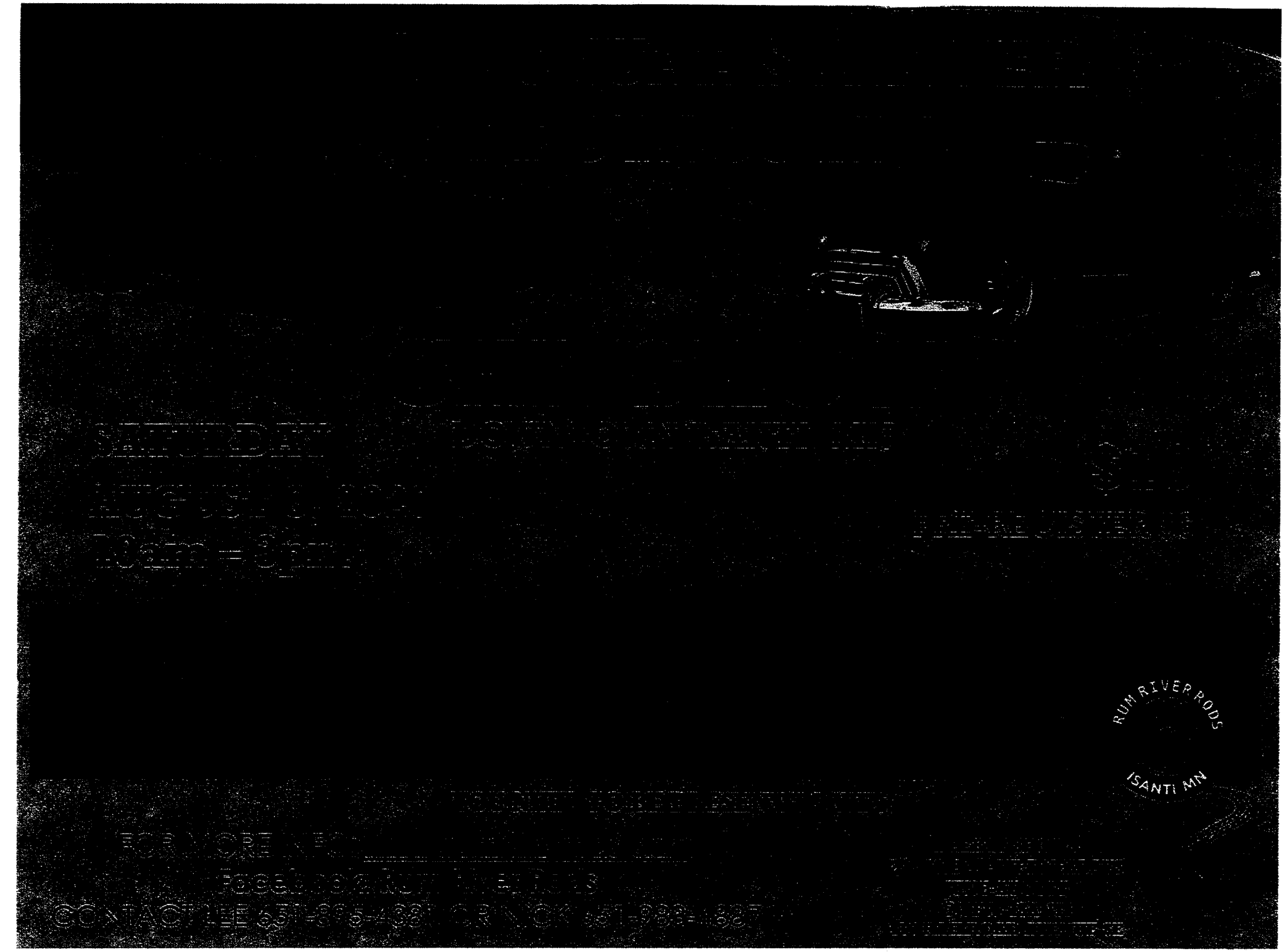
-----Original Message-----
From: Travis Muyres <tmuyres@cityofisanti.us>
Sent: Wednesday, June 10, 2020 1:09 PM
To: Isanti Parks <IsantiParks@cityofisanti.us>
Subject: Re: Special Event Application - Rum River Rods

Approved with advisory they need to comply with governors executive order

Sent from my iPhone

> On Jun 10, 2020, at 10:33 AM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:
>
> Travis,
> Can you review the attached application, I am going to continue to route. I have not heard a confirmation if they will move forward with this but I want to have it ready to go on our end for July 7 council meeting. Thanks
>
> -----Original Message-----
> From: Isanti Parks
> Sent: Friday, March 13, 2020 11:55 AM
> To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>; Travis Muyres <tmuyres@cityofisanti.us>
> Subject: Special Event Application
>
> Please review the attached (Rum River Rods Car Show) and get back to me with approval/denial by Tuesday 9:00am
>
> Thanks
> Jenny


to 4th Ave
3rd Ave NW
Main St W
2nd Ave NW
Isanti Sport Shop
411 Realty Inc
1st Aven
Isanti City Hall
Creamery Crossing
Revival
Demorie Alterations
JoJo's Photos & Studio
Tent
Crafters
Lisa Schindlbeck PharmD
Main St W
3rd Ave SW
2nd Ave SW
S 1st Ave
Isanti Custom Meats
Isanti Bicycle
Short St
Broadway St SW
- Car Show


RUM RIVER RODS
ISANTI MN

A Community For Generations.

Isanti

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

Special Event Equipment Request Form

Event Name: 10th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 8th

Contact Person: Amy Campbell-Davis

Equipment Drop Off/Pick Up Location: Downtown Isanti - Main / 18th Ave.

Equipment Drop Off Date/Time: Saturday August 8th @ 7AM

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: _____

Picnic Tables: _____

Barricades: 10

Stage: _____

Road Closed Signs: 4

No Parking Signs: _____

[redacted]

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Car Show w/ Crafters and vendors in Downtown Isanti

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
N/A

(Special Events Holder Initials Here) (N)

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☐ NO ☑

(Special Events Holder Initials Here) (N)

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) CN

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) CN

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) CN

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) CN

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) CN

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) AW

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) AW

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Amy Campbell-Davis

Title Rum River Roos Secretary

Signature Amy Campbell Davis

Date 3/6/2020

A Community For Generations.

Isanti

K.2

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 7, 2020
Subject: Approving an Expenditure Policy for Coronavirus Relief Funds

---

The federal Coronavirus Aid, Relief, and Economic Security (CARES) Act contains a component known as the Coronavirus Relief Fund (CRF) that allocated $454,377.00 in monies to the City of Isanti. Funds may be used for eligible COVID-19 related expenses outlined in the CARES Act that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

A policy has been drafted for Staff to determine and submit eligible expenses to be reimbursed by Coronavirus Relief Funds.

Request:
Staff is requesting discussion and action on this item

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

EXPENDITURE POLICY FOR CORONAVIRUS RELIEF FUNDS

WHEREAS, the City of Isanti is expected to receive $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

WHEREAS, COVID-19 eligible expenses will be expended from the General Fund Fund and be reimbursed with CRF; and,

WHEREAS, eligible expenses are outlined in the CARES Act and include, but are not limited to: technology, testing, disinfection supplies, telework capabilities, and medical supplies; and,

WHEREAS, the City Administrator and Finance Director or designee will file proper documentation for eligible expenditures to be reimbursed by the CRF; and,

WHEREAS, unused CRF monies will be returned to the County per procedures outlined in the CARES Act;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the following policy and guidance on Coronavirus Relief Funds:

1. The City Administrator or designee will complete necessary paperwork related to Coronavirus Relief Funds and CARES Act.
2. The City Administrator and Finance Director, or designee, will initiate and approve eligible expenses to be reimbursed by Coronavirus Relief Funds which will be within the accounts payable listing reviewed by Council.
3. Eligible COVID-19 related expenditures will not exceed the Coronavirus Relief Funds in the amount of $454,377.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Request by Dylan Investments LLC for a Conditional Use Permit under City Ordinance 445, Section 11, Article 5, Subd 4. said request is for a Drive-thru at 801 Highway 65 PID 16.020.1100

Request

Request by Dylan Investments LLC for a Conditional Use Permit for two Drive-thru windows at 801 Highway 65.

Overview/Background

The subject site is zoned B-2 General Business with the Highway 65 Overlay. In the Highway 65 Overlay district a drive-thru requires a Conditional Use Permit (CUP). As proposed, there will be two drive thru windows one on the east side of the building and one on the northwest corner of the building. The one on the northwest corner of the building will serve the existing CBD Joint retail space and the one on the east side is for a future tenant.

Section 13 Article two, subdivision 4 Subdivision 4: Drive-Thru Facilities
Are permitted by a Conditional Use Permit only as an accessory use to a business or restaurant, as identified within this Ordinance, providing the following requirements are met:

A. No drive-thru window shall be adjacent to a public street. *The drive-thru facilities are within the parking lot of the subject site.*

B. Drive-thru facilities shall be limited to one (1) service window which is part of the principal structure and not more than two queuing lanes, unless approved along with additional landscaping, screening, or other pedestrian amenities such as fencing, seating, raised pedestrian crossings, etc. *Each location has one service window.*

C. There shall not be any additional curb cuts on a public right-of-way exclusively for the use of drive-thru queuing or exit lanes. Drive-thru traffic shall enter and exit from internal circulation drives. *There are no additional curb cuts proposed.*

D. Queuing space for at least four (4) cars or seventy (70) feet shall be provided per drive-thru service land as measured from but, not including the first drive-thru window or teller station. *This requirement is met.*

E. Queuing space shall not interfere with parking spaces or traffic circulation with the parking lot or upon the public right-of-way. *This requirement is met.*

F. Alcoholic beverages shall not be served.

G. Exterior loud speakers shall be located a minimum of one hundred fifty (150) feet from any parcel containing a residential use and such speakers shall comply with the noise regulations as provided within Isanti City Code of Ordinances.

H. A by-pass lane shall be provided, allowing autos to exit the drive-thru lane from the stacking lane. *This requirement is met.*

I. Screening of automobile headlights must be provided. Screening shall be at least three (3) feet in height and fully opaque. Screening shall consist of a wall, fence, dense vegetation, berm or grade change or similar screening as determined to by acceptable by the City Council.

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The property is guided commercial and is in line with the Comp Plan.
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *The overlay district allows for drive thru facilities and the requirements are met as proposed.*

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The drive-thru will not be detrimental or endanger the public.*

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *A drive-thru does not require additional public facilities.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

Planning Commission Recommendation:
The Planning Commission held a public hearing at their June 16, 2020 meeting. The applicant was available for questions. No one from the public spoke on this item. The Planning Commission recommends approval with conditions.

Staff Recommendation:
Staff recommends approval with the following conditions:

1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

Attachments

- Resolution
- Site plan
- City Engineer Memo
- Findings of Fact
- CUP

RESOLUTION 2020-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR TWO DRIVE-THRU'S AT 801 HIGHWAY 65

WHEREAS, the applicant has requested a Conditional Use Permit approval for Commercial Recreation at 801 Highway 65 in the City of Isanti (PID 16.020.1100); and,

WHEREAS, the property is located within the Highway 65 Overlay District, of which requires a Conditional Use Permit for drive-thru; and,

WHEREAS, Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request; and,

WHEREAS, both proposed drive-thru's meet all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for two drive-thru's located at 801 Highway 65, is hereby approved with the following conditions:

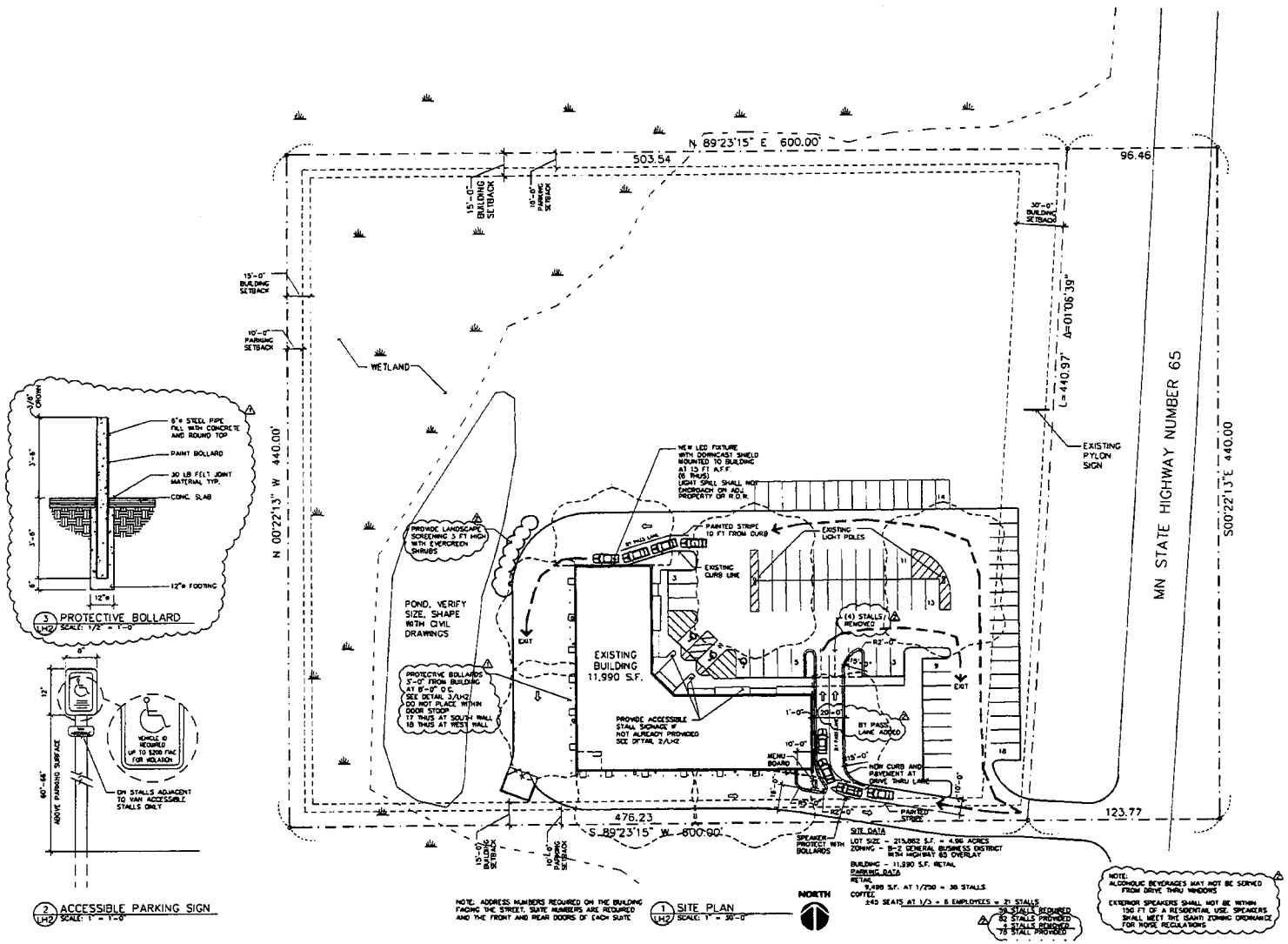
1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk



LAMPERT ARCHITECTS
420 Summit Avenue
St. Paul, MN 55102

ARCHITECT CERTIFICATION:
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE
LEONARD LAMPERT
PRINT NAME
LICENSE NO.
5/7/20
DATE

HIGHLANDS SHOPPING MALL
D. B. GRAPHICS
Isanti, Minnesota

Copyright 2019
Lampert Lampert Architects Inc.

Project Designer: JAMES B
Drawn By: JRD
Checked By: LL

Revisions

9/27/19	PRELIMINARY
10/8/19	ISSUE FOR PERMIT
2/26/20	REVISION 1
5/7/20	REVISION 2

SITE PLAN

Sheet Number

LH2

Project No. 190912-4

Filename: CRITICAL MASS\ARCHIVOS\D B GRAPHICS\D B GRAPHICS-LH2

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: June 11, 2020

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Highlands Shopping Mall – Drive Through - Submittal Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the plan entitled "Highlands Shopping Mall" with a signature date of 5/7/2020.

The plan includes the addition of a drive through lane on the east side of the existing building as well as a striped drive through on the north side of the building.

We have reviewed the submitted documents and require the following additional information:

1. Provide a pavement typical section and proposed curb type.
2. Provide proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area.

We recommend approval of the project once the above items are submitted and approved.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Drive Thru – 801 Highway 65

Prepared by Community Development Director Sheila Sellman

Request

Request by Dylan Investments LLC for a Conditional Use Permit Two Drive-thru windows at 801 Highway 65 PID 16.020.1100

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for the property located at 801 Highway 65.
2. The property is zoned "B-2" General Business District with Highway 65 Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 16, 2020 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 28, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The property is guided commercial and is in line with the Comp Plan.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   The overlay district allows for drive thru facilities and the requirements are met as proposed.

   C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The drive-thru will not be detrimental or endanger the public.*

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The use is a continuation of what has been there and will not diminish or impair property values.*

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property*

1. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *A drive-thru does not require additional public facilities.*

F. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The use meets this requirement.*

G. The conditional use complies with the general and specific performance standards as specified by within this Article. *The use meets this requirement.*

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
The site is served by Highway 65 which is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
All parking is met under Section 17 of this Ordinance. The City Engineer has approved the circulation.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles. *NA*

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts

on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
This section is met.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
This area is surrounded by commercial and not residential uses.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
The site is already developed. This section is met.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
The site is already developed, no additional lighting is proposed.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
This is an already developed site, existing stormwater management has been reviewed and approved.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The building already exists, and as such, is compliant with our zoning code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Existing garbage facilities will be used for trash and recycling purposes.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district. *This requirement is met as proposed.*

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
This use complies with the performance standards of the zoning district.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.
Any additional stipulations will be included in the Conditional Use Permit approved by the City Council.

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on June 16, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Gordon seconded by Lundeen to recommend approval, motion passed 7-0

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of two drive -thru windows, 801 Highway 65, Isanti Minnesota

Request: A Conditional Use Permit for two drive-thru windows in the Highway 65 Overlay Zoning District.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on June 16, 2020 and the Isanti City Council on July 7, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 801 Highway 65 Isanti Minnesota. PID 16.020.1100

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

1. Before the drive-thru is implemented a pavement typical section and proposed curb type plan shall be submitted and approved by the City Engineer.
2. Before the drive-thru is implemented a plan with proposed grades on the pavement surface and curb lines, depicting percent grade and flow arrows for drainage through the proposed improvement area shall be submitted and approved by the City Engineer.
3. The Conditional Use Permit shall be recorded by the applicant and proof of recording submitted to the City.
4. The CUP is limited to the two drive thru windows as shown on the site plan.
5. Requirements of Section 13 Article 2 Subdivision 4: Drive-Thru Facilities shall be met.

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Request by Scott Boecker for a Conditional Use Permit under City Ordinance 445, Section 7, Article 1, Subd 3. said request is for Commercial Recreation in a B-1, Central Business Zoning District.

Request:
Request by Scott Boecker for a Conditional Use Permit for Commercial Recreation in a B-1, Central Business Zoning District.

Overview/Background:
The applicant, Scott Boecker, would like to use the former Family Pathways building located at 16 Main St W for an indoor playground and fitness center for kids. In order to be compliant with B-1 Central Business District standards, a Conditional Use Permit is needed for commercial recreation. The indoor playground, named "My Jungle Gym" is proposed to include playground structures, inflatables, climbing wall, obstacle course, and a toddler area. My Jungle Gym will host birthday parties and fitness classes, up to 15 kids in the building at one time. Business hours will vary by day and activity but will not open earlier than 8 A.M or later than 9 P.M. Vehicle access for the building will use the existing city lot and Main St. The applicant believes that this would be an appropriate use of the building, given its 12 ft ceilings and 6000 square foot open space, and would provide a unique opportunity for a business to draw families to the community.

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   The nature of the business is consistent with the goals and objectives of Isanti's Comprehensive Plan to redevelop the City's downtown commercial core. The subject property is serviced by city sewer and water.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   Commercial Recreation is a Conditional Use in the B-1 zoning district, applying for the CUP meets the purpose and intent.

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
   The establishment will not be detrimental or endanger the public.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
   The conditional use will not diminish or impair surrounding property values.

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
   The conditional use will not impede on the normal and orderly development and improvement of surrounding property.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for commercial recreation.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   The conditional use meets this requirement.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.
   The use meets this requirement.

Planning Commission Recommendation:

The Planning Commission held a public hearing regarding this matter on June 16, 2020. The applicant was available for questions. The Planning Commission recommends approval of the Conditional Use Permit with conditions listed in the Staff Memo dated June 16, 2020.

Staff Recommendation:

Staff recommends approval with the following conditions:

1. Hours of operation are 8am – 9 pm.
2. The Conditional Use Permit shall be recorded by the applicant.

Attachments:

- Applicant Letter
- Conditional Use Permit
- Findings of Fact
- Resolution

Welcome to My Jungle Gym

Indoor Playground & Fitness for kids

Our indoor playground facility offers a safe, clean, jungle of fun space to celebrate your child's birthday or achieve their fitness goals. Play area will offer playground structure, inflatables, climbing wall, obstacle course, toddler area and much more. I believe that adults play a critical role in a child's life and with that understanding I believe our indoor playground will create an environment that invites both child & parent to spend "Quality" time together. Our playground will have open play, birthday party's and fitness kid's classes. Birthday party's and fitness classes will be limited to 10 to 15 kids. Families will park in city lot across the street from business and on Main St. Parents and guardians must always supervise their children to ensure their safety at My Jungle Gym. Open play will be Tuesday-Friday 10am-2pm and Saturday 9am-12noon. Fitness classes will be Tuesday-Friday 4pm to 9pm and Saturday at 8am. Birthday parties will be Friday, Saturday and Sunday.

I chose the City of Isanti because there is not a lot of places for kids to go play indoors or celebrate their birthday. The building would be a great fit because of the high ceilings and open area. I've been looking in this area for a building for over a year and no other buildings have 12ft ceilings and 6,000 sq ft of open area for kids to play like this building. Also having a business like this in Isanti would bring in families from other surrounding communities to see what Isanti has to offer.

Thank You for your Time

Scott Boecker

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of "My Jungle Gym", 16 Main St W, Isanti Minnesota

Request: A Conditional Use Permit for Commercial Recreation in the B-1 Zoning District within the Downtown Overlay.

CONDITIONAL USE PERMIT

The above referenced application for a Conditional Use Permit was heard before the City of Isanti Planning Commission on June 16, 2020 and the Isanti City Council on July 7, 2020 pursuant the Isanti Zoning Ordinance, for the following described property:

LEGAL and ADDRESS: 16 Main St W PID: 16.050.0490

IT IS HEREBY approved that a Conditional Use Permit be granted at the above described property subject to the following conditions:

_____ Date:_____
Mayor Jeff Johnson

Attest:

_____
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit for Commercial Recreation – 16 Main St W

Prepared by Community Development Specialist Ryan Saltis

Request

Request by Scott Boecker for a Conditional Use Permit for Commercial Recreation located at 16 Main St W.

Findings of Fact

1. The applicant is requesting approval of a Conditional Use Permit for Commercial Recreation for the property located at 16 Main St W.
2. The Property is zoned B-1, Central Business District within the Downtown Overlay.
3. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 16, 2020 at 7:00 p.m. at City Hall within the City Council Chambers.
4. Notice of the Conditional Use Permit application was published with the *County Star* on May 28, 2020. Notices were sent to all property owners located within 350 feet of the aforementioned address.
5. Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2, Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in italics):*

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans. *The nature of the business is consistent with the goals and objectives of Isanti's Comprehensive Plan to redevelop the City's downtown commercial core. The subject property is serviced by city sewer and water.*

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Commercial Recreation is a Conditional Use in the B-1 zoning district, applying for the CUP meets the purpose and intent.*

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment will not be detrimental or endanger the public.*

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The conditional use will not diminish or impair surrounding property values.*

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *The site is served by City sewer and water, and will be able to reasonably accommodate the conditional use for commercial recreation.*

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *The conditional use meets this requirement.*

H. The conditional use complies with the general and specific performance standards as specified by within this Article. *The conditional use meets this requirement.*

2. Section 21, Article 2, Subd. 4 addresses performance standards for Conditional Use Permit. The standards and staff responses *(italicized)* are below:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided. *Staff believes that the existing street is of sufficient capacity to accommodate the type and volume of traffic as a result of this development.*

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance. *The proposed CUP will be in an existing building that already is designed for access and parking in downtown overlay district. All parking is met under Section 17 of this Ordinance.*

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles. *Parking for this development does not impact pedestrian circulation.*

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance. *Adequate off-street parking and off-street loading is provided in accordance with section 17 of this ordinance.*

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance. *This section is met.*

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance. *The site is surrounded by other B-1 properties and is not adjacent to a residential district.*

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance. *The site is already developed. This section is met.*

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance. *Existing lighting complies with our zoning code. This section is met.*

I. The site drainage system shall be subject to the review and approval of the City Engineer. *This is an already developed site, existing stormwater management has been reviewed and approved.*

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment. *The building already exists, and as such, is compliant with our zoning code.*

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance. *Existing garbage facilities will be used for trash and recycling purposes.*

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance. *The applicant will need to submit a sign permit for review and approval prior to any signage associated with this development being installed.*

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City. *The applicant will be required to obtain all proper licensing from the City, State, County, and Federal Governments as deemed necessary.*

N. Any applicable business licenses mandated by City Code are approved and obtained. *The applicant may be required to obtain proper licensing from the City, State, County, and Federal Government as deemed necessary.*

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district. *This requirement is met as proposed.*

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated. *This use complies with the performance standards of the zoning district.*

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein. *Any additional stipulations will be included in the Conditional Use Permit approved by the City Council.*

Decision

The City of Isanti Planning Commission reviewed the request after a public hearing was held on June 16, 2020. The staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation: Motion by Collison, seconded by Collins to recommend approval of the Conditional Use Permit.

RESOLUTION 2020-XXX

APPROVING THE CONDITIONAL USE PERMIT APPLICATION FOR COMMERCIAL RECREATION AT 16 MAIN ST W

WHEREAS, Scott Boecker (applicant) has requested a Conditional Use Permit approval for Commercial Recreation at 16 Main St W in the City of Isanti (PID 16.050.0490); and,

WHEREAS, the property is located within the "B-1" Central Business District, of which requires a Conditional Use Permit to operate for commercial recreation; and,

WHEREAS, Section 21, Article 2: Conditional Use Permits, Subdivision 3(D) of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed Conditional Use Permit request; and

WHEREAS, the proposed use for commercial recreation meets all of the General Performance Standards of the Zoning Ordinance; and

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit, and that the requested Conditional Use Permit for Commercial Recreation located at 16 Main St W, is hereby approved with the following conditions:

1) Hours of operation are 8am – 9pm.
2) The Conditional Use Permit shall be recorded by the applicant.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: **July 7, 2020**
Subject: Request from Falcon National Bank for a variance to the sign standards section 16 subd 5 c for an additional freestanding sign at 905 6th Ave Ct NE PID 16.113.0010

Background/overview

Falcon National Bank is requesting a variance to allow an additional freestanding sign at 905 6th Ave Ct.

The bank is located in the B-2 General Business District with the Highway 65 Overlay. The Highway 65 Overlay district has its own overlay in the sign code. They Highway 65 sign overlay allows one freestanding sign of 200 square feet. The bank has been previously approved for the freestanding sign along highway 65 which is 90.5 square feet.

The bank is requesting an additional sign at the corner of Cajima and 6th Ave Ct NE. The proposed sign is for name and address purposes and is 12 square feet. The bank is requesting the additional sign because the current sign along highway 65 is not visible on the entrance side of the property and it is confusing to users as to where the bank actually is. The proposed sign would serve as an identifier for the entrance.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
The property owner will continue to use the property as a bank and the additional sign is reasonable due to the location.

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
The subject lot essentially has three frontages, Highway 65, Cajima, and 6th Ave Ct NE this is unique for signage requirements as signage is not per frontage resulting in one sign for the site and that sign can't be seen from the entrance making it difficult for patrons to find the bank.

C. A variance, if granted, will not alter the essential character of the locality.
Granting a variance for an additional sign that is only 12 square feet will not alter the essential character of the locality.

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

5. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Planning Commission Recommendation:
The Planning Commission held a public hearing at their June 16, 2020 Planning Commission meeting. No one from the public spoke on this item, the Planning Commission recommends approval.

Staff Recommendation:
Staff recommends approval with the following conditions:

1. The sign is limited to 12 square feet as shown on the attached sign plan.
2. The sign shall be set back 10 feet from the property line.
3. A sign permit is required before sign installation.

Request:
Consider resolution

Attachments

- Resolution 2020-XXX
- Letter from applicant
- Sign graphic
- Sign location depiction

RESOLUTION 2020-XXX

APPROVING A VARIANCE FOR FALCON NATIONAL BANK FOR AN ADDITIONAL FREESTANDING SIGN AT 905 6TH AVE CT 16.113.0010

WHEREAS, the applicant has requested a variance to sign standards to allow for an additional freestanding sign at 905 6th Ave Ct; and,

WHEREAS, the property is located within B-2 zoning district and is allowed one freestanding sign; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on June 16, 2020 and recommended approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota approves an additional freestanding sign for Falcon National Bank not to exceed 12 square feet for property located at 905 6th Ave Ct, is hereby approved with the following conditions:

1. The sign is limited to 12 square feet as shown on the attached sign plan.
2. The sign shall be set back 10 feet from the property line.
3. A sign permit is required before sign installation.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Item # 6

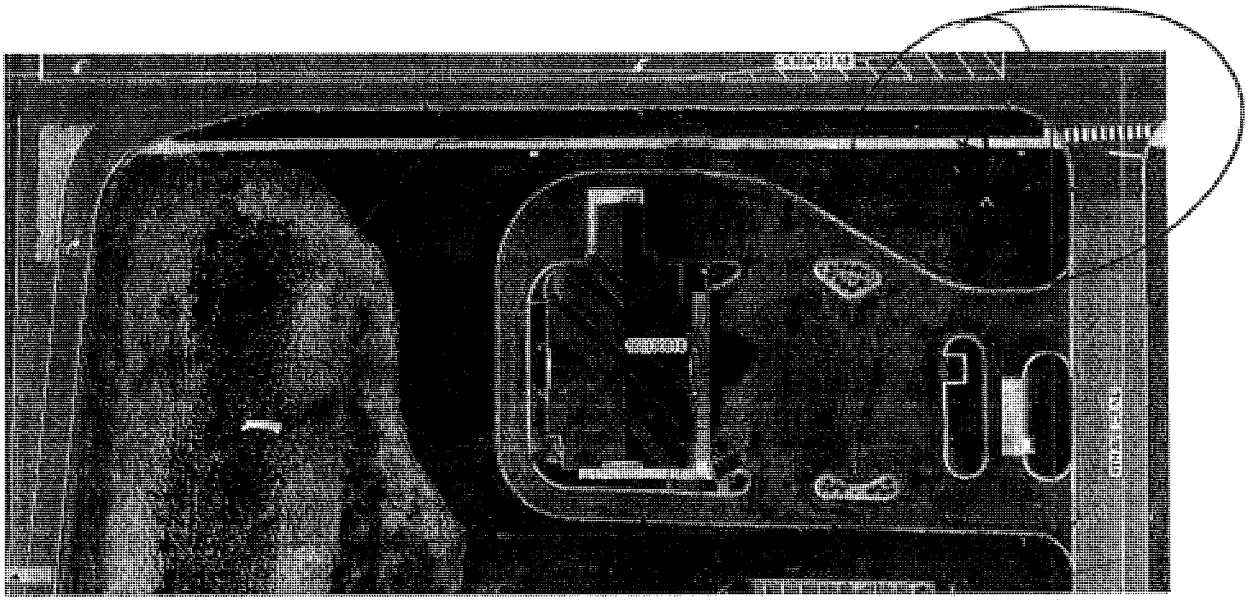
Falcon National Bank is requesting a variance to install an additional sign on the corner of 6th Avenue Ct NE and Cajima. The current sign that Falcon National Bank on Highway 65 is not visible from the East side of the bank. If you are driving West on Cajima Street there is nothing indicating the bank's name or address on that side of the property, which is a hardship for the bank. We are requesting a variance to allow us to have a sign installed that notes the bank's name and address and is visible from both 6th Avenue Ct NE and Cajima on the NE corner of the lot. The sign would be a PVC corner frame with a 4 foot by 3 foot sign on each side noting both the bank name and address.

905 6th Ave Court NE
Falcon
NATIONAL BANK
Member FDIC
www.FalconNational.com

3'

4'

905 6th Ave Court NE
Falcon
NATIONAL BANK
Member FDIC
www.FalconNational.com
905 6th Ave Court NE
Falcon
NATIONAL BANK
www.FalconNational.com



The sign will be set back 10 feet from the property lines & sidewalk.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Resolution 2020-XXX approving Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot ALegacy Pines 2nd Addition, Isanti County, Isanti Minnesota

---

Background/Overview:

The Applicant, Everpine Land Holdings is requesting a Preliminary Plat, Final Plat and PUD Amendment for Legacy Pines 3rd Addition, Phases 1-3. The proposed final addition contains 96 single family lots.

In 2018 Odyssey Homes Inc received approval of a Preliminary Plat for Legacy Pines Addition. The Preliminary plat showed the entire site developed in phases to include 178 lots. The first addition is platted with 49 lots. The second addition is platted with 33 lots. The final addition is comprised of 94 lots broken into three development phases. As proposed the lots would be developed in phases and the breakdown is as follows: Phase one 28 lots, Phase two 32 lots and Phase three 34

Typically, a development plats the phases when they are ready to be developed, however the applicant is requesting preliminary and final plat approval for the remainder of the lots in this development, but not to develop them at the same time. This saves time for when they are ready to develop. This can be done through a development agreement. Staff suggests one master agreement for the 3rd addition and then each phase have their own development agreement. In addition to the platting the applicant is requesting a PUD amendment to allow for different setbacks and an increase in impervious surface coverage. The Council recently passed an ordinance amendment that allows the maximum impervious surface of 40%. At the time of application this ordinance was under consideration and the maximum was 25%, the applicant has requested an increase to 30%. Staff suggests the increase be to 40% to be in line with the recently passed ordinance. The setbacks that are requested in the amendment to change the house setback from 10 feet to 7.5 feet on both sides. According to the applicant this will allow for a 55-foot-wide home and provide proper front elevation of the home and a 3-car garage to be situated appropriately on the lot.

Analysis of Application

The subject site was originally part of the Villages on the Rum Planned Unit Development. Legacy Pines development is a "re-plat" of this development. Lot sizes, setbacks and other development parameters were established with the replat. The PUD allows for varying lot sizes and setbacks.

Zoning-The subject site is zoned R-1/PUD, R-2/PUD and R-3APUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed Phase 3 is generally consistent

with the PUD, however the setbacks are proposed to be 7.5 feet instead of 10. The lot sizes range from 8,158 square feet to 23,676 square feet, these sizes are consistent with the PUD. Section 15 of the zoning code requires all residential lots to have two (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Legacy Park-the park is in its final stages of "development" the parking lot has been established and is being prepared for paving at the time of this staff report. Temporary pedestrian access should be installed until sidewalks are installed and accepted.

Comprehensive Plan – This proposal is consistent with the City's 2020 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low and medium density residential for future development.

City Engineer Comments – The City Engineer's memo is attached. With minor revisions laid out in the report Engineering is recommending approval.

Planning Commission Recommendation

The Planning Commission held a public hearing at the June 16, 2020 meeting. No one from the public spoke on this item. The Planning Commission recommends approval.

Staff Recommendation

Staff recommends approval of the Preliminary Plat, Final Plat and PUD Amendment for Legacy Pines 3rd Addition with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the 3rd addition. Each phase of the 3rd additional will require their own Development Agreements. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each agreement and Plat shall be assumed by the developer.

4. The home sizes shall be a mixture with a minimum of 1,000 square feet above grade with an attached garage with a minimum of 400 square feet.

5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction including temporary pedestrian access shall be provided in a form acceptable to the City Engineer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 10, 2020 to Community Development Director Sheila Sellman.

Request:
Consider resolution

Attachments
- Resolution 2020-XXX
- Proposed Plat
- City Engineer Memo
- Findings of Fact

RESOLUTION 2020-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT, FINAL PLAT AND PUD AMENDMENT FOR LEGACY PINES 3rd ADDITION

WHEREAS, Everpine Land Holdings LLC, has applied for Preliminary Plat, Final Plat and PUD Amendment approval for Legacy Pines 3rd Addition, a 96-lot residential subdivision for the property legally described as Outlot A, Legacy Pined 2nd Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the lots will be developed into three phases, each phase will have their own development agreement; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed Preliminary Plat, Final Plat and PUD amendment of Legacy Pines 3rd Addition during the regular Planning Commission meeting held on June 16, 2020; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Preliminary Plat, Final Plat and PUD Amendment of Legacy Pines 3rd Addition based upon the Findings of Fact and Conclusion as presented;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat, Final Plat and PUD Amendment of Legacy Pines 3rd Addition and **BE IT FURTHER RESOLVED** that the requested Preliminary, Final Plat and PUD Amendment of Legacy Pines 3rd Addition be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the 3rd addition. Each phase of the 3rd additional will require their own Development Agreements. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each agreement and Plat shall be assumed by the developer.

4. The home sizes shall be a mixture with a minimum of 1,000 square feet above grade with an attached garage with a minimum of 400 square feet.

5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	7.5 feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet
Accessory Structure:	Five (5) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction including temporary pedestrian access shall be provided in a form acceptable to the City Engineer.

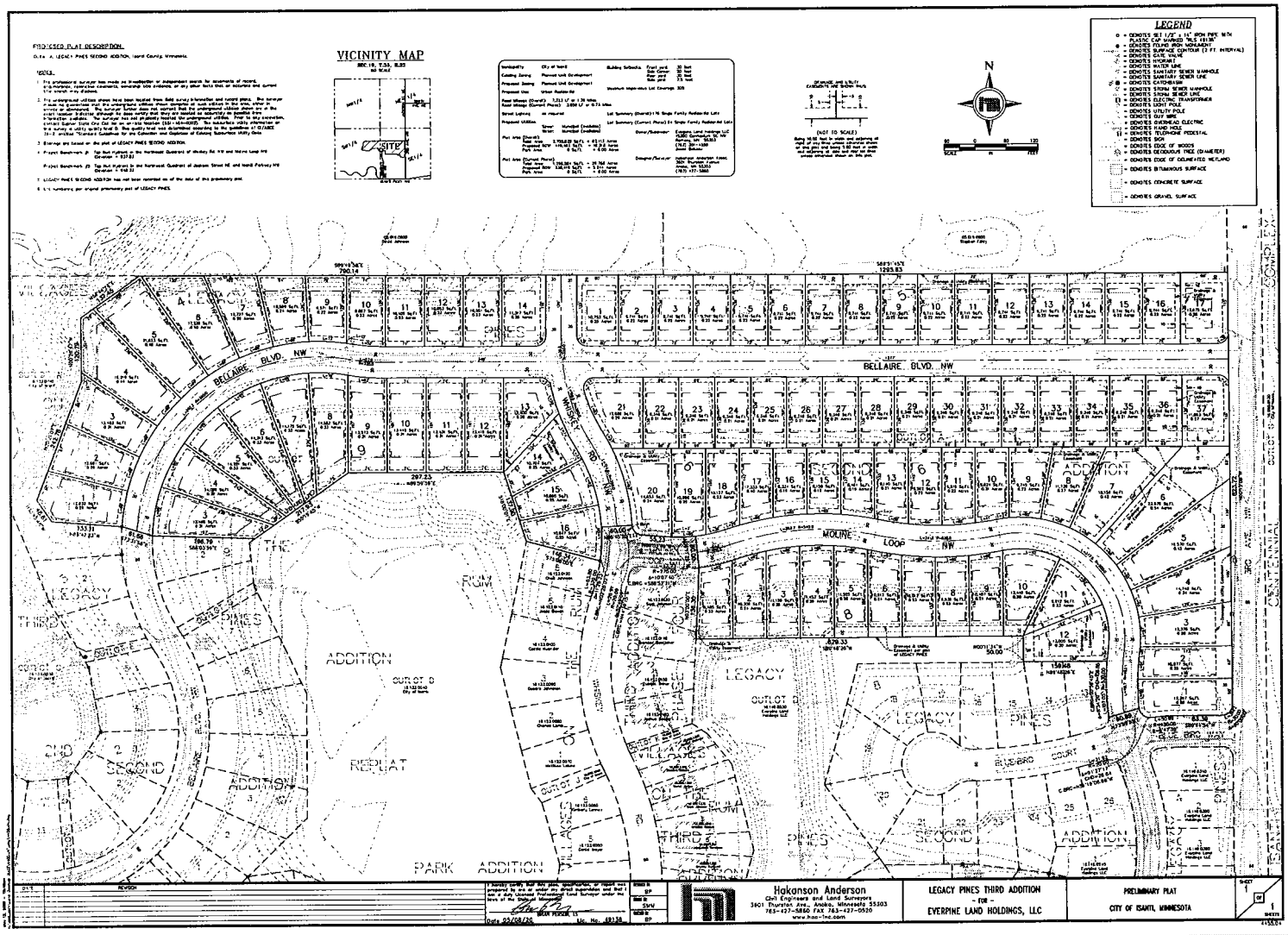
10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 10, 2020 to Community Development Director Sheila Sellman.

Adopted by the City of Isanti City Council on this 7th day of July, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources


PROPOSED PLAT DESCRIPTION
VICINITY MAP
LEGEND
BELLAIRE BLVD. NW
MOLINE LOOP NW
LEGACY PINES THIRD ADDITION
- FOR -
EVERPINE LAND HOLDINGS, LLC
PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA
Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hae-inc.com

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MEMORANDUM

Date: June 10, 2020

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Legacy Pines 3rd Addition – Phases 1, 2 & 3 - Submittal Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the Preliminary Plat, Final Plat, storm water report, and site plan entitled "Legacy Pines Third Addition" with a signature date of 5/8/2020.

The plat includes 96 parcels with construction plans proposed to break the improvements into 3 phases.

- Phase I would extend Bellaire Boulevard to Whiskey Road to complete this street connection.
- Phase 2 would extend Moline Loop to Whiskey Road.
- Phase 3 would extend Bellaire Boulevard from Whiskey Road to 3rd Avenue.

We have reviewed the newly submitted documents and have the following comments:

Preliminary & Final Plat:

1. No Comment

Phase I Construction Plans:

1. Sheet 11 & 14:
    a. Verify CBs will not be in driveways. (CB 135 & CB 104) If they may be in future driveways, change casting to surmountable R-3501-TR, R-3501-TL, or R-3501-TB as needed.
        i. If casting is changed, verify spread calcs still meet requirements.
2. Sheet 13:
    a. Add a ped ramp in the SE quadrant of Whiskey Road & Bellaire Boulevard, heading west.
3. Street lighting will be required.

Phase 2 Construction Plans:

1. Sheet 9:
    a. A pipe conflict appears to occur at approx. STA 12+50 where the sanitary sewer crosses the storm sewer pipe.
    b. Move hydrant at approx. STA 13+35 to approx. STA 13+75 to line up with the property line.

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2. Sheet 10:
    a. Move hydrant at approx. STA 16+00 to approx. STA 16+50 to line up with the property line.
    b. Move hydrant at approx. STA 19+80 to approx. STA 19+70 to line up with the property line.
3. Sheet 12 & 15:
    a. Verify all CBs will not be in driveways including the existing structure at STA 12+50. If they may be in future driveways, change casting to surmountable R-3501-TR, R-3501-TL, or R-3501-TB as needed.
        i. If casting is changed, verify spread calcs still meet requirements.
4. Sheet 14:
    b. Replace both existing castings with new R-3501-TR & R-3501-TL castings.
5. Street lighting will be required.

Phase 3 Construction Plans:

1. Sheet 10:
    a. Shift the hydrants to property lines.
        i. Move hydrant at approx. STA 31+60 to approx. STA 32+10. Also create a highpoint in the watermain line at the hydrant location.
        ii. Move hydrant at approx. STA 35+50 to approx. STA 35+70.
2. Sheet 11:
    a. Extend a watermain stub east from the end hydrant 10' east of the hydrant.
3. Street lighting will be required.

We recommend approval of the submitted documents once the above items are addressed.

Please contact me if you have any questions.

FINDINGS OF FACT AND CONCLUSION

Request

Request from Everpine Land Holdings, for Preliminary Plat, Final Plat, PUD Amendment Approval of Legacy Pines 3rd Addition, legally described as Outlot A of Legacy Pines 2nd Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The property is legally described as Outlot A of Legacy Pines 2nd Addition, Isanti County, Isanti, Minnesota.
2. The Applicant is requesting Preliminary Plat, Final Plat and PUD Amendment Approval in an effort to create 94 lots in the 3rd Addition of the development and to develop in phases.
3. The property is zoned "R-1" and "R-2" Single-Family Residential/Planned Unit Development, and "R-3A" Low Density Multiple Family District/Planned Unit Development.
4. A public hearing of the proposal took place before the Planning Commission on Tuesday, June 16, 2020 at 7:00 p.m.at City Hall within the Council Chambers.
5. The applicant has addressed or is in the process of addressing the conditions imposed by the City during the Plat review.

Conclusions

1. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation:

The Planning Commission held a public hearing on June 16, 2020 and Recommends approval.

City Council:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Ordinance XXX An ordinance Amending Ordinance 445, Section 13, Article 4, Subd. 1(d) Accessory Structure Location

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Background:

The City of Isanti has seen an increasing demand for accessory structures on properties for additional storage space. With new developments providing small lot sizes and unique lot configurations, many residents are finding it hard to meet requirements for setbacks of accessory structures. Currently the Zoning Code for Accessory Structure Location states that accessory structures must be located at least 10 feet from the principal structure on the property. This requirement, along with the requirement for 5-foot side and rear setbacks for accessory structures make it difficult to construct even a basic size storage shed, or it limits the area in which it can be placed. Corner lots are losing precious yard space, as they are in limited locations that meet all setback requirements. The inability to follow these setback requirements also limits the size of accessory structures that can be built on lots in new developments.

City Staff believes that by removing the 10 ft requirement and replacing it to refer the setback location to the State Building Code (which is currently 3 ft), it will reduce the need for future amendments from the city, and ease the restrictions for where an accessory structure can be located on a property.

The Planning Commission held a public hearing regarding this matter on June 16, 2020. No one from the public spoke on this item at the public hearing. The Planning Commission recommends approval of the ordinance as written.

Request:

Consider attached Ordinance Amendment.

Attachments:

- Ordinance XXX

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 13 USE REGULATIONS, ARTICLE 4 ACCESSORY BUILDINGS, STRUCTURES AND USES, SUBDIVISION 1A ACCESSORY BUILDINGS, 2(d) LOCATION

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Section 13: Use Regulations, Article Four Accessory Buildings, Subdivision 2(d) Location shall be hereby amended to add/delete the following:

2. Location.
~~(d) No accessory building shall be located closer than ten (10) feet to the principal structure.~~

(d) Separation between the accessory structure and the principal building (if detached) shall meet building code requirements.

II. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks, Human Resources/City Clerk

A Community For Generations.

Isanti

K.8

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 zoning districts and Section 6 adding R-1A Rural Residential zoning district.

Background/Overview

As directed by the City Council staff has prepared a zoning district "R-1A Rural Residential" for annexed properties and properties in town south of Palomino that are over 1-acre.

At the December 2019 COW meeting the Council discussed general code enforcement on parcels recently annexed into the City. The focus was mostly on parking and vehicles. It was agreed that any outside storage of rubbish, junk, inoperable vehicles, miscellaneous refuse or garbage will be enforced immediately.

At the February COW meeting a rough draft of an ordinance amendment was presented. The draft included limits on size of vehicles and number of vehicles for parcels over 1-acre. The COW openly discussed these items. One member of the public that spoke at the meeting suggested that the current code be enforced when property ownership changed and until the people that live there are allowed to have what they currently have for vehicles, trailers etc. Council directed staff to look at the logistics on this idea. At the March COW meeting the council discussed this item and requested staff to draft an ordinance for review.

Staff discussed the ownership idea with the City Attorney and he explained that will be quite difficult to enforce. Staff suggested creating a specific zoning district for the annexed parcels that will allow for some of the concessions that council would like including driveways and number of vehicles/trailers. When discussing this zoning district, the City Attorney suggested we include all residential parcels over one acre south of Palomino. Attached is a map that shows the annexed parcels in dark gray, and the parcels that would be rezoned to this new residential district have an X on them. If this new zoning district is created the process would be to adopt the ordinance and then rezone said parcels. The proposed district maintains the same uses and general requirements of the R-1 zone (what the properties are currently zoned) but has different allowances for driveways and number of vehicles. This proposed ordinance would allow existing driveways to remain unpaved and allow 7 vehicles/trailers/recreational vehicles to be parked outside.

The Planning Commission held a public hearing at the June 16,2020 meeting and are recommending approval. Staff will be holding a neighborhood meeting on July 14, 2020 to discuss this ordinance.

Staff Recommendation:

Staff recommends approval

Request:
Consider resolution

Attachments

- Draft Ordinance
- Map

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 3, SUBD 1 ZONING DISTRICTS AND SECTION 6 ADDING R-1A RURAL RESIDENTIAL ZONING DISTRICT.

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Subdivision 1: Purpose
The "R-1A" Single-Family Residential Rural District is established for the purpose of providing residential development while affording the enjoyment of a rural lifestyle.

Subdivision 2: Permitted Uses
The following are permitted uses:

A. Dwellings, Single-family detached.

B. Essential services.

C. Farming.

D. Group family daycare facility licensed under Minnesota Rules 9502.0315 to 9502.0445, to serve fourteen (14) or fewer children as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended.

E. Public open space.

F. State licensed daycare facility serving twelve (12) or fewer persons as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended.

G. State licensed residential facility (group home) or a housing with services establishment registered under Minnesota Statutes Chapter 144D, serving six (6) or fewer persons as allowed under Minnesota Statutes 462.357, Subdivision 7, as amended. Residential facilities whose primary purpose is to treat juveniles who have violated criminal statutes related to sex offenses or have been adjudicated delinquent on the basis of conduct in violation of criminal statutes relating to sex offenses shall be considered prohibited.

Subdivision 3: Permitted Accessory Uses
The following are permitted accessory uses:

A. Accessory buildings in accordance with the provisions as provided within this Article and within Section 13 of this Ordinance.

B. Decorative landscaping features, fencing, and screening as permitted and regulated in Section 15.

C. Decks and patios.

D. Non-commercial gardening.

E. Permitted home occupations, as regulated by Section 13 of this Ordinance.

F. Private swimming pools with a depth exceeding twenty-four (24) inches and 5,000 gallons shall be located in the rear yard only and shall require fencing in accordance with building code requirements and Section 15 of this Ordinance. Additional standards as provided in Section 14 of this Ordinance shall be met. *(Ord. No. 644)*

G. Residential kennel, as defined in Section 2 of this Ordinance, which meets the registration and licensing requirements as provided within Chapter 87, Article II Dogs of the Isanti City Code.

H. Rummage, Garage, Craft and Boutique sales. The infrequent temporary display and sale, by and occupant on his/her premises, of personal property, including general household rummage, used clothing and appliances, provided the exchange or sale of merchandise is conducted within the residence or accessory structure.
   1. The number of sales shall not exceed four (4) per year.
   2. The duration of sales does not exceed three (3) consecutive days.
   3. Any related signage shall be limited to the premises and to other residential property provided that the property owner's permission has been obtained to display such signage, and signage shall conform to the sign ordinance and shall be removed at the termination of the sale.

Subdivision 4: Conditional Uses

The following are conditional uses allowed in the "R-1A" Single-Family Residential Rural District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Bed and Breakfast establishments subject to those standards as provided within Section 13of this Ordinance.

B. Cemetery.

C. Community recreation.

D. Educational institutions.

E. Public buildings.

F. Religious institutions.

G. Telecommunication towers and antennas. Standards as provided in Section 13 shall be met; in addition to the following stipulation.
   1. Towers and antennas located within the "R-1A" Single-Family Rural District are limited to municipal functions and applications only.

H. Adult Day Center serving twelve (12) or fewer persons. *(Ord. No. 594)*

Subdivision 5: Interim Uses

The following are interim uses allowed in the "R-1A" Single-Family Residential Rural District and require an Interim Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance.

A. Special home occupations, which is accessory to a residential dwelling; subject to the requirements provided in Section 13 of this Ordinance.

B. Temporary Real Estate Offices, subject to the performance standards as provided within Section 13 of this Ordinance.

Subdivision 6: Lot Requirements and Setbacks

A. Lot Requirements.

Lot Size	1 acre
Lot Width	
Corner	100 feet
Other	90 feet

B. Setbacks and Height Restrictions – Principal Building.

Minimum Front Yard Setback	50 feet
Minimum Rear Yard Setback	30 feet
Minimum Side Yard Setback	10 feet, each side
Minimum Street Side Yard Setback	20 feet
Maximum Height	2 ½ stories or 35 feet
Maximum Impervious Surface Coverage	40%

C. Setbacks – Accessory Buildings.

Regulations for Accessory structures are provided in Section 13of this Ordinance.

Rear Yard Setback	5 feet
Side Yard Setback	5 feet
Street Side Yard Setback	20 feet

D. Garage Requirements.

With the exception of dwelling units constructed prior to the effective date of this Ordinance, all dwelling units shall include an enclosed attached garage. All such garages shall be attached and constructed to accommodate two (2) vehicles parked side-by-side. Tandem garage spaces are permitted providing the required number of side-by-side parking spaces are met.

Minimum Floor Area	720 square feet
Minimum Width	24 feet
Minimum Depth	20 feet

E. Usable Lot Requirements.
All portions of the required minimum lot size for the district, not located within the standard five (5) foot drainage and utility easements must be 100% usable, as defined in Section 2 of this Ordinance.

Subdivision 7: Special Regulations

A. All dwellings must have a minimum of twelve hundred (1200) square feet of livable floor space above grade. All dwellings must have a permanent, full-perimeter foundation and frost footings, which shall meet building code requirements.

B. No residence shall be less than twenty-four (24) feet in width, as measured across the narrowest portion of the dwelling.

C. Building elevations shall provide for diversity in terms of, to include but is not limited to, the type of materials, building orientation, window location, and roof pitch. The exterior design, proportions, and materials shall be selected to achieve a quality design and a sense of individuality.

D. The design of the structure shall be similar in character and appearance to other dwellings in the area with regard to unit size, roof overhangs, roof materials, roof pitch, and exterior materials.

1. A roof constructed of asphalt composition, shingle, tile, crushed rock, or similar roofing material, which is compatible with surrounding development shall be used.
2. Exterior siding of brick, wood, stucco, plaster, concrete, or other similar materials, which is finished and non-glossy and non-reflective; and which is compatible with the surrounding development shall be used.
3. A predominant shape and form that is compatible with the surrounding neighborhood shall be used.

4. With the exception of driveways in existence at the time of prior to the effective date of this ordinance, all driveways shall be paved with concrete, bituminous or asphalt pavers in accordance with Section 17 Subdivision 15.

5. The number of motor vehicles and trailers, recreational vehicles parked outside are limited to 7 units (any combination for a total of 7). As defined in Section 227 of the City Code.

I. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks, Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: July 7, 2020
Subject: Ordinance XXX An ordinance Amending Ordinance 445, Section 15 Fencing, Screening and Landscaping, Subd. 1(e) Setbacks.

Background:

City staff has received multiple complaints regarding fencing requirements for properties abutting a street right-of-way. The current Zoning Code addresses the location for privacy fences shall be setback a minimum of fifteen feet from any street right-of-way. This eliminates yard space for homeowners, especially if the property is located on a corner lot. Many homeowners are facing a choice of losing yard space and constructing a privacy fence, or having to put up a chain link fence. Several new lots in the city are small and have unique configurations, and would be unable to utilize a majority of their yard. Lots in developed neighborhoods are often abutting a right-of-way on the side and rear property lines, which is the only location where a fence can be placed in a homeowner's yard.

A right-of-way is defined in the City Zoning Code Section 2 as: "A strip of public land occupied or intended to be occupied by a road, crosswalk, utility line, railroad, electric transmission line or other similar use." Sidewalks would be considered part of a right-of-way, meaning that according to the City Code, privacy fences must be placed at least 15 feet from the sidewalk. Staff would like to eliminate this requirement to allow fences to be closer to a right of way and for homeowners to gain more usable yard space.

The Planning Commission held a public hearing regarding this matter on June 16, 2020. No one from the public spoke on this item at the public hearing. The Planning Commission recommends approval of the ordinance amendment to remove the requirement for privacy fences to be located a minimum of 15 feet from any street right-of-way and replace it with language that reads "Privacy fences shall be setback a minimum of two (2) feet from any sidewalk". Staff recommends the City Council discuss existing privacy fences that are located closer than two feet from sidewalks, and the location of proposed fences having to be setback further than these existing fences.

Request:

Consider attached Ordinance Amendment.

Attachments:

- Ordinance XXX

ORDINANCE XXX

ORDINANCE AMENDING THE CITY ZONING CODE, ORDINANCE 445, SECTION 15 FENCING, SCREENING, AND LANDSCAPING, SUBDIVISION 1(e) SETBACKS

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445 Zoning, Section 15: Fencing, Screening, and landscaping, Four Subdivision 1(e) Setbacks shall be hereby amended to add/delete the following:

2. ~~Privacy fences shall be setback a minimum of fifteen (15) feet from any street right-of-way.~~ Privacy Fences shall be setback a minimum of two (2) feet from any sidewalk".

II. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ___ day of _____, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks, Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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06/20	06/17/2020	53779	2319	BREAKTHRU BEVERAGE	609-20200	416.96
06/20	06/17/2020	53780	2221	C & L DISTRIBUTING	609-20200	200.30
06/20	06/17/2020	53781	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
06/20	06/17/2020	53782	1815	CENTURYLINK	609-20200	870.88
06/20	06/17/2020	53783	2751	CMS MONITORING	101-20200	60.00
06/20	06/17/2020	53784	918	CRYSTAL SPRINGS ICE	609-20200	166.28
06/20	06/17/2020	53785	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,838.23
06/20	06/17/2020	53786	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	690.15
06/20	06/17/2020	53787	2478	EAST CENTRAL ENERGY	101-20200	42.85
06/20	06/17/2020	53788	55	ECM PUBLISHERS INC	609-20200	161.00
06/20	06/17/2020	53789	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/20	06/17/2020	53790	912	FASTENAL COMPANY	101-20200	15.97
06/20	06/17/2020	53791	2761	GRATITUDE FARMS	101-20200	250.00
06/20	06/17/2020	53792	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
06/20	06/17/2020	53793	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,777.34
06/20	06/17/2020	53794	5	KAWALEK TRUCKING	609-20200	377.20
06/20	06/17/2020	53795	2920	LUGGER, KIANNA	101-20200	107.38
06/20	06/17/2020	53796	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
06/20	06/17/2020	53797	17	MCDONALD DISTRIBUTING CO	609-20200	18,836.55
06/20	06/17/2020	53798	616	MENARDS - CAMBRIDGE	101-20200	17.36
06/20	06/17/2020	53799	281	MINNCO CREDIT UNION	101-20200	891.61
06/20	06/17/2020	53800	928	MINNEAPOLIS OXYGEN CO	101-20200	90.00
06/20	06/17/2020	53801	1536	MINNESOTA DEED	219-20200	833.33
06/20	06/17/2020	53802	2208	MINNESOTA EQUIPMENT INC	101-20200	34.08
06/20	06/17/2020	53803	2842	MN PEIP	861-20200	22,612.24
06/20	06/17/2020	53804	2597	MNSPECT, LLC.	101-20200	19,305.06
06/20	06/17/2020	53805	2080	MVTL LABORATORIES INC	602-20200	243.82
06/20	06/17/2020	53806	2718	NARTEC, INC	101-20200	353.12
06/20	06/17/2020	53807	1780	PATS SMALL ENGINE PLUS	601-20200	19.82
06/20	06/17/2020	53808	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,875.50
06/20	06/17/2020	53809	2130	PROGRESSIVE BUILDERS	505-20200	16,000.00
06/20	06/17/2020	53810	2406	QUALITY FLOW SYSTEMS INC	602-20200	426.00
06/20	06/17/2020	53811	1113	RJM DISTRIBUTING INC	609-20200	148.90
06/20	06/17/2020	53812	1361	STAPLES ADVANTAGE	101-20200	819.47
06/20	06/17/2020	53813	2156	SUMMIT COMPANIES	101-20200	218.50
06/20	06/17/2020	53814	1290	THE AMBLE GROUP	101-20200	120.06
06/20	06/17/2020	53815	1740	TOSHIBA FINANCIAL SERVICES	108-20200	223.66
06/20	06/17/2020	53816	2027	US INTERNET	601-20200	57.80
06/20	06/17/2020	53817	427	VESSCO INC	601-20200	1,433.79
06/20	06/17/2020	53818	42	VIKING COCA-COLA BOTTLING CO	609-20200	303.35
06/20	06/17/2020	53819	1286	VINOCOPIA INC	609-20200	440.75
06/20	06/17/2020	53820	4	WATSON CO INC	609-20200	2,440.60
06/20	06/17/2020	53821	780	WINE MERCHANTS	609-20200	408.00
06/20	06/17/2020	53822	2919	WOODRICH, MIRANDA	101-20200	295.28
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06/20	06/18/2020	53823	2921	NOREN, DAVE	101-20200	1,100.00
Grand Totals:						1,100.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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06/20	06/24/2020	53829	1141	ASSURANT EMPLOYEE BENEFITS	601-20200	565.23
06/20	06/24/2020	53830	2808	BECC CORPORATION	602-20200	206.81
06/20	06/24/2020	53831	9	BERNICKS PEPSI-COLA	609-20200	2,064.97
06/20	06/24/2020	53832	1500	BOLTON & MENK INC	444-20200	53,691.11
06/20	06/24/2020	53833	2221	C & L DISTRIBUTING	609-20200	328.00
06/20	06/24/2020	53834	2487	CAPITOL BEVERAGE SALES	609-20200	311.49
06/20	06/24/2020	53835	851	CASH	101-20200	100.00
06/20	06/24/2020	53836	1474	CDW GOVERNMENT INC	609-20200	1,068.38
06/20	06/24/2020	53837	120	CONNEXUS ENERGY	101-20200	21,356.63
06/20	06/24/2020	53838	918	CRYSTAL SPRINGS ICE	609-20200	805.93
06/20	06/24/2020	53839	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,915.26
06/20	06/24/2020	53840	2807	DAUDT, BRANDON	101-20200	115.99
06/20	06/24/2020	53841	1941	DELTA DENTAL	861-20200	2,996.95
06/20	06/24/2020	53842	385	FEDERATED CO-OPS INC	101-20200	134.14
06/20	06/24/2020	53843	2278	FERRIS, MATTHEW	101-20200	1,200.00
06/20	06/24/2020	53844	2028	FURTHER	861-20200	80,113.92
06/20	06/24/2020	53845	2209	INNOVATIVE OFFICE SOLUTIONS, INC	108-20200	23.23
06/20	06/24/2020	53846	162	ISANTI RENTAL INC	603-20200	72.94
06/20	06/24/2020	53847	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,990.80
06/20	06/24/2020	53848	5	KAWALEK TRUCKING	609-20200	195.60
06/20	06/24/2020	53849	17	MCDONALD DISTRIBUTING CO	609-20200	11,234.65
06/20	06/24/2020	53850	616	MENARDS - CAMBRIDGE	101-20200	98.25
06/20	06/24/2020	53851	1180	MLB PRINTING INC	101-20200	70.00
06/20	06/24/2020	53852	1845	MN DEPT OF TRANSPORTATION	444-20200	817.74
06/20	06/24/2020	53853	1165	NORTHLAND TRUST	602-20200	34,753.75
06/20	06/24/2020	53854	2553	O'REILLY	101-20200	8.99
06/20	06/24/2020	53855	617	PAUSTIS & SONS	609-20200	689.25
06/20	06/24/2020	53856	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,804.04
06/20	06/24/2020	53857	2130	PROGRESSIVE BUILDERS	505-20200	8,000.00
06/20	06/24/2020	53858	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,271.00
06/20	06/24/2020	53859	2341	RED BULL DISTRIBUTION	609-20200	326.50
06/20	06/24/2020	53860	2396	SOUTHERN GLAZERS OF MN	609-20200	9,249.93
06/20	06/24/2020	53861	1442	ST. LOUIS MRO INC	101-20200	22.50
06/20	06/24/2020	53862	73	STAR	609-20200	547.85
06/20	06/24/2020	53863	42	VIKING COCA-COLA BOTTLING CO	609-20200	146.90
06/20	06/24/2020	53864	4	WATSON CO INC	101-20200	2,577.93
06/20	06/24/2020	53865	780	WINE MERCHANTS	609-20200	444.00
06/20	06/24/2020	53866	2067	ZABINSKI BUSINESS	609-20200	1,111.50
Grand Totals:						283,173.16

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/30/2020 - 6/30/2020 | Jun 30, 2020 04:09PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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06/20	06/30/2020	53869	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,140.00
06/20	06/30/2020	53870	953	ALL AMERICAN TITLE CO,INC.	601-20200	6.83
06/20	06/30/2020	53871	53	BELLBOY CORPORATION	609-20200	5,175.72
06/20	06/30/2020	53872	9	BERNICKS PEPSI-COLA	609-20200	1,680.02
06/20	06/30/2020	53873	2923	CB COMPANIES LLC	601-20200	23.01
06/20	06/30/2020	53874	2924	CESAFSKY, GREG	601-20200	111.18
06/20	06/30/2020	53875	918	CRYSTAL SPRINGS ICE	609-20200	558.36
06/20	06/30/2020	53876	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,512.45
06/20	06/30/2020	53877	2830	GDO Law	101-20200	4,083.33
06/20	06/30/2020	53878	2925	HANLIN, KURT & MICHELLE	601-20200	79.48
06/20	06/30/2020	53879	160	HAWKINS INC	602-20200	6,335.81
06/20	06/30/2020	53880	2697	HILDI INC	609-20200	2,600.00
06/20	06/30/2020	53881	126	ICMA	101-20200	1,026.00
06/20	06/30/2020	53882	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,496.70
06/20	06/30/2020	53883	5	KAWALEK TRUCKING	609-20200	154.20
06/20	06/30/2020	53884	2922	KIDSDANCE	101-20200	350.00
06/20	06/30/2020	53885	1338	KNIFE RIVER	101-20200	161.00
06/20	06/30/2020	53886	1282	LEAF TOWING AND	101-20200	220.00
06/20	06/30/2020	53887	2435	LINDBERG LAW OFFICE PA	601-20200	30.65
06/20	06/30/2020	53888	17	MCDONALD DISTRIBUTING CO	609-20200	18,293.85
06/20	06/30/2020	53889	2728	MINNESOTA TITLE	601-20200	65.38
06/20	06/30/2020	53890	2926	MOYERS, GARY & PEGGY	601-20200	75.00
06/20	06/30/2020	53891	2080	MVTL LABORATORIES INC	602-20200	130.96
06/20	06/30/2020	53892	2927	NELSON, PAULA	601-20200	50.65
06/20	06/30/2020	53893	279	NORTHLAND LANDSCAPING	101-20200	26.74
06/20	06/30/2020	53894	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,126.85
06/20	06/30/2020	53895	2294	PRECISION CONCRETE	101-20200	3,192.00
06/20	06/30/2020	53896	2625	RESULTS TITLE	601-20200	27.02
06/20	06/30/2020	53897	2156	SUMMIT COMPANIES	101-20200	390.00
06/20	06/30/2020	53898	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
06/20	06/30/2020	53899	1290	THE AMBLE GROUP	101-20200	108.28
06/20	06/30/2020	53900	42	VIKING COCA-COLA BOTTLING CO	609-20200	188.45
06/20	06/30/2020	53901	4	WATSON CO INC	609-20200	6,735.13
Grand Totals:						83,119.64

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	85,464.97
Social Security & Medicare	4,941.74
Public Employees Retirement	8,644.84
Total City Expense	99,051.55

Pay Date 6/26/2020

Pay Period 13 (6/7-6/20/20)

City of Isanti

Gross Payroll	7,594.25
Social Security & Medicare	580.96
Total City Expense	8,175.21

Pay Date 6/30/2020

Pay Period: Q2CCPay20 (4/1-6/30/20)

RESOLUTION 2020-XXX **L.2**

ACCEPTING DONATION FOR ISANTI REDBIRDS AND AUTHORIZING EXPENDITURE OF SAME

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the Isanti Redbirds have received a $1,000.00 donation; and,

WHEREAS, the donor has requested that the donation be used for maintenance or improvements at Sportsman Field, Home of Redbirds Baseball;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the $1,000.00 donation and authorizes the use of the donation for Isanti Redbirds.

Resolution adopted by the Isanti City Council this 7th day of July, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR CASSONDRA EMMEL

WHEREAS, part-time Liquor Store Clerk, Cassondra Emmel has submitted a letter of resignation to the Liquor Store Manager, John Jacobi on June 19, 2020; and,

WHEREAS, the effective date of this resignation is June 19, 2020; and,

WHEREAS, Cassondra Emmel is leaving employment not in good standing;

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

1. That the resignation of Cassondra Emmel is hereby accepted effective June 19th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 7, 2020
Subject: Approving Request for Proposals for Codification, Publication and Supplementation Services

---

City Code is made available to the residents through a service that allows for searchable text, subject matter and by use of index. The City has utilized codification, publication and code supplementation services from General Code since 2007. There is currently no contract in place for the services received. Staff is recommending to request proposals for such services to ensure the City is getting the best service for the most reasonable cost.

Recommendation:
Staff is recommending approval of the RFP as written to post on July 8th with a due date of July 31th.

Attachments:
- Request for Proposals
- RFP ad for public notice

Notice of Request for Proposals (RFP)
Codification Services, Publication and Supplement Services for the Municipal Code of the City of Isanti, MN

The City of Isanti, MN is accepting proposals for Codification Services, Publication and Supplement Services from a qualified consultant with extensive experience in codification. Proposals will be received until **4:30 p.m. on July 31, 2020**. Proposals shall be submitted to Josi Wood, City Administrator, c/o Isanti City Hall, 110- 1st Ave NW, PO Box 428, Isanti, MN 55040. Electronic submissions accepted.

The submitting party acknowledges the right of the City to reject any or all proposals and to waive any informalities or irregularities in any proposal received and to award each item to different submitting parties or all items to a single submitter. In addition, the submitting party recognizes the right of the City to reject a proposal if the submitter fails to furnish any required data required by the RFP, or if the proposal is in any way incomplete or irregular. The City shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any or all proposals or parts thereof.

REQUEST FOR PROPOSALS
Codification Services, Publication and
Supplement Services for the City's Municipal Code

I. OVERVIEW

A. Community Background

The City of Isanti, MN (herein referred to as the "City") is a statutory Plan A city of the fourth class incorporated and existing under the laws of the State of Minnesota. The City is located in Isanti County with a population of approximately 6,200.

B. Request for Proposals (RFP)

The City is seeking Proposals from qualified firms with considerable experience in the area of codification to provide continuation and updates of publication and supplement services to the City. The purpose of this RFP is to gather information from firms relative to the City's required scope of service and key selection criteria. If the City deems necessary it will select a group of finalists from the RFP submissions. Specifically, the City is requesting proposals for re-codification of the City's existing Code of Ordinances and the possible addition of the Zoning Code of Ordinances, a copy of which is available on the City's website (www.cityofisanti.us)

II. SELECTION OF CRITERIA

Selection of a codification firm will be based upon criteria deemed relevant to the City, including but not limited to the following:

A. size and experience of the firm;
B. number of years in business;
C. name and availability of contact person;
D. experience and educational background of legal editorial staff;
E. experience and educational background of editors and support staff;
F. pricing and value for services;
G. complete list of current Minnesota clients;
H. reference contacts from at least three (3) Minnesota municipalities for which similar projects have been completed;
I. website and list of Codes in online library;
J. data on average turnaround time for routine Code supplements;
K. letter attesting to financial stability of firm;
L. completed Quotation Sheet.

The City shall select the most responsive, responsible and qualified proposer based on this criteria. Pricing will not be the sole criterion for selection. Preference may be granted to the firm demonstrating extensive experience serving Minnesota municipalities, possessing knowledge of

Minnesota law and receiving favorable references from Minnesota municipalities concerning their services.

III. SCOPE OF SERVICES

The City is requesting proposals for the continuation and updates of codification of the ordinances of the City, including publication and supplemental services. Listed below are the various required components for the codification project. The codification firm shall clearly describe, in its response, a recommended process for achieving these components. The proposals should include an estimated timeline for each component.

The codification process shall ensure that all Code-relevant legislation is properly incorporated into the city code and zoning code and shall provide written documentation to the City.

A. The codifier shall use the current organizational and numbering system for the Code; however, the City will consider a new organizational and numbering system if recommended by the firm.

B. Continued services for the Code Index and table of contents for each chapter.

C. Prepare a legislative history of each section, citing the ordinance number and date of passage of the current ordinance, as indicated on copies of ordinances supplied to the codification firm.

D. Prepare statutory cross-references to sections of the City statutes and references to other pertinent parts of the Code, where applicable. These references shall appear at the end of the section to which they apply.

E. Prepare Tables of Special Ordinances listing chronologically, in groups, those ordinances in certain subject areas that the City and the codification firm mutually agree to be pertinent.

F. Continuation and updates of parallel Reference Tables showing:

(1) The disposition of ordinances (in numeric sequence) included in the codification (Ordinance to Code).

(2) A listing of Code sections based on City statutes (Statute to Code).

H. Deliver to the City, within three (3) months from the receipt of the materials deemed necessary by the codification firm to begin the codification, one copy of a manuscript of the Code for the City's examination, as well as the codification firm's written legal report detailing its legal research and analysis of the City's Code and ordinances.

I. Five (5) of the Code volumes shall be published. The Code volumes will be on 8½ x 11-inch pages, housed in heavy-duty post binders, imprinted with the name and Seal of the City on the front and spine. The codification firm shall indicate the color choices available for the binders. The codification firm shall provide a complete sample Code from another Minnesota client to illustrate the type of binders and page format to be used.

J. In addition to the printed copies, the City's Code and Zoning Code must be provided in searchable PDF format, in word format and provide web hosting.

K. Meet with the City to hold a manuscript conference to make final corrections, additions and deletions to the City's Code. Any of the pages of the manuscript may be changed at this time as the City sees fit.

L. Classify all ordinances which are of a general and permanent nature into titles, chapters and sections, according to subject matter. All ordinances repealed by implication, or which are outmoded or antiquated, shall be disposed of in accordance with the recommendations of the City.

M. Make changes to affect uniformity of style and to correct typographical and spelling errors, grammar and usage. Substantive changes shall not be made in the wording of the ordinances. Suggestions for additions or changes in the ordinances shall be submitted to the City.

N. Submit to the City, in writing, all prices for these codification services and a proposed invoicing schedule.

O. The codification firm should also:

(1) Submit to the City the costs and minimums for additional copies of the Code in the future.

(2) Provide an increase and decrease price for pages more than or less than the pages on which the proposal is based.

(3) List separately each cost for supplement services, such as shipping, editorial fees and extra charges for tabular material.

(4) Submit to the City the costs for updates and services to City Code and Zoning Code separately.

(5) State completion time for supplement service.

(6) Provide information about the codification firm's capability to provide free technical phone support, training and updates.

IV. SUPPLEMENTAL UPKEEP SERVICES

After publication of the Code of Ordinances and Zoning Code is complete, the codification firm will continue to maintain the Code as new legislation is enacted or ordinances are changed or repealed as follows:

A. Post updates to the website where the Code is maintained in an agreeable timeframe after receiving from the City;

B. Incorporate all changes and additions into the appropriate place in the existing Code, including deletion of repealed ordinances, and update table of contents and index as necessitated;

C. Publish loose-leaf supplements for 5 Code books after incorporating any changes to the Code. Include with each supplement a page of instructions for removal of the obsolete pages and insertion of the new pages. Also provide a new word document that includes the updated legislation;

D. If requested by the City, make available printed copies of selected chapters or portions of the Code, printed and bound in separate covers. Prices for such services shall be quoted at the time of the request.

V. OPTIONAL SERVICES

The codification firm may provide information on any additional product options or services related to this codification project not outlined in this Request for Proposals. Please include a complete description of the services, procedures involved, and a separate breakdown of all applicable costs.

The codification firm shall also provide for a complete review of the City's current ordinances, identifying any conflicts or inconsistencies within the ordinances or between the ordinances and applicable state statutes.

VI. INQUIRIES

All inquiries shall be submitted via e-mail no later than 4:30 p.m. on **July 24, 2020**. This will allow the City the opportunity to respond in a timely manner and to share any pertinent information with any applicants. Please direct any and all inquiries to:

Josi Wood, City Administrator
jwood@cityofisanti.us

PRICE QUOTATION

The codification firm shall provide a breakdown of costs for this codification project indicating not-to-exceed prices. Payment terms should also be specified. Five (5) copies of the printed Code have been requested, along with Five (5) copies of loose-leaf supplements on a quarterly basis. Please also indicate a cost for printing extra books beyond the Five (5) requested. Any variations from the specifications as outlined in this request for proposals should be noted on the price quotation sheet.

VII. SUBMISSIONS

Proposals will be received until **4:30 p.m. July 31, 2020** at Isanti City Hall, 110-1st Ave, PO Box 428, Isanti, MN 55040. Please send a completed proposal along with cover letter (electronic submissions will be accepted) to:

Josi Wood
City Administrator
City of Isanti
110-1st Ave PO Box
428
Isanti, MN 55040
(763) 444-5512
jwood@cityofisanti.us

QUOTATION SHEET
CITY OF ISANTI, MN RECODIFICATION
OF MUNICIPAL CODE

I. Base Cost City Code **(Includes)** $____

(A) Number of Copies (5 requested)
(B) Binders for each Code, three ring or post (5 requested)
(C) Legal Analysis, as described in Duties of Publisher
(D) Special Features; List Below
(E) Estimated Number of Pages (number of pages included in base rate)
8½" x 11" Format
1) Single column_____pages

II. Base Cost Zoning Code **(Includes)** $___

(A) Number of Copies (5 requested)
(B) Binders for each Code, three ring or post (5 requested)
(C) Legal Analysis, as described in Duties of Publisher
(D) Special Features; List Below
(E) Estimated Number of Pages (number of pages included in base rate)
8½" x 11" Format
1) Single column_____pages

III. Variable Cost

(A) Per Page (Above/Below) 340-page estimate 8½" x 11" Format
1) Single Column $_____
(B) Freight/Shipping $_____

IV. Time to Completion

Number of Months Until Manuscript_____months
Number of Months Until Completed Code (after return of manuscript)_____months
Number of Days for Updated Supplements_____days

V. Optional Services

(A) Reorder Extra Copies of Extra Code
Minimum Number of Copies _____
1) Cost per Extra Code with Binder $_____
2) Cost per Extra Code without Binder $_____
3) Cost per Extra Chapter, separately bound $_____
(B) Updating ordinances in conflict with state and federal statutes
Describe:_____

(C) Providing model ordinances when requested
Describe:_____

(D) Cost for information retrieval software for the Code. _____

(E) Supplement Service (8 ½ 11" format)

1) Single-column $____Per Page

CITY OF ISANTI

REQUEST FOR PROPOSALS FOR CODIFICATION, PUBLICATION AND SUPPLEMENT SERVICES

The City of Isanti is accepting proposals for Codification Services, Publication and Supplement Services for the City of Isanti from a qualified consultant with extensive experience in codification. Specifications are available online at www.cityofisanti.us. The City Council reserves the authority to waive any informalities or irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to jwood@cityofisanti.us or addressed to Josi Wood at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All quotes submitted must be clearly marked as "Proposal for Codification, Publication and Supplement Services" and will be accepted until 4:30 p.m. Friday, July 31, 2020.

Josi Wood
City Administrator

Publish on:
Posted on:

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: July 7, 2020

Subject: Declaring Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction

---

Background:
The City of Isanti purchased a new Progressive Mower per the approved 2020 budget. The new Progressive Mower replaced the existing unit which did not have trade-in value.

Per policy, Resolution 2016-197, staff will post the item as surplus going to Public Surplus online public auction.

Requests:
Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX - Declaring Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction

RESOLUTION 2020-XXX

DECLARING 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, the City budgeted and purchased a new Progressive Mower to replace the existing Progressive Mower per the City's replacement schedule; and,

WHEREAS, the Progressive Mower has been replaced; and,

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

WHEREAS, the items listed above will be placed on Public Surplus Online Public Auction;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorize the following:

1. To declare the above item from the Public Works Facility as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 7th day of July, 2020.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2020-XXX **L.6.**

APPOINTING ELECTION JUDGES FOR THE 2020 PRESIDENTIAL PRIMARY ELECTION

WHEREAS, the Primary Election shall be held on August 11, 2020; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on August 11, 2020:

Yu Pheng Vu	Sarah Bjork
Vincent Charles	Pamela Dahlheimer
Laureen Simons	Andrea Jemelka
Katie Brooks	Margaret Enquist
Jaden Moore	Jensine Ahlberg
Lorraine Torpy	Margaret Johnson
Leroy Johnson	David Rysted
Glenn Farrell	Elizabeth Anderson
Kris Gaffaney	Elaine Fischer
Tabitha Peltier	Dan Balk
Ryan Saltis	Jodi Anderson

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. The Head Judge (non-staff) shall be compensated at a rate of $13.25/hr and Election Judges (non-staff) shall be compensated at $11.25/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: July 7, 2020
Subject: Resolution 2020-XXX Release of Development Agreement for Dollar General

---

Background:
On August 7, 2019 the City entered into a Development Agreement with DGOGISANTIMN09192018,LLC for the development of Dollar General. The conditions of the development agreement have been satisfied, therefore the release of the development agreement is necessary.

Request:
Consider resolution

Attachments:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

RESOLUTION AUTHORIZING THE EXECUTION OF RELEASE OF A DEVELOPMENT AGREEMENT WITH DGOGISANTIMN09192018 LLC (DOLLAR GENERAL)

WHEREAS, the City and DGODISANTIMN09192018 LLC (the "Developer") entered into a Development Agreement (the "Agreement") dated August 7, 2019, relating to the development of Lot 1, Block 1, RSBR Palomino Road Addition (the "Property"); and,

WHEREAS, the Agreement was recorded against the Property in the office of the Isanti County Recorder on September 18, 2019, as document No. A486377; and,

WHEREAS, the City has determined that the conditions of the development agreement have been satisfied.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that the Mayor and City Administrator are hereby authorized to execute on behalf of the City the release of the Development Agreement.

This resolution was duly adopted by the Isanti City Council this 7th day of July 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey - Parks, Recreation and Culture Manager

Date: July 7, 2020

Subject: **Resolution Amending A Donation from the Rotary Club of Cambridge & Isanti**

Background

The City of Isanti developed and installed a dog park that opened in May 2019. The Rotary Club of Cambridge & Isanti donated $1,200 for an additional bench and dog park agility accessories with Resolution 2019-186. Staff has purchased a bench and are now requesting that the additional funds be used to install concrete around the bench and entrance gate area to the park, to assist with grass/dirt erosion that is taking place and to add a plaque to the park stating "Equipment for our furry friends provided by the Rotary Club of Cambridge and Isanti".

Staff Request

City staff is requesting Council approve the amended donation distribution from the Rotary Club of Cambridge & Isanti for use of the remaining funds to add concrete around the bench and entrance to the City of Isanti Dog Park.

Attachment

- Resolution 2020-XXX

RESOLUTION 2020-XXX

AMENDING A DONATION FROM THE ROTARY CLUB OF CAMBRIDGE & ISANTI

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti has worked with the Rotary Club of Cambridge & Isanti to assess the needs of the parks and determined that an additional bench and dog park agility accessories will be an asset to City of Isanti dog park visitors; and,

WHEREAS, the Rotary Club of Cambridge & Isanti donated $1,200 to the City of Isanti to add one 6-foot bench with the ROTARY logo/name engraved and dog park agility accessories with Resolution 2019-186; and,

WHEREAS, the remaining funds will be used to place concrete around the bench and the entrance to the dog park area; and

WHEREAS, staff will add a plaque to the park area stating, "Equipment for our furry friends provided by the Rotary Club of Cambridge and Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to have the additional funds be used for concrete installation from the Rotary Club of Cambridge & Isanti at the City of Isanti's dog park.

This Resolution hereby approved by the Isanti City Council this 7th day of July, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.9.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Police Chief
Date: July 7, 2020
Subject: Approving Installation of CCTV camera system at City Hall, Water Treatment Facility and Police Department

---

The City Council authorized the installation of an cctv security camera system at City Hall, Water Treatment Facility and the Police Department when approving the 2020 Budget. This porject enhances the physical secutity of the cities critical infrastructure. The total amount included in the budget is $7,740 within Muni Building (500).

Staff secured $1,893.36 grant funding from UASI Urban Area Security Iniative Federal Grant for this project.

Quotes were solicited from two vendors. The following quotes were received:

Bidder Name	Total Quoted	Grant Funds	Total Project
Legacy Security Technology, Inc.	$9,348.04	$1,898.36	$7,449.68
Pro-Tec Design	$31,598.48	$1,898.36	$29,700.12

Recommendation:
Staff is recommending the City utilize Legacy Security Technology, Inc. to install the cctv security camera system and to approve the acceptance of $1,893.36 grant funding.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Affirm the scope of work to include City Hall, Water Treatment Facility and Police Department.
2. Accept $1,893.36 grant funding for the project
3. Approve Resolution as written.

Attachments:

- Resolution 2020-XXX
- Legacy Security Technology, Inc.
- ECSI

RESOLUTION 2020-XXX

APPROVING INSTALLATION OF CCTV SECURITY CAMERA SYSTEM AT CITY HALL, WATER TREATMENT FACILITY AND POLICE DEPARTMENT

WHEREAS, the 2020 Budget included funds for cctv security camera system at City Hall, Water Treatment Facility and the Police Department; and,

WHEREAS, grant funding from UASI Urban Area Security Initiative Federal Grant in the amount of $1,893.36 was secured for the project; and,

WHEREAS, staff solicited quotes and the following were received:

Bidder Name	Total Quoted	Grant Funds Awarded	Total Project
Legacy Security Technology, Inc.	$9,348.04	$1,898.36	$7,449.68
Pro-Tec Design	$31,598.48	$1,898.36	$29,700.12

WHEREAS, funding has been identified in **total $7,740** as:

1. City Hall fund 920-41941-500 $2,580
2. Police Department fund 920-42110-500 $2,580
3. Water Treatment Facility 601-49400-500 $2,580

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

1. To accept the quote from Legacy Security Technology, Inc. for installation of the cctv security camera system at City Hall, Water Treatment Facility and the Police to not exceed a total amount of $7,740.00 with funding source identified as:
    a. City Hall fund 920-41941-500 $2,580
    b. Police Department fund 920-42110-500 $2,580
    c. Water Treatment Facility 601-49400-500 $2,580
2. To accept $1,893.36 grant funding from UASI Urban Area Security Initiative Federal Grant disbursed via Isanti County Emergency Management for this project.
3. Authorize Staff to sign necessary documentation for the grant and installation of the camera system.

This resolution was duly adopted by the Isanti City Council this 7th day of July, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/25/2020	3251

City of Isanti
PO Box 428
Isanti, MN 55040-7372

LEGACY
Security Technology

Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	PD Cameras	7/25/2020	50% Down

Quantity	Description	Price Each	Total
3	Travel Assessment	65.00	195.00
3	Camera, Dome, IP, 4 MP, 2.8mm, IR 100ft, 12VDC / PoE, Smart features, such as line crossing and intrusion detection are supported. LOCATION(S): -Evidence Locker -Lobby -North Hallway *Note: Audio recording is available for interior mounted cameras, there is no cost difference; however, the IR nightvision is reduced to 30ft.	482.09333	1,446.28
4	Camera, Wall Mount Bullet, IP, 4 MP, 2.8mm, IR 100ft, 12VDC / PoE, smart features, such as line crossing and intrusion detection are supported. LOCATION(S): -East Parking/Front Door -South Yard -West Parking/West Overhead Door -SW Driveway/West Entrance	604.31	2,417.24
1	Camera Recorder Software, based on City Hall Server Machine, Includes PoE+ Network Switch, Installation, Programming, and User Training (up to 1 hour)	419.84	419.84

Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.

Sales Tax (7.125%)	$0.00
Total	$4,478.36

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature:_____ Date:_____

Legacy Security Technology, Inc. Customer Sales Agreement

This agreement is made on this **25th** day of **June**, **2020**, by and between Legacy Security Technology, Inc. a Minnesota Corporation located at 4356 4th St NE, Columbia Heights, MN 55421 hereinafter referred to as "Company," and **City of Isanti** located at **110 1st Avenue NW, Isanti, MN 55040** hereinafter referred to as "Customer." WHEREAS, Company sells Security System Products (the "Equipment") and installation, and repair services associated with Equipment (the "Services"); and WHEREAS, Customer agrees to purchase Equipment and Services from Company

Sale and Installation Charges: Customer agrees to pay Company the sum of $ **4478.36**, plus tax, if applicable, for the sale and installation of the Equipment and Services.

Fees: The fee to be paid by Customer to Company for Equipment and Services shall be those specified by Company's Price List in effect at the time such Equipment or Services are provided unless otherwise specified. Customer acknowledges having received the current price list. Customer agrees that failure to make the payments herein shall automatically terminate Company's obligation to provide its Equipment and Services to Customer. Any fees shall not be refundable if this Agreement is terminated by actions of Customer. Customer shall be responsible for all expenses incurred by Company including reasonable attorney's fees, incurred by Company in connection with excessive alarm transmissions, false alarm fees, or collection of any past due amounts owed to Company by Customer.

Payment Terms: Customer agrees to pay all applicable charges, fees and taxes associated with Equipment and Services provided to Customer by Company ("Service Fees"). The timing of the assessment of Service Fees will be determined in the sole discretion of Company. If Company has agreed to charge Customer's credit card or debit card for the Service Fees (as opposed to billing the Customer for payment in cash, by check or money order), Customer authorizes Company to charge Customer's credit card and debit card for all such Service Fees. As applicable, Customer agrees to provide to Company updated credit card and debit card information on a timely basis prior to the expiration or termination of the credit card or debit card on file with Company or in the event that Customer's credit card limit or debit card balance is or will be insufficient to cover payment. If any payment is not timely received, or if Company is unable to charge Customer's credit card or debit card due to invalid credit card or debit card information or due to insufficient credit or funds, an administrative charge of $29 may be assessed and the Service may be disconnected. If the Service is disconnected, Customer may be required to pay a reconnect fee of $35 in addition to all past due charges before the Service is reconnected. Payments are expected to be paid in full when due. Company does not extend credit to Customers and the administrative charge is not intended as interest, a credit service charge or a finance charge. No acceptance of partial payment shall constitute a waiver of Company's right to collect the full balance owing. Customer authorizes Company to make inquiries and to receive information about Customer's credit experience from others, to enter this information in Customer's file, and disclose such information concerning Customer to appropriate third parties for reasonable business purposes.

Warranty: Company warrants to the original purchaser of Equipment that for twelve (12) months after the date the Equipment is delivered (the "Warranty Period"), the Equipment will be free from material defects in materials and workmanship. The foregoing warranty is subject to the proper installation, operation and maintenance of the Equipment in accordance with installation instructions and the operating manual supplied to Customer. Warranty claims must be made by Customer in writing within sixty (60) days of the manifestation of a problem. Company's sole obligation under the foregoing warranty is, at Company's option, to repair, replace or correct any such defect that was present at the time of delivery, or to remove the Equipment and to refund the purchase price to Customer. Excluded from the warranty are problems due to accidents, misuse, misapplication, storage damage, negligence, or modification to the Equipment or its components. Company does not authorize any person or party to assume or create for it any other obligation or liability in connection with the Equipment except as set forth herein.

Operation of the Equipment: Customer shall be responsible for operation of Equipment. Customer shall operate the Equipment in compliance with the operations manual for Equipment. Customer shall comply with all applicable rules, laws, and regulations in connection with operation of Equipment. Customer shall test the Equipment and communications service, at least monthly, and following changes.

Limitations of Equipment: Customer understands that Equipment installed will not function if cellular service, telephone lines or broadband internet connection are inoperative or non-functioning. Customer further understands that it is Customer's sole obligation to insure that the cellular service, telephone line and broadband internet connection are operative and in working order.

Insurance: IT IS UNDERSTOOD AND AGREED BY CUSTOMER THAT COMPANY IS NOT AN INSURER AND THAT INSURANCE IF ANY, COVERING PERSONAL INJURY AND PROPERY LOSS OR DAMAGE ON ANY CUSTOMER'S PREMISES SHALL BE OBTAINED BY CUSTOMER; THAT COMPANY IS BEING PAID TO DESIGN, SERVICE, OR INSTALL A SYSTEM DESIGNED TO REDUCE CERTAIN RISKS OF LOSS AND THAT THE AMOUNTS BEING CHARGED BY THE COMPANY ARE NOT SUFFICIENT TO GUARANTY THAT NO LOSS WILL OCCUR; THAT COMPANY IS NOT ASSUMING RESPONSIBILITY FOR ANY LOSSES WHICH MAY OCCUR EVEN IF DUE TO COMPANY'S NEGLECT, PERFORMANCE OR FAILURE TO PERFORM ANY OBLIGATION UNDER THIS AGREEMENT.

Indemnification: Customer agrees to indemnify and hold Company, officers, directors, shareholders, agents, employees, and agents harmless at all times from and after the date of this Agreement against and in respect of all damages, losses, costs and expenses including reasonable attorney's fees, which Company, its officers directors, shareholders, employees, and/or agents may suffer or incur in connection with: (a) Customer's failure to perform under this Agreement or to make any payment when due; or (b) Claims made against Company by any third party alleging damages as a result of Company's negligence or failure to perform under this Agreement.

Limitation of Liability: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Company and Company's officers, directors, shareholders, employees, and agents, and any of them, to the Customer and anyone claiming by, through, or under Customer for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Equipment, Services, or the Agreement from any cause that the Company should be found liable, shall be limited to the lesser of the value of the Service Fees paid or $250; therefore, Customer agrees to accept the lesser of the value of the Service Fees or $250 as liquidated damages in complete satisfaction, discharge and release of Company's liability.

General Terms: 1. Company shall not be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond Company's reasonable control (including any mechanical, electronic, or communications failure).

2. This Agreement shall be governed and construed in accordance with the laws, other than its law dealing with conflicts of law of the United States and the State of Minnesota and Customer consents any dispute with respect to this Agreement between Customer and Company, including a dispute as to the validity or existence of this Agreement and/or this clause, shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Venue for any such arbitration shall be Minnesota.

3. Company reserves the right to make changes to this agreement at any time with written notice to Customer.

4. The section titles in this agreement are for convenience only and have no legal or contractual effect.

5. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall never the less remain in full force and effect.

©2020 Legacy Security Technology, Inc., 4356 4th St NE, Columbia Heights, MN 55421

Estimate

Legacy Security
4356 4th St NE
Columbia Heights, MN 55421
Sales@LegacySecurity.Technology
763-781-5945

Date	Estimate #
6/25/2020	3262

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

LEGACY
Security Technology

Your Salesperson	PO / Project Name	Exp Date	Terms
Jeremy	CH & WTP Cameras	7/25/2020	50% Down

Quantity	Description	Price Each	Total
3	Travel Assessment	65.00	195.00
2	Camera, Dome, IP, 4MP, Wide Angle 2.8mm Lens, IR 100ft, Includes Installation, Programming, and Cabling up to 200ft. LOCATION(S): -City Hall Front Counter Camera -City Hall Lobby/Hallway Camera	620.275	1,240.55
3	Camera, Bullet, 4MP, 2.8-12mm Lens, 100ft IR, Includes Programming, Installation, Rigid Conduit up to 50ft and Cabling up to 200ft LOCATION(S): -Water Treatment Gate/Side Door Camera -Water Treatment Water Tower Camera -Water Treatment Overhead Doors Camera	1,144.71	3,434.13

Please contact Jeremy at Jeremy@LegacySecurity.Technology or (763) 607-1854 with any questions or comments.

Sales Tax (7.125%)	$0.00
Total	$4,869.68

By signing below you agree to the prices presented in the above estimate and the terms and conditions on the following pages.

Acceptance Signature:_____ Date:_____

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Payment Terms: Customer agrees to pay all applicable charges, fees and taxes associated with Equipment and Services provided to Customer by Company ("Service Fees"). The timing of the assessment of Service Fees will be determined in the sole discretion of Company. If Company has agreed to charge Customer's credit card or debit card for the Service Fees (as opposed to billing the Customer for payment in cash, by check or money order), Customer authorizes Company to charge Customer's credit card and debit card for all such Service Fees. As applicable, Customer agrees to provide to Company updated credit card and debit card information on a timely basis prior to the expiration or termination of the credit card or debit card on file with Company or in the event that Customer's credit card limit or debit card balance is or will be insufficient to cover payment. If any payment is not timely received, or if Company is unable to charge Customer's credit card or debit card due to invalid credit card or debit card information or due to insufficient credit or funds, an administrative charge of $29 may be assessed and the Service may be disconnected. If the Service is disconnected, Customer may be required to pay a reconnect fee of $35 in addition to all past due charges before the Service is reconnected. Payments are expected to be paid in full when due. Company does not extend credit to Customers and the administrative charge is not intended as interest, a credit service charge or a finance charge. No acceptance of partial payment shall constitute a waiver of Company's right to collect the full balance owing. Customer authorizes Company to make inquiries and to receive information about Customer's credit experience from others, to enter this information in Customer's file, and disclose such information concerning Customer to appropriate third parties for reasonable business purposes.

Warranty: Company warrants to the original purchaser of Equipment that for twelve (12) months after the date the Equipment is delivered (the "Warranty Period"), the Equipment will be free from material defects in materials and workmanship. The foregoing warranty is subject to the proper installation, operation and maintenance of the Equipment in accordance with installation instructions and the operating manual supplied to Customer. Warranty claims must be made by Customer in writing within sixty (60) days of the manifestation of a problem. Company's sole obligation under the foregoing warranty is, at Company's option, to repair, replace or correct any such defect that was present at the time of delivery, or to remove the Equipment and to refund the purchase price to Customer. Excluded from the warranty are problems due to accidents, misuse, misapplication, storage damage, negligence, or modification to the Equipment or its components. Company does not authorize any person or party to assume or create for it any other obligation or liability in connection with the Equipment except as set forth herein.

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Indemnification: Customer agrees to indemnify and hold Company, officers, directors, shareholders, agents, employees, and agents harmless at all times from and after the date of this Agreement against and in respect of all damages, losses, costs and expenses including reasonable attorney's fees, which Company, its officers directors, shareholders, employees, and/or agents may suffer or incur in connection with: (a) Customer's failure to perform under this Agreement or to make any payment when due; or (b) Claims made against Company by any third party alleging damages as a result of Company's negligence or failure to perform under this Agreement.

Limitation of Liability: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of Company and Company's officers, directors, shareholders, employees, and agents, and any of them, to the Customer and anyone claiming by, through, or under Customer for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Equipment, Services, or the Agreement from any cause that the Company should be found liable, shall be limited to the lesser of the value of the Service Fees paid or $250; therefore, Customer agrees to accept the lesser of the value of the Service Fees or $250 as liquidated damages in complete satisfaction, discharge and release of Company's liability.

General Terms: 1. Company shall not be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond Company's reasonable control (including any mechanical, electronic, or communications failure).

2. This Agreement shall be governed and construed in accordance with the laws, other than its law dealing with conflicts of law of the United States and the State of Minnesota and Customer consents any dispute with respect to this Agreement between Customer and Company, including a dispute as to the validity or existence of this Agreement and/or this clause, shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association. Venue for any such arbitration shall be Minnesota.

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©2020 Legacy Security Technology, Inc., 4356 4th St NE, Columbia Heights, MN 55421

Pro-Tec Design

PROTECTING OUR CLIENTS WITH TECHNOLOGY

City of Isanti Camera Proposal

TRUSTED SECURITY SOLUTIONS

100% Employee Owned

Pro-Tec Design

QUOTE # PTDQ26178

PREPARED FOR

City of Isanti

Travis Muyres

Chief

401 1st Ave North
P.O. Box 428
Isanti, MN 55040

Phone:

Email:

PREPARED BY

Pro-Tec Design, Inc.

Jim Olson

Fields Sales Representative

5929 Baker Road
Suite 400
Minnetonka, MN 55345
United States

Phone: (763) 231-8605

Email: jolson@pro-tecdesign.com

PO NUMBER	PAYMENT TERMS
PTDQ26178	Net 30 days

VALUE PROPOSITION

The following proposal outlines the necessary items to install a Axis camera system at the Water Tower, Police Station, & City Hall. These sites will all be linked together via a wireless Fluidmesh antenna system.

A centralized, on-site 16 channel Axis recording server will be installed at City Hall. The camera design PTD is proposing will use 7 channels leaving 9 channels available for future expansion. The recording server will be programmed for 45 day retention.

Line	Qty	Description	Unit Price	Extended Price
1		POLICE STATION CAMERA SYSTEM		$5,266.68
2	1	FIXED DOME IP CAMERA, 8 MP, 360 IR, 4 VARIFOCAL LENSES, WDR, LIGHTFINDER ZIPSTREAM	$1,200.61	$1,200.61
3	1	ULTRA-COMPACT, INDOOR FIXED 152 DEGREE WIDE-ANGLE 4MP MINIDOME WITH ZIPSTREAM	$328.41	$328.41
4	1	RECESSED MOUNT	$61.41	$61.41
5	1	T-BAR SPANNER KIT - 24"	$7.56	$7.56
6		SURFACE MOUNT - INCLUDED WITH CAMERA		
7	1	SURFACE MOUNT BOX, 1-PORT, IVORY, QUICKPORT LEVITON	$3.18	$3.18
8	1	CAT6 QUICKPORT CONNECTOR JACK IVORY, LEVITON	$13.62	$13.62
9	2	CAT6 PATCH CABLE 3FT YELLOW SLIM BOOT	$1.89	$3.78
10	1	CABLE, CAT 6, 23AWG 4PR PLENUM CMP 550MHZ YELLOW JACKET, PER FOOT	$0.38	$0.38
11	1	FIXED DOME WITH SUPPORT FOR FORENSIC WDR, LIGHTFINDER 2.0 AND OPTIMIZEDIR ILLUMINATION.	$515.31	$515.31
12	2	IP CAMERA, FIXED DOME, 180 PANORAMIC COVERAGE, UP TO 30 FPS IN 8.3MP RESOLUTION, LIGHTFINDER, FORENSIC WDR, ZIPSTREAM, WHITE	$1,200.61	$2,401.22
13	2	SHIELDED OUTDOOR NETWORK CABLE WITH RUBBER GASKET, MALE RJ45 CONNECTORS, 5M	$11.06	$22.12
14	1	16 PORT GBE POE SMART MANAGED SWITCH, 2 GB SFP PORTS, 8 POE/8POE+ PORTS	$709.08	$709.08
15		WATER TOWER CAMERA SYSTEM		$2,823.19
16	1	FIXED DOME IP CAMERA, 8 MP, 360 IR, 4 VARIFOCAL LENSES, WDR, LIGHTFINDER ZIPSTREAM	$1,200.61	$1,200.61
17	1	WALL MOUNT, ALUMINUM, WHITE, 1.5" MALE NPT	$74.76	$74.76
18	1	PENDANT KIT FOR AXIS P3717-PLE	$79.21	$79.21

19	1	SHIELDED OUTDOOR NETWORK CABLE WITH RUBBER GASKET, MALE RJ45 CONNECTORS, 5M	$11.06	$11.06
20	1	MGD HARDENED POE+ SWCH 4 10/100/1000BT	$1,031.80	$1,031.80
21	1	POWER SUPPLY, 48VDC @2.5AMPS UNVSLAC, DION RAIL, NRW	$274.23	$274.23
22	1	ENCLOSURE ALLOWANCE	$151.52	$151.52
23		CITY HALL CAMERA SYSTEM		$4,605.61
24	2	FIXED DOME WITH SUPPORT FOR FORENSIC WDR, LIGHTFINDER 2.0 AND OPTIMIZEDIR ILLUMINATION.	$515.31	$1,030.62
25	2	RECESSED MOUNT	$70.31	$140.62
26	2	T-BAR SPANNER KIT - 24"	$7.56	$15.12
27		SURFACE MOUNT - INCLUDED WITH CAMERA		
28	2	SURFACE MOUNT BOX, 1-PORT, IVORY, QUICKPORT LEVITON	$3.18	$6.36
29	2	CAT6 QUICKPORT CONNECTOR JACK IVORY, LEVITON	$13.62	$27.24
30	2	CAT6 PATCH CABLE 3FT YELLOW SLIM BOOT	$1.89	$3.78
31	2	CABLE, CAT 6, 23AWG 4PR PLENUM CMP 550MHZ YELLOW JACKET, PER FOOT	$0.38	$0.76
32	1	CAMERA STATION S2216, 16-CHANNEL COMPACT RACKMOUNT CLIENT/SERVER, INTEGRATED MANAGED POE SWITCH, 8 TB STORAGE	$3,381.11	$3,381.11
33		FLUIDMESH WIRELESS ANTENNA SYSTEM		$4,688.64
34	4	FLUIDCARE PLAN FOR VLO RADIOS ANUAL RENEWAL REQUIRED. PROVIDES ACCESS TO FLUID MESH SUPPORT TEAM, FLUIDMESH ONLINE PORTAL, RACER, AND FIRMWARE UPGRADES	$79.20	$316.80
35	4	MOUNTING BRACKET POLE WASLL FOR POINT TO VOLO RADIO	$49.50	$198.00
36	4	ENABLE UNLIMITED ETHERNET THROUGHPUT (100 MBIT/SEC) IN FM1200V DEVICES. FOR PTP ONLY	$296.01	$1,184.04
37	4	FLUIDMESH 1200 VOLO, SINGLE MIMO RADIO DEVICE, 1 MBIT/S ETHERNET THROUGHPUT, 4.9-5.8 GHZ WITH INTEGRATED PANEL ANTENNAS, (2) ETHERNET PORTS, INCLUDES PASSIVE POE INJECTOR, AC 90-240V POWER SUPPLY	$554.40	$2,217.60
38	4	LIMITED WARRANTY EXTENSION TO 5 YEARS AND ENHANCED WARRANTY INCLUDING ADVANCED REPLACEMENT FOR FM1200 VOLO	$193.05	$772.20
39		CABLES, MISC HARDWARE, & INSTALLATION		$14,214.36
40	1,000	CAT 6 CABLE, OUTDOOR RATED WATER PROOF	$0.38	$380.00
41	1,000	CABLE, CAT6 PLENUM 23AWG 4PR 550MHz, YELLOW JACKET, PER FOOT	$0.41	$410.00
42	1	ARTIC BOOM 45' HEIGHT	$1,401.52	$1,401.52
43				
44	1	MISC	$2,486.84	$2,486.84
45		IMPLEMENTATION SERVICES		
46	10	ENG DESIGN SERVICES	$88.00	$880.00
47	12	PROJECT MANAGMENT - SCHEDULE, MOBILIZE, AND QC	$88.00	$1,056.00
48	80	STATE CONTRACT- INSTALLATION AND PROGRAMMING	$95.00	$7,600.00
49		SubTotal		$14,214.36
50		Running SubTotal		$31,598.48

Sales Tax	
Grand Total	**$31,598.48**

STATEMENT OF WORK

PTD to install one exterior camera at the Water Tower.
PTD to install four cameras at the Police Station. Two of these cameras will be interior and two will be exterior.
PTD to install two interior cameras in City Hall Lobby.
PTD to install Fluid Mesh Wireless Antenna system at each location to link the system together.
PTD to install the Axis camera server at City Hall.
PTD assumes line of sight between locations is achievable at a height reachable from ground via bucket truck or lift. If point to point needs to be high on the tower, a change order will need to be issued.
Cable distances are based on estimates since PTD was not provided prints or drawings of the locations. If additional cables are needed, a change order will need to be issued.
This proposal does not include a workstation for the system.
Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.

ITEMS NOT INCLUDED

NETWORK- Owner to provide all network connectivity including switches with PoE and IP addresses. (None currently required for this project.)
POWER- 110VAC is to be provided by owner. (None currently required for this project.)
SUPPORT- Owner to provide any technical assistance need during project. This includes IT staff providing access to workstations and servers, and personnel to determine best cable-run routes.
PROGRAMMING- Owner to program all system information including, but not limited to, cardholder name, access privileges, and other system information not entered by Pro-Tec.
NEC/NFPA- Project will follow all applicable building and fire codes. This may require the client to coordinate with associated trades not specified in this scope.
Line of sight between locations is achievable at a height reachable from ground via bucket truck. If point to point needs to be high on the tower, a change order will need to be issued.
Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.
Cable distances are based on estimates since PTD was not provided prints or drawings of the locations. If additional cables are needed, a change order will need to be issued.
This proposal does not include a workstation for the system.
Customer is responsible for providing sufficient storage for the POE Network Switch at the Police Station, and the Axis Recording Server at City Hall. If they are unable to provide this, a change order will be issued.

GENERAL NOTES

1. Pricing is based on the work scope and drawings developed by Pro-Tec Design.
2. 110 VAC is PROVIDED by others unless otherwise specified.
3. All patching and painting to be done by others unless otherwise specified.
4. Pricing assumes any existing equipment to be re-used is in good operational order. Additional time and material to repair existing equipment is outside this scope of work.
5. Pricing assumes any existing equipment to be re-used is fully compatible with new equipment in this work scope. Alterations to make existing equipment fully compliant with new equipment is outside this scope of work.

PROPOSAL ACCEPTANCE

City of Isanti

Travis Muyres

401 1st Ave North
P.O. Box 428
Isanti, MN 55040

City of Isanti Camera Proposal

PTDQ26178

Total $31,598.48

City of Isanti

Printed Name and Title: _____

Signature: _____ Date: _____

PO# / Reference #: _____

Pro-Tec Design, Inc.

Printed Name and Title: _____

Signature: _____ Date: _____

Thank you again for giving me the opportunity to provide you with this information. If you should need any further clarification or assistance, don't hesitate to contact me! To proceed with the proposal, please sign the Proposal Acceptance portion of the proposal and return to me.

Thank you,

Jim Olson
Fields Sales Representative
5929 Baker Rd. Suite 400
Minnetonka, MN 55345
Direct (763)-231-8605
Fax (763) 233-6855
Cell (612)-516-4372
Email jolson@pro-tecdesign.com

Pro-Tec Design, Inc.

Standard Terms & Conditions

FINANCIAL

1. No provisions of this Proposal/Contract shall serve to void our rights under Mechanics' Lien Laws.
2. We do not accept back charges that have not been previously agreed to by us in writing.
3. Late payments of 60 days or more will bear interest at the standard prevailing commercial rate.
4. Unless otherwise specified, you will be billed for 30% of the project total immediately after the receipt of an order. Prompt payment is required to order parts and cover other costs associated with project start-up.
5. Progress billings will be issued monthly and unless specified in a separate contract all payments are due net 30.
6. Nothing in this Proposal/Contract shall be construed to require us to continue performance of work if we do not receive timely payment for properly performed work and suitably stored materials.
7. We retain title to all equipment until installation is complete and all payments due Pro-Tec Design have been paid in full. We reserve the right to retake posession of the same or any part thereof at your cost if default is made by you in any payment. If customer fails to follow payment schedule(s) above or if Pro-Tec Design anticipates Customer may be unable to perform hereunder, Pro-Tec Design may terminate this contract, defer, discontinue or suspend work, or demand adequate assurance of Customer's performance. If a Customer's account must be placed with an attorney for collection, whether a lawsuite is filled or otherwise, or if the services of an attorney are required to protect Pro-Tec Design's interest, Customer agrees to pay all collection costs, including reasonable attorney's fees.
8. Alterations or modifications of the original quotation or specifications, including changes in quantity, material, design or other features, must be communicated in writing by Customer to Pro-Tec Design and accepted by Pro-Tec Design in writing, it being understood any change may increase prices. Customer shall be liable for an reimburse Pro-Tec Design for any and all work in process at the time of Pro-Tec Design's receipt of notice of changes.

SITE CONDITIONS AND WORK PERFORMANCE

9. We are not responsible for protection of our work in place.
10. We will dispose of debris created by our work into Owner-furnished trash bins or container at the site.
11. You shall furnish and make available to us at the site reasonable storage and parking facilities, and convenient delivery access to our work.
12. You shall provide uncluttered and safe access for us to perform our work. The schedule of any other contractors invovled in this project shall be made in consultation with us, and unless otherwise agreed to, shall provide time for us to perform our work on an 8-hour day, 40-hour week basis. This Proposal/Contract does not include provision for our being required to perform overtime work for any reasons unless otherwise stated. An additional charge to the contract shall be made for any mutually agreed upon overtime.
13. We are not responsible for delays or defaults that are occasioned by causes of any kind beyond our control, including but not limited to delays or defaults of Architects, the Owner, the Contractor, any Subcontractors, other third parties, civil disorders, labor disputes, and Acts of God. We shall be entitled to equitable adjustment for delays caused by any Architect, Engineer, Contractor, or Owner.
14. If any drawings, illustrations, or descriptive matter are furnished with this Proposal/Contract, they are approximate and submitted only to show the general sytle, arrangement, and dimensions of equipment offered.
15. All work will be done during standard business hours, Monday through Friday unless otherwise noted.

WARRANTY

16. No liquidated damages will be due.
17. THERE ARE NO WARRANTIES THAT EXTEND BEYOND PRO-TEC DESIGN'S STATED SPECIFICATIONS. PRO-TEC SPECIFICALLY EXCLUDES ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY FOR MERCHANTIBILITY, IMPLIED WARRANTY OF FITNESS, IMPLIED WARRANTY OF DESIGN, AND ALL OTHER IMPLIED WARRANTIES. Customer's sole remedy in any action at law based hereunder (other than an action based on breach of warranty, which warranties are expressly excluded except as set forth herein) shall be limited to the repair or replacement of nonconforming goods or parts, or, at Pro-Tec Design's option, refund of the applicable quote. IN NO EVENT SHALL PRO-TEC DESIGN BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR ECONOMICE DAMAGES OR LOSS. LOST PROFITS OR CONSEQUENTIAL DAMAGES FOR PERSONAL INJURY.

CUSTOMER AGREES THAT THIS PROVISION IS CONSCIONABLE.

18. Pro-Tec Design will warranty the labor and materials covered under this quotation for one year from the date of first beneficial use of the system provided the Owner is current in their payments to Pro-Tec Design, Inc. Accounts that are not current shall not receive warranty work until said accounts are made current. Pro-Tec Design will respond during normal business hours Monday through Friday. Weekends, Holidays and after hours warranty support will be billable to standard overtime rates. Warranty does not include replacement or repair of equipment damaged by Misues, Negligence, Over or Under Voltage, or "Actos of God: such as lightning or other weather related incidents. Warranty only covers the repair or replacement of any parts supplied by Pro-Tec and any labor and travel to and from the site to execute said repairs for one (1) year from the date the Owner has beneficial use of the system. No warranty is extended to not in contract (NIC) equipment. NIC equipment is defined as any equipment not supplied by Pro-Tec or existing equipment that is re-used. The troubleshooting, repair or replacement of NIC equipment will be provided by Pro-Tec at a time and materials basis.
19. Pro-Tec Design is not an insurer of Customer's risks and exposures, Pro-Tec shall not be liable for any failure to perform under this Agreement due to any "Act of God," "Force Majeure," of another cause beyond Pro-Tec Design's control. Pro-Tec Design shall not be liable for any loss or damage caused in whole or in part from negligence, fault, or wrongful act of Customer or of any third persons or parties. Services provided under this Agreement are for the sole benefit of the Customer and no rights are, or may be, conferred on any other party as a third-party beneficiary, by transfer or assignment, or otherwise. Pro-Tec Design's total liability is limited to the contract price; as matter of law, this limitation does not apply to fraud, willful injury, or willful violation of the law.

OTHER

20. This Proposal/Contract, including the provisions printed above and any specifications or other provisions attached hereto, when accepted by you and Pro-Tec Design shall constitute the Contract between us, and all prior representations or agreements not incorporated herein are superseded. Any terms or conditions contained in any Customer proposal/contract/purchase order are expressly rejected and shall not bind Pro-Tec Design or affect or invalidate any terms contained herein. Terms and conditions herein shall not be modified except upon Pro-Tec Design's written agreement.
21. This Proposal/Contract shall be interpreted and governed by the laws of the State of Minnesota. Any disputes arising out of business conduced hereunder shall be venued in the district court of the State of Minnesota. In case of dispute, the prevailing party shall be awarded reasonable attorney's fees.
22. The design and/or intent of the items listed in this system specification is considered intellectual property and owned by Pro-Tec Design and will not be disclosed to any party other than those intended by Pro-Tec Design. Disclosure of this design/intent will subject the discloser to Consultant Fees equivalent of the above listed design/build quotation.
23. Customer agrees that during the term of this contract and for two years following termination, they will not directly or indirectly solicit for hire nor contract for services any employee who performs services hereunder without Pro-Tec Design's written consent.
24. This proposal and any documents associated with it supersede any prior verbal or written information provided.

MAKING OUR WORLD SAFER BY
PROTECTING OUR CLIENTS WITH TECHNOLOGY

Pro-Tec Design
5929 Baker Road, Suite 400
Minnetonka, MN 55345

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO KRISTA MILNE

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Krista Milne was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Krista Milne for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Krista Milne shall start at Step 4 of the Wage Scale at $13.29 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO COURTNEY WELFRING

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Courtney Welfring was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Courtney Welfring for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Courtney Welfring shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO HAILEE ELMER-NELSON

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Hailee Elmer-Nelson was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Hailee Elmer-Nelson for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Hailee Elmer- Nelson shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 7th day of July 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PARKS, RECREATION AND CULTURE BOARD MEETING MINUTES
June 23, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager; Matt Sylvester- Public Services Director

Agenda/Modifications: Witte asked about River Bluff Preserve item and Garvey added that they will review this within the department updates. None added, motion by Witte, second by Gordon to approve the agenda for June 23, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from February 25, 2020. Motion passed 4-0.

3. Park Visits: Garvey reviewed that in 2018, the PRC Board determined that instead of doing a whole group tour during a meeting, it would be more effective for members to each visit a couple of parks ahead of the meeting to provide a more detailed review of the parks. The 2019 Park Assignments were: Aaron Zdon – Academy Park and Whisper Ridge; James Witte – Rum River Meadows, River Bluff Preserve and Isanti Hills Neighborhood Park; Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park; and Jeff Johnson – Mattson Park, Legacy Park and VFW Park. Zdon said that he agreed this was a more efficient way to review the parks as the tour took a much longer time. Witte agreed this was a good way to review the parks. Gordon will take Bluebird, Unity and Riverside Parks and Thum will take Mattson, Legacy and VFW parks. The board members have the park ambassador check list and will bring these back to the July meeting.

4. Department Updates: Garvey reviewed the department updates. Staff cancelled the March Curious Creatures program and movie night, due to COVID-19 health pandemic that is occurring around the country and state. For June 9 we had Water Mania and for July 7 our theme is Cowboys and Cowgirls which was to coincide with the Rodeo. Council decided to move the Fireworks from Thursday July 9 to Saturday July 11 due to the cancellation of the Rodeo and Jubilee Days. The COW discussed the path/walkway that the PRC board had addressed extending or re-routing at the March 17, 2020 meeting and has decided to not pursue this, as the park layout and amenities within the park could change. Staff is continuing to plan for the Pop bottle rocket class, and free tennis lessons that will be in July. Currently we have 5 registered for the youth classes. Kids day is set for Friday July 10 at Bluebird park, with an inflatable water slide, kids dance and the Police and Fire chiefs will give brief safety talks. The medallion hunt will start with clues being released on Monday July 6. Council first postponed the June street dance until September, but decided to add a new band to the June 20 date, Bad Jack with the quick changes that were adjusted from the guidelines that have been in place. The other Street Dance Bands are Sept 12: The Farmer's Daughters, July 18: Brother Ferris and August 8: Brat Pack Radio. The Famer's market opened May 29 and will run through September 25, we will not have a market on July 3 with the holiday. Its open Friday's from 2-6pm. This year we have 18 vendors and each week brings a different variety to choose from. The layout is a bit different this year with having to provide social distancing within the market. The community garden opened on Thursday May 7 and all plots have been reserved, 75 in total; 67 ground plots, 7 raised beds and one elevated bed. Staff is in the process of planting sunflowers in the pollinator area and creating a walkway/maze through it. The northeast corner continues to remain open for future plots. The council has been discussing the upcoming budget and CIP. Within the CIP are items related to the future of parks. In particular, Whisper Ridge, VFW and Isanti Hills Neighborhood Park. These parks have been discussed in the past, almost annually, when we review the park tour items. As of now, the Council has not funded any future replacements for these parks. This is being presented for information for the Park Board to be aware of and to review at future meetings the ideas that the Park Board would have for new items. Sylvester added that within these parks are playground equipment that we can no longer get replacement parts for. Zdon added that he agreed we struggle with replacing parts and that he recalled this being an issue with these parks in the past. Witte asked if River Bluff Preserve had been addressed yet, as he had been in touch with staff with tree's that had fallen. Matt Sylvester reviewed that the PW crew was able to clean up some trees at the dock within River

Bluff preserve, after clarifying from the Mn DNR that this was possible. Tree's had fallen and were interfering with fishing. The river level is quite low right now.

Mayor Johnson had some questions or clarifications to the CIP/budget item that was discussed. Johnson added that the council has been discussing the CIP/budget items and that he wanted to make sure that the PRC board knew that the council is looking at these three parks (Whisper Ridge, VFW and Isanti Hills Neighborhood(IHN)). Council is reviewing moving funds from the equipment replacement to funding a bigger project for Bluebird and to have this park as the main park within Isanti. Thum added that he didn't want to see VFW park go away as kids are using it now and there are lots of kids in that area. Johnson added council was not looking at eliminating any park but that they are asking the board to look into new ideas and wanted to make sure this board was in the loop with this plan or budgeting area. Sylvester reiterated that these parks have the equipment that staff can no longer get replacement parts for and the board is being asked to look into new ideas for replacement, such as open space or other amenities. Zdon didn't want to see any parks eliminated within the city and asked if it was within the plan to have one in every neighborhood. Johnson added that it wasn't an ordinance and that council wasn't looking to eliminate a park and that within our city we have 14 parks. Mayor Johnson added the discussions at council have been to see if the VFW would want to take back or take on VFW park and an idea to have them take down the surrounding fence around that park. Mayor Johnson asked Councilmember Gordon if he had anything to add. Gordon added that he didn't agree with having the one main park idea and adding an amphitheater or other amenities to the park and the funding getting shifted to that, he would like to see more of a cost savings to the citizens. Witte added that he has used IHN park, and didn't want to see any park get eliminated. The idea is for the PRC board to review items that could be added instead of replacing the playground equipment. Zdon brought up a natural park in Waseca that he had visited. The mayor added that he wanted to make sure the PRC board had a voice and council will review this and provide direction to the bord and staff for future meetings to discuss this more. Zdon reviewed that the council and staff will provide more information at a future meeting for the PRC board to review.

Adjournment: Motion by Witte, second by Thum to adjourn the June 23, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:32 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 21, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards
1. Legacy Award: Rum River BMX is being presented with the Legacy Award for having the #1 BMX track in the Nation in 2019 *(Sean Wilson, Larry Merchlewitz, Josh Robinson)*

G. Approve City Council Minutes
1. July 7, 2020- Regular Meeting of the City Council
2. May 19, 2020- Planning Commission Meeting
3. June 2, 2020- Economic Development Authority Minutes

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, July 28, 2020 at 6:00 p.m.
2.	City Council Meeting	Tuesday, August 5, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, August 5, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2020- XXX Consideration of Temporary On-Sale Liquor License for Thunder Brothers Brewery

Chief of Police Travis Muyres

2. Resolution 2020-XXX Accepting DOJ COPS Hiring Program (CHP) 2020 Grant

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $767,554.05 Payroll in the Amount of $101,392.69
2. Resolution 2020-XXX Accepting PT Liquor Store Clerk Letter of Resignation from Sarah Cisar

3. Resolution 2020-XXX Accepting PT Liquor Store Clerk Letter of Resignation from Sheila Johnsrud
4. Resolution 2020-XXX Approving Contract with LanguageLine Services
5. Resolution 2020-XXX Acceptance of Department of Justice Bullet Proof Vest Program Grant
6. Resolution 2020-XXX Acceptance of Urban Area Security Initiative Federal Grant
7. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Elizabeth Kerr

M. Other Communications

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

N. Closed Session

1. Closed Session for review and consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.0401.030 and 16.0400.960

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 7, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

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

Others Present: Joanne Albin, Rick Albin, Scott Boerlke, Mike Colbaugh and Mary Colbaugh

D. Public Comment

Rick Albin, 941 Winsome Way NW, shared his concern for fireworks within the city and what can be done to stop it.

Chief of Police, Travis Muyres shared that last weekend there were approximately six or seven fireworks calls and out of those six or seven only two contacts were made.

Mayor Johnson stated that if the police are not called, they do not know about it.

Chief Muyres stated the issue is that it is hard to pin point where the violations are and it helps when the caller specifies the exact location.

Johnson stated the caller can stay anonymous if they prefer.

E. Adopt Agenda

Addendum:
Remove L.12

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

F. Proclamations/Commendations/Certificate Award

None

G. Approve City Council Minutes

1. June 16, 2020- Regular Meeting of the City Council
2. June 16, 2020- Committee of the Whole Meeting
3. May 19, 2020- Planning Commission Meeting
4. February 25, 2020- Parks, Recreation and Culture Board Meeting

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

H. Announcements

1. Committee of the Whole	Tuesday, July 21, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 21, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 21, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

City Administrator Josi Wood shared that it is anticipated that Isanti County Public Health will be issuing an order regarding 207 Richard Ave. Once the letter is received, staff will be taking steps with the City Attorney regarding the property, as it has been a concern of Council and the residents of Isanti.

Mayor Johnson stated that the police department closed down a house involved with making methamphetamine at 207 Richard Ave. Johnson further shared that the house is now being deemed as a public health risk.

J. Public Hearings

1. **Resolution 2020-121** To Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

Community Development Director, Sheila Sellman, shared that at the June 16th City Council Meeting, council called for a Public Hearing for consideration of a nuisance abatement for 105 Railroad Ave. Sellman continued to share that the owners have had some time to replace the roof and siding and there has been progress made on the roof, but no progress on the siding.

Motion by Councilmember Lundeen to postpone the public hearing to August 5th.

Mayor Johnson asked how long it has been going on.

Sellman stated since August of 2019.

Councilmember Collison stated he would be willing to wait two more weeks and there is no reason that the work should not be completed in two more weeks.

Councilmember Bergley asked if Community Development Director Sheila Sellman has followed the progress.

Sellman stated that yes, progress has been made since notice of the public hearing and the tarp has been removed that was covering up the holes. However, the order has not been completed as of today. Sellman further shared that she has not heard from the owners, but she understood they were in attendance.

Lundeen stated that he strongly recommends that the owners communicate with Sellman.

Owner, Mary Colbaugh, 105 Railroad Ave, shared that the issue is that they do not know how long it is going to take until the roof is stripped and the shingles are off to see what is in there. Colbaugh

continued to share if they do not get a few days of non-rain and strip the roof before that there is thousands of dollars' worth of machinery and products inside the building that need to be moved.

Councilmember Gordon seconded the motion to postpone the public hearing to August 5th. Motion passed 5-0. Motion carried.

K. Business Items

City Administrator Josi Wood

1. **Resolution 2020-122** Approving a Special Event Permit for the 2020 Summer Spectacular Car Show *(Amy Davis)*
   Amy Davis, Rum River Rods, shared that the Summer Spectacular Car Show is on August 8th in downtown Isanti 10:00 a.m. to 3:00 p.m. and they are expecting a few hundred cars at the event.

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

2. **Resolution 2020-123** Expenditure Policy for Coronavirus Relief Funds
   City Administrator Josi Wood shared that a component of the Cares Act allocated $454,377.00 of Coronavirus Relief Funds to the City of Isanti. The funds are to be used for Covid-19 related expenses that occurred due to the public health emergency because of Covid-19. Wood went on to share that the expenses need to be non-budgeted expenses as well as would have had to be incurred between the dates of March 1st, 2020 and December 30th, 2020. With recommendation from the League of Minnesota Cities, staff has drafted a policy on how to spend the funds. The monies shall be used for technology upgrades, COVID testing, disinfection supplies, telework capabilities and medical supplies. Any money that is not utilized will be sent to the County for utilization and if there are still funds left it will be sent back to the federal government.

   Councilmember Lundeen asked if the funds could be utilized for when City Hall was closed to the public and some staff were on paid leave.

   Wood stated that staff that had to use Covid sick leave because they needed childcare services because they were quarantined may be reimbursable. Wood further stated that if staff stayed at home to telework, they are not. However, reimbursable expenses are still being developed.

   Councilmember Bergley asked if the city is going to be doing COVID-19 testing.

   Wood stated that medical supplies for testing will not be purchased, but the ability to get reimbursed for going to any testing center would be.

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

Community Development Director Sheila Sellman

3. **Resolution 2020-124** Approving a Conditional Use Permit for 2 Drive-thru's at 801 Highway 65 PID 16.020.1100
   Community Development Director Sheila Sellman shared that the request is for 2 drive-thru windows at 801 Highway 65 which is the CBD Joint building. The one on the northwest corner of the building will serve the existing CBD Joint retail space and the one on the east side is for

a future tenant. A public hearing was held at the June 16th Planning Commission meeting where no one from the public spoke. Sellman further shared that because they are part of the Highway 65 overlay, a conditional use permit is required. Planning Commission and staff recommended approval.

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

4. **Resolution 2020-125** Approving Conditional Use Permit for Commercial Recreation at 16 Main Street W PID 16.050.0490
   Community Development Director Sheila Sellman shared that in the B-1 Central Business Zoning District, commercial recreation requires a conditional use permit. Therefore, the applicant is requesting a conditional use permit for a gymnasium type use for children. A public hearing was held on June 16th at the Planning Commission meeting. Planning Commission and staff recommended approval.

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

5. **Resolution 2020-126** Approving a Variance for Falcon National Bank for an Additional Freestanding Sign at 905 6th Ave Ct NE PID 16.113.0010
   Community Development Director Sheila Sellman shared that Falcon National Bank is requesting a variance to allow an additional freestanding sign. The proposed sign is for name and address purposes and is 12 square feet. Sellman further shared that the bank is requesting the additional sign because the current sign along highway 65 is not visible on the entrance side of the property and it is confusing to users as to where the bank actually is. Sellman continued to share that the bank meets the requirements for the variance. Planning Commission held a public hearing on June 16th. Planning Commission and staff recommended approval.

   Councilor Bergley asked if the sign is temporary.

   Sellman stated it would be a permanent sign.

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

6. **Resolution 2020-127** Approving a Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota
   Community Development Director Sheila Sellman shared that the applicant Everpine Land Holdings is requesting a preliminary plat, final plat and PUD amendment for Legacy Pines 2nd Addition and this will finish the project. Sellman continued to share that the plat contains 96 single family lots. The setbacks requested in the amendment change the house setback from 10 feet to 7.5 feet on both sides. The Planning Commission held a public hearing on June 16th. Planning Commission and staff recommended approval.

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

7. **Ordinance-734** Amending the City Zoning Code, Ordinance 445, Section 13, Article 4 Subd 1(d) Accessory Structure Location
Community Development Director Sheila Sellman shared that complaints have been received from residents and right now the way the zoning code is written, accessory structures need to be 10 feet from the principal structure on the property. With lots that have odd shapes and large utility easements the property owners are not able to do it. Staff is recommending to update the zoning code by removing the 10 foot requirement and replacing it to refer the setback location to the State Building Code (which is currently 3 ft), it will reduce the need for future amendments from the city, and ease the restrictions from where an accessory structure can be located on a property. The Planning Commission held a public hearing on June 16th. Planning Commission and staff recommended approval.

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

8. **Ordinance-735** Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 Zoning Districts and Section 6 Adding R-1 A Rural Residential Zoning District
Community Development Director Sheila Sellman shared that as directed by City Council staff has prepared a zoning district "R-1A Rural Residential" for annexed properties and properties in town south of Palomino that are over 1-acre. Sellman continued to share that it is to address outdoor storage issues and the impervious surface. Sellman further shared that this has to be done in two steps where this is the ordinance creating the district and the next Planning Commission meeting will be the actual rezoning of the properties. A neighborhood meeting will be held on July 14th to discuss this matter. The Planning Commission held a public hearing on June 16th and Planning Commission and staff recommended approval.

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

9. **Ordinance-736** Amending the City Zoning Code, Ordinance 445, Section 15 Subd E Fence Setbacks
Community Development Director Sheila Sellman shared that this ordinance is to amend the fencing requirements and right now the zoning code states that privacy fences that abut public right-of-way need to be setback 15 feet from the public right-of-way. Sellman continued to share that staff is recommending to take the language out and the property owners can go up to their property line as the 15 feet setback takes up most property owners' backyards. Sellman further shared that if a property abuts a sidewalk, the fence needs to be setback a minimum of 2 feet from any sidewalk. Planning Commission held a public hearing and Planning Commission and staff recommend approval.

Councilmember Lundeen asked if Public Services Director Matt Sylvester was okay with 2 feet from the sidewalk.

Sellman stated that Sylvester is fine with 2 feet form any sidewalk.

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

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $503,597.10 Payroll in the Amount of $99,051.55 and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $8,175.21
2. **Resolution 2020-128** Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
3. **Resignation 2020-129** Accepting Cassondra Emmel Letter of Resignation
4. Approving Request for Proposals for Codification Services
5. **Resolution 2020-130** to Declare Certain Property as Surplus and Authorize its Sale by Public Surplus Online Public Auction
6. **Resolution 2020-131** Appointing Election Judges for the 2020 Primary Election
7. **Resolution 2020-132** Release of Development Agreement for Dollar General
8. **Resolution 2020-133** Amending a Donation from the Rotary Club of Cambridge & Isanti
9. **Resolution 2020-134** Approving Installation of CCTC Security Camera System at City Hall, Water Treatment Facility and Police Department
10. **Resolution 2020-135** Offering the Position of Part-Time Liquor Store Clerk to Krista Milne
11. **Resolution 2020-136** Offering the Position of Part-Time Liquor Store Clerk to Courtney Welfring
12. ~~Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Hailee Elmer-Nelson~~

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

M. Other Communications

1. Draft Minutes from the June 23, 2020 Parks, Recreation and Culture Board Meeting

N. Closed Session

1. Discussion regarding consideration to purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.0292.100 and 16.5020.050.

Mayor Johnson announced the Council was going into closed session at 7:47 p.m. regarding purchase of real property pursuant to Minn. Stat. 13D.05, subd. (3) for PID16.0292.100 and 15.5020.050.

Mayor Johnson reopened the meeting for a decision. A motion was made by Lundeen directing staff into negotiations on PID 16.0292.100, seconded by Collison. Motion passed 4-1 with Gordon voting nay.

Adjournment

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

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, MAY 19, 2020
at **7:45 P.M. virtually* through gotomeeting.com;**

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:45pm
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon (phone).
     Members Absent: Alexander Collins
     Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from April 21, 2020 Planning Commission Meeting motion by Bergley, second by Lundeen motion passes 6-0.

3. **Public Hearing**

   - A. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business Districts, Article one, "B-1" Central Business District and Article two "B-2" General Business District, Subd. 2: Permitted Uses, to add mobile food units as a permitted use. Sellman explained that the city recently updated the city code to include mobile food units therefore the zoning code had to be updated to determine zoning districts for this use. No one from the public spoke at the public hearing. Motion by Lundeen, second by Collison to approve the amendment, motion passed 6-0.

   - B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 2 Definitions: Section 7 Business District and Article two, "B-2" General Business District, Subd 3: Conditional uses, to add micro distillery cocktail room as a conditional use. Sellman explained that the city recently updated city code to include micro distillery cocktail room and therefore the zoning code had to be updated to determine the zoning district for this use as well as the definition. No one from the public spoke on this item at the public hearing. Motion by Lundeen, second by Collison to approve, motion passed 6-0.

   - C. Ordinance Amending the City Zoning Code, Ordinance 445, Section 6, Articles 1, 2, Subd. 6.B. Maximum Impervious Surface Coverage. Sellman explained that there have been complaints/concerns expressed from the development community on impervious surface. With the smaller lots being accepted for development, 25% impervious is just not enough. No one from the public spoke on this item at the public hearing. Staff recommended increasing the impervious to 35%, The Commission recommended increasing to 40%. Motion by Lundeen to increase the impervious surface to 40% and amend the ordinance accordingly, second by Bergley, motion passed 6-0.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Bergley, 2nd by Collision to adjourn, motion passed 6-0 meeting adjourned at 8:02pm.

Respectfully submitted Sheila Sellman Community Development Director

Economic Development Authority
Meeting Minutes
June 2, 2020

1. **Call to Order**: EDA President Johnson called the meeting to order at 8:35pm
   a. **Pledge of Allegiance**
   b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Dan Collins, Paul Bergley, Jimmy Gordon, Justin Nielson, Luke Merrill. Staff present: Sheila Sellman Community Development Director, Josi Wood City Administrator
   c. **Agenda Modifications:** None
   d. **Swear in Luke Merrill**

2. **Approval of the Agenda:** Motion by Lundeen to approve, second by Bergley motion passed 7-0

3. **Approve Minutes of March 4, 2020 Regular Economic Development Authority Meeting:** Motion to approve by Lundeen, second by Bergley motion passed 7-0.

4. Business Items
   a. **Consider Authorization for Advertising for Quotes for Lease of EDA/City Owned Crop Land:** Sellman requested authorization to advertise quotes for lease of the EDA land north of the WWTP. Merrill asked what the income from the land is, Sellman responded that it was around $6,000 for the year, but didn't have the exact number at this time. Johnson proposed the EDA sell the land. Nielson mentioned that a lot of businesses are looking to move north and out of the metro area. Sellman explained that the lease has a clause that the city can sell the land at any time. Motion by Johnson to seek quotes for crop lease and to get an appraisal with a not to exceed expenditure of $500, Second by Lundeen, motion passed 7-0.
   b. **RLF One-Time Exception Discussion:** Sellman explained that the City has a Revolving Loan Fund (RLF) to provide short-term financing to assist business in the form of a loan. This money is typically used for gap financing and can't be used for anything else. The State is making a one-time exception to the use of this money if the City gives 20% back to the State. If the city gave 20% back to the state then the remaining balance could be used for general funds this one time. The current balance is $144,885.00 if the city gave back 20% to the state ($28,977) then the balance would be $115,908. Staff recommended to keep the money and not return to the state. Merrill asked if there would be repercussions for future money or grants from the state. Sellman said there is no indication that will happen. Motion by Lundeen to keep the money, second by Merrill. Motion passed 7-0.

5. **Other Business / Updates / Communications:** Sellman gave updates.

6. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn at 8:52pm motion passed 7-0 meeting adjourned.

K.1.

RESOLUTION 2020-XXX

CONSIDERATION OF TEMPORARY ON-SALE LIQUOR LICENSES FOR THUNDER BROTHERS BREWERY FOR THE 2020 ISANTI STREET DANCES

WHEREAS, the City has received Temporary On-Sale Liquor License applications from Thunder Brothers Brewery for the 2020 Isanti Street Dances which will be held August 8, 2020 and September 12, 2020 on Main Street, adjacent to the intersection of Main Street and 1st Avenue; and,

WHEREAS, the applicant has paid the required application fees for Temporary On-Sale Liquor Licenses as set forth in the Fee Schedule; and,

WHEREAS, Thunder Brothers Brewery has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, Approval from the State of Minnesota Alcohol and Gambling is required; and,

WHEREAS, the Isanti Police Department has completed a background investigation and has made a recommendation for approval;

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

1. Thunder Brothers Brewery application for an On-Sale Liquor Licenses for the Isanti Street Dances scheduled for August 8, 2020 and September 12, 2020 are approved.

This Resolution is hereby approved by the Isanti City Council this 21st day of July 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE 1-4 DAY

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION: Thunder Brothers Brewery	DATE ORGANIZED: 2018	TAX EXEMPT NUMBER: [redacted] N/A	
STREET ADDRESS: 2 Enterprise Ave, Suite A3	CITY: Isanti	STATE: MN	ZIP CODE: 55040
NAME OF PERSON MAKING APPLICATION: Warren Thunstrom	BUSINESS PHONE:	HOME PHONE:	

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days): 7/18 - 7PM - 11 PM	TYPE OF ORGANIZATION ☐ CLUB ☐ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME: Warren Thunstrom	ADDRESS
ORGANIZATION OFFICER'S NAME	ADDRESS
ORGANIZATION OFFICER'S NAME	ADDRESS

Description of Event: Street Dance

Location where license will be used. If an outdoor area, describe.
Main Street

Premise Address

Name of applicant's liquor liability insurance carrier:
Acuity

Signature: Warren Thunstrom Date: 7-1-20

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT	DATE APPROVED
DATE FEE PAID	LICENSE DATES
BACKGROUND CHECK APPROVED ☐ Yes ☐ No	
APPLICANT HAS MET WITH POLICE CHIEF ☐ Yes ☐ No	

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event: Main Street Isanti

Describe Designated Entry into the Event Area:

Walk-Up

Describe What Controls will be Used at the Entrance (I.D. Bands etc):

I.D. shown at each purchase

K.2.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Police Chief
Date: July 21, 2020
Subject: Resolution accepting DOJ COPS Hiring Program (CHP) 2020 Grant

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The City Council authorized staff to seek out and apply for public safety grant oppertunities. The City of Isanti approved Staffing Plan outlines hiring a Police Officer in 2022. The Police Department applied for the DOJ CHP 2020 grant in March, 2020.

The U.S. Department of Justice on June 2 announced nearly $400 million in grant funding through the Department's Office of Community Oriented Policing Services, COPS, COPS Hiring Program, CHP. Funding awards to 596 law enforcement agencies across the nation were announced. The Isanti Police Department was one of 14 agencies in Minnesota receiving the award in the amount of $125,000.

Recommendation:
Staff is recommending the acceptance of $125,000 in grant funding for a Police Officer Position.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Accept $125,000 in DOJ CHP 2020 grant funding
2. Authorize Staff to sign agreements and documentation related to the DOJ CHP 2020 Grant
3. Authorize staff to fill the DOJ CHP Grant Funded Police Officer Position immediate
4. Approve Resolution as written

Attachments:

- Resolution 2020-XXX
- DOJ CHP 2020 award letter
- DOJ CHP 2020 award list

RESOLUTION 2020 -XXX

ACCEPTANCE OF DEPARTMENT OF JUSTICE COPS HIRING PROGRAM (CHP) 2020 GRANT AND AUTHORIZATION TO HIRE A POLICE OFFICER

WHEREAS, per Resolution 2020-018 Staff was approved to apply for grant opportunities that would promote, assist or encourage police efforts within the Police Department; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, the Isanti Police Department applied for a competitive CHP grant in March 2020; and,

WHEREAS, The Isanti Police Department was awarded a CHP Grant in the amount of $125,000; and,

WHEREAS, the awarded funding CHP reimburses $125,000 for hiring a new officer; and,

WHEREAS, the City of Isanti staffing plan outlined the hiring of an officer in 2022; and,

WHEREAS, the CHP grant award allows the City to hire the officer as early as July 1st 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept $125,000 in grant funds from the Department of Justice COPS Hiring Program;

BE IT FUTHER RESOLVED by the City Council of the City of Isanti, Minnesota to approve the following:

1. Authorize Staff to sign necessary documentation to obtain the grant.
2. Authorize Staff to fill a new FT Police Officer position immediately per the City's hiring process and revise the Staffing plan for the Police Department.

This Resolution hereby approved by the Isanti City Council this 21st day of July 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street. NE, Washington, D.C. 20530

COPS

June 25, 2020

Chief of Police Travis Muyres
Administrator Josi Wood

Isanti Police Department
401 1st Avenue Northwest
P.O. Box 428
Isanti, MN 55040

Re: COPS Hiring Program award number 2020UMWX0409
ORI MN03003

Dear Chief of Police Muyres and Administrator Wood:

Congratulations on your agency's award for 1 officer position(s) and $125,000.00 in federal funds over a three-year award period under the 2020 COPS Hiring Program (CHP). The local cash match required for this award will be $208,073.00. Your agency may use CHP award funding to (1) hire new officers, (2) rehire officers who have been laid off, or (3) are scheduled to be laid off on a specific future date, as a result of local budget reductions, on or after the official award start date. Please note that any changes to the awarded hiring categories require an official review and approval by the COPS Office.

A list of conditions that apply to your award is included on your Award Document and Award Document Supplement, if applicable. A limited number of agencies may be subject to an Additional Award Notification as a result of an ongoing federal civil rights investigation, other award review, or audit of your agency by the Department of Justice. If applicable to your agency, the Additional Award Notification is included at the end of this letter and is incorporated by reference as part of this letter. In addition, a limited number of agencies may be subject to Special Conditions as a result of high risk designation or other unique circumstances. If applicable to your agency, these Special Conditions will be found in an Award Document Supplement in your award package. You should read and familiarize yourself with these conditions. **To officially accept your award, the Award Document (including the conditions and special conditions, if applicable) must be signed electronically via the Account Access link on the COPS Office website at www.cops.usdoj.gov within 45 days from the date of this letter.**

The official start date of your award is 07/01/2020. Therefore, you can be reimbursed for allowable and approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum (FCM) included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process and award funds may only be used for approved items. The FCM will specify the final award

amount and will also identify any disallowed costs.

Supplemental online award information for 2020 COPS CHP recipients can be found on the CHP Program page at https://cops.usdoj.gov/chp-award. We strongly encourage you to visit this site immediately to access a variety of important and helpful documents that will assist you with the implementation of your award including the 2020 CHP Award Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your award. In addition, the above website link includes the forms and instructions necessary to begin drawing down funds for your award. Please also ensure that you print out a copy of your application and maintain it with your award file records.

Once again, congratulations on your 2020 CHP award. If you have any questions about your award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 800-421-6770.

Phillip E. Keith, Director Date: 06/25/2020

Additional Award Notification

COPS HIRING PROGRAM (CHP) 2020 AWARDS

State	Law Enforcement Agency	Officers	Award Amount
AK	Akiak Native Community	2	$214,956
AK	Bethel Police Department	1	$125,000
AK	Chevak, City of	6	$491,234
AK	Ft. Yukon Police Department	2	$240,598
AK	Marshall, City of	3	$403,688
AK	Nome Police Department	1	$125,000
AK	Northwest Arctic Borough	3	$375,000
AK	Palmer Police Department	1	$125,000
AL	Alexander City	2	$243,222
AL	Dekalb County Sheriff's Department	4	$488,750
AL	Falkville, Town of	2	$230,594
AL	Helena, City of	4	$500,000
AL	Madison County Commission	20	$2,375,000
AL	Mobile Police Department	15	$1,766,082
AL	Montevallo Police Department	1	$125,000
AL	Montgomery County Sheriff's Department	3	$375,000
AL	Satsuma Police Department	2	$250,000
AL	Tarrant Police Department	3	$329,514
AL	Troy, City of	2	$250,000
AR	Faulkner County Sheriff's Department	6	$741,267
AR	Fayetteville, City of	2	$250,000
AR	Glenwood Police Department	2	$228,196
AR	Jonesboro Police Department	5	$618,158
AR	Little Rock Police Department	7	$875,000
AR	Pike County Sheriff's Department	2	$243,266
AR	Pine Bluff, City of	2	$310,518
AR	Searcy Police Department	2	$338,036
AR	Springdale Police Department	3	$375,000
AR	Trumann School District	1	$105,417
AR	Wilmot, City of	1	$115,968
AS	American Samoa Criminal Justice Planning Agency	15	$1,033,440
AZ	Apache Junction Police Department	8	$1,000,000
AZ	Camp Verde Marshal	1	$125,000
AZ	Coconino County Sheriff's Department	4	$500,000
AZ	Maricopa, City of	3	$375,000
AZ	Nogales Police Department	3	$704,122
AZ	Peoria, City of	3	$375,000
AZ	Pima County Sheriff's Department	10	$1,250,000
AZ	Sahuarita, Town of	2	$250,000
AZ	Winslow, City of	2	$250,000

CA	Alameda County	8	$4,816,328
CA	Alturas, City of	1	$125,000
CA	Antioch, City of	6	$750,000
CA	Bell Gardens, City of	3	$375,000
CA	Brawley, City of	1	$125,000
CA	Chino, City of	2	$250,000
CA	Chula Vista, City of	6	$750,000
CA	Contra Costa County Sheriff's Department	2	$250,000
CA	Corona, City of	3	$375,000
CA	Covina Police Department	2	$250,000
CA	Fontana, City of	5	$625,000
CA	Glendale, City of	2	$250,000
CA	Huron Police Department	2	$391,786
CA	Kings County Sheriff's Department	4	$500,000
CA	La Jolla Band of Luiseno Indians	1	$125,000
CA	Lancaster, City of	4	$500,000
CA	Madera County Sheriff's Department	5	$625,000
CA	McFarland, City of	7	$2,566,787
CA	Mendota Police Department	1	$125,000
CA	Parlier Police Department	1	$254,247
CA	Pittsburg Police Department	1	$125,000
CA	Rialto Police Department	3	$375,000
CA	San Bernardino Police Department	13	$5,383,549
CA	San Jose, City of	20	$2,500,000
CA	Santa Ana, City of	10	$1,250,000
CA	Tracy, City of	3	$375,000
CA	Turlock Police Department	4	$500,000
CA	Vallejo, City of	8	$5,114,754
CA	Willits Police Department	1	$294,788
CA	Woodlake Police Department	1	$232,574
CA	Woodland Police Department	3	$375,000
CO	Arvada Police Department	4	$500,000
CO	Custer County Sheriff's Department	1	$125,000
CO	Florence Police Department	2	$250,000
CO	Garfield County Sheriff's Department	1	$125,000
CO	Greeley Police Department	2	$250,000
CO	Mesa County Sheriff's Department	5	$625,000
CO	Telluride Marshal's Department	1	$125,000
CT	Bridgeport, City of	15	$1,875,000
CT	East Haven Police Department	1	$125,000
CT	Hartford, City of	10	$2,391,351
CT	New London Police Department	6	$2,195,583
CT	Norwich Police Department	6	$2,069,204
CT	Trumbull Police Department	1	$125,000
DC	Metropolitan Police Department	25	$3,125,000
DE	Dover Police Department	5	$625,000

DE	Laurel, Town of	1	$125,000
DE	Newark, City of	1	$125,000
DE	Ocean View, Town of	1	$125,000
FL	Bradenton Police Department	3	$375,000
FL	Cape Coral Police Department	4	$500,000
FL	Clay County Sheriff's Department	5	$625,000
FL	Collier County Sheriff's Department	4	$500,000
FL	Florida City	2	$231,918
FL	Ft. Myers, City of	10	$1,250,000
FL	Ft. Pierce Police Department	10	$1,250,000
FL	Ft. Walton Beach, City of	3	$329,595
FL	Highlands County Board of County Commissioners	2	$250,000
FL	Jacksonville, City of	40	$5,000,000
FL	Jefferson County Sheriff's Department	1	$118,838
FL	Metropolitan Dade County	42	$5,250,000
FL	Miami, City of	15	$1,875,000
FL	Nassau County Board of County Commissioners	4	$500,000
FL	Orange County Sheriff's Office	20	$2,500,000
FL	Orlando, City of	10	$1,250,000
FL	Palm Bay, City of	6	$750,000
FL	Pasco County Sheriff's Department	30	$3,750,000
FL	Port St. Lucie, City of	4	$500,000
FL	St. Cloud Police Department	4	$500,000
FL	St. Lucie County Sheriff's Office	10	$1,250,000
FL	St. Petersburg Police Department	25	$3,125,000
FL	Starke, City of	2	$250,000
FL	Sunrise Police Department	1	$125,000
FL	Walton County Sheriff's Department	12	$1,500,000
FL	West Palm Beach, City of	30	$3,750,000
GA	Burke County Sheriff's Department	6	$649,679
GA	Conyers Police Department	4	$500,000
GA	Crisp County Sheriff's Department	1	$125,000
GA	Dublin Police Department	3	$375,000
GA	Glynn County Board of Commissioners	8	$1,402,620
GA	Griffin, City of	3	$375,000
GA	Habersham, County of	2	$174,818
GA	Helen, City of	2	$250,000
GA	Montgomery County Sheriff's Department	1	$110,888
GA	Newton County Sheriff's Department	7	$842,094
GA	Savannah, City of	15	$1,875,000
GA	Treutlen County Sheriff's Department	1	$92,682
IA	Altoona Police Department	6	$750,000
IA	Burlington, City of	1	$125,000
IA	Des Moines, City of	4	$500,000
IA	Hiawatha, City of	1	$125,000
IA	Jasper County Sheriff's Department	1	$299,522

IA	Leon Police Department	1	$125,000
IA	Madrid, City of	1	$125,000
IA	Manning Police Department	1	$125,000
IA	Marshalltown Police Department	1	$125,000
IA	Monroe, City of	1	$114,771
IA	Pleasant Hill, City of	1	$125,000
IA	Stuart, City of	1	$125,000
IA	Wapello, City of	1	$125,000
IA	Warren County Sheriff's Department	1	$125,000
ID	Nampa Police Department	4	$1,095,341
ID	Pocatello, City of	5	$625,000
ID	Salmon, City of	1	$123,930
ID	Twin Falls County Sheriff's Department	1	$125,000
IL	Anna Police Department	1	$125,000
IL	Broadview Police Department	2	$250,000
IL	Brooklyn Police Department	1	$123,044
IL	Caseyville Police Department	1	$125,000
IL	Charleston Police Department	1	$125,000
IL	Chicago, City of	75	$9,375,000
IL	Cicero, Township of	3	$375,000
IL	Collinsville Police Department	6	$750,000
IL	Fox Lake, Village of	2	$250,000
IL	Galesburg Police Department	2	$250,000
IL	Kankakee County Sheriff's Department	2	$250,000
IL	Lincoln Police Department	1	$125,000
IL	Litchfield Police Department	1	$125,000
IL	North Chicago Police Department	6	$750,000
IL	Ogle County Sheriff's Department	3	$375,000
IL	Olympia Fields Police Department	1	$125,000
IL	Prospect Heights Police Department	1	$125,000
IL	River Grove Police Department	2	$250,000
IL	Riverdale, Village of	5	$1,046,519
IL	Univeristy of Illinois at Chicago	6	$750,000
IL	Willowbrook Police Department	3	$375,000
IL	Winnebago County Sheriff's Department	5	$625,000
IN	Cannelton Police Department	1	$192,863
IN	Decatur County Sheriff's Department	2	$250,000
IN	East Chicago, City of	3	$375,000
IN	Fort Wayne Police Department	5	$625,000
IN	Howard County Sheriff's Department	5	$625,000
IN	Jackson County Sheriff's Department	2	$250,000
IN	Kokomo Police Department	10	$1,250,000
IN	Perry County Sheriff's Department	1	$125,000
IN	Rush County Sheriff's Department	1	$125,000
IN	Steuben County Sheriff's Department	3	$375,000
IN	Tippecanoe County Sheriff's Office	2	$250,000

IN	Vigo County	7	$875,000
IN	Winona Lake Police Department	1	$125,000
KS	Arkansas City Police Department	1	$125,000
KS	Atchison County Sheriff's Department	1	$125,000
KS	Bonner Springs Police Department	1	$125,000
KS	Bourbon County Sheriff's Department	1	$118,792
KS	Cheney Police Department	2	$250,000
KS	Cherryvale Police Department	1	$125,000
KS	Gardner Police Department	1	$125,000
KS	Goodland Police Department	1	$125,000
KS	Hesston Police Department	1	$125,000
KS	Hiawatha Police Department	1	$125,000
KS	Kansas City Police Department	5	$1,322,150
KS	Pratt Police Department	1	$125,000
KS	Wabaunsee County Sheriff's Department	2	$224,965
KS	Wellsville Police Department	1	$123,624
KS	Wichita, City of	7	$875,000
KY	Allen County Sheriff's Department	1	$123,138
KY	Beattyville Police Department	1	$125,000
KY	Berea, City of	2	$250,000
KY	Booneville, City of	1	$60,502
KY	Carlisle County Sheriff's Department	2	$203,106
KY	Corbin Police Department	2	$250,000
KY	Daviess County Sheriff's Department	2	$250,000
KY	Elkton Police Department	1	$125,000
KY	Elliott County Fiscal Court	1	$203,036
KY	Flemingsburg Police Department	1	$125,000
KY	Monroe County Sheriff's Department	2	$221,418
KY	Morgan County Sheriff's Department	1	$94,710
KY	Morgantown Police Department	2	$250,000
KY	Owenton, City of	1	$125,000
KY	Paducah Police Department	3	$375,000
KY	Russell County Sheriff's Department	2	$144,467
KY	Simpson County Sheriff's Office	2	$250,000
KY	Stanton, City of	1	$154,611
KY	Union County Sheriff's Department	4	$500,000
LA	Bogalusa Police Department	2	$216,857
LA	Gretna Police Department	3	$375,000
LA	Kenner, City of	15	$1,875,000
LA	Lafayette Parish Sheriff's Office	5	$603,472
LA	Lake Arthur Police Department	1	$77,351
LA	Monroe Police Department	8	$1,000,000
LA	New Orleans Police Department	30	$3,750,000
LA	Shreveport, City of	13	$1,218,512
LA	Slidell Police Department	5	$625,000
LA	Southern University at New Orleans	1	$124,819

LA	West Monroe Police Department	2	$228,335
MA	Easthampton Police Department	1	$125,000
MA	Hopedale, Town of	1	$125,000
MA	Lynn Police Department	7	$875,000
MA	Marshfield Police Department	2	$250,000
MA	Northeastern University	3	$375,000
MA	West Springfield Police Department	5	$625,000
MD	Baltimore County Police Department	10	$1,250,000
MD	Baltimore Police Department	10	$2,830,272
MD	Brentwood, Town of	1	$125,000
MD	Cecil County Sheriff's Department	3	$375,000
MD	Charles County	2	$250,000
MD	Mt. Rainier Police Department	1	$125,000
MD	Seat Pleasant Police Department	10	$1,455,228
MD	St. Mary's County Sheriff's Office	4	$500,000
ME	Androscoggin County Sheriff's Department	2	$250,000
ME	Biddeford Police Department	1	$125,000
ME	Brewer, City of	1	$125,000
ME	Eliot Police Department	1	$125,000
ME	Fryeburg Police Department	1	$125,000
ME	Mexico Police Department	1	$266,073
ME	Old Orchard Beach Police Department	1	$125,000
ME	Oxford Police Department	1	$125,000
ME	Paris Police Department	1	$125,000
ME	Rumford Police Department	1	$125,000
ME	Washburn Police Department	1	$125,000
ME	Windham Police Department	1	$125,000
ME	York County Sheriff's Department	2	$250,000
MI	Battle Creek, City of	4	$500,000
MI	Beaverton City Police Department	1	$125,000
MI	Cheboygan County Sheriff's Department	1	$125,000
MI	Clare County Sheriff's Department	2	$237,563
MI	Detroit, City of	15	$2,474,706
MI	Genesee County	5	$625,000
MI	Gladwin County Sheriff's Department	1	$125,000
MI	Grand Rapids Police Department	5	$625,000
MI	Inkster, City of	6	$1,459,734
MI	Ionia, County of	1	$125,000
MI	Kalamazoo Department of Public Safety	15	$1,875,000
MI	Lansing Police Department	5	$625,000
MI	Muskegon County Sheriff's Department	1	$125,000
MI	Niles, City of	1	$125,000
MI	Parchment School District	1	$125,000
MI	Redford, Charter Township of	4	$500,000
MI	Three Rivers, City of	1	$125,000
MI	Wayland City Police Department	1	$125,000

MI	Wayne Police Department, City of	1	$125,000
MN	Aitkin County Sheriff's Department	1	$125,000
MN	Cottage Grove Department of Public Safety	1	$125,000
MN	Floodwood, City of	1	$125,000
MN	Goodhue County Sheriff's Department	1	$125,000
MN	Hastings Police Department	1	$125,000
MN	Isanti Police Department	1	$125,000
MN	Long Prairie Police Department	1	$125,000
MN	Lower Sioux Indian Community	1	$189,216
MN	Maplewood Police Department	1	$125,000
MN	St. Joseph Police Department	1	$125,000
MN	Stearns County Sheriff's Department	1	$125,000
MN	Steele County Sheriff's Office	1	$125,000
MN	Waite Park, City of	3	$375,000
MN	Washington County Sheriff's Department	1	$125,000
MO	Breckenridge, City of	3	$365,741
MO	Camden County Sheriff's Department	3	$316,451
MO	Greene County Sheriff's Department	6	$602,598
MO	Howell County Sheriff's Department	2	$211,057
MO	Kansas City Board of Police Commissioners	18	$3,675,522
MO	St. Clair County Sheriff's Department	1	$95,070
MO	St. Francois County Sheriff's Department	1	$105,604
MO	St. Robert Police Department	2	$250,000
MO	Vienna, City of	1	$92,086
MO	Washington County Sheriff's Department	3	$274,055
MP	Northern Mariana Islands, Commonwealth of	8	$716,268
MS	Biloxi Police Department	3	$375,000
MS	Carroll County Sheriff's Office	1	$125,000
MS	Desoto County Sheriff's Department	5	$625,000
MS	Duck Hill Police Department	1	$120,452
MS	Edwards Police Department	2	$237,850
MS	Glendora, City of	1	$61,361
MS	Hattiesburg, City of	4	$490,012
MS	Lamar County Sheriff's Department	1	$109,299
MS	Lexington, City of	2	$147,476
MS	Moss Point Police Department	2	$241,407
MS	Tishomingo County Sheriff's Department	1	$108,242
MS	Tunica County Sheriff's Department	10	$1,250,000
MS	Winona, City of	1	$106,326
MT	Broadwater County Sheriff's Office	2	$250,000
MT	Carbon County Sheriff's Department	1	$125,000
MT	Gallatin County	3	$375,000
MT	Lake County Sheriff's Department	1	$219,009
MT	Lewis and Clark County Sheriff's Department	1	$125,000
MT	Miles City	1	$125,000
MT	Mineral County Sheriff's Department	1	$223,779

MT	Missoula, City of	2	$250,000
MT	Park County Sheriff's Department	1	$125,000
MT	Prairie County Sheriff	1	$179,593
MT	Sweet Grass County	1	$125,000
MT	Troy Police Department	1	$189,779
NC	Alamance County Sheriff's Office	3	$375,000
NC	Ashe County Sheriff's Department	4	$485,739
NC	Benson Police Department	1	$124,540
NC	Buncombe County Sheriff's Department	3	$375,000
NC	Caldwell County	1	$123,045
NC	Catawba County	5	$625,000
NC	Catawba Police Department	1	$125,000
NC	Cleveland County	4	$500,000
NC	Elizabeth City	2	$250,000
NC	Gaston County	10	$1,158,278
NC	Guilford County Sheriff's Department	3	$375,000
NC	Haw River Police Department	3	$375,000
NC	High Point Police Department	7	$875,000
NC	Lumberton, City of	3	$375,000
NC	Pasquotank County Sheriff's Department	2	$250,000
NC	Princeton Police Department	1	$125,000
ND	Lincoln Police Department	2	$250,000
ND	Mandan Police Department	2	$250,000
ND	Renville County Sheriff's Office	1	$205,446
ND	Stark County Sheriff's Department	1	$125,000
NE	Douglas County Sheriff's Department	2	$250,000
NE	Gordon, City of	1	$100,954
NE	Lincoln Police Department	5	$625,000
NE	South Sioux City	1	$125,000
NE	St. Paul, City of	1	$125,000
NH	Claremont, City of	1	$125,000
NH	Hollis Police Department	1	$125,000
NH	Laconia Police Department	2	$250,000
NH	Manchester Police Department	10	$1,250,000
NH	Somersworth Police Department	1	$125,000
NH	Thornton, Town of	1	$125,000
NJ	Berkeley Police Department	10	$1,250,000
NJ	Bogota, Borough of	1	$125,000
NJ	Camden County Police Department	10	$2,141,041
NJ	Essex County Sheriff's Office	15	$1,875,000
NJ	Garfield, City of	3	$375,000
NJ	Newark, City of	15	$1,875,000
NJ	Orange Township, City of	15	$1,875,000
NJ	Passaic, City of	8	$1,000,000
NJ	Paterson, City of	10	$1,886,048
NJ	Salem Police Department	2	$291,396

NJ	Sayreville Police Department	8	$1,000,000
NJ	Township of Belleville	11	$1,375,000
NJ	Trenton, City of	10	$1,250,000
NJ	Wildwood Police Department	6	$750,000
NM	Albuquerque Police Department	40	$9,740,029
NM	Bernalillo County Sheriff's Department	5	$1,536,750
NM	Bloomfield Police Department	2	$250,000
NM	Espanola Police Department	3	$647,160
NM	Rio Rancho Department of Public Safety	5	$1,149,442
NM	Sandoval County	5	$625,000
NV	North Las Vegas Police Department	2	$250,000
NV	University of Nevada, Las Vegas	2	$250,000
NV	West Wendover Police Department	2	$250,000
NY	Binghamton, City of	2	$250,000
NY	Chemung County	1	$125,000
NY	Clinton County Sheriff's Office	4	$500,000
NY	Fulton County Sheriff's Office	1	$125,000
NY	New York City Police Department	100	$11,563,600
NY	Niagara Falls Police Department	8	$2,313,738
NY	Owego, Village of	3	$797,815
NY	Spring Valley Police Department	3	$1,020,664
OH	Aberdeen Police Department	1	$104,101
OH	Akron, City of	12	$3,957,780
OH	Bay Village, City of	1	$125,000
OH	Brooklyn, City of	1	$125,000
OH	Cambridge, City of	2	$250,000
OH	Canton, City of	5	$625,000
OH	Cincinnati, City of	86	$10,750,000
OH	Cleveland, City of	30	$7,968,944
OH	Dayton, City of	5	$625,000
OH	East Cleveland Police Department	3	$626,768
OH	Euclid, City of	3	$375,000
OH	Fairborn, City of	2	$250,000
OH	Fayette, Village of	1	$125,000
OH	Greenfield, City of	1	$125,000
OH	Hamilton County Sheriff's Office	10	$1,250,000
OH	Jackson County Sheriff's Department	2	$250,000
OH	Lorain Police Department	4	$500,000
OH	Mansfield Division of Police	4	$1,083,097
OH	Maple Heights Police Department	2	$572,124
OH	Marion Police Department	3	$375,000
OH	Metropolitan Park District of the Toledo Area	2	$250,000
OH	Middletown, City of	2	$250,000
OH	Milton, Township of	1	$125,000
OH	Mt. Healthy, City of	2	$250,000
OH	New Boston Police Department	2	$250,000

OH	Ohio Department of Rehabilitation And Correction	4	$752,014
OH	Ohio State Highway Patrol	5	$1,281,658
OH	Toledo Department of Police Operation	6	$750,000
OH	Trotwood, City of	4	$1,039,007
OH	Union City	2	$219,461
OH	Washington County Sheriff's Department	1	$125,000
OH	Whitehall Division of Police	3	$375,000
OH	Youngstown Police Department	8	$800,869
OK	Bixby Police Department	1	$125,000
OK	Calera, Town of	1	$104,801
OK	Edmond Police Department	3	$375,000
OK	Elk City	1	$125,000
OK	Fort Towson Police Department	1	$98,435
OK	Haileyville, City of	1	$100,140
OK	Harrah Police Department	1	$100,119
OK	Muscogee (Creek) Nation	5	$543,496
OK	Norman, City of	4	$500,000
OK	Owasso Police Department	6	$750,000
OK	Rogers County Sheriff's Department	2	$250,000
OK	Savanna, Town of	1	$125,000
OK	Sequoyah County Sheriff's Department	2	$275,394
OK	Shawnee Police Department	2	$250,000
OK	Stringtown, Town of	1	$117,464
OK	Tuttle Police Department	1	$121,229
OK	Warner Police Department	2	$184,300
OK	Weleetka Police Department	2	$119,808
OR	Albany Police Department	1	$391,555
OR	Carlton Police Department	1	$125,000
OR	Enterprise, City of	1	$125,000
OR	Florence Police Department	1	$125,000
OR	Gervais Police Department	1	$125,000
OR	Harney County Sheriff's Office	1	$258,286
OR	Jackson County Sheriff's Department	2	$250,000
OR	Lakeview Police Department	1	$125,000
OR	Oregon City, City of	1	$125,000
OR	Tigard, City of	2	$250,000
OR	Tillamook Police Department	1	$125,000
OR	Union County Sheriff's Department	1	$125,000
PA	Borough of Berwick	2	$566,123
PA	Hazleton Police Department	4	$1,342,497
PA	Johnstown Police Department	2	$250,000
PA	McKeesport, City of	2	$250,000
PA	Middletown, Township of	2	$250,000
PA	New Sewickley, Township of	3	$375,000
PA	Pottstown, Borough of	2	$250,000
PA	Reading, City of	4	$500,000

PR	Guaynabo, Municipality of	28	$1,958,611
PR	Hatillo, Municipality of	7	$344,176
PR	Jayuya, Municipality of	6	$303,634
PR	Luquillo, Municipality of	8	$793,725
PR	San Juan, Municipality of	19	$1,161,351
PR	Villalba, Municipality of	7	$368,938
RI	Pawtucket, City of	6	$750,000
RI	Providence Police Department	10	$1,250,000
SC	Bluffton Police Department	2	$250,000
SC	Camden Police Department	3	$326,644
SC	Charleston County	10	$1,250,000
SC	Chester County Sheriff's Department	6	$1,015,824
SC	Chester Police Department	3	$382,963
SC	Chesterfield County Sheriff's Office	4	$395,089
SC	Conway Police Department	2	$250,000
SC	Greeleyville Police Department	1	$97,124
SC	Hampton County Sheriff's Department	3	$367,989
SC	Hardeeville, City of	2	$250,000
SC	Horry County Police Department	15	$1,875,000
SC	Myrtle Beach, City of	10	$1,250,000
SC	Spartanburg Department of Public Safety	2	$351,762
SD	Box Elder Police Department	1	$125,000
SD	Butte County Sheriff's Department	1	$125,000
SD	Codington County Sheriff's Department	1	$125,000
SD	Rapid City Police Department	3	$375,000
SD	Sioux Falls Police Department	2	$250,000
SD	Sisseton Wahpeton Law Enforcement	1	$125,000
SD	Stanley County Sheriff's Office	1	$125,000
SD	Sturgis Police Department	1	$125,000
SD	Summerset Police Department	3	$374,998
SD	Turner County Sheriff's Department	1	$102,747
SD	Watertown Police Department	3	$375,000
SD	Yankton Police Department	1	$125,000
TN	Alcoa, City of	2	$250,000
TN	Bolivar Police Department	1	$116,980
TN	Bradley County Sheriff's Department	4	$404,757
TN	Clarksville, City of	9	$1,125,000
TN	Covington Police Department	3	$375,000
TN	Hendersonville Police Department	3	$375,000
TN	Jefferson County Sheriff's Department	4	$426,049
TN	Jonesborough, Town of	2	$250,000
TN	Lafollette Police Department	1	$123,928
TN	Manchester Police Department	1	$125,000
TN	McMinnville Police Department	2	$250,000
TN	Memphis Police Department	50	$9,823,624
TN	Rutherford County Sheriff's Department	5	$625,000

TN	Union County Sheriff's Department	2	$195,182
TN	Waynesboro, City of	1	$117,059
TX	Arlington Police Department	15	$1,875,000
TX	Cameron County Sheriff's Department	6	$929,012
TX	Center Police Department	2	$250,000
TX	Comanche Police Department	3	$484,966
TX	Donna, City of	1	$98,949
TX	El Paso County Sheriff's Department	16	$2,000,000
TX	Frisco, City of	4	$500,000
TX	Ft. Worth, City of	13	$1,625,000
TX	Harris, County of	5	$625,000
TX	Houston Police Department	71	$8,875,000
TX	La Joya Police Department	4	$512,556
TX	Laredo, City of	11	$1,375,000
TX	Mesquite, City of	3	$375,000
TX	Mission Police Department	10	$1,250,000
TX	North Richland Hills Police Department	1	$125,000
TX	Penitas, City of	2	$186,688
TX	Reagan County Sheriff's Office	3	$375,000
TX	Rio Grande City Police Department	3	$317,244
TX	San Angelo, City of	5	$560,060
TX	San Antonio Police Department	25	$3,125,000
TX	San Juan Police Department	2	$229,592
TX	Schulenburg, City of	3	$375,000
TX	Socorro Police Department	6	$742,237
TX	Sonora Police Department	1	$113,811
TX	Southwestern Christian College Police	2	$425,760
TX	Sullivan City Police Department	2	$214,398
TX	Temple, City of	3	$375,000
TX	Texas City	6	$750,000
TX	Tyler, City of	2	$250,000
TX	Victoria Police Department	4	$500,000
TX	West Columbia Police Department	2	$250,000
TX	West Orange Police Department	1	$344,271
UT	American Fork, City of	1	$125,000
UT	Orem, City of	3	$375,000
UT	Salt Lake, City of	10	$1,250,000
UT	Wayne County Sheriff's Department	1	$125,000
UT	Willard Police Department	1	$125,000
VA	Bristol, City of	4	$500,000
VA	Chesterfield County Police Department	15	$1,875,000
VA	Lynchburg Police Department	2	$250,000
VA	Manassas, City of	2	$250,000
VA	Page County Sheriff's Department	3	$468,819
VA	Pearisburg Police Department	1	$125,000
VA	Stafford County Sheriff's Department	6	$750,000

VA	Westmoreland County Sheriff's Department	4	$500,000
VI	United States Virgin Islands	12	$2,144,180
VT	Barre, City of	2	$250,000
VT	Hinesburg, City of	1	$125,000
VT	Lamoille County Sheriff's Office	1	$125,000
VT	Morristown, Town of	1	$125,000
VT	Orange County Sheriff's Department	1	$125,000
VT	Pittsford Police Department	1	$125,000
VT	Shelburne Police Department	1	$125,000
VT	Swanton, Village of	3	$375,000
VT	Winhall, Village of	1	$125,000
VT	Woodstock Village Police Department	1	$125,000
WA	Battle Ground Police Department	1	$125,000
WA	Burlington Police Department	2	$250,000
WA	Colfax Police Department	2	$250,000
WA	Dupont Police Department	3	$375,000
WA	Everett, City of	16	$6,054,160
WA	Federal Way, City of	6	$750,000
WA	Lakewood, City of	3	$375,000
WA	Morton Police Department	1	$125,000
WA	Moses Lake Police Department	2	$250,000
WA	Othello Police Department	1	$125,000
WA	Seatac Police	1	$125,000
WA	Soap Lake, City of	2	$250,000
WI	Crawford, County of	1	$125,000
WI	Cudahy Police Department	1	$301,411
WI	Fond Du Lac County Sheriff's Department	3	$375,000
WI	Horicon Police Department	1	$125,000
WI	Madison Police Department	10	$1,250,000
WI	Milwaukee Police Department	30	$9,712,096
WI	Red Cliff Band of Lake Superior Chippewa Indians	2	$484,356
WI	St. Croix Falls Police Department	1	$125,000
WI	Wauwatosa, City of	1	$226,061
WI	Wood County Sheriff's Department	1	$279,861
WV	Beckley, City of	5	$625,000
WV	Cabell County Sheriff's Department	1	$125,000
WV	Elk Garden, Town of	1	$50,380
WV	Elkins Police Department	1	$109,375
WV	Logan County Sheriff's Department	3	$373,103
WV	Mercer County Sheriff's Department	3	$375,000
WV	Ranson, Corporation of	2	$250,000
WV	Roane County Sheriff's Department	1	$105,635
WV	Spencer, City of	2	$240,654
WV	Summersville Police Department	1	$125,000
WV	Terra Alta, Town of	2	$185,050
WY	Big Horn County Sheriff's Office	2	$237,246

WY	Cody Police Department	1	$125,000
WY	Mills Police Department	1	$125,000
WY	Platte County Sheriff's Department	2	$250,000
WY	Shoshoni Police Department	2	$241,882

TOTAL NUMBER OF AWARDS	**596**
TOTAL NUMBER OF OFFICER POSITIONS FUNDED	**2,732**
TOTAL AMOUNT OF 2020 CHP FUNDING	**$393,964,911**

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 7/7/2020 - 7/8/2020

Jul 08, 2020 11:36AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/20	07/08/2020	53902	1503	7-UP BOTTLING	609-20200	189.60
07/20	07/08/2020	53903	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	125.00
07/20	07/08/2020	53904	1231	ACE SOLID WASTE INC	101-20200	2,281.51
07/20	07/08/2020	53905	692	ARC IRRIGATION LLP	104-20200	745.56
07/20	07/08/2020	53906	2030	ARTISAN BEER COMPANY	609-20200	42.90
07/20	07/08/2020	53907	9	BERNICKS PEPSI-COLA	609-20200	3,017.92
07/20	07/08/2020	53908	2319	BREAKTHRU BEVERAGE	609-20200	4,422.44
07/20	07/08/2020	53909	2319	BREAKTHRU BEVERAGE	609-20200	208.80
07/20	07/08/2020	53910	1629	CITY OF ISANTI	226-20200	15,189.04
07/20	07/08/2020	53911	1985	CIVIC SYSTEMS, LLC	609-20200	5,352.00
07/20	07/08/2020	53912	1472	CRAWFORDS EQUIPMENT INC	101-20200	19.85
07/20	07/08/2020	53913	918	CRYSTAL SPRINGS ICE	609-20200	1,102.14
07/20	07/08/2020	53914	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,254.25
07/20	07/08/2020	53915	912	FASTENAL COMPANY	602-20200	50.82
07/20	07/08/2020	53916	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
07/20	07/08/2020	53917	134	GOPHER STATE ONE-CALL INC	601-20200	160.65
07/20	07/08/2020	53918	2209	INNOVATIVE OFFICE SOLUTIONS, INC	920-20200	3,499.06
07/20	07/08/2020	53919	1891	ISANTI AREA JOINT	101-20200	59,519.38
07/20	07/08/2020	53920	252	ISANTI REDBIRDS	104-20200	1,089.54
07/20	07/08/2020	53921	162	ISANTI RENTAL INC	101-20200	16.95
07/20	07/08/2020	53922	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,758.93
07/20	07/08/2020	53923	5	KAWALEK TRUCKING	609-20200	337.80
07/20	07/08/2020	53924	17	MCDONALD DISTRIBUTING CO	609-20200	17,645.40
07/20	07/08/2020	53925	616	MENARDS - CAMBRIDGE	101-20200	7.98
07/20	07/08/2020	53926	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	402,768.24
07/20	07/08/2020	53927	2080	MVTL LABORATORIES INC	601-20200	43.20
07/20	07/08/2020	53928	279	NORTHLAND LANDSCAPING	101-20200	44.02
07/20	07/08/2020	53929	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,426.30
07/20	07/08/2020	53930	1884	REICHMANN, WADE	104-20200	2,000.00
07/20	07/08/2020	53931	1361	STAPLES ADVANTAGE	609-20200	279.31
07/20	07/08/2020	53932	1290	THE AMBLE GROUP	101-20200	44.10
07/20	07/08/2020	53933	1740	TOSHIBA FINANCIAL SERVICES	108-20200	233.55
07/20	07/08/2020	53934	686	VERIZON WIRELESS	609-20200	1,259.52
07/20	07/08/2020	53935	42	VIKING COCA-COLA BOTTLING CO	609-20200	204.60
07/20	07/08/2020	53936	1922	WEX BANK	101-20200	2,409.16
07/20	07/08/2020	53937	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,732.31
07/20	07/08/2020	53938	2067	ZABINSKI BUSINESS	609-20200	331.31
Grand Totals:						555,933.99

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/20	07/15/2020	53944	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,140.00
07/20	07/15/2020	53945	2343	ADVANTAGE SIGNS INC	101-20200	735.50
07/20	07/15/2020	53946	9	BERNICKS PEPSI-COLA	609-20200	1,665.65
07/20	07/15/2020	53947	368	BILLS QUALITY CLEANING	101-20200	521.00
07/20	07/15/2020	53948	2221	C & L DISTRIBUTING	609-20200	265.80
07/20	07/15/2020	53949	1198	CENTER POINT ENERGY	601-20200	624.17
07/20	07/15/2020	53950	1822	CENTURYLINK BUSINESS SERVICES	602-20200	35.19
07/20	07/15/2020	53951	2610	CINTAS	101-20200	448.01
07/20	07/15/2020	53952	918	CRYSTAL SPRINGS ICE	609-20200	569.08
07/20	07/15/2020	53953	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,194.70
07/20	07/15/2020	53954	2807	DAUDT, BRANDON	101-20200	167.97
07/20	07/15/2020	53955	833	DIAMOND VOGEL PAINT	101-20200	774.90
07/20	07/15/2020	53956	255	ESS BROTHERS & SONS	603-20200	716.80
07/20	07/15/2020	53957	2028	FURTHER	101-20200	31.40
07/20	07/15/2020	53958	2028	FURTHER	861-20200	28.86
07/20	07/15/2020	53959	160	HAWKINS INC	601-20200	3,709.56
07/20	07/15/2020	53960	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,853.92
07/20	07/15/2020	53961	2928	JOHNSON, JANICE	101-20200	53.69
07/20	07/15/2020	53962	5	KAWALEK TRUCKING	609-20200	237.00
07/20	07/15/2020	53963	1338	KNIFE RIVER	101-20200	184.00
07/20	07/15/2020	53964	2676	LEVEL CONTRACTING	505-20200	65,000.00
07/20	07/15/2020	53965	131	MACQUEEN EQUIPMENT INC	603-20200	386.64
07/20	07/15/2020	53966	17	MCDONALD DISTRIBUTING CO	609-20200	13,152.75
07/20	07/15/2020	53967	281	MINNCO CREDIT UNION	101-20200	3,100.67
07/20	07/15/2020	53968	928	MINNEAPOLIS OXYGEN CO	101-20200	90.00
07/20	07/15/2020	53969	2208	MINNESOTA EQUIPMENT INC	101-20200	87.88
07/20	07/15/2020	53970	310	MMBA	609-20200	1,700.00
07/20	07/15/2020	53971	176	MN DEPT OF REVENUE	101-20200	36,192.00
07/20	07/15/2020	53972	2842	MN PEIP	861-20200	23,869.16
07/20	07/15/2020	53973	1407	MORRIS ELECTRONICS INC	101-20200	120.00
07/20	07/15/2020	53974	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,931.61
07/20	07/15/2020	53975	2406	QUALITY FLOW SYSTEMS INC	602-20200	6,940.00
07/20	07/15/2020	53976	2396	SOUTHERN GLAZERS OF MN	609-20200	11,288.97
07/20	07/15/2020	53977	73	STAR	101-20200	60.50
07/20	07/15/2020	53978	2156	SUMMIT COMPANIES	101-20200	32.00
07/20	07/15/2020	53979	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
07/20	07/15/2020	53980	1740	TOSHIBA FINANCIAL SERVICES	108-20200	220.67
07/20	07/15/2020	53981	1820	URBANS HARDWARE INC	101-20200	272.36
07/20	07/15/2020	53982	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
07/20	07/15/2020	53983	2027	US INTERNET	603-20200	57.80
07/20	07/15/2020	53984	42	VIKING COCA-COLA BOTTLING CO	609-20200	164.95
07/20	07/15/2020	53985	1286	VINOCOPIA INC	609-20200	476.30
07/20	07/15/2020	53986	4	WATSON CO INC	609-20200	1,637.10
Grand Totals:						211,620.06

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	87,818.93
Social Security & Medicare	5,009.57
Public Employees Retirement	8,564.19
Total City Expense	101,392.69

Pay Date 7/10/2020

Pay Period 14 (6/21-7/4/20)

RESOLUTION 2020-XXX

L.2.

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR SARAH CISAR

WHEREAS, part-time Liquor Store Clerk, Sarah Cisar has submitted a letter of resignation to the Liquor Store Manager, John Jacobi on July 3rd, 2020; and,

WHEREAS, the effective date of this resignation is July 17, 2020; and,

WHEREAS, Sarah Cisar is leaving employment in good standing;

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

1. That the resignation of Sarah Cisar is hereby accepted effective July 17th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21st day of July, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.3.

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR SHEILA JOHNSRUD

WHEREAS, part-time Liquor Store Clerk, Sheila Johnsrud has submitted a letter of resignation to the Liquor Store Manager, John Jacobi on July 13th, 2020; and,

WHEREAS, the effective date of this resignation is July 27, 2020; and,

WHEREAS, Sheila Johnsrud is leaving employment in good standing;

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

1. That the resignation of Sheila Johnsrud is hereby accepted effective July 27th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21st day of July, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: July 21st, 2020
Subject: LanguageLine Translation Services

Background:

Isanti Police is dedicated to serving all persons. Services to assist in the communication of persons whom require alternative language or ASL. The Police Department has a legal obligation to provide translation services during specific law enforcement actions.

Recommendation:
Staff is recommending approval utilizing LanguageLine remote translation services. The fee is based on per minute use. Fees will be paid out of Police Department Budget 112 Contracted Services.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Authorize staff to sign agreement with LanguageLine.
2. Approve Resolution as written.

Attachments:

- Res 2020-XXX
- LanguageLine Agreement

RESOLUTION 2020-XXX

APPROVING CONTRACT WITH LANGUAGELINE SERVICES

WHEREAS, The Police Department has the obligation to provide police services to all members of the community; and,

WHEREAS, there are legal requirements for officers to have the immediate availability of language translators at all times of the day; and,

WHEREAS, LanguageLine offers pay per minute remote translator services;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept user agreement with LanguageLine for translation service, and allow Staff to sign the agreement and other necessary documentation.

This resolution was duly adopted by the Isanti City Council this 21st day of July, 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Language Line Services, Inc.

Statement of Work

LanguageLine® Phone℠ and InSight® Video Interpreting

Enter correct full legal name of Customer:	Customer number if applicable:

This Statement of Work is subject to the Master Service Agreement between you, the Customer ("Customer" or "you") and Language Line Services, Inc. ("LanguageLine"). This document is the sole document that reflects pricing for these services and must be signed by an authorized representative from you, the Customer. Pricing is only final upon a signature by an authorized officer of LanguageLine. Pricing changes, if any, will be made on next full monthly billing cycle.

The following apply to ***both*** LanguageLine® Phone℠ Interpreting and LanguageLine InSight® Video Interpreting (InSight®):

1. **PRICE PER MINUTE.** Price per minute is based on the language requested. Price per minute does not include international call fees.
2. **PAPER INVOICE CHARGE.** Electronic invoices are provided free of charge. If paper invoices are preferred, fees apply. . $1.75
3. **FINANCE CHARGE.** Finance charges are applied to any past due balances. Interest will accrue from the date on which payment is due at a rate equal to the lesser of 1.5% per month or the maximum rate permitted by applicable law.
4. **OPTIONAL CUSTOMIZED REPORT CONFIGURATION**
   - Report setup (per hour) ..... WAIVED
   - Report maintenance (monthly) ..... WAIVED
5. **OPTIONAL TRAINING ASSISTANCE AND MATERIALS**
   - Customized reference and support materials development (per hour) ..... WAIVED
   - Training/awareness assistance (on site per day/per trainer) ..... WAIVED

LanguageLine® Phone℠ Interpreting

The following fees apply solely to LanguageLine® Phone℠ Interpreting.

1. **ENROLLMENT AND SETUP PACKAGES**
   - One time setup charge per Customer ..... WAIVED
   - Fee for each subsequent Client Identification Number with corresponding statement ..... WAIVED
2. **CLIENT IDENTIFICATION NUMBER.** Monthly minimum charge per Client Identification Number ..... WAIVED
3. **PLATFORM ACCESS CHARGE.** Platform access per call ..... WAIVED
4. **LONG DISTANCE DIAL OUT.** Long distance dial out charge applied per dial out (in addition to per minute charges) . WAIVED
5. **FCC SURCHARGE AND FEES.** Fees that LanguageLine has or will pay to these third parties: surcharges, fees, taxes, payments to the Universal Service Administrative Company (USAC).
6. **OPTIONAL INTERPRETER APPOINTMENT AT SPECIFIC TIME**
   - Applied per appointment $100.00
   - Cancellation per appointment will be charge $200 for any missed appointment $200.00

Per Minute Usage Fees for LanguageLine Phone Interpreting and InSight® Audio Interpreting

Tiers	Languages	Per Minute Charge
1	Spanish	$1.35
2	Chinese (Mandarin and Cantonese), French, Japanese, Polish, Russian, and Vietnamese	$1.35
3	Armenian, Cambodian, German, Haitian Creole, Italian, Korean, and Portuguese	$1.35
4	Farsi, Tagalog, Thai, Urdu, and all other languages	$1.35

{CONTINUED ON NEXT PAGE}

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Statement of Work

LanguageLine® Phone℠ and InSight® Video Interpreting

InSight® Video Interpreting

The following fees apply solely to LanguageLine InSight® Video Interpreting.

Per Minute Usage Fees for LanguageLine InSight® Video Interpreting

Tiers	Languages	Per Minute Charge
1	American Sign Language	$2.95
2	Spanish	$1.85
3	All other languages	$1.95

1. **ACTIVATION.** Please check the appropriate box below to indicate your choice for monthly service fees or a one-time activation fee.
   - ❑ Monthly Service Fees (applied monthly per Client Identification Number based on the total number of activated devices):
     - Up to 10 Activated Devices ..... ~~$30.00/month~~ WAIVED
     - Up to 100 Activated Devices ..... ~~$75.00/month~~ WAIVED
     - 101+ Activated Devices ..... ~~$200.00/month~~ WAIVED

   OR
   - ❑ One-time Activation Fee for Unlimited Device Activations (applied per Customer) ..... ~~$2,500.00/one-time fee~~ WAIVED

2. **EQUIPMENT.** Equipment Purchase (Customer-Owned) and Lease (LanguageLine-Owned) options are available for the equipment identified below for use with the InSight® service (collectively, the "Equipment"). All Equipment requests must be submitted in writing over the term of this Agreement and the appropriate fees will apply.
   - Customer-Supplied: Purchased by the Customer from a supplier other than LanguageLine.
   - Customer-Owned: Purchased by the Customer from LanguageLine.
   - LanguageLine-Owned: Leased by the Customer from LanguageLine.

3. **EQUIPMENT LEASE FEES.** A monthly lease fee per unit applies, and the Equipment remains the property of LanguageLine:
   - iPad and Interpreter on Wheels® Stand $75.00/month
   - iPad and Table Top Stand $45.00/month

   OR

   EQUIPMENT PURCHASES. The following Equipment is available for purchase from LanguageLine. Standard rates at the time of purchase will apply. Upon depletion of current equipment models and release of new equipment models, updated pricing (if applicable) will automatically apply. Details will be available from your Account Executive.
   - 32GB 6th Generation iPad (9.7-inch, Wi-Fi Only) with Screen Protector (Models: MR7G2LL/A or MRJN2LL/A) .. $425.00
   - 64GB iPad Pro (12.9-inch, Wi-Fi Only) with Screen Protector (Model: MTEM2LL/A) $1,250.00
   - 9.7-inch Screen Protector (Model: SP-AGF-APL-IDP9-2) $15.00
   - 12.9-inch Screen Protector (Model: ID70WS-F00) $40.00
   - Interpreter on Wheels® Stand with LanguageLine TrueSound™ (Models: 185-00899 or 185-00957) $995.00
   - Table Top Stand w/ Enclosure (Models: 303W75/185-00671, 303W299PSENW-KIT, or 303W290SENW-KIT) $225.00
   - Table Top Stand without Enclosure (Models: 303W or 303W75) $100.00
   - TrueSound™ Audio Amplification Enclosure (Models: 185-00597, 185-00670, or 185-00671) $195.00
   - 12.9-inch iPad Enclosure (Model: 290SENW-KIT or 299PSENW-KIT) $125.00

Additional Terms and Conditions for InSight® Video Interpreting

1. **TERMS REGARDING SOFTWARE APPLICATION.** The InSight® video interpretation Services (the "Services") are provided by LanguageLine through a proprietary desktop and/or tablet application owned by LanguageLine (the "App"). The App must be downloaded by Customer to Customer-Supplied or Customer-Owned devices to use the Services (see Section 8 below for additional terms). The App is pre-installed and configured on LanguageLine-provided leased Equipment (see Section 9 below for additional terms). Customer agrees (a) that it will not make any copies of the App or attempt to reverse engineer

it or make any changes to it; and (b) that the following uses of the Services are prohibited: the transmission of any message or other material which constitutes an infringement of any third party copyright or trademark; an unauthorized disclosure of a trade secret; the transfer of information or technology abroad in violation of any applicable export law or regulation; a violation of Section 223 of the Communications Act of 1934, as amended, 47 U.S.C. Section 223, or other criminal prohibitions regarding the use of telephonic or video devices to transmit obscene, threatening, harassing or other messages specified therein; a libelous or slanderous statement; or a violation of any other applicable statute or government regulation.

2. **INTELLECTUAL PROPERTY.** Customer acknowledges and agrees that all rights including copyright throughout the world in the App, in the LanguageLine TrueSound™, NotePad™, InSight®, and Interpreter on Wheels® trademarks (collectively, the "Trademarks"), and in the issued patents and pending patents relating to the Equipment, are exclusively owned by LanguageLine, and that neither this Agreement, nor Customer's use of the Services, the App or the Equipment grants to Customer any right, title, or interest in or to the Services, the Equipment, the App, the Trademarks, or any of the other technology, systems, processes or other aspect of the Services, including but not limited to any intellectual property rights therein (collectively, the "LanguageLine Properties"). Customer expressly agrees that it shall not assert any rights in any of the LanguageLine Properties, or challenge LanguageLine's rights in or the validity of any of the LanguageLine Properties in any country, nation, or jurisdiction in the world, and Customer agrees that it shall not directly or through others copy, decompile, reverse engineer, disassemble, modify, or create derivative works of the App, or any aspect thereof. Customer agrees that this Paragraph shall survive the expiration of this Agreement and will continue to apply after the Agreement ends.

3. **ENCRYPTION.** LanguageLine acknowledges that encryption is built into the App and the Services platform, ensuring the security of the live video as it traverses the Internet. This encryption allows LanguageLine to fulfill its obligation under any Customer Business Associate Agreement ("BAA") with respect to the Services. LanguageLine does not record the video call and therefore has no record of the call content. With respect to the App's electronic NotePad™ function, written information relayed during the call is also encrypted. As with the live video, no recording is made of information written on the NotePad™ and therefore this information cannot be retrieved after the call's completion.

4. **TRANSMISSION RELEASE.** Customer acknowledges that the use of the Services requires that the user's voice, likeness and/or image as well as the user's personally identifiable information is or will be transmitted over the Internet. Customer hereby authorizes LanguageLine to transmit each user's voice, likeness, image and/or personally identifiable information over the Internet solely for the purpose of the Services, and Customer agrees to obtain such privacy consents, releases and approvals as may be required to obtain authorization from each user to transmit all of the foregoing for purposes of the Services. Customer shall indemnify and hold harmless LanguageLine and its affiliates and their respective employees from all costs, fees, expenses, and damages of any nature whatsoever related to any claims relating to the unauthorized use by Customer of the image, likeness, voice and/or personally identifiable information of any Customer employee, agent, contractor, patient, customer, client or other user of the Services under Customer's control. This Paragraph shall survive the expiration of this Agreement.

5. **RESPONSIBILITY FOR UNAUTHORIZED USE.** Customer will safeguard its use of the Services against use by unauthorized persons and will be responsible for charges resulting from use of its Services, whether or not such use is authorized.

6. **AVAILABILITY OF SERVICES.** The Services may not be available at all times due to interruptions, technical problems, and/or system upgrades and maintenance. All interpreters provided in conjunction with the Services may not be available at all times and interpreters will be assigned solely by LanguageLine.

7. **QUALITY CONTROL.** Customer acknowledges that LanguageLine from time to time will monitor calls made through the Service for purposes of quality control.

8. **PURCHASED EQUIPMENT ADDITIONAL TERMS:** Customer agrees that (a) the TrueSound® patented technology will not be used with any non-LanguageLine equipment, and (b) the Equipment purchased from LanguageLine will not be used with or for any non-LanguageLine language interpretation services (including software and applications).

9. **LEASED EQUIPMENT ADDITIONAL TERMS:** LanguageLine agrees to supply the iPads, Interpreter on Wheels® stands and any other Equipment mutually agreed upon by LanguageLine and Customer for the duration of this Agreement for a monthly lease fee. The parties acknowledge and agree that this Equipment remains the sole property of LanguageLine and will be returned to LanguageLine, undamaged, upon termination of this Agreement, unless superseded by a purchasing agreement. The parties agree that the Equipment will be used for the sole and exclusive purpose of the Services and may not be configured and/or altered for any other purpose without express prior written consent from LanguageLine, including using the Equipment or the Services with any equipment, app, software or services provided (through purchase, lease or otherwise) by a language services provider other than LanguageLine. LanguageLine will enroll LanguageLine-Owned iPads in LanguageLine's MDM (Mobile Device Management) system. Customer agrees that Equipment will be kept only at the

Customer address(es) listed in this Agreement, or as otherwise mutually agreed by LanguageLine and Customer in writing. From time to time, upon twenty-four (24) hours' notice to Customer, LanguageLine, during a Customer's regular business hours, may enter the Customer's premises where the Equipment is located to inspect and maintain Equipment. Customer hereby agrees to such inspection by LanguageLine and agrees to provide such support and cooperation as is requested by LanguageLine. LanguageLine warrants that Equipment shall be free from defects in materials and workmanship, except that all warranties are waived if (i) Equipment has been altered or modified or the App, Equipment or components thereof are used other than as authorized under this Agreement, all without written approval from LanguageLine, or (ii) Equipment has been used by a person or entity other than the Customer or other permitted users. LanguageLine disclaims any and all other warranties, including all implied and express warranties of every kind and nature. Customer assumes and bears all risk of loss and/or damage of Equipment, other than normal wear and tear, from the time that Equipment is delivered until returned to LanguageLine following the expiration of this Agreement. Customer will be charged and agrees to pay for any lost, stolen, or damaged Equipment. Customer agrees that the sole and exclusive remedy for breach of warranty, damages or loss relating to Equipment is limited to the repair or replacement of the Equipment and acknowledges that LanguageLine reserves all rights and remedies to re-take possession of the Equipment if Customer fails to pay any undisputed invoiced amounts owed hereunder. Customer waives any and all legal claims for damages in connection with the Equipment.

Please confirm your tax exempt status by checking one of the boxes below, and providing the necessary supporting documentation.

Tax Exempt Status	
☐ No	☐ Yes - If yes, please include a copy of your tax-exempt determination letter or certificate.

The person signing this Agreement certifies that such person has read, acknowledges, and understands all of the terms and conditions, and is fully authorized to execute this Agreement on behalf of and bind the Customer to all its terms and conditions. Both parties agree the delivery of the signed service agreement by facsimile or e-mail shall have the same force and effect of execution and delivery as the original signature.

Customer	**Language Line Services, Inc.**
Accepted and agreed to date:	Accepted and agreed to date:
Signature:	Signature:
Print Name:	Bonaventura A. Cavaliere
Title:	CFO

Language Line Services, Inc.

Master Service Agreement

Master Service Agreement with

Isanti Police Department

Language Line Services, Inc. (the "Company") and you, the Customer ("Customer" or "you") (together, the "Parties" and each a "Party"), agree that the terms and conditions below and in all attachments and addenda hereto will apply to the services provided by the Company to you under this Agreement.

TERMS OF SERVICE

1. **TERM OF AGREEMENT.** This Agreement is the Master Services Agreement for all the services currently offered by Company (the "Services"). Fees and any additional terms and conditions for each of the Services are identified in the respective Services Statements of Work, each of which is made a part of this Agreement. This Agreement and each of the Services you choose to receive from the Company will become effective upon the signing by you of this Agreement and the relevant Statement(s) of Work and will continue in effect until terminated under Section 12 ("Termination"). If you continue to request and receive Services after this Agreement has been terminated for any reason, this Agreement and the applicable Statement(s) of Work will continue in full force and effect.

2. **PAYMENT TERMS.** Customer agrees to pay all undisputed invoiced charges for Services in full within thirty (30) days of the invoice date. Any disputed charges in an invoice must be identified to the Company within thirty (30) days of the invoice issue date or right to dispute will be waived by Customer. Customer shall not have the right to set-off any disputed amounts. Amounts subject to dispute once resolved will be (i) credited to Customer on the next invoice (if resolved in favor of Customer), (ii) added to the next invoice (if resolved in favor of Company) or (iii) as otherwise mutually agreed upon. Invoices will be sent to Customer's billing address shown in **Schedule A** hereto, or to such other address as Customer may specify by giving written notice to Company to CustomerCare@languageline.com. If Customer will not be paying for any specific affiliates, those affiliate(s) must be identified on **Schedule A** and must enter into a separate Master Service Agreement with the Company. If Customer wants the Company to identify any such excluded affiliate(s) by a specific name in documentation, please provide a list of the affiliate(s) by name to the Company sales representative assigned to Customer.

3. **USE OF SERVICES.** Customer warrants that it will not (i) resell the Services to any third parties; however, Customer may charge its own customers, clients or patients for the Services and/or (ii) use the Services in any manner that may violate any applicable law, rule or regulation. Customer and each affiliate will be assigned a Client Identification Number ("CID") for use in ordering products and services. Customer shall be solely and fully responsible for charges resulting from the use of these CIDs, whether or not such use is authorized by Customer.

4. **CONFIDENTIALITY.** If the Parties have not signed a Non-Disclosure Agreement, the Parties agree that during the term of this Agreement and thereafter, neither Party will disclose any of the other's Confidential Information to any third party and each Party will use Confidential Information only for purposes specifically contemplated by this Agreement. These obligations do not apply to information that is expressly identified by a Party as not being confidential or that is in the public domain. If either Party has been requested to disclose or is required by discovery request in a litigation, subpoena, civil investigative demand or similar process to disclose any such information then that party so compelled may disclose such information without liability after giving reasonable notice to the other Party promptly to assert whatever objections the other Party desires to prevent such disclosure within such deadlines as are required by the governing statutes, rules or regulations. For purpose of this Agreement, the term "**Confidential Information**" means (a) information identified by a Party as being Confidential Information, (b) personally identifiable personal, financial, or health information protected under a law or regulation, including without limitation HIPAA, Graham-Leach-Bliley, and the General Data Protection Regulation (EU) 2016/679 (the "GDPR"), (c) the terms and conditions of this Agreement, (d) Company pricing for its Services, (e) information or data identified by a Party to the other as being "confidential," and (f) and all of the information provided in any invoices or other documents or in oral communications between the parties relating to the Services. Customer is obligated to inform Company if providing any of the Services would be governed by the GDPR.

5. **COMPANY PERSONNEL.** Customer understands and acknowledges that in providing the Services, the Company's linguist workforce consists of its own employees, individual independent contractor linguists and linguists provided through trusted professional linguist staffing agencies, which are in and outside of the United States (collectively, "Company Personnel"). All Company Personnel are subject to the Company's stringent quality control standards and certification criteria and Company is solely responsible for ensuring that that the terms and conditions of this Agreement are met. Customer hereby consents to the use of all Company Personnel by the Company.

6. **RELATIONSHIP OF PARTIES.** The Parties are independent contractors, and nothing in this Agreement will be deemed to place

the Parties in the relationship of employer-employee, principal-agent, partners or joint venturers. Each Party will be responsible for paying its own payroll taxes, disability insurance payments, unemployment taxes, any employee benefits (if applicable) and other similar taxes, benefits or charges.

7. **LIMITED WARRANTIES AND LIABILITY.** THE COMPANY WILL PERFORM ALL OF THE SERVICES IN A PROFESSIONAL MANNER CONSISTENT WITH INDUSTRY STANDARDS. THE COMPANY MAKES NO OTHER REPRESENTATION, WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, OF ANY KIND, AND THE COMPANY SPECIFICALLY DISCLAIMS ANY WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER ACKNOWLEDGES THAT INTERPRETATIONS, TRANSLATIONS, AND LOCALIZATIONS MAY NOT BE ENTIRELY ACCURATE IN ALL CASES AND THAT EVENTS OUTSIDE OF THE CONTROL OF LANGUAGE LINE MAY RESULT IN UNCOMPLETED OR INTERRUPTED SERVICE. EXCEPT FOR THE PARTIES' OBLIGATIONS UNDER SECTIONS 4 (CONFIDENTIALITY), 8 (INDEMNIFICATION) AND CUSTOMER'S OBLIGATIONS UNDER SECTION 2 (PAYMENT TERMS), AND TO THE EXTENT NOT PROHIBITED BY APPLICABLE LAW, EACH PARTY'S AGGREGATE LIABILITY TO THE OTHER FOR CLAIMS RELATING TO THIS AGREEMENT, WHETHER FOR BREACH OR IN TORT AND INCLUDING BUT NOT LIMITED TO NEGLIGENCE, SHALL BE LIMITED TO THE GREATER OF THE AMOUNT INVOICED TO OR PAID BY CUSTOMER TO THE COMPANY WITHIN THE PREVIOUS 12 MONTHS AND EXCEPT AS IS PROHIBITED BY LAW OR SUBJECT TO A PARTY'S OBLIGATIONS UNDER SECTION 7 (INDEMNIFICATION), NEITHER PARTY WILL BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGE IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT (INCLUDING LOSS OF BUSINESS, REVENUE, PROFITS, USE, DATA OR OTHER ECONOMIC ADVANTAGE), HOWEVER IT ARISES, WHETHER FOR BREACH OR IN TORT, EVEN IF THAT PARTY HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. LIABILITY FOR DAMAGES SHALL BE LIMITED AND EXCLUDED, EVEN IF ANY EXCLUSIVE REMEDY PROVIDED FOR IN THIS AGREEMENT FAILS OF ITS ESSENTIAL PURPOSE.

8. **INDEMNIFICATION.** The Parties each agree to hold harmless and indemnify the other Party and their respective officers, directors, employees, affiliates and agents from and against any claims, causes of action, damages, costs, fees, expenses, settlement or any other form of damage or expense relating to (a) a third party claim for an intellectual property violation or a breach of Section 4 of this Agreement ("Confidentiality"), (b) a claim by an employee, vendor or agent of one Party asserted against the other Party, or (c) the fraudulent or intentionally wrongful act of any kind by the employee or agent of one Party resulting in damages to the other Party. Company will not be liable for intellectual property infringement arising merely from the Company's interpretation or translation of Customer communications or documents, respectively. The Company maintains extensive global insurance coverage for all its Services. A copy of the Certificate of Insurance will be supplied to Customer upon request.

9. **PUBLICITY.** Customer agrees that the Company may use Customer's name and/or corporate logo on Company's website and marketing materials and upon Company's reasonable request will provide a testimonial regarding Company's Services for use in Company's marketing of its Services.

10. **ASSIGNMENT.** Neither Party may assign this Agreement without the prior written consent of the other Party, except that the Company may assign its right to payment to an affiliated company and, either Party may assign this Agreement to a successor company without consent, provided that the successor company ratifies and assumes this Agreement in its entirety and provides notice of the assignment to the other Party.

11. **ACQUISITION OR MERGER OF CUSTOMER.** If Customer is acquired by or merged into an existing Company customer or acquires an existing Company customer, the terms and conditions of this Agreement, including pricing as set out in the applicable Services Statements of Work, shall remain unaffected unless the Parties otherwise agree in a written amendment to this Agreement.

12. **TERMINATION.** Either Party may terminate this Agreement (a) on one hundred twenty (120) days' notice for any reason, or (b) on thirty (30) days' written notice if the other Party has not cured the breach in 30 days, or if the breach cannot be cured in thirty (30) days, on the date agreed on by the Parties for cure to be completed. Upon termination of this Agreement for any reason, Customer shall pay the final invoice from the Company within thirty (30) days of the receipt of the final invoice. Any disputed charges must be identified by Customer within the thirty (30) day period. The Parties will use good faith efforts to resolve any disputed charges within the thirty (30) day period and any adjustment paid or credited will be made within thirty (30) days after the dispute has been resolved.

13. **ADDITIONAL TERMS.** (a) **WAIVER OR DELAY.** Any express waiver or failure to exercise promptly any right under this Agreement will not create a continuing waiver or any expectation of non-enforcement. (b) **SURVIVAL OF OBLIGATIONS.** The obligations of the Party under this Agreement which by their nature should continue beyond the termination or expiration of this Agreement will remain in effect after termination or expiration. (c) **NO THIRD-PARTY BENEFICIARIES.** Neither this Agreement nor the provision of Services shall be construed to create any duty or obligation on the part of Company to any third parties, including, without limitation, any persons participating in or the subject of conversations for which Services are provided, and except as provided by law, does not provide any third party with any right, privilege, remedy, claim or

cause of action against Company, its affiliates or their respective successors. (d) **CHOICE OF LAW.** Any action arising out of this Agreement, as well as the validity, construction and interpretation of this Agreement, will be governed by California law relating to contracts made in the State of California and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply. (e) **BINDING EFFECT.** This Agreement shall be binding upon the parties hereto, their successors, or assigns, and upon any and all others acting by or through them, or in privity with them, or under their direction. (f) **CONSTRUCTION**. This Agreement is deemed to have been drafted jointly by the parties. Any uncertainty or ambiguity shall not be construed against either Party based on the attribution of drafting by either Party. (g) **COUNTERPARTS; HEADINGS.** This Agreement may be executed in counterparts and as so executed shall constitute one agreement, binding on all parties. The Headings have no substantive effect and are used merely for convenience. (h) **FORCE MAJEURE.** A Party is not liable under this Agreement for non-performance or delayed or interrupted performance caused by events or conditions beyond that Party's control if the Party makes reasonable efforts to perform. This provision does not relieve Customer of its obligation to make all payments then owing when due. (i) **NOTICES.** All notices to be given under this Agreement must be in writing and addressed as follows: (a) to Company at One Lower Ragsdale Drive, Bldg. 2, Monterey, CA 94930 Attn: Contract Administration, or by e-mail to customercare@languageline.com with a copy to contractadministrationteam@languageline.com, and (b) to Customer at the address or e-mail shown on **Schedule A** for the Operations Contact, or the most current address provided by Customer to Company. Any notices sent by overnight courier (such as FedEx, DHL, USPS, etc.), or by first class mail, postage prepaid, is effective upon deposit with the post office or the overnight courier and any notice sent by e-mail shall be effective on the date the e-mail is sent except that any e-mail sent on a weekend or holiday shall be effective on the next business day. (j) **COMPLIANCE**. Language Line Services, Inc., is an equal opportunity employer and federal contractor. Consequently, as and if applicable, the parties will abide by the requirements of Title 41 of the United States Code of Federal Regulations (CFR) §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a), which are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, creed, sex, sexual orientation, gender identity, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. If and as applicable, the parties will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

14. **ENTIRE AGREEMENT.** This Agreement, including all Schedules and Services Statements of Work, constitute the parties' entire agreement relating to its subject matter. It supersedes all prior or contemporaneous oral or written communications, proposals, conditions, representations and warranties and prevails over any conflicting or additional terms of any quote, order, acknowledgment, or other communication between the parties relating to its subject matter during the term of this Agreement. No modification to this Agreement will be binding unless in writing and signed by an authorized representative of each Party. If any provision, or part thereof, in this Agreement is held to be invalid, void or illegal, it shall be severed from this Agreement and shall not affect, impair, or invalidate any other provision, or part thereof, and it shall be replaced by a provision which comes closest to the severed provision, or part thereof, in language and intent, without being invalid, void, or illegal.

15. **AUTHORIZATION.** The person signing this Agreement on behalf of Customer certifies that such person has read, understood, and acknowledged all of its terms and conditions, and is fully authorized to execute this Agreement on behalf of and bind the Customer to all its terms and conditions. Both parties agree that the delivery of the signed service agreement by facsimile or e-mail or use of a facsimile signature or other similar electronic reproduction of a signature or electronic signature shall have the same force and effect of execution and delivery as an original signature, and in the absence of an original signature, shall constitute the original signature.

Enter Customer Full Legal Name	Language Line Services, Inc.
Accepted and agreed to date:	Accepted and agreed to date:
Signature:	Signature:
Print Name:	Bonaventura A. Cavaliere
Title:	CFO

Master Service Agreement

Schedule A

Enter correct full legal name of Customer:

CUSTOMER CONTACT INFORMATION

Operations Contact	**Billing Contact** ☐ Same as Operations Contact
Name:	Name:
Title:	Title:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-mail:
Address:	Address:
City, State, Zip:	City, State, Zip:

Tax Exempt Status	
☐ No	☐ Yes - If yes, please include a copy of your tax-exempt determination letter or certificate.

Excluded Affiliates - Please identify affiliates, whose use of the Services will NOT be paid by you. Please identify any additional affiliates in a separate page(s) and attach to this document.
1ST AFFILIATE - Name:
Address, City, State, and Zip:
Contact Name, Phone, and E-mail:
2ND AFFILIATE - Name:
Address, City, State, and Zip:
Contact Name, Phone, and E-mail:
3RD AFFILIATE - Name:
Address, City, State, and Zip:
Contact Name, Phone, and E-mail:

RESOLUTION 2020 -XXX

ACCEPTANCE OF DEPARTMENT OF JUSTICEBULLET PROOF VEST PROGRAM GRANT

WHEREAS, per Resolution 2020-018 Staff was approved to apply for grant opportunities that would promote, assist or encourage police efforts within the Police Department; and,

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, staff had applied for Department of Justice – Bullet Proof Vest Partnership grant; and,

WHEREAS, The Isanti Police Department received grant funding in the amount of $2954.82; and,

WHEREAS, the awarded funding through grant opportunities reimburses portions of the ballistic vests that were purchased via fund 101-42110-113;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby accept $2954.82 grant funds from the Department of Justice Bullet Proof Vest Partnership Program to be deposited back into fund 101-42110-113.

This Resolution hereby approved by the Isanti City Council this 21st day of July 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.6.

RESOLUTION 2020 -XXX

ACCEPTANCE OF URBAN AREA SECURITY INIATIVE FEDERAL GRANT

WHEREAS, per Resolution 2020-018 Staff was approved to apply for grant opportunities that would promote, assist or encourage police efforts within the Police Department; and

WHEREAS, the City of Isanti has been awarded grants for public safety projects in the past; and,

WHEREAS, The Isanti Police Department received grant funding in the amount of $3,837.50; and,

WHEREAS, the awarded funding through grant opportunity reimburses the $3,837.50 2020 squad radio purchase on February 5th 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby accept $3,837.50 grant funds from the USAI Federal Grant.

This Resolution hereby approved by the Isanti City Council this 21st day of July 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.7.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO ELIZABETH KERR

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Elizabeth Kerr was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Elizabeth Kerr for the City of Isanti and that she shall be eligible to start in that position on or after July 8th 2020.
2. This position is part time and not eligible for benefits.
3. That Elizabeth Kerr shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 21st day of July 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

June 2020

Reported Crime	Month to Date	Year to Date
Theft	12	54
Assault	1	10
Vandalism/Damage to Property	6	18
Narcotics	7	23
Burglary	0	1
Domestics	0	37
Crim Sex	1	2
Robbery	0	0
Loud Party/Disturbance	30	87
Medical	49	219
Permit to Purchase	14	57
Security Check / Extra Patrol	383	2,255

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	27
DUI	1	7
Accidents	5	36
Hit & Run	0	3
Warrant P/U	2	12
Speed	57	137
DAR/DAS	8	28
Administrative Citations (Including Speed)	25	61

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	91,386	831	5,188
Ford Explorer 224	86,366	2,674	13,074
Ford F150 225	35,021	1,130	7,221
Chevy Impala 223	96,857	160	1,818
Dodge Durango 226	16,036	1,592	6,841
Dodge Durango 227	19,244	1,485	12,078

CEZT REPORT JUNE 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD							45	35	25	18	8	
NEW CITATIONS THIS PERIOD							0	1	1	1		
CITATIONS OPEN (End of month)							3	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)							4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD							7	9	5	7	5	
NEW CASES THIS PERIOD							10	10	7	10	8	
CAN-Proh Animals												
CCV-Comm Vehicle Storage												
CDO--Dogs								1	2	4	5	
CPA-Park & Store. 227							3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216												
Nuisance Junk/rubbish/salvage 216							3	2				
NJU--Junk/Brush							2	5	2			
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates												
RNT-Unlicensed rental							2			1		
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence												
ZTD--Temporary Dwelling									1			
Compliance Letters Mailed this period												
Administrative Citations Issues/period							4	7	3	8	6	
Criminal Citations Issued/period							0	1	1	1		
Abated Properties/Period											1	
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

M.2.

CITY OF ISANTI MONTHLY REPORT

June 2020

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		
ROOF / SIDING	7	11	$0.00	$0.00	$6.00	$8.00	$560.00	$880.00		
DECK	9	24	$44,536.00	$127,914.72	$22.26	$67.18	$1,900.80	$5,958.90		
LL FINISH	2	11	$22,100.00	$166,305.13	$11.05	$25.83	$727.65	$5,173.75		
REMODEL / ADDITION	1	8	$10,208.70	$12,008.70	$5.10	$9.00	$351.45	$947.78		
GARAGE / SHED	1	1	$19,872.00	$19,872.00	$9.94	$9.94	$574.20	$574.20		
MISCELLANEOUS	12	74	$0.00	$5,000.00	$12.00	$38.50	$1,230.00	$8,323.83		
SINGLE DWELLINGS	10	39	$1,622,191.60	$5,602,050.86	$842.23	$2,083.50	$24,284.70	$92,304.45		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	12	61	$0.00	$0.00	$11.00	$30.00	$825.00	$4,650.00		
PLUMBING	14	58	$0.00	$0.00	$14.00	$34.00	$1,116.00	$4,452.00		
RESIDENTIAL TOTAL	68	287	**$1,718,908.30**	**$5,933,151.41**	**$933.58**	**$2,305.95**	**$31,569.80**	**$123,264.91**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	3	$0.00	$265,000.00	$0.00	$25.76	$0.00	$5,454.90		
PLUMBING	0	2	$0.00	$0.00	$0.00	$2.00	$0.00	$165.00		
MECHANICAL	0	4	$0.00	$21,700.00	$0.00	$24.39	$0.00	$1,744.26		
ROOF / SIDING	0	1	$0.00	$6,000.00	$0.00	$0.00	$0.00	$227.70		
MISCELLANEOUS	2	16	$97,490.00	$112,990.00	$49.75	$56.20	$1,838.60	$3,393.10		
COMMERCIAL TOTAL	**2**	**26**	**$97,490.00**	**$405,690.00**	**$49.75**	**$108.35**	**$1,838.60**	**$10,984.96**		
RESIDENTIAL/COMMERCIAL TOTAL	70	313	**$1,816,398.30**	**$6,338,841.41**	**$983.33**	**$2,414.30**	**$33,408.40**	**$134,249.87**	**$42,497.00**	**$200,166.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 6/30/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	185	22	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	158	17	0	0	$4,192,779.60	$70,262.86	$99,854.00
2020	313	39	0	0	$6,338,841.41	$134,249.87	$200,166.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$15,902.28
April	67	$768,898.04	$30,790.33
May	45	$956,657.04	$18,978.86
June	70	$1,816,398.30	$33,408.40
July	6	$203,856.59	$3,584.80
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	313	$6,338,841.41	$134,249.87

M.3.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: July 13, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

The intersection opened on Tuesday July 7, 2020. Minor punchlist items will be wrapped up in the coming weeks.

2) 6th Avenue Rehabilitation

The contractor plans to begin work on this project in late August 2020 with work planned to be completed in mid to late October 2020.

3) 2020 Pavement Management Project

The contractor has completed all spot repairs and patches proposed for this project. They will return this month to complete the crack fill and sealcoat work.

4) 2020 Storm System Management Project

The majority of this project has been completed. Minor remaining items will be completed when the pond water level goes down.

5) Legacy Pines 2nd Addition

The sidewalk is planned to go in at the end of July, and the final lift of pavement is scheduled to be completed later this fall. The parking lot to Legacy Pines is open to the public.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 21, 2020

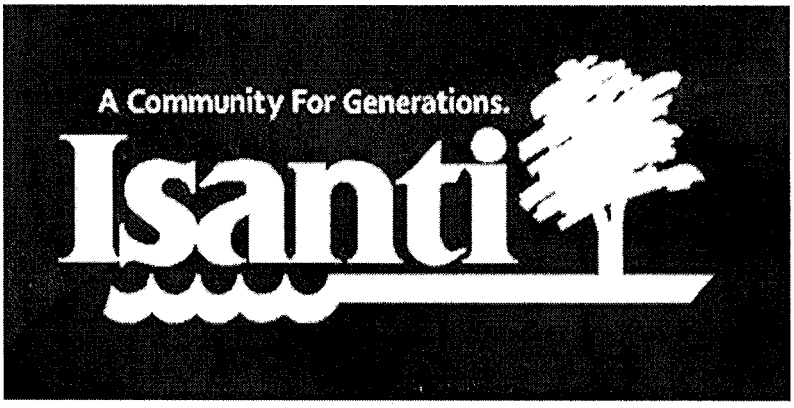
(Immediately following Planning Commission Meeting which follows the 7:00 p.m. City Council Meeting)

CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Work Session Items
1. **2021 Budget Schedule**
2. **Tax Levy/Rate History and Projections**
3. **General Fund (101) Operating Budget**
4. **General Fund (614 & 920) Capital Maintenance/Replacement Budget**
5. **EDA Fund (108) Operating Budget**
6. **Debt Service Funds (929 thru 932) Budget**
7. **Pavement Management (440) Budget**
8. **Street Construction (425) Budget**

Adjournment



Budget Work Session

July 21st 2020

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EDA Fund Summary (Fund 108)	Pg. 2
Debt Service Funds Summary (Funds 929 thru 932)	Pg. 2
Pavement Management Summary (Fund 440)	Pg. 2
Street Construction Summary (Fund 425)	

2021 Budget Schedule

Tuesday, July 21, 2020 — **Work Session**
- -Tax Levy/Rate History and Projections
- -General Fund Budget
- -EDA Budget
- -Debt Service
- -Pavement Management & Street Construction

Wednesday, August 5, 2020 — **Work Session**
- -Water Fund Budget
- -Sewer Fund Budget
- -Storm Water Fund Budget
- -Liquor Fund Budget
- -General Fund Budget Updates (If Any)

Tuesday, August 18, 2020 — **Work Session**
- -If Needed

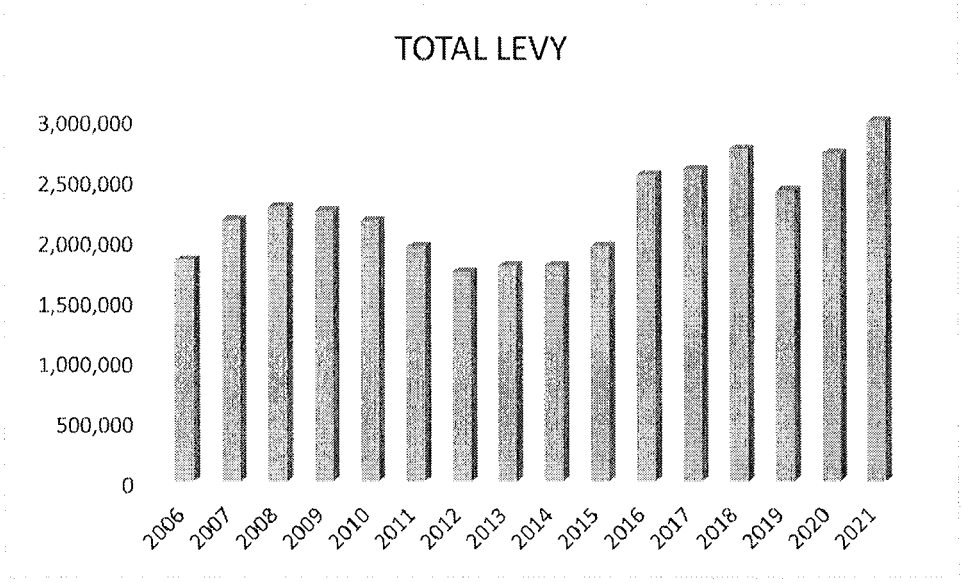
Tuesday, September 1, 2020 — **Preliminary Budget and Levy Meeting**
- -Set 2021 Final Budget and Levy Meeting Date
- -Adopt 2021 Preliminary Budget
- -Adopt 2021 Preliminary Levy

Tuesday, December 1, 2020 — **Final Budget and Levy Meeting**
- -Final 2021 Budget and Levy Presentation
- -Public Comment
- -Adopt 2021 Final General Fund and EDA Budgets
- -Adopt Debt Levy Variance (If Needed)
- -Adopt 2021 Final Levy
- -Adopt 2021 Final Enterprise Fund Budgets
- -Approve Cost of Living Adjustment for Non-Union Employees

Tax Levy

Proposed 2021 Total Levy **$ 2,987,409**

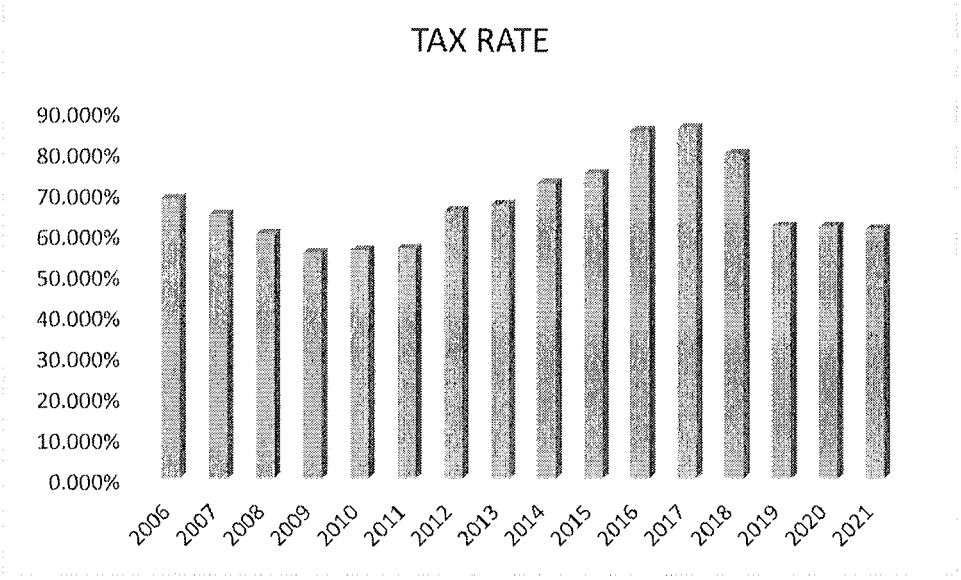
	2021	2020	CHANGE FROM PRIOR	
GENERAL FUND LEVY (101)	$ 1,880,946	$ 1,828,826	2.85%	$ 52,120
CAPITAL MAINT. LEVY (920)	$ 438,700	$ 256,000	71.37%	$ 182,700
STREET CONST. LEVY (425)	$ 286,500	$ 163,000	75.77%	$ 123,500
EDA LEVY (108)	$ 86,201	$ 79,802	8.02%	$ 6,399
ABATEMENT LEVY (101)	$ 13,432	$ 24,066	-44.19%	$ (10,634)
DEBT SERVICE LEVY	$ 281,630	$ 369,312	-23.74%	$ (87,682)
TOTAL LEVY	**$ 2,987,409**	**$ 2,721,006**	**9.79%**	**$ 266,403**



Tax Rate

Projected 2021 Tax Rate **61.185%**

	2021	2020	CHANGE FROM PRIOR
TAX RATE	**61.185%**	**61.180%**	**0.01%**
AVG. TAX RATE - 2006-2020	67.628%		
% ABOVE (+) / BELOW (-) AVG.	-9.53%		



Tax Rate = Total Levy / Market Value

General Fund Operating Budget Summary (Fund 101)

	Title / Detail	PROPOSED 2021 BUDGET
	TAXES	1,918,378
	LICENSES/PERMITS	350,800
	INTERGOVERNMENTAL	939,520
	CHARGES FOR SERVICES	202,011
	FINES AND FORFEITURES	53,050
	MISCELLANEOUS	28,100
	TRANSFERS IN	494,150
TOTAL	**GENERAL FUND REVENUES**	**3,986,009**
	COUNCIL	38,719
	ELECTIONS	200
	FINANCIAL ADMINISTRATION	531,085
	SPECIAL PROJECTS	-
	PLANNING AND ZONING	153,927
	MUNICIPAL BUILDING	41,917
	POLICE ADMINISTRATION	1,591,486
	FIRE PROTECTION	262,930
	BUILDING INSPECTION ADMIN	291,245
	CODE ENFORCEMENT	12,231
	CIVIL DEFENSE	2,140
	ANIMAL CONTROL	3,091
	GENERAL CITY MAINTENANCE	58,238
	HWYS, STREETS, & ROADS	377,744
	STREET LIGHTING	51,130
	SANITATION ADMINISTRATION	23,180
	PARK,REC,CULTURE	363,698
	DEBT SERVICE (GENERAL)	-
	TRANSFERS	113,944
	IMPROVEMENT FUNDS	-
	MISCELLANEOUS	14,814
TOTAL	**GENERAL FUND EXPENDITURES**	**3,931,719**
	NET INCOME / (LOSS)	**54,290**

* Detail provided with attached budget

Budget Adjustments to Consider

Potential Reductions:	**Dept.**	**Amount**
Eliminate Additional Police Secretary	PD	26,846
Reduce PD Cell Phone Count (5 lines added)	PD	2,640
Reduce Code Enforcement Hours	PD	10,217
Eliminate Zoning Code Codification	P/Z	10,000
Reduce Professional Development	All	Varies
Reduce Staff – Layoff(s)	All	Varies
Reduce Officer Wellness	PD	7,200
Interpreter Services	PD	600
Reduce Compost Screening	SANIT.	500
Conference Table	MUNI BLDG	3,500
Potential Additions:		
Enhance Fireworks Display	PRC	8,000

General Fund Capital Budget Summary (Fund 920)

Department			2021
Administration	Employee Accommodations	$	1,648
Municipal Building	Side Chairs City Hall	$	2,575
Police	Squad Vehicle - 224 - 2016 Ford Explorer	$	49,670
Police	Interior Paint - PD Share Only	$	3,180
Police	Phone System	$	10,610
Police	Tasers	$	4,770
Streets	Bobcat Steer Loader Buyback Program	$	5,800
Streets	2007 Bobcat Broom	$	5,305
Streets	Pressure Washer	$	5,305
Street Lighting	Street Light Pole Replacement (65 City Owned)	$	8,487
Street Lighting	Street Light Infill	$	10,000
ICC	Handicap Door Actuators	$	6,365
ICC	Dishwasher with Type II Hood Install	$	7,745
ICC	Furnace	$	7,426
ICC	Sprinkler System - Fire Suppression	$	25,750
PRC	Bluebird Park - Performance Center	$	248,230
PRC	Bluebird Park - Restrooms	$	206,000
PRC	Unity Ball Field - Bleachers	$	6,695
PRC	C-I Bike/Walk Trail Contribution	$	7,500
Total	**General Fund Capital Expenditures**	**$**	**623,060**
	Property Taxes	$	438,700
	Interest Earnings	$	7,200
	Sale of Property	$	122,000
Total	**General Fund Capital Revenues**	**$**	**567,900**
	1 Year (Over) / Under Budget	**$**	**(55,160)**
	Running Fund (Deficit) / Surplus	**$**	**665,524**

Capital Improvement Plan Updates (Significant Changes from Prior Year)

Additions:	**Year**	**Amount**
Public Services Building & Salt Shed	2025	782,400
Bluebird Park Splash Pad	2023	218,545
Bluebird Park Restrooms	2021	206,000
Bluebird Park Performance Center	2021	248,230
Street Light Infill	2021-2030	10,000
Street Sign Replacement	2022-2024	4,000
City Hall Phone System	2022	18,000
Snow Plow Updated to Grader	2024	60,000
Deletions:	**Year**	**Amount**
2 Additional City Hall Cubicles	2021	(15,000)
Isanti Hills Equipment & Fence	2024/2025	(68,000)
Whisper Ridge Tennis Court Resurfacing	2021	(16,000)
VFW Park Equipment	2024	(15,000)
Hoist Truck Updated to Standard Truck	2023	(55,000)

General Fund Technology Budget Summary (Fund 614)

Department			2021
ALL	Misc. Software Programs		4,000
ALL	Computer Displays/Misc. Components		1,061
ALL	Desktop Printers		530
POLICE	POLICE STATION TOWER		1,750
POLICE	POLICE STATION TOWER		1,750
ADMIN	CITY HALL TOWER		1,750
POLICE	POLICE STATION TOWER		1,750
POLICE	POLICE STATION TOWER		1,750
ADMIN	CITY HALL LAPTOP		1,750
ADMIN	CITY HALL TOWER		1,750
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER		1,750
PARKS	CITY HALL LAPTOP		1,750
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER		12,253
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES		1,061
Total	**General Fund Technology Expenditures**	**$**	**34,655**
	80% Cable Franchise Fees		27,810
	Interest Earnings		100
	Water Fund Allocation		3,100
	Sewer Fund Allocation		3,100
	Storm Water Fund Allocation		3,100
	Liquor Fund Allocation		2,660
Total	**General Fund Technology Revenues**	**$**	**39,870**
	1 Year (Over) / Under Budget	**$**	**5,215**
	Running Fund (Deficit) / Surplus	**$**	**12,676**

Capital Improvement Plan Updates (Significant Changes from Prior Year)

Deletions:	Year	Amount
Packet Management Software	2020	(10,300)
AP Workflow Software	2028	(13,048)

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	440,165,200	487,307,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	390,288,875	432,088,813
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	11.86%	10.71%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.13%	1.13%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,410,264	4,882,604
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	8,000	
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,402,264	4,882,604
GENERAL FUND LEVY (101)	**1,435,911**	**1,693,594**	**1,820,001**	**1,798,817**	**1,657,973**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**1,828,826**	**1,880,946**
CAPITAL MAINT. LEVY (920)															**256,000**	**438,700**
STREET CONST. LEVY (425)															**163,000**	**286,500**
EDA LEVY (108)													**56,327**	**62,565**	**79,802**	**86,201**
ABATEMENT LEVY (101)															**24,066**	**13,432**
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 2010B GO BOND						125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	
930 - 2011A GO BOND						0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367
931 - 2014A TAX ABATEMENT						0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036
932 - 2014B GO BOND						0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227
DEBT SERVICE LEVY	**406,000**	**478,336**	**458,023**	**446,429**	**508,689**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**	**281,630**
TOTAL LEVY	**1,841,911**	**2,171,930**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,721,006**	**2,987,409**
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	9.79%
$ CHANGE FROM PRIOR	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 266,403
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.809%	61.185%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-0.01%	0.01%

2021 JOB CLASSIFICATION	1.03 POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 51.4722	$ 53.4851	$ 55.4980	$ 57.5109	$ 59.5238	$ 61.5366	$ 63.5495
		Annually	$ 107,062.24	$ 111,249.03	$ 115,435.82	$ 119,622.61	$ 123,809.40	$ 127,996.19	$ 132,182.98
Finance Director	665	Per Hour	$ 43.4568	$ 45.1562	$ 46.8557	$ 48.5551	$ 50.2545	$ 51.9539	$ 53.6534
		Annually	$ 90,390.16	$ 93,924.97	$ 97,459.78	$ 100,994.59	$ 104,529.40	$ 108,064.21	$ 111,599.02
Police Chief	643	Per Hour	$ 40.7652	$ 42.3594	$ 43.9536	$ 45.5477	$ 47.1419	$ 48.7361	$ 50.3303
		Annually	$ 84,791.67	$ 88,107.55	$ 91,423.42	$ 94,739.30	$ 98,055.18	$ 101,371.05	$ 104,686.93
Public Services Director	604	Per Hour	$ 39.0890	$ 40.6176	$ 42.1463	$ 43.6749	$ 45.2035	$ 46.7321	$ 48.2607
		Annually	$ 81,305.16	$ 84,484.69	$ 87,664.22	$ 90,843.75	$ 94,023.28	$ 97,202.81	$ 100,382.34
Community Development Director	551	Per Hour	$ 38.0243	$ 39.5113	$ 40.9983	$ 42.4853	$ 43.9722	$ 45.4592	$ 46.9462
		Annually	$ 79,090.54	$ 82,183.47	$ 85,276.39	$ 88,369.32	$ 91,462.25	$ 94,555.17	$ 97,648.10
Liquor Store Manager	358	Per Hour	$ 31.5770	$ 32.8118	$ 34.0467	$ 35.2816	$ 36.5164	$ 37.7513	$ 38.9861
		Annually	$ 65,680.14	$ 68,248.64	$ 70,817.13	$ 73,385.63	$ 75,954.13	$ 78,522.62	$ 81,091.12
Police Investigator (Union)	297	Per Hour	$ 30.4497	$ 31.6043	$ 32.7588	$ 33.9133	$ 35.0678	$ 36.2224	$ 37.3769
		Annually	$ 63,397.78	$ 65,736.74	$ 68,075.90	$ 70,392.82	$ 72,731.98	$ 75,070.94	$ 77,410.11
Human Resources/City Clerk	280	Per Hour	$ 30.9892	$ 32.2010	$ 33.4129	$ 34.6248	$ 35.8366	$ 37.0485	$ 38.2604
		Annually	$ 64,457.49	$ 66,978.17	$ 69,498.86	$ 72,019.54	$ 74,540.22	$ 77,060.91	$ 79,581.59
Parks, Rec, Culture Manager	242	Per Hour	$ 26.7718	$ 27.8188	$ 28.8657	$ 29.9126	$ 30.9596	$ 32.0065	$ 33.0535
		Annually	$ 55,685.38	$ 57,863.02	$ 60,040.66	$ 62,218.30	$ 64,395.94	$ 66,573.58	$ 68,751.22
Assistant Finance Director	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Community Development Specialist	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Asst Liquor Store Manager	195	Per Hour	$ 22.7254	$ 23.6141	$ 24.5028	$ 25.3915	$ 26.2802	$ 27.1689	$ 28.0576
		Annually	$ 47,268.75	$ 49,117.25	$ 50,965.75	$ 52,814.25	$ 54,662.75	$ 56,511.25	$ 58,359.75
Police Secretary	183	Per Hour	$ 22.2286	$ 23.0979	$ 23.9672	$ 24.8364	$ 25.7057	$ 26.5750	$ 27.4443
		Annually	$ 46,235.52	$ 48,043.61	$ 49,851.71	$ 51,659.80	$ 53,467.89	$ 55,275.99	$ 57,084.08
Utility Billing / Accounting Clerk	173	Per Hour	$ 21.0008	$ 21.8221	$ 22.6433	$ 23.4646	$ 24.2858	$ 25.1071	$ 25.9284
		Annually	$ 43,681.67	$ 45,389.90	$ 47,098.12	$ 48,806.34	$ 50,514.56	$ 52,222.78	$ 53,931.01
Receptionist / Utility Billing Clerk	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Deputy City Clerk / Human Resources	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.5808	$ 19.3075	$ 20.0341	$ 20.7607	$ 21.4873	$ 22.2140	$ 22.9406
		Annually	$ 38,648.16	$ 40,159.54	$ 41,670.92	$ 43,182.30	$ 44,693.68	$ 46,205.06	$ 47,716.44
MS4 Technician	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232
Liquor Store Clerk II	125	Per Hour	$ 16.4946	$ 17.1396	$ 17.7847	$ 18.4297	$ 19.0747	$ 19.7198	$ 20.3648
Liquor Store Clerk III	125	Per Hour	$ 15.0419	$ 15.6301	$ 16.2184	$ 16.8066	$ 17.3948	$ 17.9831	$ 18.5713
Liq. Store Clerk less than 20	125	Per Hour	$ 12.2511	$ 12.7302	$ 13.2093	$ 13.6884	$ 14.1675	$ 14.6466	$ 15.1257
Custodian	125	Per Hour	$ 12.2426	$ 12.7214	$ 13.2001	$ 13.6789	$ 14.1577	$ 14.6364	$ 15.1152

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (Union)	394	Per Hour	$ 40.2612	$ 41.3539	$ 42.1177				
		Annually	$ 83,743.30	$ 86,016.11	$ 87,604.82				
Police Officer Full-Time (Union)	280	Per Hour	$ 30.0533	$ 31.0844	$ 32.1155	$ 33.2592	$ 34.4030	$ 35.5467	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Police Officer Part-Time	280	Per Hour	$ 30.0533	$ 31.0844	$ 32.1155	$ 33.2592	$ 34.4030	$ 35.5467	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Code Enforcement Officer Part-Time	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (Union)		Per Hour	$ 18.5601	$ 19.2785	$ 19.9969	$ 20.7153	$ 21.4337	$ 22.1521	$ 22.8704
		Annually	$ 38,623.73	$ 40,086.80	$ 41,572.34	$ 43,080.54	$ 44,588.54	$ 46,096.54	$ 47,649.47
Maintenance Tech II (Union)	188	Per Hour	$ 22.9931	$ 23.8822	$ 24.7713	$ 25.6604	$ 26.5495	$ 27.4386	$ 28.3277
		Annually	$ 47,829.81	$ 49,675.18	$ 51,543.44	$ 53,411.49	$ 55,234.82	$ 57,170.46	$ 59,038.51
Equipment Mechanic (Union)		Per Hour	$ 25.2346	$ 26.2110	$ 27.1874	$ 28.1638	$ 29.1402	$ 30.1167	$ 31.0931
		Annually	$ 52,398.74	$ 54,379.52	$ 56,427.70	$ 58,475.87	$ 60,524.05	$ 62,594.90	$ 64,688.00
Working Foreman/Leadman (Union)	280	Per Hour	$ 29.2586	$ 30.3793	$ 31.5000	$ 32.6207	$ 33.7414	$ 34.8621	$ 35.9828
		Annually	$ 60,794.24	$ 61,109.36	$ 63,405.26	$ 65,745.89	$ 68,064.26	$ 70,292.56	$ 72,633.60

	By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 132,182.98
1/1/2021	Step 7	10.0%	Water Adm.	2,080	$63.55	$ 132,182.98					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 110,089.93
1/1/2021	Step 6	10.0%	Water Adm.	888	$51.95	$ 46,135.11					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$53.65	$ 63,954.82					
		10.0%	Liquor Adm.								
HR Director / City Clerk		70.0%	Admin								$ 73,289.58
1/1/2021	Step 4	10.0%	Water Adm.	1,032	$34.62	$ 35,732.77					
6/30/2021	Step 5	10.0%	Sewer Adm.	1,048	$35.84	$ 37,556.81					
		10.0%	Liquor Adm.								
Deputy City Clerk / Human Resources		70.0%	Admin								$ 43,337.80
1/1/2021	Step 3	10.0%	Water Adm.	2,080	$20.84	$ 43,337.80					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 62,608.50
1/1/2021	Step 5	10.0%	Water Adm.	1,208	$29.68	$ 35,852.81					
8/1/2021	Step 6	10.0%	Sewer Adm.	872	$30.68	$ 26,755.69					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 49,625.15
1/1/2021	Step 7	3.5%	Plan/Zone	2,080	$23.86	$ 49,625.15					
		10%	Bldg Insp								
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,245.19
1/1/2021	Step 4	45.0%	Sewer	328	$23.46	$ 7,696.38					
2/27/2021	Step 5	10.0%	Storm	1,752	$24.29	$ 42,548.80					
TOTAL ADMINISTRATION DEPARTMENT											**$ 521,379.13**
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 93,591.61
1/1/2021	Step 5	5%	Bldg Insp	648	$43.97	$ 28,494.01					
4/23/2021	Step 6	5%	Code Enf.	1,432	$45.46	$ 65,097.60					
		40%	EDA								
Community Development Specialist		50%	Plan/Zone								$ 54,715.76
1/1/2021	Step 1	45%	Bldg Insp	752	$25.66	$ 19,299.98					
5/12/2021	Step 2	5%	Code Enf.	1,328	$26.67	$ 35,415.79					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 148,307.37**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Police Department											
Chief		100%	Police								$ 107,102.78
1/1/2021	Step 7			2,080	$50.33	$ 104,686.93	$ 2,415.85				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.35	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.12	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator		100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$38.71	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer		100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.41	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.54	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer		100%	Police								$ 72,863.98
1/1/2021	Step 3			2,080	$ 33.26	$ 69,179.14		$ 3,059.85	$ 625.00		
Officer		100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.54	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.71	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer		100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.08	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.15	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 66,164.44
1/1/2021	Start			1,920	$ 30.06	$ 57,706.18					
12/2/2021	Step 1			160	$ 31.08	$ 4,973.50		$ 2,859.76	$ 625.00		
Officer		100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.44	$ 77,877.78		$ 3,444.59	$ 625.00		
Police Secretary		100%	Police								$ 58,401.40
1/1/2021	Step 7			2,080	$27.44	$ 57,084.08	$ 1,317.32				
Police Secretary		100%	Police								$ 23,117.76
1/1/2021	Step 1			1,040	$22.23	$ 23,117.76					
PT Data Entry Clerk		100%	Police								$ 23,858.22
1/1/2021	Step 7			1,040	$22.94	$ 23,858.22					
Code Enf. Officer		100%	Police PT								$ 27,696.93
1/9/2021	Start			1,073	$18.16	$ 19,487.60					
9/16/2021	Step 1			435	$18.87	$ 8,209.33					
		100%	Police								
FTO Training		100%	Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100%	Police PT								$ 60,000.00
OT Officers		100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 968,181.92**

		By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 94,811.61
1/1/2021	Step 4	21.2%	Streets	608	$ 43.67	$ 26,554.33					
4/17/2021	Step 5	1.0%	Sanitation	1,472	$ 45.20	$ 66,539.55					
		25.0%	PRC			$ 93,093.88	$ 1,717.73				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman		4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.70	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.87	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.60	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.52	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.88	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.78	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechanic		4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.34	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II		4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.78	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.68	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.78	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.68	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.78	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.68	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT		100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
Parks, Recreation & Culture Manager		100.0%	PRC							WAIVE	$ 59,362.24
1/1/2021	Step 3			648	$27.82	$ 18,026.56					
4/23/2021	Step 4			1,432	$28.87	$ 41,335.68					
Custodian		100.0%	PRC PT								$ 3,819.70
1/1/2021	Step I			312	$12.24	$ 3,819.70					
Seasonal		17.4%	Streets PT								$ 27,000.00
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 653,665.32**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 81,091.12
1/1/2021	Step 7			2,080	$38.99	$ 81,091.12					
Asst. Manger		100%	Liquor								$ 53,653.18
1/1/2021	Step 4			1,136	$25.39	$ 28,844.71					
7/19/2021	Step 5			944	$26.28	$ 24,808.48					
Clerk II		100%	Liquor								$ 38,199.61
1/1/2021	Step 3			208	$17.78	$ 3,699.21					
2/6/2021	Step 4			1,872	$18.43	$ 34,500.40					
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$15.04	$ 18,772.30					$ 18,772.30
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$16.22	$ 20,240.52					$ 20,240.52
PT Clerk	Step 2	100%	Liquor PT	544	$12.73	$ 6,925.24					$ 44,969.53
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Shift Differential			2,800	$1.50	$ 4,200.00					
Total Part Time Clerks						$ 44,969.53					
TOTAL LIQUOR STORE											**$ 256,926.27**

Acct Number	Type		Title / Detail		12/31/2021 PROPOSED 2021 BUDGET	12/31/2020 FINAL 2020 BUDGET	12/31/2019 FINAL 2019 BUDGET	12/31/2019 2019 ACTUAL	12/31/2018 2018 ACTUAL	12/31/2017 2017 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		-		**522,377**			
101-31000	R		General Property Taxes		1,894,378	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R		General Prop Taxes-Delinq		20,300	24,000	-	42,685	19,721	27,623
101-31801	R		Tax Forfeited Sales		2,000	2,600	-	1,891	2,547	1,726
101-31900	R		Penalties and Interest DelTax		1,700	2,200	-	3,337	1,024	2,746
		TOTAL	**TAXES**		**1,918,378**	**1,881,692**	**1,817,814**	**1,844,384**	**2,170,165**	**2,018,262**
101-32100	R		Business Licenses/Permits		12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R		Non-Business Licenses/Permits		8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R		Building Permit Fee		175,000	198,100	-	174,440	190,248	210,052
101-32211	R		Plan Check Fee-Bldg.Permit		98,000	95,000	-	97,651	110,482	80,250
101-32212	R		Plumbing Fee-Bldg.Permit		12,500	14,700	-	12,241	16,734	11,408
101-32213	R		Mechanical Fee-Bldg.Permit		13,250	12,400	-	13,181	12,961	9,294
101-32214	R		Fireplace Fee-Bldg.Permit		-	-	-	-	-	-
101-32215	R		Septic Fee		-	-	-	-	-	-
101-32216	R		S/W Connection Fee		3,000	1,300	-	3,075	2,225	900
101-32217	R		Sprinkler Fee		250	300	-	-	612	-
101-32218	R		License Verification Fee		1,000	1,500	-	920	1,425	1,530
101-32219	R		Electrical Permit		23,000	22,700	-	21,506	24,140	22,583
101-32240	R		Animal Licenses		3,000	3,600	-	2,970	3,530	4,235
101-32250	R		Special Vehicle Permit		800	700	-	950	800	650
		TOTAL	**LICENSES/PERMITS**		**350,800**	**375,400**	**313,000**	**348,118**	**391,103**	**362,329**
101-33100	R		Federal Grants and Aids		8,000	8,600	10,000	8,102	6,477	10,906
101-33400	R		State Grants and Aids		-	200	-	-	-	-
101-33401	R		Local Government Aid		783,165	737,393	635,435	635,435	631,811	585,309
101-33403	R		LGA-Market Value Credit		150	-	-	164	391	18
101-33404	R		PERA Rate Increase Aid		1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R		Police Training Reimbursement		-	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R		Other State Aid Grants		-	-	-	-	-	-
101-33423	R		POST Training Aid		6,000	6,400	3,500	5,965	10,527	-
101-33424	R		Police State Aid		72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R		County Grants		-	-	-	-	-	-
101-33601	R		Regional Grants		-	-	-	-	-	2,500
101-33610	R		County Grants/Aid for Hwy		-	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**939,520**	**897,293**	**788,779**	**789,776**	**789,501**	**731,448**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R		Charges for Services		-	-	-	516	-	-
101-34100	R		General Gov t Charges for Svcs		3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R		Rent Revenue		-	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R		Plan Check Fee		-	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		-	-	-	-	-	-
101-34106	R		Advertising Revenue		1,500	1,500	4,200	3,813	3,524	-
101-34110	R		Land Rent		1,000	3,500	900	1,260	1,028	4,382
101-34112	R		Dog Rm/Bd Charges		-	700	500	-	395	792
101-34113	R		Community Ctr Rent Revenue		12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R		Copy Machine Copy Sales		75	200	-	85	135	158
101-34115	R		Lease Revenue		76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R		Police Charges for Services		1,000	400	700	1,513	2,125	399
101-34202	R		Security Services		-	-	-	-	-	-
101-34203	R		Accident Reports		-	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R		School Dist Resource Officer		84,056	88,471	76,000	80,756	60,162	28,722
101-34211	R		PD Charges for Scvs		-	-	-	-	-	-
101-34212	R		Nuisance Abatement		3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R		PW Other Charges for Scvs		750	1,100	800	652	1,266	1,024
101-34304	R		Street Cut Charges		4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R		Snow Removal		-	100	100	-	10	16
101-34306	R		Weed/Grass Removal		-	-	-	109	(96)	1,724
101-34700	R		Park Rental Fees		500	800	1,500	585	1,010	240
101-34750	R		Rec Program Fees		300	350	350	313	291	368
101-34780	R		Park Fees		50	-	-	40	65	50
101-34951	R		Surplus Property Rev		-	250	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**202,011**	**244,215**	**222,987**	**230,468**	**223,487**	**204,468**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R		Fines and Forfeits		50	-	-	56	32	200
101-35102	R		Parking Fines		1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R		Other Fines		-	-	-	-	-	-
101-35105	R		Highway Fines		35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R		Dog Impound Fee		-	1,300	1,250	-	1,279	1,195
101-35107	R		NSF Fines		-	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		-	-	-	-	-	-
101-35110	R		Storage Fees		-	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R		Administrative Citation		2,000	2,200	2,000	1,160	2,708	2,094
		TOTAL	**FINES AND FORFEITURES**		**53,050**	**49,800**	**40,250**	**52,502**	**56,622**	**47,077**
101-36100	R		Special Assessments		-	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		1,000	2,400	3,000	955	469	2,821
101-36201	R		Refunds & Reimbursements		7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R		Loan Payments		-	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		-	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		-	-	-	-	-	-
101-36210	R		Interest Earnings		20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R		Contributions and Donations		-	-	-	-	5,000	-
101-36231	R		Community Center Contributions		-	-	-	-	-	-
101-37460	R		General Penalty		100	200	-	22	186	139
101-37840	R		Cash Over - (Short)		-	-	-	-	-	-
101-37843	R		Bank Charges		-	-	-	-	-	-
101-37844	R		Error Adjustment		-	-	-	21	(0)	-
101-39102	R		Sale of Property		-	-	-	649	737	-
101-39103	R		Insurance Proceeds		-	-	-	-	-	-
		TOTAL	**MISCELLANEOUS**		**28,100**	**33,200**	**47,000**	**74,537**	**36,620**	**29,739**
101-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
101-39203	R		Transfer from Other Fund		494,150	451,176	369,150	369,150	369,150	396,182
		TOTAL	**TRANSFERS IN**		**494,150**	**451,176**	**369,150**	**369,150**	**369,150**	**396,182**
101-39999	R		Prior Period Adjustment		-	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**3,986,009**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		24,927	21,777	24,927	25,327	22,577	22,582
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		1,907	1,666	1,907	1,938	1,727	1,459
			FICA / Medicare	7.65%						
101-41110-130	E		Employer Paid Ins General		-	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		-	-	-	-	-	21
101-41110-200	E		Office Supplies (GENERAL)		250	700	125	143	208	-
101-41110-208	E		Training and Instruction		2,500	4,750	4,750	693	499	919
101-41110-220	E		General Supplies		-	-	-	13	-	-
101-41110-303	E		Engineering Fees		-	-	150	-	-	-
101-41110-305	E		Technology		1,000	2,000	1,000	861	1,225	-
101-41110-351	E		Legal Notices Publishing		1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E		General Liability Ins		5	25	160	29	132	150
101-41110-433	E		Dues and Subscriptions		6,630	9,200	6,137	6,169	5,939	7,753
			League of Minnesota Cities	$ 6,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		-	-	-	26	-	101
41110		**TOTAL**	**COUNCIL**		**38,719**	**41,868**	**41,656**	**36,025**	**33,827**	**34,436**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		-	5,560	-	-	3,592	-
101-41200-200	E		Office Supplies (GENERAL)		-	100	100	-	-	-
101-41200-208	E		Training and Instruction		-	1,300	-	-	661	-
101-41200-303	E		Engineering Fees		-	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		-	200	250	-	77	-
101-41200-361	E		General Liability Ins		-	-	-	-	-	-
101-41200-439	E		Election Expenses		200	1,700	1,000	154	5,296	1,138
41200		**TOTAL**	**ELECTIONS**		**200**	**8,860**	**1,350**	**154**	**9,627**	**1,138**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500			FINANCIAL ADMINISTRATION								
101-41500-100	E		Wages & Salaries General			310,462	300,019	274,583	266,374	263,551	274,277
101-41500-101	E		PT Salaries & Wages			4,900	5,500	-	-	-	-
101-41500-102	E		Full-Time Employees OT			-	-	-	26	-	-
101-41500-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-41500-112	E		Contracted Services			10,795	36,235	13,240	11,871	10,004	7,944
			Codification Maint. Fee	$	995						
			Isantian Newsletter	$	8,000						
			City Code Update (30%)	$	1,800						
101-41500-120	E		Employer Contrib Ret General			47,385	45,646	41,184	39,286	39,143	40,105
101-41500-130	E		Employer Paid Ins General			51,397	49,926	43,486	44,618	49,696	51,949
101-41500-142	E		Unemployment Comp Benefit Pymt			-	-	-	25	-	48
101-41500-151	E		Worker s Comp Insurance			2,937	2,731	1,328	1,536	1,627	1,992
101-41500-200	E		Office Supplies (GENERAL)			3,500	3,900	3,640	3,491	2,504	3,465
			Miscellaneous	$	6,500						
			15% to EDA, PRC, P/Z	$	(3,000)						
101-41500-202	E		Duplicating and copying supply			1,870	1,980	2,240	1,473	1,552	1,752
			Copier Lease	$	2,300						
			Paper / Supplies	$	1,100						
			15% to P/Z, PRC, EDA	$	(1,530)						
101-41500-207	E		Computer Supplies			-	-	-	-	-	-
101-41500-208	E		Training and Instruction			11,235	12,775	9,235	8,176	7,062	7,073
			City Clerk Training	$	1,345						
			General HR Training	$	1,240						
			ICMA Conference - C Mgr/Wood	$	2,500						
			MCMA Conference - C Mgr/Wood	$	800						
			League Conference - C Mgr/Wood	$	800						
			LMC Conf. Betker/Brooks	$	1,600						
			MNGFOA Conference - Fin Dir	$	575						
			MNGFOA Conference - Asst Fin Dir	$	575						
			General Admin Training	$	800						
			Finance Dept Training	$	1,000						
101-41500-220	E		General Supplies			250	-	-	73	-	-
101-41500-300	E		Professional Srvs (GENERAL)			50,568	46,530	43,641	75,783	32,833	37,374
			City Attorney	$	40,000						
			Safety Training (8%)	$	568						
			Mediation / Arbitration	$	10,000						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E		Audit & Accounting Services			17,540	17,538	14,683	15,875	18,090	39,792
			Annual Financial Audit	$	30,080						
			AUP (Agreed Upon Procedures)	$	5,000						
			12.5% each Water, Sewer, Storm, Liquor	$	(17,540)						
101-41500-303	E		Engineering Fees			-	100	90	-	604	(675)
101-41500-305	E		Technology			6,627	6,241	5,350	6,551	5,168	5,137
			Anti Spam Software	$	245						
			WB IT Solutions (15%)	$	4,665						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
101-41500-320	E		Communications (GENERAL)			1,548	1,536	-	1,803	754	-
			Verizon	$	1,548						
101-41500-322	E		Postage			5,090	5,385	5,385	4,423	4,759	4,789
			Bulk Mailing - Isantian	$	1,900						
			PO Box Fee	$	120						
			Postage 5,000 @ $0.55	$	2,750						
			Certified Letters	$	320						
101-41500-335	E		Auto Expense			110	110	2,953	1	2,980	1,487
			City Hall Vehicle(s)	$	110						
101-41500-351	E		Legal Notices Publishing			300	600	600	66	254	115
101-41500-361	E		General Liability Ins			2,100	2,420	3,367	2,321	3,311	2,301
101-41500-366	E		Bonds/Life Insurance			-	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip			-	-	-	2	-	-
101-41500-433	E		Dues and Subscriptions			2,472	2,270	2,259	3,290	1,707	2,998
			MN City/Cty Management Assoc	$	160						
			MN Clerks & Finance Officers Assoc	$	50						
			SHRM Membership	$	230						
			ICMA	$	1,057						
			Int'l Institute of Muncipal Clerks	$	170						
			MN GFOA	$	140						
			MN Society of CPAs	$	280						
			AICPA	$	285						
			MN Board of Accountancy	$	100						
101-41500-437	E		Other Miscellaneous			-	2,000	-	32	-	-
101-41500-500	E		Capital Outlay (GENERAL)			-	-	3,671	3,320	-	-
101-41500-511	E		Land Acquisition			-	-	-	-	-	-
101-41500-721	E		Contingency Fund			-	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**			**531,085**	**543,442**	**470,935**	**490,416**	**445,598**	**481,922**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		-	55,753	91,073	89,708	-	-
101-41501-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41501-112	E		Contracted Services		-	5,000	5,000	3,984	-	-
101-41S01-120	E		Employer Contrib Ret General		-	8,447	13,798	12,869	-	-
101-41501-130	E		Employer Paid Ins General		-	6,904	18,553	17,526	-	-
101-41501-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		-	534	689	823	-	-
101-41501-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		-	600	600	52	-	-
101-41501-207	E		Computer Supplies		-	-	-	-	-	-
101-41501-208	E		Training and Instruction		-	1,400	3,600	3,773	-	-
101-41501-220	E		General Supplies		-	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		-	-	-	-	-	-
101-41501-303	E		Engineering Fees		-	-	-	-	-	-
101-41501-305	E		Technology		-	-	-	-	-	-
101-41501-320	E		Communications		-	540	-	-	-	-
101-41501-322	E		Postage		-	-	-	-	-	-
101-41501-335	E		Auto Expense		-	1,558	3,116	260	-	-
101-41501-351	E		Legal Notices Publishing		-	-	600	8	-	-
101-41501-361	E		General Liability Ins		-	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		-	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		-	1,290	930	1,050	-	-
101-41501-437	E		Other Miscellaneous		-	-	-	-	-	-
101-41501-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
101-41501-511	E		Land Acquisition		-	-	-	-	-	-
101-41501-721	E		Contingency Fund		-	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		-	**82,026**	**137,959**	**130,053**	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		79,491	77,882	68,848	30,081	68,906	56,976
101-41910-101	E		Part Time Salaries and Wages		2,450	2,800	6,300	-	-	-
101-41910-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41910-112	E		Contracted Services		10,000	-	-	10,648	-	28,443
			Zoning Code Update	$ 10,000						
101-41910-120	E		Employer Contrib Ret General		11,960	12,121	10,160	4,308	9,970	7,900
101-41910-130	E		Employer Paid Ins General		13,283	6,615	9,855	3,354	8,316	5,428
101-41910-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41910-151	E		Worker s Comp Insurance		742	711	493	578	369	568
101-41910-200	E		Office Supplies (GENERAL)		1,250	1,525	1,200	814	573	1,862
			15% from Admin	$ 1,000						
			Miscellaneous	$ 250						
101-41910-202	E		Duplicating and copying supply		510	540	840	728	503	601
			15% from Admin	$ 510						
101-41910-208	E		Training and Instruction		2,000	2,130	1,130	687	1,081	623
			MN APA Conference	$ 1,500						
			Continuing Education - CDD	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E		Auditing and Acct g Services		-	-	-	-	-	-
101-41910-303	E		Engineering Fees		3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E		Technology		3,712	3,189	3,526	3,040	2,835	2,147
			WB IT Solutions (10%)	$ 3,110						
			Civic Systems Support (5.45%)	$ 602						
101-41910-310	E		Annexation Payments		17,600	23,862	41,187	21,250	1,824	-
			Annex. Pmt to Township - A-2457(OA)-32	$ 11,218						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 6,382						
101-41910-320	E		Communications (GENERAL)		264	1,513	800	528	685	584
			Verizon - 50% CDD Phone	$ 264						
101-41910-322	E		Postage		50	50	50	2	13	158
101-41910-335	E		Auto Expense		55	55	55	1	82	38
			10% from Admin	$ 55						
101-41910-351	E		Legal Notices Publishing		300	300	300	116	664	304
101-41910-361	E		General Liability Ins		10	63	411	76	387	389
101-41910-433	E		Dues and Subscriptions		350	-	-	-	-	-
			MN APA Membership	$ 100						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		900	950	950	787	908	1,217
			Isanti County Recorder / Misc.	$ 900						
101-41910-500	E		Capital Outlay (GENERAL)		-	-	2,500	1,113	2,871	8,577
41910		**TOTAL**	**PLANNING AND ZONING**		**153,927**	**141,306**	**156,605**	**86,632**	**104,931**	**134,645**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941			**MUNICIPAL BUILDING**								
101-41941-100	E		Wages & Salaries General			-	200	-	32	50	-
101-41941-112	E		Contracted Services			960	1,337	1,242	1,161	856	1,230
			Alarm Monitoring	$	610						
			Shred-N-Go	$	350						
101-41941-120	E		Employer Contrib Ret General			-	15	-	5	4	-
101-41941-130	E		Employer Paid Ins General			-	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)			5,250	2,100	1,890	2,214	1,060	759
			Misc. Supplies	$	1,000						
			Conference Table	$	3,500						
			Flags	$	750						
101-41941-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-41941-303	E		Engineering Fees			-	-	-	-	-	-
101-41941-305	E		Technology			8,065	7,535	7,507	7,428	6,431	6,809
			Panic Button Monitoring	$	290						
			WB IT Solutions (25%)	$	7,775						
101-41941-320	E		Communications (GENERAL)			5,427	5,893	3,843	2,852	4,317	3,773
			Landline Service	$	3,168						
			City Hall Phone System Maint. (90%)	$	2,106						
			Long Distance	$	153						
101-41941-361	E		General Liability Ins			2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E		Utilities			12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E		Maint & Repairs - Bldgs.			7,685	8,451	7,632	9,499	10,000	5,767
			Janitorial Services	$	5,346						
			Rug Service	$	864						
			Garbarge/Recycling Services	$	250						
			Fire Suppresion Inspection	$	225						
			Miscellaneous	$	1,000						
101-41941-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-41941-410	E		Rentals			-	-	-	-	-	-
101-41941-500	E		Capital Outlay (GENERAL)			-	-	18,350	17,454	4,950	3,801
101-41941-700	E		Transfers (GENERAL)			-	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**			**41,917**	**41,357**	**55,286**	**54,234**	**39,323**	**33,705**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110			**POLICE ADMINISTRATION**							
101-42110-100	E		Wages & Salaries General		840,485	690,289	775,035	630,007	608,564	730,294
101-42110-101	E		Part Time Salaries and Wages		87,697	78,356	40,000	137,166	85,258	58,523
101-42110-102	E		Full-Time Employees OT		40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42110-112	E		Contracted Services		-	-	-	3,375	-	345
101-42110-113	E		Uniform Pay		11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E		Crime Prevention		2,000	2,000	300	434	136	334
101-42110-118	E		Salary Contingency		-	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		174,124	146,211	152,196	147,846	124,678	135,789
101-42110-130	E		Employer Paid Ins General		162,759	154,893	183,831	132,382	130,040	120,960
101-42110-142	E		Unemployment Comp Benefit Pymt		-	-	-	2,135	-	-
101-42110-151	E		Worker s Comp Insurance		65,354	48,918	32,986	38,694	22,904	31,760
101-42110-200	E		Office Supplies (GENERAL)		3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E		Computer Supplies		-	100	100	60	-	79
101-42110-208	E		Training and Instruction		17,000	17,000	12,500	15,347	15,731	10,613
			Ammunition	$ 4,000						
			MN Chiefs Annual Conference	$ 800						
			Jubiliee Days Meeting	$ 350						
			Misc Training/Courses	$ 10,450						
			Misc. Reserve Training	$ 500						
			Patrol On-line	$ 900						
101-42110-240	E		Small Tools and Minor Equip		2,710	3,056	3,256	2,877	2,196	5,458
			Copy Machine Lease	$ 1,260						
			Radar Calibration	$ 250						
			Misc Small Tools/Equipment	$ 600						
			Misc Investigator Equipment	$ 600						
101-42110-300	E		Professional Srvs (GENERAL)		67,094	58,751	45,537	52,744	53,282	44,480
			Prosecution ($4,084/month)	$ 49,000						
			Safety Training (14%)	$ 994						
			Interpreter Services	$ 600						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 4,500						
101-42110-305	E		Technology		13,708	11,727	12,859	13,838	20,358	13,708
			LETG Software Maintenance and Support	$ 8,410						
			WB IT Solutions (10%)	$ 3,110						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 1,296						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 290						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E		Communications (GENERAL)		10,434	6,261	6,360	5,653	5,393	5,522
			Verizon	$ 8,424						
			Landline Service	$ 1,740						
			Long Distance	$ 90						
			BCA Connection	$ 180						
101-42110-321	E		Cell Phone Reimbursement		-	-	-	-	-	60
101-42110-335	E		Auto Expense		34,260	35,914	35,200	33,837	25,559	26,496
			Fuel/Washes	$ 21,000						
			PW Labor	$ 850						
			GEO Tab	$ 2,410						
			Repairs	$ 10,000						
101-42110-336	E		PD Reserves		1,200	1,200	2,000	782	1,432	2,681
101-42110-351	E		Legal Notices Publishing		300	300	-	801	331	106
101-42110-361	E		General Liability Ins		33,010	31,991	31,057	30,073	30,000	25,749
101-42110-380	E		Utilities		7,340	8,592	7,550	6,927	6,691	6,294
101-42110-401	E		Maint & Repairs - Bldgs.		6,790	4,257	9,615	12,800	4,631	4,250
			Janitorial Services	$ 2,000						
			Rug Service	$ 430						
			Garbarge/Recycling Services	$ 190						
			Fire Suppresion Inspection	$ 170						
			Misc. Services	$ 2,000						
			Misc. Equipment	$ 2,000						
101-42110-404	E		Repairs/Maint Equipment		1,000	500	1,500	1,729	-	1,520
101-42110-433	E		Dues and Subscriptions		8,665	8,026	1,485	695	283	1,485
			Lexipol Annual Subscription	$ 5,810						
			Post License $90/Officer every 3 years	$ 270						
			Tri County Law Enforcement	$ 75						
			MN Chiefs of Police Assoc.	$ 310						
			Range Dues/Special Response Team	$ 2,200						
101-42110-440	E		Prisoner Expense		-	-	-	-	-	-
101-42110-442	E		Forfeitures		-	-	-	-	-	-
101-42110-500	E		Capital Outlay (GENERAL)		-	-	53,639	48,905	(341)	44,068
101-42110-501	E		Replacement Fund		-	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-42110-721	E		Contingency Fund		-	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**		**1,591,486**	**1,367,042**	**1,446,867**	**1,397,350**	**1,195,400**	**1,307,301**
42280			**FIRE PROTECTION**							
101-42280-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42280-380	E		Utilities		3,620	2,540	2,540	3,416	-	-
101-42280-390	E		Public Safety Expense		259,310	246,965	231,249	231,246	224,513	209,043
101-42280-401	E		Maint & Repairs - Bldgs.		-	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**		**262,930**	**249,505**	**233,789**	**234,663**	**224,513**	**209,043**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		34,264	35,013	54,665	48,018	42,432	73,406
101-42401-101	E		Part Time Salaries and Wages		-	-	-	-	250	-
101-42401-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
101-42401-112	E		Contracted Services		242,900	267,985	219,738	272,916	288,748	17,211
			Building Official	$ 224,500						
			Electrical Inspector	$ 18,400						
101-42401-120	E		Employer Contrib Ret General		5,191	5,396	8,282	7,458	6,426	10,826
101-42401-130	E		Employer Paid Ins General		5,658	4,929	8,550	7,829	6,946	19,838
101-42401-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	2
101-42401-151	E		Worker s Comp Insurance		335	335	529	616	503	657
101-42401-200	E		Office Supplies (GENERAL)		-	-	1,265	625	824	829
101-42401-202	E		Duplicating and copying supply		-	-	840	489	502	595
101-42401-207	E		Computer Supplies		-	-	-	-	-	110
101-42401-208	E		Training and Instruction		-	500	500	115	-	698
101-42401-210	E		Operating Supplies (GENERAL)		100	50	210	199	99	84
101-42401-300	E		Professional Srvs (GENERAL)		-	935	4,319	2,709	3,642	3,870
101-42401-301	E		Auditing and Acct g Services		-	-	2,937	3,175	3,618	7,958
101-42401-303	E		Engineering Fees		-	2,000	10	-	-	235
101-42401-305	E		Technology		2,396	1,356	2,562	2,530	2,857	2,839
			PSN Monthly eBill (20%)	$ 140						
			Civic Systems Support (20.43%)	$ 2,256						
101-42401-320	E		Communications (GENERAL)		26	297	600	446	880	1,178
			Verizon - 5% CDD Phone	$ 26						
101-42401-335	E		Auto Expense		55	1,155	2,110	592	958	1,178
			10% from Admin	$ 55						
101-42401-351	E		Legal Notices Publishing		50	-	50	66	53	359
101-42401-361	E		General Liability Ins		270	351	785	352	738	698
101-42401-380	E		Utilities		-	-	1,412	1,271	991	995
101-42401-401	E		Maint & Repairs - Bldgs.		-	-	746	1,051	1,566	641
101-42401-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		-	-	-	-	-	-
101-42401-437	E		Other Miscellaneous		-	-	-	3	-	-
101-42401-500	E		Capital Outlay (GENERAL)		-	-	2,500	1,125	-	18,455
101-42401-700	E		Transfers (GENERAL)		-	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**		**291,245**	**320,302**	**312,610**	**351,585**	**362,032**	**162,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		7,415	7,260	34,944	32,077	25,870	6,857
101-42402-101	E		Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E		Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		1,123	1,110	5,294	5,169	5,002	3,336
101-42402-130	E		Employer Paid Ins General		1,257	593	4,072	3,486	2,708	677
101-42402-151	E		Worker s Comp Insurance		73	70	264	311	152	217
101-42402-200	E		Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E		Computer Supplies		-	-	200	-	15	116
101-42402-208	E		Training and Instruction		-	250	250	61	-	-
101-42402-300	E		Professional Srvs (GENERAL)		1,000	2,600	2,750	1,332	858	593
			Attorney/Abatement/Hearings	$ 1,000						
101-42402-305	E		Technology		786	385	1,186	1,016	1,162	1,125
			Civic Systems Support (7.12%)	$ 786						
101-42402-320	E		Communications		26	1,023	1,092	538	354	-
			Verizon - 5% CDD Phone	$ 26						
101-42402-322	E		Postage		125	200	125	38	116	82
101-42402-335	E		Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E		Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E		General Liability Ins		300	337	415	317	392	263
101-42402-494	E		Property Management		-	-	-	-	-	-
101-42402-500	E		Capital Outlay (GENERAL)		-	-	2,500	1,113	-	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**12,231**	**15,378**	**54,342**	**45,863**	**43,795**	**33,045**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		2,140	2,300	2,300	4,280	-	2,140
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		-	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,300**	**2,300**	**4,280**	**-**	**2,140**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E		Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E		Disposal-Animal		90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42700-322	E		Postage		-	-	-	-	-	-
101-42700-361	E		General Liability Ins		1	4	17	3	17	20
101-42700-417	E		Uniform Rentals		-	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,091**	**4,874**	**4,887**	**1,568**	**3,722**	**4,720**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		24,044	23,330	20,713	17,493	19,542	20,483
101-43010-102	E		Full-Time Employees OT		-	-	500	12	(2)	2
101-43010-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43010-113	E		Clothing Replacement		50	45	20	43	27	14
101-43010-120	E		Employer Contrib Ret General		3,643	3,534	3,229	2,609	2,882	2,995
101-43010-130	E		Employer Paid Ins General		6,572	6,340	6,451	4,601	5,030	5,038
101-43010-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		2,129	1,995	1,755	2,080	509	465
101-43010-208	E		Training and Instruction		50	200	200	47	19	15
101-43010-212	E		Motor Fuels		-	-	-	-	-	-
101-43010-220	E		General Supplies		450	500	500	493	426	137
101-43010-222	E		Gen l Operating Expense		3,140	5,325	5,325	688	3,218	3,537
			Torch Gas	$ 200						
			Towel/Rug Service	$ 440						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		500	1,500	1,500	-	432	872
101-43010-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-43010-303	E		Engineering Fees		-	-	-	-	-	-
101-43010-305	E		Technology		-	-	58	57	56	53
101-43010-320	E		Communications (GENERAL)		-	12	12	9	207	8
101-43010-351	E		Legal Notices Publishing		-	-	-	6	-	456
101-43010-361	E		General Liability Ins		1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E		Utilities		11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E		Ground Maintenance		350	-	-	360	-	725
101-43010-401	E		Maint & Repairs - Bldgs.		3,380	2,400	2,322	1,833	2,222	3,128
			Garbarge/Recycling Services	$ 2,880						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		370	500	500	343	335	630
			Annual Lift Inspection	$ 370						
101-43010-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-43010-410	E		Rentals		-	675	675	-	35	-
101-43010-417	E		Uniform Rentals		310	330	264	244	300	245
101-43010-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
101-43010-501	E		Replacement Fund		-	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
101-43010-720	E		Operating Transfers		-	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**58,238**	**59,918**	**57,991**	**43,426**	**47,642**	**50,912**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100			**HWYS, STREETS, & ROADS**							
101-43100-100	E		Wages & Salaries General		123,401	119,731	124,682	117,247	120,594	125,246
101-43100-101	E		Part Time Salaries and Wages		4,698	4,809	4,631	2,729	2,097	16
101-43100-102	E		Full-Time Employees OT		20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E		Contracted Services		-	-	-	-	-	-
101-43100-113	E		Clothing Replacement		250	175	100	219	188	71
101-43100-120	E		Employer Contrib Ret General		22,437	21,443	19,962	20,931	20,284	18,797
101-43100-130	E		Employer Paid Ins General		33,719	32,529	38,718	36,817	32,305	27,930
101-43100-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		13,263	10,581	11,319	13,121	13,194	19,327
101-43100-208	E		Training and Instruction		500	800	800	342	576	82
101-43100-212	E		Motor Fuels		20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E		General Supplies		11,650	12,650	9,000	6,582	11,095	8,879
			Mosquito Spray - Organic	$ 1,650						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		500	500	500	510	3,826	9,617
101-43100-229	E		Gravel		3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E		Salt/Sand		50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E		Street Maintenance		9,700	11,000	10,052	9,172	10,008	6,821
			Special Assessments	$ 700						
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)			1,264	1,939	1,500	1,618	1,885	1,281
			Safety Training (14%)	$	994						
			CDL Drug Testing (30%)	$	270						
101-43100-303	E		Engineering Fees			25,000	30,000	21,000	16,609	19,452	47,654
101-43100-305	E		Technology			642	295	352	378	500	403
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	40						
101-43100-320	E		Communications (GENERAL)			2,240	2,622	3,203	2,598	2,902	2,673
			Verizon	$	1,840						
			Landline Service	$	390						
			Long Distance	$	10						
101-43100-351	E		Legal Notices Publishing			-	-	-	139	149	120
101-43100-361	E		General Liability Ins			3,820	4,223	6,863	4,163	6,472	6,561
101-43100-380	E		Utilities			-	-	-	-	(1,092)	1,092
101-43100-400	E		Grounds Maintenance			750	1,000	1,000	342	600	940
101-43100-401	E		Maint & Repairs - Bldgs.			1,000	1,300	1,630	1,004	1,878	907
101-43100-404	E		Repairs/Maint Machinery/Equip			28,000	32,000	24,000	25,350	41,813	12,730
101-43100-410	E		Rentals			300	300	300	72	886	221
101-43100-417	E		Uniform Rentals			1,750	1,507	1,559	1,553	1,413	1,483
101-43100-433	E		Dues and Subscriptions			110	200	200	106	103	100
			APWA (25%)	$	110						
101-43100-494	E		Property Management			-	-	-	-	-	-
101-43100-500	E		Capital Outlay (GENERAL)			-	-	24,450	24,426	15,680	19,335
101-43100-511	E		Land Acquisition			-	-	-	-	-	-
101-43100-531	E		Improvement-Land			-	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**			**377,744**	**392,154**	**396,771**	**395,418**	**395,378**	**355,234**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		-	-	-	-	-	-
101-43160-361	E		General Liability Ins		-	-	-	-	-	-
101-43160-380	E		Utilities		51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E		Capital Outlay (GENERAL)		-	-	-	-	16,806	11,258
43160		**TOTAL**	**STREET LIGHTING**		**51,130**	**-**	**60,000**	**48,239**	**64,636**	**60,557**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		5,567	5,400	3,922	4,056	4,539	10,165
101-43210-101	E		Part Time Salaries and Wages		8,262	7,900	7,608	7,592	6,293	199
101-43210-102	E		Full-Time Employees OT		500	450	250	434	303	426
101-43210-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43210-112	E		Contracted Services		-	-	-	-	-	-
101-43210-113	E		Clothing Replacement		15	-	5	10	8	3
101-43210-120	E		Employer Contrib Ret General		2,171	2,083	1,280	1,250	1,195	1,190
101-43210-130	E		Employer Paid Ins General		1,518	1,465	1,493	1,358	1,348	1,180
101-43210-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		1,164	1,040	331	392	108	-
101-43210-208	E		Training and Instruction		-	-	-	11	0	-
101-43210-212	E		Motor Fuels		1,200	1,200	900	1,256	1,057	721
101-43210-220	E		General Supplies		-	-	-	13	-	45
101-43210-300	E		Professional Srvs (GENERAL)		750	500	300	380	799	424
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		-	-	-	-	-	-
101-43210-305	E		Technology		-	-	-	-	-	0
101-43210-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		-	-	-	1	-	-
101-43210-361	E		General Liability Ins		2	10	63	12	59	71
101-43210-400	E		Ground Maintenance		2,000	3,500	3,500	270	1,993	2,061
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		30	30	18	24	25	16
101-43210-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**23,180**	**23,578**	**19,670**	**17,060**	**17,725**	**16,501**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
45300			**PARK,REC,CULTURE**							
101-45300-100	E		Wages & Salaries General		141,462	136,907	132,444	128,082	135,459	129,830
101-45300-101	E		Part Time Salaries and Wages		22,760	22,635	25,593	13,949	13,177	2,774
101-45300-102	E		Full-Time Employees OT		1,250	-	-	1,726	1,192	789
101-45300-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-45300-112	E		Contracted Services		7,670	7,329	7,184	5,425	6,850	6,475
			Janitorial Services	$ 1,420						
			Portable Restrooms	$ 6,250						
101-45300-113	E		Clothing Replacement		130	125	60	117	99	38
101-45300-120	E		Employer Contrib Ret General		24,985	24,243	22,321	20,425	21,202	19,012
101-45300-130	E		Employer Paid Ins General		27,376	26,632	33,870	25,702	28,647	25,307
101-45300-138	E		Employer Paid Ins Admin		-	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-45300-151	E		Worker s Comp Insurance		11,912	11,145	9,561	11,319	3,151	3,419
101-45300-200	E		Office Supplies (GENERAL)		1,100	1,500	1,175	1,086	1,351	940
			15% from Admin	$ 1,000						
			Miscellaneous	$ 100						
101-45300-202	E		Duplicating and copying supply		510	540	840	569	505	595
			15% from Admin	$ 510						
101-45300-208	E		Training and Instruction		1,750	1,850	1,850	1,107	1,916	1,082
			PW Tech Pesticide Licensing	$ 250						
			Professional Development	$ 1,500						
101-45300-210	E		Operating Supplies (GENERAL)		2,000	2,600	2,980	1,816	2,148	2,106
101-45300-212	E		Motor Fuels		2,300	2,300	2,200	2,198	1,848	1,339
101-45300-220	E		General Supplies		3,000	4,000	3,850	1,458	2,465	1,636
101-45300-226	E		Signs		500	800	700	210	402	697
101-45300-240	E		Small Tools and Minor Equip		1,000	2,000	2,000	712	3,248	157
101-45300-300	E		Professional Srvs (GENERAL)		1,294	1,721	1,719	1,138	1,137	1,149
			Safety Training (14%)	$ 994						
			Attorney	$ 300						
101-45300-303	E		Engineering Fees		1,500	2,250	1,500	1,378	948	4,204
101-45300-305	E		Technology		2,157	1,742	1,799	2,147	1,622	1,316
			WB IT Solutions (5%)	$ 1,555						
			Civic Systems Support (5.45%)	$ 602						
101-45300-320	E		Communications (GENERAL)		1,808	2,513	2,712	2,063	2,446	2,434
			Verizon	$ 588						
			Landline Service	$ 1,200						
			Long Distance	$ 20						
101-45300-322	E		Postage		-	25	25	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-45300-340	E		Advertising			1,250	4,200	5,000	1,736	3,055	1,907
			2020 Event Calendar	$	750						
			Misc	$	500						
101-45300-351	E		Legal Notices Publishing			250	225	200	317	249	198
101-45300-361	E		General Liability Ins			19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E		Utilities			17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E		Ground Maintenance			15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E		Maint & Repairs - Bldgs.			9,190	9,738	7,460	7,344	9,976	11,624
			Garbarge/Recycling Services	$	3,460						
			Rug Service	$	330						
			Fire Suppresion / Inspection Services	$	1,400						
			Miscellaneous	$	4,000						
101-45300-404	E		Repairs/Maint Machinery/Equip			8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E		Rentals			100	150	450	-	-	81
101-45300-417	E		Uniform Rentals			850	739	739	754	714	702
101-45300-433	E		Dues and Subscriptions			2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	$	70						
			MRPA	$	280						
			NRPA	$	200						
			Storyblocks subscription (stock images)	$	150						
			Amazon Prime	$	199						
			Music License (ASCAP)	$	190						
			MPCC	$	400						
			Adobe Suite Annual Dues	$	600						
			APWA (25%)	$	110						
101-45300-437	E		Other Miscellaneous			3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	$	3,340						
101-45300-491	E		Recreation Program			4,875	5,550	3,550	1,571	1,853	2,943
			City Rec programs	$	3,000						
			Movies at ICC	$	1,125						
			Misc Program Supplies	$	750						
101-45300-494	E		Property Management			-	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS			6,000	6,500	9,200	3,851	4,710	4,924
			Fireworks	$	6,000						
101-45300-498	E		Farmers Market			3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E		Street Dance			16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E		Capital Outlay (GENERAL)			-	-	10,500	6,833	44,823	43,831
101-45300-520	E		Buildings and Structures			-	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**			**363,698**	**371,237**	**393,414**	**319,906**	**364,756**	**364,462**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		-	-	-	-	107,237	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		-	-	-	-	**107,237**	-
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		-	-	-	-	257,652	-
101-49000-720	E		Operating Transfers		113,944	167,563	152,286	152,284	12,705	-
			Water - Deer Haven - End 2021	$ 1,589						
			Sewer - Deer Haven - End 2021	$ 1,589						
			Water - Hotel Project - End 2028	$ 28,330						
			Sewer - Hotel Project - End 2028	$ 56,670						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**113,944**	**167,563**	**152,286**	**152,284**	**270,357**	-
49008			**IMPROVEMENT FUNDS**							
101-49008-437	E		Other Miscellaneous		-	-	75,000	75,000	-	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**		-	-	**75,000**	**75,000**	-	-
49110			**MISCELLANEOUS FUNDS**							
101-49110-303	E		Engineering Fees		-	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-49110-380	E		Utilities		420	-	-	264	256	124
			General Liability Ins	$ 310						
			Janitorial Services	$ 110						
101-49110-437	E		Other Miscellaneous		-	-	-	-	-	-
101-49110-490	E		Donations-Organizations		-	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		13,432	24,066	-	-	6,191	4,960
			Hotel Project - Tax Abatement	$ 13,432						
101-49110-612	E		Interest Expense		962	1,000	341	341	962	961
101-49110-615	E		Business Subsidy		-	-	-	-	850,000	-
101-49110-700	E		Transfers (GENERAL)		-	-	123,624	123,624	119,840	147,400
101-49110-730	E		Designated Reserve		-	75,000	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**14,814**	**100,066**	**123,965**	**124,229**	**977,249**	**153,445**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**3,931,719**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
101		**NET INC**	**NET INCOME / (LOSS)**		**54,290**	-	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		86,201	79,802	62,565	62,565	56,327	-
108-31410	R		Lodging Tax		-	-	1,500	-	-	-
108-33601	R		Regional Grants		-	-	-	-	-	-
108-33621	R		Cable Franchise Fee		7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R		Land Rent		6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R		Assignment&Assumption Agreemen		-	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		-	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		-	-	-	4	20,023	53
108-36210	R		Interest Earnings		250	500	750	2,973	470	(237)
108-36220	R		Farmers Market		2,500	2,300	1,500	2,563	2,229	2,310
108-36225	R		Street Dance		5,250	5,000	4,000	5,225	5,128	4,010
108-36230	R		Contributions and Donations		-	-	-	-	-	5,725
108-39102	R		Sale of Property		-	-	-	-	-	-
108-39203	R		Transfer from Other Fund		-	-	87,124	87,124	92,340	147,400
108		**TOTAL**	**EDA REVENUES**		**107,291**	**100,985**	**185,239**	**186,485**	**203,623**	**182,779**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-46500-100	E		Wages & Salaries General		42,525	40,186	93,239	27,625	75,330	83,952
108-46500-101	E		Part Time Salaries and Wages		2,450	2,800	4,000	2,213	3,403	7,420
108-46500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
108-46500-112	E		Contracted Services		-	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		6,360	6,308	14,162	4,109	10,378	12,917
108-46500-130	E		Employer Paid Ins General		8,296	2,960	25,754	1,309	16,630	17,806
108-46500-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
108-46500-151	E		Worker s Comp Insurance		381	350	678	793	529	639
108-46500-200	E		Office Supplies (GENERAL)		1,000	1,200	875	822	447	865
			15% from Admin	$ 1,000						
108-46500-202	E		Duplicating and copying supply		510	540	840	541	492	605
			15% from Admin	$ 510						
108-46500-208	E		Training and Instruction		2,450	2,450	1,500	853	676	1,643
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		10,000	6,500	5,000	768	7,784	34,272
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		500	600	600	213	2,298	561
108-46500-305	E		Technology		3,562	3,103	1,681	1,663	1,706	1,203
			WB IT Solutions (5%)	$ 1,555						
			Laserfiche Support (25%)	$ 825						
			Civic Plus Support (25%)	$ 580						
			Civic Systems Support (5.45%)	$ 602						
108-46500-320	E		Communications (GENERAL)		814	989	1,224	524	1,079	1,201
			Verizon - 40% CDD Phone	$ 211						
			Landline Service	$ 352						
			City Hall Phone System Maint. (10%)	$ 234						
			Long Distance	$ 17						
108-46500-335	E		Auto Expense		-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-351	E		Legal Notices Publishing			250	100	100	105	494	399
108-46500-361	E		General Liability Ins			20	89	596	111	573	583
108-46500-380	E		Utilities			1,460	1,401	1,145	1,380	1,352	1,112
108-46500-401	E		Maint & Repairs - Bldgs.			690	-	-	-	-	-
			Janitorial Services	$	594						
			Rug Service	$	96						
108-46500-433	E		Dues and Subscriptions			1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership	$	295						
			North 65 Chamber of Commerce	$	503						
			GPS 45:93	$	850						
108-46500-437	E		Other Miscellaneous			-	-	-	-	-	-
108-46500-494	E		Property Management			-	-	-	-	-	35
108-46500-495	E		Marketing			5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * $30)	$	1,050						
			Initiative Foundation	$	825						
			Mayor's Employer Luncheon	$	1,200						
			Marketing Materials	$	1,500						
			Networking Events	$	650						
108-46500-498	E		Farmers Market			-	-	-	-	-	-
108-46500-499	E		Street Dance			-	-	-	-	-	-
108-46500-500	E		Capital Outlay			-	-	-	-	-	-
108-46500-511	E		Land Acquisition			-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land			-	-	-	-	-	-
108-46500-602	E		Loan Payment			-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)			144,150	19,150	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**			**232,291**	**97,621**	**185,239**	**71,225**	**149,117**	**208,659**
108		**NET INCOME / (LOSS)**				**(125,000)**	**3,364**	-	**115,261**	**54,506**	**(25,881)**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		286,500	-	-	-	-	-
425-33418	R		Muni State Aid St Maintenance		999,000	-	-	-	-	-
425-34951	R		Surplus Property Rev		-	-	-	-	-	-
425-36100	R		Special Assessments		69,900	-	-	-	-	-
425-36210	R		Interest Earnings		3,400	-	-	-	-	-
425-36230	R		Contributions and Donations		-	-	-	-	-	-
425-39102	R		Sale of Property		-	-	-	-	-	-
425-39201	R		Transfer from General Fund		-	-	-	-	-	-
425-39203	R		Transfer from Other Fund		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**1,358,800**	-	-	-	-	-
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
425-49008-303	E		Engineering Fees		-	-	-	15,328	-	-
425-49008-351	E		Legal Notices Publishing		-	-	-	-	-	-
425-49008-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
425-49008-520	E		Buildings and Structures		-	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		1,215,500	-	-	-	-	-
425-49008-620	E		Fiscal Agent s Fees		-	-	-	-	-	-
425-49008-621	E		Bond Discount		-	-	-	-	-	-
425-49008-720	E		Transfer Out		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**1,215,500**	-	-	**15,328**	-	-
425		**NET INCOME / (LOSS)**			**143,300**	-	-	**(15,328)**	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		143,414	-	-	100,459	-	-
440-33623	R		Electric Franchise Fee		174,364	-	-	199,775	-	-
440-36210	R		Interest Earnings		5,000	-	-	18,206	845	(575)
440-39203	R		Transfer from Other Fund		-	-	-	-	-	238,192
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**322,778**	**-**	**-**	**318,440**	**845**	**237,617**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		-	-	-	48,267	8,331	15,353
440-49008-351	E		Legal Notices Publishing		-	-	-	243	-	127
440-49008-530	E		ImprovementsOtherThanBldgs		316,000	-	-	203,024	-	197,928
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**316,000**	**-**	**-**	**251,533**	**8,331**	**213,407**
440		**NET INCOME / (LOSS)**			**6,778**	**-**	**-**	**66,906**	**(7,486)**	**24,210**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		28,360	-	13,750	13,354	13,770	13,418
614-36210	R		Interest Earnings		100	-	50	203	269	27
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**28,460**	-	**13,800**	**13,557**	**14,039**	**13,445**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
614-49845-207	E		Computer Supplies		-	-	-	168	7,773	1,500
614-49845-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
614-49845-500	E		Capital Outlay (GENERAL)		22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E		Transfers (GENERAL)		-	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**22,695**	-	**9,090**	**13,816**	**10,238**	**6,824**
614		**NET INCOME / (LOSS)**			**5,765**	-	**4,710**	**(258)**	**3,801**	**6,621**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		438,700	-	-	-	-	-
920-33418	R		Muni State Aid St Maintenance		-	-	-	-	-	-
920-34951	R		Surplus Property Rev		-	-	-	-	-	-
920-36100	R		Special Assessments		-	-	-	333,677	-	-
920-36210	R		Interest Earnings		7,200	-	-	24,039	5,186	4,098
920-36230	R		Contributions and Donations		-	-	-	1,200	-	-
920-39102	R		Sale of Property		122,000	-	-	6,613	-	-
920-39201	R		Transfer from General Fund		-	-	36,500	36,500	27,500	-
920-39203	R		Transfer from Other Fund		-	-	-	145,659	82,367	-
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**567,900**	-	**36,500**	**547,688**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		-	-	-	571	-	-
920-41110-500	E		Capital Outlay (GENERAL)		1,648	-	-	61,603	-	-
920-41500-300	E		Professional Srvs (GENERAL)		-	-	-	16	-	-
920-41500-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-41910-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-41941-500	E		Capital Outlay (GENERAL)		2,575	-	-	-	-	-
920-42000-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-42110-500	E		Capital Outlay (GENERAL)		68,230	-	-	108,395	-	-
920-42401-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-43010-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-43100-500	E		Capital Outlay (GENERAL)		16,409	-	-	-	-	-
920-43160-500	E		Capital Outlay (GENERAL)		18,487	-	-	-	-	-
920-43210-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-45186-500	E		Capital Outlay (GENERAL)		47,286	-	-	-	-	-
920-45200-500	E		Capital Outlay (GENERAL)		-	-	-	-	-	-
920-45300-500	E		Capital Outlay (GENERAL)		468,425	-	-	2,000	-	-
920-49110-720	E		Operating Transfers		-	82,026	-	96,066	-	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**623,060**	**82,026**	**-**	**268,651**	**-**	**-**
920		**NET INCOME / (LOSS)**			**(55,160)**	**(82,026)**	**36,500**	**279,037**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		-	-	-	250,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
929-36100	R		Special Assessments		-	-	-	1,907	8,811	11,295
929-36210	R		Interest Earnings		-	-	-	27,084	7,106	5,711
929-39203	R		Transfer from Other Fund		-	-	-	-	-	-
929-39310	R		Proceeds GO Bond		-	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**278,991**	**265,918**	**267,006**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	**449**
929-47000-601	E		Debt Srv Bond Principal		375,000	-	-	290,000	195,000	50,000
929-47000-611	E		Bond Interest		12,000	-	-	31,215	36,090	37,190
929-47000-620	E		Fiscal Agent s Fees		500	-	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**387,900**	**-**	**-**	**322,092**	**231,852**	**88,134**
929		**NET INCOME / (LOSS)**			**(387,900)**	**-**	**-**	**(43,101)**	**34,066**	**178,873**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		-	-	-	-	-	-
930-36100	R		Special Assessments		-	-	-	27,066	32,560	44,354
930-36210	R		Interest Earnings		1,000	-	-	4,473	1,486	1,234
930-39203	R		Transfer from Other Fund		39,860	-	-	43,523	39,001	39,001
930-39310	R		Proceeds GO Bond		-	-	-	-	-	-
930-39999	R		Prior Period Adjustment		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**50,227**	**-**	**-**	**83,970**	**80,108**	**92,459**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal		85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest		3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent s Fees		500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**89,578**	**-**	**-**	**88,488**	**89,405**	**91,036**
930		**NET INCOME / (LOSS)**			**(39,351)**	**-**	**-**	**(4,518)**	**(9,297)**	**1,422**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		222,036	-	-	223,611	221,616	224,871
931-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
931-36210	R		Interest Earnings		1,000	-	-	3,110	201	504
931-39310	R		Proceeds GO Bond		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**223,036**	**-**	**-**	**226,721**	**221,817**	**225,375**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	-	-
931-47000-601	E		Debt Srv Bond Principal		165,000	-	-	155,000	155,000	155,000
931-47000-611	E		Bond Interest		48,113	-	-	54,512	57,613	60,713
931-49008-520	E		Buildings and Structures		-	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**213,513**	**-**	**-**	**209,894**	**212,613**	**215,713**
931		**NET INCOME / (LOSS)**			**9,524**	**-**	**-**	**16,827**	**9,204**	**9,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		50,227	-	-	51,692	52,259	47,407
932-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
932-36210	R		Interest Earnings		200	-	-	569	34	127
932-39201	R		Transfer from General Fund		-	-	-	-	-	-
932-39203	R		Transfer from Other Fund		-	-	-	-	-	-
932-39310	R		Proceeds GO Bond		-	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**50,427**	**-**	**-**	**52,261**	**52,293**	**47,534**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
932-47000-601	E		Debt Srv Bond Principal		45,000	-	-	45,000	40,000	40,000
932-47000-611	E		Bond Interest		3,206	-	-	4,500	4,960	5,290
932-47000-621	E		Bond Discount		-	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
932-47000-720	E		Operating Transfers		-	-	-	-	5,829	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**48,606**	**-**	**-**	**49,882**	**51,056**	**45,739**
932		**NET INCOME / (LOSS)**			**1,821**	**-**	**-**	**2,379**	**1,237**	**1,796**

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Council	Closed Debt Service Expenses	920-41110-300																								
Council	**Council A/V improvements**	**920-41110-500**	**10 yr useful life**	**2029**	**2019**	$ 61,153									$ 82,185										$ 110,449	
Council	Councilmember Chairs	920-41110-500	20 yr useful life	2025	2005	$ 1,000					$ 1,194															
Elections	**Ballot Counters**	**920-41200-500**	**7 yr useful life**	**2020**	**?**	$ 6,500							$ 8,234							$ 10,127						
Elections	Voting Equipment	920-41200-500	10 yr useful life	?	?	$ -																				
Administration	**Closed Debt Service Expenses**	**920-41500-300**																								
Administration	Replace Doors add Keycard Entry City Hall	920-41500-500	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Administration	**Employee Accomodations**	**920-41500-500**					$ 1,648	$ 1,697	$ 1,748	$ 1,800	$ 1,854	$ 1,910	$ 1,967	$ 2,026	$ 2,087	$ 2,150	$ 2,215	$ 2,281	$ 2,349	$ 2,419	$ 2,492	$ 2,567	$ 2,644	$ 2,723	$ 2,805	
Municipal Building	Flooring City Hall	920-41941-500	25 yr useful life	2030	2005	$ 24,000										$ 33,222										
Municipal Building	**Desk Chairs City Hall**	**920-41941-500**	**10 yr useful life**	**2020**	**2005**	$ 9,900										$ 13,704										$ 18,417
Municipal Building	Side Chairs City Hall	920-41941-500	10 yr useful life	2021	N/A	$ 2,500	$ 2,575										$ 3,461									
Municipal Building	**Phone System City Hall**	**920-41941-500**	**7 yr useful life**	**2022**	**2015**	$ 18,000		$ 19,096							$ 23,486							$ 28,885				
Municipal Building	Windows City Hall	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	**Roof City Hall**	**920-41941-500**	**40 yr useful life**	**2045**	**2005**	$ 90,000																				
Municipal Building	Repoint Exterior Walls City Hall	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	**Fixtures City Hall**	**920-41941-500**	**30 yr useful life**	**2035**	**2005**	$ 30,000															$ 48,141					
Municipal Building	Furnace City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 11,941															
Municipal Building	**AC Unit City Hall**	**920-41941-500**	**20 yr useful life**	**2025**	**2005**	$ 10,000					$ 11,941															
Municipal Building	CH/ICC 100KW Stationary Generator	920-41941-500	20 yr useful life	2020	N/A	$ 36,000																				$ 66,970
Municipal Building	**Cameras City Hall**	**920-41941-500**	**10 yr useful life**	**2020**	**N/A**	$ 2,500										$ 3,460										$ 4,650
Police	100KW Stationary Generator	920-42110-500	20 yr useful life	2020	N/A	$ 36,000																				
Police	**Squad Vehicle - 226 - 2019 Dodge Durango**	**920-42110-500**	**5 yr useful life**	**2024**	**2019**	$ 46,815				$ 54,270					$ 62,920					$ 72,940					$ 84,560	
Police	Squad Vehicle - 221 - 2015 Ford Explorer	920-42110-500	5 yr useful life	2020	2015	$ 46,815					$ 55,900					$ 64,800					$ 75,120				$ 87,080
Police	**Squad Vehicle - 227- 2019 Dodge Durango**	**920-42110-500**	**5 yr useful life**	**2024**	**2019**	$ 46,815				$ 54,270					$ 62,910					$ 72,930					$ 84,550	
Police	Squad Vehicle - 224 - 2016 Ford Explorer	920-42110-500	5 yr useful life	2021	2016	$ 46,815	$ 49,670						$ 57,580				$ 66,750					$ 77,380				
Police	**Squad Vehicle - 223 - 2011 Impala**	**920-42110-500**	**10 yr useful life**	**2023**	**2013**	$ 46,815			$ 52,690										$ 70,810							
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	920-42110-500	10 yr useful life	2027	2017	$ 31,350							$ 39,710										$ 53,370			
Police	**Exterior Paint - PD Share Only**	**920-42110-900**	**20 yr useful life**	**2039**	**2019**	$ 2,300																			$ 4,150	
Police	Liquor Store Rehab	920-42110-520	N/A	2025	N/A	$ 1,000,000					$ 1,159,274															
Police	**Roof**	**920-42110-900**	**40 yr useful life**	**2036**	**1996**																	$ -				
Police	Sprinkler - Fire Suppression	920-42110-500																								
Police	**A/C Units**	**920-42110-500**																								
Police	Windows	920-42110-500			2015																					
Police	**Replace Doors add Keycard Entry**	**920-42110-501**	**20 yr useful life**	**2039**	**2019**	$ 8,000																			$ 14,449	
Police	Lighting / Electrical Fixtures	920-42110-500	30 yr useful life	2028	1996	$ 15,000								$ 19,572												
Police	**Flooring Police Station**	**920-42110-500**	**20 yr useful life**	**2026**	**2006**	$ 10,000							$ 12,300													
Police	Interior Paint - PD Share Only	920-42110-500	15 yr useful life	2021	2006	$ 3,000	$ 3,180															$ 4,969				
Police	**Chairs Police Station**	**920-42110-500**	**10 yr useful life**	**2025**	**2015**	$ 6,000					$ 7,160										$ 9,620					
Police	Phone System	920-42110-500	15 yr useful life	2021	2006	$ 10,000	$ 10,610															$ 16,530				
Police	**Car / Body Cameras**	**920-42110-500**	**10 yr useful life**	**2029**	**2019**	$ 13,083									$ 17,580										$ 23,630	
Police	Car / Body / Building Camera Server	920-42110-500	10 yr useful life	2029	2019	$ 48,497									$ 65,180										$ 87,600	
Police	**Building Cameras**	**920-42110-500**	**10 yr useful life**	**2020**	**N/A**	$ 2,500										$ 3,460										$ 4,650
Police	Portable Radios	920-42110-500	10 yr useful life	2022	2008	$ 60,300		$ 65,890										$ 88,550								
Police	**Tasers**	**920-42110-500**	**5 yr useful life**	**2020/2021**	**2015/2016**	$ 4,500	$ 4,770				$ 5,380	$ 5,530				$ 6,240	$ 6,410				$ 7,230	$ 7,430				$ 8,380	
Police	Handguns	920-42110-500	5 yr useful life	2020	2015	$ 5,560					$ 6,446					$ 7,472					$ 8,662					$ 10,042
Police	**Long Guns**	**920-42110-500**	**20 yr useful life**	**2022**	**1970**	$ 12,150		$ 13,277																		

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Streets	60KW Stationary Generator	920-43100-500	20 yr useful life	2020	N/A	$ 33,000																				$ 61,390
Streets	**2017 GMC Double Cab 1/2 ton**	**920-43100-500**	**15 yr useful life**	**2032**	**2017**	**$ 35,000**												$ 51,399								
Streets	2017 Sierra Single Cab 3/4 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	**2015 Chev 2500 HD**	**920-43100-500**	**15 yr useful life**	**2030**	**2015**	**$ 35,000**										$ 48,448										
Streets	2019 Chev 2500 w/ Plow & De-Icer System	920-43100-500	15 yr useful life	2034	2019	$ 49,000														$ 76,340						
Streets	**2004 Chev 4500 w/ Dump Box**	**920-43100-500**	**20 yr useful life**	**2024**	**2004**	**$ 65,000**				$ 75,353																
Streets	2007 F-250	920-43100-500	15 yr useful life	2022	2007	$ 35,000			$ 39,393															$ 61,373		
Streets	**2011 F-250**	**920-43100-500**	**15 yr useful life**	**2026**	**2011**	**$ 35,000**						$ 43,046														
Streets	2007 Sterling 8500 Plow Truck	920-43100-500	15 yr useful life	2022	2007	$ 200,000		$ 218,545															$ 340,487			
Streets	**2013 International Work Star Plow Truck**	**920-43100-500**	**15 yr useful life**	**2028**	**2013**	**$ 200,000**								$ 260,955												
Streets	2014 International Work Star Plow Truck	920-43100-500	15 yr useful life	2030	2014	$ 200,000										$ 276,847										
Streets	**Plow Truck**	**920-43100-500**	**15 yr useful life**	**2032**	**N/A**	**$ 200,000**												$ 293,707								
Streets	1996 Komatsu Motor Grader	920-43100-500	25 yr useful life	2024	1996	$ 260,000				$ 292,632															$ 457,585	
Streets	**Pro-Tech Sno-Pusher (Loader Attachment)**	**920-43100-500**	**15 yr useful life**	**2034**	**2019**	**$ 5,000**														$ 7,790						
Streets	18 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	**12 ft Felling Trailer**	**920-43100-500**	**15 yr useful life**	**2023**	**2008**	**$ 6,500**			$ 7,316															$ 11,398		
Streets	Paint Trailer	920-43100-500	15 yr useful life	2022	2007	$ 6,500		$ 7,103															$ 11,066			
Streets	**12 ft Standard Trailer**	**920-43100-500**	**15 yr useful life**	**2022**	**2007**	**$ 3,500**		**$ 3,825**															$ 5,959			
Streets	6 x 12 utility trailer w/ rear drop gate	920-43100-500	15 yr useful life	2032	2017	$ 1,500												$ 2,203								
Streets	**4-Ton Hot Patch Trailer**	**920-43100-500**	**30 yr useful life**	**2049**	**2019**	**$ 30,000**																				
Streets	Bulk Fuel Tank and Pump	920-43100-500	20 yr useful life	2039	2019	$ 6,000																			$ 10,837	
Streets	**Air Compressor**	**920-43100-500**	**20 yr useful life**	**2039**	**2019**	**$ 4,500**																			$ 8,128	
Streets	Vibrating Asphalt Roller	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	**Bobcat Steer Loader Buyback Program**	**920-43100-500**	**Annual**			**$ 5,400**	$ 5,800	$ 6,000	$ 6,200	$ 6,400	$ 6,600	$ 6,800	$ 7,000	$ 7,200	$ 7,400	$ 7,600	$ 7,800	$ 8,000	$ 8,200	$ 8,400	$ 8,700	$ 9,000	$ 9,300	$ 9,600	$ 9,900	$ 10,200
Streets	2006 Case Loader 621D	920-43100-500	20 yr useful life	2027	2006	$ 271,289							$ 343,661													
Streets	**2008 JD 748 Tractor w/ mower-blower**	**920-43100-500**	**15 yr useful life**	**2023**	**2008**	**$ 20,000**			$ 22,510															$ 35,070		
Streets	1998 Ford 545D Tractor (3 pt hitch)	920-43100-500	25 yr useful life	2021	1998	$ 55,000			$ 61,900																	
Streets	**2014 Bobcat V-Plow**	**920-43100-500**	**10 yr useful life**	**2024**	**2014**	**$ 5,000**				$ 5,796										$ 7,790						
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	**2007 Bobcat Broom**	**920-43100-500**	**10 yr useful life**	**2021**	**2007**	**$ 5,000**	$ 5,305										$ 7,129									
Streets	2014 Bobcat Broom	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	**2013 Bobcat Snow Blower**	**920-43100-500**	**10 yr useful life**	**2023**	**2013**	**$ 10,000**			$ 11,255										$ 15,126							
Streets	2014 Bobcat Snow Blower	920-43100-500	10 yr useful life	2024	2014	$ 10,000				$ 11,593										$ 15,580						
Streets	**2014 Bobcat Grapple Bucket**	**920-43100-500**	**20 yr useful life**	**2034**	**2014**	**$ 5,000**														$ 7,790						
Streets	2008 Boss 1 Ton 10 ft Straight Blade	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	**2011 Boss '11 F-250 V-Plow**	**920-43100-500**	**15 yr useful life**	**2026**	**2011**	**$ 9,000**						$ 11,069														
Streets	2017 Graco Street Painter	920-43100-500	10 yr useful life	2027	2017	$ 7,000							$ 8,867										$ 11,917			
Streets	**Sign Replacement**	**920-43100-500**	**8 yr useful life**	**2022-24**	**N/A**	**$ 4,000**		$ 4,244	$ 4,371	$ 4,502						$ 5,376	$ 5,537	$ 5,703						$ 6,810	$ 7,014	$ 7,224
Streets	GPS Unit	920-43100-500	10 yr useful life	2025	2015	$ 8,000					$ 9,552										$ 12,838					
Streets	**Mini Excavator**	**920-43100-500**	**30 yr useful life**	**2028**	**N/A**	**$ 70,000**								$ 91,334												
Streets	Make-Up Heater (Above Bathroom #2)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	**Make-Up Heater (Above Breakroom)**	**920-43100-500**	**25 yr useful life**	**2022**	**1997**	**$ 10,000**		**$ 10,927**																		
Streets	Infloor Heat Boilers (2)	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	**Wire Feed Welder**	**920-43100-500**	**20 yr useful life**	**2023**	**2003**	**$ 3,000**			$ 3,377																	
Streets	Pressure Washer	920-43100-500	15 yr useful life	2032	2017	$ 5,500												$ 8,077								
Streets	**Pressure Washer**	**920-43100-500**	**15 yr useful life**	**2021**	**2006**	**$ 5,000**	$ 5,305																			
Streets	Gate Valve Turner	920-43100-500	30 yr useful life	2035	2005	$ 2,000															$ 3,209					
Streets	**Floor Sweeper with Charger**	**920-43100-500**	**30 yr useful life**	**2036**	**2006**	**$ 3,500**																$ 8,264				
Streets	Fresh Air Circulation Blower	920-43100-500	30 yr useful life	2027	1997	$ 5,000							$ 6,334									$ 5,785				
Streets	**Recoat Interior Walls**	**920-43100-500**	**25 yr useful life**	**2022**	**1997**	**$ 10,000**		**$ 10,927**																		
Streets	Recoat Exterior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	**Resurface / Replace Concrete Floor**	**920-43100-500**	**30 yr useful life**	**2027**	**1997**	**$ 55,000**							$ 69,672													
Streets	Infloor Heat Coil System	920-43100-500	100 yr useful life	2097	1997																					
Streets	**Roof**	**920-43100-500**	**60 yr useful life**	**2057**	**1997**																					
Streets	Truck Mounted Mosquito Fogger	920-43100-500	10 yr useful life	2020	N/A	$ 10,000										$ 13,842										
Streets	**Hydraulic Tree Spade**	**920-43100-500**	**20 yr useful life**	**2024**	**N/A**	**$ 10,000**													$ 15,126							$ 18,603
Streets	Public Services Building & Salt Shed	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000					$ 2,608,000															

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Street Lighting	**Street Light Pole Replacement (65 City Owned)**	**920-43160-500**	**30 yr useful life**	**Annual**	**N/A**	$ 8,000	$ 8,487	$ 8,742	$ 9,004	$ 9,274	$ 9,552	$ 9,839	$ 10,134	$ 10,438	$ 10,751	$ 11,074	$ 11,406	$ 11,748	$ 12,101	$ 12,464	$ 12,838	$ 13,223	$ 13,619	$ 14,028	$ 14,449	$ 14,882
Street Lighting	Street Light Infill	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,000	$ 10,300	$ 10,609	$ 10,927	$ 11,255	$ 11,593	$ 11,941	$ 12,299	$ 12,668	$ 13,048										
ICC	**Handicap Door Actuators**	**920-45186-500**	**20 yr useful life**	**2021**	**N/A**	$ 6,000	$ 6,365																			
ICC	Air Conditioner - South Side 3-ton	920-45186-500	20 yr useful life	2022	2002	$ 3,075		$ 3,360																		
ICC	**Air Conditioner - West Side 4-ton**	**920-45186-500**	**20 yr useful life**	**2035**	**2015**	$ 3,500															$ 5,616					
ICC	Compressor	920-45186-500	15 yr useful life	2025	2010	$ 1,500					$ 1,791															$ 2,790
ICC	**Convection Oven**	**920-45186-500**	**20 yr useful life**	**2031**	**2011**	$ 6,000											$ 8,555									
ICC	Dishwasher with Type II Hood Install	920-45186-500	20 yr useful life	2021	1991	$ 7,300	$ 7,745																			
ICC	**Furnace**	**920-45186-500**	**20 yr useful life**	**2021**	**1991**	$ 7,000	$ 7,426																			
ICC	Furnace	920-45186-500	20 yr useful life	2026	2006	$ 7,000						$ 8,609														
ICC	**Range / Oven / Vent / Hood / Fan**	**920-45186-500**	**20 yr useful life**	**2034**	**2014**	$ 15,700														$ 24,460						
ICC	Sprinkler System - Fire Suppresion	920-45186-500	20 yr useful life	2021	1996	$ 25,000	$ 25,750																			
ICC	**Fence**	**920-45186-500**	**25 yr useful life**	**2026**	**2002**	$ 7,500						$ 9,224														
ICC	Fixtures - Plumbing	920-45186-500	30 yr useful life	2044	2014	$ 8,000																				
ICC	**Exterior Siding Replace**	**920-45186-500**	**30 yr useful life**	**2032**	**2002**	$ 25,000												$ 36,713								
ICC	Exterior Siding Repaint	920-45186-500	15 yr useful life	2025	2014	$ 7,500					$ 8,955															
ICC	**Exterior Doors**	**920-45186-500**	**20 yr useful life**	**2038**	**2018**	$ 5,100																		$ 8,943		
ICC	Windows	920-45186-500	40 yr useful life	2037	1997	$ 25,000																	$ 42,561			
ICC	**Patio / Concrete**	**920-45186-500**	**40 yr useful life**	**2053**	**2013**	$ 15,000																				
ICC	Roof	920-45186-500	30 yr useful life	2043	2013	$ 25,000																				
ICC	**Flooring**	**920-45186-500**	**25 yr useful life**	**2039**	**2014**	$ 18,500																			$ 33,413	
ICC	Interior Doors / Millwork	920-45186-500	30 yr useful life	2044	2014	$ 4,720																				
ICC	**Interior Paint / Walls**	**920-45186-500**	**15 yr useful life**	**2029**	**2014**	$ 12,108									$ 16,265											
ICC	Fixtures - Electrical	920-45186-500	25 yr useful life	2039	2014	$ 15,700																			$ 28,356	
ICC	**Kitchen - Cabinets / Countertops**	**920-45186-500**	**30 yr useful life**	**2044**	**2014**	$ 20,000																				
ICC	Kitchen - Fire Suppresion	920-45186-500	20 yr useful life	2034	2014	$ 25,000														$ 38,949						
ICC	**Lion's Office Area**	**920-45186-500**			**1977**	$ 5,000																				
ICC	Landscaping	920-45186-500			2014																					
ICC	**Tables and Chairs**	**920-45186-500**	**15 yr useful life**	**2029**	**2014**	$ 8,000									$ 10,751											
ICC	Exterior Door Locks	920-45186-500	15 yr useful life	2029	2014	$ 2,250									$ 3,024											

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PRC	**Academy Park - Playground Equipment**	**920-45300-500**	**20 yr useful life**	**2037**	**2017**	$ 49,900																	$ 84,951			
PRC	Academy Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2027	2017	$ 10,000							$ 12,668										$ 17,024			
PRC	**Academy Park - Tennis Court Recon.**	**920-45300-500**	**40 yr useful life**	**2057**	**2017**	$ 40,000																				
PRC	Academy Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	**Bluebird Park - Playground Equipment**	**920-45300-500**	**20 yr useful life**	**2034**	**2019**	$ 114,800														$ 178,855						
PRC	Bluebird Park - Playground Equipment - Clifford	920-45300-500	20 yr useful life	2024	2004	$ 24,600				$ 28,518																
PRC	**Bluebird Park - Skatopark Equipment**	**920-45300-500**	**20 yr useful life**	**2027**	**2017**	$ 20,000							$ 25,335													
PRC	Bluebird Park - Pavilion	920-45300-500	30 yr useful life	2036	2006	$ 20,000																$ 33,057				
PRC	**Bluebird Park - Performance Center**	**920-45300-500**	**40 yr useful life**	**2021**	**N/A**	$ 241,000	$ 248,230																			
PRC	Bluebird Park - Restrooms	920-45300-500	40 yr useful life	2021	N/A	$ 200,000	$ 206,000																			
PRC	**Bluebird Park - Splash Pad**	**920-45300-500**	**30 yr useful life**	**2023**	**N/A**	$ 200,000			$ 218,545																	
PRC	Bluebird Park - Concrete Edging	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	**Bluebird Park - Basketball Court**	**920-45300-500**	**20 yr useful life**	**2024**	**2004**	$ 8,000				$ 9,274																
PRC	Dog Park - Fencing	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	**Isanti Hills - Playground Equipment**	**920-45300-500**	**20 yr useful life**	**2024**	**1994**	$ 27,550																				
PRC	Isanti Hills - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 30,000											$ 14,258									
PRC	**Isanti Hills - Fence**	**920-45300-500**	**30 yr useful life**	**2025**	**1995**	$ 90,000																				
PRC	Isanti Hills - Concrete Edging/Table	920-45300-500	40 yr useful life	2057	2017	$ 23,000																				
PRC	**Legacy Park - Equipment**	**920-45300-500**	**20 yr useful life**	**2034**	**2014**	$ 3,750														$ 5,842						
PRC	Legacy Park - Lime Aggregate	920-45300-500	15 yr useful life	2027	2012	$ 35,000							$ 44,337													
PRC	**Mattson Park - Playground Equipment**	**920-45300-500**	**20 yr useful life**	**2027**	**2007**	$ 50,420							$ 63,871													
PRC	Mattson Park - Pavilion	920-45300-500	30 yr useful life	2030	1985	$ 10,000										$ 13,842										
PRC	**Mattson Park - Concrete Edging**	**920-45300-500**	**40 yr useful life**	**2057**	**2017**	$ 16,500																				
PRC	Mattson Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	**Mattson Park - Tennis Court Resurf.**	**920-45300-500**	**10 yr useful life**	**2028**	**2018**	$ 15,000								$ 19,572											$ 26,303	
PRC	Mattson Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	**River Bluff / Community Garden - Equipment**	**920-45300-500**	**20 yr useful life**	**2036**	**2016**	$ 6,000																$ 13,223				
PRC	River Bluff / Community Garden - Dock	920-45300-500	10 yr useful life	2026	2016	$ 12,000						$ 14,758														
PRC	**River Bluff / Community Garden - Fencing**	**920-45300-500**	**30 yr useful life**	**2046**	**2016**	$ 24,000																				
PRC	Riverside Park - Playground Equipment	920-45300-500	30 yr useful life	2033	2003	$ 76,365													$ 115,509							
PRC	**Rum River Meadows - Equipment**	**920-45300-500**	**20 yr useful life**	**2025**	**2005**	$ 85,150					$ 19,859															$ 158,404
PRC	Rum River Meadows - Irrigation	920-45300-500	30 yr useful life	2035	2005	$ 2,890															$ 4,638					
PRC	**Rum River Meadows - Fencing**	**920-45300-500**	**30 yr useful life**	**-**	**N/A**	$ 10,000																				
PRC	Unity Ball Field - Bleachers	920-45300-500	30 yr useful life	2021	-	$ 6,500	$ 6,695																			
PRC	**Unity Ball Field - Equipment**	**920-45300-500**	**20 yr useful life**	**2025**	**1985**	$ 4,500					$ 5,373															
PRC	Unity Ball Field - Fencing	920-45300-500	30 yr useful life	2025	1985	$ 15,000					$ 17,911															
PRC	**Unity Ball Field - Pavilion**	**920-45300-500**	**30 yr useful life**	**2031**	**2001**	$ 10,000											$ 14,258									
PRC	VFW Park - Equipment	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	**VFW Park - Fencing**	**920-45300-500**	**30 yr useful life**	**2034**	**2004**	$ 10,000														$ 15,580						
PRC	VFW Park - Concrete Edging	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	**Whisper Ridge - Tennis Court Resurf.**	**920-45300-500**	**10 yr useful life**	**2021**	**2001**	$ 15,000																				
PRC	Whisper Ridge - Tennis Court Recon.	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				
PRC	**Whispar Ridge - Fencing**	**920-45300-500**	**30 yr useful life**	**2031**	**2001**	$ 30,000											$ 28,515									
PRC	Picnic Tables	920-45300-500	15 yr useful life	2026	2016	$ 15,370						$ 18,903														
PRC	**Picnic Tables**	**920-45300-500**	**15 yr useful life**	**2032**	**2017**	$ 1,650												$ 2,423								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2033	2018	$ 4,390													$ 6,640							
PRC	**C-I Bike/Walk Trail Contribution**	**920-45300-500**	**N/A**	**Annual**	**Annual**	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	International Water Truck 1993	920-45300-500	DNR	N/A	2019																					
PRC	**Polaris Ranger Side by Side**	**920-45300-500**	**DNR**	**N/A**	**2006**																					
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	30 yr useful life	2034	2004	$ 20,000														$ 31,159						
PRC	**Progressive Mower**	**920-45300-500**	**15 yr useful life**	**2020**	**2004**	$ 25,000															$ 40,118					
PRC	Kabota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	**Kabota Mower**	**920-45300-500**	**5 yr useful life**	**2023**	**2018**	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	Landpride Disc	920-45300-500	30 yr useful life	2035	2005	$ 3,000															$ 4,814					
PRC	**John Deere 3-Point Tiller**	**920-45300-500**	**15 yr useful life**	**2032**	**2017**	$ 4,900												$ 6,315								
PRC	Bobcat 3600 UTV	920-45300-500	15 yr useful life	2032	2017	$ 18,000												$ 26,434								
	TRANSFER OUT	**920-49110-720**																								

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed Inflation 3.00%
Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Department	Revenue	Account Number																								
		920-31000	**Property Taxes**				**$ 438,700**	**$ 451,900**	**$ 465,500**	**$ 479,500**	**$ 493,900**	**$ 508,700**	**$ 349,000**	**$ 359,500**	**$ 370,300**	**$ 381,400**	**$ 392,800**	**$ 404,600**	**$ 416,700**	**$ 429,200**	**$ 442,100**	**$ 455,400**	**$ 469,100**	**$ 483,200**	**$ 497,700**	**$ 512,600**
		920-33621																								
		920-33622																								
		920-33623																								
		920-36100																								
		920-36210					$ 7,200	$ 6,700	$ 9,500	$ 13,100	$ 15,200	$ 100	$ 3,300	$ 200	$ 700	$ 600	$ 800	$ 2,900	$ 3,300	$ 4,800	$ 3,400	$ 5,400	$ 7,800	$ 8,400	$ 11,500	$ 9,000
		920-39102					**$ 122,000**	**$ 122,000**	**$ 122,000**	**$ 122,000**	**$ 122,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**	**$ 2,000**
		920-36230																								
		920-39201																								
		920-39203	Transfer In - Water				$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39203	**Transfer in - Sewer**				**$ -**	**$ 58,278**	**$ 16,507**	**$ 88,497**	**$ 912,800**	**$ 8,609**	**$ -**	**$ 65,239**	**$ -**	**$ 78,901**	**$ -**	**$ 110,140**	**$ -**	**$ 15,268**	**$ -**	**$ -**	**$ 90,796**	**$ 25,717**	**$ 119,137**	**$ -**
		920-39209	Transfer In - Storm				$ -	$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
		920-39203							**$ 216,545**																	
		920-39310																								
Reserve Funds	**Budgeted Expenditures**					**Budgeted Expenditures**	**$ 623,060**	**$ 413,287**	**$ 491,083**	**$ 592,976**	**$ 3,967,439**	**$ 216,660**	**$ 661,231**	**$ 447,595**	**$ 384,707**	**$ 532,085**	**$ 183,794**	**$ 602,451**	**$ 272,721**	**$ 612,494**	**$ 251,536**	**$ 227,804**	**$ 600,397**	**$ 287,755**	**$ 1,003,823**	**$ 481,183**
on	Budgeted Revenues					Budgeted Revenues	$ 567,900	$ 697,157	$ 852,217	$ 806,665	$ 2,456,700	$ 536,627	$ 354,300	$ 492,177	$ 373,000	$ 551,492	$ 395,600	$ 640,060	$ 422,000	$ 481,804	$ 447,500	$ 462,800	$ 660,492	$ 550,734	$ 754,216	$ 523,600
1/1/2020	**1 Year (Over) / Under Budget**					**1 Year (Over) / Under Budg**	**$ (55,160)**	**$ 283,870**	**$ 361,134**	**$ 213,689**	**$ (1,510,739)**	**$ 317,967**	**$ (306,931)**	**$ 44,582**	**$ (11,707)**	**$ 19,408**	**$ 211,806**	**$ 37,608**	**$ 149,279**	**$ (130,690)**	**$ 195,964**	**$ 234,996**	**$ 60,094**	**$ 312,979**	**$ (249,608)**	**$ 42,417**
$ 796,376.79	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Su	$ 665,524	$ 949,394	$ 1,310,528	$ 1,524,217	$ 13,478	$ 331,445	$ 24,514	$ 69,096	$ 57,389	$ 76,797	$ 288,603	$ 326,211	$ 475,491	$ 344,801	$ 540,765	$ 775,761	$ 835,855	$ 1,148,834	$ 899,227	$ 941,644

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 425
Assumed Inflation 3.00%
Costs double every 24 years

Department	Expense	Estimated Project Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Str. Rehab Brookview S. 1-4 Addition	**2022**		$ 657,000																		
	6th Ave Rehabilitation	2020																				
	Main St. Reconstruction	**2021**	$ 699,000																			
	Downtown Parking Improvements - Eagle Park	2021	$ 95,500																			
	Heritage Walk Imp. - Hillock Ct. to 3rd Ave NW	**2021**	$ 121,000																			
	Isanti Hills Street Rehabilitation	2025					$ 935,000															
	Railroad Avenue Reconstruction	**2025**						$ 505,000														
	Mill Overlay E. Dual from Heritage to WTF	2025					$ 210,000															
	Town Edge Rd. SE. Mill/Overlay	**2026**						$ 504,000														
	Pave Elm Lane and Viola Street	2029									$ 205,000											
	Pave Gravel Alleys	**2029**									$ 222,000											
	Pond Street Reconstruction	2029									$ 160,000											
	Tyler Street SE Reconstruction	**2027**							$ 1,296,000													
	4th Avenue SW Reconstruction	2028								$ 1,372,000												
	Heritage Intersection	**2021**	$ 300,000																			
	2036-2055 Mill and Overlay Schedule																	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Town Edge Rd. SE. Utility Imp.	Developer																				
	Pond Street Utility Imp.	**Developer**																				
Department	Revenue																					
	Property Taxes		$ 286,500	$ 295,000	$ 304,000	$ 313,000	$ 322,000	$ 332,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000
	State Grants and Aids																					
	MSA St. Maint.																					
	MSA St. Const.		$ 999,000				$ 630,000	$ 505,000												$ 1,542,000		$ 401,000
	Special Assessments		$ 69,900	$ 65,700		$ 46,300		$ 93,500	$ 158,800	$ 102,400	$ 14,000											
	Interest Earnings		$ 3,400	$ 4,800	$ 1,900	$ 5,000	$ 8,600	$ 6,800	$ 6,000	$ 3,400	$ 1,300	$ -	$ 3,200	$ 7,000	$ 11,100	$ 15,300	$ 19,600	$ 24,200	$ 15,700	$ 6,800	$ 11,600	$ -
	Transfer from General Fund																					
	Transfer from Water Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 275,000	$ 435,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund																					
	Transfer from Other Fund																					$ 2,353,811
	Bond Proceeds																					
	Budgeted Expenditures		$ 1,215,500	$ 657,000	$ -	$ -	$ 1,145,000	$ 1,009,000	$ 1,296,000	$ 1,372,000	$ 587,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Budgeted Revenues		$ 1,358,800	$ 365,500	$ 305,900	$ 364,300	$ 960,600	$ 987,300	$ 1,034,800	$ 1,158,800	$ 398,300	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	1 Year (Over) / Under Budget		$ 143,300	$ (291,500)	$ 305,900	$ 364,300	$ (184,400)	$ (71,700)	$ (261,200)	$ (213,200)	$ (188,700)	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ (843,800)	$ (893,300)	$ 480,800	$ (1,542,400)	$ 1,310,811
	Running Fund (Deficit) / Surplus		$ 481,367	$ 190,467	$ 496,367	$ 860,667	$ 676,267	$ 604,567	$ 343,367	$ 130,167	$ (58,533)	$ 315,467	$ 703,667	$ 1,107,667	$ 1,527,767	$ 1,964,067	$ 2,417,667	$ 1,573,867	$ 680,567	$ 1,161,367	$ (381,033)	$ 929,778

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 440
Assumed Inflation 3.00%
Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	2019 Pavement Management	2019																				
	2020 Pavement Management	**2020**																				
	2021 Pavement Management	2021	$ 316,000																			
	2022 Pavement Management	**2022**		**$ 326,000**																		
	2023 Pavement Management	2023			$ 335,000																	
	2024 Pavement Management	**2024**				**$ 345,000**																
	2025 Pavement Management	2025					$ 145,000															
	2026 Pavement Management	**2026**						**$ 397,000**														
	2027 Pavement Management	2027							$ 412,000													
	2028 Pavement Management	**2028**								**$ 503,000**												
	2029 Pavement Management	2029									$ 425,000											
	2030 Pavement Management	**2030**										**$ 525,000**										
	2031 Pavement Management	2031											$ 451,000									
	2032 Pavement Management	**2032**												**$ 437,000**								
	2033 Pavement Management	2033													$ 450,000							
	2034 Pavement Management	**2034**														**$ 550,000**						
	2035 Pavement Management	2035															$ 567,000					
	2036 Pavement Management	**2036**																**$ 71,000**				
	2037 Pavement Management	2037																	$ 198,000			
	2038 Pavement Management	**2038**																		**$ 33,000**		
	2039 Pavement Management	2039																			$ 147,000	
	2040 Pavement Management	**2040**																				**$ 35,000**
	2041 Pavement Management	2041																				
	2042 Pavement Management	**2042**																				
	2043 Pavement Management	2043																				
	2044 Pavement Management	**2044**																				
	2045 Pavement Management	2045																				
	2046 Pavement Management	**2046**																				
	2047 Pavement Management	2047																				
	2048 Pavement Management	**2048**																				
	2049 Pavement Management	2049																				
	2050 Pavement Management	**2050**																				
	2051 Pavement Management	2051																				
	2052 Pavement Management	**2052**																				
	2053 Pavement Management	2053																				
	2054 Pavement Management	**2054**																				
	2055 Pavement Management	2055																				
	2056 Pavement Management	**2056**																				
	Transfer to Fund 425	2070																				$ 2,353,811
Department	Revenue																					
	Gas Franchise Fee		**$ 143,414**	**$ 147,716**	**$ 152,147**	**$ 156,711**	**$ 161,412**	**$ 166,254**	**$ 171,242**	**$ 176,379**	**$ 181,670**	**$ 187,120**	**$ 192,734**	**$ 198,516**	**$ 204,471**	**$ 210,605**	**$ 216,923**	**$ 223,431**	**$ 230,134**	**$ 237,038**	**$ 244,149**	**$ 251,473**
	Electric Franchise Fee		$ 174,364	$ 179,595	$ 184,983	$ 190,532	$ 196,248	$ 202,135	$ 208,199	$ 214,445	$ 220,878	$ 227,504	$ 234,329	$ 241,359	$ 248,600	$ 256,058	$ 263,740	$ 271,652	$ 279,802	$ 288,196	$ 296,842	$ 305,747
	Interest Earnings		**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**	**$ 5,000**
	Budgeted Expenditures		**$ 316,000**	**$ 326,000**	**$ 335,000**	**$ 345,000**	**$ 145,000**	**$ 397,000**	**$ 412,000**	**$ 503,000**	**$ 425,000**	**$ 525,000**	**$ 451,000**	**$ 437,000**	**$ 450,000**	**$ 550,000**	**$ 567,000**	**$ 71,000**	**$ 198,000**	**$ 33,000**	**$ 147,000**	**$ 2,388,811**
	Budgeted Revenues		$ 322,778	$ 332,311	$ 342,130	$ 352,243	$ 362,660	$ 373,389	$ 384,441	$ 395,824	$ 407,548	$ 419,624	$ 432,063	$ 444,875	$ 458,071	$ 471,663	$ 485,663	$ 500,083	$ 514,936	$ 530,234	$ 545,991	$ 562,220
	1 Year (Over) / Under Budget		**$ 6,778**	**$ 6,311**	**$ 7,130**	**$ 7,243**	**$ 217,660**	**$ (23,611)**	**$ (27,559)**	**$ (107,176)**	**$ (17,452)**	**$ (105,376)**	**$ (18,937)**	**$ 7,875**	**$ 8,071**	**$ (78,337)**	**$ (81,337)**	**$ 429,083**	**$ 316,936**	**$ 497,234**	**$ 398,991**	**$ (1,826,591)**
	Running Fund (Deficit) / Surplus		$ 389,842	$ 396,153	$ 403,283	$ 410,526	$ 628,186	$ 604,575	$ 577,016	$ 469,840	$ 452,388	$ 347,012	$ 328,075	$ 335,950	$ 344,021	$ 265,684	$ 184,347	$ 613,430	$ 930,366	$ 1,427,600	$ 1,826,591	$ (0)

City of Isanti

Technology Maintenance/Replacement Fund

Fund 614

Assumed Inflation 3.00%

Costs double every 24 years

Assumed Revenue Growth 1.00%

Department	Expense		Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS		N/A	2020																					
ALL	**Misc. Software Programs**		N/A	Ongoing	$ 1,000.00	4,000	4,120.00	4,244.00	4,371.00	4,502.00	4,637.00	4,776.00	4,919.00	5,067.00	5,219.00	5,376.00	5,537.00	5,703.00	5,874.00	6,050.00	6,232.00	6,419.00	6,611.00	6,810.00	7,014.00
ALL	Computer Displays/Misc. Components		N/A	Ongoing	$ 1,000.00	1,061	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00
ALL	**Desktop Printers**		N/A	Ongoing	$ 500.00	530	546.00	563.00	580.00	597.00	615.00	633.00	652.00	672.00	692.00	713.00	734.00	756.00	779.00	802.00	826.00	851.00	877.00	903.00	930.00
ALL	Document Imaging Software		20 yr useful life	2039	$ 5,000.00																				
FINANCE	**AP Workflow Management Software**		20 yr useful life	2028	$ 5,000.00								6,524.00												
COMMUNITY DEVELOPMENT	Building Permit Workflow Software		20 yr useful life	2024	$ 10,000.00				11,593.00																
ADMIN / HR / CITY CLERK	Packet Management Software		20 yr useful life	2020	$ 10,000.00																				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER		5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
ADMIN, WATER, SEWER, STORM	**CITY HALL TOWER**		**5 yr useful life**	**2019**	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
WATER	WTP - SCADA TOWER		5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
PLANNING, CODE ENFORCEMENT	**CITY HALL TOWER**		**5 yr useful life**	**2019**	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
POLICE	POLICE STATION TOWER		5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
WATER, SEWER, STORM	**CITY HALL TOWER**		**5 yr useful life**	**2019**	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP		5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
LIQUOR	**LIQUOR STORE SERVER**		**5 yr useful life**	**2019**	$ 1,650.00				1,913.00					2,217.00					2,571.00				2,980.00	
STREET, WATER, SEWER, STORM	WTP IPAD		5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	**LIQUOR STORE TOWER**		**5 yr useful life**	**2020**	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
STORMWATER	CITY HALL LAPTOP		5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	**POLICE STATION TOWER**		**5 yr useful life**	**2020**	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER		5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
WATER	**WTP TOWER**		**5 yr useful life**	**2020**	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER		5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	**LIQUOR STORE SFF**		**5 yr useful life**	**2020**	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	LIQUOR STORE SFF		5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	**POLICE STATION TOWER**		**5 yr useful life**	**2021**	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
POLICE	POLICE STATION TOWER		5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
ADMIN	**CITY HALL TOWER**		**5 yr useful life**	**2021**	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
POLICE	POLICE STATION TOWER		5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
POLICE	**POLICE STATION TOWER**		**5 yr useful life**	**2021**	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
ADMIN	CITY HALL LAPTOP		5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
ADMIN	**CITY HALL TOWER**		**5 yr useful life**	**2021**	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER		5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
PARKS	**CITY HALL LAPTOP**		**5 yr useful life**	**2021**	$ 1,650.00	1,750					2,029.00					2,353.00						2,727.00				
ADMIN	CITY HALL LAPTOP		5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
EDA	**CITY HALL LAPTOP**		**5 yr useful life**	**2022**	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
POLICE	CHIEF - HOME LAPTOP		5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
POLICE	**LT. - HOME LAPTOP**		**5 yr useful life**	**2022**	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
POLICE	POLICE STATION LAPTOP		5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
ADMIN	**CITY HALL LAPTOP**		**5 yr useful life**	**2022**	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
ADMIN	CITY HALL SFF		5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
ADMIN, STREET, WATER, SEWER, STORM	**CITY HALL SURFACE**		**5 yr useful life**	**2022**	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00				
PLANNING	CITY HALL TOWER		5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00						2,496.00					2,893.00		
PLANNING, CODE ENFORCEMENT	**CITY HALL SURFACE**		**5 yr useful life**	**2023**	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
BUILDING INSPECTION	CITY HALL SURFACE		5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	**PUBLIC WORKS BLDG IPAD**		**5 yr useful life**	**2023**	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD		5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	**CITY HALL IPAD**		**5 yr useful life**	**2023**	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD		5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	**CITY HALL IPAD**		**5 yr useful life**	**2023**	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD		5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	**CITY HALL IPAD**		**5 yr useful life**	**2023**	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER		5 yr useful life	2021	$ 11,550.00	12,259					14,205.00					16,468.00				19,090.00					
ADMIN, WATER, SEWER, STORM, LIQUOR	**CITY HALL FIREWALL**		**5 yr useful life**	**2022**	$ 2,000.00		2,185.00					2,534.00					2,937.00				3,405.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES		5 yr useful life	2021	$ 1,000.00	1,061					1,230.00					1,426.00				1,653.00					
ADMIN, WATER, SEWER, STORM, LIQUOR	**BACKUP DEVICE**		**5 yr useful life**	**2023**	$ 1,800.00			2,026.00					2,349.00					2,723.00					3,156.00		
Revenue	**Account Title**																								
	80.00% Cable Franchise Fee					27,810.00	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00
	Interest Earnings					**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**100.00**	**101.00**	**102.00**
	(LESS) Water Fund Allocation					$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (3,790.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (4,400.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (5,100.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (5,910.00)	$ (3,840.00)
	(LESS) Sewer Fund Allocation					**$ (3,100.00)**	**$ (800.00)**	**$ (1,330.00)**	**$ (1,880.00)**	**$ (880.00)**	**$ (3,590.00)**	**$ (920.00)**	**$ (1,550.00)**	**$ (2,180.00)**	**$ (1,030.00)**	**$ (4,170.00)**	**$ (1,070.00)**	**$ (1,790.00)**	**$ (2,530.00)**	**$ (1,190.00)**	**$ (4,830.00)**	**$ (1,240.00)**	**$ (2,080.00)**	**$ (2,930.00)**	**$ (1,190.00)**
	(LESS) Storm Water Fund Allocation					$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
	(LESS) Liquor Fund Allocation					**$ (2,660.00)**	**$ (440.00)**	**$ (410.00)**	**$ (1,910.00)**	**$ (5,910.00)**	**$ (3,090.00)**	**$ (510.00)**	**$ (470.00)**	**$ (2,220.00)**	**$ (6,850.00)**	**$ (3,580.00)**	**$ (590.00)**	**$ (540.00)**	**$ (2,570.00)**	**$ (7,940.00)**	**$ (4,150.00)**	**$ (680.00)**	**$ (630.00)**	**$ (2,980.00)**	**$ (7,940.00)**
	Budgeted Expenditures					**$ 23,695.00**	**$ 21,331.00**	**$ 20,272.00**	**$ 23,547.00**	**$ 11,503.00**	**$ 26,318.00**	**$ 24,750.00**	**$ 30,005.00**	**$ 13,839.00**	**$ 13,351.00**	**$ 30,496.00**	**$ 26,261.00**	**$ 29,745.00**	**$ 16,049.00**	**$ 15,479.00**	**$ 35,357.00**	**$ 30,449.00**	**$ 34,458.00**	**$ 18,609.00**	**$ 16,826.00**
	Budgeted Revenues					$ 27,910.00	$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,371.00	$ 33,707.00
	1 Year (Over) / Under Budget					**$ 5,215.00**	**$ 6,859.00**	**$ 8,198.00**	**$ 5,203.00**	**$ 17,537.00**	**$ 3,012.00**	**$ 4,870.00**	**$ (86.00)**	**$ 16,381.00**	**$ 17,169.00**	**$ 324.00**	**$ 4,869.00**	**$ 1,695.00**	**$ 15,701.00**	**$ 16,591.00**	**$ (2,967.00)**	**$ 2,261.00**	**$ (1,418.00)**	**$ 14,762.00**	**$ 16,876.00**
	Running Fund (Deficit) / Surplus					$ 12,676.48	$ 19,535.48	$ 27,733.48	$ 32,936.48	$ 50,473.48	$ 53,485.48	$ 58,355.48	$ 58,269.48	$ 74,650.48	$ 91,819.48	$ 92,143.48	$ 97,012.48	$ 98,707.48	$ 114,408.48	$ 130,999.48	$ 128,032.48	$ 130,293.48	$ 128,875.48	$ 143,637.48	$ 160,513.48

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 5, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. Employers Week

G. Approve City Council Minutes
1. July 21, 2020- Regular Meeting of the City Council
2. July 21, 2020- Committee of the Whole Meeting
3. July 21, 2020- Budget Work Session Meeting
4. June 23, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, August 18, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 18, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 18, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2020-XXX To Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

K. Business Items
1. City Santa Event Discussion

Community Development Director Sheila Sellman
2. Ordinance-XXX Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map
3. Resolution 2020-XXX Approving a Site Plan and Minor Development Agreement for an Office at 201 Main Street

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $609,524.92 Payroll in the Amount of $102,959.89
2. Resolution 2020-XXX Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. Approving Amended Isanti County Election Equipment Plan
4. Approving Notice to the Paper for City Hall Used Chairs

M. Other Communications
1. Draft Minutes from the July 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Mayor's Proclamation

City of Isanti

Whereas Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,

Whereas The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,

Whereas All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,

Whereas The City of Isanti has approximately 1,930 people that are employed within its corporate limits; and,

Whereas Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,

Whereas The City EDA is sponsoring an appreciation luncheon to the Employers and their Employees on August 12, 2020 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that the day of August 12, 2020 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 5th Day of August, Two Thousand Twenty.

_____

Jeff Johnson, Mayor

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 21, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

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

Others Present: Larry Merchlewitz, Sean Wilson and Josh Robinson

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add L.8
L.3 Revision Resolution 2020-140 Accepting PT Liquor Store Clerk Letter of Resignation from Sheila Johnsrud

F. Proclamations/Commendations/Certificate Awards
1. Legacy Award: Rum River BMX is being presented with the Legacy Award for having the #1 BMX track in the Nation in 2019 *(Sean Wilson, Larry Merchlewitz, Josh Robinson)*

Mayor Johnson presented Rum River BMX with an award for recognition for the #1 BMX track in the nation in 2019 followed by a picture.

G. Approve City Council Minutes
1. July 7, 2020- Regular Meeting of the City Council
2. May 19, 2020- Planning Commission Meeting
3. June 2, 2020- Economic Development Authority Minutes

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

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, July 28, 2020 at 6:00 p.m.
2.	City Council Meeting	Wednesday, August 5, 2020 at 7:00 p.m.
3.	EDA Meeting	Wednesday, August 5, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

Councilmember Steve Lundeen shared that there is no news on the Joint Powers Agreement. Lundeen also shared that Oxford Township is having an election in November and the Fire District is in discussion whether to send flyers to Oxford residents informing them of the situation.

J. Public Hearings

None

K. Business Items

1. **Resolution 2020- 137** Consideration of Temporary On-Sale Liquor License for Thunder Brothers Brewery

Mayor Johnson shared that there was discussion at Committee of the Whole meeting earlier in the evening regarding an application received from Thunder Brothers for a temporary liquor license to sell alcohol at the upcoming street dances. Dahlheimer Beverage sponsors the street dances and the Lions are the only ones that have been selling alcohol at street dances for the last few years.

Councilmember Bergley asked if there was a written contract of the sponsorship with Dahlheimer Beverage.

City Administrator Josi Wood stated that Dahlheimer verbally agreed to give sponsorship to the City of Isanti for the Lions to sell alcohol if there were not competitive alcohol vendors. However, there is not specific contract in writing for the monetary donations and sponsorships other than the fee that the City has accepted.

Motion by Bergley, second by Gordon to approve the resolution as presented. Motion passed 3-2 with Johnson and Lundeen voting nay. Motion carried.

Chief of Police Travis Muyres

2. **Resolution 2020-138** Accepting DOJ COPS Hiring Program (CHP) 2020 Grant

Chief of Police Travis Muyres shared that there are two parts to the item, accepting the grant itself and hire for a fulltime police officer position sometime this fall.

Finance Director Mike Betker shared that the City did receive $125,000 for the grant. Betker continued to share that the Levy projections and tax rate projections are just projections, but Council was made aware that in 2022, on a calendar year basis, if an officer is hired, that a tax rate decrease to a small tax rate increase will likely happen. The City has already planned to add another fulltime officer 2022, but this grant will be able to make it happen sooner than projected. Fortunately, the budget is being managed well so this would about 1 to 1.5 % increase in the tax rate.

Mayor Johnson asked if the grant was for mental health for the officers.

Muyres stated that the position is a patrol officer that will focus on the aspect of mental health in the community.

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

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $767,554.05 Payroll in the Amount of $101,392.69
2. **Resolution 2020-139** Accepting PT Liquor Store Clerk Letter of Resignation from Sarah Cisar
3. **Resolution 2020-140** Accepting PT Liquor Store Clerk Letter of Resignation from Sheila Johnsrud
4. **Resolution 2020-141** Approving Contract with LanguageLine Services
5. **Resolution 2020-142** Acceptance of Department of Justice Bullet Proof Vest Program Grant
6. **Resolution 2020-143** Acceptance of Urban Area Security Initiative Federal Grant
7. **Resolution 2020-144** Offering the Position of Part-Time Liquor Store Clerk to Elizabeth Kerr
8. **Resolution 2020-145** Offering the Position of Part-Time Liquor Store Clerk to Cory Hed

Motion by Lundeen, second by Bergley to approve Consent Agenda as Presented. Motion passed 5-0. Motion carried.

M. Other Communications

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

N. Closed Session

1. Closed Session for review and consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.0401.030 and 16.0400.960

Mayor Johnson announced the Council was going into closed session at 7:25 p.m. regarding consideration of sale of City owned real property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.0401.030 and 16.0400.960

Mayor Johnson reopened the meeting for a decision. A motion was made by Lundeen, seconded by Bergley directing staff into negotiations regarding the sale of City owned real property at PID 16.0401.030 and 16.0400.960. Motion passed 5-0. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 21, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, Parks, Recreation and Culture Board Manager Jenny Garvey, Public Services Director Matt Sylvester and City Attorney Joe Langel

D. Public Comment
None

E. Committee Meeting Items

1. Building Inspection Fees (Discussion)
   - In 2003 the City of Isanti adopted the State Building Code by ordinance and is regulated in Chapter 111 of the City Code. This section states "The application, and enforcement of this code shall be in accordance with the Minnesota State Building Code" Section 1300.0110 Subp 3 of the State Building Code states "The building official shall receive applications, review construction documents and issue permits for the erection, alteration, demolition, moving and repair of building, structures, including all other equipment systems regulated by the code."
   - Section 1300.0130 requires construction documents to be submitted for review.
   - Building permit fees are set in the fee schedule that is adopted by the City Council on an annual basis. MN State Statute outlines a fee schedule that the State uses and can be adopted by cities or cities can adopt their own. The City of Isanti's schedule is very similar to what is in statute. The City of Isanti's plan review fee is based on the City's adopted fee schedule.
   - The plan review is 65% of the permit fee, this is typical for plan review and several cities charge it this way. The Council has discussed doing a flat fee for basement finishes and decks. Sometimes flat fees are appropriate; it all depends on the nature of the project and should be reflected accordingly in the schedule.
   - The current building inspection contract with MNSPECT is based on the adopted fee schedule and is broken down as follows
     - The inspector shall be paid 70% of the permit fee as found in the City's fee schedule with a minimum charge of $50
     - The plan review fee is 65% of the building permit fee for the project. The inspector shall receive 100% of the plan review calculated (the city does not retain any plan review money)
   - Committee of the Whole discussed various options for building inspection services and fees.

- Recommendation from Committee is to discuss implementing building fees for 2021 and for staff to reach out to other cities about the possibility of sharing a building official and post building official position for if the services were to be done in house.

2. Police Updates

- Currently working on a hiring process to fill one vacancy. Several qualified applicants and several experienced officers seeking employment with Isanti Police Department.
- Due to Covid-19, the historical National Night Out has been canceled for this year. There is potential for a date in October for the event however nothing planned as of now.
- The Police Department has recently secured several grants:
  - ➢ $2,954.82 Department of Justice Bullet Proof Vest Partnership Grant
    - Cost share reimbursement for ballistic vests
  - ➢ $3,837.50 Urban Area Initiative Grant
    - Reimbursement for 2020 squad car mobile radio
  - ➢ $1,898.36 Urban Air Initiative Grant
    - Cost share towards the CCTV system at the Police Department
  - ➢ $125,000.00 Department of Justice COPS hiring program 2020 Grant
    - Hiring Police Officer

3. Mosquitos Spraying (Discussion)

- Public Works has gone out and sprayed six times for mosquitos so far this summer which began on May 27th.
- It takes 3 to 3 ½ hours to fog.
- Some residents have stated that the fogging is working great and some that say it is not working at all.
- The spray being used is garlic concentrate which is mixed with water.
- The approximate cost every time Public Works sprays is $65 with the garlic concentrate.
- If switched to Pursuit mosquito spray the cost will go from $65 dollars to $500 every time Public Works goes out to spray.
- Recommendation from Committee is trying Pursuit mosquito spray and bring back to Committee of a Whole for further discussion of whether to continue using Pursuit or go back to using garlic concentrate.

4. Street Dance Alcohol Sales

- City staff had a local business inquire about selling alcohol at the upcoming city street dances.
- Staff spoke with Isanti Lions and Dahlheimer Beverage regarding a verbal agreement since around 2013 that they have exclusively.
- The city receives a profit of the sales from the Isanti Lions from each street dance dependent on the number of alcohol sales from each dance with an approximation of $200 per street dance.
- The city does not have a sponsorship option, in which the city provides an opportunity for businesses to support the street dances.
- Dahlheimer Beverage has been a platinum sponsor for the last 5 years which is a $1,000 value.
- Dahlheimer Beverage also provides free advertising banners and signs for the city and allow the Lions to use the beer wagon at no cost.
- The city does risk the cancellation of the Dahlheimer Beverage sponsorship if other alcohol vendors are allowed to sell alcohol at the street dances.
- Recommendation from Committee is to bring to city council meeting later that night for a decision.

5. Utility Delinquent (Discussion)
   - When the emergency declaration was made due to Covid-19 pandemic it was recommended by the League of MN Cities to include restraining from shutting off residents' water.
   - Typically, from spring to fall, water can be shut off for non-payment on utility bills.
   - Since declaring the emergency water shut offs and late fees have not been enacted.
   - Recommendation from Committee is to continue with not enacting utility shut offs and late fees until the end of the year.

6. East Dual/ Heritage Blvd Intersection Control Update
   - The City of Isanti has communicated with Isanti County Engineering about the East Dual/ Heritage Blvd intersection and how to control it.
   - The city had a meeting with Minnco to discuss the option of a four-way intersection which would take acquisition of the property of Minnco but Minnco did not show support for this option because they felt that they would have to remodel to make the store front face a different direction.
   - The most viable options that were shared was a 3-legged intersection or a roundabout.

~~7. National Night Out Update~~

8. Volunteer Involvement for Potential Bluebird Park Projects
   - A resident asked Mayor Johnson about community members to volunteer and donate materials, services or money to help build pavilion at Bluebird Park.
   - Recommendation from Committee is for staff to draft a policy regarding the donation of material, services or money for building the pavilion at Bluebird Park.

9. Covid Relief Fund
   - The Cares Act was distributed to MN cities, townships and government entities but not to the Fire District due to the Joint Powers Agreement because the Fire District is a subdivision of the City of Isanti along with 6 townships that the Fire District services.
   - Isanti Fire District asked if a portion could be provided to them in order to have the proper equipment and PPE for the safety of the Fire District personnel.
   - Recommendation from Committee is for staff to see what where the remaining fund balance is at from the what has already been purchased and report back to City Council in the fall.

F. Adjournment

Meeting was adjourned at 6:51 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 21, 2020
(Immediately following Planning Commission Meeting which follows the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:30 p.m.

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

Members Absent: Paul Bergley

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Assistant Finance Director Pamela Dahlheimer and Finance Director Mike Betker

D. Public Comment
None

E. Adopt Agenda
Motion by Collison, Second by Lundeen to adopt agenda as presented. Motion passed 4-0. Motion carried.

F. Work Session Items

The preliminary budget was reviewed and discussed.

Adjournment
Motion by Lundeen, second by Collison to adjourn. Motion passed 4-0. Motion carried. The Budget Work Session meeting adjourned at 9:06 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PARKS, RECREATION AND CULTURE BOARD MEETING MINUTES
June 23, 2020

Call to Order: Jenny Garvey – PRC Manager called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon and Brian Thum
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager; Matt Sylvester- Public Services Director

Agenda/Modifications: Witte asked about River Bluff Preserve item and Garvey added that they will review this within the department updates. None added, motion by Witte, second by Gordon to approve the agenda for June 23, 2020. Motion passed 4-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from February 25, 2020. Motion passed 4-0.

3. Park Visits: Garvey reviewed that in 2018, the PRC Board determined that instead of doing a whole group tour during a meeting, it would be more effective for members to each visit a couple of parks ahead of the meeting to provide a more detailed review of the parks. The 2019 Park Assignments were: Aaron Zdon – Academy Park and Whisper Ridge; James Witte – Rum River Meadows, River Bluff Preserve and Isanti Hills Neighborhood Park; Jenny Garvey – Bluebird Park, Unity Park, and Riverside Park; and Jeff Johnson – Mattson Park, Legacy Park and VFW Park. Zdon said that he agreed this was a more efficient way to review the parks as the tour took a much longer time. Witte agreed this was a good way to review the parks. Gordon will take Bluebird, Unity and Riverside Parks and Thum will take Mattson, Legacy and VFW parks. The board members have the park ambassador check list and will bring these back to the July meeting.

4. Department Updates: Garvey reviewed the department updates. Staff cancelled the March Curious Creatures program and movie night, due to COVID-19 health pandemic that is occurring around the country and state. For June 9 we had Water Mania and for July 7 our theme is Cowboys and Cowgirls which was to coincide with the Rodeo. Council decided to move the Fireworks from Thursday July 9 to Saturday July 11 due to the cancellation of the Rodeo and Jubilee Days. The COW discussed the path/walkway that the PRC board had addressed extending or re-routing at the March 17, 2020 meeting and has decided to not pursue this, as the park layout and amenities within the park could change. Staff is continuing to plan for the Pop bottle rocket class, and free tennis lessons that will be in July. Currently we have 5 registered for the youth classes. Kids day is set for Friday July 10 at Bluebird park, with an inflatable water slide, kids dance and the Police and Fire chiefs will give brief safety talks. The medallion hunt will start with clues being released on Monday July 6. Council first postponed the June street dance until September, but decided to add a new band to the June 20 date, Bad Jack with the quick changes that were adjusted from the guidelines that have been in place. The other Street Dance Bands are Sept 12: The Farmer's Daughters, July 18: Brother Ferris and August 8: Brat Pack Radio. The Famer's market opened May 29 and will run through September 25, we will not have a market on July 3 with the holiday. Its open Friday's from 2-6pm. This year we have 18 vendors and each week brings a different variety to choose from. The layout is a bit different this year with having to provide social distancing within the market. The community garden opened on Thursday May 7 and all plots have been reserved, 75 in total; 67 ground plots, 7 raised beds and one elevated bed. Staff is in the process of planting sunflowers in the pollinator area and creating a walkway/maze through it. The northeast corner continues to remain open for future plots. The council has been discussing the upcoming budget and CIP. Within the CIP are items related to the future of parks. In particular, Whisper Ridge, VFW and Isanti Hills Neighborhood Park. These parks have been discussed in the past, almost annually, when we review the park tour items. As of now, the Council has not funded any future replacements for these parks. This is being presented for information for the Park Board to be aware of and to review at future meetings the ideas that the Park Board would have for new items. Sylvester added that within these parks are playground equipment that we can no longer get replacement parts for. Zdon added that he agreed we struggle with replacing parts and that he recalled this being an issue with these parks in the past. Witte asked if River Bluff Preserve had been addressed yet, as he had been in touch with staff with tree's that had fallen. Matt Sylvester reviewed that the PW crew was able to clean up some trees at the dock within River

Bluff preserve, after clarifying from the Mn DNR that this was possible. Tree's had fallen and were interfering with fishing. The river level is quite low right now.

Mayor Johnson had some questions or clarifications to the CIP/budget item that was discussed. Johnson added that the council has been discussing the CIP/budget items and that he wanted to make sure that the PRC board knew that the council is looking at these three parks (Whisper Ridge, VFW and Isanti Hills Neighborhood(IHN)). Council is reviewing moving funds from the equipment replacement to funding a bigger project for Bluebird and to have this park as the main park within Isanti. Thum added that he didn't want to see VFW park go away as kids are using it now and there are lots of kids in that area. Johnson added council was not looking at eliminating any park but that they are asking the board to look into new ideas and wanted to make sure this board was in the loop with this plan or budgeting area. Sylvester reiterated that these parks have the equipment that staff can no longer get replacement parts for and the board is being asked to look into new ideas for replacement, such as open space or other amenities. Zdon didn't want to see any parks eliminated within the city and asked if it was within the plan to have one in every neighborhood. Johnson added that it wasn't an ordinance and that council wasn't looking to eliminate a park and that within our city we have 14 parks. Mayor Johnson added the discussions at council have been to see if the VFW would want to take back or take on VFW park and an idea to have them take down the surrounding fence around that park. Mayor Johnson asked Councilmember Gordon if he had anything to add. Gordon added that he didn't agree with having the one main park idea and adding an amphitheater or other amenities to the park and the funding getting shifted to that, he would like to see more of a cost savings to the citizens. Witte added that he has used IHN park, and didn't want to see any park get eliminated. The idea is for the PRC board to review items that could be added instead of replacing the playground equipment. Zdon brought up a natural park in Waseca that he had visited. The mayor added that he wanted to make sure the PRC board had a voice and council will review this and provide direction to the bord and staff for future meetings to discuss this more. Zdon reviewed that the council and staff will provide more information at a future meeting for the PRC board to review.

Adjournment: Motion by Witte, second by Thum to adjourn the June 23, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:32 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 5, 2020
Subject: Resolution 2020-XXX Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave

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Background:
In Spring 2019 the exterior wall at 105 Railroad Ave collapsed. The owner pulled a building permit to fix the wall in August 2019, the roof sustained some damage as well and is required to be repaired. Permits are valid for 180 days, which stay valid as long as you are making visible progress. The owner's of the building have been working on these repairs for 10 months. MNSPECT has had several conversations and written correspondence with the owner about the repairs and the timing. The wall has been repaired, but is not complete the outside still needs weather barrier and siding (that is consistent with code requirements) and the re-roof is not complete. The last written correspondence from the owner when asked when it would be complete was in January and they stated that the roof would be completed weather permitting. That was six months ago and the weather has been nice enough to complete this project.

Staff has sent the owner a final letter indicating that is the roof is not complete by June 15, 2020 the City Council will take action. The owner did not contact staff regarding this matter nor did he attend the June 15th meeting. A certified letter has been sent to the owner notifying him of the public hearing for abatement. At the time of this memo the owner has not contacted staff. The estimate to finish the work is $16,343.00

At the July 7, 2020 City Council meeting the Council postponed this action to the August 5, 2020 meeting. Upon drafting this memo no additional work has taken place at the property and the project is still incomplete.

Request:
Consider resolution to abate.

Attachments:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 105 Rail Road Ave

WHEREAS, the property owner of 105 Rail Road Ave is in violation of City Code 216-2 affecting health and safety; and

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and,

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and,

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code; and,

WHEREAS, the City Council held the Public Hearing on July 7, 2020 and postponed action to the August 5, 2020 City Council meeting;

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

1. The property owner shall be given until Thursday, August 6, 2020 to come into compliance.

2. Staff shall inspect the property on August 6, 2020 and if the property is found not to be in compliance, the property located at 105 Rail Road Ave shall be hereby abated.

3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.I01.

This Resolution is hereby approved by the Isanti City Council this 5th day of August, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

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Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey - Parks, Recreation and Culture Manager

Date: August 5, 2020

Subject: **City Santa Event Discussion**

Background

At the January 27, 2020 Goal setting meeting staff presented new programs and events for council to consider. Staff had included a Breakfast with Santa event, however there was not a solid direction staff should take with this type of event. Staff currently does monthly movies from November – March. One option would be to include a Santa visit at the December movie date. The cost breakdown if we would have a Santa at an event would be: cost for hiring a Santa is $600 for 2 hours, supplies and miscellaneous items $100, staff time is not included. The total cost would be approximately $700.

Staff Request

City staff is requesting Council discuss this type of event in further detail and provide staff with a clear direction how they should proceed with an event that could involve a Santa.

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Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 5, 2020
Subject: Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map

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Overview/Background:
As directed by the City Council staff has prepared a zoning district "R-1A Rural Residential" The ordinance was adopted at the June 16, 2020 City Council meeting, next step is to rezone the properties.

A new R1a zoning district was created for properties south of Dogwood Street, west of the railroad, south of Palomino Drive and east of the railroad (map attached). Now that the district is created the next step is to rezone the parcels. Community Development staff held a neighborhood meeting on July 14th to discuss the rezoning, 6 people attended. Staff has received 2 e-mails and 2 calls about the rezoning, all just asking questions and no one objecting.

The Planning Commission held a Public Hearing at the July 21, 2020 meeting, no one from the public spoke on this item. The Commission recommends approval 7-0.

Request:
Consider adoption of the ordinance as presented.

Attachments:
- Proposed Ordinance

ORDINANCE _____

ORDINANCE AMENDING THE ZONING MAP TO RE-ZONE CERTAIN PROPERTIES TO R-1A, RURAL RESIDENTIAL DISTRICT

The City of Isanti does ordain:

Section 1 – Purpose

In 2017, the City annexed a number of properties that were surrounded by the City. One of the issues during that annexation was how the nature of the properties, which were mostly larger lots, would be regulated under the zoning ordinance. On July 7, 2020, the City Council adopted Ordinance _____ Amending the City Zoning Code by adding a new district, R-1A, Rural Residential District, that addressed some of the concerns raised during annexation. This ordinance amends the Zoning Map to illustrate where the new R-1A zoning district applies, which includes a number of the annexed parcels and several others that are similar in nature and location.

Section 2 – Ordinance

Pursuant to City of Isanti Ordinance No. 445, Section 21, Article 1, the City of Isanti 2020 Zoning Map is hereby repealed and replaced with the attached Zoning Map showing the locations of the new R-1A Rural Residential District. Said Map shall be the official zoning map of the City and placed in Appendix D of the City Code. The parcels included within the R-1A Rural Residential District as of the adoption of this Zoning Map are listed in the attached exhibit.

Section 3 – Effective Date

This Ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this ____ day of _____, 2020

_____
Jeff Johnson, Mayor

ATTEST:

_____
Katie Brooks, Human Resources/City Clerk

Exhibit to Ordinance _____

R-1A District parcels by Isanti County Parcel ID number:

160320800
160321700
160321200
160321011
160320500
160320204
160320100
160320300
160310700
160310200
160310400
160310800
160314000
160313502
160313501
160313900
160313800
160313700
160313600
160313500
050313700
160311000
160311600
160313200
160311500
160312600
160311400
160311410
160310610
160311110
160910051
160910041
160310810
160311310
160310910
160311510
160311210
160311010
160311400

ZONING MAP
(see following page)

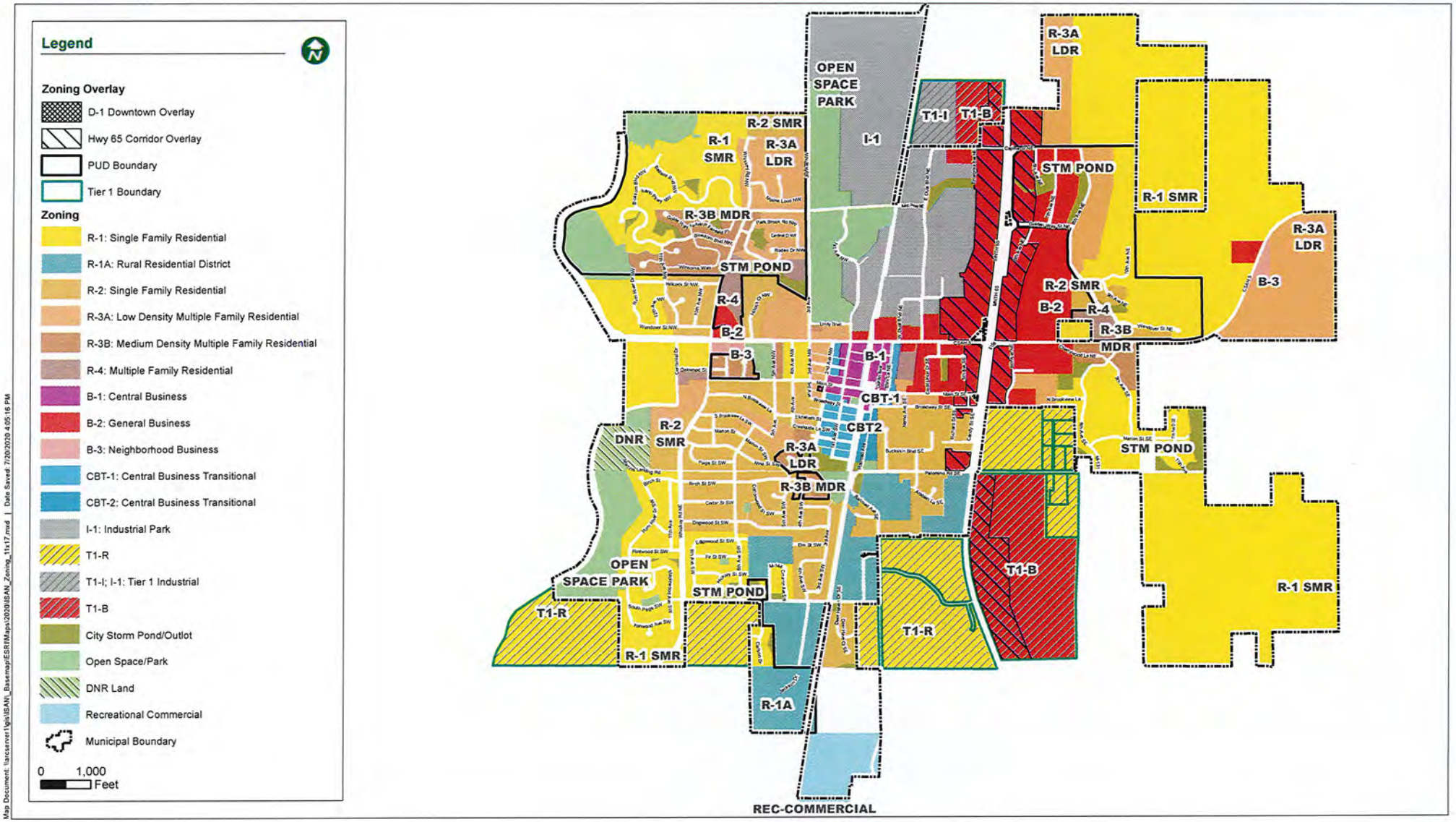
A Community For Generations. Isanti

City of Isanti

Zoning

July 2020

BOLTON & MENK
Real People. Real Solutions.



Map Document: \\arcserver1\gis\ISAN_Basemap\ESRIMaps\2020\ISAN_Zoning_11x17.mxd | Date Saved: 7/20/2020 4:05:16 PM

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Isanti

MEMORANDUM

TO: Mayor Johnson and Members of City Council

FROM: Ryan Saltis, Community Development Specialist

DATE: 8/5/2020

SUBJECT: Resolution 2020-XXX Approving a Site Plan and Minor Development Agreement for an Office at 201 Main Street

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Request:
The applicant, Deanna Bunes is requesting site plan approval for a proposed office building located at 201 Main St W for Serenity Circle Counseling.

Overview/Background:
The applicant would like to construct an office building for her therapy business on a vacant lot located at 201 Main St W. The building will contain five office spaces, two bathrooms, waiting room, and utility room. The lot was previously zoned R-3A, Low Density Multiple-Family Residential and was approved for a rezoning of the parcel to the B-1, Central Business District within the downtown overlay. The rezoning to the B-1 zoning district allows for the "General – Office" type of use for the building to be permitted on the lot. The site plans would include the building, four parking stalls and surrounding landscaping. The standards for the B-1 Zoning District as well as the standards set by the Downtown Overlay District shall be followed for approval.

Analysis of Application:
The site plan for the office building shall comply with the following requirements for both the B-1 District and the D-1 Downtown Overlay District:

Streets and Sidewalk Network

A. Developments that include public or private streets shall connect with and provide for the future extension of the community's existing street network.
The development will utilize the existing streets of Main Street W and 2nd Ave NW.

B. Sidewalks are required along all public and private streets within the Downtown Overlay District. The location and alignment of new sidewalks shall connect directly with the existing sidewalk network. The width of the sidewalk shall be consistent with City policy.

Sidewalks are proposed along the front and the east sides of the building, which will run parallel to the existing streets, extending the existing sidewalk network in the downtown district. The proposed sidewalks are intended to be 5 feet in width. The City Engineer's Memo explains that the sidewalk should be 6 feet wide when against the back of a curb, which would apply along Main St, 2nd Ave NW and the parking lot.

C. On-street parking shall be incorporated with the street design within the Downtown Overlay District. Parking areas shall be defined by curbing.
The site plans include 4 off-street parking stalls accessed from 2nd Ave NW as well as an on-street handicapped parking stall directly in front of the proposed building. After further discussion with the City Engineer and Public Services Director they determined that a handicap parking stall needs to be designated in the parking lot. The street designation does not work in this location as they would be opening their car door into oncoming traffic and would have to navigate in the street to get to the ped ramp. The applicant has indicated that their front door is on Main street and that is why they wanted the parking stall in front. The handicap stall in the rear of the lot will give room for maneuvering and have direct access to the sidewalk which leads to the front door. Staff agrees with the City Engineers requirement in his memo.

D. The number and width of curb cuts shall be in conformance with City policy. Sites within the Downtown Overlay District that have multiple buildings shall have unified / joint access.
There is one curb cut proposed for entering or exiting the parking area on the site. The width of the curb cut is 26 feet which is consistent with city policy.

E. Street trees shall be placed, no less than one (1) tree per fifty (50) lineal feet of frontage on any street within the Downtown Overlay District. Where street trees cannot be planted, sidewalk planters are encouraged in these areas. Such trees or planters shall be coordinated as part of the streetscape design.
A landscaping plan shall be provided for review of plant locations and species types. Landscaping plans shall follow requirements set forth in Section 15 subd. 5 of Isanti Zoning Ordinance 445.

F. All new utilities shall be encouraged to be placed underground. Compatible lines (e.g. electric, phone, cable) shall be placed in a common trench.
A utilities plan shall be provided to determine the locations for lines placed underground.

Site Plan Parking Area Design Criteria
Upon review by the Planning Commission and approval by the City Council, the plan for off-street parking shall meet the following site design standards:

A. Surfacing. All areas devoted for parking space and driveways shall be surfaced with asphalt, concrete, or other surface materials, as approved by the City Engineer,

suitable to control dust and drainage. All parking areas shall be designed to control surface runoff to adjacent properties either with curbing or grading techniques.
The parking lot will consist of bituminous surface. The City Engineer's memo explains requirements and conditions for approval of surfacing.

B. Lighting. Any lighting used to illuminate off-street parking areas shall be directed away from abutting property and public right-of-way. Lighting shall be provided in accordance with the regulations as provided in Section 14 of this Ordinance.
Lighting standards are provided in Section 14, subd. 5 of Isanti Zoning Ordinance 445. A photometrics plan was provided by the applicant that displays two different types of lighting sources around the building, including wall sconces and a freestanding LED pole to illuminate the parking area on the site. The Outdoor Lighting standards in Section 14 of the Zoning Ordinance limit the lighting sources to foot candle readings that shall not exceed one-half foot candle measured at the closest residential property and five-foot candles measured at the street curb line. The placement of the wall sconces and freestanding LED pole will not exceed these foot candle requirements and are in compliance with the lighting standards. Installation of the downtown decorative lights are required in front of the building. The applicant should work with public works to determine the location and to order the light.

C. Visibility. No sign shall be so located as to restrict the sight, orderly operation, and traffic movement within any parking area.
The City Engineer listed as a condition for approval that the existing street/info signs shall be relocated to green space in between the sidewalk and building. Signs for handicapped parking in front of the building and reserved parking in the lot are also proposed. The sign for handicap parking is not permitted in the street in front of the building because it does not meet ADA requirements. All signs shall follow Section 16 of Isanti's Zoning Ordinance and shall apply for a sign permit for review by City Staff.

D. Curbing. Except for single-family dwellings, two-family dwellings, and townhouses, all parking areas located in the R-1, R-2, R-3, and R-4 as well as B-1, B-2, B-3, CBT, RC, I-1, or S-1 zoning districts must have curb and gutter around the perimeter of the parking lot.
Concrete curbs and gutters are proposed around the perimeter of the parking lot.

E. Striping. All parking stalls shall be marked with either yellow or white painted lines not less than four (4) inches wide.
The striping of the four-stall parking area will be solid white and 4 inches wide, and will comply with this requirement, a handicap stall shall be striped to ADA requirements. This stall can be counted in the 4 required stalls

Setbacks
The following minimum requirements shall be observed in the Central Business District; subject

to additional requirements, exceptions, and modifications as set forth within this Ordinance:

A. Setbacks and Height Restrictions – Principal Building.

Minimum Setback from a Railroad Right-of-Way	10 feet
Front, Side, and Rear Yards	Zero Lot Line Maximum
Building Height	Three (3) stories or forty-five (45) feet, whichever is less

The proposed office building will be located on the north and east corner of the lot and have zero setbacks from the street. The building will be single story and not exceed the forty-five foot building height requirement.

Exterior Building Materials

Architectural Style of the building shall be similar to other existing downtown buildings. The evaluation of a project shall be based upon the quality of the design and on its relationship to the surrounding structures and uses. Extremes of style or attempts to recreate a style indigenous to the downtown area are discouraged.

Acceptable Materials. Exterior building materials shall not be dissimilar to existing structures within the immediate area or the downtown area as a whole. Exterior building finishes shall consist of material comparable in grade and quality to the following:

1. Brick

2. Natural stone

3. Wood provided the surfaces are finished for exterior use and only woods of proven durability shall be used.

4. Glass, to include glass curtain wall panels.

5. Tilt up concrete panels that have a grid or block like appearance.

6. EIFS (Exterior Insulating and Finishing System) may be used but not as a primary material.

7. Metal may be used as an accent but not as a primary material.

The proposed office building features mainly vinyl siding with stone along the base of only the front of the building facing Main St W. The architectural style of the building, along with the materials used is consistent with other existing downtown buildings.

Mechanical Equipment

Mechanical equipment shall be screened from the public right-of-way and from adjacent residential properties. Screening shall be compatible with the principal building and shall be provided in accordance with the regulations as provided within Section 15, Subdivision 3 of this Ordinance.

Mechanical equipment is intended to be inside of the proposed building in a utility room. If there is any proposed mechanical equipment on the outside of the building, the equipment must be screened and site plans must be altered to display the location.

Trash/Recycling areas
Subdivision 3: Refuse and Trash Receptacle Enclosures

A. Refuse. All lots within all zoning districts shall be maintained in a neat and orderly manner. No rubbish, salvage materials, junk, or miscellaneous refuse shall be openly stored or kept in the open when the same is construed by the City Council to be a menace or nuisance to the public health, safety, or general welfare of the City, or to have a depressing influence upon property in the area.

B. Trash Dumpsters and Garbage Receptacles Required: All new uses and buildings in all zoning districts, with the exception of the "R-1", "R-2", and "R-3A" Districts; shall have trash dumpsters or garbage receptacles provided on the parcel or lot and be adequately screened and enclosed. The location of trash dumpsters and garage receptacles shall be approved during the site plan approval process.

C. Standards for Trash Enclosures: Trash dumpsters and garbage receptacles shall be screened from all lot lines and public roadways, in accordance with the following provisions:

1. The screening devices shall be designed so that they are architecturally harmonious with the principal structures on the site and shall meet the requirements as specified in Section 15 of this Ordinance.

2. Trash enclosures shall be lit.

3. Trash enclosures shall be of an adequate size to accommodate all refuse and recyclables.

D. Enclosure and Receptacle Maintenance Required: Fencing and landscaping for trash dumpsters and garbage receptacles shall be maintained in good condition and shall be kept litter-free at all times.

The location for trash receptacles is not identified on site plans. The site plans display a chain link fence with a gate along the south side of the proposed building, which could enclose the trash receptacles, but must be identified on the site plans. Lighting for the trash enclosure area is provided by the wall sconces on the exterior of the building.

Planning Commission Recommendation: The Planning Commission held a public hearing regarding this matter on July 21, 2020. The applicant was available for questions. The Planning Commission recommends approval of the Site Plans for the proposed office building located at 201 Main St W with conditions listed in the Staff Memo dated July 21, 2020.

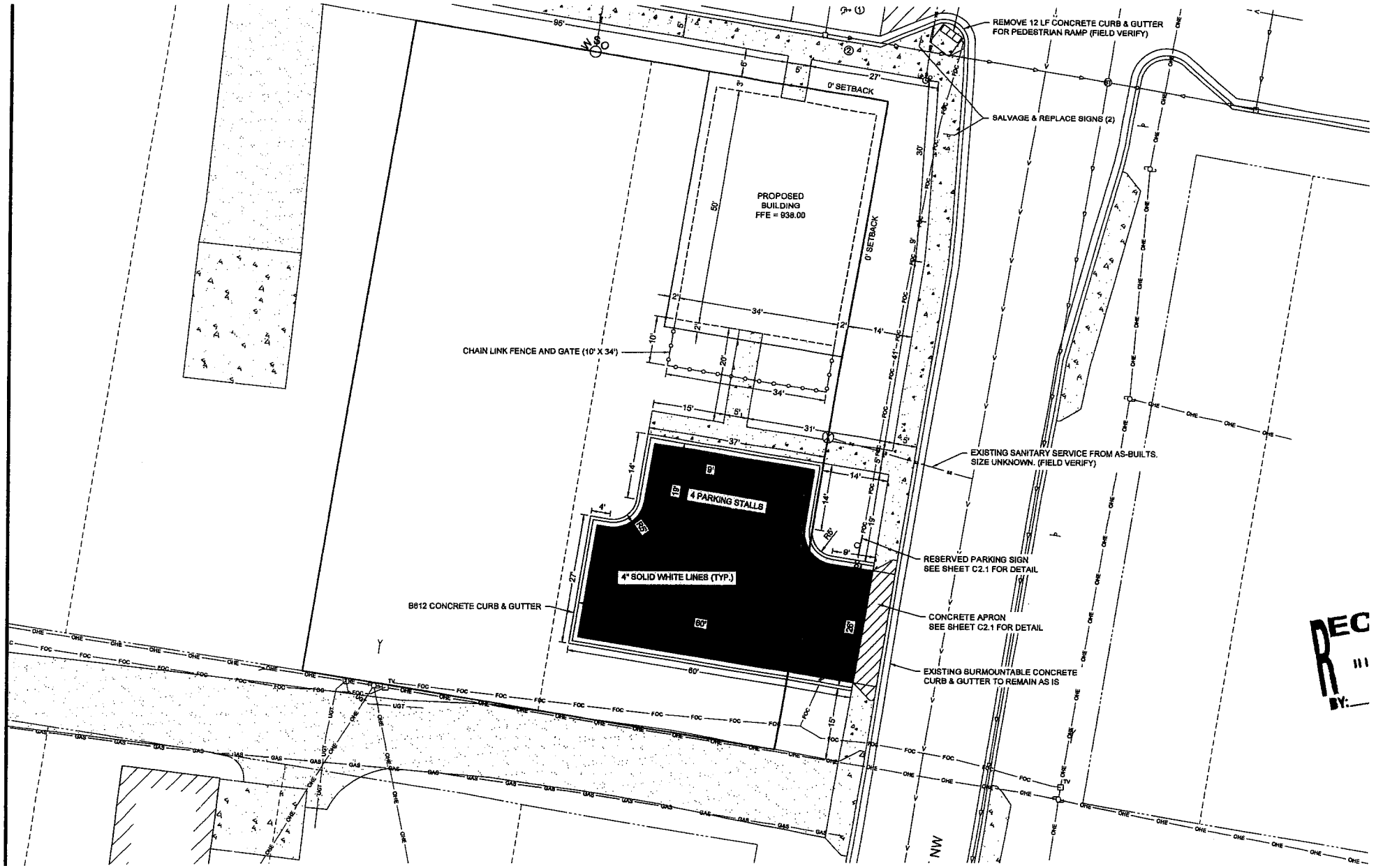
Staff Recommendation: Staff recommends approval of the proposed office building located at 201 Main St W with the following conditions:

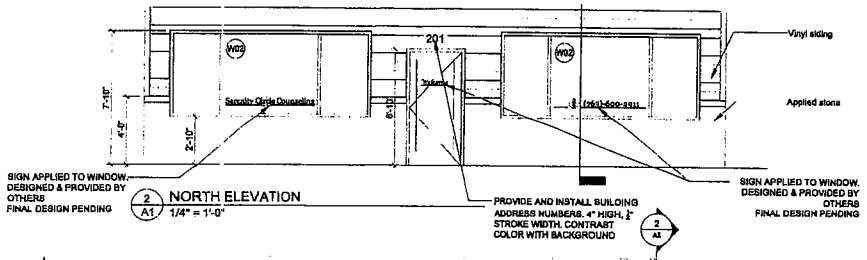
1. The applicant shall enter into a minor development agreement.

2. Signs require a sign permit before installation.
3. A landscaping plan shall be provided for review of planting locations and species as part of the development agreement.
4. The location of trash receptacles must be identified on site plans as part of the development agreement.
5. Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
6. A Utilities Plan shall be provided to determine the locations for lines placed underground as part of the development agreement.
7. All other conditions listed in the City Engineer's memo, dated 7/1/2020.

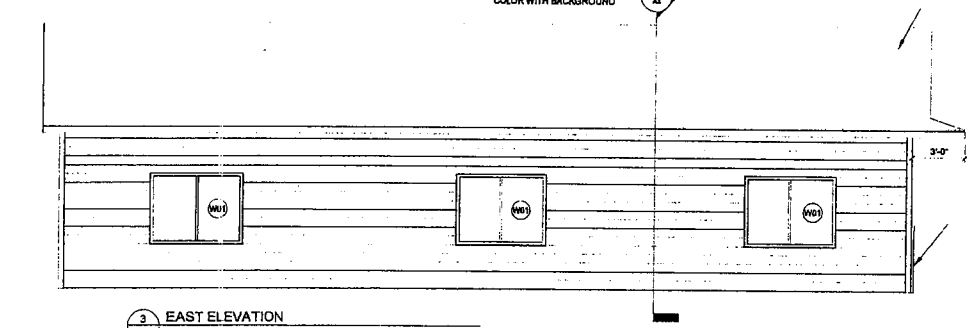
Attachments:

- Site Plan
- Floor Plan and Exterior Elevations
- Engineer's Memo Dated 7/1/2020
- Resolution

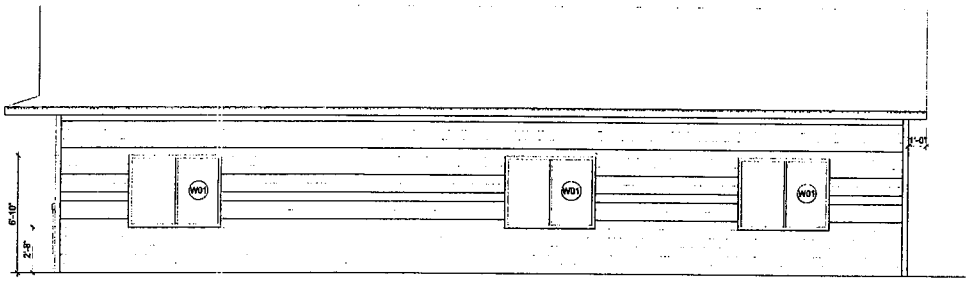

REMOVE 12 LF CONCRETE CURB & GUTTER FOR PEDESTRIAN RAMP (FIELD VERIFY)
SALVAGE & REPLACE SIGNS (2)
PROPOSED BUILDING FFE = 938.00
0' SETBACK
0' SETBACK
CHAIN LINK FENCE AND GATE (10' X 34')
EXISTING SANITARY SERVICE FROM AS-BUILTS. SIZE UNKNOWN. (FIELD VERIFY)
4 PARKING STALLS
RESERVED PARKING SIGN SEE SHEET C2.1 FOR DETAIL
4" SOLID WHITE LINES (TYP.)
B612 CONCRETE CURB & GUTTER
CONCRETE APRON SEE SHEET C2.1 FOR DETAIL
EXISTING SURMOUNTABLE CONCRETE CURB & GUTTER TO REMAIN AS IS
NW



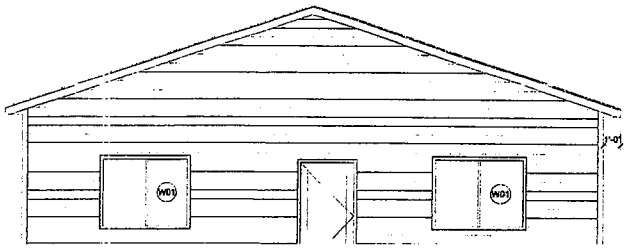
2 A1 NORTH ELEVATION
1/4" = 1'-0"

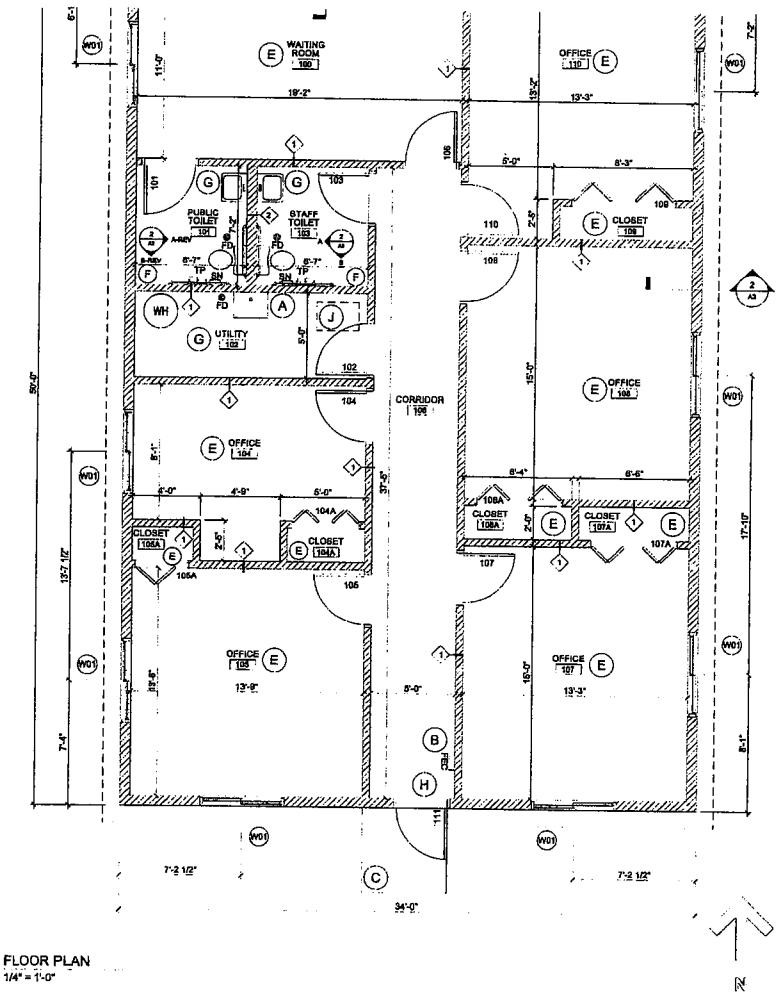


3 A1 EAST ELEVATION
1/4" = 1'-0"



4 A1 WEST ELEVATION
1/4" = 1'-0"





1 A1 FLOOR PLAN
1/4" = 1'-0"

(X) CONSTRUCTION KEYNOTES

A. PROVIDE AND INSTALL NEW MOP SINK. PROVIDE AND INSTALL NEW FRP WALL BOARD ON WALLS TO 4' HIGH WITHIN 2' OF SINK.
B. PROVIDE AND INSTALL NEW RECESSED FIRE EXTINGUISHER CABINET AND EXTINGUISHER. FIRE EXTINGUISHER(S) SHALL BE OF AT LEAST A 2A10BC RATING. MAINTAIN CORRIDOR RATING AS REQUIRED. MINIMUM 75'-0" TRAVEL DISTANCE.
C. CONSTRUCT NEW 5'x5' CONCRETE STOOP, COORDINATE WITH SITE PLAN. MAX SLOPE 1:48
D. ELECTRICAL TO COORDINATE WITH SIGN CONTRACTOR FOR NEW EXTERIOR SIGNAGE, IF ANY
E. PROVIDE AND INSTALL NEW FLOORING AND BASE AS SELECTED BY OWNER.

GENERAL CONSTRUCTION NOTES

1. PROVIDE AND INSTALL NEW WINDOW BLINDS PER OWNER
2. PROVIDE BLOCKING IN WALLS FOR SUPPORTING TOILET ACCESSORIES, CABINETRY, FIXTURES, AND ALL OTHER ITEMS REQUIRING SUPPORT PRIOR TO COVERING FRAMING. COORDINATE WITH OWNER AND/OR ARCHITECT AS REQUIRED
3. PROVIDE CEMENT BACKER BOARD AT TILE WITH PLUMBING FIXTURES
4. M/E/P TO BE DESIGN-BUILD

RECEIVED

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: July 1, 2020

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Serenity Circle Counseling - 201 Main Street - Plan Review
City of Isanti, MN
Project No.: R13.120117

We have reviewed the plan entitled "Serenity Circle Counseling" with a signature date of 6/19/2020.

The plan includes the addition of a building and parking lot at 201 Main Street with access off 2nd Avenue NW.

We have reviewed the submitted documents and have the following comments:

1. Add crosswalk blocks across Main Street to the north and blocks across 2nd Avenue to the East.
2. The sidewalk should be 6 feet wide when against the back of curb, this applies along Main Street, 2nd Avenue, and the parking lot.
3. Relocate all signs into the green space behind the sidewalk.
4. Move the handicap stall into the parking lot.
5. At west end of sidewalk along Main Street, flair walk out to match into the flat portion of the existing driveway apron.

We recommend approval of the project once the above items are submitted and approved.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

APPROVING A SITE PLAN AND MINOR DEVELOPMENT AGREEMENT FOR AN OFFICE BUILDING LOCATED AT 201 MAIN ST W

WHEREAS, Deanna Bunes (applicant) has requested approval of site plans for an office building located at 201 Main St W in the City of Isanti (PID 16.050.0770); and,

WHEREAS, the property is located within the "B-1" Central Business District and is subject to the additional requirements of the "D-1" Downtown Overlay Zoning District, in both of the Zoning Districts *General Office* is a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2(A) the construction of a new building is required to obtain approval of the Site Plans/Building Appearance; and,

WHEREAS, the site plans meet the regulations set in Section 7, Article 1: "B-1 Central Business District as well as Section 11, Article 1: Downtown Overlay District; and,

WHEREAS, the proposed use for general office meets all of the General Performance Standards of the Zoning Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed office building on July 21, 2020 and recommended approval; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plans at its regularly scheduled meeting on August 5, 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota that the requested site plans for an office building located at 201 Main St W, is hereby approved with the following conditions:

1) Future signs will need a sign permit and plans shall be submitted to city staff for review
2) A landscaping plan shall be provided for review of planting locations and species
3) The location of trash receptacles must be identified on site plans
4) Applicant shall apply for all permits associated with the building including a building permit, mechanical permit, plumbing permit, electrical permit, and sewer and water hookup.
5) A Utilities Plan shall be provided to determine the locations for lines placed underground
6) All other conditions listed in the City Engineer's memo, dated 7/1/2020

This resolution was duly adopted by the Isanti City Council this 5th day of August, 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/22/2020 - 7/22/2020 | Jul 22, 2020 12:34PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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07/20	07/22/2020	53989	9	BERNICKS PEPSI-COLA	609-20200	1,258.82
07/20	07/22/2020	53990	2487	CAPITOL BEVERAGE SALES	609-20200	409.28
07/20	07/22/2020	53991	2930	CARLSON, ANNJELIKA	101-20200	348.97
07/20	07/22/2020	53992	1815	CENTURYLINK	609-20200	886.42
07/20	07/22/2020	53993	1472	CRAWFORDS EQUIPMENT INC	603-20200	180.79
07/20	07/22/2020	53994	918	CRYSTAL SPRINGS ICE	609-20200	178.18
07/20	07/22/2020	53995	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,547.71
07/20	07/22/2020	53996	2720	DEFIANT DISTRIBUTORS	609-20200	1,354.87
07/20	07/22/2020	53997	1941	DELTA DENTAL	861-20200	3,091.85
07/20	07/22/2020	53998	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/20	07/22/2020	53999	55	ECM PUBLISHERS INC	609-20200	161.00
07/20	07/22/2020	54000	385	FEDERATED CO-OPS INC	101-20200	184.27
07/20	07/22/2020	54001	2761	GRATITUDE FARMS	101-20200	250.00
07/20	07/22/2020	54002	739	HACH COMPANY	601-20200	808.11
07/20	07/22/2020	54003	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	595.91
07/20	07/22/2020	54004	270	ISANTI READY-MIX INC	920-20200	1,534.00
07/20	07/22/2020	54005	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,222.63
07/20	07/22/2020	54006	5	KAWALEK TRUCKING	609-20200	114.00
07/20	07/22/2020	54007	1338	KNIFE RIVER	101-20200	96.60
07/20	07/22/2020	54008	131	MACQUEEN EQUIPMENT INC	603-20200	133.62
07/20	07/22/2020	54009	17	MCDONALD DISTRIBUTING CO	609-20200	14,217.70
07/20	07/22/2020	54010	17	MCDONALD DISTRIBUTING CO	609-20200	557.65
07/20	07/22/2020	54011	616	MENARDS - CAMBRIDGE	101-20200	420.44
07/20	07/22/2020	54012	2364	METERING & TECHNOLOGY	601-20200	329.89
07/20	07/22/2020	54013	194	MN DEPT OF HEALTH	601-20200	5,302.00
07/20	07/22/2020	54014	2597	MNSPECT, LLC.	101-20200	21,574.20
07/20	07/22/2020	54015	2080	MVTL LABORATORIES INC	602-20200	174.16
07/20	07/22/2020	54016	2931	NAGELL APPRAISAL & CONSULTING	101-20200	2,800.00
07/20	07/22/2020	54017	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,692.04
07/20	07/22/2020	54018	2341	RED BULL DISTRIBUTION	609-20200	402.00
07/20	07/22/2020	54019	1113	RJM DISTRIBUTING INC	609-20200	259.80
07/20	07/22/2020	54020	73	STAR	101-20200	10.50
07/20	07/22/2020	54021	2929	STORM, STACY	101-20200	106.00
07/20	07/22/2020	54022	2156	SUMMIT COMPANIES	101-20200	8.00
07/20	07/22/2020	54023	2598	T.A.SCHIFSKY & SONS INC.	101-20200	68.87
07/20	07/22/2020	54024	1959	THE MUSIC WORKS INC	101-20200	3,400.00
07/20	07/22/2020	54025	2113	UNITED STATES TREASURY	101-20200	132.08
07/20	07/22/2020	54026	42	VIKING COCA-COLA BOTTLING CO	609-20200	214.00
07/20	07/22/2020	54027	4	WATSON CO INC	609-20200	1,836.31
07/20	07/22/2020	54028	780	WINE MERCHANTS	609-20200	136.00
Grand Totals:						93,808.96

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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07/20	07/29/2020	54035	1549	ASTECH CORP INC	444-20200	351,465.16
07/20	07/29/2020	54036	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,272.66
07/20	07/29/2020	54037	9	BERNICKS PEPSI-COLA	609-20200	1,162.08
07/20	07/29/2020	54038	1500	BOLTON & MENK INC	601-20200	30,569.71
07/20	07/29/2020	54039	2020	BOYLE, EUGENE	101-20200	3,482.40
07/20	07/29/2020	54040	2319	BREAKTHRU BEVERAGE	609-20200	8,917.09
07/20	07/29/2020	54041	1736	COMM OF MMB, TREAS DIV	101-20200	360.00
07/20	07/29/2020	54042	120	CONNEXUS ENERGY	101-20200	19,654.14
07/20	07/29/2020	54043	918	CRYSTAL SPRINGS ICE	609-20200	544.82
07/20	07/29/2020	54044	918	CRYSTAL SPRINGS ICE	609-20200	329.94
07/20	07/29/2020	54045	8	DAHLHEIMER DISTRIBUTING CO	609-20200	39,290.70
07/20	07/29/2020	54046	255	ESS BROTHERS & SONS	603-20200	47.85
07/20	07/29/2020	54047	2937	EXECUTIVE TITLE SERVICES	601-20200	217.89
07/20	07/29/2020	54048	2933	FALCON NATIONAL BANK	101-20200	386.09
07/20	07/29/2020	54049	2935	FIRST AMERICAN TITLE INSURANCE CO	601-20200	567.65
07/20	07/29/2020	54050	2028	FURTHER	861-20200	33.34
07/20	07/29/2020	54051	2559	GLOBAL CLOSING & TITLE SERVICE	601-20200	159.10
07/20	07/29/2020	54052	188	ISANTI COUNTY SHERIFF	101-20200	311.25
07/20	07/29/2020	54053	270	ISANTI READY-MIX INC	920-20200	375.00
07/20	07/29/2020	54054	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,196.38
07/20	07/29/2020	54055	5	KAWALEK TRUCKING	609-20200	223.60
07/20	07/29/2020	54056	2727	LEGACY TITLE	601-20200	76.27
07/20	07/29/2020	54057	17	MCDONALD DISTRIBUTING CO	609-20200	17,581.25
07/20	07/29/2020	54058	616	MENARDS - CAMBRIDGE	101-20200	250.88
07/20	07/29/2020	54059	1536	MINNESOTA DEED	219-20200	833.33
07/20	07/29/2020	54060	2208	MINNESOTA EQUIPMENT INC	602-20200	15.91
07/20	07/29/2020	54061	2728	MINNESOTA TITLE	601-20200	186.83
07/20	07/29/2020	54062	1945	MN DEPT OF LABOR	101-20200	2,250.51
07/20	07/29/2020	54063	1845	MN DEPT OF TRANSPORTATION	444-20200	1,522.30
07/20	07/29/2020	54064	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,459.58
07/20	07/29/2020	54065	2934	PRUDHOMME, BILL	601-20200	77.46
07/20	07/29/2020	54066	2625	RESULTS TITLE	601-20200	73.83
07/20	07/29/2020	54067	2614	S. W. WOLD CONSTRUCTION INC	505-20200	8,000.00
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07/20	07/29/2020	54072	1290	THE AMBLE GROUP	603-20200	137.76
07/20	07/29/2020	54073	42	VIKING COCA-COLA BOTTLING CO	609-20200	130.25
07/20	07/29/2020	54074	1286	VINOCOPIA INC	609-20200	628.25
07/20	07/29/2020	54075	4	WATSON CO INC	609-20200	2,053.68
Grand Totals:						515,715.96

City of Isanti

Gross Payroll	88,758.19
Social Security & Medicare	5,029.42
Public Employees Retirement	9,172.28
Total City Expense	102,959.89

Pay Date 7/24/2020

Pay Period 15 (7/5-7/18/20)

L.2.

RESOLUTION 2020-XXX

APPROVING APPLICATIONS FOR EXEMPT GAMBLING PERMITS FOR RUM RIVER BMX 50/50 RAFFLES

WHEREAS, the City has received two applications for exempt gambling permits from Rum River BMX to hold an event on August 29th, 2020, August 30th,2020, September 12th,2020 and September 13th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 for each event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following dates: August 29th, 2020, August 30th, 2020, September 12th, 2020 and September 13th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 5th day of August 2020.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti Pkwy NW. Isanti MN. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson _____ _____
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

_____
Name Address Phone No.

Type of Event: Raffle (50/50) Date of event: Aug 29th & 30th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: $3,000.00

Name of applicant: Sean Wilson Applicant's phone number: _____

Signature of applicant: _____

Date: 17 JUN 2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti Pkwy NW. Isanti MN. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle (50/50) Date of event: Sept 12th & 13th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: $3,000.00

Name of applicant: Sean Wilson Applicant's phone number:

Signature of applicant:

Date: 16 JULY 2020

Approved by City Council Resolution #

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

ISANTI COUNTY
Est. 1857

ISANTI COUNTY AUDITOR-TREASURER
Chad Struss, Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008
Phone: (763) 689-1644
Fax: (763) 689-8210

L.3.

TO: City, Township, and School District Clerks

FROM: Chad Struss, Isanti County Auditor-Treasurer

DATE: July 27, 2020

RE: Request Approval of Amended Isanti County Election Equipment Plan

Isanti County needs to amend its Election Equipment Plan to include the use of the new OmniBallot assisted voting devices. The OmniBallot devices are a component of the electronic voting system in Isanti County. All Isanti County precincts will use the OmniBallot assisted voting devices in 2020.

A copy of the amended plan is enclosed. I expect the Isanti County Board of Commissioners to approve the amended plan at its Augusts 5, 2020 meeting. However, I wanted to distribute the amended plan now to facilitate the approval process for the municipalities and school districts.

Minnesota statutes require municipalities to approve the use of an electronic voting system as follows [emphasis added]:

> **Minnesota Statutes §206.58 AUTHORIZATION FOR USE**
> **Subd. 3. Counties.**
> The governing body of a county may provide for the use of an electronic voting system in one or more precincts of the county at all elections. ***The governing body of the municipality shall give approval before an electronic voting system may be adopted or used in the municipality under the authority of this section***. No system may be adopted or used unless it has been approved by the secretary of state pursuant to section 206.57.

The approval of the amended Isanti County Election Equipment Plan will serve as your entity's approval of the new assisted voting devices used in each precinct.

Please have your governing body approve the amended plan, complete the enclosed Certification of Approval of Isanti County Election Equipment Plan form, and return it by **September 1, 2020** to the Isanti County Auditor-Treasurer, 555 18th Avenue SW, Cambridge, MN 55008.

If you have any questions or concerns, please contact me at 763-689-1644. Thank you for your cooperation on this matter.

Enclosures:
Certification of Approval of Isanti County Election Equipment Plan
Isanti County Election Equipment Plan

ISANTI COUNTY AUDITOR-TREASURER
Chad Struss, Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008
Phone: (763) 689-1644
Fax: (763) 689-8210

ISANTI COUNTY ELECTION EQUIPMENT PLAN

I. Purpose

The purpose of this plan is to document: 1) the election equipment used within the polling places of Isanti County, 2) compliance with statutory requirements, and 3) the responsibilities of Isanti County and each municipality in administering the election equipment.

II. Scope

For purposes of this plan, "municipality" refers to the 13 townships and 4 cities located within Isanti County.

This plan applies to all county, state, or federal elections held in Isanti County as well as local or school elections held in conjunction with county, state, or federal elections. The plan applies to local or school elections except if the municipality is only required to the use the election equipment identified in Section IV to the extent required by state or federal law.

III. Background and Statutory Requirements

Isanti County and its municipalities implemented the Election Equipment Plan in 2005 in response to the requirements of the Help America Vote Act of 2002 and Minnesota statutes governing the use of electronic voting systems and equipment. Isanti County and its municipalities updated the plan in 2016 to address a change in ballot counter model.

Minnesota Statutes § 206.57, subdivision 5 requires the voting method used in each polling place must include a voting system that is accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired in a manner that provides the same opportunity for access and participation, including privacy and independence, as for other voters.

Minnesota Statutes § 206.58 requires the governing body of a municipality to approve an electronic voting system prior to its use in the municipality. The municipality's approval of the Election Equipment Plan constitutes the required statutory approval.

IV. Election Equipment Used

Isanti County and its municipalities plan to use the following election equipment in each polling place, including any absentee ballot locations, in accordance with Minnesota statutes:

- DS200 model ballot counter manufactured through Election Systems & Software
- OmniBallot assisted voting device manufactured through Democracy Live

Isanti County and its municipalities may use the Poll Pad electronic roster devices manufactured through KNOWiNK in any polling place, including any absentee ballot locations.

Isanti County and its municipalities may utilize replacement models of any of the above election equipment provided the Minnesota Secretary of State has certified the replacement models.

V. Cost Allocation for Purchase of Election Equipment
Isanti County and the municipality will share evenly in the cost to purchase election equipment for a particular precinct or polling place unless mutual agreement between Isanti County and the municipality allows for an alternative allocation of purchase costs. The cost to purchase election equipment includes the cost of any warranty and supplies used for the initial operation of the equipment. Isanti County will pay the vendor invoice for any election equipment and bill the municipality for its share of the cost.

Isanti County is responsible for the cost to purchase any backup election equipment.

VI. Responsibilities for Election Equipment
Isanti County is responsible for the following activities related to election equipment:

- Ordering the election equipment
- Training election judges on the use of the election equipment
- Storage of the election equipment
- Testing of election equipment (unless the municipality stores the equipment)
- Insuring the election equipment (unless the municipality stores the equipment)
- Ordering paper rolls, ink cartridges, and other supplies for the election equipment
- Programming of the election equipment
- Maintenance of backup or substitute election equipment

The municipality is responsible for the following activities related to election equipment used in its polling places and precincts:

- Transportation of the election equipment before and after each election
- Hiring and appointing election judges to attend training on election equipment
- Testing of election equipment (only when the municipality stores the equipment)
- Insuring the election equipment (only when the municipality stores the equipment)
- Payment for maintenance and support of the election equipment after the initial warranty period including any firmware updates

Isanti County will arrange for maintenance and support of all election equipment. Isanti County will pay the vendor invoice for any maintenance and support costs and bill the cost to the municipality.

In the event of a standalone school election, the school district will fulfill the municipality responsibility for transporting the election equipment and hiring or appointing election judges to attend training on the equipment.

Isanti County and a municipality can amend or transfer any of the above responsibilities upon mutual agreement.

VII. Cost Allocation for Programming of Election Equipment
In local or school elections not held in conjunction with county, state, or federal elections, the municipality or school district will pay the costs of programming the election equipment.

In state and federal elections, Isanti County will initially pay for the programming of the election equipment and allocate the costs to the municipality and school districts using the formula established in the Minnesota Secretary of State's "Election Expense Cost Allocation Procedures" document dated May 2002.

Adopted: 5/21/2005; Revised: 5/18/2016; 8/5/2020

ISANTI COUNTY AUDITOR-TREASURER
Chad Struss, Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008
Phone: (763) 689-1644
Fax: (763) 689-8210

CERTIFICATION OF APPROVAL OF ISANTI COUNTY ELECTION EQUIPMENT PLAN

I, the undersigned, hereby certify the governing body of _____
(Entity)

approved the amended Isanti County Election Equipment Plan.

_____ _____
Name Date

_____
Title

Please return this completed certification by September 1, 2020 to:

Isanti County Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: August 5, 2020
Subject: Approving Notice to the Paper for City Hall Used Chairs

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Per the City's capital improvement plan, new desk chairs were purchased for city hall. There are 10 highly used and worn out chairs that are no longer of use to the city. The chairs, in total, are less than a $500 value thus following the surplus policy, these chairs can be placed for public offer. If no offers are received, the chairs will be disposed of.

Request:
Staff is requesting discussion and action on this item

Attachment:
- Notice to paper

City of Isanti

Public Notice of Offer of Used Desk Chairs

Please be notified that the City of Isanti has 10 used and worn out desk chairs that are for offer to interested parties. Contact City Administrator Josi Wood for more information or if you would like to submit a best offer price at 763-444-5512 or JWood@cityofisanti.us. If there are no offers received by August 21, 2020, the chairs will be disposed of.

Published: August 13, 2020.

Josi Wood
City Administrator

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 28, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Council Member Jimmy Gordon
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: Mayor Jeff Johnson, 705 Main Street he has received several emails and is asking to add a discussion item regarding Bluebird park and the skate park area and teens that are being inappropriate to other users verbally and before it could potentially get physical. Motion by Thum, second by Witte to approve the agenda with the modification to add the discussion as 5a. for July 28, 2020. Motion passed 3-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from June 23, 2020. Motion passed 3-0.

3. Park Visits Annual Park visits were conducted by each board member; staff collected them and will gather all the information and bring back to the August meeting. Zdon added that unless there was anything that needed immediate attention. Thum brought up an item at Legacy, a larger tree/branch had fallen near the Sunnyside picnic table that he moved aside but staff should address this. Witte added about the community garden, and inquired about organic pesticides that could be used and to let the gardeners know of this. Staff asked if any board member has their forms that are electronic to email those to staff.

4. Equipment Requests- Garvey mentioned that staff had received a request from a resident about adding an ADA style swing to Rum River Meadows Park. The city does not have anything in the budget for specific items, but an over all replacement budget for park equipment. Staff is recommending that we look at the budget at the end of the year and see where we are and if the budget allows to add a ADA swing to Rum River Meadows, Academy and Mattson Parks. Zdon asked if staff would have time to apply or research if there are any grants that could be available for this type of equipment. Garvey added that she does watch for grant opportunities and if she does come across one for this or anything else related to the park department, she does research it more.

5. Fir Street Update – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park space. Initially it seemed that is was three years, but staff also found information stating we had 15 years. Staff reached out to the county and they are researching this a bit more and will provide staff more information when they can. Staff will then bring this back to the board to review the information. Staff had brought this item to the board in 2018 with ideas on how to develop this park area and nothing was decided at that time, as this park in unfunded, and when the time comes, we will have to budget for this development and amenities. Zdon asked if it's a Conditional Use Deed what does that mean, does that mean that it is our property forever that will be a park? Garvey responded that is how she understands it to mean, that we own the land and we would have the park forever. Witte asked if the board had discussed getting public input for this park. Garvey responded that when the time comes that is something we can do at the time we are further in the process.

5a. Added Discussion Item: Bluebird Park and skatepark. Zdon reviewed that at approximately 3:30 pm each day, children are being bullied by teens that frequent the skate park. Zdon suggested that the police could add it to their rounds. Mayor Johnson asked do we want to tie up our police with this and also added that he had talked to Chief Muyres regarding this item and police have been doing this daily and have been sitting in the lots and when they leave the teens start back up. The teens also use disrespectful language to adults that are speaking to them. The Mayor is asking the board for direction on what we can do. Thum added that this is between the individuals and that this isn't a city issue, the best we could do is to have police patrol, which they currently are doing, as they are not breaking the law. Parents and children need to try to address this on their own. The Mayor added that he said that this is all verbal at this time, but have made physical threats. Zdon added that then this is something they(those involved) can press charges for. Mayor Johnson also added that there was a physical fight between girls and then now its criminal, Police can now proceed with that. Witte added that there is not really anything we as a city can do, Thum and Zdon agreed. Thum suggested that maybe there is signage that could be placed. Witte inquired about trespassing and this could potentially occur with the Police. Mayor Johnson added that Police are continuing to patrol this area. Mayor Johnson is bringing it to the attention of the board before he sends these concerns he has received from the public to staff. The board discussed signage as a possibility and directed staff to research and see what is available as an option.

6. Department Updates; Staff reviewed that we had our July 7 curious creatures program and it was a big hit. BMW stables for brought out miniature horses. They showed the kids how to rope, feed, groom and saddle a horse. A big THANK YOU to them. July 11 was fireworks and they were launched in the grass area just south of the BMX building. Great show was put on and lots of positive comments. Mayor Johnson added that maybe we should do a 15-minute show for future. Zdon liked the 10-minute show and it was captivating to watch, they were a great steady show. July 10 was Kids day with Kids Dance from 11am-1:00pm and 11am-2:30pm the waterslide. This event was very well attended and some waited over an hour to go down that waterslide. Public works crew was a great help at this event. Brother Ferris performed at the July 18 street dance. The attendance was a bit lower than normal; the weather was unpredictable all day with storms in the forecast. The weather held off for the event. Aug 8 is the next dance with Brat Pack Radio, and will follow the Rum River Rods Car show, which is scheduled that day from 10am-3pm. Garvey continued that tennis lessons are finishing up this week, with three weeks of lessons. The youth classes had enough participants, with classes, M/W and T/Th. The medallion hunt started on July 6 and ended on July 6. Chase Imker was the lucky finder, who found it at Unity Park. Thank you to these local businesses who donated items: Best Western Isanti, Falcon National Bank, Fusion Nails, Isanti Tire and Auto Care, Inc, North 65 Chamber of Commerce, North American Title Company and Strike Life Tributes. Witte asked if a fishing event could be added to our programming. Zdon added that in the past the city and the DNR had this type of event at Martins Landing.

Adjournment: Motion by Witte, second by Thum to adjourn the July 28, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:40 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

DRAFT

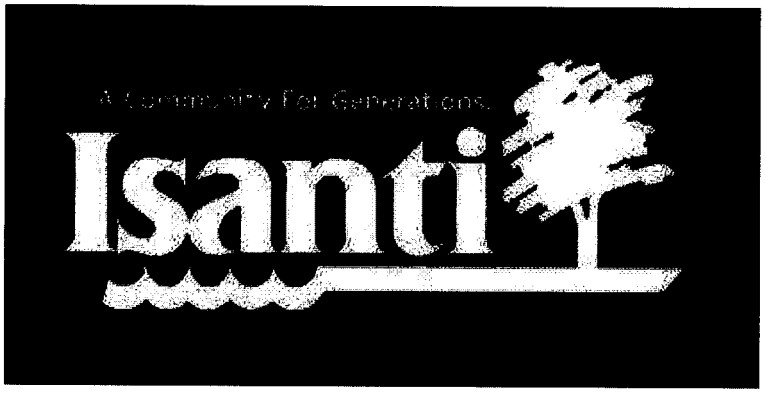
AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 5, 2020
(Immediately following EDA Meeting which follows the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Work Session Items
1. **2021 Budget Schedule**
2. **Water Fund Operating Budget**
3. **Water Fund Capital Maintenance/Replacement Budget**
4. **Sewer Fund Operating Budget**
5. **Sewer Fund Capital Maintenance/Replacement Budget**
6. **Storm Water Fund Operating Budget**
7. **Storm Water Fund Capital Maintenance/Replacement Budget**
8. **Liquor Fund Operating Budget**
9. **Liquor Fund Capital Maintenance/Replacement Budget**
10. **General Fund Budget Updates (If Applicable)**
11. **Schedule August 18, 2020 Work Session (If Needed)**

Adjournment



Budget Work Session

August 5th 2020

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2021 Budget Schedule

Tuesday, July 21, 2020 **Work Session**
-Tax Levy/Rate History and Projections
-General Fund Budget
-EDA Budget
-Debt Service
-Pavement Management & Street Construction

Wednesday, August 5, 2020 **Work Session**
-Water Fund Budget
-Sewer Fund Budget
-Storm Water Fund Budget
-Liquor Fund Budget
-General Fund Budget Updates (If Any)

Tuesday, August 18, 2020 **Work Session**
-If Needed

Tuesday, September 1, 2020 **Preliminary Budget and Levy Meeting**
-Set 2021 Final Budget and Levy Meeting Date
-Adopt 2021 Preliminary Budget
-Adopt 2021 Preliminary Levy

Tuesday, December 1, 2020 **Final Budget and Levy Meeting**
-Final 2021 Budget and Levy Presentation
-Public Comment
-Adopt 2021 Final General Fund and EDA Budgets
-Adopt Debt Levy Variance (If Needed)
-Adopt 2021 Final Levy
-Adopt 2021 Final Enterprise Fund Budgets
-Approve Cost of Living Adjustment for Non-Union Employees

Water Fund Budget Summary (Fund 601)

	Title / Detail	PROPOSED 2021 BUDGET
TOTAL	**WATER FUND REVENUES**	**1,575,139**
TOTAL	**WATER FUND EXPENDITURES**	**1,922,956**
NET INCOME / (LOSS)		**(347,817)**
NET CASH FLOW / (LOSS)		**52,183**

Water Sales of $1,244,220 is projected for 2021 based on a trendline analysis of actual sales from 2017 thru 2019 and projected final 2020 sales.

Capital Expenditures are included in the above listed total expenditures. A summary of capital expenditures follows on the next page.

Expenditures include $423,000 in principal and $99,553 in interest payments toward debt service. The Water Fund currently makes payments on the 5 Debt Issues listed below.

Debt Issue	Final Debt Payment
2007 GO Revenue Note, PFA	August 2026
2008 GO Revenue Note, PFA	August 2028
2010A GO Utility Revenue Bonds - Water	November 2024
2011 GO Water Revenue Bonds, PFA	August 2031
2013A GO Refunding - Water	November 2028

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (601-49400-129), OPEB Expense (601-49400-150), Depreciation (601-49400-405) and Amortization of Bond Discount (601-49400-630).

Water Fund Capital Budget Summary (Fund 601)

Department			2021
Water	Computing/Technology Devices	$	3,100
Water	Well House No. 2 Well Pump No. 2	$	109,270
Water	Rebuild Filter 1 Underdrain	$	327,820
Water	Contribution to Liquor Fund Capital Purchase	$	40,000
Total	**Water Fund Capital Expenditures**	**$**	**480,190**
	Water Sales	$	155,630
	Water Access Charge	$	138,640
Total	**Water Fund Capital Revenues**	**$**	**567,900**
	1 Year (Over) / Under Budget	**$**	**(185,920)**
	Running Fund (Deficit) / Surplus	**$**	**1,668,104**

Computing and Technology devices represents the Water Funds share of costs associated with replacing all computing devices every 5 years. This includes all laptops, desktop computers and ipads.

The pump at Well House No. 2 was last replaced in 1991 and has reached its 30 yr useful life. Well pumps 1 and 3 are scheduled to be replaced in 2038 after being installed in 2008.

The rebuild of Filter Underdrain 1 is part of a 4 year project to rebuild all four filter underdrains. A different Filter underdrain will be rebuilt in each of the next 4 budget cycles, concluding with the rebuild of underdrain 4 in 2024. The useful life on these projects is 10 years, based on the recommendation of the City Engineer.

All work is done on an as needed basis. The 20 year replacement schedule ensures funding is available for critical upgrades and replacements but does not require work to be done if it is unneeded. For example a well house pump in good condition after 30 years can be pushed back 1 or more years if there isn't excessive risk to the system in doing so.

Sewer Fund Budget Summary (Fund 602)

	Title / Detail	PROPOSED 2021 BUDGET
TOTAL	**SEWER FUND REVENUES**	**1,985,609**
TOTAL	**SEWER FUND EXPENDITURES**	**1,837,412**
NET INCOME / (LOSS)		**148,197**
NET CASH FLOW / (LOSS)		**707,179**

Sewer Sales of $1,575,000 is projected for 2021 based on a trendline analysis of actual sales from 2017 thru 2019 and projected final 2020 sales.

Capital Expenditures are included in the above listed total expenditures. A summary of capital expenditures follows on the next page.

Expenditures include $365,000 in principal and $59,561 in interest payments toward debt service. The Sewer Fund currently makes payments on the 3 Debt Issues listed below.

Debt Issue	Final Debt Payment
2010A GO Utility Revenue Bonds - Sewer	November 2024
2014B GO Bonds - Sewer	November 2025
2016A GO Sewer Revenue Bonds, PFA	August 2029

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (602-49450-129), OPEB Expense (602-49450-150), Depreciation (602-49450-405) and Amortization of Bond Discount (602-49450-630).

Sewer Fund Capital Budget Summary (Fund 602)

Department			2021
Sewer	Computing/Technology Devices	$	3,100
Sewer	Contribution to Liquor Fund Capital Purchase	$	35,000
Total	**Sewer Fund Capital Expenditures**	**$**	**38,100**
	Sewer Sales	$	423,250
	Sewer Access Charge	$	174,020
Total	**Sewer Fund Capital Revenues**	**$**	**597,270**
	1 Year (Over) / Under Budget	**$**	**559,170**
	Running Fund (Deficit) / Surplus	**$**	**3,422,616**

Computing and Technology devices represents the Sewer Funds share of costs associated with replacing all computing devices every 5 years. This includes all laptops, desktop computers and ipads.

All work is done on an as needed basis. The 20 year replacement schedule ensures funding is available for critical upgrades and replacements but does not require work to be done if it is unneeded. For example if a lift station pump in good condition after 20 years can be pushed back 1 or more years if there isn't excessive risk to the system in doing so.

Capital Improvement Plan Updates (Significant Changes from Prior Year)

Additions:	**Year**	**Amount**
New Mechanical WWTF		
State Grant Funding – New WWTF	2040	7,000,000
Revenue Bonds – New WWTF	2040	8,000,000
Cash on Hand – New WWTF	2040	8,000,000
Total Additions from Above		**23,000,000**
Deletions:	**Year**	**Amount**
Reduce Pretreat to Ponds Forcemain	2077	(75,000)
Remove Ponds Splitter Structure	2077	(60,000)
Remove Ponds Control Structures	2036	(20,000)
Remove Clarifier Splitter Box	2030	(25,000)
Remove Solids Contact Clarifier No. 1	2036	(300,000)
Remove Solids Contact Clarifier No. 2	2036	(300,000)
Reduce Solids Contact Clarifier Mixers & Scrapers	2030	(275,000)
Remove Solids Contact Clarifier Domes	2036	(250,000)
Reduce Clarifier Sludge/Effluent Piping & Valves	2030	(55,000)
Remove Backwash Piping and Valves	2030	(100,000)
Remove Filter Air and Effluent Piping	2040/2030	(50,000)
Remove Filter Underdrain 1 & 2	2040	(80,000)
Remove Treatment Filter 1 & 2	2030	(1,000,000)
Remove Clearwell Tank & Backwash Overflow	2036	(200,000)
Remove Influent Sampler	2036	(2,000)
Remove Treatment Bldg. MCC Equipment	2030	(500,000)
Remove Lighting Transformer and Generator	2030/2038	(85,000)
Remove Blowers 1-4 and Valves	2037/2067	(135,000)
Remove Effluent Sampler Pump 1	2036	(10,000)
Remove Ponds Sludge Removal	2026	(3,500,000)
Total Reductions/Removals From Above		**(7,022,000)**

Storm Water Fund Budget Summary (Fund 603)

	Title / Detail	PROPOSED 2021 BUDGET
TOTAL	STORM WATER FUND REVENUES	386,150
TOTAL	STORM WATER FUND EXPENDITURES	337,954
NET INCOME / (LOSS)		48,196
NET CASH FLOW / (LOSS)		89,196

Storm Water Sales of $382,600 is projected for 2021 based on a trendline analysis of actual sales from 2017 thru 2019 and projected 2020 sales.

Capital Expenditures are included in the above listed total expenditures. A summary of capital expenditures follows on the next page.

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (603-49500-129), OPEB Expense (603-49500-150) and Depreciation (603-49500-405).

Storm Water Fund Capital Budget Summary (Fund 603)

Department			2021
Storm Water	Computing/Technology Devices	$	3,100
Storm Water	Storm Water System Improvements	$	111,000
Storm Water	Contribution to Liquor Fund Capital Purchase	$	65,000
Total	**Storm Water Fund Capital Expenditures**	**$**	**179,100**
	Storm Water Sales	$	77,450
Total	**Storm Water Fund Capital Revenues**	**$**	**77,450**
	1 Year (Over) / Under Budget	**$**	**(101,650)**
	Running Fund (Deficit) / Surplus	**$**	**68,509**

Computing and Technology devices represents the Storm Water Funds share of costs associated with replacing all computing devices every 5 years. This includes all laptops, desktop computers and ipads.

After several years of relatively large projects, 2021 will be the last year of Storm Water System Maintenance Improvements. Going forward an inflation adjusted $10,000 will be allocated annually for maintenance of the Storm Water Infrastructure.

All work is done on an as needed basis. The 20 year replacement schedule ensures funding is available for critical upgrades and replacements but does not require work to be done if it is unneeded. For example a Street Sweeper in good condition after 20 years can be pushed back 1 or more years if there isn't excessive risk to the system in doing so.

Municipal Liquor Fund Budget Summary (Fund 609)

	Title / Detail	PROPOSED 2021 BUDGET
TOTAL	MUNICIPAL LIQUOR FUND REVENUES	3,213,605
TOTAL	MUNICIPAL LIQUOR FUND EXPENDITURES	3,228,447
NET INCOME / (LOSS)		(14,841)
NET CASH FLOW / (LOSS)		6,404

Sales of $3,187,840 is conservatively projected as 2.5% above 2019 actual sales. Cost of Goods Sold of 2,327,490 is projected as 2.5% above 2019 actual cost.

Capital Expenditures are included in the above listed total expenditures. A summary of capital expenditures follows on the next page.

Net Cash Flow differs from Net Income in that Net Cash Flow excludes non-cash items that are otherwise budgeted and represented in the listed Net Income. Non-Cash expenses excluded to arrive at Net Cash Flow include, Pension Expense (609-49750-129), OPEB Expense (609-49750-150) and Depreciation (609-49750-405).

Municipal Liquor Fund Capital Budget Summary (Fund 609)

Department		2021
Liquor	New Liquor Store	$ 3,484,740
Total	**Municipal Liquor Fund Capital Expenditures**	**$ 3,484,740**
	Capital Contribution From Water Fund	$ 40,000
	Capital Contribution From Sewer Fund	$ 35,000
	Capital Contribution From Storm Water Fund	$ 65,000
	Bond Proceeds	$ 3,344,740
Total	**Water Fund Capital Revenues**	**$ 3,484,740**
	1 Year (Over) / Under Budget	**$ -0-**
	Running Fund (Deficit) / Surplus	**$ -0-**

With the expectation that a new store will be built in the near future, no 20-year capital improvement plan has been attached for the Municipal Liquor Fund. If/When the new store is built, a new 20-year capital improvement plan will be created based on the actual bid amounts of the project. That document will help inform a future Council as to how much additional money can be transferred into the General Fund once the debt service schedule for the bond issue is complete.

2021 JOB CLASSIFICATION	1.03 POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 51.4722	$ 53.4851	$ 55.4980	$ 57.5109	$ 59.5238	$ 61.5366	$ 63.5495
		Annually	$ 107,062.24	$ 111,249.03	$ 115,435.82	$ 119,622.61	$ 123,809.40	$ 127,996.19	$ 132,182.98
Finance Director	665	Per Hour	$ 43.4568	$ 45.1562	$ 46.8557	$ 48.5551	$ 50.2545	$ 51.9539	$ 53.6534
		Annually	$ 90,390.16	$ 93,924.97	$ 97,459.78	$ 100,994.59	$ 104,529.40	$ 108,064.21	$ 111,599.02
Police Chief	643	Per Hour	$ 40.7652	$ 42.3594	$ 43.9536	$ 45.5477	$ 47.1419	$ 48.7361	$ 50.3303
		Annually	$ 84,791.67	$ 88,107.55	$ 91,423.42	$ 94,739.30	$ 98,055.18	$ 101,371.05	$ 104,686.93
Public Services Director	604	Per Hour	$ 39.0890	$ 40.6176	$ 42.1463	$ 43.6749	$ 45.2035	$ 46.7321	$ 48.2607
		Annually	$ 81,305.16	$ 84,484.69	$ 87,664.22	$ 90,843.75	$ 94,023.28	$ 97,202.81	$ 100,382.34
Community Development Director	551	Per Hour	$ 38.0243	$ 39.5113	$ 40.9983	$ 42.4853	$ 43.9722	$ 45.4592	$ 46.9462
		Annually	$ 79,090.54	$ 82,183.47	$ 85,276.39	$ 88,369.32	$ 91,462.25	$ 94,555.17	$ 97,648.10
Liquor Store Manager	358	Per Hour	$ 31.5770	$ 32.8118	$ 34.0467	$ 35.2816	$ 36.5164	$ 37.7513	$ 38.9861
		Annually	$ 65,680.14	$ 68,248.64	$ 70,817.13	$ 73,385.63	$ 75,954.13	$ 78,522.62	$ 81,091.12
Police Investigator (Union)	297	Per Hour	$ 30.4797	$ 31.6042	$ 32.7288	$ 33.8533	$ 34.9779	$ 36.0918	$ 37.2164
		Annually	$ 63,397.78	$ 65,736.74	$ 68,075.90	$ 70,392.82	$ 72,731.98	$ 75,070.94	$ 77,410.11
Human Resources/City Clerk	280	Per Hour	$ 30.9892	$ 32.2010	$ 33.4129	$ 34.6248	$ 35.8366	$ 37.0485	$ 38.2604
		Annually	$ 64,457.49	$ 66,978.17	$ 69,498.86	$ 72,019.54	$ 74,540.22	$ 77,060.91	$ 79,581.59
Parks, Rec, Culture Manager	242	Per Hour	$ 26.7718	$ 27.8188	$ 28.8657	$ 29.9126	$ 30.9596	$ 32.0065	$ 33.0535
		Annually	$ 55,685.38	$ 57,863.02	$ 60,040.66	$ 62,218.30	$ 64,395.94	$ 66,573.58	$ 68,751.22
Assistant Finance Director	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Community Development Specialist	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Asst Liquor Store Manager	195	Per Hour	$ 22.7254	$ 23.6141	$ 24.5028	$ 25.3915	$ 26.2802	$ 27.1689	$ 28.0576
		Annually	$ 47,268.75	$ 49,117.25	$ 50,965.75	$ 52,814.25	$ 54,662.75	$ 56,511.25	$ 58,359.75
Police Secretary	183	Per Hour	$ 22.2286	$ 23.0979	$ 23.9672	$ 24.8364	$ 25.7057	$ 26.5750	$ 27.4443
		Annually	$ 46,235.52	$ 48,043.61	$ 49,851.71	$ 51,659.80	$ 53,467.89	$ 55,275.99	$ 57,084.08
Utility Billing / Accounting Clerk	173	Per Hour	$ 21.0008	$ 21.8221	$ 22.6433	$ 23.4646	$ 24.2858	$ 25.1071	$ 25.9284
		Annually	$ 43,681.67	$ 45,389.90	$ 47,098.12	$ 48,806.34	$ 50,514.56	$ 52,222.78	$ 53,931.01
Receptionist / Utility Billing Clerk	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Deputy City Clerk / Human Resources	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.5808	$ 19.3075	$ 20.0341	$ 20.7607	$ 21.4873	$ 22.2140	$ 22.9406
		Annually	$ 38,648.16	$ 40,159.54	$ 41,670.92	$ 43,182.30	$ 44,693.68	$ 46,205.06	$ 47,716.44
MS4 Technician	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232
Liquor Store Clerk II	125	Per Hour	$ 16.4946	$ 17.1396	$ 17.7847	$ 18.4297	$ 19.0747	$ 19.7198	$ 20.3648
Liquor Store Clerk III	125	Per Hour	$ 15.0419	$ 15.6301	$ 16.2184	$ 16.8066	$ 17.3948	$ 17.9831	$ 18.5713
Liq. Store Clerk less than 20	125	Per Hour	$ 12.2511	$ 12.7302	$ 13.2093	$ 13.6884	$ 14.1675	$ 14.6466	$ 15.1257
Custodian	125	Per Hour	$ 12.2426	$ 12.7214	$ 13.2001	$ 13.6789	$ 14.1577	$ 14.6364	$ 15.1152

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (Union)	394	Per Hour	$ 40.2612	$ 41.3539	$ 42.1177				
		Annually	$ 83,743.30	$ 86,016.11	$ 87,604.82				
Police Officer Full-Time (Union)	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1455	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Police Officer Part-Time	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1455	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Code Enforcement Officer Part-Time	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (Union)		Per Hour	$ 18.5691	$ 19.2725	$ 19.9867	$ 20.7118	$ 21.4368	$ 22.1618	$ 22.9084
		Annually	$ 38,623.73	$ 40,086.80	$ 41,572.34	$ 43,080.54	$ 44,588.54	$ 46,096.54	$ 47,649.47
Maintenance Tech II (Union)	188	Per Hour	$ 22.9931	$ 23.8823	$ 24.7805	$ 25.6786	$ 26.5552	$ 27.4858	$ 28.3839
		Annually	$ 47,829.81	$ 49,675.18	$ 51,543.44	$ 53,411.49	$ 55,234.82	$ 57,170.46	$ 59,038.51
Equipment Mechanic (Union)		Per Hour	$ 25.1917	$ 26.1440	$ 27.1267	$ 28.1134	$ 29.0961	$ 30.0937	$ 31.1000
		Annually	$ 52,398.74	$ 54,379.52	$ 56,427.70	$ 58,475.87	$ 60,524.05	$ 62,594.90	$ 64,688.00
Working Foreman/Leadman (Union)	280	Per Hour	$ 29.2280	$ 29.7796	$ 30.6833	$ 31.6086	$ 32.7232	$ 33.7945	$ 34.9200
		Annually	$ 60,794.24	$ 61,109.36	$ 63,405.26	$ 65,745.89	$ 68,064.26	$ 70,292.56	$ 72,633.60

	By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 132,182.98
1/1/2021	Step 7	10.0%	Water Adm.	2,080	$63.55	$ 132,182.98					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 110,089.93
1/1/2021	Step 6	10.0%	Water Adm.	888	$51.95	$ 46,135.11					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$53.65	$ 63,954.82					
		10.0%	Liquor Adm.								
HR Director / City Clerk		70.0%	Admin								$ 73,289.58
1/1/2021	Step 4	10.0%	Water Adm.	1,032	$34.62	$ 35,732.77					
6/30/2021	Step 5	10.0%	Sewer Adm.	1,048	$35.84	$ 37,556.81					
		10.0%	Liquor Adm.								
Deputy City Clerk / Human Resources		70.0%	Admin								$ 43,337.80
1/1/2021	Step 3	10.0%	Water Adm.	2,080	$20.84	$ 43,337.80					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 62,608.50
1/1/2021	Step 5	10.0%	Water Adm.	1,208	$29.68	$ 35,852.81					
8/1/2021	Step 6	10.0%	Sewer Adm.	872	$30.68	$ 26,755.69					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 49,625.15
1/1/2021	Step 7	3.5%	Plan/Zone	2,080	$23.86	$ 49,625.15					
		10%	Bldg Insp								
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,245.19
1/1/2021	Step 4	45.0%	Sewer	328	$23.46	$ 7,696.38					
2/27/2021	Step 5	10.0%	Storm	1,752	$24.29	$ 42,548.80					
TOTAL ADMINISTRATION DEPARTMENT											**$ 521,379.13**
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 93,591.61
1/1/2021	Step 5	5%	Bldg Insp	648	$43.97	$ 28,494.01					
4/23/2021	Step 6	5%	Code Enf.	1,432	$45.46	$ 65,097.60					
		40%	EDA								
Community Development Specialist		50%	Plan/Zone								$ 54,715.76
1/1/2021	Step 1	45%	Bldg Insp	752	$25.66	$ 19,299.98					
5/12/2021	Step 2	5%	Code Enf.	1,328	$26.67	$ 35,415.79					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 148,307.37**

		By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Police Department											
Chief		100%	Police								$ 107,102.78
1/1/2021	Step 7			2,080	$50.33	$ 104,686.93	$ 2,415.85				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.35	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.12	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator		100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$38.71	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer		100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.41	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.54	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer		100%	Police								$ 72,863.98
1/1/2021	Step 3			2,080	$ 33.26	$ 69,179.14		$ 3,059.85	$ 625.00		
Officer		100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.54	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.71	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer		100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.08	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.15	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 66,164.44
1/1/2021	Start			1,920	$ 30.06	$ 57,706.18					
12/2/2021	Step 1			160	$ 31.08	$ 4,973.50		$ 2,859.76	$ 625.00		
Officer		100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.44	$ 77,877.78		$ 3,444.59	$ 625.00		
Police Secretary		100%	Police								$ 58,401.40
1/1/2021	Step 7			2,080	$27.44	$ 57,084.08	$ 1,317.32				
Police Secretary		100%	Police								$ 23,117.76
1/1/2021	Step 1			1,040	$22.23	$ 23,117.76					
PT Data Entry Clerk		100%	Police								$ 23,858.22
1/1/2021	Step 7			1,040	$22.94	$ 23,858.22					
Code Enf. Officer		100%	Police PT								$ 27,696.93
1/9/2021	Start			1,073	$18.16	$ 19,487.60					
9/16/2021	Step 1			435	$18.87	$ 8,209.33					
		100%	Police								
FTO Training		100%	Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100%	Police PT								$ 60,000.00
OT Officers		100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 968,181.92**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 94,811.61
1/1/2021	Step 4	21.2%	Streets	608	$ 43.67	$ 26,554.33					
4/17/2021	Step 5	1.0%	Sanitation	1,472	$ 45.20	$ 66,539.55					
		25.0%	PRC			$ 93,093.88	$ 1,717.73				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman		4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.70	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.87	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.60	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.52	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.88	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.78	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechanic		4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.34	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II		4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.78	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.68	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.78	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.68	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.78	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.68	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT		100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
Parks, Recreation & Culture Manager		100.0%	PRC							WAIVE	$ 59,362.24
1/1/2021	Step 3			648	$27.82	$ 18,026.56					
4/23/2021	Step 4			1,432	$28.87	$ 41,335.68					
Custodian		100.0%	PRC PT								$ 3,819.70
1/1/2021	Step 1			312	$12.24	$ 3,819.70					
Seasonal		17.4%	Streets PT								$ 27,000.00
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 653,665.32**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 81,091.12
1/1/2021	Step 7			2,080	$38.99	$ 81,091.12					
Asst. Manger		100%	Liquor								$ 53,653.18
1/1/2021	Step 4			1,136	$25.39	$ 28,844.71					
7/19/2021	Step 5			944	$26.28	$ 24,808.48					
Clerk II		100%	Liquor								$ 38,199.61
1/1/2021	Step 3			208	$17.78	$ 3,699.21					
2/6/2021	Step 4			1,872	$18.43	$ 34,500.40					
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$15.04	$ 18,772.30					$ 18,772.30
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$16.22	$ 20,240.52					$ 20,240.52
PT Clerk	Step 2	100%	Liquor PT	544	$12.73	$ 6,925.24					$ 44,969.53
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Shift Differential			2,800	$1.50	$ 4,200.00					
Total Part Time Clerks						$ 44,969.53					
TOTAL LIQUOR STORE											**$ 256,926.27**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		-	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue		-	-	-	206	779	-
601-34115	R		Lease Revenue		-	-	-	-	-	-
601-34400	R		Collector Street Fee		-	-	-	-	-	-
601-35107	R		NSF Fines		500	-	-	420	870	1,260
601-36100	R		Special Assessments		-	800	-	15	796	365
601-36200	R		Miscellaneous Revenues		7,000	-	-	7,022	7,755	8,035
601-36201	R		Refunds & Reimbursements		500	-	-	491	679	1,592
601-36203	R		Loan Proceeds		-	-	-	-	-	-
601-36210	R		Interest Earnings		15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R		Contributions - Developer		-	-	-	-	-	-
601-36262	R		Contributions - Other Funds		-	-	-	-	261,542	-
601-37100	R		Water Sales		1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R		Water Access Charge (WAC)		225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R		Water Reconnection Chg		8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R		Misc. Charges		-	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		-	-	-	-	-	-
601-37160	R		Water Penalty		25,000	-	7,500	26,661	25,150	25,717
601-37228	R		Utility Trunk Fee		20,000	-	-	26,089	22,050	10,055
601-38888	R		Water/Sewer Collections		-	-	-	-	-	-
601-39102	R		Sale of Property		-	-	-	-	-	-
601-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
601-39203	R		Transfer from Other Fund		29,919	29,920	29,920	-	1,590	-
			General Fund - Deer Haven - End 2021	$ 1,589						
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment		-	-	-	-	(18,141)	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,575,139**	**1,203,688**	**1,193,033**	**1,392,456**	**1,534,530**	**1,273,471**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**								
601-49400-100	E		Wages & Salaries General			130,528	125,909	112,847	105,749	110,248	105,590
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
601-49400-102	E		Full-Time Employees OT			13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin			54,557	59,984	44,665	38,525	35,793	21,877
601-49400-112	E		Contracted Services			23,330	20,400	18,400	14,807	11,176	17,097
			Leaks/Breaks/Repairs	$	15,000						
			Generator Service Agreement	$	2,530						
			Backflow Testing	$	4,000						
			City Code Update (30%)	$	1,800						
601-49400-113	E		Clothing Replacement			225	175	90	191	121	62
601-49400-114	E		Crime Prevention			-	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General			21,827	20,824	18,967	16,209	18,224	20,844
601-49400-128	E		Employer Contrib Ret Admin			8,294	9,116	6,767	7,022	5,223	-
601-49400-129	E		Pension Expense			-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E		Employer Paid Ins General			32,637	31,597	32,069	28,012	28,968	26,257
601-49400-138	E		Employer Paid Ins Admin			11,692	12,330	11,545	10,435	9,673	3,381
601-49400-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	5
601-49400-150	E		OPEB Expense			-	-	-	3,926	7,069	-
601-49400-151	E		Worker s Comp Insurance			11,580	9,707	8,311	9,812	3,705	5,427
601-49400-208	E		Training and Instruction			2,900	2,897	3,182	1,665	2,113	2,216
			Training and Instruction	$	2,500						
			Civic Systems Symposium - Util. Clerk	$	400						
601-49400-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E		Motor Fuels			3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E		General Supplies			10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E		Chemicals			29,000	32,000	32,000	22,193	23,477	32,370
601-49400-232	E		Water Meters			30,000	30,000	20,000	21,417	28,045	36,767
601-49400-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	571	1,768	752
601-49400-300	E		Professional Srvs (GENERAL)			2,614	3,546	3,555	2,011	1,469	3,506
			Safety Training (14%)	$	994						
			City Attorney	$	1,000						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	350						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
601-49400-303	E		Engineering Fees			10,000	15,000	24,000	4,764	3,444	12,959
601-49400-305	E		Technology			6,281	5,456	4,531	4,477	4,397	4,061
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
601-49400-320	E		Communications (GENERAL)			3,554	3,801	3,672	3,595	3,869	3,668
			Landline Service	$	1,420						
			Long Distance	$	30						
			Verizon	$	2,104						
601-49400-322	E		Postage			5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E		Legal Notices Publishing			300	300	200	253	437	130
601-49400-361	E		General Liability Ins			10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E		Utilities			56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E		Ground Maintenance			500	1,000	1,000	-	177	473
601-49400-401	E		Maint & Repairs - Bldgs.			5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E		Repairs/Maint Machinery/Equip			16,500	15,000	10,000	8,587	11,647	16,923
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	16,390						
601-49400-405	E		Depreciation (GENERAL)			400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E		Rentals			-	-	-	38	-	-
601-49400-415	E		Other Equipment Rentals			-	-	-	-	-	-
601-49400-417	E		Uniform Rentals			1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E		Dues and Subscriptions			4,370	3,470	3,470	3,831	3,711	4,261
			Gopher State One-Call Locates	$	1,600						
			American Water Works Assocation	$	210						
			WTF Hazardous Chemical	$	25						
			Annual Water Use Report	$	2,300						
			MN Rurual Water Assn (50%)	$	125						
			APWA (25%)	$	110						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E		Other Miscellaneous		500	450	450	479	428	389
			Railroad Pipeline Permit	$ 500						
601-49400-438	E		Bank Charges		-	-	-	-	-	20
601-49400-492	E		Testing-Waste/Water		2,000	2,000	2,000	1,134	1,471	1,649
601-49400-494	E		Property Management		-	-	-	-	-	-
601-49400-500	E		Capital Expenditures		440,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E		Replacement Fund		-	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E		Improvement-Capital		-	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E		2011 Water Meters		-	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
			2007 GO Revenue Note, PFA	$ 56,000						
			2008 GO Revenue Note, PFA	$ 273,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 34,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest		-	-	-	-	-	-
601-49400-611	E		Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
			2007 GO Revenue Note, PFA	$ 9,468						
			2008 GO Revenue Note, PFA	$ 73,861						
			2010A GO Utility Revenue Bonds - Water	$ 3,600						
			2011 GO Water Revenue Bonds, PFA	$ 6,193						
			2013A GO Refunding - Water	$ 6,430						
601-49400-620	E		Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E		Bond Discount		-	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,429						
601-49400-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E		Operating Transfers		40,000	-	-	-	338,714	-
			Capital Contribution Liquor Store Infrastructure	$ 40,000						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**1,922,956**	**1,470,655**	**1,441,677**	**1,337,527**	**1,664,037**	**1,407,937**
601		**NET INCOME / (LOSS)**			**(347,817)**	**(266,967)**	**(248,644)**	**54,929**	**(129,507)**	**(134,466)**
601		**NET CASH FLOW / (LOSS)**			**52,183**	**133,033**	**131,356**	**451,286**	**251,586**	**251,739**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		-	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		-	-	-	258	989	-
602-34000	R		Charges for Services		-	-	-	-	-	-
602-34115	R		Lease Revenue		-	-	-	-	-	-
602-34400	R		Collector Street Fee		-	-	-	-	-	-
602-34951	R		Surplus Property Rev		-	-	-	-	-	-
602-36100	R		Special Assessments		-	-	-	2	(3,660)	(53)
602-36200	R		Miscellaneous Revenues		-	-	500	-	-	-
602-36201	R		Refunds & Reimbursements		1,600	1,600	3,500	1,660	757	1,621
602-36210	R		Interest Earnings		25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R		Contributions - Developer		-	-	-	-	-	-
602-36262	R		Contributions - Other Funds		-	-	-	-	-	-
602-37153	R		Misc. Charges		-	-	-	-	-	-
602-37200	R		Sewer Sales		1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R		Utility Trunk Fee		20,000	-	-	40,887	26,950	20,290
602-37251	R		Sewer Access Charge (SAC)		300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R		Sewer Reconnection Chg		-	-	-	-	-	-
602-37260	R		Swr Penalty		5,750	-	-	5,724	5,778	6,302
602-37843	R		Bank Charges		-	-	-	-	-	-
602-39102	R		Sale of Property		-	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
602-39201	R		Transfer from General Fund		58,259	58,260	68,747	-	11,115	-
602-39203	R		Transfer from Other Fund		-	-	-	-	-	-
602-39320	R		Reoffering Premium		-	-	-	-	-	-
602-39400	R		Loan Forgiveness		-	-	-	107,047	-	173,893
602-39999	R		Prior Period Adjustment		-	-	-	(0)	(24,149)	-
602		**TOTAL**	**SEWER FUND REVENUES**		**1,985,609**	**1,544,688**	**1,498,116**	**1,907,470**	**1,549,827**	**1,743,952**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			SEWER FUND								
602-49450-100	E		Wages & Salaries General			172,628	166,758	149,117	138,569	145,077	140,649
602-49450-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
602-49450-102	E		Full-Time Employees OT			13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E		Health Stipend (HRA)			-	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin			54,557	59,984	55,333	46,773	43,622	28,653
602-49450-112	E		Contracted Services			6,600	5,950	5,950	4,177	4,771	5,297
			Leaks/Breaks/Repairs	$	1,500						
			Generator Service Agreement	$	2,300						
			WWTP Meter Calibration	$	1,000						
			City Code Update (30%)	$	1,800						
602-49450-113	E		Clothing Replacement			300	175	130	266	168	86
602-49450-120	E		Employer Contrib Ret General			28,205	27,013	24,487	20,398	23,135	27,147
602-49450-128	E		Employer Contrib Ret Admin			8,294	9,116	8,383	8,850	6,376	-
602-49450-129	E		Pension Expense			-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E		Employer Paid Ins General			44,143	42,696	43,363	36,216	37,656	35,054
602-49450-138	E		Employer Paid Ins Admin			11,692	12,330	13,258	11,702	11,017	4,400
602-49450-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	6
602-49450-150	E		OPEB Expense			-	-	-	4,559	7,606	-
602-49450-151	E		Worker s Comp Insurance			15,306	13,198	9,773	11,518	5,019	7,509
602-49450-208	E		Training and Instruction			3,650	3,805	4,183	1,315	3,241	2,409
			Training and Instruction	$	3,250						
			Civic Systems Symposium - Util. Clerk	$	400						
602-49450-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E		Motor Fuels			3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E		General Supplies			6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E		Chemicals			70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	776	1,328	856
602-49450-260	E		Hauling			-	-	-	-	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)		2,270	2,187	2,196	2,383	1,779	2,075
			Safety Training (14%)	$ 994						
			City Attorney	$ 506						
			CDL Drug Testing (30%)	$ 270						
			Continuing Disclosure Report	$ 500						
602-49450-301	E		Auditing and Acct g Services		4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$ 3,760						
			AUP (Agreed Upon Procedures)	$ 625						
602-49450-303	E		Engineering Fees		6,500	3,500	3,500	6,997	4,499	964
602-49450-305	E		Technology		6,281	5,456	4,590	4,534	4,453	3,704
			PSN Monthly eBill (35%)	$ 240						
			Civic Systems Support (13.46%)	$ 1,486						
			Laserfiche Support (25%)	$ 825						
			Civic Plus Support (25%)	$ 580						
			WB IT Solutions (10%)	$ 3,110						
			Anti Spam Software	$ 40						
602-49450-320	E		Communications (GENERAL)		3,104	3,396	3,288	3,180	3,460	3,075
			Landline Service	$ 990						
			Long Distance	$ 10						
			Verizon	$ 2,104						
602-49450-322	E		Postage		5,500	4,532	3,532	5,019	4,226	3,273
602-49450-351	E		Legal Notices Publishing		150	150	150	150	179	19
602-49450-361	E		General Liability Ins		21,560	20,448	17,751	19,382	16,746	17,506
602-49450-380	E		Utilities		254,000	223,590	100,014	239,625	99,106	78,524
602-49450-400	E		Ground Maintenance		1,000	1,000	1,000	-	-	1,198
602-49450-401	E		Maint & Repairs - Bldgs.		5,000	5,000	11,410	3,572	2,581	1,080
			Garbarge/Recycling Services	$ 1,520						
			Miscellaneous	$ 3,480						
602-49450-404	E		Repairs/Maint Machinery/Equip		20,000	20,000	28,000	34,649	19,519	20,401
			Auto Expense (20% From Admin)	$ 110						
			Miscellaneous	$ 19,890						
602-49450-405	E		Depreciation (GENERAL)		565,000	490,000	477,000	564,320	483,077	477,075
602-49450-410	E		Rentals		-	-	-	-	665	-
602-49450-415	E		Other Equipment Rentals		-	-	-	-	-	-
602-49450-417	E		Uniform Rentals		1,600	1,560	1,560	1,370	1,432	1,465

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E		Dues and Subscriptions			1,735	1,875	1,875	1,706	1,703	1,784
			WWTF Hazardous Chemical	$	25						
			WWTP Annual Permit Fee	$	1,450						
			MN Rurual Water Assn (50%)	$	125						
			MN Wastewater Operators Assn.	$	25						
			APWA (25%)	$	110						
602-49450-437	E		Other Miscellaneous			-	-	-	4	-	4
602-49450-438	E		Bank Charges			-	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water			6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E		Property Management			-	-	-	-	-	-
602-49450-500	E		Capital Expenditures			3,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E		Replacement Fund			-	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
602-49450-532	E		Improvement-Capital			-	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal			365,000	355,000	260,000	260,000	428,889	620,755
			2010A GO Utility Revenue Bonds - Sewer	$	35,000						
			2014B GO Bonds - Sewer portion	$	105,000						
			2016A GO Sewer Revenue Bonds, PFA	$	225,000						
602-49450-611	E		Bond Interest			59,561	66,708	72,513	72,040	11,833	82,763
			2010A GO Utility Revenue Bonds - Sewer	$	5,585						
			2014B GO Bonds - Sewer portion	$	10,576						
			2016A GO Sewer Revenue Bonds, PFA	$	43,400						
602-49450-620	E		Fiscal Agent s Fees			802	802	505	305	802	501
602-49450-621	E		Bond Discount			-	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount			(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)			35,431	36,273	39,190	39,190	34,668	34,668
			2011A GO Improvement Bonds (930)	$	35,431						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-	-
602-49450-720	E		Operating Transfers			35,000	-	-	-	230,039	-
			Capital Contribution Liquor Store Infrastructure	$	35,000						
602		**TOTAL**	**SEWER FUND EXPENDITURES**			**1,837,412**	**2,140,401**	**1,524,941**	**1,605,614**	**1,703,299**	**1,720,393**
602		**NET INCOME / (LOSS)**				**148,197**	**(595,713)**	**(26,825)**	**301,856**	**(153,473)**	**23,559**
602		**NET CASH FLOW / (LOSS)**				**707,179**	**(111,731)**	**450,175**	**746,993**	**333,481**	**336,512**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		-	-	-	-	-	-
603-31300	R		General Sales and Use Tax		-	-	-	-	-	-
603-33400	R		State Grants and Aids		-	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		-	-	-	86	233	-
603-36100	R		Special Assessments		-	-	-	40	2,238	758
603-36200	R		Miscellaneous Revenues		750	-	-	746	3,056	-
603-36201	R		Refunds & Reimbursements		50	-	-	15	31	105
603-36210	R		Interest Earnings		1,000	1,500	1,000	12,012	5,278	888
603-36262	R		Contributions - Other Funds		-	-	-	-	-	-
603-37300	R		Stormwater Sales		382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R		Stormwater Penalty		1,750	-	-	1,670	1,731	2,021
603-39999	R		Prior Period Adjustment		-	-	-	-	(4,001)	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**386,150**	**340,803**	**298,452**	**362,392**	**330,933**	**273,799**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		30,098	47,405	48,854	44,380	33,986	35,184
603-49500-102	E		Full-Time Employees OT		1,000	1,000	350	885	1,188	68
603-49500-108	E		Wages & Salaries Admin		-	-	4,413	-	-	-
603-49500-112	E		Contracted Services		600	250	250	-	363	149
			City Code Update (10%)	$ 600						
603-49500-113	E		Clothing Replacement		50	50	20	45	52	14
603-49500-120	E		Employer Contrib Ret General		4,730	7,352	7,577	6,947	5,445	5,015
603-49500-128	E		Employer Contrib Ret Admin		-	-	669	-	-	-
603-49500-129	E		Pension Expense		-	-	-	9,993	3,001	216
603-49500-130	E		Employer Paid Ins General		7,552	7,310	9,533	9,627	7,720	6,537
603-49500-138	E		Employer Paid Ins Admin		-	-	693	-	-	-
603-49500-150	E		OPEB Expense		-	-	-	2,260	1,035	-
603-49500-151	E		Worker s Comp Insurance		2,367	2,275	3,790	4,499	785	42
603-49500-208	E		Training and Instruction		1,900	1,085	1,085	414	573	60
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		350	387	387	504	293	289
603-49500-212	E		Motor Fuels		1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E		General Supplies		400	400	400	414	4,067	125
603-49500-230	E		Salt/Sand		4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E		Street Maintenance		-	-	-	-	-	112
603-49500-240	E		Small Tools and Minor Equip		700	800	1,150	263	966	488
603-49500-300	E		Professional Srvs (GENERAL)		8,408	12,250	12,250	11,102	11,025	1,919
			City Attorney	$ 250						
			Engineering - MS4 Assistance	$ 7,500						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (8%)	$ 568						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603-49500-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
603-49500-303	E		Engineering Fees			20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E		Technology			924	560	420	373	506	420
			PSN Monthly eBill (10%)	$	70						
			Civic Systems Support (7.37%)	$	814						
			Anti Spam Software	$	40						
603-49500-322	E		Postage			1,220	996	774	1,152	943	786
603-49500-351	E		Legal Notices Publishing			200	200	200	173	667	-
603-49500-361	E		General Liability Ins			260	346	842	374	797	1,146
603-49500-380	E		Utilities			4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E		Ground Maintenance			10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E		Repairs/Maint Machinery/Equip			5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E		Depreciation (GENERAL)			41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E		Rentals			-	1,000	1,000	-	-	-
603-49500-417	E		Uniform Rentals			300	250	250	270	236	194
603-49500-433	E		Dues and Subscriptions			1,100	1,040	1,040	636	618	30
			MS4 Stormwater Permit	$	400						
			MCSC Membership	$	700						
603-49500-437	E		Other Miscellaneous			-	-	-	-	-	(583)
603-49500-495	E		Rain Garden			5,000	-	-	-	-	-
603-49500-500	E		Capital Expenditures			114,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)			65,000	-	-	-	-	-
			Capital Contribution Liquor Store Infrastructure	$	65,000						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**			**337,954**	**336,374**	**564,964**	**169,345**	**168,281**	**149,827**
603		**NET INCOME / (LOSS)**				**48,196**	**4,429**	**(266,512)**	**193,047**	**162,652**	**123,973**
603		**NET CASH FLOW / (LOSS)**				**89,196**	**49,429**	**(226,012)**	**246,300**	**207,687**	**164,604**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
609-33400	R		State Grants and Aids		-	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		-	-	-	420	1,312	-
609-34101	R		Rent Revenue		-	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		-	-	-	40	-	-
609-36201	R		Refunds & Reimbursements		-	-	-	297	(20)	(236)
609-36202	R		Loan Payments		-	-	-	-	-	-
609-36210	R		Interest Earnings		4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R		Contributions and Donations		-	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R		Beer Sales -Off Sale		1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R		Wine Sales -Off Sale		302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R		Other Merchandise -Off Sale		167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R		Ice Sales		17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R		Cash Over - (Short)		-	-	-	-	-	-
609-37841	R		Refunds		(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R		NSF Checks		-	-	-	-	-	49
609-37843	R		Bank Charges		-	-	-	-	-	-
609-37844	R		Error Adjustment		-	-	-	-	-	-
609-37845	R		Display Revenue		-	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
609-39201	R		Transfer from General Fund		25,765	79,384	53,619	-	-	-
609-39999	R		Prior Period Adjustment		-	-	-	-	(23,016)	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**3,213,605**	**3,079,548**	**2,917,427**	**3,120,004**	**2,927,223**	**2,792,926**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			MUNICIPAL LIQUOR FUND							
609-49750-100	E		Wages & Salaries General		211,957	203,387	185,250	200,267	169,246	152,812
609-49750-101	E		Part Time Salaries and Wages		44,970	43,782	55,101	35,744	39,470	46,903
609-49750-102	E		Full-Time Employees OT		-	-	-	974	-	-
609-49750-103	E		Health Stipend (HRA)		-	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin		44,632	50,349	50,826	41,165	37,905	31,837
609-49750-112	E		Contracted Services		-	-	-	-	-	-
609-49750-120	E		Employer Contrib Ret General		38,924	37,446	36,413	34,024	30,676	33,189
609-49750-128	E		Employer Contrib Ret Admin		6,790	7,656	7,700	5,698	5,568	-
609-49750-129	E		Pension Expense		-	-	-	23,606	(12,349)	35,648
609-49750-130	E		Employer Paid Ins General		49,400	47,821	44,646	49,227	37,825	32,769
609-49750-138	E		Employer Paid Ins Admin		7,632	8,399	9,035	6,811	7,320	4,834
609-49750-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	263	2,769
609-49750-150	E		OPEB Expense		-	-	-	13,013	6,438	-
609-49750-151	E		Worker s Comp Insurance		13,397	13,655	9,452	11,130	5,111	7,019
609-49750-200	E		Office Supplies (GENERAL)		4,600	5,500	5,500	4,515	4,818	4,482
609-49750-208	E		Training and Instruction		1,875	2,480	2,200	987	520	392
			MMBA Conference	$ 1,500						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-251	E		Liquor For Resale		709,460	676,149	629,664	692,158	659,658	614,306
609-49750-252	E		Beer For Resale		1,281,990	1,162,895	1,127,465	1,250,724	1,134,532	1,099,966
609-49750-253	E		Wine For Resale		196,900	203,829	184,643	192,097	198,857	180,139
609-49750-257	E		Ice For Resale		8,350	9,084	8,665	8,142	8,863	8,453
609-49750-259	E		Other For Resale		120,390	120,585	111,537	117,455	117,643	108,816
609-49750-260	E		Hauling		10,400	10,259	9,708	10,148	10,009	9,471
609-49750-300	E		Professional Srvs (GENERAL)		1,094	1,071	1,080	969	961	951
			Safety Training (14%)	$ 994						
			Miscellaneous	$ 100						
609-49750-301	E		Auditing and Acct g Services		4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$ 3,760						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		5,907	4,816	5,060	5,592	5,697	4,556
			WB IT Solutions (10%)	$ 3,110						
			Civic Plus Support (12.5%)	$ 290						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 20						
			Zabinski - Firewall, Software Updates	$ 1,885						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E		Communications (GENERAL)		2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	$ 528						
			Landline Service	$ 1,730						
			Long Distance	$ 50						
609-49750-322	E		Postage		-	-	-	-	-	-
609-49750-340	E		Advertising		7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E		Legal Notices Publishing		500	500	500	166	1,085	685
609-49750-361	E		General Liability Ins		3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E		Dram Shop		3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E		Utilities		15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E		Ground Maintenance		300	375	375	194	-	303
609-49750-401	E		Maint & Repairs - Bldgs.		3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	$ 490						
			Rug Service	$ 740						
			Garbarge/Recycling Services	$ 1,630						
			Miscellaneous	$ 1,000						
609-49750-404	E		Repairs/Maint Machinery/Equip		3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	$ 110						
			Miscellaneous	$ 3,390						
609-49750-405	E		Depreciation (GENERAL)		21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E		Over/Short		-	-	-	(50)	39	(5)
609-49750-433	E		Dues and Subscriptions		3,060	2,010	2,010	2,895	878	1,970
			MMBA	$ 2,700						
			Buyer's Card MOOFSL	$ 20						
			Music License (ASCAP)	$ 190						
			Tobacco License	$ 150						
609-49750-437	E		Other Miscellaneous		-	-	-	4	-	-
609-49750-438	E		Bank Charges		50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E		Check Recovery Fee		-	-	-	-	-	-
609-49750-490	E		Donations-Organizations		-	-	-	-	-	273
609-49750-493	E		Alarm System		1,120	1,144	1,144	818	1,389	871
609-49750-500	E		Capital Expenditures		-	8,360	10,670	8,108	-	-
609-49750-501	E		Replacement Fund		-	-	-	-	-	-
609-49750-520	E		Buildings and Structures		-	-	-	-	-	-
609-49750-720	E		Operating Transfers		350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**		**3,228,447**	**3,080,621**	**2,949,671**	**3,174,635**	**2,917,141**	**2,826,481**
609		**NET INCOME / (LOSS)**			**(14,841)**	**(1,073)**	**(32,244)**	**(54,631)**	**10,082**	**(33,555)**
609		**NET CASH FLOW / (LOSS)**			**6,404**	**21,927**	**(11,544)**	**3,233**	**25,416**	**22,755**

City of Isanti

Capital Maintenance/Replacement List

Fund 601

Assumed Inflation: 3.00%

Loss Duplicate every 26 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Prepared 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Water	Computing Technology Devices	Capital Outlay	601-49400-500	5 yr		Ongoing		$ 3,100	$ 800	$ 1,330	$ 3,790	$ 2,860	$ 3,590	$ 920	$ 1,550	$ 4,400	$ 2,310	$ 4,170	$ 1,870	$ 1,790	$ 3,100	$ 3,840	$ 4,830	$ 1,240	$ 2,080		
	Well House No. 1 Well Pump No. 2	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 80,000.00																		$ 80,910		
	Well House No. 1 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 9,720												
	Well House No. 1 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2037	2017	$ 1,500.00																	$ 2,080			
	Well House No 1 Air Conditioner	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 1 Unit Heater	Capital Outlay	601-49400-500	20 yr	2043	2008	$ 3,000.00			$ 3,480																	
	Well House No 2 Well Pump No. 2	Capital Outlay	601-49400-500	30 yr	2021	1991	$ 100,000.00	$ 109,270																			
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-501	20 yr	2031	1991	$ 7,500.00																	$ 10,080			
	Well House No. 2 Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	1991	$ 1,000.00			$ 1,160																	
	Well House No. 2 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2035	2008	$ 1,500.00																	$ 2,070			
	Well House No 3 Well Pump No. 3	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 100,000.00																		$ 180,610		
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-500	20 yr	2042	2016	$ 7,500.00																	$ 10,080			
	Well House No 3 Delu Indifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00																	$ 2,020			
	Well House No. 3 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No 3 Air Conditioning	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No 3 VFD	Capital Outlay	601-49400-501	15 yr	2023	2008	$ 10,000.00			$ 11,600																	
	Well House No. 3 Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,430												
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,430												
	Well House No 3 Chlorine Room Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,430												
	Well House No 3 - Chemical Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,430												
	Tank Room Hydrant Flow Meter - FM-HFM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00			$ 8,690																	
	Tank Room Backwash System Flow Meter - FM-BWS	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00			$ 5,790																	
	Tank Room Backwash Supply Flow Meter - BWD - FMW	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Filter Tank A	Capital Outlay	601-49400-500	50 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601-49400-500	20 yr	2043	2008	$ 3,000.00			$ 3,480																	
	Tank Room Heat Unit Heater No 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Heat Unit Heater No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Heat Unit Heater No. 3	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Radiant Heater No. 4	Capital Outlay	601-49400-501	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Dehumidifier No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Dehumidifier No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Dehumidifier No. 4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Dehumidifier No. 5	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Dehumidifier No. 6	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,860												
	Tank Room Filter Influents Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,500.00								$ 6,950												
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,630												
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00								$ 6,950												
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00								$ 6,950												
	Backwash Recycle Pump	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00			$ 8,690																$ 13,540		
	Tank Room Backwash Drain Valve - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00								$ 6,950												
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Plant Bypass Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,500.00								$ 10,790												
	Tank Room High Pressure Relief Valves	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 5,780												
	Water Manufacturer Recycle Unit	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 100,000.00																		$ 101,130		
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 25,000.00								$ 33,600												
	Chlorine Generation Room Nine System	Capital Outlay	601-49400-509	20 yr	2028	2016	$ 80,000.00								$ 104,720												
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Bine Booster Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00			$ 2,900																$ 4,520		
	Chlorine Generation Room Nine Booster Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00			$ 2,900																$ 4,520		
	Chlorine Generation Room Water Softeners	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 7,500.00			$ 7,370																	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Chlorine Generation Room Hypochlorite Dilution Rotameter No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Chlorine Generation Room Hypochlorite Dilute Dilution Rotameter No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00			$ 4,640																$ 7,220		
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00			$ 4,640																$ 7,220		
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,430												

City of Isanti

Capital Maintenance/Replacement Fund

Fund 601

Assumed Inflation 3.00%

Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Salt Brine Tanks (Qty 2)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00																		$ 90,110		
	Chlorine Generation Room - Tank Room CO PVC Piping	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00			$ 5,805																	
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 6,000.00			$ 6,960															$ 10,840		
	Chemical Feed Room Permanganate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,080.00								$ 8,080												
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 8,000.00								$ 8,060												
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,200.00								$ 1,610												
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Chemical Feed Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 7,000.00																		$ 9,630		
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,500.00								$ 4,700												
	Chemical Feed Room Unit Heater No. 2	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00			$ 1,380																	
	Chemical Feed Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00								$ 2,030												
	Reclaim Area Sludge Pump	Capital Outlay	601-49400-500	15yr	2021	2006	$ 4,000.00			$ 4,640															$ 7,220		
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601-49400-500	15yr	2021	2006	$ 2,000.00			$ 4,150															$ 17,640		
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Mechanical Room Air Compressors	Capital Outlay	601-49400-500	15 yr	2021	2006	$ 1,200.00			$ 1,300																	
	Tank Room Unit Heater No. 1	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,500.00								$ 3,380												
	Mechanical Room Water Heater	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,200.00								$ 1,340												
	Brine Area Brine Tank No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00																		$ 45,150		
	Brine Area Brine Tank No. 2	Capital Outlay	601-49400-600	30 yr	2058	2008	$ 25,000.00																		$ 45,150		
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 150,000.00																		$ 270,920		
	WTP Handside Cabinet Heater No. 1	Capital Outlay	601-49400-500	15 yr	2021	2006	$ 500.00			$ 580																	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	New Water Tower	Buildings and Structures	601-49400-520	50 yr	2051	2001	$ 1,500,000.00																				
	Water Tower Coating	Capital Outlay	601-49400-500	20 yr	2023	2003	$ 700,000.00			$ 811,490																	
	Air dryer for compressor	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00			$ 580																	
	Heater for office	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00			$ 580																	
	ORP Probe	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00								$ 2,690												
	Backup CO2 System	Capital Outlay	601-49400-500	40 yr	2048	2008	$ 40,000.00																				
	Filter valves (general - Qty 66)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 141,500.00																		$ 290,780		
	Filter valves (general - Qty 66)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 141,000.00																		$ 290,780		
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2026	2006	$ 4,000.00								$ 5,380												
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Printer	Capital Outlay	601-49400-500	10 yr	2027	2017	$ 250.00							$ 330													
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Rebuild Filter 1 Underdrain	Capital Outlay	601-49400-500	10 yr	2021	0	$ 300,000.00	$ 327,870																			
	Rebuild Filter 2 Underdrain	Capital Outlay	601-49400-500	10 yr	2022	0	$ 300,000.00		$ 337,650																		
	Rebuild Filter 3 Underdrain	Capital Outlay	601-49400-500	10 yr	2023	0	$ 300,000.00			$ 347,780																	
	Rebuild Filter 4 Underdrain	Capital Outlay	601-49400-500	10 yr	2024	0	$ 300,000.00				$ 358,229																
	Chlorine Generation Room Mixx System Cell	Capital Outlay	601-49400-500	7 yr	2025	2018	$ 55,000.00					$ 67,640															
	Cameras - Water Tower	Capital Outlay	601-49400-500	10 yr	2030	N/A	$ 2,500.00										$ 3,460										$ 4,450
	Well 1 Generator	Capital Outlay	601-49400-500	30 yr	2050	2020	$ 19,050.00																				
	Transfer Out for Equipment Projects	Operating Transfers	601-49400-720	N/A		Ongoing										$ 89,000	$ 98,000	$ 20,000									
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	
	Contribution to Liquor Fund (605) Capital Purchases	Operating Transfers	601-49400-720					$ 40,000																			
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 189,363	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Department	Revenue	Account Title	Account Number																								
		State Grants and Aids	601-33400																								
		Debt Proceeds	601-39203																								
		Water Sales	601-37200					$ 159,630	$ 160,300	$ 165,110	$ 170,060	$ 175,160	$ 180,410	$ 185,820	$ 191,390	$ 197,130	$ 203,040	$ 209,130	$ 215,400	$ 221,860	$ 228,520	$ 235,380	$ 242,440	$ 249,710	$ 257,200	$ 264,920	$ 272,870
		Water Access Charge	601-37151					$ 198,840	$ 142,800	$ 147,080	$ 151,490	$ 156,050	$ 160,710	$ 165,530	$ 170,500	$ 175,610	$ 180,880	$ 186,320	$ 191,910	$ 197,670	$ 203,600	$ 209,710	$ 216,000	$ 222,480	$ 229,150	$ 236,020	$ 243,100
Anticipated Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures	$ 680,190	$ 886,728	$ 1,330,276	$ 450,587	$ 722,500	$ 12,199	$ 90,250	$ 323,209	$ 29,400	$ 376,692	$ 4,170	$ 111,210	$ 1,790	$ 20,968	$ 3,860	$ 4,330	$ 34,966	$ 1,434,057	$ -	$ 4,450
	Budgeted Revenues						Budgeted Revenues	$ 294,270	$ 302,100	$ 312,190	$ 321,550	$ 331,190	$ 341,120	$ 351,350	$ 361,890	$ 372,750	$ 383,930	$ 395,450	$ 407,310	$ 419,530	$ 432,120	$ 445,090	$ 458,440	$ 472,190	$ 486,350	$ 500,940	$ 515,970
1/1/2021	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ (385,920)	$ (584,628)	$ (1,018,086)	$ (129,037)	$ (391,310)	$ 328,921	$ 261,100	$ (38,681)	$ 343,350	$ 6,998	$ 390,780	$ 417,140	$ 417,740	$ 411,152	$ 441,230	$ 453,610	$ 437,224	$ 948,293	$ 500,940	$ 511,520
$ 1,454,224	Revenue Fund (Online) / Surplus						Revenue Fund (Online) / Surplus	$ 1,068,304	$ 1,324,672	$ 306,586	$ 177,549	$ (213,761)	$ 542,682	$ 803,782	$ 765,101	$ 1,108,451	$ 1,115,449	$ 1,506,229	$ 1,923,369	$ 2,341,109	$ 2,752,261	$ 3,193,491	$ 3,647,101	$ 4,084,325	$ 5,032,618	$ 5,533,558	$ 6,045,078

City of Isanti

Capital Maintenance/Replacement Fund

Fund 602

Assumed Inflation 1.00%

Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Sewer	Computing/Technology Devices		Capital Outlay	602-49450-500	5 yr	Ongoing			$ 1,100	$ 800	$ 1,330	$ 1,880	$ 890	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 1,030	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 1,190	$ 4,830	$ 1,240	$ 2,080			
	Treatment Bio Screen 1 - Front-Clean		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 140,000																	$ 170,240			
	Pretreatment Fine Screen 2 - Front-Care		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 100,000																	$ 170,240			
	Pretreatment Parshall Flume		Capital Outlay	602-49450-800	60 yr	2077	2017	$ 20,000																				
	Pretreatment Grit Classifier		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 40,000																	$ 68,100			
	Pretreatment Grit Separator / Chamber?		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 25,000																	$ 42,560			
	Pretreatment Grit Pump		Capital Outlay	602-49450-500	10 yr	2031	2017	$ 25,000																	$ 42,560			
	Pretreatment Grinder Pump		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 2,500																	$ 4,260			
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602-49450-500	60 yr	2077	2017																					
	Replacement Chippewah River Lift Station to WWTF		Capital Outlay	602-49450-500	60 yr	2076	1976	$ 1,500,000																	$ 1,997,410			
	Pretreatment LEL N-525 Monitor		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 2,500																	$ 4,260			
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000																	$ 3,400			
	Pretreatment Gas Fired Boiler		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000																	$ 3,400			
	Pretreatment Centrifugal Fans		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																	$ 1,700			
	Pretreatment Grit AC Unit		Capital Outlay	602-49450-800	20 yr	2037	2017	$ 1,000																	$ 1,700			
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																	$ 1,700			
	Pretreatment Make Air Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 20,000																	$ 34,000			
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																	$ 1,700			
	Pretreatment Sump Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000																	$ 3,400			
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500																	$ 2,550			
	Pretreatment Wet Transformer (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000																	$ 1,700			
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602-49450-500	60 yr	2077	2017																					
	Aerated Ponds Aerated Pond No. 1		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 5		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996																					
	Aerated Ponds Air Lines in the Aerated Ponds		Capital Outlay	602-49450-500	20 yr	2016	1996	$ 20,000							$ 26,600													
	Aerated Ponds Control Structures		Buildings and Structures	602-49450-520	40 yr	2036	1996																					
	Treatment Building Clarifier Rail Gear Box		Capital Outlay	602-49450-500	20 yr	2016	1996																					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602-49450-500	20 yr	2016	1996	$ 18,750																$ 29,000				
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602-49450-500	20 yr	2016	1996	$ 18,750																$ 29,000				
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602-49450-500	20 yr	2016	1996	$ 18,750																$ 29,000				
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2016	1996	$ 18,750																$ 29,000				
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Treatment Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2011	1996	$ 1,000																				
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-800	20 yr	2036	1996	$ 10,000																$ 13,600				
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 10,000																$ 13,600				
	Treatment Building Sludge Holding Tank Piping and Valves		Capital Outlay	602-49450-800	20 yr	2036	1996																					
	Treatment Building Filter Air Piping		Capital Outlay	602-49450-500	20 yr	2016	1996																					
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	20 yr	2016	1996																					
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602-49450-500	20 yr	2016	1996																					
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	20 yr	2016	1996																					
	Treatment Building Filter No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016																					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016																					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2024	2009	$ 1,000																				
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2024	2009	$ 1,000																				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	1996	$ 15,000																				
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 15,000																				
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000						$ 26,600										$ 33,960				
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-800	20 yr	2036	2016	$ 20,000						$ 26,600														
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 15,000																				
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-800	20 yr	2036	2016	$ 15,000																				
	Clearwell Tank Backwash Overflow		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Clearwell Tank Cleaning		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Treatment Building Dehumidifier		Capital Outlay	602-49450-500	15 yr	2023	2008	$ 2,500																				
	Treatment Building Sampler Room Sampler - Influent		Capital Outlay	602-49450-500	20 yr	2036	2016																					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 2,000																				
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 1,000																				

City of Hanti

Capital Maintenance/Replacement Fund

Fund 602

Assumed Inflation: 3.00%

Costs double every 24 years.

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602-49450-500	35 yr	2031	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2		**Capital Outlay**	**602-49450-500**	**35 yr**	**2031**	**1996**	**$ 2,500**																				
	Treatment Building Office MCC Equipment		Capital Outlay	602-49450-500	20 yr	2021	1996											$ -										
	Lighting Transformer		**Capital Outlay**	**602-49450-500**	**20 yr**	**2020**	**1996**											$ -										
	Treatment Building Garage Air Compressor		Capital Outlay	602-49450-500	10 yr	2026	1996	$ 5,000						$ 6,100														
	Treatment Building Garage Generator		**Capital Outlay**	**602-49450-500**	**30 yr**	**2098**	**2068**																			$ -		
	SCADA		Capital Outlay	602-49450-500	10 yr	2029	2019	$ 55,000									$ 73,900										$ 99,300	
	Disinfection Building Trojan UV System		**Capital Outlay**	**602-49450-500**	**30 yr**	**2026**	**1996**	**$ 126,000**						**$ 153,750**														
	Disinfection Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2029	1996	$ 5,500																				
	Disinfection Building Effluent Flow Meter		**Capital Outlay**	**602-49450-500**	**10 yr**	**2026**	**1996**	**$ 3,000**																				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602-49450-500	20 yr	2037	2017																		$ -			
	Blower Building Blower No. 2		**Capital Outlay**	**602-49450-500**	**20 yr**	**2037**	**2017**																		$ -			
	Blower Building Blower No. 3		Capital Outlay	602-49450-500	20 yr	2037	2017																		$ -			
	Blower Building Blower No. 4		**Capital Outlay**	**602-49450-500**	**20 yr**	**2037**	**2017**																		$ -			
	Blower Building Blower Valves		Capital Outlay	602-49450-500	50 yr	2067	2017																					
	Blower Building Unit Heater		**Capital Outlay**	**602-49450-500**	**15 yr**	**2020**	**1996**	**$ 15,000**																				
	Blower Building Blower Piping to Pinnes		Capital Outlay	602-49450-500	60 yr	2036	1996	$ 150,000																				
	Chemical Feed Room Ferric Chloride Tank		**Capital Outlay**	**602-49450-500**	**30 yr**	**2026**	**1996**	**$ 12,000**						**$ 14,800**														
	Chemical Feed Room Alum Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000						$ 13,500														
	Chemical Feed Room Unit Heater		**Capital Outlay**	**602-49450-500**	**15 yr**	**2026**	**1996**	**$ 3,000**																				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996																					
	Main Lift Station Pump No. 1		**Capital Outlay**	**602-49450-500**	**20 yr**	**2037**	**2017**	**$ 25,000**																	$ -			
	Main Lift Station Pump No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000																		$ 42,560		
	Main Lift Station Garage		**Capital Outlay**	**602-49450-500**	**30 yr**	**2026**	**1996**	**$ 75,000**																		$ 42,560		
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602-49450-500	15 yr	2028	2013	$ 12,000						**$ 92,200**														
	Force Main/ 8th Ave Air Release Valves (Qty 6)		**Capital Outlay**	**602-49450-500**	**20 yr**	**2033**	**2013**	**$ 18,000**								$ 15,660												
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602-49450-500	20 yr	2035	2015	$ 9,000													$ 27,290							
	Rum River LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2031**	**2006**	**$ 12,000**																$ 14,440				
	Rum Rare LS Pump 2		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000											**$ 17,100**									
	Anoken LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2024**	**1999**	**$ 4,000**					$ 4,600						$ 17,100									
	Anoken LS Pump 2		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000					$ 4,600															
	East Dual LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2027**	**2002**	**$ 12,000**							**$ 15,200**													
	East Dual LS Pump 2		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000							$ 15,200													
	BMA LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2040**	**2015**	**$ 6,900**																				**$ 9,900**
	BMA LS Pump 2		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 6,900																				$ 9,200
	Carlson LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2032**	**2007**	**$ 5,000**												**$ 7,900**								
	Carlson LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000												$ 7,300								
	Unity LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2041**	**2016**	**$ 5,000**																				
	Unity LS Pump 2		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000																				
	Deer Haven LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2028**	**2003**	**$ 4,000**								**$ 5,200**												
	Deer Haven LS Pump 2		Capital Outlay	602-49450-500	25 yr	2028	2003	$ 4,000								$ 5,200												
	8th Ave LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2032**	**2007**	**$ 15,000**												**$ 22,000**								
	8th Ave LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000												$ 22,000								
	Subway LS Pump 1		**Capital Outlay**	**602-49450-500**	**25 yr**	**2036**	**2011**	**$ 5,000**																	$ 8,260			
	Subway LS Pump 2		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000																	$ 8,260			
	Rum River LS Genset		**Capital Outlay**	**602-49450-500**	**30 yr**	**2020**	**N/A**	**$ 24,000**																				**$ 44,600**
	Anoken LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																				$ 44,600
	East Dual LS Genset		**Capital Outlay**	**602-49450-500**	**30 yr**	**2020**	**N/A**	**$ 29,000**																				**$ 44,600**
	8th Ave LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 33,000																				$ 61,400
	BMA LS Genset		**Capital Outlay**	**602-49450-500**	**30 yr**	**2020**	**N/A**	**$ 24,000**																				**$ 44,600**
	Subway LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 32,000																				$ 59,500
	Unity LS Genset		**Capital Outlay**	**602-49450-500**	**30 yr**	**2020**	**N/A**	**$ 24,000**																				**$ 44,600**
	Deer Haven LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000																				$ 44,600
	Plants Sludge Removal		**Capital Outlay**	**602-49450-500**	**20 yr**	**2026**	**N/A**							$ -														
	Mobile Kenworth Vactor Truck	W / 5 / Ton	Capital Outlay	602-49450-500	15 yr	2030	2015	$ 410,000										$ 567,560										
	Skid Tank, Top Pump		**Capital Outlay**	**602-49450-500**																								
	Mechanical Plant		Capital Outlay	602-49450-500	60 yr	2040	N/A	$ 23,000,000																				**$ 23,000,000**
			Capital Outlay	**602-49450-500**	**yr**	**0**	**2017**	**$ -**																				
			Capital Outlay	602-49450-500	yr	0	2018	$ -																				
			Capital Outlay	**602-49450-500**	**yr**	**0**	**2019**	**$ -**																				
			Capital Outlay	602-49450-500	yr	0	2020	$ -																				
	Contribution to Liquor Fund (609) Capital Purchases		Operating Transfers	602-49450-720					$ 85,000																			
	Transfer Out for Engineered Projects		**Operating Transfers**	**602-49450-720**	**N/A**		**Ongoing**								**$ 275,000**	**$ 495,000**												
	Contribution to General Fund (920) Capital Purchases		Operating Transfers	602-49450-720	N/A		Ongoing		$ -	$ 58,278	$ 16,507	$ 88,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 29,717	$ 119,137	$ -	

Department	Revenue	Account Title	Account Number																									
		State Grants and Aids	**602-33400**																								**$ 7,000,000**
		Bond Proceeds	**602-39203**																								$ 8,000,000
		Sewer Sales	**602-37200**						$ 423,390	$ 435,990	$ 449,080	$ 462,500	$ 476,380	$ 490,692	$ 505,990	$ 520,590	$ 536,179	$ 552,256	$ 568,830	$ 585,890	$ 603,470	$ 621,570	$ 640,220	$ 659,430	$ 679,210	$ 699,590	$ 720,580	$ 742,200
		Sewer Access Charge	602-37251						$ 174,020	$ 179,240	$ 184,620	$ 190,160	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,120	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,296	$ 305,150
		Transfer from Water Fund	**602-39201**															**$ 385,191**									
		Transfer from Stormwater Fund	602-39203															$ 94,581									

Reserve Funds	Budgeted Expenditures							Budgeted Expenditures	$ 38,100	$ 39,078	$ 17,837	$ 99,577	$ 913,680	$ 366,799	$ 306,320	$ 586,558	$ 76,080	$ 779,071	$ 38,370	$ 169,810	$ 29,020	$ 17,798	$ 15,630	$ 2,318,820	$ 727,876	$ 306,697	$ 218,437	$ 23,409,000
	Budgeted Revenues							**Budgeted Revenues**	**$ 597,270**	**$ 615,190**	**$ 633,650**	**$ 652,660**	**$ 672,260**	**$ 692,810**	**$ 713,580**	**$ 734,570**	**$ 756,810**	**$ 1,049,352**	**$ 802,890**	**$ 826,770**	**$ 852,590**	**$ 877,120**	**$ 903,440**	**$ 930,550**	**$ 958,490**	**$ 987,220**	**$ 1,016,990**	**$ 14,047,350**
1/1/2019	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ 559,170	$ 576,112	$ 615,813	$ 552,083	$ [illegible]	$ 326,111	$ 406,860	$ 148,011	$ 680,530	$ 283,980	$ 764,520	$ 656,960	$ 822,560	$ 859,322	$ 887,820	$ [illegible]	$ 230,584	$ 680,523	$ 798,403	$ [illegible]
$ 2,017,322	Running Fund Deficit / Surplus							Running Fund Deficit / Surplus	$ 2,422,808	$ 2,998,728	$ 3,604,541	$ 3,547,624	$ 4,900,179	$ 5,737,284	$ 5,668,144	$ 5,787,155	$ 6,607,685	$ 8,215,666	$ 7,818,986	$ 8,727,961	$ 8,685,908	$ 9,854,829	$ 10,742,648	$ 9,854,368	$ 9,854,852	$ 10,465,675	$ 11,208,077	$ 1,807,727

City of Isanti

Capital Maintenance/Replacement Fund

Fund 603

Assumed Inflation 3.00%

Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life	Ongoing	Ongoing		$ 3,100	$ 800	$ 1,330	$ 1,880	$ 2,860	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 3,310	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 3,840	$ 4,830	$ 1,240	$ 2,080	$ 2,930	$ 3,840
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000																				
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603 49500 500	15 yr useful life	2030	2015	$ 7,000										$ 9,690										
	2022 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	20 yr useful life	2042	2022	$ 314,000																				
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	30 yr useful life	2032	1990	$ 10,000		$ 10,927																		
	2008 JD 486 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2008	$ 50,000		$ 65,822																		
		Capital Outlay	603-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2019																						
		Capital Outlay	603-49500-500	30 yr useful life	2020			$ 111,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2021		$ 10,000		$ 10,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2022		$ 10,000			$ 10,927																	
		Capital Outlay	603-49500-500	30 yr useful life	2023		$ 10,000				$ 11,593																
		Capital Outlay	603-49500-500	30 yr useful life	2024		$ 10,000					$ 11,593															
		Capital Outlay	603-49500-500	30 yr useful life	2025		$ 10,000						$ 12,299														
		Capital Outlay	603-49500-500	30 yr useful life	2026		$ 10,000							$ 12,299													
		Capital Outlay	603-49500-500	30 yr useful life	2027		$ 10,000								$ 13,048												
		Capital Outlay	603-49500-500	30 yr useful life	2028		$ 10,000									$ 13,048											
		Capital Outlay	603-49500-500	30 yr useful life	2029		$ 10,000										$ 13,842										
		Capital Outlay	603-49500-500	30 yr useful life	2030		$ 10,000											$ 13,842									
		Capital Outlay	603-49500-500	30 yr useful life	2031		$ 10,000												$ 14,688								
		Capital Outlay	603-49500-500	30 yr useful life	2032		$ 10,000													$ 14,885							
		Capital Outlay	603-49500-500	30 yr useful life	2033		$ 10,000														$ 15,580						
		Capital Outlay	603-49500-500	30 yr useful life	2034		$ 10,000															$ 16,528					
		Capital Outlay	603-49500-500	30 yr useful life	2035		$ 10,000																$ 17,536				
		Capital Outlay	603-49500-500	30 yr useful life	2036		$ 10,000																	$ 17,535			
		Capital Outlay	603-49500-500	30 yr useful life	2037		$ 10,000																		$ 17,535		
		Capital Outlay	603-49500-500	30 yr useful life	2038		$ 10,000																			$ 17,535	
		Capital Outlay	603 49500 500	30 yr useful life	2039		$ 10,000																				$ 17,535
		Capital Outlay	603-49500-500	30 yr useful life	2040		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2041		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2042		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2043		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2044		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2045		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2046		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2047		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2048		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2049		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2050		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2051		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2052		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2053		$ 10,000																				
		Capital Outlay	603 49500 500	30 yr useful life	2054		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2055		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2056		$ 10,000																				
	Transfer Out for Engineered Projects		603-49500-720											$ 164,000	$ 184,000												
	Contribution to Liquor Fund (609) Capital Purchases		603 49500 720					$ 65,000																			
	Contribution to General Fund (101) Capital Purchases		603-49500-720					$ -	$ -	$ -	$ 2,810	$ 10,071	$ 280,000	$ 8,000	$ -	$ -	$ -	$ -	$ 9,000	$ -	$ 10,000	$ 33,000	$ -	$ -	$ -	$ 2,000	$ 4,000	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603 49500 720					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 92,583	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Number																									
		State Grants & Aids	603-33400																								
		Special Assessments	603 36100																								
		Interest Earnings	603-36210																								
		Stormwater Sales	603 37300					$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
		Transfer from General Fund	603-39101																								
		Transfer from Other Fund	603 39203																								
		Bond Proceeds	603-39210																								
	Budgeted Expenditures						Budgeted Expenditures	$ 179,100	$ 33,264	$ 14,086	$ 28,206	$ 275,253	$ 24,140	$ 177,219	$ 182,218	$ 15,228	$ 137,630	$ 18,012	$ 223,850	$ 16,475	$ 32,924	$ 19,420	$ 20,872	$ 17,768	$ 21,954	$ 35,206	$ 21,901
	Budgeted Revenues						Budgeted Revenues	$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budg	$ (101,650)	$ 46,506	$ 68,074	$ 56,414	$ (188,093)	$ 65,630	$ (84,759)	$ (86,988)	$ 82,862	$ (36,600)	$ 86,048	$ (116,679)	$ 93,925	$ 80,786	$ 97,700	$ 99,753	$ 106,482	$ 106,026	$ 106,614	$ 113,869
	Running Fund (Deficit) Surplus						Running Fund (Deficit) / Su	$ 68,509	$ 115,016	$ 183,090	$ 239,504	$ 51,411	$ 117,042	$ 32,283	$ (54,705)	$ 28,157	$ (8,443)	$ 77,605	$ (39,074)	$ 54,850	$ 135,636	$ 233,337	$ 333,089	$ 439,571	$ 545,597	$ 652,211	$ 766,080

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. August 5, 2020- Regular Meeting of the City Council
2. August 5, 2020- Budget Work Session
3. June 16, 2020- Planning Commission
4. July 7, 2020- Economic Development Authority

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, August 25, 2020 at 6:00 p.m.
2.	City Council Meeting	Tuesday, September 1, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, September 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
Sheila Sellman Community Development
1. 105 Rail Road Ave Discussion
2. Amendment to the Development and Subsidy Agreement for B. P. Metals LLC.

Josi Wood City Administrator
3. Resolution 2020-XXX Approving a Special Event Application for Rum River BMX to Host 2020 Detroit Lakes (DL) 412 MN State Qualifier Event *(Larry Merchlewitz)*
4. Resolution 2020-XXX Approving a Special Event Application for BMX 2020 Race for Life, DK Gold Cup Qualifier and MN State Qualifier Event *(Larry Merchlewitz)*

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $286,119.60, Payroll in the Amount of $106,509.41
2. Approval of Revised Preparedness Plan to Include Face Covering Requirements
3. Resolution 2020-XXX Approving Minor Development Agreement for Serenity Circle
4. Resolution 2020-XXX Approving the Development Agreement for Legacy Pines 3rd Addition
5. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Brian Williams

M. Other Communications
1. July Police Department Reports
2. July Code Enforcement Officer Report
3. July Building Inspector Report
4. August Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 5, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Motion by Collison, second by Lundeen to approve the agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/Commendations/Certificate Award

1. $1,000 Donation for the Maintenance and Improvements at the Isanti Redbirds Baseball Field
   Mayor Johnson shared that Richard and Donna Humphrey have made a donation for maintenance and improvements at the Isanti Redbirds Baseball Field.

2. Employers Week
   Mayor Johnson read the proclamation and encouraged business owners and employees to attend the Annual Mayor's Employers Celebration Day on August 12, 2020.

G. Approve City Council Minutes

1. July 21, 2020- Regular Meeting of the City Council
2. July 21, 2020- Committee of the Whole Meeting
3. July 21, 2020- Budget Work Session Meeting
4. June 23, 2020- Parks, Recreation and Culture Board Meeting

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

H. Announcements

1. Committee of the Whole	Tuesday, August 18, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 18, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 18, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Councilmember Paul Bergley responded to "Stranger Times" article in the Isanti Chisago County Star and stated that all police officers should be judged on their own merits.

J. Public Hearings

1. Resolution 2020-XXX To Authorize Nuisance Abatement for Property Located at 105 Rail Road Ave
   Community Development Director Sheila Sellman shared that building inspector Karl from MNSPECT, visited 105 Rail Road Ave earlier in the day and the Fascia is not complete as well as the siding has not been sealed and per code for the type of siding. Sellman continued to share that at the last council meeting and public hearing, council opted to postpone until tonight's meeting.

   Mayor Johnson opened the public hearing at 7:11 p.m.

Mary and Mike Colbaugh shared that the building inspector told them they did not have to seal the siding.

Councilmember Steve Lundeen asked how soon property owners Mary and Mike could have the building caulked and sealed.

Mary and Mike Colbaugh responded they could have the work done in two weeks.

Lundeen stated that it would be best to contact MNSPECT and ask what needs to be done to so it can be completed in two weeks.

Sellman stated she agreed that contacting MNSPECT and asking what needs to be done in order to be signed off would be best.

Johnson recommended calling first thing in the morning.

Mayor Johnson closed the public hearing at 7:30 p.m.

Motion by Lundeen, second by Bergley to not take action to abate the property but to allow completion of work until the August 18th city council meeting. Motion passed 4-1 with Collison voting nay. Motion carried.

K. Business Items

1. City Santa Event Discussion
   Parks, Recreation and Culture (PRC) Manager Jenny Garvey shared that at the January 27th Goal Setting meeting she had presented new programs and events for council to consider. One of the events included a breakfast for Santa event, but there was no solid direction for staff for the type of event. Currently, the PRC Manager hosts a monthly movie from November through March. One option could be a Santa visit at the December movie as it is usually a holiday themed movie. Garvey continued to share that the cost for a Santa to be at an event is approximately $600 for 2 hours and miscellaneous supplies and items could be approximately $100. This projected cost does not include staff time so the approximated cost would be about $700.

   City Administrator Josi Wood shared that it is through a certified reputable company that does background checks and carries their own liability insurance.

   Councilmember Gordon stated there is a lot of places around the area and town that do a similar type event.

   Wood asked if the funds would be coming from the parks budget.

   Garvey stated the funds are within the parks budget.

   Motion by Lundeen, second by Bergley to move forward with Santa event. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

2. **Ordinance 2020-737** Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map
   Community Development Director Sheila Sellman shared that this is stemming from the creation of the R-1A District where properties were rezoned. This is to amend the map in order to rezone those properties.

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

3. **Resolution 2020-146** Approving a Site Plan Agreement for an Office at 201 Main Street
   Community Development Director Sheila Sellman shared that the resolution needed to be changed to approve only the site plan. The minor development agreement cannot be approved as there are some conditions that need to be met and the city attorney is working on the agreement so the minor development agreement. The

development agreement will come back to the August 18th meeting so the site plan agreement is what is being approved tonight.

Motion by Lundeen, second by Bergley to approve site plan agreement. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $609,524.92 Payroll in the Amount of $102,959.89
2. **Resolution 2020-147** Approving Applications for Exempt Gambling Permits for Rum River BMX 50/50 Raffles
3. Approving Amended Isanti County Election Equipment Plan
4. Approving Notice to the Paper for City Hall Used Chairs

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

M. Other Communications

1. Draft Minutes from the July 28, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 5, 2020
(Immediately following EDA Meeting which follows the 7:00 p.m. City Council Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:03 p.m.

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

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Motion by Collison, second by Lundeen to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Work Session Items
The Preliminary budget was reviewed and discussed.

Adjournment
Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. Motion carried. The Budget Work Session meeting adjourned at 8:21 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, JUNE 16, 2020

1. **Meeting Opening**
   A. Call to Order: Chair Johnson called the meeting to order at 7:45pm
   B. Pledge of Allegiance
   C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon, Alexander Collins.
   Members Absent: None
   Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   D. Agenda Modifications: None

2. **Meeting Minutes**

   A. Approval of Minutes from May 19, 2020 Planning Commission Meeting motion by Collison, second by Bergley motion passes 7-0.

3. **Public Hearing**

   A. Request by Dylan Investments LLC for a Conditional Use Permit under City Ordinance 445, Section 11, Article 5, Subd 4. said request is for a Drive-thru at 801 Highway 65 PID 16.020.1100. Sellman explained that the current owners of the building located at 801 Highway 65 have applied for a conditional use permit to install two drive-thru windows, one on the north side of the building and one on the southeast side. One of these windows will be for future tenants of the building. The request meets all of the CUP requirements, and the requirements set by the B-2 Zoning District. Dennis Buchanan, the owner of the business was present at the meeting, and spoke to the Planning Commission, answering questions regarding accessibility to the store and the opportunities this would give to his customers and future tenants to the building. No one from the public spoke on this item at the public hearing. Motion by Gordon, second by Lundeen to approve the CUP, motion passed 7-0.

   B. Request from Scott Boecker for a Conditional Use Permit under City Ordinance 445, Section 7, Article 1, Subd 3. Said request is for commercial recreation at 16 Main St W PID 16.050.0490. Commercial Recreation is permitted in the B-1 Central Business District as a Conditional Use. For the intended use of an indoor playground for kids, the proposed business would need a Conditional Use Permit to operate in the city. Scott Boecker, the new owner of the former Family Pathways building located at 16 Main St W was present at the meeting to answer questions from the Planning Commission and to describe his plans for the business. No one from the public spoke at the public hearing. Motion by Collison, second by Collins to approve the CUP for Commercial Recreation, motion passed 7-0.

C. Request from Falcon National Bank for a variance to the sign standards section 16 subd 5 c for an additional freestanding sign at 905 6th Ave Ct NE PID 16.113.0010. Sellman explained that Falcon National Bank is in the B-2 Highway 65 Zoning Overlay District, which has their own sign code requirements that businesses must follow. Falcon Bank has proposed an additional freestanding sign of 12 square feet to direct traffic to the business coming off of Highway 65. No one from the public spoke on this item at the public hearing. Motion by Lundeen, second by Bergley to approve the variance, motion passed 7-0.

D. Request by Everpine Landholding LLC for a Preliminary Plat, Final Plat and PUD Amendment for property legally described as outlot A Legacy Pines 2nd Addition, Isanti County, Isanti Minnesota. Sellman explained that this Addition to Legacy Pines will include 96 single-family lots which will complete the development as a whole. There will be three phases for the project, with Phase 1 including 28 lots, Phase 2 with 32 lots and Phase 3 with 34 lots. The request for a PUD amendment is for side setbacks of 7.5 feet instead of the required 10-foot setbacks per the Planned Unit Development standards. No one from the public spoke on this item at the public hearing. Motion by Collison, second by Lundeen to approve the Preliminary Plat, Final Plat and PUD Amendment, motion passed 7-0.

E. Ordinance Amending the City Zoning Code, Ordinance 445, Section 13, Article 4, Subd 1(d) accessory structure location. Saltis explained that the current requirements for the location of accessory structures in relation to the principal structure on a property is 10 ft. Staff suggested removing this requirement and replacing it with the proposed language "Separation between the accessory structure and the principal building (if detached) shall meet building code requirements." The current building code states that accessory structures shall be setback from principal structures 3 ft. No one from the public spoke on the item at the public hearing. Motion by Lundeen, second by Simon to approve the ordinance amendment, motion passed 7-0.

F. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 1 zoning districts and Section 6 adding R-1A Rural Residential zoning district. Sellman described the proposed R-1A Rural Residential zoning district to include properties annexed by the city and properties in town south of Palomino Rd that are over 1 acre in size. By creating a new zoning district, this would enable these properties to have flexibility for driveways and vehicle/trailer parking requirements. The proposed ordinance would allow existing driveways to remain unpaved and allow 7 vehicles/trailers/recreational vehicles to be parked outside. No one from the public spoke on the item at the public hearing. Motion by Lundeen, second by Bergley to approve the ordinance amendment, motion passed 7-0.

G. Ordinance Amending the City Zoning Code, Ordinance 446, Section 15 Subd E fence setbacks. Saltis described the proposed ordinance amendment to remove the requirement for privacy fences to be located a minimum of 15 feet from any street right-of-way. The City Code states that a right-of-way includes sidewalks, meaning that privacy fences must be placed 15 feet from a sidewalk. The proposed ordinance would allow homeowners to place a privacy fence up to a right-of-way in order to gain more usable yard space. The commission recommended that privacy fences shall be located at a minimum of two feet from a sidewalk to prevent snow build up in the winter caused by the fences along city streets and sidewalks. Motion by Lundeen to allow privacy fences to be placed a minimum of 2 ft from a sidewalk and amend the ordinance accordingly, second by Collison, motion passed 7-0.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Collison, 2nd by Lundeen to adjourn, motion passed 7-0 meeting adjourned at 8:41 pm.

Respectfully submitted by Ryan Saltis, Community Development Specialist

Economic Development Authority
Minutes
July 7, 2020

1. **Call to Order:** Chair Johnson called the meeting to order at 8:36pm
   a. **Pledge of Allegiance**
   b. **Roll Call:** Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordon, Paul Bergley, Dan Collison, Justin Neilson, Luke Merrill. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
   c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Collison, Second by Lundeen to approve the agenda, motion passed 7-0.

3. **Approve Minutes of June 2, 2020 Regular Economic Development Authority Meeting:** Motion by Merrill, second by Bergley to approve, motion passed 7-0.

4. **Business Items**
   a. **Resolution 2020-XXX authorizing Nagel Appraisal to do an appraisal update for EDA Land in an amount not to exceed $800**: Sellman explained that the EDA approved an updated appraisal in the amount of $500. After seeking three bids Nagel Appraisals bid $800 for an update the other bids were over $1,000. Motion by Collison, second by Merrill to approve the resolution, motion passed 7-0

5. **Other Business / Updates / Communications:** Sellman gave business updates and discussed a potential buyer for the EDA 2.5-acre lot, more information will be forthcoming.

6. **Adjournment:** Motion by Collison, second by Lundeen to adjourn, motion passed 7-0 adjourned at 8:45pm.

Respectfully Submitted
Sheila Sellman, EDA Secretary, Community Development Director

K.1.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 18,2020
Subject: 105 Rail Road Ave Discussion

Background:
At the July 7, 2020 City Council meeting the Council postponed the public hearing to the August 5, 2020 meeting for consideration of nuisance abatement for 105 Rail Road Ave. At the August 5, 2020 Council meeting the Council closed the public hearing and gave the owner until August 18, 2020 to complete the repairs.
At the time of this memo the following items are outstanding: inspection of the insulation and vapor barrier and then the final inspection to close out the permit.

Request:
Staff seeks direction on this item

Attachments:
- None

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 18, 2020
Subject: Amendment to the Development and Subsidy Agreement – B. P. Metals LLC

Background:
The City entered into a Development Agreement with BP Metals Inc. in March 2020 for the development and sale of EDA owned land. The agreement required BP Metals to provide 20 jobs withing 2 years from the date of the agreement.

BP Metals is requesting an Amendment to the Development and Subsidy Agreement to reduce the number of jobs to 15. Due to the COVID-19 Pandemic BP Metals has had to lay-off some people and will not be able to employ 20 people in the next to years. In addition to the job requirement change, staff recommends amending the agreement to list B. P. Metals LLC as the developer rather than BP Metals INC, as the business is actually registered with the State as the LLC. The city attorney has reviewed the request and the amendment and has no issues with the changes.

Request:
Consider Amendment to the development and subsidy agreement

Attachments:
- Amendment to the Development and Subsidy Agreement

CITY OF ISANTI

AMENDMENT TO THE
DEVELOPMENT AGREEMENT AND SUBSIDYAGREEMENT FOR
B.P. Metals, LLC

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and B. P. Metals, LLC, a Minnesota limited liability company, and amends the Development and Subsidy Agreement – dated March 4, 2020, by and between the City of Isanti BP Metals Inc.

Recitals

A. The City and BP Metals Inc (hereinafter "the developer") entered into the Development and Subsidy Agreement (hereinafter the "Agreement") for the sale and development of EDA owned land.

B. The agreement listed the developer as BP Metals Inc, and the state registered name is B.P. Metals LLC.

C. Pursuant to Section 10 c of the Agreement required the developer to create a minimum of 20 full-time, or full-time equivalent, jobs within two years of the date of the agreement.

D. Due to the COVID-19 Pandemic B. P. Metals LLC had to lay-off some employees and have requested to lower the employment count to 15 employees.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.
2. The City accepts the name modification to B. P. Metals LLC.
3. The City accepts the reduction of jobs to 15 full-time, or full-time equivalent.
4. Section 10(c) of the Agreement is hereby modified by replacing BP Metals, Inc. with B. P. Metals LLC and to reduce the number of required jobs to 15.
5. This amendment is effective Auguat 18, 2020.
6. All other terms of the Development Agreement not modified by this Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Katie Brooks, City Clerk/Human Resources

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of August, 2020, by Jeff Johnson and Katie Brooks as Mayor and City Clerk/Human Resources of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

B. P. Metals LLC

_____
Blake Pendzimas, Owner

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me by Blake Pendzimas as owner of B. P. Metals, LLC, on behalf of that Minnesota limited liability company.

_____
Notary Public

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: August 18, 2020
Subject: Resolution Approving a Special Event Application for Rum River BMX to host Detroit Lakes (DL) 412 Mn State Qualifier

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association to host the DL 412 MN State Qualifier. This event is scheduled for Sunday, October 4th from 7:00 a.m. to 5:00 p.m. Rum River BMX estimates the number of individuals in attendance is 600. Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas. Team canopies may be put up on the grass outside the arena (to the east and south), all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines. The Association is planning for spectator parking to take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot. Event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX TO HOST 2020 DETROIT LAKES (DL) 412 MN STATE QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the DL 412 MN State Qualifier; and,

WHEREAS, the event is scheduled to take place on Sunday, October 4th from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 600; and,

WHEREAS, the canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Special Event Permit request for the 2020 DL 412 MN State Qualifier race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

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 was duly adopted by the Isanti City Council this 18th day of August, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

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 a 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. **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: 7/17/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Melissa Krabbe

Address: [redacted]

City: [redacted]

Phone: ___-___-___ Cell: [redacted]

EVENT INFORMATION

Event Name: DL 412 Bmx Minnesota State Qualifier

Date(s) of Event: Oct 4th 2020

Hours of Event: Sunday 7:00am-5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Minnesota State Qualifier is a qualifier for the Minnesota State series. Due to Covid restriction in the city of Detroit Lakes. Rum River Bmx is hosting the qualifying round for DL 412 Bmx.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the south, east & west may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
600 people per day

Parking Impact – Describe in detail:
Parking will be on paved surface parking lots (expect for the Dog Park). There will be camping & paid parking on grass area to the south per agreement between RRBMX & City of Isanti. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 24'x24'
Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No street closures are required.

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.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, five portable bathrooms will be added around the outside of the building.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River Bmx & DL 412 Bmx volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

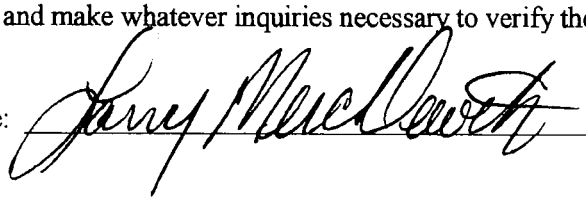
Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event.

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: 

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: Matt

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: Jennifer

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

City Administrator
✓ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
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Isanti Parkway Northwest
1st Avenue Northwest
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
Google

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
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www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
DL 412 Bmx MN State Series qualifier located at the Isanti Indoor Arena on Oct 4th, 2020

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) BM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) BM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/10/2020

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: August 18, 2020
Subject: Resolution Approving a Special Event Application for BMX 2020 Race for Life, DK Gold Cup Qualifier and Mn State Qualifier

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The Race for Life, DK Gold Cup Qualifier and MN State Qualifier weekend is scheduled for August 27-30, 2020. Hours of the event are Thursday August 27th from 4:00 p.m. to 8:00 p.m., Friday August 28th from 6:00 p.m. to 9:00 p.m., Saturday August 29th from 10:00 a.m. to 6:00 p.m. and Sunday August 30th from 7:00 a.m. to 5:00 p.m. Rum River BMX estimates the number of individuals in attendance is 800 per day. Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas. Team canopies may be put up on the grass outside the arena (to the east and south), all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines. The Association is planning for spectator parking to take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot. Event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR BMX 2020 RACE FOR LIFE, DK GOLD CUP QUALIFIER AND MN STATE QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the Race for Life, DK Gold Cup Qualifier and MN State Qualifier; and,

WHEREAS, the event is scheduled to take place on Thursday August 27th from 4:00 p.m. to 8:00 p.m., Friday August 28th from 6:00 p.m. to 9:00 p.m., Saturday August 29th from 10:00 a.m. to 6:00 p.m. and Sunday August 30th from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800 per day; and,

WHEREAS, the canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Special Event Permit request for the 2020 Race for Life, DK Gold Cup Qualifier and MN State Qualifier race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

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 was duly adopted by the Isanti City Council this 18th day of August, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
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If you are a 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. **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: 7/7/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___ ___ ___ Cell: ___ ___ ___

E-mail: Larry@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: ___ ___ ___ E-mail: _____

EVENT INFORMATION

Event Name: Race for Life, DK Gold Cup Qualifier & MN. State Qualifer

Date(s) of Event: August 27 thru August 30th 2020

Hours of Event: Thurs. 4-8pm, Fri. 6-9pm, Sat. 10am-6pm & Sun. 7am-5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Three day race. Race for life entry fees go to raise money for Leukemia, the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series & MN State Qualifier is a qualifer for the Minnesota State series.

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the south & east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 people per day

Parking Impact – Describe in detail:
Parking shall be on paved surfaces. There will be camping & parking on grass area to the south. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot. Per agreement with the city of Isanti. No parking allowed at the dog park.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 24'x24'
Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No street closures are required.

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.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, four portable bathrooms will be added around the outside of the building.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given to the Cancer Society.

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: Larry Murdock

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: Matt

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [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: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parkway Northwest
1st Avenue Northwest
Rum River BMX
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race for Life, Gold Cup Qualifier & MN State Series qualifier located at the Isanti Indoor Arena on August 27th thru August 30th 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) BM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) BM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/10/2020

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/5/2020 - 8/5/2020

Aug 05, 2020 12:33PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/05/2020	54076	1503	7-UP BOTTLING	609-20200	253.50
08/20	08/05/2020	54077	2873	ADAPCO, LLC	101-20200	577.65
08/20	08/05/2020	54078	9	BERNICKS PEPSI-COLA	609-20200	1,987.45
08/20	08/05/2020	54079	1387	BJORKLUND COMPANIES	101-20200	41.00
08/20	08/05/2020	54080	1629	CITY OF ISANTI	226-20200	14,816.96
08/20	08/05/2020	54081	918	CRYSTAL SPRINGS ICE	609-20200	369.34
08/20	08/05/2020	54082	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,681.20
08/20	08/05/2020	54083	1675	DODGE OF BURNSVILLE INC	920-20200	29,949.00
08/20	08/05/2020	54084	2830	GDO Law	101-20200	4,083.33
08/20	08/05/2020	54085	2875	HUBBARD ELECTRIC	101-20200	150.00
08/20	08/05/2020	54086	270	ISANTI READY-MIX INC	920-20200	375.00
08/20	08/05/2020	54087	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,978.98
08/20	08/05/2020	54088	5	KAWALEK TRUCKING	609-20200	122.00
08/20	08/05/2020	54089	1773	KLERSY,SCOT	101-20200	159.99
08/20	08/05/2020	54090	17	MCDONALD DISTRIBUTING CO	609-20200	13,746.57
08/20	08/05/2020	54091	2364	METERING & TECHNOLOGY	601-20200	3,836.76
08/20	08/05/2020	54092	303	MINNESOTA CITY/CTY MGMT ASSN	101-20200	154.00
08/20	08/05/2020	54093	1845	MN DEPT OF TRANSPORTATION	444-20200	536.35
08/20	08/05/2020	54094	2553	O'REILLY	101-20200	137.86
08/20	08/05/2020	54095	617	PAUSTIS & SONS	609-20200	2,575.75
08/20	08/05/2020	54096	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,751.90
08/20	08/05/2020	54097	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	1,042.50
08/20	08/05/2020	54098	2341	RED BULL DISTRIBUTION	609-20200	290.50
08/20	08/05/2020	54099	1814	ROY C. INC	609-20200	170.00
08/20	08/05/2020	54100	2396	SOUTHERN GLAZERS OF MN	609-20200	2,061.10
08/20	08/05/2020	54101	2156	SUMMIT COMPANIES	101-20200	8.00
08/20	08/05/2020	54102	686	VERIZON WIRELESS	609-20200	1,273.33
08/20	08/05/2020	54103	42	VIKING COCA-COLA BOTTLING CO	609-20200	152.84
08/20	08/05/2020	54104	4	WATSON CO INC	609-20200	2,421.02
08/20	08/05/2020	54105	1922	WEX BANK	101-20200	2,451.61
08/20	08/05/2020	54106	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	6,075.00
Grand Totals:						101,230.49

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/12/2020	54114	2695	ANDERSON & KOCH FORD, INC.	101-20200	1,195.32
08/20	08/12/2020	54115	2785	ANDERSON, THOMAS & DAWN	101-20200	138.03
08/20	08/12/2020	54116	2773	BALK, DANIEL & BECKY	101-20200	248.67
08/20	08/12/2020	54117	53	BELLBOY CORPORATION	609-20200	3,355.27
08/20	08/12/2020	54118	9	BERNICKS PEPSI-COLA	609-20200	898.04
08/20	08/12/2020	54119	368	BILLS QUALITY CLEANING	101-20200	521.00
08/20	08/12/2020	54120	2783	BOSCH, RONALD	101-20200	169.75
08/20	08/12/2020	54121	2319	BREAKTHRU BEVERAGE	609-20200	4,191.71
08/20	08/12/2020	54122	2221	C & L DISTRIBUTING	609-20200	699.90
08/20	08/12/2020	54123	1198	CENTER POINT ENERGY	601-20200	586.72
08/20	08/12/2020	54124	1822	CENTURYLINK BUSINESS SERVICES	602-20200	35.44
08/20	08/12/2020	54125	1472	CRAWFORDS EQUIPMENT INC	101-20200	160.00
08/20	08/12/2020	54126	918	CRYSTAL SPRINGS ICE	609-20200	532.42
08/20	08/12/2020	54127	8	DAHLHEIMER DISTRIBUTING CO	609-20200	33,912.81
08/20	08/12/2020	54128	2789	DAUGS, MATTHEW	101-20200	196.60
08/20	08/12/2020	54129	2720	DEFIANT DISTRIBUTORS	609-20200	496.01
08/20	08/12/2020	54130	833	DIAMOND VOGEL PAINT	101-20200	655.00
08/20	08/12/2020	54131	385	FEDERATED CO-OPS INC	409-20200	1,912.26
08/20	08/12/2020	54132	2777	FERDELMAN, JAMES & CRISTINE	101-20200	116.68
08/20	08/12/2020	54133	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
08/20	08/12/2020	54134	2028	FURTHER	101-20200	31.40
08/20	08/12/2020	54135	134	GOPHER STATE ONE-CALL INC	601-20200	168.75
08/20	08/12/2020	54136	2761	GRATITUDE FARMS	101-20200	250.00
08/20	08/12/2020	54137	739	HACH COMPANY	601-20200	226.80
08/20	08/12/2020	54138	2771	HAMMIL, HEATHER & TROY	101-20200	517.15
08/20	08/12/2020	54139	2775	HARTLEY, PHILIP & HELEN	101-20200	18.88
08/20	08/12/2020	54140	2782	HASSER, TIMOTHY & SHELLY	101-20200	472.27
08/20	08/12/2020	54141	160	HAWKINS INC	601-20200	1,123.73
08/20	08/12/2020	54142	2209	INNOVATIVE OFFICE SOLUTIONS, INC	920-20200	1,322.67
08/20	08/12/2020	54143	114	ISANTI COUNTY RECORDER	101-20200	15.00
08/20	08/12/2020	54144	2938	ISANTI HOTEL PARTNERS, LLC	101-20200	6,189.86
08/20	08/12/2020	54145	113	ISANTI TIRE & AUTO CARE INC	101-20200	72.00
08/20	08/12/2020	54146	1435	ISANTI TOWNSHIP	101-20200	10,978.26
08/20	08/12/2020	54147	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,764.26
08/20	08/12/2020	54148	2845	JOHNSON, CLARK & CATHERINE	101-20200	498.58
08/20	08/12/2020	54149	5	KAWALEK TRUCKING	609-20200	212.00
08/20	08/12/2020	54150	1128	KRESAL CUSTOM HOMES INC	505-20200	12,000.00
08/20	08/12/2020	54151	2787	LAMOTTE, ANTHONY	101-20200	147.86
08/20	08/12/2020	54152	2762	LEGACY SECURITY TECHNOLOGY INC	920-20200	2,434.84
08/20	08/12/2020	54153	2846	LENLING, RACHEL	101-20200	120.93
08/20	08/12/2020	54154	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
08/20	08/12/2020	54155	17	MCDONALD DISTRIBUTING CO	609-20200	16,196.55
08/20	08/12/2020	54156	616	MENARDS - CAMBRIDGE	101-20200	294.40
08/20	08/12/2020	54157	2500	METRO SALES INC.	101-20200	117.35
08/20	08/12/2020	54158	2208	MINNESOTA EQUIPMENT INC	101-20200	56.58
08/20	08/12/2020	54159	1180	MLB PRINTING INC	609-20200	290.00
08/20	08/12/2020	54160	194	MN DEPT OF HEALTH	601-20200	64.00
08/20	08/12/2020	54161	176	MN DEPT OF REVENUE	101-20200	38,087.00
08/20	08/12/2020	54162	2842	MN PEIP	861-20200	23,240.70
08/20	08/12/2020	54163	2080	MVTL LABORATORIES INC	602-20200	174.16
08/20	08/12/2020	54164	2788	NELSON, CRAIG & BARBARA	101-20200	229.48
08/20	08/12/2020	54165	2786	NELSON, JUSTIN	101-20200	322.02
08/20	08/12/2020	54166	2784	OLSON, GRANT	101-20200	243.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/12/2020	54167	617	PAUSTIS & SONS	609-20200	322.50
08/20	08/12/2020	54168	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,215.37
08/20	08/12/2020	54169	2844	R G & E GABRIELSON	101-20200	209.52
08/20	08/12/2020	54170	2781	RASK, MICHAEL	101-20200	252.38
08/20	08/12/2020	54171	2756	SELLMAN, SHEILA	101-20200	20.00
08/20	08/12/2020	54172	2001	SHRED-N-GO INC	101-20200	90.29
08/20	08/12/2020	54173	2554	SPECIALTY SOLUTIONS	101-20200	877.04
08/20	08/12/2020	54174	73	STAR	101-20200	9.00
08/20	08/12/2020	54175	554	STEVES TIRE INC	101-20200	501.47
08/20	08/12/2020	54176	2156	SUMMIT COMPANIES	101-20200	16.00
08/20	08/12/2020	54177	2774	SUNRISE HOMES INC	101-20200	30.17
08/20	08/12/2020	54178	2776	SVOBODA, DUSTIN	101-20200	146.77
08/20	08/12/2020	54179	2939	TRANTANELLA, JOSI	101-20200	295.28
08/20	08/12/2020	54180	1820	URBANS HARDWARE INC	101-20200	157.78
08/20	08/12/2020	54181	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/20	08/12/2020	54182	2027	US INTERNET	603-20200	57.80
08/20	08/12/2020	54183	2778	VANGSTAD, DWIGHT	101-20200	263.22
08/20	08/12/2020	54184	42	VIKING COCA-COLA BOTTLING CO	609-20200	186.45
08/20	08/12/2020	54185	1286	VINOCOPIA INC	609-20200	103.00
08/20	08/12/2020	54186	2780	WALD, ELIZABETH & RICHARD	101-20200	123.64
08/20	08/12/2020	54187	4	WATSON CO INC	609-20200	2,335.26
08/20	08/12/2020	54188	355	WELCOME, MARK & JOANN	101-20200	538.19
08/20	08/12/2020	54189	780	WINE MERCHANTS	609-20200	680.00
Grand Totals:						184,889.11

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	92,136.89
Social Security & Medicare	5,140.27
Public Employees Retirement	9,232.25
Total City Expense	106,509.41

Pay Date 8/7/2020

Pay Period 16 (7/19-8/1/20)

L.2.

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: August 18, 2020
Subject: Approving Updated COVID-19 Preparedness Plan to Include Face Covering Requirements

---

Per Executive Order 20-81, issued on July 25th, businesses must have an approved Preparedness Plan that includes mandated requirements for face coverings. Staff has reviewed the requirements and has updated the City's preparedness plan to include language to be in compliance.

Recommendation:
Staff is recommending approval of the attached Preparedness Plan.

Attachment:
- Revised Preparedness Plan

COVID-19 Preparedness Plan for the City of Isanti

Revised August 18th, 2020

Overall General City Plan

Executive Order 20-74, issued by Gov. Tim Walz on June 5, 2020, requires critical sector businesses establish a "COVID-19 Preparedness Plan"

The City of Isanti is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and visitors. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among workers and management. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

City of Isanti department heads and supervisors have our full support in enforcing the provisions of this policy. The COVID-19 Preparedness Plan is administered by Josi Wood, City Administrator, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. The City of Isanti's managers and supervisors have full support enforcing the provisions of this plan.

Our workers are our most important asset. We are serious about safety and health and keeping our workers working at the City of Isanti. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by providing gloves, masks and hand sanitizer upon request to all employees. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Ensuring sick workers stay home and prompt identification and isolation of sick persons
- Social distancing – Workers must be at least six-feet apart
- Worker hygiene and source controls
- Workplace building and ventilation protocol
- Workplace cleaning and disinfection protocol
- Drop-off, pick-up and delivery practices and protocol
- Communications and training practices and protocol

City of Isanti has reviewed and incorporated the industry guidance applicable to our business provided by the State of Minnesota for the development of this plan, including our industry of Municipal Government. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- additional protections and protocols for customers, clients, guests, visitors: Plexiglass
- additional protections and protocols for personal protective equipment (PPE): Masks and gloves
- additional protections and protocol for distancing and barriers: stickers on the floor- 6 feet
- additional protections and protocols for managing occupancy: Max per Governors order

- additional protections for receiving or exchanging payment: Online payment options

Ensure sick workers stay home and prompt identification and isolation of sick persons: Screening Policies

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Prior to their work shift each employee will review the symptoms to self-determine any they may be experiencing: 1. Do you have a new or worsening cough? 2. Do you have shortness of breath? 3. Do you have a sore throat? 4. Do you have muscle aches? 5. Do you have a temperature? 6. Do you have new loss of taste and smell? 7. Do you have a headache or chills? Employees should contact their immediate supervisor if they believe that they are symptomatic before reporting to the workplace. Supervisors will report to the Human Resources department names of any employees reporting symptoms for follow-up. The Human Resources department will reach out to them for further instructions. Employees who are at work and begin to experience symptoms should call their immediate supervisor to make arrangements to be relieved of duty. Employees will work with the City to help identify other employees they have had close conduct with during the past 14 days. Employees are encouraged to contact their clinic for medical advice.

The City of Isanti has implemented "Covid leave" that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Employees will need to complete either a request form for Public Health Emergency Leave or Emergency Paid Sick Leave ("Covid Leave"). If qualified leave is approved, the hours granted will not be deducted from their sick, vacation, or personal leave banks. Leave granted under the Families First Coronavirus Response Act will run consecutively with FMLA. When requested by an employee and documentation from a medical professional considered at high-risk from exposure to COVID-19, the City will:

- Provide options for alternative work assignments such as telework, alternative work locations, reassignment, or social distancing measures. Options considered will be dependent by position type and essential functions of the position.
- Where alternative work assignments are not possible, permit a high-risk employee to use any of their accrued paid time off or take a leave of absence per the City's Personnel Policy.
- Maintain all employer-related health insurance benefits for employees already eligible for benefits until the employee is deemed eligible to return to work, even if the employee has exhausted all their own paid time off during the period of leave.

The City of Isanti will inform workers via email notification if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The City will try to determine which, if any, employees were exposed to COVID-19 and inform those employees in a timely manner. Those employees should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

All employee health information is private data. A limited number of employees are authorized to access this information. The information is secured in a locked location with only certain employees having access.

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six-feet will be implemented and maintained between workers, customers, clients, patrons, guests and visitors in the workplace through the following engineering and administrative controls: Employees are encouraged to drive separately to a job site, remain aware of staying 6' away from other employees, and whenever possible wash hands for 20 seconds. The City will also provide hand sanitizer, disinfectant cleaner and gloves in each department. The city will provide manufactured or homemade PPE to the extent local suppliers are able to provide. Department Heads are encouraged and authorized to use flexible work hours and staggered shifts. Workers and visitors are prohibited from gathering in groups, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. If a piece of equipment is shared, employee is to properly clean the tool or computer when they are finished with it.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers, clients, patrons, guests, visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are provided hand sanitizer placed in the facility and soap in the restrooms to thoroughly wash their hands. (For more information on handwashing see appendix A)

Workers, customers, clients, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Respiratory etiquette will be discussed when this policy is presented. (For more information on respiratory etiquette, see Appendix A)

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Employees are encouraged to open windows and prop open doors to produce outside air flow.

Workplace cleaning and disinfection protocol

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc. It is recommended to

clean high touch areas upon arrival at work, noon and before leaving work for the day, as well as immediate cleaning when sharing of equipment. Cleaning products are provided as they are available per local providers. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Drop-off, pick-up and delivery practices and protocol

Regular practice of deliveries is implemented by delivery to the front desk practicing social distancing and staying on the opposing side of additional Plexiglass. If additional help is needed for large packages, help will be facilitated outside.

Face Covering Requirements

Workers and visitors are required to wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota will be required to wear a face covering in all indoor businesses and public indoor spaces. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order also requires workers, customers, or visitors to wear a face covering when a business has opted impose stricter face covering requirements than the Executive Order or when the applicable industry guidance requires wearing a face covering. This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage 5 of 16.

Workers should maintain an adequate number of face-coverings during their shift to change face-coverings as they become saturated, dirty, or compromised. Launder reusable face coverings before each daily use according to CDC guidelines at Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

Communications and training practices and protocol

This Preparedness Plan was communicated verbally and a copy given to all workers by June 19, 2020 and necessary training was provided upon request. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by daily observation. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by City of Isanti City Council and was posted throughout the workplace June 19, 2020. It will be updated as necessary.

This COVID-19 Preparedness Plan was communicated verbally and a hard copy to all workers on June 19, 2020 and necessary training was provided. Additional communication and training will be ongoing as information evolves COVID-19, with and provided to all workers who did not receive the initial training.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, subcontractors, vendors, and outside technicians, customers, clients, patrons, guests, visitors on protections and protocols, including but not limited to:

1) Social distancing protocols and practices

2) Drop-off, pick-up, delivery and general in-store shopping

3) Practices for hygiene and respiratory etiquette;

4) Recommendations or requirements regarding the use of masks, face-coverings, and/or face-shields by workers, customers, clients, patrons, guests, visitors. All workers, customers, clients, patrons, guests and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19 by posted signs.

Managers and supervisors are expected to monitor how effective the program has been implemented by addressing concerns, offering reminders and leading by example. All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices, and training as necessary. This COVID-19 Preparedness Plan has been certified by City of Isanti City council and the City Administrator, Josi Wood, and the Plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Josi wood, City Administrator.

Certified by:

Josi Wood

8/18/2020

City Administrator

Community Center Rental: Preparedness Plan

The City of Isanti is committed to providing a safe and healthy venue space for all renters and visitors to the Isanti Community Center. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Renters must ensure the people within their group are informed of the guidelines that are in place for the Isanti Community Center. A copy is sent to the renter.

Renters/visitors exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event if you exhibit symptoms has been placed on the entrance door of the facility. All people entering the ICC should do a self-check and if anyone is showing signs of COVID-19, please do not enter the facility for the safety of all.

Handwashing

CDC guidance posters are placed throughout the facility instructing people to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, has been installed throughout the facility.

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters are placed throughout the facility instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Social distancing and Food

Social distancing has been communicated to all renters and guidance posters placed throughout the facility. Non family groups should be spaced 6' apart. The maximum capacity for the facility is 215 people. The City will modify what is allowed based on Governor's Orders. For events limited to 25% capacity, no event will be rented for more than 53 persons. For events limited to 50% capacity, no event will be rented for more than 107 persons.

Reserved and assigned seating is encouraged to limit interactions. Families should be grouped together.

Masks are encouraged to be worn for any person that serves food for the event. Communal serving of food (e.g. buffet-style, self service) is not permitted. If providing food, we recommend following safety guidelines as provided by the Minnesota Department of Health.

Face Covering Requirements

Renters and visitors are required to wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota will be required to wear a face covering in all indoor businesses and public indoor spaces. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage 5 of 16.

Housekeeping

Frequent cleaning and disinfecting protocols are being implemented at the facility. The renter is responsible for cleaning and disinfecting the facility once they are done. This includes the sanitizing of door handles, sink handles, all tables and chairs used and before being put away in storage. If you did not use any additional tables or chairs, please note that for us as a courtesy. If the kitchen area is used, it must be clearly communicated to the PRC Manager and before vacating the facility it must be sanitized after use which includes all handles, counters, sink, refrigerator, etc.

There will be a checklist provided that must be returned to receive your full deposit.

The City will do their best to provide ample amounts hand sanitizer, disinfectant cleaner, disposable towels and gloves for renters/visitors to use at the facility, however, renters are encouraged to bring their own cleaning supplies as amounts may get low and the City is not required to have all types of cleaning supplies provided at all times.

The City custodian will also clean between each event to ensure all surfaces have been disinfected.

Communication

This Preparedness Plan is communicated verbally and a copy given to all renters at the time they reserve the facility. A reminder is also given at the time they pick up their key.

City Events & Programs Preparedness Plan

The City of Isanti is committed to providing a safe and healthy event/program for all attendees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic.

Attendees exhibiting signs and symptoms of COVID-19

CDC guidance posters stating to not attend the event/program if you exhibit symptoms will be placed on the City website and Facebook page advertising for the events. It will also be shared with all attendees for events that have registration. Attendees should do a self-check and if anyone is showing signs of COVID-19, please do not attend the event.

Handwashing

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be provided in the portable restrooms, at each of the vendor food establishments, and at any communal program table(s).

Respiratory etiquette: Cover your cough or sneeze

CDC guidance posters instructing people to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands will be placed on the City website and Facebook advertising for the events. Masks are encouraged to be worn by attendees and for any person that serves food at the event.

Social distancing

Attendees are encouraged to follow all guidance and recommendations regarding social distancing. Social distancing of 6' between families will be encouraged to all attendees. The City will modify what is allowed for attendance based on Governor's Orders at the time of the event/program.

For events that allow for viewing from their vehicle (i.e. fireworks display), attendees are encouraged to remain in their vehicle to allow for safe social distancing.

Staff will wear a mask when performing programs indoors. Attendees are encouraged but not required.

Face Covering Requirements

Attendees and visitors are required to wear a face covering as required by Executive Order. As of July 25, 2020, per the Governor's Executive Order 20-81, people in Minnesota will be required to wear a face covering in all indoor businesses and public indoor spaces. Additionally, the Executive Order requires workers to wear face coverings when working in outdoor settings in situations where social distancing (i.e., keeping at least 6 feet of physical distance from other individuals not in the same household) cannot be maintained. This Executive Order includes exemptions for people who are unable to wear or tolerate a face covering due to medical or mental health condition or other reasons—such as when wearing a face covering would create a job hazard. There are also situations in which a face covering may be temporarily removed. More information about face covering

requirements and exemptions is available on the MDH website at Facemasks and Personal Protective Equipment (PPE) Webpage 5 of 16.

Housekeeping

Program supplies will be sanitized between family groups and regularly during the program.

Frequent cleaning and disinfecting protocols will be required at the food vendor booths who attend the events. They are responsible to have a preparedness plan in place for their food establishment as required by the Governor's Order(s).

Picnic tables, tables, and program supplies will be sanitized throughout the event/program. Program supplies will not be shared between family groups. Attendees are encouraged to bring their own chairs to use. Food will not be provided to youth programming; families may bring their own if there is snack time.

Communication

This Preparedness Plan will be placed on the City website under the emergency preparedness and events page.

This City of Isanti Preparedness Plan was duly adopted by the Isanti City Council this 16th day of June, 2020.

_____

Attest: Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – https://mn.gov/covid19

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – https://mn.gov/deed/newscenter/covid/

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota – https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf

L.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 18, 2020
Subject: Resolution 2020-XXX Approving a Minor Development Agreement for Serenity Circle

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Background:
On August 5th the City Council approved a site plan for an office building at 201 Main Street. As part of the development process a minor development agreement is required. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve development agreement for Serenity Circle.

Attachments:

- Resolution 2020-XXX
- Development Agreement

RESOLUTION 2020-XXX

APPROVING THE DEVELOPMENT AGREEMENT FOR SERENITY CIRCLE 201 MAIN STREET

WHEREAS, Deanna Bunes (applicant) has an approved site plan for an office at 201 Main Street PID 16.050.0770; and,

WHEREAS, a Development Agreement has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid and any minor changes to the agreement can be done by the City Administrator.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 18th day of August 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI

MINOR DEVELOPMENT AGREEMENT

THIS AGREEMENT (the "Agreement"), is made and entered into this _____ day of August 2020 between the **City of Isanti**, a Minnesota municipal corporation (the "City") and **Serenity Circle Counseling, LLC,** a Minnesota limited liability company (the "Developer").

RECITALS

WHEREAS, Developer seeks to construct an office building (the Development) on the property located at 201 Main Street W., PID 160500770, legally described as Lots 1 and 2, Block 9 of Original Townsite Isanti, Isanti County Minnesota (the Property); and

WHEREAS, the Property is zoned B-1, Central Business District, and the Property is to be developed in accordance with the zoning requirements of that District, subject to the terms and conditions of this Agreement; and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. **Development Agreement Provisions.** Subject to such changes as may be agreed between the City and the Developer(s), development of the Property shall adhere to the provisions set forth herein.

2. **Escrow for City Costs and Fees.** Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $2,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after

the completion of the Development shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $2,000 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. **Developer Installed Municipal Improvements.** The Developer shall construct the following described municipal improvements for the Development, which are hereinafter collectively called "Developer Installed Municipal Improvements." The Developer Installed Municipal Improvements shall be constructed at the Developer's expense and in accordance with City requirements and specifications, unless otherwise stated. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and be approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

    a. The Developer shall construct and/or be responsible for the installation of sidewalks as well as crosswalk blocks across Main Street and 2nd Avenue, pursuant to the conditions set forth in the July 1, 2020, memo from the City's engineer, Bolton & Menk.

    b. The Developer shall provide adequate off-street parking in accordance with the approved site plan.

    c. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground within platted utility easements or road rights-of-way.

4. **Erosion Control.** Soil stabilization shall be employed to ensure the integrity of the soils and prevent erosion onto City streets, alley and neighboring parcels.

5. **Streetlights.** Two streetlights shall be installed by the City with the Developer responsible for 25% of the cost of materials and 100% of the cost of installation.

6. **Warranty of Improvements.** The Developer represents and warrants that all the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two years following acceptance by the City of the Developer Installed Municipal Improvements ("Warranty Period"). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In any event, none of the Warranty Periods identified herein shall begin to run until all the Developer Installed Municipal Improvements have been approved and accepted by the City. If the Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under the Development Agreement.

7. **Signs and Markings.** All costs associated with markings and signs are to be borne by the Developer. Placement of City signage shall be as directed by the City Engineer.

8. **Lowest Floor Elevation.** No building shall be constructed unless the lowest floor elevation is at least two feet above the 100-year flood elevation or two feet above the high groundwater elevation, whichever is greater. Additionally, the lowest floor elevation shall be specifically referenced and designated on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

9. **Miscellaneous Provisions.** The Developer specifically understands that approval for this development is given subject to the following requirements:

a. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

b. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

c. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

10. **Special Provisions.** The following shall apply:

a. **Liquidated Damages.** The Developer agrees to pay liquidated damages to the City in the amount of $500.00 if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

b. **Sodding and Seeding Requirements.** Prior to issuance of a certificate of occupancy, it shall be the responsibility of the Developer to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no later than July 1 of the following year with the appropriate escrow established for the lot.

11. **Warranty of Title.** The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute this Agreement and agree to the conditions hereof.

12. **Lien Waivers.** Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors involved in constructing the sidewalks. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the sidewalks and starting the warranty period.

13. **Restrictions on Transfer/Indemnification.**

    a. **Indemnification.** The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

    b. **Enforcement by City; Damages.** The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, and by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

14. **Hold Harmless Agreement.** The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages. Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims

of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

15. **Events of Default.**

a. **Events of Default Defined.** The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

i. Subject to unavoidable delays, failure by the Developer to commence and complete construction of the Developer Installed Municipal Improvements pursuant to the terms, conditions and limitations of the Development Agreement. For purposes of this Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the Municipal Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit, and which directly results in delays.

ii. Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. **Remedies on Default.** Whenever any Event of Default occurs, the City may undertake any one or more of the following:

i. The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development

Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

ii. The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

iv. The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statutes chapter 429 to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to undertake such public improvements under Minnesota Statutes chapter 429, and waiver of any all rights to notices, hearings and appeal under said chapter.

16. **Notice and Demands.** A notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

a. Developer: Serenity Circle Counseling, LLC
611 Cedar Street SW
Isanti MN 55040

b. City: City of Isanti

City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

17. **Disclaimer of Relationship.** Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

18. **Receipt Acknowledgment.** The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

19. **Other Provisions.**

    a. **Modifications.** The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

    b. **Counterparts.** The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

    c. **Judicial Interpretation.** Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself of through its agent or attorney prepared the same, it

being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. **Governing Law.** The Development Agreement shall be construed under the laws of the State of Minnesota.

e. **Severable Provisions.** If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By:

_____
Mayor

Attest:

_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____ day of August, 2020, before me, a Notary Public, personally appeared Jeff Johnson and Katie Brooks, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Serenity Circle Counseling, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of August, 2020, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of Serenity Circle Counseling, LLC, named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
1st Avenue North
P O 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

L.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: August 18, 2020
Subject: Resolution 2020-XXX a resolution approving the Development Agreement for Legacy Pines 3rd Addition

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Background:
On July 7, 2020 the City approved the final plat for Legacy Pines 3rd Addition. As part of the development process a development agreement is required. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Legacy Pines 3rd Addition

Attachments:
- Resolution 2020-XXX
- Development agreement

RESOLUTION 2020-XXX

APPROVING THE DEVELOPMENT AGREEMENT FOR LEGACY PINES 3rd ADDITION

WHEREAS, Everpine Land Holdings has an approved final plat known as Legacy Pines 3rd Addition consisting of 94 residential lots in three phases; and,

WHEREAS, a Development Agreement for Legacy Pines 3rd Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid and any minor changes to the agreement can be done by the City Administrator.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 18th day of August 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI

ISANTI COUNTY, MINNESOTA

MASTER DEVELOPMENT AGREEMENT

LEGACY PINES 3rd ADDITION

THIS AGREEMENT (the "Agreement"), is made and entered into this _____ day of August 2020 between the **City of Isanti**, a Minnesota municipal corporation (the "City") and **Everpine Holdings, LLC,** a Minnesota limited liability company (the "Developer").

RECITALS

WHEREAS, the City Council, by Resolution No. 2020-127, on July 7, 2020, approved Preliminary and Final Plats known as "Legacy Pines Third Addition" (the Plat). As to the real property covered by the Plat, this Development Agreement is in conformance with the Master Development Agreement, Villages on the Rum Third Addition 2nd Replat, dated August 17, 2010, as filed with the County Recorder of Isanti County, Minnesota, as Document No. 410672 (the "Existing Agreement"). In cases where there is variance between this Agreement and the Existing Agreement, the terms of this Agreement prevail; and

WHEREAS, the Plat, which is the third phase of the overall Legacy Pines development, contemplates development of real property into 94 residential housing units ("Lots") to be built in three phases (Phase One – 28 lots; Phase Two – 32 lots; Phase Three – 34 lots), each of which is subject to this Agreement; and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. **Development Agreement Provisions.** Subject to such changes as may be agreed between the City and the Developer(s), development of the Plat shall adhere to the provisions set forth herein.

2. **Escrow for City Costs and Fees.** Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of $_____, to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. A separate escrow of the same amount will be established with the Developer for each of the three Phases. All fees and costs incurred by the City in connection with each Phase of the Development shall be charged against said escrow account which shall remain in effect until the completion of the Development Phase. Any funds remaining in the escrow account(s) after the completion of the applicable Phase shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $____ to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. **Developer Installed Municipal Improvements.** The Developer shall construct the following described municipal improvements for the Development, which are hereinafter collectively called "Developer Installed Municipal Improvements." The Developer Installed Municipal Improvements shall be constructed at the Developer's expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and be approved by the City Engineer.

The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

a. The Developer shall construct and/or be responsible for the installation of sanitary sewer, water mains, storm sewer systems, and bituminous streets, with concrete curb and gutter, streetlights, sidewalks and trails.

b. The Developer shall provide adequate off-street parking on all lots abutting on cul-de-sacs, or termination turnarounds, so that the City can prohibit on-street parking if necessary, for safety and maintenance purposes.

c. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

d. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground within platted utility easements or road rights-of-way.

4. **Erosion Control.** Soil stabilization shall be employed throughout each Plat as required to ensure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's responsibility. Work to

correct said unsatisfactory condition shall commence within 48 hours from the time of the telephone notice. If said work is not commenced within 48 hours of said telephone notice, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is hereby given the right to enter upon the property and correct said condition at the expense of the Developer. The City shall be entitled to all its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 13. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

5. **Street Cleaning.** The Developer shall contract with a street cleaning firm to provide street cleaning services within and immediately adjacent to the Development. A copy of said contract shall be submitted to and approved by the City, in its discretion, prior to the issuance of a grading permit. This contract shall be submitted to and approved by the City prior to the issuance of a grading permit. This contract shall name the City as an authorized agent to order street cleaning services, as the City deems necessary. The Developer shall pay for the cost of the street cleaning under the contract. During development of the Plat, the Developer shall keep the streets adjoining its Development free of dirt and debris caused by its Development. In the event dirt and/or debris has accumulated on streets within or adjacent to the Development, the City is hereby authorized to immediately commence street cleaning operations if the streets are not cleaned by the Developer by 3:30 p.m. the day after the violation. If conditions are such that street cleaning operations are immediately necessary, the City may perform the necessary street cleaning. The City will then bill the Developer for all associated street cleaning costs. Failure to reimburse the City for street cleaning costs within ten days of such billing will result in the City drawing funds from the Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 13.

6. **Stormwater.** The Developer shall construct storm sewer, swales, and/or such other storm water drainage devices as shall be necessary to control drainage within the Plat. A storm water drainage plan must be submitted to the City and approved by the City and the City's Engineer before any work is done within the Plat. Storm water systems shall be designed based on 100-year high water levels. No storm water retention or pond areas shall be constructed on residential lots. Drainage easements shall be given to cover storm water conveyance needs. The Developer shall maintain all drainage area easements on each Lot and no improvements, landscaping or grading shall be permitted in drainage area easements that would interfere with drainage.

7. **Sidewalks/Trails.** The Developer shall build all required sidewalks and trails located within the Development according to the approved plans associated with the Development.

8. **Streetlights.** Streetlights shall be installed within the Plat according to a lighting plan, which will first be approved by the City Engineer. The Developer shall also submit a street lighting plan to Connexus Energy for its review, comment and approval. The installation of the streetlights shall be coordinated with Connexus Energy so that the street light system is installed, constructed and operated in such a manner as will harmoniously exist with other street lights within the area. Lights shall be placed on Bellaire Boulevard NW, Eagle Street NW and Bluebird Drive NW. Street lights must be installed prior to acceptance of the municipal improvements and the beginning of the warranty period.

9. **Street Repair.** It is anticipated that heavy construction equipment will be using City and County roads to access the Plat, including, but not limited to, Isanti Parkway NW, Bellaire Boulevard NW, Whiskey Road NW, Moline Loop NW and 3rd Avenue NW. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within the Plat. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this Plat have access to their property at all times during construction.

10. **Schedule.** All work for the Developer Installed Municipal Improvements, including street, sanitary sewer, storm sewer, and municipal water, shall be done subject to the approval of the City in accordance with City standards and requirements. All Developer Installed Municipal Improvements shall be fully completed to the reasonable satisfaction and approval of the City by the target date, which will be set for each Phase of the Development, subject to unavoidable delays. "Unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fires or other casualty to the Developer Installed Municipal Improvements, litigation commenced by third parties which by injunction or other similar judicial action that directly results in delays, or acts of any Federal, State or local government unit that results in delays, or any unforeseen circumstances beyond the Developer's reasonable control.

11. **Notice to Proceed.** The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

12. **Warranty of Improvements.** The Developer represents and warrants that all the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two years following acceptance by the City of the Developer Installed Municipal Improvements ("Warranty Period"). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In any event, none of the Warranty Periods identified herein shall begin to run until all the Developer Installed Municipal Improvements have been approved and accepted by the City. If the Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under the Development Agreement. The Developer shall post a warranty bond to guarantee completion of warranty items.

13. **Financial Guarantee.** The Developer shall provide a financial guarantee to the City, in the form of a cash escrow, or irrevocable letter of credit in the amount equal to one hundred twenty five percent (125%) of the estimated amount of the required Developer Installed Improvements to be completed in the Phase(s) of the Development. The form of such financial guarantee shall be at the option of the

Developer subject to the City's approval of the documentation evidencing the guarantee. Any letter of credit shall be from a FDIC insured financial institution approved by the City. The City's Engineer shall calculate the estimated cost of completion of the Developer Installed Improvements for each Phase of the Development. One hundred twenty five percent of that amount will be required as a financial guarantee. Except as hereinafter provided, the City shall have the right to retain the financial guarantee until the Developer Installed Improvements have been completed to the satisfaction of the City. The Developer has a right to request reduction of the escrow, or letter of credit amount as work on the Developer Installed Improvements progresses. Specifically, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow, or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether the escrow, or letter of credit should be reduced and if so, to what amount. The City shall then decide whether to reduce the escrow, or letter of credit. The City, however, will not reduce the escrow, or letter of credit, below 20% of the estimated cost of the Developer Installed Improvements until after submittal of record plan documents as required by paragraph 23, or below 10% of the total construction cost of the Developer Installed Improvements until two years following acceptance of the Developer Installed Improvements. At that point, the escrow, or letter of credit shall be released or refunded, as applicable, if no warranty work remains to be done.

14. **Signs, Signals, & Markings.** All costs associated with markings and signs are to be borne by the Developer. Placement of signage, whether on a temporary basis for construction, or on a permanent basis as part of the Development, shall be as directed by the City Engineer.

15. **Lowest Floor Elevations.** No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two feet above the 100-year flood elevation or two feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each Lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

16. **Park Fee.** The City has a policy to build up a capital account for future park acquisition and development by means of a park dedication fee. For each Phase the Developer agrees to pay the then current park dedication fee based on the number of

residential units. Park Fees for Final Plats approved shall be as per the City Fee Schedule. Fees are to be paid before any work on a Phase may begin. The fees current as of the date of this Agreement and applicable to Phase One are set forth in Exhibit B.

17. **Signal Light Fee.** For each Phase of the Development, the Developer shall contribute a signal light fee based on the number of residential units (Lots). Signal Light fees for shall be as per the City Fee Schedule. Fees are to be paid before any work on a Phase may begin. The fees current as of the date of this Agreement and applicable to Phase One are set forth in Exhibit B.

18. **Trunk Utility Charge.** For each Phase of the Development, the Developer shall pay a utility trunk charge based on the number of residential units (Lots) as per the City Fee Schedule. Fees are to be paid before any work on a Phase may begin. The fees current as of the date of this Agreement and applicable to Phase One are set forth in Exhibit B.

19. **Agency Approval.** The Developer agrees to submit the utility plans, or any portions thereof, to all appropriate federal, state, county or local governing agencies or bodies for their written approval.

20. **Plat Conditions.** All general and special conditions, plans, special provisions, proposals, specifications and contracts for the Plat shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

21. **Miscellaneous Provisions.** The Developer specifically understands that approval for Legacy Pines 3rd Addition is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for signatures (and the Mylar "hard shells" must be fully executed) within 120 days of the Council approval of the Final Plat or said approval shall be null and void. The Developer will pay for all costs pertaining to Plat recording and submit to the County for recording. The Developer shall also submit the Final Plat and "as constructed street and utility plans" in electronic format. The electronic format shall be the most current version of AUTOCAD in NAD 83 Isanti County Coordinates for mapping purposes.

b. All applicable conditions of Plat approval must be met before any deeds are stamped for recording and prior to the recording of the Final Plat at the Isanti County Recorder's Office.

c. 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.

d. Each Single-Family structure in future Phases shall meet the square footage requirements for the home and garage, and setback requirements per the Planned Unit Development and all applicable City Code and Ordinance requirements. The following setbacks shall apply:

   i. front yard setback: 30 feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.

ii.	Side yard setback:	b. 7.5 feet
iii.	Street side yard setback:	c. 20 feet
iv.	Rear yard setback:	d. 30 feet
v.	Accessory structure setback:	e. 5 feet

e. The Developer shall pay all fees relating to this subdivision, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

f. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

g. Drainage and erosion control methods for this development shall be completed prior to the City accepting the roadways or the Developer Installed Municipal Improvements. All work shall be inspected by the City to ensure that it complies with City standards. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

h. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

i. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

j. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

k. The Developer shall provide the City with legal descriptions of all parcels of land that are to be subdivided as a part of this project.

l. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

m. The Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

n. During the installation of the Developer Installed Municipal Improvements, Developer shall remove all tree waste; junk, miscellaneous debris, junk vehicles, and any other personal property from land still owned by Developer pursuant to the City Code and shall seal wells as directed by the State of Minnesota.

o. The Developer is responsible for the installation of mailboxes according to the United Stated Postal Service regulations. The Developer shall work with the local Postmaster to identify mailbox locations. The mailboxes must be installed before a Certificate of Occupancy is issued.

22. **Special Provisions.** The following shall apply:

a. **Planned Unit Development** - The Development is approved by the City as a Planned Unit Development, in which the conditions of such approval, authorized in City Council Resolution 2020-127, shall apply.

b. **Liquidated Damages.**

i. The Developer agrees to pay liquidated damages to the City if any Lot upon which a home has been built has a real estate closing to an individual intending to use such home as a residence before a certificate of occupancy has been issued for that Lot and/or before all Developer Installed Municipal Improvements within the Plat are certified as being substantially completed by the City. Specifically, the Developer agrees to immediately pay to the City liquidated damages in the amount of $1000.00 for each such closing that occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 13 as security for payment of any liquidated damages owed to the City. The City reserves the right to not issue a Certificate of Occupancy in addition to liquidated damages until all Developer Installed Municipal Improvements are certified as being substantially complete.

ii. The Developer agrees to pay liquidated damages to the City in the amount of $500.00 if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall

be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

c. **Sodding and Seeding Requirements.** All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Prior to issuance of a certificate of occupancy of a single-family residence, it shall be the responsibility of the Developer to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no later than July 1 of the following year with the appropriate escrow established for the lot.

    i. All Lots shall receive four (4) inches of premium topsoil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

    ii. All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

23. **Record Information Requirements.** Following completion of all development activities for each Phase, the Developer shall provide to the City "as-built" plans for all Developer Installed Municipal Improvements and land within the Plat. This information shall be provided to the City by two printed copies, one mylar "hardshell" and one in an electronic GIS file format acceptable to the City Engineer. Such record drawings shall be submitted by the Developer and approved by the City Engineer, prior to the City accepting the Developer Installed Municipal Improvements and starting the warranty period. As-built information shall include:

    a. Topography in two-foot contour intervals.

    b. Water System facility information, including:

        i. Location, size and depth of all mains;

ii. Location and type of all valves; and,

iii. Location of all hydrants.

c. Sanitary sewer facilities information, including:

i. Location, size and depth of all mains;

ii. Location and invert elevations of all manholes; and,

iii. Location, size and depth of all lift stations.

d. Storm sewer facilities information, including:

i. Location, size and depth of all storm sewers;

ii. Location and invert elevations of all manholes; and,

iii. Location, type and outflow elevations of all storm water control structures.

e. Flood plain boundaries.

f. Ordinary high-water elevation for all water bodies.

g. Location of all easements.

h. Location of all road rights-of-way.

i. Location of all streets, sidewalks and trails.

j. Location and description of all surveying monuments.

k. The Developer shall also provide such other information regarding the Plat as is reasonably requested by the City.

24. **Warranty of Title.** The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute this Agreement and agree to the conditions hereof.

25. **Lien Waivers.** Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted

to and approved by the City Engineer prior to accepting the Developer Installed Municipal Improvements and starting the warranty period.

26. **Binding Effect.** This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding on and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there be more than one, shall mean each and all of them. This Agreement shall be placed of record to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Developer.

27. **Restrictions on Transfer/Indemnification.**

    a. **Indemnification.** The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

    b. **Enforcement by City; Damages.** The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, and by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

28. **Hold Harmless Agreement.** The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages. Further, in the event the City undertakes any corrective actions to prevent or minimize any such

flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

29. **Insurance.** The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Municipal Improvements until six months after acceptance of all Developer Installed Municipal Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

    a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,000,000.00 for each occurrence; limits for property damage shall not be less than $200,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

    b. Worker's compensation insurance as required by statute.

30. **Events of Default.**

    a. **Events of Default Defined.** The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

        i. Subject to unavoidable delays, failure by the Developer to commence and complete construction of the Developer Installed Municipal Improvements pursuant to the terms, conditions and limitations of the Development Agreement. For purposes of this Agreement, "unavoidable delays" means delays which are the direct result of acts of

God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the Municipal Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit, and which directly results in delays.

ii. Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. **Remedies on Default.** Whenever any Event of Default occurs, the City may undertake any one or more of the following:

i. The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

ii. The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

iv. The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statutes chapter 429 to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to undertake such public improvements under Minnesota Statutes chapter 429, and waiver of any all rights to notices, hearings and appeal under said chapter.

31. **Notice and Demands.** A notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

    a. Developer: Everpine Holdings, LLC
    4655 Nicols Road, Suite 106
    Eagan MN 55122

    b. City: City of Isanti
    City Administrator
    P.O. Box 428
    Isanti, MN 55040

    Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

32. **Disclaimer of Relationship.** Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

33. **Receipt Acknowledgment.** The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

34. **Other Provisions.**

    a. **Modifications.** The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

    b. **Counterparts.** The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

    c. **Judicial Interpretation.** Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a

document is to be construed more strictly against the party who itself of through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. **Governing Law.** The Development Agreement shall be construed under the laws of the State of Minnesota.

e. **Severable Provisions.** If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By: _____
Mayor

Attest:

_____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this_____ day of August, 2020, before me, a Notary Public, personally appeared Jeff Johnson and Katie Brooks, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Clerk and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Everpine Land Holdings, LLC

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this _____ day of August, 2020, before me, a Notary Public, within and for said County and State, personally appeared _____, to me personally known, who, being by me duly sworn did say that he is the _____ of Everpine Holdings, LLC, named in the foregoing instrument, and that said instrument was signed on behalf of said limited liability company and acknowledged to be the free act and deed of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
1st Avenue North
P O 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

LEGACY PINES THIRD ADDITION

SEC. 19, T. 35, R. 23
CITY OF ISANTI
ISANTI COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Everpine Land Holdings LLC, a Minnesota Limited Liability Company, owner, of the following described property situate in the County of Isanti, State of Minnesota, to wit:

Outlot A, LEGACY PINES SECOND ADDITION, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as LEGACY PINES THIRD ADDITION and do further dedicate to the public for the public use forever the public ways as shown on this plat, and also dedicate the easements as shown on this plat for public drainage and utility purposes only.

In Witness Whereof said Everpine Land Holdings LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

EVERPINE LAND HOLDINGS LLC

_____
Robert J. Medhaug, Chief Operating Officer

STATE OF _____

COUNTY OF _____

The foregoing instrument by Robert J. Medhaug, Chief Operating Officer of Everpine Land Holdings LLC, a Minnesota Limited Liability Company, on behalf of the company was acknowledged before me this ____ day of _____, 20___.

_____ _____
Signature Print Name (Do Not Use Notary Stamp)

Notary Public, _____ County _____
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on this plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in Minnesota Statutes, Section 505.02, Subd. 1, or public highways to be designated other than as shown.

Dated this _____ day of _____, 20___.

_____
Brian Person, Licensed Land Surveyor
Minnesota License No. 49138

STATE OF MINNESOTA
COUNTY OF ANOKA

The foregoing Surveyor's Certificate by Brian Person, Minnesota License No. 49138, was acknowledged before me this _____ day of _____, 20___.

_____ _____
Signature Print Name (Do Not Use Notary Stamp)

Notary Public, _____ County _____
My commission expires _____

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 20___.

By _____ Attest _____
Chairperson Secretary

We hereby certify that on the _____ day of _____, 20___, the City Council of Isanti, Minnesota approved this plat and that conditions of Chapter 505.03 Subdivision 2, have been fulfilled.

By _____ By _____
Mayor City Administrator

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 202___.

_____
Isanti County Surveyor, Minn. License No. 49250

Recommended for approval this _____ day of _____, 202___.

_____
Isanti City Engineer

Approved as to form and execution this _____ day of _____, 202___.

_____
Isanti City Attorney

I hereby certify that the taxes for the year ____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 202___.

_____
Isanti County Auditor/Treasurer

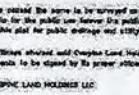
By _____, Deputy

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 202___, at _____ o'clock ___.M. and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

VICINITY MAP

SEC.19, T.35, R.23
NO SCALE



(NOT TO SCALE)

Being 30.00 feet in width and adjoining on right of way lines unless otherwise shown on the plat and being 33.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on the plat.

N

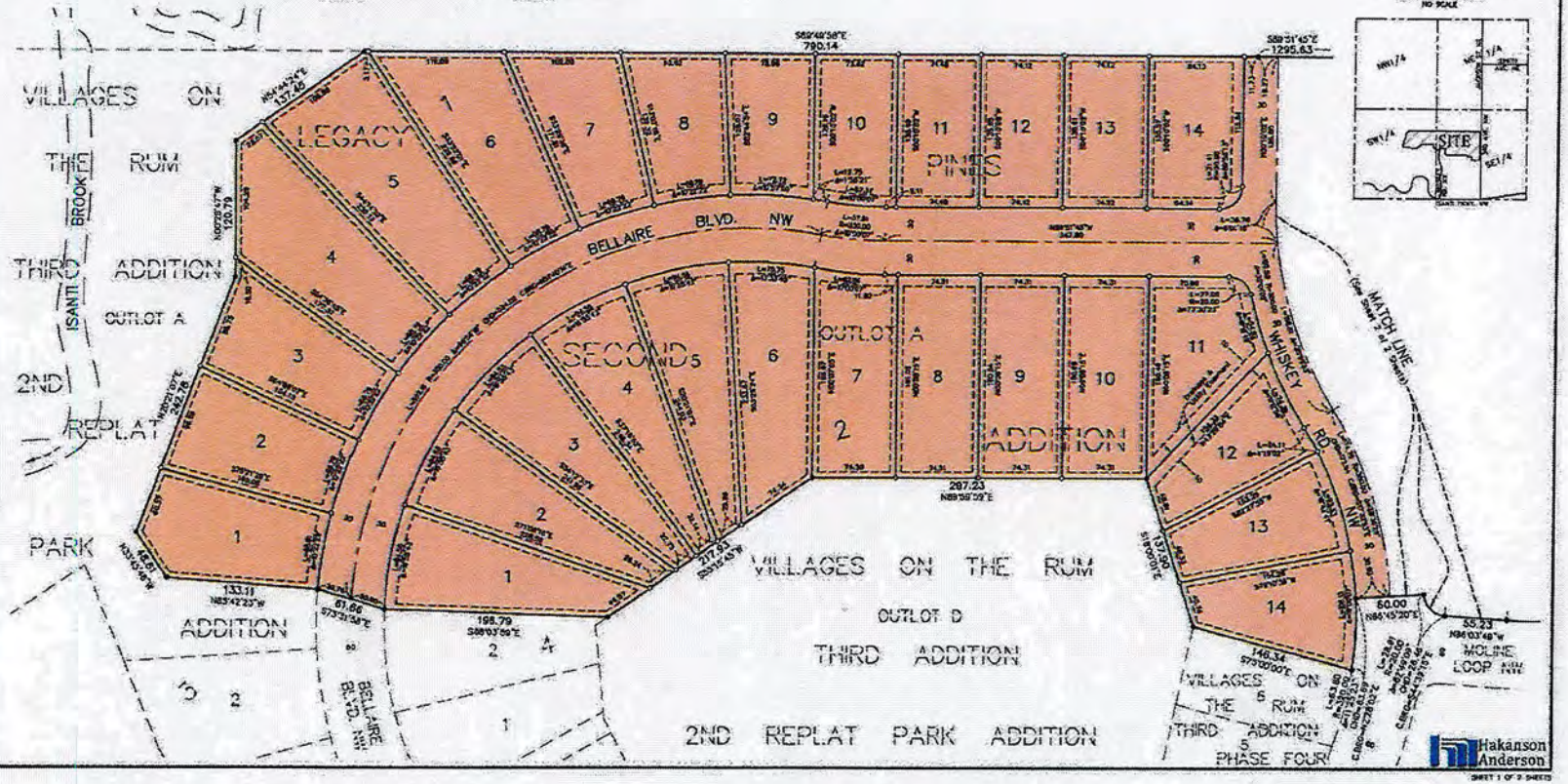
SCALE IN FEET
50 0 50 100

1 INCH = 50 FEET

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 49138.
- Denotes found iron monument

Phase 1
Phase 2
Phase 3

For the purpose of this plat the east line of Outlot A, LEGACY PINES is assumed to bear North 00°13'08" West.

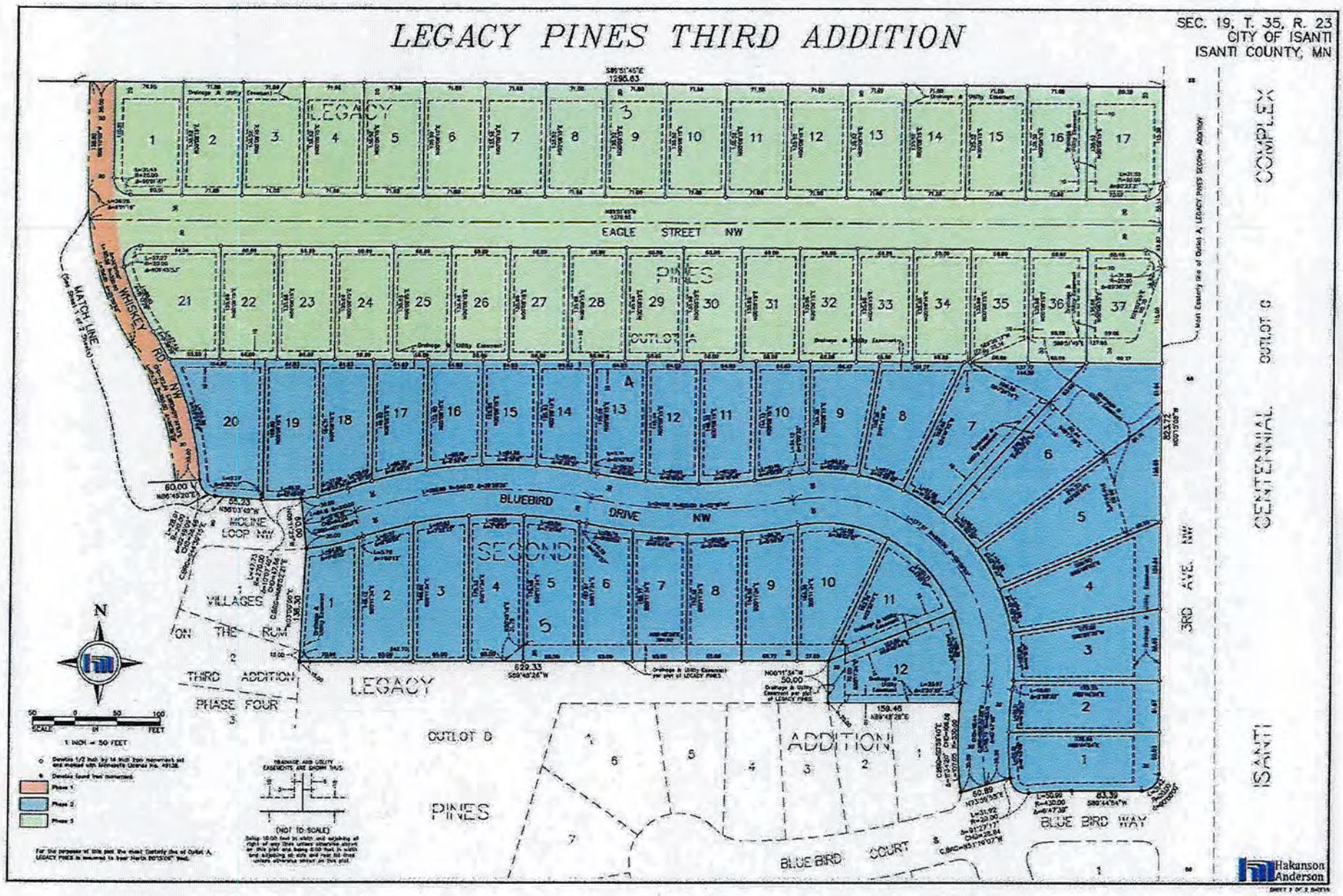


Hakanson Anderson

SHEET 1 OF 2 SHEETS

LEGACY PINES THIRD ADDITION

SEC. 19, T. 35, R. 23
CITY OF ISANTI
ISANTI COUNTY, MN



2020 Exhibit B - Legacy Pines 3rd Addition PHASE I DRAFT

Acres:	
Units:	
Lots:	**$ 28.00**

I.	**Platting Fees Owed/Credits:**	**Cost**	**per acre/unit/lot**	**Cash**	**Notes:**
A.	Signal light	$119	per lot	$ 3,332.00	
B.	Park Dedication Fee	$1,500	per lot	$ 42,000.00	
C.	Trunk Utility Charge	$1,000	per lot	$ 28,000.00	
D.				$ -	
E.				$ -	
F.				$ -	
G.				$ -	
	Total Fees:			**$ 73,332.00**	

II.	**Improvement Related Costs:**	**Cash**	**Notes**

		Letter of Credit (LOC)	**Cash Escrow**	**Notes**
C.	Engineering			
	City Escrow		TBD	

I. Construction

Engineers Estimate	TBD		Exhibit C
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
Improvement Subtotals:	$ -	$ -	

III.	**LOC/Escrow/Fees required:**	**LOC***	**Cash**	
A.	Letter of Credit (LOC) - Section II I.	$ -		125% of construction cost
B.	Cash Escrow - Section II C-H.		$ -	
C.	Fees - Section I		**$ 73,332.00**	
	Total LOC and Cash required	**$ -**	**$ 73,332.00**	

*additional 2 yr maintenance bond will also be required for all municipal infrastructure

L.5.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO BRIAN WILLIAMS

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Brian Williams was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Brian Williams for the City of Isanti and that she shall be eligible to start in that position on or after August 18th, 2020.
2. This position is part time and not eligible for benefits.
3. That Brian Williams shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 18th day of August 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Isanti Police Department Monthly Report

July 2020

Reported Crime	Month to Date	Year to Date
Theft	12	66
Assault	3	13
Vandalism/Damage to Property	3	21
Narcotics	2	25
Burglary	1	2
Domestics	4	41
Crim Sex	1	3
Robbery	0	0
Loud Party/Disturbance	22	109
Medical	25	244
Permit to Purchase	15	72
Security Check / Extra Patrol	379	2,634

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	33
DUI	1	8
Accidents	10	46
Hit & Run	0	3
Warrant P/U	2	14
Speed	29	166
DAR/DAS	10	38
Administrative Citations (Including Speed)	18	79

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	94,141	2,755	7,943
Ford Explorer 224	88,063	1,697	14,771
Ford F150 225	36,169	1,148	8,369
Chevy Impala 223	97,174	317	2,135
Dodge Durango 226	17,448	1,412	8253
Dodge Durango 227	21,525	2,281	14359

M.2.

CEZT REPORT JULY 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD						60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD						1	0	1	1	1		
CITATIONS OPEN (End of month)						4	3	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)						6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD						8	7	9	5	7	5	
NEW CASES THIS PERIOD						15	10	10	7	10	8	
CAN-Proh Animals						1						
CCV-Comm Vehicle Storage												
CDO--Dogs						2		1	2	4	5	
CPA-Park & Store. 227						7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216						7	3	2				
Nuisance Junk/rubbish/salvage 216							2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates						6	2			1		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period						11	4	7	3	8	6	
Administrative Citations Issues/period						1	0	1	1	1		
Criminal Citations Issued/period											1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

July 2020

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		
ROOF / SIDING	15	27	$0.00	$0.00	$15.00	$16.00	$1,200.00	$2,160.00		
DECK	17	38	$95,490.32	$240,408.04	$55.90	$55.90	$4,266.90	$9,592.20		
LL FINISH	1	12	$18,050.00	$184,355.13	$9.03	$9.03	$549.45	$5,723.20		
REMODEL / ADDITION	0	8	$0.00	$12,008.70	$0.00	$0.00	$0.00	$947.78		
GARAGE / SHED	1	2	$8,800.00	$28,672.00	$4.40	$4.40	$301.95	$876.15		
MISCELLANEOUS	18	93	$0.00	$10,750.00	$34.16	$34.16	$2,896.75	$13,064.43		
SINGLE DWELLINGS	12	49	$2,314,580.82	$8,649,623.01	$1,274.19	$1,362.29	$34,514.20	$124,845.60		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	12	73	$0.00	$0.00	$12.00	$12.00	$900.00	$5,625.00		
PLUMBING	13	72	$0.00	$0.00	$13.00	$13.00	$1,102.00	$5,608.00		
RESIDENTIAL TOTAL	**89**	**374**	**$2,436,921.14**	**$9,125,816.88**	**$1,417.68**	**$1,506.78**	**$45,731.25**	**$168,442.36**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	0	2	$0.00	$18,000.00	$0.00	$0.00	$0.00	$165.00		
MECHANICAL	0	5	$0.00	$70,475.00	$0.00	$0.00	$0.00	$1,744.26		
ROOF / SIDING	0	1	$0.00	$6,000.00	$0.00	$0.00	$0.00	$227.70		
MISCELLANEOUS	2	17	$6,000.00	$115,890.00	$4.00	$4.00	$319.70	$3,599.10		
COMMERCIAL TOTAL	**2**	**28**	**$6,000.00**	**$526,885.00**	**$4.00**	**$4.00**	**$319.70**	**$11,190.96**		
RESIDENTIAL/COMMERCIAL TOTAL	**91**	**402**	**$2,442,921.14**	**$9,652,701.88**	**$1,421.68**	**$1,510.78**	**$46,050.95**	**$179,633.32**	**$72,852.00**	**$273,018.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 7/31/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	185	22	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	158	17	0	0	$4,192,779.60	$70,262.86	$99,854.00
2020	402	49	0	0	$9,652,701.88	$179,633.32	$273,018.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	67	$1,636,592.28	$30,640.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,442,921.14	$46,050.95
August	2	$176,201.68	$2,657.30
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	402	$9,652,701.88	$179,633.32

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Ramsey, MN 55303-5119

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

M.4.

MEMORANDUM

Date: August 12, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

Minor punchlist items will be wrapped up this month.

2) 6th Avenue Rehabilitation

The contractor plans to begin work on this project after Labor Day, with work planned to be completed in mid to late October 2020.

3) 2020 Pavement Management Project

The contractor has completed the sealcoat and fog seal. They will return to stripe the roadway this month.

4) 2020 Storm System Management Project

Minor remaining items will be completed this fall.

5) Legacy Pines 2nd Addition

The sidewalk has been completed. The final lift of pavement is scheduled to be completed later this fall. The parking lot to Legacy Pines is open to the public.

6) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

L. Consent Agenda

8. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Legacy Pines Second Addition and Moving the Balance to Legacy Pines 3rd Addition Phase One

M. Other Communications

Adjournment

RESOLUTION 2020-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SECOND ADDITION AND MOVING THE BALANCE TO LEGACY PINES 3RD ADDITION PHASE ONE

WHEREAS, Everpine Land Holding LLC (developer) has requested a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction in the letter of credit for the remainder of the work in the 2nd addition and to transfer the remaining funds to Legacy Pines 3rd Addition Phase 1; and,

WHEREAS, the developer has successfully completed the majority of the work and has the wear course left; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommend reducing the LOC for the 2nd addition to $84,006.42 and moving $355,782.33 to the LOC for Legacy Pines 3rd Addition Phase One.

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 is adopted this 1st day of September, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020 – 7:00 P.M.
CITY HALL

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. August 18, 2020- Regular Meeting of the City Council
2. August 18, 2020- Committee of the Whole Meeting
3. July 21, 2020- Planning Commission Meeting
4. July 28, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, September 7, 2020 *(In Observance of Labor Day)*
2. Committee of the Whole	Tuesday, September 15, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, September 15, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, September 15, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2020-XXX Approving Expenditure Allocations for Coronavirus Relief Funds
2. Resolution 2020-XXX Approving Isanti Relief Business Grant Program
3. Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

City Administrator Josi Wood
4. Resolution 2020-XXX Approving a Special Event Permit Application for Rum River BMX to Host 2020 USABMX Land O' Lakes National Event *(Larry Merchlewitz and Sean Wilson)*

Finance Director Mike Betker
5. Resolution 2020-XXX Setting the 2021 Final Budget and Levy Meeting
6. Resolution 2020-XXX Approving 2021 Preliminary Budget for the City of Isanti
7. Resolution 2020-XXX Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $273,260.55 Payroll in the Amount of $104,795.79
2. Resolution 2020-XXX Approving Application for Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
4. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Michael Glavan
5. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Jordan Lund
6. Resolution 2020-XXX Terminating the Buyback Agreement with Crawfords Equipment
7. Development/Subsidy agreement for Swanee Trucking

M. Other Communications

1. Draft Minutes from the August 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2020 – 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: Jimmy Gordon, Paul Bergley (arrived at 7:03 p.m.), Steve Lundeen and Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Collison to approve the agenda as presented. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. August 5, 2020- Regular Meeting of the City Council
2. August 5, 2020- Budget Work Session
3. June 16, 2020- Planning Commission
4. July 7, 2020- Economic Development Authority

Motion by Lundeen, second by Collison to approve the minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, August 25, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, September 1, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, September 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Sheila Sellman Community Development
1. 105 Rail Road Ave Discussion
Community Development Director, Sheila Sellman, shared that at the last City Council meeting, Council decided to give the applicant another 2 weeks to complete the roofing and siding project. Sellman further

shared that as of this morning there are still outstanding inspections for insulation, vapor barrier as well as final inspection to close out the permit.

Mayor Johnson asked when the applicants/ property owners would be ready for inspection.

The property owners/applicants Mary and Mike Colbaugh shared their concerns about the do not occupy order on their building.

Councilmember Steve Lundeen stated for the property owners to get the work and inspections done as soon as possible.

Johnson stated that the occupancy of the building will be looked into further.

2. Amendment to the Development and Subsidy Agreement for B. P. Metals LLC.

Community Development Director Sheila Sellman shared that in March the EDA entered into a purchase agreement as well as a developer's agreement with B.P Metals for one of the city's industrial lot. The owner of B.P Metals has asked to amend the subsidy agreement due to Covid-19 layoffs. There was a requirement to have 20 employees within two years. The owner is asking to reduce it to 15 employees within two years.

Motion by Lundeen, second by Collison to approve the amendment to reduce the number of required employees to 15 within two years. Motion passed 5-0. Motion carried.

Josi Wood City Administrator

3. **Resolution 2020-148** Approving a Special Event Application for Rum River BMX to Host 2020 Detroit Lakes (DL) 412 MN State Qualifier Event *(Larry Merchlewitz)*

Rum River BMX's Larry Merchlewitz shared that due to the amount of restrictions due to COVID-19, Detroit Lakes was unable to get to their track to do maintenance and repairs. All the tracks try to work together and help each other out as much as possible. Detroit Lakes has reached out to Rum River BMX asking if they could host their state qualifier for the MN State Series. Merchlewitz further shared that this is a big event where they would be asking for camping as part of their Special Event Permit.

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

4. **Resolution 2020-149** Approving a Special Event Application for BMX 2020 Race for Life, DK Gold Cup Qualifier and MN State Qualifier Event *(Larry Merchlewitz)*

Rum River BMX's Larry Merchlewitz shared that on August 28th, 29th and 30th Rum River BMX will have their annual Race for Life Event. The Race for Life Event's donations and fees that are collected go to fighting for a cure for Leukemia. A young rider had developed Leukemia and raced BMX until he was taken by the disease.

The DK Gold Cup Qualifier is a race for a title in the Region. This year Minnesota is going to be able to host the championships in Mankato.

The State Qualifier where riders will be awarded with the "Rock Championship" where riders get to represent their team and Minnesota in Tulsa, Oklahoma.

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

L. Approve Consent Agenda

1. Accounts Payable in the amount of $286,119.60, Payroll in the amount of $106,509.41
2. Approval of Revised Preparedness Plan to Include Face Covering Requirements
3. **Resolution 2020-150** Approving Minor Development Agreement for Serenity Circle
4. **Resolution 2020-151** Approving the Development Agreement for Legacy Pines 3rd Addition
5. **Resolution 2020-152** Offering the Position of Part-Time Liquor Store Clerk to Brian Williams

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

M. Other Communications

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

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 18, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:07 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Liquor Store Manager John Jacobi and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Updates
   - Gross Profit for the months of May-July was approximately 29.04%. The largest sales increase ever.
   - The liquor store has been following CDC guidelines as close as possible since it is an essential business.
   - Employees have been following the current mask mandate and sanitizing the doors and door handles on a regular basis.
   - Stickers have been placed on the floor to keep customers 6 feet from one another.
   - The 7th Annual "Support the Troops Drive" went well with $92.36 raised in donations. Proceeds went to Beyond the Yellow Ribbon Isanti.
   - The liquor store has been faced with many "out of stock" items since the pandemic started. Suppliers are doing their best to accommodate any way they can.
   - Sales have still been strong on the weekends mostly Fridays during the Isanti Farmers Market as well as the first and last hour on Sundays as Cambridge is closing an hour earlier on Fridays, Saturdays and Sundays.
   - Staffing has been an issue recently; the liquor store has come close to being fully staffed and are working hard at training during these unprecedented times. As soon as the liquor store is fully staffed, an all employee staff meeting will be held to go over the store processes manual in detail.

2. Mosquito Updates/Discussion
   - Public Works tried Pursuit, a permethrin based agent, for 2 weeks to see how well it works compared to the garlic agent that has previously been used.
   - Recommendation from Committee is to move forward with Pursuit.

3. Chapter 87 Discussion on Pigeons
   - Chapter 87 prohibits the keeping of certain animals within city limits.

- Chapter 87 was amended April 27, 2011 by Ordinance 506 to include pigeons as a prohibited animal in the City of Isanti.
- A request has been received from a citizen to allow for racing pigeons within city limits.
- Recommendation from Committee is to work with city attorney on an Ordinance allowing racing pigeons in the R1-A district and bring back to City Council for consideration of the Ordinance.

4. Safety Training Renewal Update
   - Every 5 years a Request for Proposals goes out for Safety Training Vendors for the City of Isanti.
   - Where the city contracts with a vendor to give employees from all different departments training.
   - The safety vendor manages the AWAIR program, manage SDS database program, Tier Two reports and training for OSHA compliance.
   - Staff is requesting for safety training to be done in house with the assistance from the League of Minnesota Cities and to become part of a Resource Safety Group with other local cities.
   - Currently the city pays approximately $6,800 base cost without additional trainings excluding the Police Department as they have their own trainings.
   - Training in house will bring the cost below $3,000.
   - Recommendation from Committee is to move forward with bringing safety training in house.

5. Building Official Requirements
   - Applications were received for the building official position.
   - Staff is looking for direction on how to proceed.
   - Recommendation from Committee is for staff to interview applicants and bring recommendations back to council.

6. Isanti County CARES Relief Plan
   - Isanti County sent out a memo informing cities within the county what they plan on spending their CARES Relief funds plan.
   - County infrastructure, PPE, IT and public safety payroll reimbursement such as technology, payroll and PPE are allocating an approximate cost of $2.9 million.
   - Small business and non-profit relief $10,000 grants to reimburse lost profit.
   - $1.5 million for school relief for reimbursement for technology and PPE costs.
   - $300,000 individual housing relief.
   - $100,000 to Lakes and Pines.
   - Recommendation from Committee is to use the relief funds for the needs of Isanti first and then the Fire District and local businesses within the City

F. Adjournment
Meeting was adjourned at 6:10 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, July 21, 2020

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 8 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon, Alexander Collins.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from June 16, 2020 Planning Commission Meeting motion by Collison, second by Bergley motion passes 7-0.

3. **Public Hearing**
   - A. Request by Serenity Circle for approval of a Site Plan required under City Ordinance 44, Section 18, Subd. 6 (D). Said request is for an office building at 201 Main Street 16.050.0770. Saltis explained that a new office building is proposed at the vacant lot located at the corner of Main St and 2nd Ave SW. The lot was previously rezoned from R-3A, Low Density Multiple-Family Residential to the B-1, Central Business District to allow for office uses on the parcel. Saltis explained the proposed site plan configuration consisting of the building, a four-stall parking lot, utilities, the extended sidewalks and street network and surrounding landscaping. The site plans for the office building were to comply with the standards set for the B-1 Zoning District as well as the standards set by the Downtown Overlay District for approval. The Planning Commission questioned whether the four off-street parking stalls were sufficient for the business. City staff explained that the four off-street parking stalls were the minimum number of stalls the business would be allowed while following city code for the downtown overlay district. The applicant, Deanna Bunes was present at the meeting and available for questions. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the site plans for the office building at 201 Main St W with conditions listed in the City Engineer's memo, dated 7/1/2020 and the City Staff memo, dated 7/21/2020. Motion for approval of site plans by Lundeen, 2nd by Gordon, motion passed 7-0.

B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map. Sellman explained that the R-1, Rural Residential Zoning District was adopted at the June 16th City Council meeting, and now those properties shall be rezoned on the Zoning Map. City Staff held a neighborhood meeting on July 14th to discuss the rezoning of the properties to the R-1 Zoning District. No one from the public was present to speak at the public hearing. Motion for approval to amend the Zoning Map by Lundeen, 2nd by Simon, motion passed 7-0.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Bergley, 2nd by Collins to adjourn, motion passed 7-0 meeting adjourned at 8:25 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 28, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Council Member Jimmy Gordon
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: Mayor Jeff Johnson, 705 Main Street he has received several emails and is asking to add a discussion item regarding Bluebird park and the skate park area and teens that are being inappropriate to other users verbally and before it could potentially get physical. Motion by Thum, second by Witte to approve the agenda with the modification to add the discussion as 5a. for July 28, 2020. Motion passed 3-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from June 23, 2020. Motion passed 3-0.

3. Park Visits Annual Park visits were conducted by each board member; staff collected them and will gather all the information and bring back to the August meeting. Zdon added that unless there was anything that needed immediate attention. Thum brought up an item at Legacy, a larger tree/branch had fallen near the Sunnyside picnic table that he moved aside but staff should address this. Witte added about the community garden, and inquired about organic pesticides that could be used and to let the gardeners know of this. Staff asked if any board member has their forms that are electronic to email those to staff.

4. Equipment Requests- Garvey mentioned that staff had received a request from a resident about adding an ADA style swing to Rum River Meadows Park. The city does not have anything in the budget for specific items, but an over all replacement budget for park equipment. Staff is recommending that we look at the budget at the end of the year and see where we are and if the budget allows to add a ADA swing to Rum River Meadows, Academy and Mattson Parks. Zdon asked if staff would have time to apply or research if there are any grants that could be available for this type of equipment. Garvey added that she does watch for grant opportunities and if she does come across one for this or anything else related to the park department, she does research it more.

5. Fir Street Update – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park space. Initially it seemed that is was three years, but staff also found information stating we had 15 years. Staff reached out to the county and they are researching this a bit more and will provide staff more information when they can. Staff will then bring this back to the board to review the information. Staff had brought this item to the board in 2018 with ideas on how to develop this park area and nothing was decided at that time, as this park in unfunded, and when the time comes, we will have to budget for this development and amenities. Zdon asked if it's a Conditional Use Deed what does that mean, does that mean that it is our property forever that will be a park? Garvey responded that is how she understands it to mean, that we own the land and we would have the park forever. Witte asked if the board had discussed getting public input for this park. Garvey responded that when the time comes that is something we can do at the time we are further in the process.

5a. Added Discussion Item: Bluebird Park and skatepark. Zdon reviewed that at approximately 3:30 pm each day, children are being bullied by teens that frequent the skate park. Zdon suggested that the police could add it to their rounds. Mayor Johnson asked do we want to tie up our police with this and also added that he had talked to Chief Muyres regarding this item and police have been doing this daily and have been sitting in the lots and when they leave the teens start back up. The teens also use disrespectful language to adults that are speaking to them. The Mayor is asking the board for direction on what we can do. Thum added that this is between the individuals and that this isn't a city issue, the best we could do is to have police patrol, which they currently are doing, as they are not breaking the law. Parents and children need to try to address this on their own. The Mayor added that he said that this is all verbal at this time, but have made physical threats. Zdon added that then this is something they(those involved) can press charges for. Mayor Johnson also added that there was a physical fight between girls and then now its criminal, Police can now proceed with that. Witte added that there is not really anything we as a city can do, Thum and Zdon agreed. Thum suggested that maybe there is signage that could be placed. Witte inquired about trespassing and this could potentially occur with the Police. Mayor Johnson added that Police are continuing to patrol this area. Mayor Johnson is bringing it to the attention of the board before he sends these concerns he has received from the public to staff. The board discussed signage as a possibility and directed staff to research and see what is available as an option.

6. Department Updates; Staff reviewed that we had our July 7 curious creatures program and it was a big hit. BMW stables for brought out miniature horses. They showed the kids how to rope, feed, groom and saddle a horse. A big THANK YOU to them. July 11 was fireworks and they were launched in the grass area just south of the BMX building. Great show was put on and lots of positive comments. Mayor Johnson added that maybe we should do a 15-minute show for future. Zdon liked the 10-minute show and it was captivating to watch, they were a great steady show. July 10 was Kids day with Kids Dance from 11am-1:00pm and 11am-2:30pm the waterslide. This event was very well attended and some waited over an hour to go down that waterslide. Public works crew was a great help at this event. Brother Ferris performed at the July 18 street dance. The attendance was a bit lower than normal; the weather was unpredictable all day with storms in the forecast. The weather held off for the event. Aug 8 is the next dance with Brat Pack Radio, and will follow the Rum River Rods Car show, which is scheduled that day from 10am-3pm. Garvey continued that tennis lessons are finishing up this week, with three weeks of lessons. The youth classes had enough participants, with classes, M/W and T/Th. The medallion hunt started on July 6 and ended on July 6. Chase Imker was the lucky finder, who found it at Unity Park. Thank you to these local businesses who donated items: Best Western Isanti, Falcon National Bank, Fusion Nails, Isanti Tire and Auto Care, Inc, North 65 Chamber of Commerce, North American Title Company and Strike Life Tributes. Witte asked if a fishing event could be added to our programming. Zdon added that in the past the city and the DNR had this type of event at Martins Landing.

Adjournment: Motion by Witte, second by Thum to adjourn the July 28, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:40 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 1, 2020
Subject: Approving Expenditure Allocations for Coronavirus Relief Funds

The City received $454,377.00 in Coronavirus Relief Fund (CRF) monies. Funds may be used for eligible COVID-19 related expenses outlined in the CARES Act. Per Resolution 2020-123 Staff has determined City eligible expenses outlined within the Act and has made the following allocation recommendation:

Category	Description	Approximate Total Cost
Payroll	Payroll reimbursement for eligible staff	$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	$24,000
Emergency Management	Emergency management and EOC expenses	$147,000
Technology	IT, technology and software support	$82,000
Isanti Area Fire District Relief	PPE	*To be determined*
Economic (Business) Relief	Up to *$5,000* grants to eligible businesses and non-profits	*To be determined*

The total costs for Payroll, Public Health and Safety, EM and Technology is $353,000. That leaves $101,377 remaining for Fire District and Economic (Business) Relief. Staff is recommending a Business Grant Program which would give Isanti businesses and non-profits an opportunity to request up to $5,000 for eligible expenses due to COVID-19 negative impacts. More details on this program are in the next Council agenda item.

Request:
Staff is requesting discussion to determine how much of the remaining $101,377 funds should be allocated to the Fire District and to Economic Relief for businesses/non-profits. Staff is also seeking action on this item

Attachments:
- Resolution 2020-XXX
- Fire District requests

1. 31 sets of turnout gear- $2,150 apiece
   $66,650
2. Gear dryers at 3 stations- $16,000 apiece
   $48,000
3. Washer extractor at Station 3- $11,000
   $11,000
4. Audio/visual/networking equipment to enhance distance learning at Station 2 & 3
   $32,000
5. Disposable PPE
   $8,000
6. TOTAL $165,650.00

RESOLUTION 2020-XX

APPROVING EXPENDITURE ALLOCATIONS FOR CORONAVIRUS RELIEF FUNDS

WHEREAS, the City of Isanti received $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

WHEREAS, Staff has determined that the following approximate expenditures are in the best interest of the City:

Category	**Description**	**Approximate Total Cost**
Payroll	Payroll reimbursement for eligible staff	$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	$24,000
Emergency Management	Emergency management and EOC expenses	$147,000
Technology	IT, technology and software support	$82,000
Isanti Area Fire District Relief	PPE	*To be determined*
Economic Relief	Up to *$5,000* grants to eligible businesses and non-profits	*To be determined*

WHEREAS, unused CRF monies will be sent to Isanti County upon procedures outlined in the CARES Act by November 15th;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the following policy and guidance on Coronavirus Relief Funds:

1. The City Administrator or designee will complete necessary paperwork related to Coronavirus Relief Funds and CARES Act.
2. The City Administrator and Finance Director, or designee, will initiate and approve eligible expenses to be reimbursed by Coronavirus Relief Funds which will be within the accounts payable listing reviewed by Council.

3. Total costs as listed per this Resolution are approximate and may be adjusted by the City Administrator.
4. Eligible COVID-19 related expenditures will not exceed the Coronavirus Relief Funds in the amount of $454,377.00.

This Resolution is hereby approved by the Isanti City Council this 1st day of September, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Resolution 2020-XXX Approving Isanti Relief Business Grant Program

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Background:
As part of the Cares Act cities are allowed to provide emergency assistance for businesses that have been impacted by COVID-19. Staff recommends designating funds for business grants in the amount not to exceed $5,000 per eligible business for a total allocation of $_____ (to be determined by Council). These grants are for businesses and non-profits within city limits that are locally owned and operated that have been affected by Executive Orders 20-04 and 20-08 and meet the listed criteria below including but not limited to:

a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
d. Art and music studios
e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
g. Other businesses as approved by the City

2. The business must have been in operation prior to the Governor's Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city's zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

Reporting:
As a condition for receiving funding, all recipients are required to submit a brief report to the City within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

Permitted Fund Uses:
Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off), Expenses for Personal Protective Equipment (PPE), lease or mortgage payments, utilities (non-government), accounts payable, payment to suppliers and/or other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

Ineligible Fund Uses:
Assistance cannot be provided to businesses or nonprofits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic.

Request:
Staff is requesting Council to confirm grant funds for eligible businesses not to exceed $5,000 per business as outlined in the Program as well as the total maximum Coronavirus Relief Fund allocation not to exceed for the Program. Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX
- Grant Program and application

RESOLUTION 2020-XXX

APPROVING ISANTI RELIEF BUSINESS GRANT PROGRAM

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump on March 27, 2020, providing the State of Minnesota $1.8 billion, of which 45 percent may be distributed to local jurisdictions; and,

WHEREAS, the City of Isanti received an allocation in CARES funds from the State of Minnesota that must meet the eligibility criteria established by the US Department of Treasury; and,

WHEREAS, creation of a small business relief program is an eligible use of CARES Act funds; and,

WHEREAS, the proposed Isanti Relief Business Grant Program (referred to as "Program") will serve businesses that have been adversely impacted by the COVID-19 pandemic and the COVID-19 Peacetime Emergency; and,

WHEREAS, the program will provide grant funds for operating expenses, including payroll, rent/lease payments, mortgage payments, utility payments (non-government), payments to suppliers, PPE, or other critical business expenses as approved by an authorized program administrator; and,

WHEREAS, the program would serve the following businesses:

- Private, for profit business or non-profit 501(c)(3) or 501(c)(19) veterans organizations located and operated in the City of Isanti (physical presence here);
- Have been operating since December 2019;
- Demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Pandemic;
- The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing with the MN Dept of Revenue, Secretary of State, Isanti County and City of Isanti as of March 1, 2020;

WHEREAS, the following businesses would be ineligible for the program:

- Do not have a physical business address within the City of Isanti
- Are home-based businesses
- Derive income from passive investments without operational ties to operating businesses
- Primarily generate income from gambling activities
- Generate any part of its income from adult-oriented or tobacco/vaping-related activities
- Have no current or historical financial statements
- National or corporate chains
- Business in default before February 29, 2020
- Individuals who have received any Federal assistance related to the COVID-19 Pandemic; and,

WHEREAS, the Isanti City Council has determined the program is a necessary and reasonable response to the COVID-19 Pandemic, therefore eligible for use of the CARES Act funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that the city hereby implements a business relief program with use of CARES ACT funding, subject to the allocation of funds by the State of Minnesota and the following:

- Authorizes the City Administrator or designee to make final determination of award status.

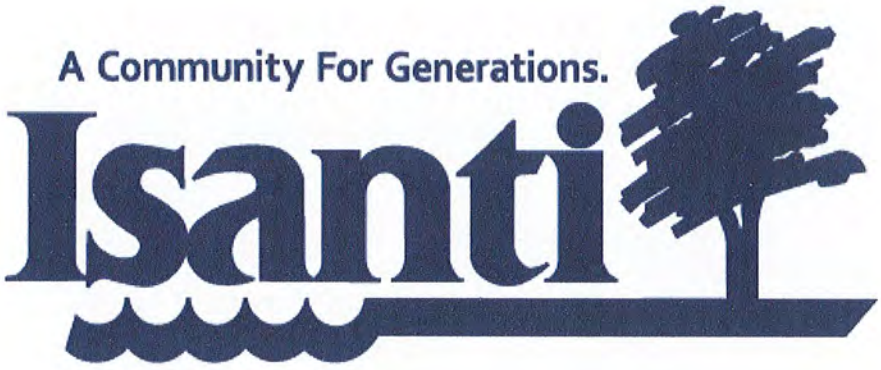
- The City Administrator or designee has the authority to extend the program beyond the initial deadline of September 25, 2020 if funds are available and allow businesses to re-apply if funds are available, funding not to exceed $_____ for the program.

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk



Isanti Relief Business Grant Program

City of Isanti
101-1st Ave NW
P.O. Box 428
Isanti MN 55040
763-444-5512

Isanti Relief Business Grant Program

Purpose
The City of Isanti has developed the Isanti Business Relief Grant Program (referred to as "Program") to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

Eligibility
The Program is available to locally owned and operated businesses located within the City of Isanti

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, including but not limited to:
    a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
    b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
    c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
    d. Art and music studios
    e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
    f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
    g. Other businesses as approved by the City
2. The business must have been in operation prior to the Governor's Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city's zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

Amount: Up to $5,000 grant

Supporting Documentation:

1. Proof of ownership or signed lease.
2. A W-9 form (with signature)
3. Other supporting documentation you wish to provide to the City to assist in understanding the applicant's situation.
4. Narrative descriptions and receipts (or calculations) of the negative impacts on the business due to COVID-19

Permitted Fund Uses:
Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off or Furlough), expenses for Personal Protective Equipment (PPE) lease or mortgage

payments, utilities, accounts payable, and other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

Ineligible Fund Uses:
Assistance cannot be provided to businesses or non-profits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic

Fund Availability:
Funds are granted on a first come, first serve basis and will be provided until the funds are exhausted or the city-declared state of emergency declaration is lifted, whichever comes first. All applications must be submitted by September 25, 2020 to be considered.

Reporting:
As a condition for receiving funding, all recipients are required to submit a brief report to the city within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

Isanti Relief Business Grant
Program Application

Applicant Information

DBA - Legal Name of the Business: _____

☐ Sole Proprietorship	☐ Partnership	☐ Corporation	☐ LLC
Length of Time in Business	**Years Months**	**Fed Tax Id#**	**MN State License**
Mailing Address		**City**	**Zip**
Location Address		**City**	**Zip**
Business Phone	**( )**	**Business Fax**	**( )**
E-Mail Address		**Web Address**	
Contact Name		**Title**	
Is your business currently registered with the Minnesota Secretary of State?	**____Yes ____No**	**Is your business currently in good standing with the Minnesota Secretary of State?**	**____ Yes ____ No**
Was your business registered with the Minnesota Secretary of State as of February 29, 2020?	**____ Yes ____ No**	**Was your business in good standing with the Minnesota Secretary of sate as of February 29, 2020?**	**____ Yes ____ No**
Amount of Funding Requested (not to exceed $5000)	**$_____**	**Total number of employees: _____ The number of your employees who have been impacted by the Governor's Executive Orders? _____**	

Was your business subject to the Governor's Executive Orders 20-04 and 20-08? How has the Governor's Executive Orders financially affected your business? (please attach additional page if needed)

For what purpose will these funds be used? Please include expenses paid and/or proposed for the total funding request. (please attach additional page if needed)

Eligible Applicants

- All eligible business categories must be referenced in Governor Walz's Executive Orders (EO 20-04 and EO 20-08).
- Must have a physical, commercial location, whether owned or leased, that is located in city limits of Isanti, MN.
- Must be registered with the Minnesota Secretary of State.
- Must be current with Isanti County property taxes.

Application Requirements

- The Program application must be completed in its entirety by the applicant and submitted to:
  Ssellman@cityofisanti.us
  Hard copies can be mailed or dropped off at City Hall
  City of Isanti
  Attn: Sheila Sellman, Community Development Director
  110-1st Ave NW
  Isanti MN 55040

- All grants will be subject to the Isanti Relief Business Grant Program guidelines.
- Proof of ownership or signed lease.
- A W-9 form (with signature).
- Other supporting information requested from staff to review eligibility.
- If funds are awarded, a brief report to the City within two months after receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.
- Application must be submitted by September 25, 2020 to be considered.

Applicant Acknowledgement:

- The applicant shall hold the City, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Isanti Relief Business Grant Program or

its application, including but not limited to, any legal or actual violations of any state or federal laws.

- The applicant recognizes and agrees that the City retains absolute authority and discretion to decide whether or not to accept or deny any particular application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the application are incurred by the applicant at its sole risk and expense.
- The applicant acknowledges that they have read the Isanti Relief Business Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.

Data Privacy Notice: The City is subject to Minnesota Statutes Chapter 13 (the "Minnesota Government Data Practices Act"). The application shall become the property of the City and is subject to the Minnesota Government Data Practices Act.

GRANT PROGRAM POLICY
AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I agree to be bound by all terms and conditions of the Isanti Relief Business Grant Program. The City of Isanti has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed grant application.

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Applicants are encouraged to review the Governor's Executive Orders 20-04 and 20-08 **for further definition and clarification of businesses that are or are not eligible for this program. The City retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.**

For questions, call Sheila Sellman, Community Development Director at 763.444-5512 or email ssellman@cityofisanti.us

Adopted by:	On (date)
City Council	9/1/2020

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway.

Request: The applicant Scott Zimprch is requesting a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure.

Overview/Background
On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director (CDD) e-mailed him and explained that the proposed garage exceeds the size limit according to city code. He e-mailed back with some questions and the last correspondence was an e-mail sent by the CDD on May 25th outlining his options which included the following:

1) Build the detached garage at 580 square feet and there are no other steps
2) Build the garage attached to the house and it can possibly be bigger but can't exceed the size of the house
3) Apply for a variance - I have attached the application and calendar. This will take a public hearing at the Planning Commission and properties within 350' of your property will be noticed as well as a notice in the paper. The Planning Commission makes a recommendation to the City Council. Please call me if you would like to discuss.

On July 13, 2020 a stop work order was issued for this property because a building permit was never issued. The garage foundation has already been poured. This was never approved.

City Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building. Therefore, in addition to the variance for the size limit of 580 square feet, the garage can not exceed the size of the house, the applicants house is 624 square feet. Section 13 Article four has a maximum detached accessory structure limit of 580 square feet for parcels that are less than one acre.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the

applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Planning Commission Recommendation:
The Planning Commission held a pubic hearing on August 18, 2020. The applicant was present for the meeting and was there to answer questions. One member from the public spoke in favor of the variance. The Planning Commission recommended denial of the variance with a 4-0 vote.

Staff Recommendation:
Staff recommends denial of the variance because the proposed garage is not in harmony with the general intent of the ordinance and does not meet the practical difficulties. In addition, the applicant started the work without a permit when he was specifically told the proposed garage is too big.

Attachments

- Resolution 2020-XXX
- Finding of fact for denial
- Memo from League of MN Cities
- Applicant's memo
- Site plan

RESOLUTION 2020-XXX

A RESOLUTION DENYING A VARIANCE REQUEST FOR AN ACCESSORY STRUCTURE TO EXCEED 580 SQUARE FEET AT 201 BROADWAY STREET SE

WHEREAS, Scott Zimprich, (the applicant) has applied for a variance to the accessory structure limit of 580 square feet.

WHEREAS, The Planning Commission held a public hearing at the August 18, 2020 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the request during the regularly scheduled meeting of September 1, 2020; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested variance and is hereby denied.

Adopted by the City of Isanti City Council on this 1st day of September, 2020.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION
Garage Variance Denial
September 1, 2020
Prepared by Community Development Director Sheila Sellman

Request

Request from Scott Zimprich for a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure and accessory structure size limits.

Findings of Fact

1. Scott Zimprich submitted a building permit on May 12, 2020 for a detached 720 square foot garage.
2. On May 14, 2020 the Community Development Director e-mailed and explained that the proposed garage exceeds the size limits according to City Code and the permit was not issued.
3. On July 13, 2020 a stop work order was issued for the property, as construction of the garage started without a permit.
4. The property is located at 201 Broadway Street SE
5. The subject site is zoned R-2 single family residential
6. Section 13, Article four of the Zoning Code limits detached accessory structures to 580 square feet for parcels less than one acre in size
7. Section 2 of the Zoning Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building.
8. A public hearing date before the Planning Commission was scheduled for Tuesday August 18, 2020 following the City Council meeting at City Hall within the Council Chambers.

Conclusions

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made *(conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Decision

The Planning Commission reviewed the request in a public hearing on August 18, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Johnson, second by Collison to deny the variance request. Motion passed 4-2. Gordon and Simon opposed.

The City Council reviewed the request a regularly scheduled meeting on September 1, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

LEAGUE of MINNESOTA CITIES

INFORMATION MEMO

Land Use Variances

Learn about variances as a way cities may allow an exception to part of their zoning ordinance. Review who may grant a variance and how to follow and document the required legal standard of "practical difficulties" (before 2011 called "undue hardship"). Links to a model ordinance and forms for use with this law.

RELEVANT LINKS:

I. What is a variance

A variance is a way that a city may allow an exception to part of a zoning ordinance. It is a permitted departure from strict enforcement of the ordinance as applied to a particular piece of property. A variance is generally for a dimensional standard (such as setbacks or height limits). A variance allows the landowner to break a dimensional zoning rule that would otherwise apply.

Sometimes a landowner will seek a variance to allow a particular use of their property that would otherwise not be permissible under the zoning ordinance. Such variances are often termed "use variances" as opposed to "area variances" from dimensional standards. Use variances are not generally allowed in Minnesota—state law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located.

Minn. Stat. § 462.357, subd. 6.

II. Granting a variance

Minnesota law provides that requests for variances are heard by a body called the board of adjustment and appeals; in many smaller communities, the planning commission or even the city council may serve that function. A variance decision is generally appealable to the city council.

Minn. Stat. § 462.357, subd. 6.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For the variance to be granted, the applicant must satisfy the statutory three-factor test for practical difficulties. If the applicant does not meet all three factors of the statutory test, then a variance should not be granted. Also, variances are only permitted when they are in harmony with the general purposes and intent of the ordinance, and when the terms of the variance are consistent with the comprehensive plan.

Minn. Stat. § 462.357, subd. 6.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

145 University Ave. West
Saint Paul, MN 55103-2044

www.lmc.org
(651) 281-1200 or (800) 925-1122

1/11/2019

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RELEVANT LINKS:

III. Legal standards

When considering a variance application, a city exercises so-called "quasi-judicial" authority. This means that the city's role is limited to applying the legal standard of practical difficulties to the facts presented by the application. The city acts like a judge in evaluating the facts against the legal standard. If the applicant meets the standard, then the variance may be granted. In contrast, when the city writes the rules in zoning ordinance, the city is exercising "legislative" authority and has much broader discretion.

A. Practical difficulties

"Practical difficulties" is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

RELEVANT LINKS:

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

B. Undue hardship

2011 Minn. Laws, ch. 19, *amending* Minn. Stat. § 462.357, subd. 6.

"Undue hardship" was the name of the three-factor test prior to a May 2011 change of law. After a long and contentious session working to restore city variance authority, the final version of HF 52 supported by the League and allies was passed unanimously by the Legislature. On May 5, Gov. Dayton signed the new law. It was effective on May 6, the day following the governor's approval. Presumably it applies to pending applications, as the general rule is that cities are to apply the law at the time of the decision, rather than at the time of application.

Krummenacher v. City of Minnetonka, 783 N.W.2d 721 (Minn. June 24, 2010).

Minn. Stat. § 462.357, subd. 6.
Minn. Stat. § 394.27, subd. 7.

See Section I, *What is a variance*.

The 2011 law restores municipal variance authority in response to a Minnesota Supreme Court case, *Krummenacher v. City of Minnetonka*. It also provides consistent statutory language between city land use planning statutes and county variance authority, and clarifies that conditions may be imposed on granting of variances if those conditions are directly related to, and bear a rough proportionality to, the impact created by the variance.

In *Krummenacher*, the Minnesota Supreme Court narrowly interpreted the statutory definition of "undue hardship" and held that the "reasonable use" prong of the "undue hardship" test is not whether the proposed use is reasonable, but rather whether there is a reasonable use in the absence of the variance. The new law changes that factor back to the "reasonable manner" understanding that had been used by some lower courts prior to the *Krummenacher* ruling.

The 2011 law renamed the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retained the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes.

See Section IV-A, *Harmony with other land use controls*.

RELEVANT LINKS:

C. City ordinances

Some cities may have ordinance provisions that codified the old statutory language, or that have their own set of standards. For those cities, the question may be whether you have to first amend your zoning code before processing variances under the new standard. A credible argument can be made that the statutory language pre-empts inconsistent local ordinance provisions. Under a pre-emption theory, cities could apply the new law immediately without necessarily amending their ordinance first. In any regard, it would be best practice for cities to revisit their ordinance provisions and consider adopting language that mirrors the new statute.

Issuance of Variances, LMC Model Ordinance.

Variance Application, LMC Model Form.
Adopting Findings of Fact, LMC Model Resolution.

The models linked at the left reflect the 2011 variance legislation. While they may contain provisions that could serve as models in drafting your own documents, your city attorney would need to review prior to council action to tailor to your city's needs. Your city may have different ordinance requirements that need to be accommodated.

IV. Other considerations

A. Harmony with other land use controls

Minn. Stat. § 462.357, subd. 6.

The 2011 law also provides that: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan." This is in addition to the three-factor practical difficulties test. So a city evaluating a variance application should make findings as to:

See LMC information memo, *Taking the Mystery out of Findings of Fact.*

- Is the variance in *harmony with* the purposes and intent of the ordinance?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

B. Economic factors

Minn. Stat. § 462.357, subd. 6.

Sometimes landowners insist that they deserve a variance because they have already incurred substantial costs or argue they will not receive expected revenue without the variance. State statute specifically notes that economic considerations alone cannot create practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met.

RELEVANT LINKS:

C. Neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a variance request. While city officials may feel their decision should reflect the overall will of the residents, the task in considering a variance request is limited to evaluating how the variance application meets the statutory practical difficulties factors. Residents can often provide important facts that may help the city in addressing these factors, but unsubstantiated opinions and reactions to a request do not form a legitimate basis for a variance decision. If neighborhood opinion is a significant basis for the variance decision, the decision could be overturned by a court.

D. Conditions

Minn. Stat. § 462.357, subd. 6.

A city may impose a condition when it grants a variance so long as the condition is directly related and bears a rough proportionality to the impact created by the variance. For instance, if a variance is granted to exceed an otherwise applicable height limit, any conditions attached should presumably relate to mitigating the effect of excess height.

V. Variance procedural issues

A. Public hearings

Minnesota statute does not clearly require a public hearing before a variance is granted or denied, but many practitioners and attorneys agree that the best practice is to hold public hearings on all variance requests. A public hearing allows the city to establish a record and elicit facts to help determine if the application meets the practical difficulties factors.

B. Past practices

While past practice may be instructive, it cannot replace the need for analysis of all three of the practical difficulties factors for each and every variance request. In evaluating a variance request, cities are not generally bound by decisions made for prior variance requests. If a city finds that it is issuing many variances to a particular zoning standard, the city should consider the possibility of amending the ordinance to change the standard.

RELEVANT LINKS:

C. Time limit

Minn. Stat. § 15.99.

A written request for a variance is subject to Minnesota's 60-day rule and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is deemed an approval.

D. Documentation

Minn. Stat. § 15.99, subd. 2.

See LMC information memo, *Taking the Mystery out of Findings of Fact.*

Whatever the decision, a city should create a record that will support it. In the case of a variance denial, the 60-day rule requires that the reasons for the denial be put in writing. Even when the variance is approved, the city should consider a written statement explaining the decision. The written statement should explain the variance decision, address each of the three practical difficulties factors and list the relevant facts and conclusions as to each factor.

Minn. Stat. § 15.99, subd. 2.

If a variance is denied, the 60-day rule requires a written statement of the reasons for denial be provided to the applicant within the statutory time period. While meeting minutes may document the reasons for denial, usually a separate written statement will need to be provided to the applicant in order to meet the statutory deadline. A separate written statement is advisable even for a variance approval, although meeting minutes could serve as adequate documentation, provided they include detail about the decision factors and not just a record indicating an approval motion passed.

VI. Variances once granted

A variance once issued is a property right that "runs with the land" so it attaches to and benefits the land and is not limited to a particular landowner. A variance is typically filed with the county recorder. Even if the property is sold to another person, the variance applies.

VII. Further assistance

Jed Burkett
LMCIT Land Use Attorney
jburkett@lmc.org
651.281.1247

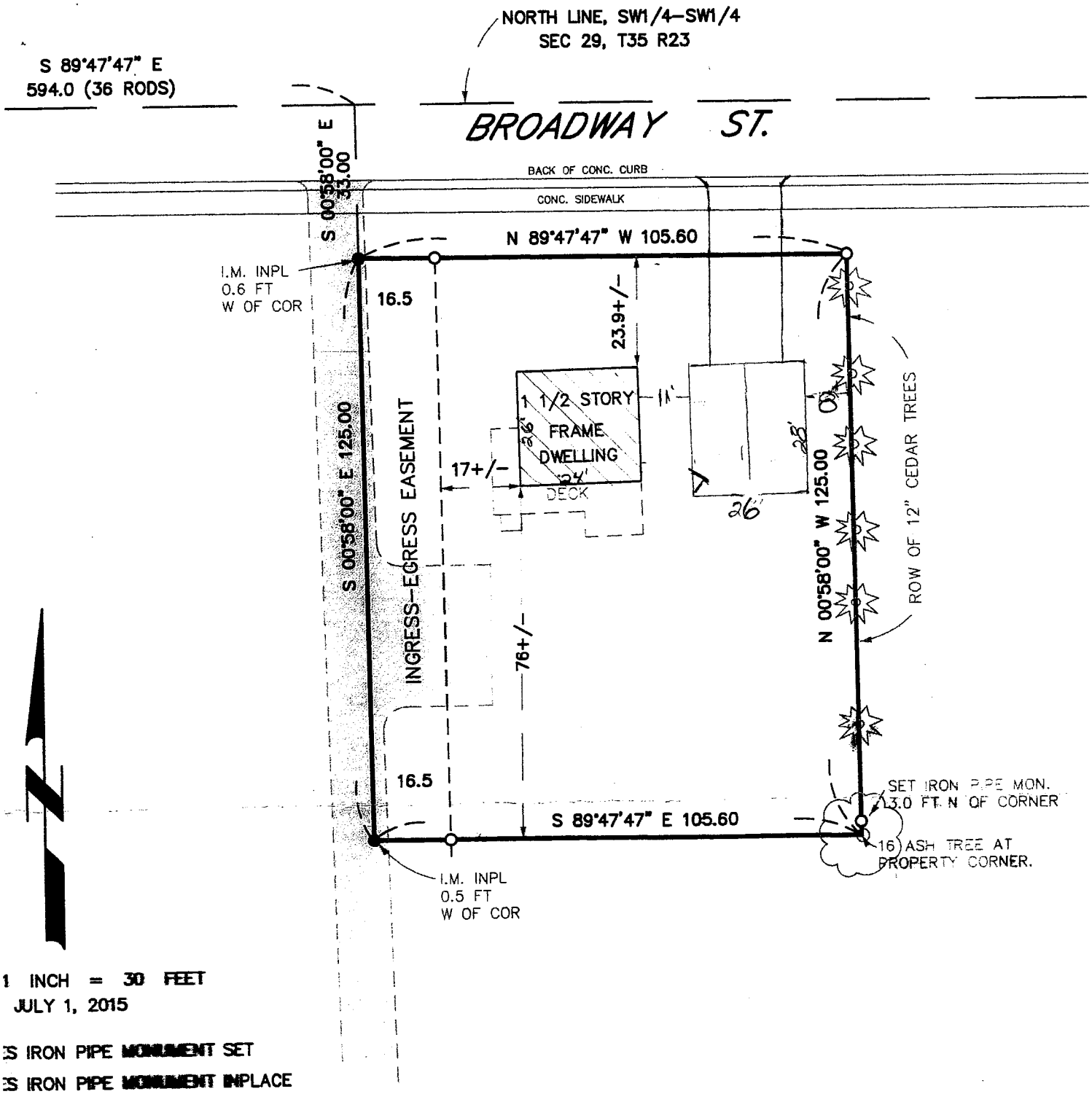
If you have questions about how your city should approach variances under this statute, you should discuss it with your city attorney. You may also contact League staff.

To Whom it May Concern:

I am looking at building a garage for my home located at 201 Broadway St. SE. This home currently does not have a garage on the property. I would like to build a 26ftx28ft two stall garage. The current city limit is a 24ftx24ft. I have included my building plans for this project. I would like to build this garage so I can fit two full size vehicles and a little work bench. At the current limit of 24x24 you cannot fit a full-size truck in and walk around all sides of the garage. I would like to extend the size of the garage by 2 feet on the on side and 4 feet on the other side. I feel like this garage will fit in with the neighborhood. There are several garages on my street with garages that are much larger than what I would like to build. If you would consider passing this variance I would love to have a garage on my property.

Sincerely,

Scott Zimprich



1 INCH = 30 FEET
JULY 1, 2015

S IRON PIPE MONUMENT SET
S IRON PIPE MONUMENT INPLACE

THE NORTH 125 FEET OF LOT 57, AUDITOR'S SUBDIVISION NO. 10,
ISANTI COUNTY, MINNESOTA

SUBJECT TO AN EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS
THE WEST 16.5 FEET THEREOF.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: September 1, 2020
Subject: Resolution Approving a Special Event Application for Rum River BMX to host 2020 USABMX Land O' Lakes National Event

---

Background

The City has received an application for the upcoming special event for the Rum River BMX Association to host the 2020 USABMX Land O' Lakes National Event. The event is scheduled for September 9th – 13th, 2020. Hours of the event are Wednesday September 9th for set up; Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm.

Rum River BMX has fulfilled all requirements, except the temporary sign permit which they are continuing to provide information to Community Development, for the special event application and staff has approved this application.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX TO HOST 2020 USABMX LAND O' LAKES NATIONAL EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the USABMX Land O' Lakes National event; and,

WHEREAS, the event is scheduled to take place on Wednesday September 9th for set up; Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, parking for the event will take place on the grass area to the south of the Isanti Indoor Arena, which will be paid parking, which will follow the agreed upon 50/50 fee split, per the Special Event Paid Parking Agreement, for cars and trucks. Volunteer parking will take place in the northeast parking lot in Bluebird park. Camping will occur at the Isanti Rodeo grounds Thursday night through Sunday evening, overflow parking will occur in the south soccer parking lot and no event parking will be permitted at the dog park or north Bluebird parking lots (see attached map); and,

WHEREAS, the estimated number of people to be in attendance is 2,000 per day; and,

WHEREAS, they have requested to have a banner be placed on the city sign posts on the corner of Hwy 65 and Heritage Blvd, and to be placed and removed by city staff from September 2, 2020 – September 14, 2020; and,

WHEREAS, the team pit areas, which will include canopies, will be placed along the grass area on the east side of the pine trees, the grass area east of the BMX building, and the grass area south of the outdoor rink and canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which is on file with the City of Isanti; and,

WHEREAS, the applicant has requested that Isanti Parkway be closed in front of the facility on Friday, Saturday and Sunday of the event. Public Works will provide barricades and cones and detour signs, but it is the responsibility of the association to put them out each day and to the side after each night's events, and the compost site will remain accessible when it is open on Thursday and Saturday; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will be bringing in 14 units from Absolute Portables,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event request with the following conditions:

- Rum River BMX will be responsible for repairing any damage to grass due to parking, camping, or other event activities.

- The requested road closure is permitted with barricades and detour signs provided by Public Works and placed by Rum River BMX Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm and ensuring access is provided to the Compost site on Thursday September 10th and Saturday September 12th.
- Rum River BMX Association will be responsible for the upkeep of all restroom facilities, including those at the south end of the building, for the duration of the event.

This resolution was duly adopted by the Isanti City Council this 1st day of September, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/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 a 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. **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: 7/14/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted]

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted]

EVENT INFORMATION

Event Name: USABMX Land O' Lakes National

Date(s) of Event: Sept 9 th thru Sept 13th 2020

Hours of Event: 9/9 Setup, 9/10 12-9pm, 9/11 9am-6pm, 9/12 6am-8pm & 9/13 5am-5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

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

Four day national bmx race. Race is for riders and families to come and try out their skills against races from all over the North America. Racers compete for a 4x the normal amount of points awarded at a normal race.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the east, south, west side of parking lot on east side of the pine trees and directly south of the skate park will used for team canopies. Grass area to the south of track will be used for vehicles, Rodeo grounds are for camping, additional parking per site map only.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
2,000 people per day

Parking Impact – Describe in detail:
Parking shall be on paved surfaces and grass areas as noted on site map Some over flow may be at the Soccer parking lot as needed. No parking allowed at the Dog Park or Blue Park's main parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 20'x20'
Location: South, west and east sides of the building. See detailed site map.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
East bound side of Isanti Pkwy will be shut down 9/11 thru 9/13 the hours listed above.

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.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, 10 portable bathrooms will be added around the outside of the building & 8 at camping area.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event.

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: Larry MacDonald

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

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: pr email

Police Chief * Condition.
_____ Approved _____ Denied _____ N/A Signature: pr email

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

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: [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: _____

* review/clarify road closure

* Travis verified ok to close road, Warning signage road closed ahead at East Dual.

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USA BMX Area
Main Parking Lot
Handicap Parking
Volunteer Parking
Truck/Utility Trailer Parking
No Event Parking
Team Pit Area
Camping
Overflow Parking
Parking Entrance
Rum River BMX
Camping Entrance

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race Land O' Lakes National Located at the Isanti Indoor Arena on Sept 9th thru Sept 13th 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) BM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) BM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/16/2020

A Community For Generations.

Isanti

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

Special Event Equipment Request Form

Event Name: 2020 Land O' Lakes National

Date(s) of Event: Sept 10th thru Sept 13th 2020

Contact Person: Larry Merchlewitz [redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: Sept 9th 2020 11:00am

[redacted]

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 20

Picnic Tables: 0

Barricades: 8

Stage: 0

Road Closed Signs: 2

No Parking Signs: 50 small sign

[redacted]

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: September 1, 2020

Subject: 2021 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $2,987,163 and reflects an increase in the preliminary taxable market value for 2021 of 10.71%. The city will receive updated property tax values from the County in December.

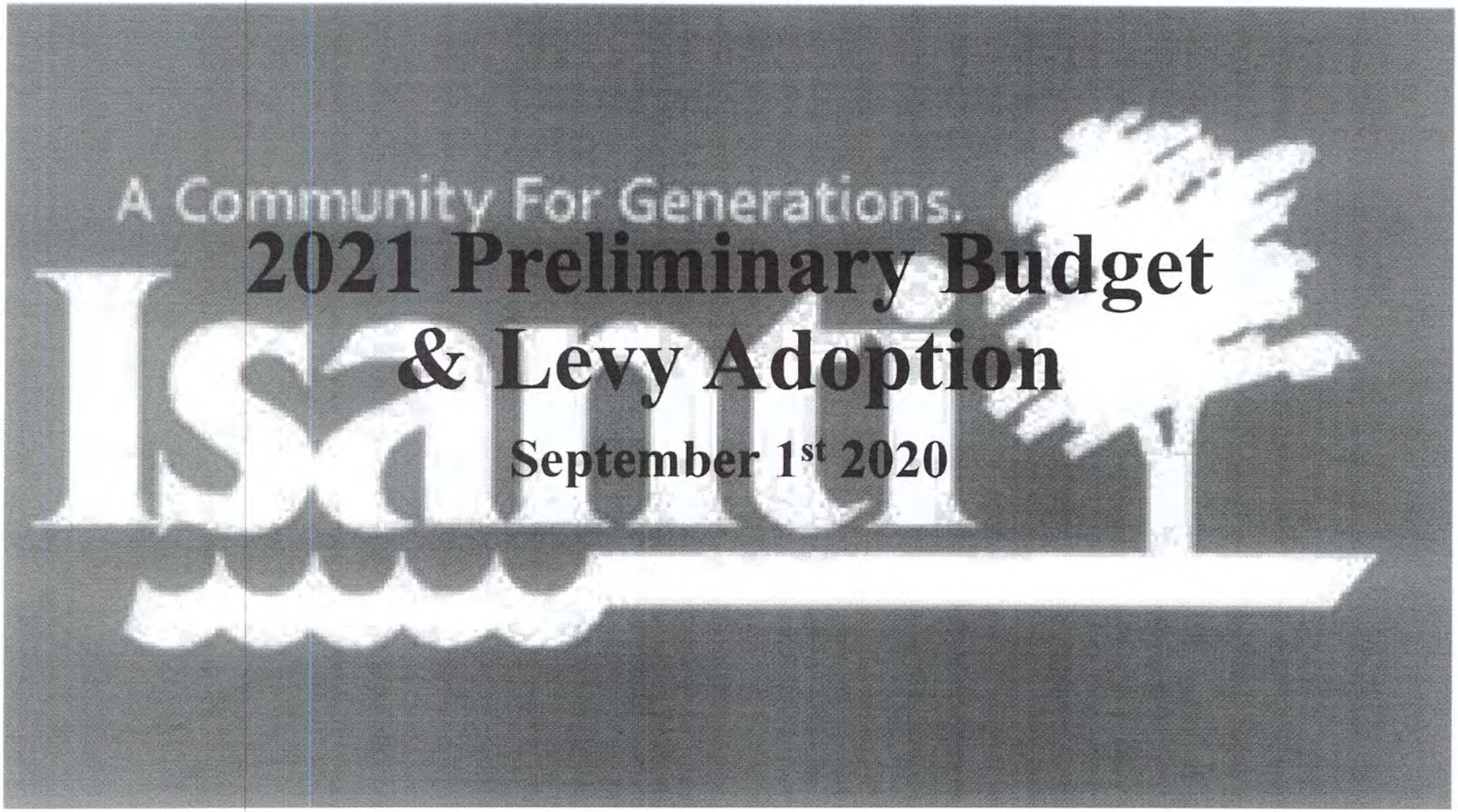
The proposed preliminary property tax rate is 61.18%. An increase of 0.0% from 2020. The 15 year average tax rate from 2006 thru 2020 is 67.63%

As discussed in prior work sessions, other non-levy General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule, and known agreements.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru June, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance is projected to increase 5.0%. Final renewal numbers on Health Insurance scheduled to be available October 1st 2020.

Current Action:
Consider Resolution Setting the 2021 Final Budget and Levy Meeting
Consider Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

Attachments:
2021 Preliminary Budget
Resolution Setting the 2021 Final Budget and Levy Meeting
Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti
Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti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2021 Preliminary Budget
& Levy Adoption
September 1st 2020

Components of Municipal Budget

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Category	Revenue	Expense	Competency
Operating Rev/Exp	GF Levy / Rates	3-5 yr Avg., 6m Actual	All - Easy But Not Assured
Intergovernmental Rev/Exp	LGA / Grants	Regulations / Legislation	All - Legal Requirement
Capital Projects	Levy / Rates	10-20 year Horizon	Most - $ to Engineer
Capital Maint./Replacement	Levy / Rates	20 year Horizon	Few - Difficult **

** Largest Available Marginal Competitive Advantage

Fiscal Management

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- Manage Components of Municipal Budget
- Consider Associated Timelines
- Small & Steady Increases/Decreases in Levy/Tax Rate Over Time

Proposed Levy

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LEVY	2020	2021
GENERAL FUND LEVY (101)	**$ 1,828,826**	**$ 1,880,700**
CAPITAL MAINT. LEVY (920)	**$ 256,000**	**$ 438,700**
STREET CONST. LEVY (425)	**$ 163,000**	**$ 286,500**
EDA LEVY (108)	**$ 79,802**	**$ 86,201**
ABATEMENT LEVY (101)	**$ 24,066**	**$ 13,432**
DEBT SERVICE LEVY	**$ 369,312**	**$ 281,630**
929 - 2010B GO BOND	$ 85,000	$ -
930 - 2011A GO BOND	$ 7,805	$ 9,367
931 - 2014A TAX ABATEMENT	$ 225,501	$ 222,036
932 - 2014B GO BOND	$ 51,006	$ 50,227
TOTAL LEVY	**$ 2,721,006**	**$ 2,987,163**

Proposed Tax Rate

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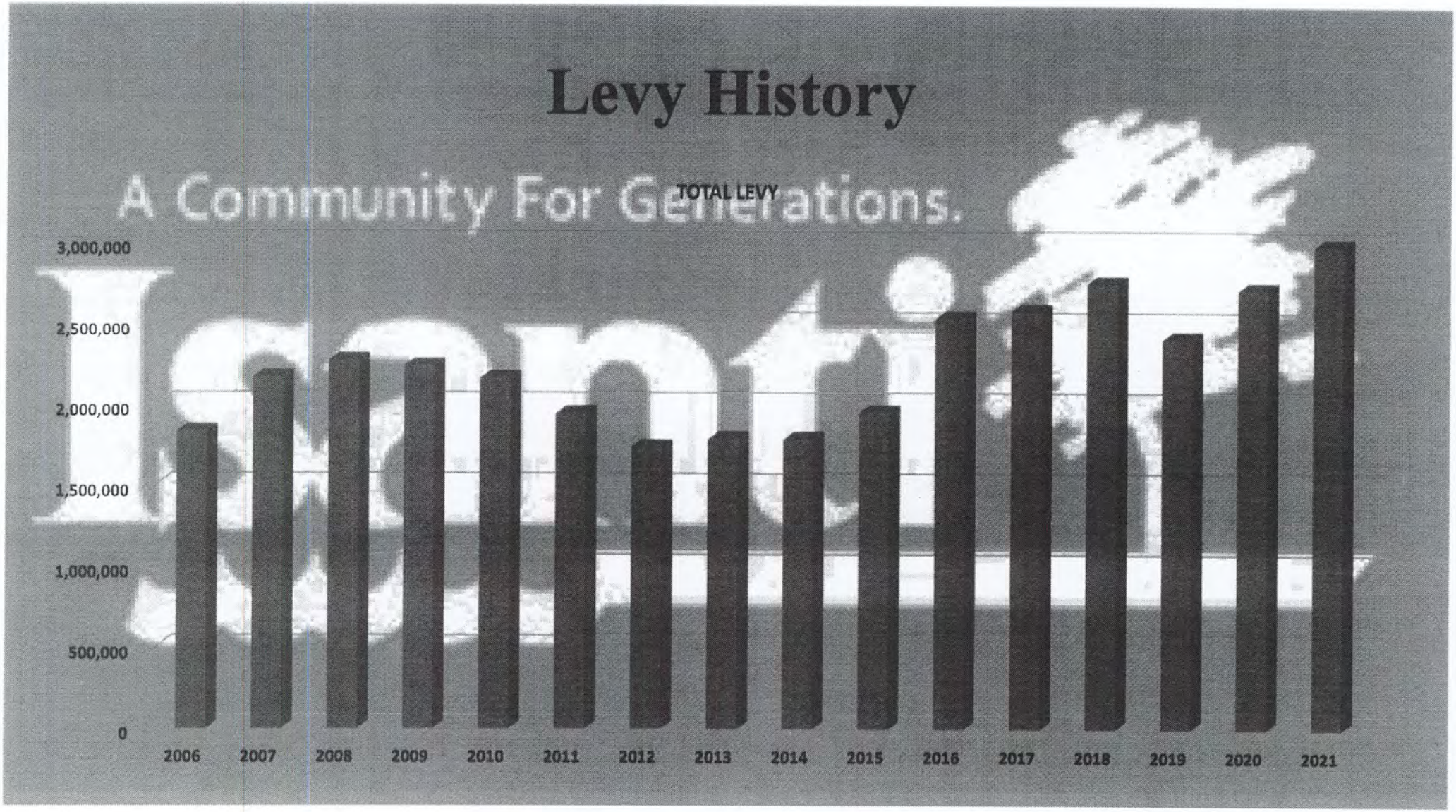
LEVY	2020	2021	CHANGE FROM PRIOR
TAX RATE	61.18%	61.18%	0.00%
AVG. TAX RATE - 2016-2020	74.77%		
AVG. TAX RATE - 2006-2020	67.63%		

Levy History



Tax Rate History

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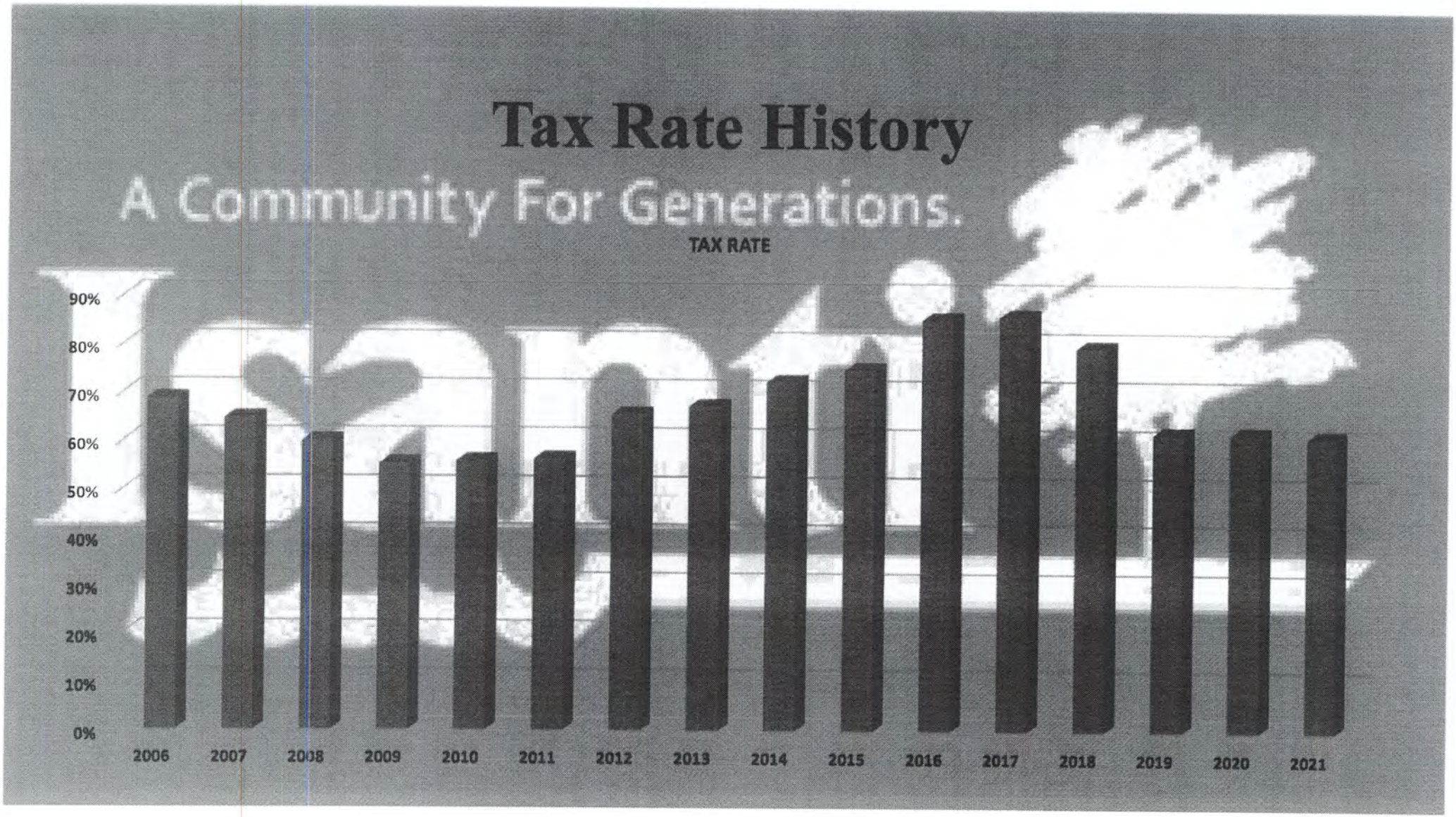

Property Tax Calculation

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- Why Tax Rate Is More Important Than Levy Amount
- Levy Will Always go up over time
- Tax Rate Provides Better Comparison Between Cities and Years
- Property Value X Tax Rate = Property Taxes

RESOLUTION 2020-XXX

SETTING THE 2021 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2020, at the regularly scheduled meeting at which the City Council adopts a proposed tax levy, the City Council must also announce the time and place of the council meeting at which the budget and levy will be discussed and a final budget and levy will be determined; and,

WHEREAS, the time and place of the meeting that allows for citizen input and deals with the budget and levy must be included in the minutes; and,

WHEREAS, the following information must be provided to the county auditor:

- Time and place of one regular council meeting at which the budget and levy will be discussed and at which a final budget and levy will be determined
- Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- Address where comments will be received by mail;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the City Council has set the following meeting date at which the budget and levy will be discussed, and the final budget and levy will be determined.

   Tuesday, December 1, 2020 at 7:00 p.m.

2. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota and provide the following information:

   a. Phone Number – Isanti City Hall, (763) 444-5512
   b. Mailing Address – Isanti City Hall, PO Box 428, Isanti, MN 55040

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE 2021 PRELIMINARY BUDGET FOR THE CITY OF ISANTI

WHEREAS, the City of Isanti is required to approve a preliminary budget by September 30th of each year for the following year; and,

WHEREAS, the City of Isanti has developed a preliminary General Fund budget for 2021; and,

WHEREAS, the preliminary General Fund budget has been presented to the City Council of the City of Isanti at the September 1, 2020 City Council meeting for review;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. The preliminary General Fund budget for the City of Isanti for 2021 is as follows:

TAXES	1,918,132
LICENSES/PERMITS	350,800
INTERGOVERNMENTAL	1,008,198
CHARGES FOR SERVICES	202,011
FINES AND FORFEITURES	53,050
MISCELLANEOUS	28,100
TRANSFERS IN	494,150
TOTAL GENERAL FUND REVENUES	**4,054,441**
COUNCIL	38,719
ELECTIONS	200
FINANCIAL ADMINISTRATION	531,085
PLANNING AND ZONING	153,927
MUNICIPAL BUILDING	41,917
POLICE ADMINISTRATION	1,698,267
FIRE PROTECTION	262,930
BUILDING INSPECTION ADMIN	291,245
CODE ENFORCEMENT	12,231
CIVIL DEFENSE	2,140
ANIMAL CONTROL	3,091
GENERAL CITY MAINTENANCE	58,238
HWYS, STREETS, & ROADS	381,594
STREET LIGHTING	51,130
SANITATION ADMINISTRATION	23,180
PARK,REC,CULTURE	363,698
TRANSFERS	113,944
MISCELLANEOUS	13,852
TOTAL GENERAL FUND EXPENDITURES	**4,041,387**

2. The preliminary General Fund budget is approved by the City Council of the City of Isanti for budget year 2021.

3. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

K.7.

ADOPTING THE PROPOSED 2020 TAX LEVY COLLECTIBLE IN 2021 FOR THE CITY OF ISANTI

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	FUND	AMOUNT
GENERAL FUND	101	1,880,700
CAPITAL MAINTENANCE	920	438,700
STREET CONSTRUCTION	425	286,500
EDA	108	86,201
ABATEMENT	101	13,432
2011A GO BOND	930	9,367
2014A TAX ABATEMENT BOND	931	222,036
2014B GO BOND	932	50,227
TOTAL LEVY		**$ 2,987,163**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	440,165,200	487,307,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	390,288,875	432,088,813
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	11.86%	10.71%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.13%	1.13%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,410,264	4,882,604
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	8,000	
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,402,264	4,882,604
GENERAL FUND LEVY (101)	**1,435,911**	**1,693,594**	**1,820,001**	**1,798,817**	**1,657,973**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**1,828,826**	**1,880,700**
CAPITAL MAINT. LEVY (920)															**256,000**	**438,700**
STREET CONST. LEVY (425)															**163,000**	**286,500**
EDA LEVY (108)													**56,327**	**62,565**	**79,802**	**86,201**
ABATEMENT LEVY (101)															**24,066**	**13,432**
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 2010B GO BOND						125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	
930 - 2011A GO BOND						0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367
931 - 2014A TAX ABATEMENT						0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036
932 - 2014B GO BOND						0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227
DEBT SERVICE LEVY	**406,000**	**478,336**	**458,023**	**446,429**	**508,689**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**	**281,630**
TOTAL LEVY	**1,841,911**	**2,171,930**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,721,006**	**2,987,163**
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	9.78%
$ CHANGE FROM PRIOR	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 266,157
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.809%	61.180%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-0.01%	0.00%

2021 JOB CLASSIFICATION	~~1.03~~ POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 51.4722	$ 53.4851	$ 55.4980	$ 57.5109	$ 59.5238	$ 61.5366	$ 63.5495
		Annually	$ 107,062.24	$ 111,249.03	$ 115,435.82	$ 119,622.61	$ 123,809.40	$ 127,996.19	$ 132,182.98
Finance Director	665	Per Hour	$ 43.4568	$ 45.1562	$ 46.8557	$ 48.5551	$ 50.2545	$ 51.9539	$ 53.6534
		Annually	$ 90,390.16	$ 93,924.97	$ 97,459.78	$ 100,994.59	$ 104,529.40	$ 108,064.21	$ 111,599.02
Police Chief	643	Per Hour	$ 40.7652	$ 42.3594	$ 43.9536	$ 45.5477	$ 47.1419	$ 48.7361	$ 50.3303
		Annually	$ 84,791.67	$ 88,107.55	$ 91,423.42	$ 94,739.30	$ 98,055.18	$ 101,371.05	$ 104,686.93
Public Services Director	604	Per Hour	$ 39.0890	$ 40.6176	$ 42.1463	$ 43.6749	$ 45.2035	$ 46.7321	$ 48.2607
		Annually	$ 81,305.16	$ 84,484.69	$ 87,664.22	$ 90,843.75	$ 94,023.28	$ 97,202.81	$ 100,382.34
Community Development Director	551	Per Hour	$ 38.0243	$ 39.5113	$ 40.9983	$ 42.4853	$ 43.9722	$ 45.4592	$ 46.9462
		Annually	$ 79,090.54	$ 82,183.47	$ 85,276.39	$ 88,369.32	$ 91,462.25	$ 94,555.17	$ 97,648.10
Liquor Store Manager	358	Per Hour	$ 31.5770	$ 32.8118	$ 34.0467	$ 35.2816	$ 36.5164	$ 37.7513	$ 38.9861
		Annually	$ 65,680.14	$ 68,248.64	$ 70,817.13	$ 73,385.63	$ 75,954.13	$ 78,522.62	$ 81,091.12
Police Investigator (**Union**)	297	Per Hour	$ 30.4797	$ 31.6642	$ 32.7288	$ 33.8427	$ 34.9873	$ 36.0918	$ 37.2164
		Annually	$ 63,397.78	$ 65,736.74	$ 68,075.90	$ 70,392.82	$ 72,731.98	$ 75,070.94	$ 77,410.11
Human Resources/City Clerk	280	Per Hour	$ 30.9892	$ 32.2010	$ 33.4129	$ 34.6248	$ 35.8366	$ 37.0485	$ 38.2604
		Annually	$ 64,457.49	$ 66,978.17	$ 69,498.86	$ 72,019.54	$ 74,540.22	$ 77,060.91	$ 79,581.59
Parks, Rec, Culture Manager	242	Per Hour	$ 26.7718	$ 27.8188	$ 28.8657	$ 29.9126	$ 30.9596	$ 32.0065	$ 33.0535
		Annually	$ 55,685.38	$ 57,863.02	$ 60,040.66	$ 62,218.30	$ 64,395.94	$ 66,573.58	$ 68,751.22
Assistant Finance Director	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Community Development Specialist	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Asst Liquor Store Manager	195	Per Hour	$ 22.7254	$ 23.6141	$ 24.5028	$ 25.3915	$ 26.2802	$ 27.1689	$ 28.0576
		Annually	$ 47,268.75	$ 49,117.25	$ 50,965.75	$ 52,814.25	$ 54,662.75	$ 56,511.25	$ 58,359.75
Police Secretary	183	Per Hour	$ 22.2286	$ 23.0979	$ 23.9672	$ 24.8364	$ 25.7057	$ 26.5750	$ 27.4443
		Annually	$ 46,235.52	$ 48,043.61	$ 49,851.71	$ 51,659.80	$ 53,467.89	$ 55,275.99	$ 57,084.08
Utility Billing / Accounting Clerk	173	Per Hour	$ 21.0008	$ 21.8221	$ 22.6433	$ 23.4646	$ 24.2858	$ 25.1071	$ 25.9284
		Annually	$ 43,681.67	$ 45,389.90	$ 47,098.12	$ 48,806.34	$ 50,514.56	$ 52,222.78	$ 53,931.01
Receptionist / Utility Billing Clerk	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Deputy City Clerk / Human Resources	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.5808	$ 19.3075	$ 20.0341	$ 20.7607	$ 21.4873	$ 22.2140	$ 22.9406
		Annually	$ 38,648.16	$ 40,159.54	$ 41,670.92	$ 43,182.30	$ 44,693.68	$ 46,205.06	$ 47,716.44
MS4 Technician	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232
Liquor Store Clerk II	125	Per Hour	$ 16.4946	$ 17.1396	$ 17.7847	$ 18.4297	$ 19.0747	$ 19.7198	$ 20.3648
Liquor Store Clerk III	125	Per Hour	$ 15.0419	$ 15.6301	$ 16.2184	$ 16.8066	$ 17.3948	$ 17.9831	$ 18.5713
Liq. Store Clerk less than 20	125	Per Hour	$ 12.2511	$ 12.7302	$ 13.2093	$ 13.6884	$ 14.1675	$ 14.6466	$ 15.1257
Custodian	125	Per Hour	$ 12.2426	$ 12.7214	$ 13.2001	$ 13.6789	$ 14.1577	$ 14.6364	$ 15.1152

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (**Union**)	394	Per Hour	$ 40.2612	$ 41.3539	$ 42.1177				
		Annually	$ 83,743.30	$ 86,016.11	$ 87,604.82				
Police Officer Full-Time (**Union**)	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1453	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Police Officer Part-Time	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1453	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Code Enforcement Officer Part-Time	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (**Union**)		Per Hour	$ 18.5691	$ 19.2725	$ 19.9867	$ 20.7119	$ 21.4368	$ 22.1618	$ 22.9084
		Annually	$ 38,623.73	$ 40,086.80	$ 41,572.34	$ 43,080.54	$ 44,588.54	$ 46,096.54	$ 47,649.47
Maintenance Tech II (**Union**)	188	Per Hour	$ 22.9951	$ 23.8823	$ 24.7805	$ 25.6786	$ 26.5551	$ 27.4859	$ 28.3830
		Annually	$ 47,829.81	$ 49,675.18	$ 51,543.44	$ 53,411.49	$ 55,234.82	$ 57,170.46	$ 59,038.51
Equipment Mechanic (**Union**)		Per Hour	$ 25.1917	$ 26.1440	$ 27.1287	$ 28.1134	$ 29.0981	$ 30.0937	$ 31.1000
		Annually	$ 52,398.74	$ 54,379.52	$ 56,427.70	$ 58,475.87	$ 60,524.05	$ 62,594.90	$ 64,688.00
Working Foreman/Leadman (**Union**)	280	Per Hour	$ 29.2280	$ 29.3795	$ 30.4833	$ 31.6086	$ 32.7232	$ 33.7945	$ 34.9200
		Annually	$ 60,794.24	$ 61,109.36	$ 63,405.26	$ 65,745.89	$ 68,064.26	$ 70,292.56	$ 72,633.60

	By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 132,182.98
1/1/2021	Step 7	10.0%	Water Adm.	2,080	$63.55	$ 132,182.98					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 110,089.93
1/1/2021	Step 6	10.0%	Water Adm.	888	$51.95	$ 46,135.11					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$53.65	$ 63,954.82					
		10.0%	Liquor Adm.								
HR Director / City Clerk		70.0%	Admin								$ 73,289.58
1/1/2021	Step 4	10.0%	Water Adm.	1,032	$34.62	$ 35,732.77					
6/30/2021	Step 5	10.0%	Sewer Adm.	1,048	$35.84	$ 37,556.81					
		10.0%	Liquor Adm.								
Deputy City Clerk / Human Resources		70.0%	Admin								$ 43,337.80
1/1/2021	Step 3	10.0%	Water Adm.	2,080	$20.84	$ 43,337.80					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 62,608.50
1/1/2021	Step 5	10.0%	Water Adm.	1,208	$29.68	$ 35,852.81					
8/1/2021	Step 6	10.0%	Sewer Adm.	872	$30.68	$ 26,755.69					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 49,625.15
1/1/2021	Step 7	3.5%	Plan/Zone	2,080	$23.86	$ 49,625.15					
		10%	Bldg Insp								
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,245.19
1/1/2021	Step 4	45.0%	Sewer	328	$23.46	$ 7,696.38					
2/27/2021	Step 5	10.0%	Storm	1,752	$24.29	$ 42,548.80					
TOTAL ADMINISTRATION DEPARTMENT											**$ 521,379.13**
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 93,591.61
1/1/2021	Step 5	5%	Bldg Insp	648	$43.97	$ 28,494.01					
4/23/2021	Step 6	5%	Code Enf.	1,432	$45.46	$ 65,097.60					
		40%	EDA								
Community Development Specialist		50%	Plan/Zone								$ 54,715.76
1/1/2021	Step 1	45%	Bldg Insp	752	$25.66	$ 19,299.98					
5/12/2021	Step 2	5%	Code Enf.	1,328	$26.67	$ 35,415.79					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 148,307.37**

		By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Police Department											
Chief		100%	Police								$ 107,102.78
1/1/2021	Step 7			2,080	$50.33	$ 104,686.93	$ 2,415.85				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.35	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.12	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator		100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$38.71	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer		100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.41	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.54	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer		100%	Police								$ 72,863.98
1/1/2021	Step 3			2,080	$ 33.26	$ 69,179.14		$ 3,059.85	$ 625.00		
Officer		100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.54	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.71	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer		100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.08	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.15	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 68,407.66
1/1/2021	Step 1			1,920	$ 31.08	$ 59,682.05					
12/2/2021	Step 2			160	$ 32.15	$ 5,143.25		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.44	$ 77,877.78		$ 3,444.59	$ 625.00		
1/1/2021	Start	100%	Police	1,736	$ 30.06	$ 52,176.00					$ 66,353.80
11/1/2021	Step 1			344	$ 31.08	$ 10,693.03		$ 2,859.76	$ 625.00		
Police Secretary		100%	Police								$ 58,401.40
1/1/2021	Step 7			2,080	$27.44	$ 57,084.08	$ 1,317.32				
Police Secretary		100%	Police								$ 23,117.76
1/1/2021	Step 1			1,040	$22.23	$ 23,117.76					
PT Data Entry Clerk		100%	Police								$ 23,858.22
1/1/2021	Step 7			1,040	$22.94	$ 23,858.22					
Code Enf. Officer		100%	Police PT								$ 27,696.93
1/9/2021	Start			1,073	$18.16	$ 19,487.60					
9/16/2021	Step 1			435	$18.87	$ 8,209.33					
		100%	Police								
FTO Training		100%	Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100%	Police PT								$ 60,000.00
OT Officers		100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 1,036,778.94**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 94,811.61
1/1/2021	Step 4	21.2%	Streets	608	$ 43.67	$ 26,554.33					
4/17/2021	Step 5	1.0%	Sanitation	1,472	$ 45.20	$ 66,539.55					
		25.0%	PRC			$ 93,093.88	$ 1,717.73				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman		4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.70	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.87	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.60	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.52	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.88	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.78	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechanic		4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.34	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II		4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.78	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.68	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.78	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.68	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.78	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.68	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT		100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
Parks, Recreation & Culture Manager		100.0%	PRC							WAIVE	$ 59,362.24
1/1/2021	Step 3			648	$27.82	$ 18,026.56					
4/23/2021	Step 4			1,432	$28.87	$ 41,335.68					
Custodian		100.0%	PRC PT								$ 3,819.70
1/1/2021	Step 1			312	$12.24	$ 3,819.70					
Seasonal		17.4%	Streets PT								$ 27,000.00
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 653,665.32**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 81,091.12
1/1/2021	Step 7			2,080	$38.99	$ 81,091.12					
Asst. Manger		100%	Liquor								$ 53,653.18
1/1/2021	Step 4			1,136	$25.39	$ 28,844.71					
7/19/2021	Step 5			944	$26.28	$ 24,808.48					
Clerk II		100%	Liquor								$ 38,199.61
1/1/2021	Step 3			208	$17.78	$ 3,699.21					
2/6/2021	Step 4			1,872	$18.43	$ 34,500.40					
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$15.04	$ 18,772.30					$ 18,772.30
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$16.22	$ 20,240.52					$ 20,240.52
PT Clerk	Step 2	100%	Liquor PT	544	$12.73	$ 6,925.24					$ 44,969.53
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Shift Differential			2,800	$1.50	$ 4,200.00					
Total Part Time Clerks						$ 44,969.53					
TOTAL LIQUOR STORE											**$ 256,926.27**

Acct Number	Type		Title / Detail		12/31/2021 PROPOSED 2021 BUDGET	12/31/2020 FINAL 2020 BUDGET	12/31/2019 FINAL 2019 BUDGET	12/31/2019 2019 ACTUAL	12/31/2018 2018 ACTUAL	12/31/2017 2017 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		-		**522,377**			
101-31000	R		General Property Taxes		1,894,132	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R		General Prop Taxes-Delinq		20,300	24,000	-	42,685	19,721	27,623
101-31801	R		Tax Forfeited Sales		2,000	2,600	-	1,891	2,547	1,726
101-31900	R		Penalties and Interest DelTax		1,700	2,200	-	3,337	1,024	2,746
		TOTAL	**TAXES**		**1,918,132**	**1,881,692**	**1,817,814**	**1,844,384**	**2,170,165**	**2,018,262**
101-32100	R		Business Licenses/Permits		12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R		Non-Business Licenses/Permits		8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R		Building Permit Fee		175,000	198,100	-	174,440	190,248	210,052
101-32211	R		Plan Check Fee-Bldg.Permit		98,000	95,000	-	97,651	110,482	80,250
101-32212	R		Plumbing Fee-Bldg.Permit		12,500	14,700	-	12,241	16,734	11,408
101-32213	R		Mechanical Fee-Bldg.Permit		13,250	12,400	-	13,181	12,961	9,294
101-32214	R		Fireplace Fee-Bldg.Permit		-	-	-	-	-	-
101-32215	R		Septic Fee		-	-	-	-	-	-
101-32216	R		S/W Connection Fee		3,000	1,300	-	3,075	2,225	900
101-32217	R		Sprinkler Fee		250	300	-	-	612	-
101-32218	R		License Verification Fee		1,000	1,500	-	920	1,425	1,530
101-32219	R		Electrical Permit		23,000	22,700	-	21,506	24,140	22,583
101-32240	R		Animal Licenses		3,000	3,600	-	2,970	3,530	4,235
101-32250	R		Special Vehicle Permit		800	700	-	950	800	650
		TOTAL	**LICENSES/PERMITS**		**350,800**	**375,400**	**313,000**	**348,118**	**391,103**	**362,329**
101-33100	R		Federal Grants and Aids		79,667	8,600	10,000	8,102	6,477	10,906
101-33400	R		State Grants and Aids		-	200	-	-	-	-
101-33401	R		Local Government Aid		780,176	737,393	635,435	635,435	631,811	585,309
101-33403	R		LGA-Market Value Credit		150	-	-	164	391	18
101-33404	R		PERA Rate Increase Aid		1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R		Police Training Reimbursement		-	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R		Other State Aid Grants		-	-	-	-	-	-
101-33423	R		POST Training Aid		6,000	6,400	3,500	5,965	10,527	-
101-33424	R		Police State Aid		72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R		County Grants		-	-	-	-	-	-
101-33601	R		Regional Grants		-	-	-	-	-	2,500
101-33610	R		County Grants/Aid for Hwy		-	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,008,198**	**897,293**	**788,779**	**789,776**	**789,501**	**731,448**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R		Charges for Services		-	-	-	516	-	-
101-34100	R		General Gov t Charges for Svcs		3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R		Rent Revenue		-	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R		Plan Check Fee		-	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		-	-	-	-	-	-
101-34106	R		Advertising Revenue		1,500	1,500	4,200	3,813	3,524	-
101-34110	R		Land Rent		1,000	3,500	900	1,260	1,028	4,382
101-34112	R		Dog Rm/Bd Charges		-	700	500	-	395	792
101-34113	R		Community Ctr Rent Revenue		12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R		Copy Machine Copy Sales		75	200	-	85	135	158
101-34115	R		Lease Revenue		76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R		Police Charges for Services		1,000	400	700	1,513	2,125	399
101-34202	R		Security Services		-	-	-	-	-	-
101-34203	R		Accident Reports		-	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R		School Dist Resource Officer		84,056	88,471	76,000	80,756	60,162	28,722
101-34211	R		PD Charges for Scvs		-	-	-	-	-	-
101-34212	R		Nuisance Abatement		3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R		PW Other Charges for Scvs		750	1,100	800	652	1,266	1,024
101-34304	R		Street Cut Charges		4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R		Snow Removal		-	100	100	-	10	16
101-34306	R		Weed/Grass Removal		-	-	-	109	(96)	1,724
101-34700	R		Park Rental Fees		500	800	1,500	585	1,010	240
101-34750	R		Rec Program Fees		300	350	350	313	291	368
101-34780	R		Park Fees		50	-	-	40	65	50
101-34951	R		Surplus Property Rev		-	250	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**202,011**	**244,215**	**222,987**	**230,468**	**223,487**	**204,468**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R		Fines and Forfeits		50	-	-	56	32	200
101-35102	R		Parking Fines		1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R		Other Fines		-	-	-	-	-	-
101-35105	R		Highway Fines		35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R		Dog Impound Fee		-	1,300	1,250	-	1,279	1,195
101-35107	R		NSF Fines		-	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		-	-	-	-	-	-
101-35110	R		Storage Fees		-	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R		Administrative Citation		2,000	2,200	2,000	1,160	2,708	2,094
		TOTAL	**FINES AND FORFEITURES**		**53,050**	**49,800**	**40,250**	**52,502**	**56,622**	**47,077**
101-36100	R		Special Assessments		-	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		1,000	2,400	3,000	955	469	2,821
101-36201	R		Refunds & Reimbursements		7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R		Loan Payments		-	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		-	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		-	-	-	-	-	-
101-36210	R		Interest Earnings		20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R		Contributions and Donations		-	-	-	-	5,000	-
101-36231	R		Community Center Contributions		-	-	-	-	-	-
101-37460	R		General Penalty		100	200	-	22	186	139
101-37840	R		Cash Over - (Short)		-	-	-	-	-	-
101-37843	R		Bank Charges		-	-	-	-	-	-
101-37844	R		Error Adjustment		-	-	-	21	(0)	-
101-39102	R		Sale of Property		-	-	-	649	737	-
101-39103	R		Insurance Proceeds		-	-	-	-	-	-
		TOTAL	**MISCELLANEOUS**		**28,100**	**33,200**	**47,000**	**74,537**	**36,620**	**29,739**
101-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
101-39203	R		Transfer from Other Fund		494,150	451,176	369,150	369,150	369,150	396,182
		TOTAL	**TRANSFERS IN**		**494,150**	**451,176**	**369,150**	**369,150**	**369,150**	**396,182**
101-39999	R		Prior Period Adjustment		-	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,054,441**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		24,927	21,777	24,927	25,327	22,577	22,582
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		1,907	1,666	1,907	1,938	1,727	1,459
			FICA / Medicare	7.65%						
101-41110-130	E		Employer Paid Ins General		-	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		-	-	-	-	-	21
101-41110-200	E		Office Supplies (GENERAL)		250	700	125	143	208	-
101-41110-208	E		Training and Instruction		2,500	4,750	4,750	693	499	919
101-41110-220	E		General Supplies		-	-	-	13	-	-
101-41110-303	E		Engineering Fees		-	-	150	-	-	-
101-41110-305	E		Technology		1,000	2,000	1,000	861	1,225	-
101-41110-351	E		Legal Notices Publishing		1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E		General Liability Ins		5	25	160	29	132	150
101-41110-433	E		Dues and Subscriptions		6,630	9,200	6,137	6,169	5,939	7,753
			League of Minnesota Cities	$ 6,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		-	-	-	26	-	101
41110		**TOTAL**	**COUNCIL**		**38,719**	**41,868**	**41,656**	**36,025**	**33,827**	**34,436**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		-	5,560	-	-	3,592	-
101-41200-200	E		Office Supplies (GENERAL)		-	100	100	-	-	-
101-41200-208	E		Training and Instruction		-	1,300	-	-	661	-
101-41200-303	E		Engineering Fees		-	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		-	200	250	-	77	-
101-41200-361	E		General Liability Ins		-	-	-	-	-	-
101-41200-439	E		Election Expenses		200	1,700	1,000	154	5,296	1,138
41200		**TOTAL**	**ELECTIONS**		**200**	**8,860**	**1,350**	**154**	**9,627**	**1,138**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		310,462	300,019	274,583	266,374	263,551	274,277
101-41500-101	E		PT Salaries & Wages		4,900	5,500	-	-	-	-
101-41500-102	E		Full-Time Employees OT		-	-	-	26	-	-
101-41500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41500-112	E		Contracted Services		10,795	36,235	13,240	11,871	10,004	7,944
			Codification Maint. Fee	$ 995						
			Isantian Newsletter	$ 8,000						
			City Code Update (30%)	$ 1,800						
101-41500-120	E		Employer Contrib Ret General		47,385	45,646	41,184	39,286	39,143	40,105
101-41500-130	E		Employer Paid Ins General		51,397	49,926	43,486	44,618	49,696	51,949
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	25	-	48
101-41500-151	E		Worker s Comp Insurance		2,937	2,731	1,328	1,536	1,627	1,992
101-41500-200	E		Office Supplies (GENERAL)		3,500	3,900	3,640	3,491	2,504	3,465
			Miscellaneous	$ 6,500						
			15% to EDA, PRC, P/Z	$ (3,000)						
101-41500-202	E		Duplicating and copying supply		1,870	1,980	2,240	1,473	1,552	1,752
			Copier Lease	$ 2,300						
			Paper / Supplies	$ 1,100						
			15% to P/Z, PRC, EDA	$ (1,530)						
101-41500-207	E		Computer Supplies		-	-	-	-	-	-
101-41500-208	E		Training and Instruction		11,235	12,775	9,235	8,176	7,062	7,073
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		250	-	-	73	-	-
101-41500-300	E		Professional Srvs (GENERAL)		50,568	46,530	43,641	75,783	32,833	37,374
			City Attorney	$ 40,000						
			Safety Training (8%)	$ 568						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E		Audit & Accounting Services			17,540	17,538	14,683	15,875	18,090	39,792
			Annual Financial Audit	$	30,080						
			AUP (Agreed Upon Procedures)	$	5,000						
			12.5% each Water, Sewer, Storm, Liquor	$	(17,540)						
101-41500-303	E		Engineering Fees			-	100	90	-	604	(675)
101-41500-305	E		Technology			6,627	6,241	5,350	6,551	5,168	5,137
			Anti Spam Software	$	245						
			WB IT Solutions (15%)	$	4,665						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
101-41500-320	E		Communications (GENERAL)			1,548	1,536	-	1,803	754	-
			Verizon	$	1,548						
101-41500-322	E		Postage			5,090	5,385	5,385	4,423	4,759	4,789
			Bulk Mailing - Isantian	$	1,900						
			PO Box Fee	$	120						
			Postage 5,000 @ $0.55	$	2,750						
			Certified Letters	$	320						
101-41500-335	E		Auto Expense			110	110	2,953	1	2,980	1,487
			City Hall Vehicle(s)	$	110						
101-41500-351	E		Legal Notices Publishing			300	600	600	66	254	115
101-41500-361	E		General Liability Ins			2,100	2,420	3,367	2,321	3,311	2,301
101-41500-366	E		Bonds/Life Insurance			-	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip			-	-	-	2	-	-
101-41500-433	E		Dues and Subscriptions			2,472	2,270	2,259	3,290	1,707	2,998
			MN City/Cty Management Assoc	$	160						
			MN Clerks & Finance Officers Assoc	$	50						
			SHRM Membership	$	230						
			ICMA	$	1,057						
			Int'l Institute of Muncipal Clerks	$	170						
			MN GFOA	$	140						
			MN Society of CPAs	$	280						
			AICPA	$	285						
			MN Board of Accountancy	$	100						
101-41500-437	E		Other Miscellaneous			-	2,000	-	32	-	-
101-41500-500	E		Capital Expenditures			-	-	3,671	3,320	-	-
101-41500-511	E		Land Acquisition			-	-	-	-	-	-
101-41500-721	E		Contingency Fund			-	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**			**531,085**	**543,442**	**470,935**	**490,416**	**445,598**	**481,922**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		-	55,753	91,073	89,708	-	-
101-41501-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41501-112	E		Contracted Services		-	5,000	5,000	3,984	-	-
101-41501-120	E		Employer Contrib Ret General		-	8,447	13,798	12,869	-	-
101-41501-130	E		Employer Paid Ins General		-	6,904	18,553	17,526	-	-
101-41501-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		-	534	689	823	-	-
101-41501-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		-	600	600	52	-	-
101-41501-207	E		Computer Supplies		-	-	-	-	-	-
101-41501-208	E		Training and Instruction		-	1,400	3,600	3,773	-	-
101-41501-220	E		General Supplies		-	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		-	-	-	-	-	-
101-41501-303	E		Engineering Fees		-	-	-	-	-	-
101-41501-305	E		Technology		-	-	-	-	-	-
101-41501-320	E		Communications		-	540	-	-	-	-
101-41501-322	E		Postage		-	-	-	-	-	-
101-41501-335	E		Auto Expense		-	1,558	3,116	260	-	-
101-41501-351	E		Legal Notices Publishing		-	-	600	8	-	-
101-41501-361	E		General Liability Ins		-	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		-	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		-	1,290	930	1,050	-	-
101-41501-437	E		Other Miscellaneous		-	-	-	-	-	-
101-41501-500	E		Capital Expenditures		-	-	-	-	-	-
101-41501-511	E		Land Acquisition		-	-	-	-	-	-
101-41501-721	E		Contingency Fund		-	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**82,026**	**137,959**	**130,053**	**-**	**-**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41910			**PLANNING AND ZONING**								
101-41910-100	E		Wages & Salaries General			79,491	77,882	68,848	30,081	68,906	56,976
101-41910-101	E		Part Time Salaries and Wages			2,450	2,800	6,300	-	-	-
101-41910-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-41910-112	E		Contracted Services			10,000	-	-	10,648	-	28,443
			Zoning Code Update	$	10,000						
101-41910-120	E		Employer Contrib Ret General			11,960	12,121	10,160	4,308	9,970	7,900
101-41910-130	E		Employer Paid Ins General			13,283	6,615	9,855	3,354	8,316	5,428
101-41910-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-41910-151	E		Worker s Comp Insurance			742	711	493	578	369	568
101-41910-200	E		Office Supplies (GENERAL)			1,250	1,525	1,200	814	573	1,862
			15% from Admin	$	1,000						
			Miscellaneous	$	250						
101-41910-202	E		Duplicating and copying supply			510	540	840	728	503	601
			15% from Admin	$	510						
101-41910-208	E		Training and Instruction			2,000	2,130	1,130	687	1,081	623
			MN APA Conference	$	1,500						
			Continuing Education - CDD	$	500						
101-41910-300	E		Professional Srvs (GENERAL)			6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E		Auditing and Acct g Services			-	-	-	-	-	-
101-41910-303	E		Engineering Fees			3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E		Technology			3,712	3,189	3,526	3,040	2,835	2,147
			WB IT Solutions (10%)	$	3,110						
			Civic Systems Support (5.45%)	$	602						
101-41910-310	E		Annexation Payments			17,600	23,862	41,187	21,250	1,824	-
			Annex. Pmt to Township - A-2457(OA)-32	$	11,218						
			Annex. Pmts. to Residents - A-2457(OA)-32	$	6,382						
101-41910-320	E		Communications (GENERAL)			264	1,513	800	528	685	584
			Verizon - 50% CDD Phone	$	264						
101-41910-322	E		Postage			50	50	50	2	13	158
101-41910-335	E		Auto Expense			55	55	55	1	82	38
			10% from Admin	$	55						
101-41910-351	E		Legal Notices Publishing			300	300	300	116	664	304
101-41910-361	E		General Liability Ins			10	63	411	76	387	389
101-41910-433	E		Dues and Subscriptions			350	-	-	-	-	-
			MN APA Membership	$	100						
			North TH 65 Corridor Coalition	$	250						
101-41910-437	E		Other Miscellaneous			900	950	950	787	908	1,217
			Isanti County Recorder / Misc.	$	900						
101-41910-500	E		Capital Expenditures			-	-	2,500	1,113	2,871	8,577
41910		**TOTAL**	**PLANNING AND ZONING**			**153,927**	**141,306**	**156,605**	**86,632**	**104,931**	**134,645**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941			**MUNICIPAL BUILDING**								
101-41941-100	E		Wages & Salaries General			-	200	-	32	50	-
101-41941-112	E		Contracted Services			960	1,337	1,242	1,161	856	1,230
			Alarm Monitoring	$	610						
			Shred-N-Go	$	350						
101-41941-120	E		Employer Contrib Ret General			-	15	-	5	4	-
101-41941-130	E		Employer Paid Ins General			-	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)			5,250	2,100	1,890	2,214	1,060	759
			Misc. Supplies	$	1,000						
			Conference Table	$	3,500						
			Flags	$	750						
101-41941-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-41941-303	E		Engineering Fees			-	-	-	-	-	-
101-41941-305	E		Technology			8,065	7,535	7,507	7,428	6,431	6,809
			Panic Button Monitoring	$	290						
			WB IT Solutions (25%)	$	7,775						
101-41941-320	E		Communications (GENERAL)			5,427	5,893	3,843	2,852	4,317	3,773
			Landline Service	$	3,168						
			City Hall Phone System Maint. (90%)	$	2,106						
			Long Distance	$	153						
101-41941-361	E		General Liability Ins			2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E		Utilities			12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E		Maint & Repairs - Bldgs.			7,685	8,451	7,632	9,499	10,000	5,767
			Janitorial Services	$	5,346						
			Rug Service	$	864						
			Garbarge/Recycling Services	$	250						
			Fire Suppresion Inspection	$	225						
			Miscellaneous	$	1,000						
101-41941-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-41941-410	E		Rentals			-	-	-	-	-	-
101-41941-500	E		Capital Expenditures			-	-	18,350	17,454	4,950	3,801
101-41941-700	E		Transfers (GENERAL)			-	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**			**41,917**	**41,357**	**55,286**	**54,234**	**39,323**	**33,705**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110			POLICE ADMINISTRATION							
101-42110-100	E		Wages & Salaries General		909,082	690,289	775,035	630,007	608,564	730,294
101-42110-101	E		Part Time Salaries and Wages		87,697	78,356	40,000	137,166	85,258	58,523
101-42110-102	E		Full-Time Employees OT		40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42110-112	E		Contracted Services		-	-	-	3,375	-	345
101-42110-113	E		Uniform Pay		11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E		Crime Prevention		2,000	2,000	300	434	136	334
101-42110-118	E		Salary Contingency		-	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		186,746	146,211	152,196	147,846	124,678	135,789
101-42110-130	E		Employer Paid Ins General		183,056	154,893	183,831	132,382	130,040	120,960
101-42110-142	E		Unemployment Comp Benefit Pymt		-	-	-	2,135	-	-
101-42110-151	E		Worker s Comp Insurance		70,618	48,918	32,986	38,694	22,904	31,760
101-42110-200	E		Office Supplies (GENERAL)		3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E		Computer Supplies		-	100	100	60	-	79
101-42110-208	E		Training and Instruction		17,000	17,000	12,500	15,347	15,731	10,613
			Ammunition	$ 4,000						
			MN Chiefs Annual Conference	$ 800						
			Jubiliee Days Meeting	$ 350						
			Misc Training/Courses	$ 10,450						
			Misc. Reserve Training	$ 500						
			Patrol On-line	$ 900						
101-42110-240	E		Small Tools and Minor Equip		2,710	3,056	3,256	2,877	2,196	5,458
			Copy Machine Lease	$ 1,260						
			Radar Calibration	$ 250						
			Misc Small Tools/Equipment	$ 600						
			Misc Investigator Equipment	$ 600						
101-42110-300	E		Professional Srvs (GENERAL)		67,094	58,751	45,537	52,744	53,282	44,480
			Prosecution ($4,084/month)	$ 49,000						
			Safety Training (14%)	$ 994						
			Interpreter Services	$ 600						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 4,500						
101-42110-305	E		Technology		13,708	11,727	12,859	13,838	20,358	13,708
			LETG Software Maintenance and Support	$ 8,410						
			WB IT Solutions (10%)	$ 3,110						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 1,296						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 290						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E		Communications (GENERAL)			10,434	6,261	6,360	5,653	5,393	5,522
			Verizon	$	8,424						
			Landline Service	$	1,740						
			Long Distance	$	90						
			BCA Connection	$	180						
101-42110-321	E		Cell Phone Reimbursement			-	-	-	-	-	60
101-42110-335	E		Auto Expense			34,260	35,914	35,200	33,837	25,559	26,496
			Fuel/Washes	$	21,000						
			PW Labor	$	850						
			GEO Tab	$	2,410						
			Repairs	$	10,000						
101-42110-336	E		PD Reserves			1,200	1,200	2,000	782	1,432	2,681
101-42110-351	E		Legal Notices Publishing			300	300	-	801	331	106
101-42110-361	E		General Liability Ins			33,010	31,991	31,057	30,073	30,000	25,749
101-42110-380	E		Utilities			7,340	8,592	7,550	6,927	6,691	6,294
101-42110-401	E		Maint & Repairs - Bldgs.			6,790	4,257	9,615	12,800	4,631	4,250
			Janitorial Services	$	2,000						
			Rug Service	$	430						
			Garbarge/Recycling Services	$	190						
			Fire Suppresion Inspection	$	170						
			Misc. Services	$	2,000						
			Misc. Equipment	$	2,000						
101-42110-404	E		Repairs/Maint Equipment			1,000	500	1,500	1,729	-	1,520
101-42110-433	E		Dues and Subscriptions			8,665	8,026	1,485	695	283	1,485
			Lexipol Annual Subscription	$	5,810						
			Post License $90/Officer every 3 years	$	270						
			Tri County Law Enforcement	$	75						
			MN Chiefs of Police Assoc.	$	310						
			Range Dues/Special Response Team	$	2,200						
101-42110-440	E		Prisoner Expense			-	-	-	-	-	-
101-42110-442	E		Forfeitures			-	-	-	-	-	-
101-42110-500	E		Capital Expenditures			-	-	53,639	48,905	(341)	44,068
101-42110-501	E		Replacement Fund			-	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)			-	-	-	-	-	-
101-42110-721	E		Contingency Fund			-	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**			**1,698,267**	**1,367,042**	**1,446,867**	**1,397,350**	**1,195,400**	**1,307,301**
42280			**FIRE PROTECTION**								
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-42280-380	E		Utilities			3,620	2,540	2,540	3,416	-	-
101-42280-390	E		Public Safety Expense			259,310	246,965	231,249	231,246	224,513	209,043
101-42280-401	E		Maint & Repairs - Bldgs.			-	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**			**262,930**	**249,505**	**233,789**	**234,663**	**224,513**	**209,043**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		34,264	35,013	54,665	48,018	42,432	73,406
101-42401-101	E		Part Time Salaries and Wages		-	-	-	-	250	-
101-42401-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
101-42401-112	E		Contracted Services		242,900	267,985	219,738	272,916	288,748	17,211
			Building Official	$ 224,500						
			Electrical Inspector	$ 18,400						
101-42401-120	E		Employer Contrib Ret General		5,191	5,396	8,282	7,458	6,426	10,826
101-42401-130	E		Employer Paid Ins General		5,658	4,929	8,550	7,829	6,946	19,838
101-42401-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	2
101-42401-151	E		Worker s Comp Insurance		335	335	529	616	503	657
101-42401-200	E		Office Supplies (GENERAL)		-	-	1,265	625	824	829
101-42401-202	E		Duplicating and copying supply		-	-	840	489	502	595
101-42401-207	E		Computer Supplies		-	-	-	-	-	110
101-42401-208	E		Training and Instruction		-	500	500	115	-	698
101-42401-210	E		Operating Supplies (GENERAL)		100	50	210	199	99	84
101-42401-300	E		Professional Srvs (GENERAL)		-	935	4,319	2,709	3,642	3,870
101-42401-301	E		Auditing and Acct g Services		-	-	2,937	3,175	3,618	7,958
101-42401-303	E		Engineering Fees		-	2,000	10	-	-	235
101-42401-305	E		Technology		2,396	1,356	2,562	2,530	2,857	2,839
			PSN Monthly eBill (20%)	$ 140						
			Civic Systems Support (20.43%)	$ 2,256						
101-42401-320	E		Communications (GENERAL)		26	297	600	446	880	1,178
			Verizon - 5% CDD Phone	$ 26						
101-42401-335	E		Auto Expense		55	1,155	2,110	592	958	1,178
			10% from Admin	$ 55						
101-42401-351	E		Legal Notices Publishing		50	-	50	66	53	359
101-42401-361	E		General Liability Ins		270	351	785	352	738	698
101-42401-380	E		Utilities		-	-	1,412	1,271	991	995
101-42401-401	E		Maint & Repairs - Bldgs.		-	-	746	1,051	1,566	641
101-42401-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		-	-	-	-	-	-
101-42401-437	E		Other Miscellaneous		-	-	-	3	-	-
101-42401-500	E		Capital Expenditures		-	-	2,500	1,125	-	18,455
101-42401-700	E		Transfers (GENERAL)		-	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**		**291,245**	**320,302**	**312,610**	**351,585**	**362,032**	**162,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		7,415	7,260	34,944	32,077	25,870	6,857
101-42402-101	E		Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E		Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		1,123	1,110	5,294	5,169	5,002	3,336
101-42402-130	E		Employer Paid Ins General		1,257	593	4,072	3,486	2,708	677
101-42402-151	E		Worker s Comp Insurance		73	70	264	311	152	217
101-42402-200	E		Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E		Computer Supplies		-	-	200	-	15	116
101-42402-208	E		Training and Instruction		-	250	250	61	-	-
101-42402-300	E		Professional Srvs (GENERAL)		1,000	2,600	2,750	1,332	858	593
			Attorney/Abatement/Hearings	$ 1,000						
101-42402-305	E		Technology		786	385	1,186	1,016	1,162	1,125
			Civic Systems Support (7.12%)	$ 786						
101-42402-320	E		Communications		26	1,023	1,092	538	354	-
			Verizon - 5% CDD Phone	$ 26						
101-42402-322	E		Postage		125	200	125	38	116	82
101-42402-335	E		Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E		Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E		General Liability Ins		300	337	415	317	392	263
101-42402-494	E		Property Management		-	-	-	-	-	-
101-42402-500	E		Capital Expenditures		-	-	2,500	1,113	-	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**12,231**	**15,378**	**54,342**	**45,863**	**43,795**	**33,045**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		2,140	2,300	2,300	4,280	-	2,140
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		-	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,300**	**2,300**	**4,280**	**-**	**2,140**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E		Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E		Disposal-Animal		90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42700-322	E		Postage		-	-	-	-	-	-
101-42700-361	E		General Liability Ins		1	4	17	3	17	20
101-42700-417	E		Uniform Rentals		-	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,091**	**4,874**	**4,887**	**1,568**	**3,722**	**4,720**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		24,044	23,330	20,713	17,493	19,542	20,483
101-43010-102	E		Full-Time Employees OT		-	-	500	12	(2)	2
101-43010-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43010-113	E		Clothing Replacement		50	45	20	43	27	14
101-43010-120	E		Employer Contrib Ret General		3,643	3,534	3,229	2,609	2,882	2,995
101-43010-130	E		Employer Paid Ins General		6,572	6,340	6,451	4,601	5,030	5,038
101-43010-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		2,129	1,995	1,755	2,080	509	465
101-43010-208	E		Training and Instruction		50	200	200	47	19	15
101-43010-212	E		Motor Fuels		-	-	-	-	-	-
101-43010-220	E		General Supplies		450	500	500	493	426	137
101-43010-222	E		Gen l Operating Expense		3,140	5,325	5,325	688	3,218	3,537
			Torch Gas	$ 200						
			Towel/Rug Service	$ 440						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		500	1,500	1,500	-	432	872
101-43010-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-43010-303	E		Engineering Fees		-	-	-	-	-	-
101-43010-305	E		Technology		-	-	58	57	56	53
101-43010-320	E		Communications (GENERAL)		-	12	12	9	207	8
101-43010-351	E		Legal Notices Publishing		-	-	-	6	-	456
101-43010-361	E		General Liability Ins		1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E		Utilities		11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E		Ground Maintenance		350	-	-	360	-	725
101-43010-401	E		Maint & Repairs - Bldgs.		3,380	2,400	2,322	1,833	2,222	3,128
			Garbarge/Recycling Services	$ 2,880						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		370	500	500	343	335	630
			Annual Lift Inspection	$ 370						
101-43010-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-43010-410	E		Rentals		-	675	675	-	35	-
101-43010-417	E		Uniform Rentals		310	330	264	244	300	245
101-43010-500	E		Capital Expenditures		-	-	-	-	-	-
101-43010-501	E		Replacement Fund		-	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
101-43010-720	E		Operating Transfers		-	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**58,238**	**59,918**	**57,991**	**43,426**	**47,642**	**50,912**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100			**HWYS, STREETS, & ROADS**								
101-43100-100	E		Wages & Salaries General			123,401	119,731	124,682	117,247	120,594	125,246
101-43100-101	E		Part Time Salaries and Wages			4,698	4,809	4,631	2,729	2,097	16
101-43100-102	E		Full-Time Employees OT			20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others			(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E		Contracted Services			-	-	-	-	-	-
101-43100-113	E		Clothing Replacement			250	175	100	219	188	71
101-43100-120	E		Employer Contrib Ret General			22,437	21,443	19,962	20,931	20,284	18,797
101-43100-130	E		Employer Paid Ins General			33,719	32,529	38,718	36,817	32,305	27,930
101-43100-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance			13,263	10,581	11,319	13,121	13,194	19,327
101-43100-208	E		Training and Instruction			500	800	800	342	576	82
101-43100-212	E		Motor Fuels			20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E		General Supplies			15,500	12,650	9,000	6,582	11,095	8,879
			Mosquito Spray - Promethium	$	5,500						
			Miscellaneous	$	10,000						
101-43100-226	E		Signs			500	500	500	510	3,826	9,617
101-43100-229	E		Gravel			3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E		Salt/Sand			50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E		Street Maintenance			9,700	11,000	10,052	9,172	10,008	6,821
			Special Assessments	$	700						
			Street/Sidewalk Repair	$	9,000						
101-43100-240	E		Small Tools and Minor Equip			1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		1,264	1,939	1,500	1,618	1,885	1,281
			Safety Training (14%)	$ 994						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		25,000	30,000	21,000	16,609	19,452	47,654
101-43100-305	E		Technology		642	295	352	378	500	403
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		2,240	2,622	3,203	2,598	2,902	2,673
			Verizon	$ 1,840						
			Landline Service	$ 390						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		-	-	-	139	149	120
101-43100-361	E		General Liability Ins		3,820	4,223	6,863	4,163	6,472	6,561
101-43100-380	E		Utilities		-	-	-	-	(1,092)	1,092
101-43100-400	E		Grounds Maintenance		750	1,000	1,000	342	600	940
101-43100-401	E		Maint & Repairs - Bldgs.		1,000	1,300	1,630	1,004	1,878	907
101-43100-404	E		Repairs/Maint Machinery/Equip		28,000	32,000	24,000	25,350	41,813	12,730
101-43100-410	E		Rentals		300	300	300	72	886	221
101-43100-417	E		Uniform Rentals		1,750	1,507	1,559	1,553	1,413	1,483
101-43100-433	E		Dues and Subscriptions		110	200	200	106	103	100
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		-	-	-	-	-	-
101-43100-500	E		Capital Expenditures		-	-	24,450	24,426	15,680	19,335
101-43100-511	E		Land Acquisition		-	-	-	-	-	-
101-43100-531	E		Improvement-Land		-	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**381,594**	**392,154**	**396,771**	**395,418**	**395,378**	**355,234**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		-	-	-	-	-	-
101-43160-361	E		General Liability Ins		-	-	-	-	-	-
101-43160-380	E		Utilities		51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E		Capital Expenditures		-	-	-	-	16,806	11,258
43160		**TOTAL**	**STREET LIGHTING**		**51,130**	-	**60,000**	**48,239**	**64,636**	**60,557**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		5,567	5,400	3,922	4,056	4,539	10,165
101-43210-101	E		Part Time Salaries and Wages		8,262	7,900	7,608	7,592	6,293	199
101-43210-102	E		Full-Time Employees OT		500	450	250	434	303	426
101-43210-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43210-112	E		Contracted Services		-	-	-	-	-	-
101-43210-113	E		Clothing Replacement		15	-	5	10	8	3
101-43210-120	E		Employer Contrib Ret General		2,171	2,083	1,280	1,250	1,195	1,190
101-43210-130	E		Employer Paid Ins General		1,518	1,465	1,493	1,358	1,348	1,180
101-43210-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		1,164	1,040	331	392	108	-
101-43210-208	E		Training and Instruction		-	-	-	11	0	-
101-43210-212	E		Motor Fuels		1,200	1,200	900	1,256	1,057	721
101-43210-220	E		General Supplies		-	-	-	13	-	45
101-43210-300	E		Professional Srvs (GENERAL)		750	500	300	380	799	424
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		-	-	-	-	-	-
101-43210-305	E		Technology		-	-	-	-	-	0
101-43210-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		-	-	-	1	-	-
101-43210-361	E		General Liability Ins		2	10	63	12	59	71
101-43210-400	E		Ground Maintenance		2,000	3,500	3,500	270	1,993	2,061
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		30	30	18	24	25	16
101-43210-500	E		Capital Expenditures		-	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**23,180**	**23,578**	**19,670**	**17,060**	**17,725**	**16,501**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
45300			**PARK,REC,CULTURE**								
101-45300-100	E		Wages & Salaries General			141,462	136,907	132,444	128,082	135,459	129,830
101-45300-101	E		Part Time Salaries and Wages			22,760	22,635	25,593	13,949	13,177	2,774
101-45300-102	E		Full-Time Employees OT			1,250	-	-	1,726	1,192	789
101-45300-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-45300-112	E		Contracted Services			7,670	7,329	7,184	5,425	6,850	6,475
			Janitorial Services	$	1,420						
			Portable Restrooms	$	6,250						
101-45300-113	E		Clothing Replacement			130	125	60	117	99	38
101-45300-120	E		Employer Contrib Ret General			24,985	24,243	22,321	20,425	21,202	19,012
101-45300-130	E		Employer Paid Ins General			27,376	26,632	33,870	25,702	28,647	25,307
101-45300-138	E		Employer Paid Ins Admin			-	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-45300-151	E		Worker s Comp Insurance			11,912	11,145	9,561	11,319	3,151	3,419
101-45300-200	E		Office Supplies (GENERAL)			1,100	1,500	1,175	1,086	1,351	940
			15% from Admin	$	1,000						
			Miscellaneous	$	100						
101-45300-202	E		Duplicating and copying supply			510	540	840	569	505	595
			15% from Admin	$	510						
101-45300-208	E		Training and Instruction			1,750	1,850	1,850	1,107	1,916	1,082
			PW Tech Pesticide Licensing	$	250						
			Professional Development	$	1,500						
101-45300-210	E		Operating Supplies (GENERAL)			2,000	2,600	2,980	1,816	2,148	2,106
101-45300-212	E		Motor Fuels			2,300	2,300	2,200	2,198	1,848	1,339
101-45300-220	E		General Supplies			3,000	4,000	3,850	1,458	2,465	1,636
101-45300-226	E		Signs			500	800	700	210	402	697
101-45300-240	E		Small Tools and Minor Equip			1,000	2,000	2,000	712	3,248	157
101-45300-300	E		Professional Srvs (GENERAL)			1,294	1,721	1,719	1,138	1,137	1,149
			Safety Training (14%)	$	994						
			Attorney	$	300						
101-45300-303	E		Engineering Fees			1,500	2,250	1,500	1,378	948	4,204
101-45300-305	E		Technology			2,157	1,742	1,799	2,147	1,622	1,316
			WB IT Solutions (5%)	$	1,555						
			Civic Systems Support (5.45%)	$	602						
101-45300-320	E		Communications (GENERAL)			1,808	2,513	2,712	2,063	2,446	2,434
			Verizon	$	588						
			Landline Service	$	1,200						
			Long Distance	$	20						
101-45300-322	E		Postage			-	25	25	-	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-45300-340	E		Advertising		1,250	4,200	5,000	1,736	3,055	1,907
			2020 Event Calendar	$ 750						
			Misc	$ 500						
101-45300-351	E		Legal Notices Publishing		250	225	200	317	249	198
101-45300-361	E		General Liability Ins		19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E		Utilities		17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E		Ground Maintenance		15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E		Maint & Repairs - Bldgs.		9,190	9,738	7,460	7,344	9,976	11,624
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 330						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 4,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E		Rentals		100	150	450	-	-	81
101-45300-417	E		Uniform Rentals		850	739	739	754	714	702
101-45300-433	E		Dues and Subscriptions		2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	$ 70						
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 199						
			Music License (ASCAP)	$ 190						
			MPCC	$ 400						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		4,875	5,550	3,550	1,571	1,853	2,943
			City Rec programs	$ 3,000						
			Movies at ICC	$ 1,125						
			Misc Program Supplies	$ 750						
101-45300-494	E		Property Management		-	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		6,000	6,500	9,200	3,851	4,710	4,924
			Fireworks	$ 6,000						
101-45300-498	E		Farmers Market		3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E		Street Dance		16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E		Capital Expenditures		-	-	10,500	6,833	44,823	43,831
101-45300-520	E		Buildings and Structures		-	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**363,698**	**371,237**	**393,414**	**319,906**	**364,756**	**364,462**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		-	-	-	-	107,237	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		-	-	-	-	**107,237**	-
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		-	-	-	-	257,652	-
101-49000-720	E		Operating Transfers		113,944	167,563	152,286	152,284	12,705	-
			Water - Deer Haven - End 2021	$ 1,589						
			Sewer - Deer Haven - End 2021	$ 1,589						
			Water - Hotel Project - End 2028	$ 28,330						
			Sewer - Hotel Project - End 2028	$ 56,670						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**113,944**	**167,563**	**152,286**	**152,284**	**270,357**	-
49008			**IMPROVEMENT FUNDS**							
101-49008-437	E		Other Miscellaneous		-	-	75,000	75,000	-	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**		-	-	**75,000**	**75,000**	-	-
49110			**MISCELLANEOUS FUNDS**							
101-49110-303	E		Engineering Fees		-	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-49110-380	E		Utilities		420	-	-	264	256	124
			General Liability Ins	$ 310						
			Janitorial Services	$ 110						
101-49110-437	E		Other Miscellaneous		-	-	-	-	-	-
101-49110-490	E		Donations-Organizations		-	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		13,432	24,066	-	-	6,191	4,960
			Hotel Project - Tax Abatement	$ 13,432						
101-49110-612	E		Interest Expense		-	1,000	341	341	962	961
101-49110-615	E		Business Subsidy		-	-	-	-	850,000	-
101-49110-700	E		Transfers (GENERAL)		-	-	123,624	123,624	119,840	147,400
101-49110-730	E		Designated Reserve		-	75,000	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**13,852**	**100,066**	**123,965**	**124,229**	**977,249**	**153,445**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,041,387**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
101		**NET INC**	**NET INCOME / (LOSS)**		**13,054**	-	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		86,201	79,802	62,565	62,565	56,327	-
108-31410	R		Lodging Tax		-	-	1,500	-	-	-
108-33601	R		Regional Grants		-	-	-	-	-	-
108-33621	R		Cable Franchise Fee		7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R		Land Rent		6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R		Assignment&Assumption Agreemen		-	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		-	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		-	-	-	4	20,023	53
108-36210	R		Interest Earnings		250	500	750	2,973	470	(237)
108-36220	R		Farmers Market		2,500	2,300	1,500	2,563	2,229	2,310
108-36225	R		Street Dance		5,250	5,000	4,000	5,225	5,128	4,010
108-36230	R		Contributions and Donations		-	-	-	-	-	5,725
108-39102	R		Sale of Property		-	-	-	-	-	-
108-39203	R		Transfer from Other Fund		-	-	87,124	87,124	92,340	147,400
108		**TOTAL**	**EDA REVENUES**		**107,291**	**100,985**	**185,239**	**186,485**	**203,623**	**182,779**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			ECONOMIC DEVELOPMENT AUTHORTY							
108-46500-100	E		Wages & Salaries General		42,525	40,186	93,239	27,625	75,330	83,952
108-46500-101	E		Part Time Salaries and Wages		2,450	2,800	4,000	2,213	3,403	7,420
108-46500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
108-46500-112	E		Contracted Services		-	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		6,360	6,308	14,162	4,109	10,378	12,917
108-46500-130	E		Employer Paid Ins General		8,296	2,960	25,754	1,309	16,630	17,806
108-46500-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
108-46500-151	E		Worker s Comp Insurance		381	350	678	793	529	639
108-46500-200	E		Office Supplies (GENERAL)		1,000	1,200	875	822	447	865
			15% from Admin	$ 1,000						
108-46500-202	E		Duplicating and copying supply		510	540	840	541	492	605
			15% from Admin	$ 510						
108-46500-208	E		Training and Instruction		2,450	2,450	1,500	853	676	1,643
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		10,000	6,500	5,000	768	7,784	34,272
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		500	600	600	213	2,298	561
108-46500-305	E		Technology		3,562	3,103	1,681	1,663	1,706	1,203
			WB IT Solutions (5%)	$ 1,555						
			Laserfiche Support (25%)	$ 825						
			Civic Plus Support (25%)	$ 580						
			Civic Systems Support (5.45%)	$ 602						
108-46500-320	E		Communications (GENERAL)		814	989	1,224	524	1,079	1,201
			Verizon - 40% CDD Phone	$ 211						
			Landline Service	$ 352						
			City Hall Phone System Maint. (10%)	$ 234						
			Long Distance	$ 17						
108-46500-335	E		Auto Expense		-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-351	E		Legal Notices Publishing			250	100	100	105	494	399
108-46500-361	E		General Liability Ins			20	89	596	111	573	583
108-46500-380	E		Utilities			1,460	1,401	1,145	1,380	1,352	1,112
108-46500-401	E		Maint & Repairs - Bldgs.			690	-	-	-	-	-
			Janitorial Services	$	594						
			Rug Service	$	96						
108-46500-433	E		Dues and Subscriptions			1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership	$	295						
			North 65 Chamber of Commerce	$	503						
			GPS 45:93	$	850						
108-46500-437	E		Other Miscellaneous			-	-	-	-	-	-
108-46500-494	E		Property Management			-	-	-	-	-	35
108-46500-495	E		Marketing			5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * $30)	$	1,050						
			Initiative Foundation	$	825						
			Mayor's Employer Luncheon	$	1,200						
			Marketing Materials	$	1,500						
			Networking Events	$	650						
108-46500-498	E		Farmers Market			-	-	-	-	-	-
108-46500-499	E		Street Dance			-	-	-	-	-	-
108-46500-500	E		Capital Expenditures			-	-	-	-	-	-
108-46500-511	E		Land Acquisition			-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land			-	-	-	-	-	-
108-46500-602	E		Loan Payment			-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)			144,150	19,150	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**			**232,291**	**97,621**	**185,239**	**71,225**	**149,117**	**208,659**
108		**NET INCOME / (LOSS)**				**(125,000)**	**3,364**	**-**	**115,261**	**54,506**	**(25,881)**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		286,500	-	-	-	-	-
425-33418	R		Muni State Aid St Maintenance		999,000	-	-	-	-	-
425-34951	R		Surplus Property Rev		-	-	-	-	-	-
425-36100	R		Special Assessments		69,900	-	-	-	-	-
425-36210	R		Interest Earnings		3,400	-	-	-	-	-
425-36230	R		Contributions and Donations		-	-	-	-	-	-
425-39102	R		Sale of Property		-	-	-	-	-	-
425-39201	R		Transfer from General Fund		-	-	-	-	-	-
425-39203	R		Transfer from Other Fund		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**1,358,800**	**-**	**-**	**-**	**-**	**-**
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
425-49008-303	E		Engineering Fees		-	-	-	15,328	-	-
425-49008-351	E		Legal Notices Publishing		-	-	-	-	-	-
425-49008-500	E		Capital Expenditures		-	-	-	-	-	-
425-49008-520	E		Buildings and Structures		-	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		1,215,500	-	-	-	-	-
425-49008-620	E		Fiscal Agent s Fees		-	-	-	-	-	-
425-49008-621	E		Bond Discount		-	-	-	-	-	-
425-49008-720	E		Transfer Out		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**1,215,500**	**-**	**-**	**15,328**	**-**	**-**
425		**NET INCOME / (LOSS)**			**143,300**	**-**	**-**	**(15,328)**	**-**	**-**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		143,414	-	-	100,459	-	-
440-33623	R		Electric Franchise Fee		174,364	-	-	199,775	-	-
440-36210	R		Interest Earnings		5,000	-	-	18,206	845	(575)
440-39203	R		Transfer from Other Fund		-	-	-	-	-	238,192
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**322,778**	**-**	**-**	**318,440**	**845**	**237,617**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		-	-	-	48,267	8,331	15,353
440-49008-351	E		Legal Notices Publishing		-	-	-	243	-	127
440-49008-530	E		ImprovementsOtherThanBldgs		316,000	-	-	203,024	-	197,928
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**316,000**	**-**	**-**	**251,533**	**8,331**	**213,407**
440		**NET INCOME / (LOSS)**			**6,778**	**-**	**-**	**66,906**	**(7,486)**	**24,210**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		-	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue		-	-	-	206	779	-
601-34115	R		Lease Revenue		-	-	-	-	-	-
601-34400	R		Collector Street Fee		-	-	-	-	-	-
601-35107	R		NSF Fines		500	-	-	420	870	1,260
601-36100	R		Special Assessments		-	800	-	15	796	365
601-36200	R		Miscellaneous Revenues		7,000	-	-	7,022	7,755	8,035
601-36201	R		Refunds & Reimbursements		500	-	-	491	679	1,592
601-36203	R		Loan Proceeds		-	-	-	-	-	-
601-36210	R		Interest Earnings		15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R		Contributions - Developer		-	-	-	-	-	-
601-36262	R		Contributions - Other Funds		-	-	-	-	261,542	-
601-37100	R		Water Sales		1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R		Water Access Charge (WAC)		225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R		Water Reconnection Chg		8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R		Misc. Charges		-	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		-	-	-	-	-	-
601-37160	R		Water Penalty		25,000	-	7,500	26,661	25,150	25,717
601-37228	R		Utility Trunk Fee		20,000	-	-	26,089	22,050	10,055
601-38888	R		Water/Sewer Collections		-	-	-	-	-	-
601-39102	R		Sale of Property		-	-	-	-	-	-
601-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
601-39203	R		Transfer from Other Fund		29,919	29,920	29,920	-	1,590	-
			General Fund - Deer Haven - End 2021	$ 1,589						
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment		-	-	-	-	(18,141)	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,575,139**	**1,203,688**	**1,193,033**	**1,392,456**	**1,534,530**	**1,273,471**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			WATER FUND								
601-49400-100	E		Wages & Salaries General			130,528	125,909	112,847	105,749	110,248	105,590
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
601-49400-102	E		Full-Time Employees OT			13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin			54,557	59,984	44,665	38,525	35,793	21,877
601-49400-112	E		Contracted Services			23,330	20,400	18,400	14,807	11,176	17,097
			Leaks/Breaks/Repairs	$	15,000						
			Generator Service Agreement	$	2,530						
			Backflow Testing	$	4,000						
			City Code Update (30%)	$	1,800						
601-49400-113	E		Clothing Replacement			225	175	90	191	121	62
601-49400-114	E		Crime Prevention			-	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General			21,827	20,824	18,967	16,209	18,224	20,844
601-49400-128	E		Employer Contrib Ret Admin			8,294	9,116	6,767	7,022	5,223	-
601-49400-129	E		Pension Expense			-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E		Employer Paid Ins General			32,637	31,597	32,069	28,012	28,968	26,257
601-49400-138	E		Employer Paid Ins Admin			11,692	12,330	11,545	10,435	9,673	3,381
601-49400-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	5
601-49400-150	E		OPEB Expense			-	-	-	3,926	7,069	-
601-49400-151	E		Worker s Comp Insurance			11,580	9,707	8,311	9,812	3,705	5,427
601-49400-208	E		Training and Instruction			2,900	2,897	3,182	1,665	2,113	2,216
			Training and Instruction	$	2,500						
			Civic Systems Symposium - Util. Clerk	$	400						
601-49400-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E		Motor Fuels			3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E		General Supplies			10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E		Chemicals			29,000	32,000	32,000	22,193	23,477	32,370
601-49400-232	E		Water Meters			30,000	30,000	20,000	21,417	28,045	36,767
601-49400-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	571	1,768	752
601-49400-300	E		Professional Srvs (GENERAL)			2,614	3,546	3,555	2,011	1,469	3,506
			Safety Training (14%)	$	994						
			City Attorney	$	1,000						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	350						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
601-49400-303	E		Engineering Fees			10,000	15,000	24,000	4,764	3,444	12,959
601-49400-305	E		Technology			6,281	5,456	4,531	4,477	4,397	4,061
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
601-49400-320	E		Communications (GENERAL)			3,554	3,801	3,672	3,595	3,869	3,668
			Landline Service	$	1,420						
			Long Distance	$	30						
			Verizon	$	2,104						
601-49400-322	E		Postage			5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E		Legal Notices Publishing			300	300	200	253	437	130
601-49400-361	E		General Liability Ins			10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E		Utilities			56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E		Ground Maintenance			500	1,000	1,000	-	177	473
601-49400-401	E		Maint & Repairs - Bldgs.			5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E		Repairs/Maint Machinery/Equip			16,500	15,000	10,000	8,587	11,647	16,923
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	16,390						
601-49400-405	E		Depreciation (GENERAL)			400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E		Rentals			-	-	-	38	-	-
601-49400-415	E		Other Equipment Rentals			-	-	-	-	-	-
601-49400-417	E		Uniform Rentals			1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E		Dues and Subscriptions			4,370	3,470	3,470	3,831	3,711	4,261
			Gopher State One-Call Locates	$	1,600						
			American Water Works Assocation	$	210						
			WTF Hazardous Chemical	$	25						
			Annual Water Use Report	$	2,300						
			MN Rurual Water Assn (50%)	$	125						
			APWA (25%)	$	110						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E		Other Miscellaneous		500	450	450	479	428	389
			Railroad Pipeline Permit	$ 500						
601-49400-438	E		Bank Charges		-	-	-	-	-	20
601-49400-492	E		Testing-Waste/Water		2,000	2,000	2,000	1,134	1,471	1,649
601-49400-494	E		Property Management		-	-	-	-	-	-
601-49400-500	E		Capital Expenditures		440,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E		Replacement Fund		-	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E		Improvement-Capital		-	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E		2011 Water Meters		-	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
			2007 GO Revenue Note, PFA	$ 56,000						
			2008 GO Revenue Note, PFA	$ 273,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 34,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest		-	-	-	-	-	-
601-49400-611	E		Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
			2007 GO Revenue Note, PFA	$ 9,468						
			2008 GO Revenue Note, PFA	$ 73,861						
			2010A GO Utility Revenue Bonds - Water	$ 3,600						
			2011 GO Water Revenue Bonds, PFA	$ 6,193						
			2013A GO Refunding - Water	$ 6,430						
601-49400-620	E		Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E		Bond Discount		-	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,429						
601-49400-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E		Operating Transfers		40,000	-	-	-	338,714	-
			Capital Contribution Liquor Store Infrastructure	$ 40,000						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**1,922,956**	**1,470,655**	**1,441,677**	**1,337,527**	**1,664,037**	**1,407,937**
601		**NET INCOME / (LOSS)**			**(347,817)**	**(266,967)**	**(248,644)**	**54,929**	**(129,507)**	**(134,466)**
601		**NET CASH FLOW / (LOSS)**			**52,183**	**133,033**	**131,356**	**451,286**	**251,586**	**251,739**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		-	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		-	-	-	258	989	-
602-34000	R		Charges for Services		-	-	-	-	-	-
602-34115	R		Lease Revenue		-	-	-	-	-	-
602-34400	R		Collector Street Fee		-	-	-	-	-	-
602-34951	R		Surplus Property Rev		-	-	-	-	-	-
602-36100	R		Special Assessments		-	-	-	2	(3,660)	(53)
602-36200	R		Miscellaneous Revenues		-	-	500	-	-	-
602-36201	R		Refunds & Reimbursements		1,600	1,600	3,500	1,660	757	1,621
602-36210	R		Interest Earnings		25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R		Contributions - Developer		-	-	-	-	-	-
602-36262	R		Contributions - Other Funds		-	-	-	-	-	-
602-37153	R		Misc. Charges		-	-	-	-	-	-
602-37200	R		Sewer Sales		1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R		Utility Trunk Fee		20,000	-	-	40,887	26,950	20,290
602-37251	R		Sewer Access Charge (SAC)		300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R		Sewer Reconnection Chg		-	-	-	-	-	-
602-37260	R		Swr Penalty		5,750	-	-	5,724	5,778	6,302
602-37843	R		Bank Charges		-	-	-	-	-	-
602-39102	R		Sale of Property		-	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
602-39201	R		Transfer from General Fund		58,259	58,260	68,747	-	11,115	-
602-39203	R		Transfer from Other Fund		-	-	-	-	-	-
602-39320	R		Reoffering Premium		-	-	-	-	-	-
602-39400	R		Loan Forgiveness		-	-	-	107,047	-	173,893
602-39999	R		Prior Period Adjustment		-	-	-	(0)	(24,149)	-
602		**TOTAL**	**SEWER FUND REVENUES**		**1,985,609**	**1,544,688**	**1,498,116**	**1,907,470**	**1,549,827**	**1,743,952**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		172,628	166,758	149,117	138,569	145,077	140,649
602-49450-101	E		PT Salaries & Wages		-	2,600	-	-	-	-
602-49450-102	E		Full-Time Employees OT		13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E		Health Stipend (HRA)		-	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		54,557	59,984	55,333	46,773	43,622	28,653
602-49450-112	E		Contracted Services		6,600	5,950	5,950	4,177	4,771	5,297
			Leaks/Breaks/Repairs	$ 1,500						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 1,800						
602-49450-113	E		Clothing Replacement		300	175	130	266	168	86
602-49450-120	E		Employer Contrib Ret General		28,205	27,013	24,487	20,398	23,135	27,147
602-49450-128	E		Employer Contrib Ret Admin		8,294	9,116	8,383	8,850	6,376	-
602-49450-129	E		Pension Expense		-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E		Employer Paid Ins General		44,143	42,696	43,363	36,216	37,656	35,054
602-49450-138	E		Employer Paid Ins Admin		11,692	12,330	13,258	11,702	11,017	4,400
602-49450-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	6
602-49450-150	E		OPEB Expense		-	-	-	4,559	7,606	-
602-49450-151	E		Worker s Comp Insurance		15,306	13,198	9,773	11,518	5,019	7,509
602-49450-208	E		Training and Instruction		3,650	3,805	4,183	1,315	3,241	2,409
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E		Motor Fuels		3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E		General Supplies		6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E		Chemicals		70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E		Small Tools and Minor Equip		1,000	1,750	1,400	776	1,328	856
602-49450-260	E		Hauling		-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)			2,270	2,187	2,196	2,383	1,779	2,075
			Safety Training (14%)	$	994						
			City Attorney	$	506						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	500						
602-49450-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
602-49450-303	E		Engineering Fees			6,500	3,500	3,500	6,997	4,499	964
602-49450-305	E		Technology			6,281	5,456	4,590	4,534	4,453	3,704
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
602-49450-320	E		Communications (GENERAL)			3,104	3,396	3,288	3,180	3,460	3,075
			Landline Service	$	990						
			Long Distance	$	10						
			Verizon	$	2,104						
602-49450-322	E		Postage			5,500	4,532	3,532	5,019	4,226	3,273
602-49450-351	E		Legal Notices Publishing			150	150	150	150	179	19
602-49450-361	E		General Liability Ins			21,560	20,448	17,751	19,382	16,746	17,506
602-49450-380	E		Utilities			254,000	223,590	100,014	239,625	99,106	78,524
602-49450-400	E		Ground Maintenance			1,000	1,000	1,000	-	-	1,198
602-49450-401	E		Maint & Repairs - Bldgs.			5,000	5,000	11,410	3,572	2,581	1,080
			Garbarge/Recycling Services	$	1,520						
			Miscellaneous	$	3,480						
602-49450-404	E		Repairs/Maint Machinery/Equip			20,000	20,000	28,000	34,649	19,519	20,401
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	19,890						
602-49450-405	E		Depreciation (GENERAL)			565,000	490,000	477,000	564,320	483,077	477,075
602-49450-410	E		Rentals			-	-	-	-	665	-
602-49450-415	E		Other Equipment Rentals			-	-	-	-	-	-
602-49450-417	E		Uniform Rentals			1,600	1,560	1,560	1,370	1,432	1,465

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E		Dues and Subscriptions			1,735	1,875	1,875	1,706	1,703	1,784
			WWTF Hazardous Chemical	$	25						
			WWTP Annual Permit Fee	$	1,450						
			MN Rurual Water Assn (50%)	$	125						
			MN Wastewater Operators Assn.	$	25						
			APWA (25%)	$	110						
602-49450-437	E		Other Miscellaneous			-	-	-	4	-	4
602-49450-438	E		Bank Charges			-	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water			6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E		Property Management			-	-	-	-	-	-
602-49450-500	E		Capital Expenditures			3,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E		Replacement Fund			-	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
602-49450-532	E		Improvement-Capital			-	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal			365,000	355,000	260,000	260,000	428,889	620,755
			2010A GO Utility Revenue Bonds - Sewer	$	35,000						
			2014B GO Bonds - Sewer portion	$	105,000						
			2016A GO Sewer Revenue Bonds, PFA	$	225,000						
602-49450-611	E		Bond Interest			59,561	66,708	72,513	72,040	11,833	82,763
			2010A GO Utility Revenue Bonds - Sewer	$	5,585						
			2014B GO Bonds - Sewer portion	$	10,576						
			2016A GO Sewer Revenue Bonds, PFA	$	43,400						
602-49450-620	E		Fiscal Agent s Fees			802	802	505	305	802	501
602-49450-621	E		Bond Discount			-	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount			(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)			35,431	36,273	39,190	39,190	34,668	34,668
			2011A GO Improvement Bonds (930)	$	35,431						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-	-
602-49450-720	E		Operating Transfers			35,000	-	-	-	230,039	-
			Capital Contribution Liquor Store Infrastructure	$	35,000						
602		**TOTAL**	**SEWER FUND EXPENDITURES**			**1,837,412**	**2,140,401**	**1,524,941**	**1,605,614**	**1,703,299**	**1,720,393**
602		**NET INCOME / (LOSS)**				**148,197**	**(595,713)**	**(26,825)**	**301,856**	**(153,473)**	**23,559**
602		**NET CASH FLOW / (LOSS)**				**707,179**	**(111,731)**	**450,175**	**746,993**	**333,481**	**336,512**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		-	-	-	-	-	-
603-31300	R		General Sales and Use Tax		-	-	-	-	-	-
603-33400	R		State Grants and Aids		-	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		-	-	-	86	233	-
603-36100	R		Special Assessments		-	-	-	40	2,238	758
603-36200	R		Miscellaneous Revenues		750	-	-	746	3,056	-
603-36201	R		Refunds & Reimbursements		50	-	-	15	31	105
603-36210	R		Interest Earnings		1,000	1,500	1,000	12,012	5,278	888
603-36262	R		Contributions - Other Funds		-	-	-	-	-	-
603-37300	R		Stormwater Sales		382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R		Stormwater Penalty		1,750	-	-	1,670	1,731	2,021
603-39999	R		Prior Period Adjustment		-	-	-	-	(4,001)	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**386,150**	**340,803**	**298,452**	**362,392**	**330,933**	**273,799**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		30,098	47,405	48,854	44,380	33,986	35,184
603-49500-102	E		Full-Time Employees OT		1,000	1,000	350	885	1,188	68
603-49500-108	E		Wages & Salaries Admin		-	-	4,413	-	-	-
603-49500-112	E		Contracted Services		600	250	250	-	363	149
			City Code Update (10%)	$ 600						
603-49500-113	E		Clothing Replacement		50	50	20	45	52	14
603-49500-120	E		Employer Contrib Ret General		4,730	7,352	7,577	6,947	5,445	5,015
603-49500-128	E		Employer Contrib Ret Admin		-	-	669	-	-	-
603-49500-129	E		Pension Expense		-	-	-	9,993	3,001	216
603-49500-130	E		Employer Paid Ins General		7,552	7,310	9,533	9,627	7,720	6,537
603-49500-138	E		Employer Paid Ins Admin		-	-	693	-	-	-
603-49500-150	E		OPEB Expense		-	-	-	2,260	1,035	-
603-49500-151	E		Worker s Comp Insurance		2,367	2,275	3,790	4,499	785	42
603-49500-208	E		Training and Instruction		1,900	1,085	1,085	414	573	60
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		350	387	387	504	293	289
603-49500-212	E		Motor Fuels		1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E		General Supplies		400	400	400	414	4,067	125
603-49500-230	E		Salt/Sand		4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E		Street Maintenance		-	-	-	-	-	112
603-49500-240	E		Small Tools and Minor Equip		700	800	1,150	263	966	488
603-49500-300	E		Professional Srvs (GENERAL)		8,408	12,250	12,250	11,102	11,025	1,919
			City Attorney	$ 250						
			Engineering - MS4 Assistance	$ 7,500						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (8%)	$ 568						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603-49500-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
603-49500-303	E		Engineering Fees			20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E		Technology			924	560	420	373	506	420
			PSN Monthly eBill (10%)	$	70						
			Civic Systems Support (7.37%)	$	814						
			Anti Spam Software	$	40						
603-49500-322	E		Postage			1,220	996	774	1,152	943	786
603-49500-351	E		Legal Notices Publishing			200	200	200	173	667	-
603-49500-361	E		General Liability Ins			260	346	842	374	797	1,146
603-49500-380	E		Utilities			4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E		Ground Maintenance			10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E		Repairs/Maint Machinery/Equip			5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E		Depreciation (GENERAL)			41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E		Rentals			-	1,000	1,000	-	-	-
603-49500-417	E		Uniform Rentals			300	250	250	270	236	194
603-49500-433	E		Dues and Subscriptions			1,100	1,040	1,040	636	618	30
			MS4 Stormwater Permit	$	400						
			MCSC Membership	$	700						
603-49500-437	E		Other Miscellaneous			-	-	-	-	-	(583)
603-49500-495	E		Rain Garden			5,000	-	-	-	-	-
603-49500-500	E		Capital Expenditures			114,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)			65,000	-	-	-	-	-
			Capital Contribution Liquor Store Infrastructure	$	65,000						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**			**337,954**	**336,374**	**564,964**	**169,345**	**168,281**	**149,827**
603		**NET INCOME / (LOSS)**				**48,196**	**4,429**	**(266,512)**	**193,047**	**162,652**	**123,973**
603		**NET CASH FLOW / (LOSS)**				**89,196**	**49,429**	**(226,012)**	**246,300**	**207,687**	**164,604**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
609-33400	R		State Grants and Aids		-	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		-	-	-	420	1,312	-
609-34101	R		Rent Revenue		-	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		-	-	-	40	-	-
609-36201	R		Refunds & Reimbursements		-	-	-	297	(20)	(236)
609-36202	R		Loan Payments		-	-	-	-	-	-
609-36210	R		Interest Earnings		4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R		Contributions and Donations		-	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R		Beer Sales -Off Sale		1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R		Wine Sales -Off Sale		302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R		Other Merchandise -Off Sale		167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R		Ice Sales		17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R		Cash Over - (Short)		-	-	-	-	-	-
609-37841	R		Refunds		(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R		NSF Checks		-	-	-	-	-	49
609-37843	R		Bank Charges		-	-	-	-	-	-
609-37844	R		Error Adjustment		-	-	-	-	-	-
609-37845	R		Display Revenue		-	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
609-39201	R		Transfer from General Fund		25,765	79,384	53,619	-	-	-
609-39999	R		Prior Period Adjustment		-	-	-	-	(23,016)	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**3,213,605**	**3,079,548**	**2,917,427**	**3,120,004**	**2,927,223**	**2,792,926**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		211,957	203,387	185,250	200,267	169,246	152,812
609-49750-101	E		Part Time Salaries and Wages		44,970	43,782	55,101	35,744	39,470	46,903
609-49750-102	E		Full-Time Employees OT		-	-	-	974	-	-
609-49750-103	E		Health Stipend (HRA)		-	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin		44,632	50,349	50,826	41,165	37,905	31,837
609-49750-112	E		Contracted Services		-	-	-	-	-	-
609-49750-120	E		Employer Contrib Ret General		38,924	37,446	36,413	34,024	30,676	33,189
609-49750-128	E		Employer Contrib Ret Admin		6,790	7,656	7,700	5,698	5,568	-
609-49750-129	E		Pension Expense		-	-	-	23,606	(12,349)	35,648
609-49750-130	E		Employer Paid Ins General		49,400	47,821	44,646	49,227	37,825	32,769
609-49750-138	E		Employer Paid Ins Admin		7,632	8,399	9,035	6,811	7,320	4,834
609-49750-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	263	2,769
609-49750-150	E		OPEB Expense		-	-	-	13,013	6,438	-
609-49750-151	E		Worker s Comp Insurance		13,397	13,655	9,452	11,130	5,111	7,019
609-49750-200	E		Office Supplies (GENERAL)		4,600	5,500	5,500	4,515	4,818	4,482
609-49750-208	E		Training and Instruction		1,875	2,480	2,200	987	520	392
			MMBA Conference	$ 1,500						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-251	E		Liquor For Resale		709,460	676,149	629,664	692,158	659,658	614,306
609-49750-252	E		Beer For Resale		1,281,990	1,162,895	1,127,465	1,250,724	1,134,532	1,099,966
609-49750-253	E		Wine For Resale		196,900	203,829	184,643	192,097	198,857	180,139
609-49750-257	E		Ice For Resale		8,350	9,084	8,665	8,142	8,863	8,453
609-49750-259	E		Other For Resale		120,390	120,585	111,537	117,455	117,643	108,816
609-49750-260	E		Hauling		10,400	10,259	9,708	10,148	10,009	9,471
609-49750-300	E		Professional Srvs (GENERAL)		1,094	1,071	1,080	969	961	951
			Safety Training (14%)	$ 994						
			Miscellaneous	$ 100						
609-49750-301	E		Auditing and Acct g Services		4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$ 3,760						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		5,907	4,816	5,060	5,592	5,697	4,556
			WB IT Solutions (10%)	$ 3,110						
			Civic Plus Support (12.5%)	$ 290						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 20						
			Zabinski - Firewall, Software Updates	$ 1,885						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E		Communications (GENERAL)			2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	$	528						
			Landline Service	$	1,730						
			Long Distance	$	50						
609-49750-322	E		Postage			-	-	-	-	-	-
609-49750-340	E		Advertising			7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E		Legal Notices Publishing			500	500	500	166	1,085	685
609-49750-361	E		General Liability Ins			3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E		Dram Shop			3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E		Utilities			15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E		Ground Maintenance			300	375	375	194	-	303
609-49750-401	E		Maint & Repairs - Bldgs.			3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	$	490						
			Rug Service	$	740						
			Garbarge/Recycling Services	$	1,630						
			Miscellaneous	$	1,000						
609-49750-404	E		Repairs/Maint Machinery/Equip			3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	3,390						
609-49750-405	E		Depreciation (GENERAL)			21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E		Over/Short			-	-	-	(50)	39	(5)
609-49750-433	E		Dues and Subscriptions			3,060	2,010	2,010	2,895	878	1,970
			MMBA	$	2,700						
			Buyer's Card MOOFSL	$	20						
			Music License (ASCAP)	$	190						
			Tobacco License	$	150						
609-49750-437	E		Other Miscellaneous			-	-	-	4	-	-
609-49750-438	E		Bank Charges			50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E		Check Recovery Fee			-	-	-	-	-	-
609-49750-490	E		Donations-Organizations			-	-	-	-	-	273
609-49750-493	E		Alarm System			1,120	1,144	1,144	818	1,389	871
609-49750-500	E		Capital Expenditures			-	8,360	10,670	8,108	-	-
609-49750-501	E		Replacement Fund			-	-	-	-	-	-
609-49750-520	E		Buildings and Structures			-	-	-	-	-	-
609-49750-720	E		Operating Transfers			350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**			**3,228,447**	**3,080,621**	**2,949,671**	**3,174,635**	**2,917,141**	**2,826,481**
609		**NET INCOME / (LOSS)**				**(14,841)**	**(1,073)**	**(32,244)**	**(54,631)**	**10,082**	**(33,555)**
609		**NET CASH FLOW / (LOSS)**				**6,404**	**21,927**	**(11,544)**	**3,233**	**25,416**	**22,755**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		28,360	-	13,750	13,354	13,770	13,418
614-36210	R		Interest Earnings		100	-	50	203	269	27
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**28,460**	**-**	**13,800**	**13,557**	**14,039**	**13,445**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
614-49845-207	E		Computer Supplies		-	-	-	168	7,773	1,500
614-49845-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
614-49845-500	E		Capital Expenditures		22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E		Transfers (GENERAL)		-	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**22,695**	**-**	**9,090**	**13,816**	**10,238**	**6,824**
614		**NET INCOME / (LOSS)**			**5,765**	**-**	**4,710**	**(258)**	**3,801**	**6,621**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		438,700	-	-	-	-	-
920-33418	R		Muni State Aid St Maintenance		-	-	-	-	-	-
920-34951	R		Surplus Property Rev		-	-	-	-	-	-
920-36100	R		Special Assessments		-	-	-	333,677	-	-
920-36210	R		Interest Earnings		7,200	-	-	24,039	5,186	4,098
920-36230	R		Contributions and Donations		-	-	-	1,200	-	-
920-39102	R		Sale of Property		122,000	-	-	6,613	-	-
920-39201	R		Transfer from General Fund		-	-	36,500	36,500	27,500	-
920-39203	R		Transfer from Other Fund		-	-	-	145,659	82,367	-
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**567,900**	-	**36,500**	**547,688**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		-	-	-	571	-	-
920-41110-500	E		Capital Expenditures		1,648	-	-	61,603	-	-
920-41500-300	E		Professional Srvs (GENERAL)		-	-	-	16	-	-
920-41500-500	E		Capital Expenditures		-	-	-	-	-	-
920-41910-500	E		Capital Expenditures		-	-	-	-	-	-
920-41941-500	E		Capital Expenditures		2,575	-	-	-	-	-
920-42000-500	E		Capital Expenditures		-	-	-	-	-	-
920-42110-500	E		Capital Expenditures		68,230	-	-	108,395	-	-
920-42401-500	E		Capital Expenditures		-	-	-	-	-	-
920-43010-500	E		Capital Expenditures		-	-	-	-	-	-
920-43100-500	E		Capital Expenditures		16,409	-	-	-	-	-
920-43160-500	E		Capital Expenditures		18,487	-	-	-	-	-
920-43210-500	E		Capital Expenditures		-	-	-	-	-	-
920-45186-500	E		Capital Expenditures		47,286	-	-	-	-	-
920-45200-500	E		Capital Expenditures		-	-	-	-	-	-
920-45300-500	E		Capital Expenditures		468,425	-	-	2,000	-	-
920-49110-720	E		Operating Transfers		-	82,026	-	96,066	-	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**623,060**	**82,026**	**-**	**268,651**	**-**	**-**
920		**NET INCOME / (LOSS)**			**(55,160)**	**(82,026)**	**36,500**	**279,037**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		-	-	-	250,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
929-36100	R		Special Assessments		-	-	-	1,907	8,811	11,295
929-36210	R		Interest Earnings		-	-	-	27,084	7,106	5,711
929-39203	R		Transfer from Other Fund		-	-	-	-	-	-
929-39310	R		Proceeds GO Bond		-	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**278,991**	**265,918**	**267,006**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
929-47000-601	E		Debt Srv Bond Principal		375,000	-	-	290,000	195,000	50,000
929-47000-611	E		Bond Interest		12,000	-	-	31,215	36,090	37,190
929-47000-620	E		Fiscal Agent s Fees		500	-	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**387,900**	**-**	**-**	**322,092**	**231,852**	**88,134**
929		**NET INCOME / (LOSS)**			**(387,900)**	**-**	**-**	**(43,101)**	**34,066**	**178,873**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		-	-	-	-	-	-
930-36100	R		Special Assessments		-	-	-	27,066	32,560	44,354
930-36210	R		Interest Earnings		1,000	-	-	4,473	1,486	1,234
930-39203	R		Transfer from Other Fund		39,860	-	-	43,523	39,001	39,001
930-39310	R		Proceeds GO Bond		-	-	-	-	-	-
930-39999	R		Prior Period Adjustment		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**50,227**	**-**	**-**	**83,970**	**80,108**	**92,459**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal		85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest		3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent s Fees		500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**89,578**	**-**	**-**	**88,488**	**89,405**	**91,036**
930		**NET INCOME / (LOSS)**			**(39,351)**	**-**	**-**	**(4,518)**	**(9,297)**	**1,422**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		222,036	-	-	223,611	221,616	224,871
931-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
931-36210	R		Interest Earnings		1,000	-	-	3,110	201	504
931-39310	R		Proceeds GO Bond		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**223,036**	**-**	**-**	**226,721**	**221,817**	**225,375**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	-	-
931-47000-601	E		Debt Srv Bond Principal		165,000	-	-	155,000	155,000	155,000
931-47000-611	E		Bond Interest		48,113	-	-	54,512	57,613	60,713
931-49008-520	E		Buildings and Structures		-	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**213,513**	**-**	**-**	**209,894**	**212,613**	**215,713**
931		**NET INCOME / (LOSS)**			**9,524**	**-**	**-**	**16,827**	**9,204**	**9,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		50,227	-	-	51,692	52,259	47,407
932-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
932-36210	R		Interest Earnings		200	-	-	569	34	127
932-39201	R		Transfer from General Fund		-	-	-	-	-	-
932-39203	R		Transfer from Other Fund		-	-	-	-	-	-
932-39310	R		Proceeds GO Bond		-	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**50,427**	**-**	**-**	**52,261**	**52,293**	**47,534**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
932-47000-601	E		Debt Srv Bond Principal		45,000	-	-	45,000	40,000	40,000
932-47000-611	E		Bond Interest		3,206	-	-	4,500	4,960	5,290
932-47000-621	E		Bond Discount		-	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
932-47000-720	E		Operating Transfers		-	-	-	-	5,829	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**48,606**	**-**	**-**	**49,882**	**51,056**	**45,739**
932		**NET INCOME / (LOSS)**			**1,821**	**-**	**-**	**2,379**	**1,237**	**1,796**

City of Isanti

Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 425

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Estimated Project Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Str. Rehab Brookview S. 1-4 Addition	2022		$ 497,000																		
	6th Ave Rehabilitation	2020																				
	Mill St. Reconstruction	2021	$ 699,000																			
	Downtown Parking Improvements - Eagle Park	2021	$ 95,500																			
	Heritage Walk Imp. - Hillock Ct. to 3rd Ave NW	2021	$ 121,000																			
	Isanti Hills Street Rehabilitation	2025					$ 935,000															
	Railroad Avenue Reconstruction	2026						$ 908,000														
	Mill Overlay E. Dual from Heritage to WTF	2025					$ 210,000															
	Town Edge Rd. St. Mill/Overlay	2026						$ 504,000														
	Pave Elm Lane and Viola Street	2029									$ 205,000											
	Pave Gravel Alleys	2029									$ 222,000											
	Pond Street Reconstruction	2029									$ 160,000											
	Tyler Street SE Reconstruction	2027							$ 1,296,000													
	4th Avenue SW Reconstruction	2028								$ 1,372,000												
	Heritage Intersection	2021	$ 300,000																			
	2036-2055 Mill and Overlay Schedule																	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Town Edge Rd. SE. Utility Imp.	Developer																				
	Pond Street Utility Imp.	Developer																				
Department	Revenue																					
	Property Taxes		$ 286,500	$ 295,000	$ 304,000	$ 313,000	$ 322,000	$ 332,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000
	State Grants and Aids																					
	MSA St. Maint.																					
	MSA St. Const.		$ 999,000				$ 630,000	$ 505,000												$ 1,542,000		$ 401,000
	Special Assessments		$ 68,900	$ 65,700		$ 46,300	$ 38,300	$ 159,800	$ 102,400		$ 14,000											
	Interest Earnings		$ 3,400	$ 4,800	$ 1,900	$ 5,000	$ 8,600	$ 6,800	$ 6,000	$ 3,400	$ 1,300	$ -	$ 3,200	$ 7,000	$ 11,100	$ 15,300	$ 19,600	$ 24,200	$ 15,700	$ 6,800	$ 11,600	$ -
	Transfer from General Fund																					
	Transfer from Water Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 375,000	$ 485,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund																					
	Transfer from Other Fund																					$ 2,353,811
	Bond Proceeds																					
	Budgeted Expenditures		$ 1,215,500	$ 657,000	$ 305,900	$ 364,300	$ 1,145,000	$ 1,000,000	$ 1,296,000	$ 1,372,000	$ 587,000	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	Budgeted Revenues		$ 1,358,800	$ 365,500	$ 305,900	$ 364,300	$ 960,600	$ 937,300	$ 1,034,800	$ 1,158,800	$ 398,300	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	1 Year (Over) / Under Budget		$ 143,300	$ (291,500)	$ -	$ -	$ (184,400)	$ (62,700)	$ (261,200)	$ (213,200)	$ (188,700)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Running Fund (Deficit) / Surplus		$ 481,967	$ 190,467	$ 496,367	$ 860,667	$ 676,267	$ 604,567	$ 343,367	$ 130,167	$ (58,533)	$ 315,467	$ 703,667	$ 1,107,667	$ 1,527,767	$ 1,964,067	$ 2,417,667	$ 1,573,867	$ 680,567	$ 1,161,367	$ (381,033)	$ 929,778

City of Isanti

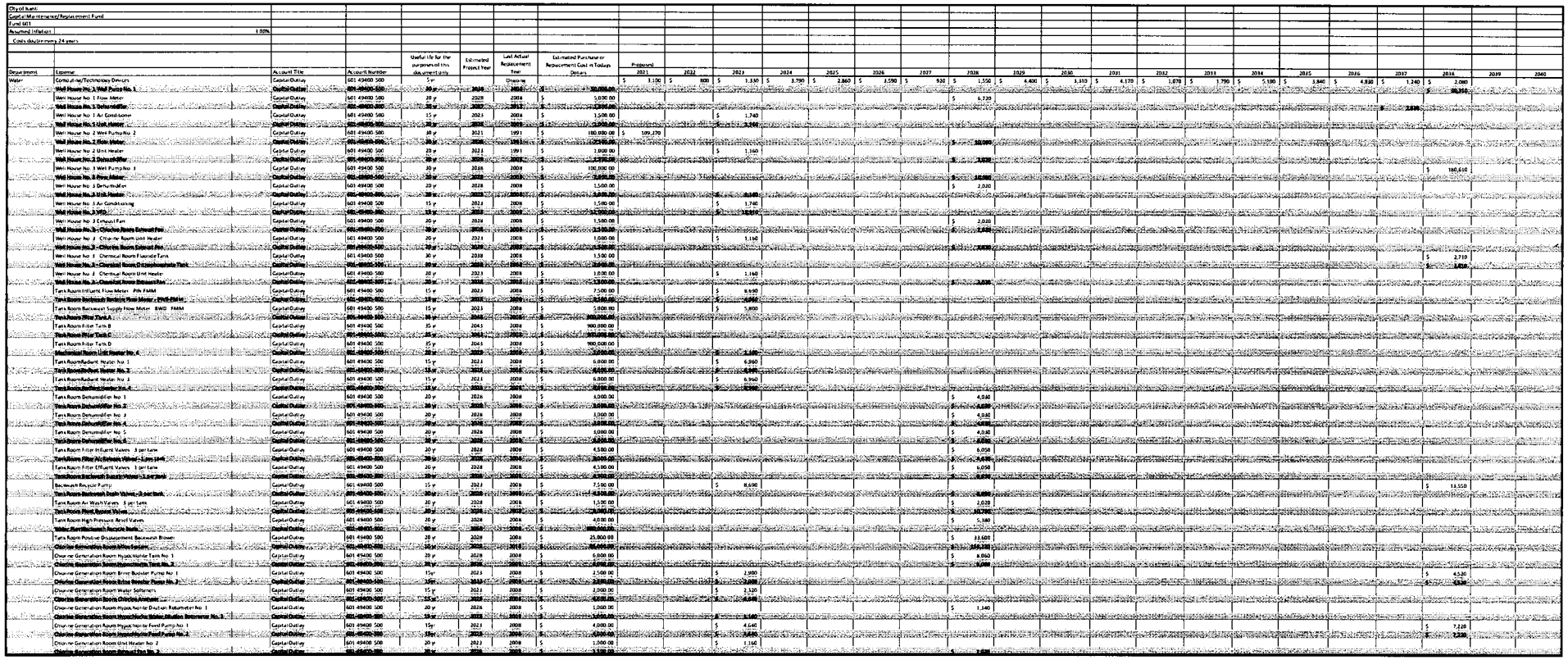
Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 440

Assumed Inflation 3.00%

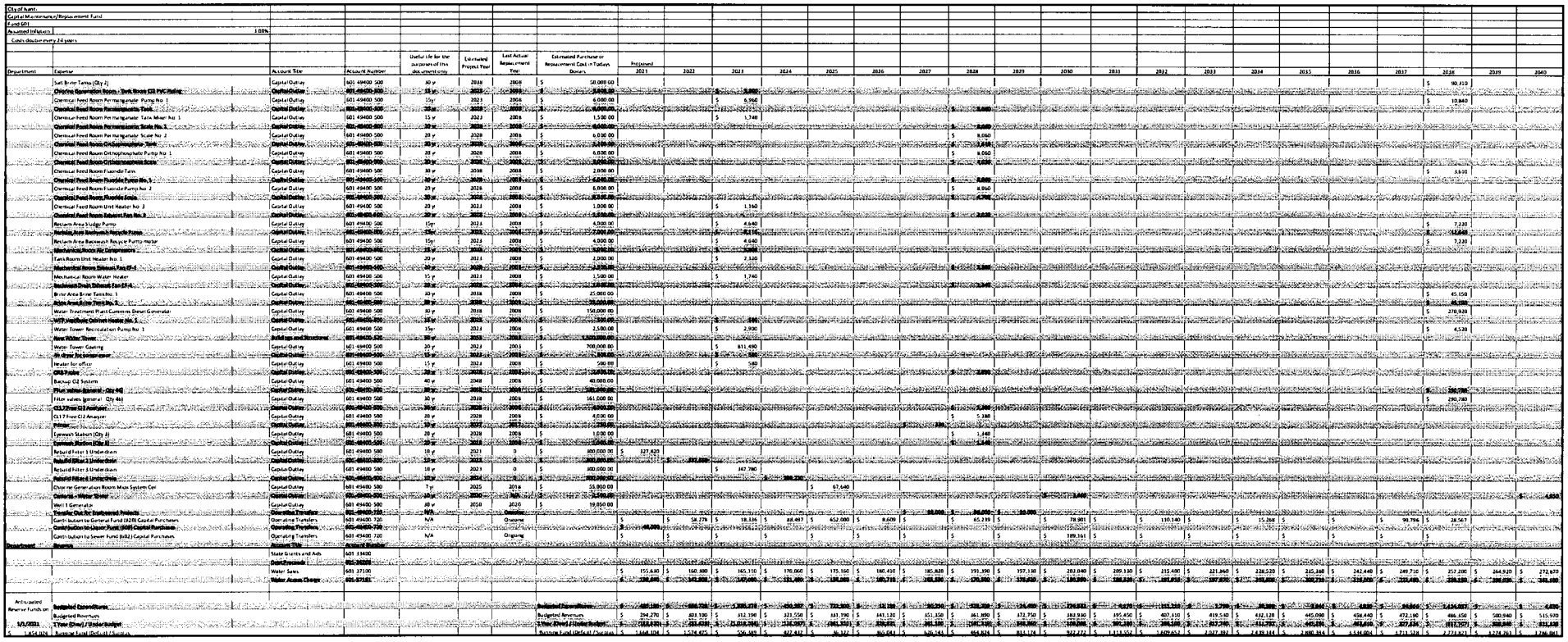
- Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	2019 Pavement Management	2019																				
	2020 Pavement Management	2020																				
	2021 Pavement Management	2021	$ 316,000																			
	2022 Pavement Management	2022		$ 326,000																		
	2023 Pavement Management	2023			$ 335,000																	
	2024 Pavement Management	2024				$ 345,000																
	2025 Pavement Management	2025					$ 145,000															
	2026 Pavement Management	2026						$ 367,000														
	2027 Pavement Management	2027							$ 412,000													
	2028 Pavement Management	2028								$ 503,000												
	2029 Pavement Management	2029									$ 425,000											
	2030 Pavement Management	2030										$ 525,000										
	2031 Pavement Management	2031											$ 451,000									
	2032 Pavement Management	2032												$ 437,000								
	2033 Pavement Management	2033													$ 450,000							
	2034 Pavement Management	2034														$ 550,000						
	2035 Pavement Management	2035															$ 567,000					
	2036 Pavement Management	2036																$ 71,000				
	2037 Pavement Management	2037																	$ 198,000			
	2038 Pavement Management	2038																		$ 33,000		
	2039 Pavement Management	2039																			$ 147,000	
	2040 Pavement Management	2040																				$ 35,000
	2041 Pavement Management	2041																				
	2042 Pavement Management	2042																				
	2043 Pavement Management	2043																				
	2044 Pavement Management	2044																				
	2045 Pavement Management	2045																				
	2046 Pavement Management	2046																				
	2047 Pavement Management	2047																				
	2048 Pavement Management	2048																				
	2049 Pavement Management	2049																				
	2050 Pavement Management	2050																				
	2051 Pavement Management	2051																				
	2052 Pavement Management	2052																				
	2053 Pavement Management	2053																				
	2054 Pavement Management	2054																				
	2055 Pavement Management	2055																				
	2056 Pavement Management	2056																				
	Transfer to Fund 425	2070																				$ 2,353,811
Department	Revenue																					
	Gas Franchise Fee		$ 143,414	$ 147,716	$ 152,147	$ 156,711	$ 161,412	$ 166,254	$ 171,242	$ 176,379	$ 181,670	$ 187,120	$ 192,734	$ 198,516	$ 204,471	$ 210,605	$ 216,923	$ 223,431	$ 230,134	$ 237,038	$ 244,149	$ 251,473
	Electric Franchise Fee		$ 174,364	$ 179,595	$ 184,983	$ 190,532	$ 196,248	$ 202,135	$ 208,199	$ 214,445	$ 220,878	$ 227,504	$ 234,329	$ 241,359	$ 248,600	$ 256,058	$ 263,740	$ 271,652	$ 279,802	$ 288,196	$ 296,842	$ 305,747
	Interest Earnings		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Budgeted Expenditures		$ 316,000	$ 326,000	$ 335,000	$ 345,000	$ 145,000	$ 367,000	$ 412,000	$ 503,000	$ 425,000	$ 525,000	$ 451,000	$ 437,000	$ 450,000	$ 550,000	$ 567,000	$ 71,000	$ 198,000	$ 33,000	$ 147,000	$ 2,388,811
	Budgeted Revenues		$ 322,778	$ 332,311	$ 342,130	$ 352,243	$ 362,660	$ 373,389	$ 384,441	$ 395,824	$ 407,548	$ 419,624	$ 432,063	$ 444,875	$ 458,071	$ 471,663	$ 485,663	$ 500,083	$ 514,936	$ 530,234	$ 545,991	$ 562,220
	1 Year (Over) / Under Budget		$ 6,778	$ 6,311	$ 7,130	$ 7,243	$ 217,660	$ (23,611)	$ (27,559)	$ (107,176)	$ (17,452)	$ (105,376)	$ (18,937)	$ 7,875	$ 8,071	$ (78,337)	$ (81,337)	$ 429,083	$ 316,936	$ 497,234	$ 398,991	$ (1,826,591)
	Running Fund (Deficit) / Surplus		$ 389,842	$ 396,153	$ 403,283	$ 410,526	$ 628,186	$ 604,575	$ 577,016	$ 469,840	$ 452,388	$ 347,012	$ 328,075	$ 335,950	$ 344,021	$ 265,684	$ 184,347	$ 613,430	$ 930,366	$ 1,427,600	$ 1,826,591	$ (0)



City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 1.00%
Costs data/summary 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Water	Computing/Technology Devices	Capital Outlay	601 49400 500	5 yr	Ongoing			$ 3,100	$ 800	$ 3,330	$ 3,790	$ 2,860	$ 3,590	$ 930	$ 1,550	$ 4,400	$ 3,310	$ 4,170	$ 1,070	$ 3,790	$ 5,100	$ 3,840	$ 4,830	$ 1,240	$ 2,080		
	Well House No. 1 Well Pump No. 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 30,000.00																		$ 40,350		
	Well House No. 1 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 1 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2027	2007	$ 1,500.00																		$ 2,016		
	Well House No. 1 Air Conditioner	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 1 Unit Heater	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00			$ 2,900																	
	Well House No. 2 Well Pump No. 2	Capital Outlay	601 49400 500	30 yr	2021	1991	$ 180,000.00	$ 189,270																			
	Well House No. 2 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 2 Unit Heater	Capital Outlay	601 49400 500	20 yr	2021	1991	$ 1,000.00			$ 1,160																	
	Well House No. 2 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2027	2007	$ 1,500.00																		$ 2,016		
	Well House No. 3 Well Pump No. 3	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 100,000.00																		$ 180,610		
	Well House No. 3 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 3 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 Unit Heater	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00			$ 2,900																	
	Well House No. 3 Air Conditioning	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 3 VFD	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 12,000.00			$ 13,920																	
	Well House No. 3 Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Influent Flow Meter - Pitt FARM	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 7,500.00			$ 8,690																	
	Tank Room Backwash Return Flow Meter - BWD FARM	Capital Outlay	601 49400 500	15 yr	2021	2006	$ 5,000.00			$ 5,800																	
	Tank Room Backwash Supply Flow Meter - BWD FARM	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Filter Tank A	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,000.00			$ 2,320																	
	Tank Room Radiant Heater No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Radiant Heater No. 2	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Radiant Heater No. 3	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 4	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 3	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 5	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 6	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,050												
	Tank Room Filter Air/Backwash Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 8,000.00								$ 9,680												
	Tank Room Filter Effluent Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,050												
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 8,000.00								$ 9,680												
	Backwash Recycle Pump	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 7,500.00			$ 8,690															$ 13,550		
	Tank Room Backwash Bypass Valves - 2 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Air Wash Valves - 1 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Plant Bypass Valves	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00								$ 3,020												
	Tank Room High Pressure Relief Valves	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Water Plant Backwash Recycle Tanks	Capital Outlay	601 49400 500	50 yr	2058	2008	$ 100,000.00																				
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 25,000.00								$ 33,600												
	Chlorine Generation Room Miox System	Capital Outlay	601 49400 500	10 yr	2028	2018	$ 50,000.00								$ 67,200												
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Water Softeners	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Chlorine Generation Room Chlorine Analyzers	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Dilution Rotameter No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Chlorine Generation Room Hypochlorite Dilution Rotameter No. 2	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												



City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs doubled every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Projected 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Salt Brine Tanks (Qty 2)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 58,000.00																		$ 90,510		
	Chlorine Generation Room - Tank Room CO2 PVC Piping	Capital Outlay	601 49400 500	15 yr	2021	2006	$ 8,600.00																				
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 6,080.00			$ 6,960															$ 10,840		
	Chemical Feed Room Permanganate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 8,600.00			$ 12,250															$ 19,110		
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 6,600.00																				
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,200.00																				
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Fluoride Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,800.00																		$ 3,630		
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Fluoride Scale	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,600.00																				
	Reclaim Area Sludge Pump	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Reclaim Area Backwash Recycle Pump Motor	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Mechanical Room Air Compressors	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 8,000.00			$ 9,280															$ 14,460		
	Tank Room Unit Heater No. 1	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,200.00																				
	Mechanical Room Water Heater	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,600.00																				
	Brine Area Brine Transfer 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 35,000.00																		$ 45,150		
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 150,000.00																		$ 270,920		
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	New Water Tower	Buildings and Structures	601 49400 500	50 yr	2073	2023	$ 1,500,000.00																				
	Water Tower Coating	Capital Outlay	601 49400 500	20 yr	2023	2003	$ 700,000.00			$ 811,490																	
	Air dryer for garage door	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Heater for office	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Drill Press	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,000.00																				
	Backup Cl2 System	Capital Outlay	601 49400 500	40 yr	2048	2008	$ 40,000.00																				
	Float valves (general - Qty 46)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 161,000.00																		$ 280,780		
	Filter valves (general - Qty 46)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 161,000.00																		$ 280,780		
	Cl2 Final Cl2 Analyzer	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00																				
	Cl2 Free Cl2 Analyzer	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00																				
	Printer	Capital Outlay	601 49400 500	10 yr	2027	2017	$ 2,200.00																				
	Eyewash Station (Qty 3)	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 3,000.00																				
	Pressure Washer (Qty 2)	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,000.00																				
	Rebuild Filter 1 Underdrain	Capital Outlay	601 49400 500	10 yr	2021	0	$ 800,000.00	$ 327,820																			
	Rebuild Filter 2 Underdrain	Capital Outlay	601 49400 500	10 yr	2022	0	$ 800,000.00		$ 335,000																		
	Rebuild Filter 3 Underdrain	Capital Outlay	601 49400 500	10 yr	2023	0	$ 800,000.00			$ 347,790																	
	Rebuild Filter 4 Underdrain	Capital Outlay	601 49400 500	10 yr	2024	0	$ 800,000.00				$ 366,230																
	Chlorine Generation Room Main System Cell	Capital Outlay	601 49400 500	7 yr	2025	2018	$ 55,900.00					$ 67,640															
	Cameras - Water Tower	Capital Outlay	601 49400 500	10 yr	2030	N/A	$ 3,500.00											$ 4,400									$ 4,850
	Well 1 Generator	Capital Outlay	601 49400 500	30 yr	2050	2020	$ 19,850.00																				
	Transfer Out for Engineered Projects	Operating Transfers	601 49400 710	N/A		Ongoing																					
	Contribution to General Fund (320) Capital Purchases	Operating Transfers	601 49400 720	N/A		Ongoing		$	$ 58,276	$ 18,336	$ 88,487	$ 652,000	$ 8,609	$ 80,000	$	$ 65,139	$	$ 78,901	$	$ 130,140	$	$ 15,268	$	$	$ 90,796	$ 28,567	
	Contribution to Liquor Fund (610) Capital Purchases	Operating Transfers	601 49400 720					$ 40,000																			
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601 49400 720	N/A		Ongoing		$	$	$	$	$	$	$	$	$	$	$ 189,161	$	$	$	$	$	$	$	$	
Department	Revenue	Account Title	Account Number																								
		State Grants and Aids	601 33400																								
		Bond Proceeds	601 39200																								
		Water Sales	601 37100					$ 155,630	$ 160,300	$ 165,110	$ 170,060	$ 175,160	$ 180,410	$ 185,820	$ 191,390	$ 197,130	$ 203,040	$ 209,130	$ 215,400	$ 221,860	$ 228,520	$ 235,360	$ 242,440	$ 249,710	$ 257,200	$ 264,920	$ 272,870
		Water Access Charge	601 37101					$ 188,640	$ 194,300	$ 200,130	$ 206,130	$ 212,310	$ 218,680	$ 225,240	$ 231,990	$ 238,950	$ 246,120	$ 253,500	$ 261,110	$ 268,940	$ 277,010	$ 285,320	$ 293,880	$ 302,700	$ 311,780	$ 321,130	$ 330,760
Anticipated Reserve Funds on 1/1/2021	Budgeted Expenditures						Budgeted Expenditures	$ 600,190	$ 686,300	$ 1,892,370	$ 630,592	$ 722,300	$ 43,100	$ 90,240	$ 928,300	$ 136,400	$ 794,930	$ 9,470	$ 153,240	$ 3,700	$ 18,300	$ 15,800	$ 9,830	$ 93,000	$ 1,454,407	$	$ 6,850
	Budgeted Revenues						Budgeted Revenues	$ 344,270	$ 354,300	$ 372,190	$ 376,550	$ 387,790	$ 398,490	$ 410,060	$ 423,380	$ 435,450	$ 449,160	$ 462,630	$ 476,510	$ 490,860	$ 505,680	$ 520,970	$ 536,730	$ 552,960	$ 569,660	$ 586,830	$ 604,470
	1 Year (Deficit) Water Budget						1 Year (Deficit) Water Budget	$ (255,920)	$ (331,000)	$ (1,519,980)	$ (254,042)	$ (334,510)	$ (354,590)	$ (481,180)	$ (504,920)	$ (298,950)	$ (345,770)	$ (453,840)	$ (437,730)	$ (481,860)	$ (477,630)	$ (514,830)	$ (536,980)	$ (540,740)	$ (884,747)	$ (678,170)	$ (732,240)
$ 1,454,407	Business Fund (Deficit) Surplus						Business Fund (Deficit) Surplus	$ 1,668,104	$ 1,574,475	$ 556,495	$ 427,432	$ 36,322	$ 460,041	$ 126,741	$ 464,674	$ 813,174	$ 922,272	$ 1,113,552	$ 1,609,652	$ 2,027,392	$ 2,439,184	$ 2,888,354	$ 3,514,004	$ 3,711,528	$ 2,771,671	$ 2,274,261	$ 1,796,847

City of Isanti

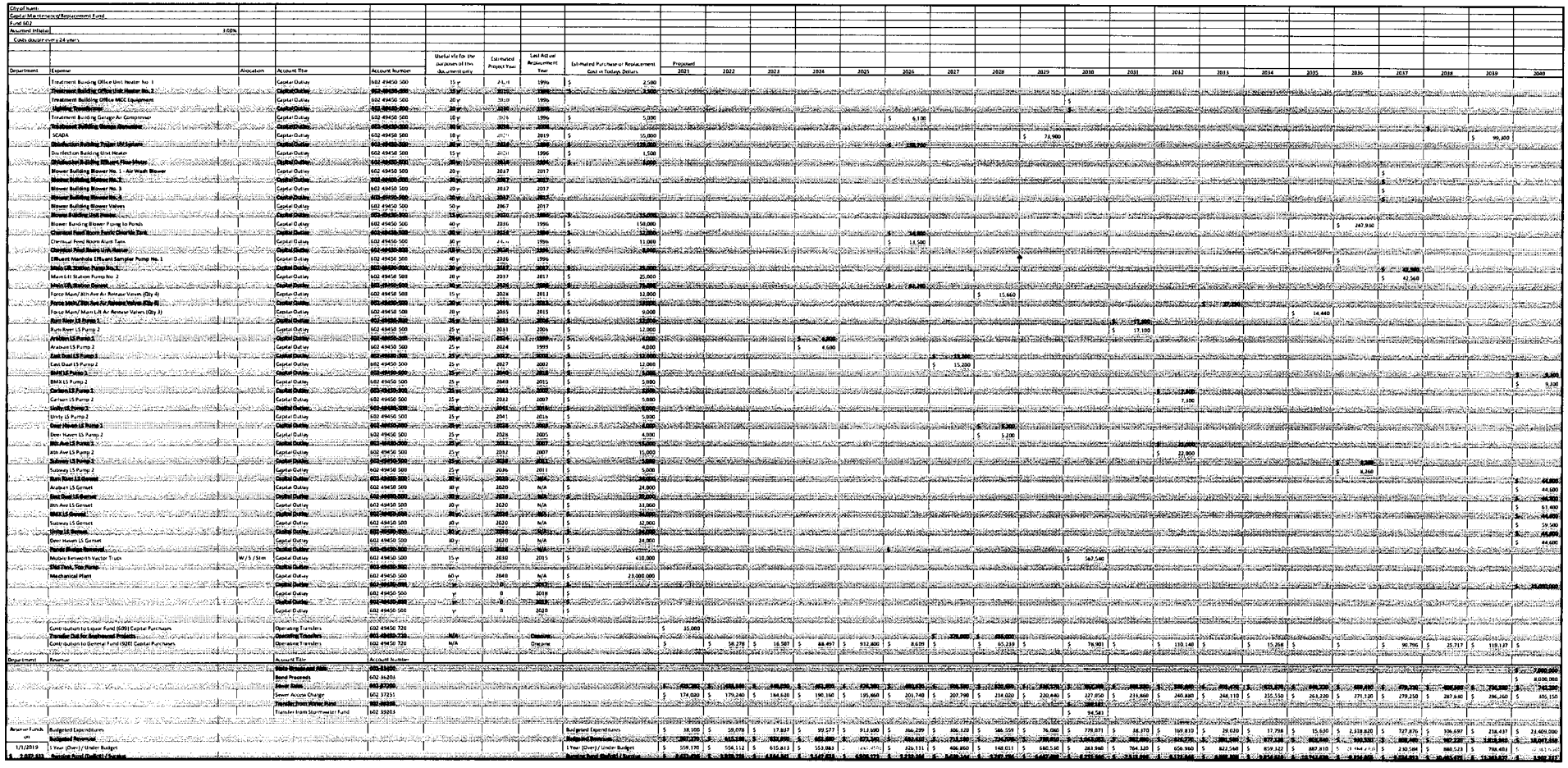
Capital Maintenance/Replacement Fund

Fund 602

Assumed Inflation 3.00%

Costs shaded every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Sewer	Computer/Technology Devices		Capital Outlay	602 49450 500	5 yr	Ongoing			$ 3,100	$ 800	$ 1,130	$ 1,890	$ 890	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 1,030	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 1,190	$ 4,830	$ 1,240	$ 2,080			
	Pretreatment New Screen 1 - Sewer Cure		Capital Outlay	602-49450-801	20 yr	2037	2017	$ 180,000																	$ 230,240				
	Pretreatment Fine Screen 2 - Envco Gate		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 100,000																	$ 178,240				
	Pretreatment Bar/Inlet Plates		Capital Outlay	602-49450-802	60 yr	2077	2017	$ 20,000																					
	Pretreatment Grit Classifier		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 40,000																	$ 66,100				
	Pretreatment Grit Separator / Chamber 2		Capital Outlay	602-49450-803	30 yr	2047	2017	$ 15,000																	$ 42,360				
	Pretreatment Grit Pump		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 15,000																	$ 42,360				
	Pretreatment Bobcat Plan		Capital Outlay	602-49450-804	30 yr	2047	2017	$ 2,000																	$ 4,280				
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																						
	Pretreatment, Forcemain from Lift Station to WWTF		Capital Outlay	602-49450-805	60 yr	2077	2017	$ 1,300,000																	$ 1,893,420				
	Pretreatment Automatic Sampler		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 15,000																					
	Pretreatment Lift & Tilt Monitor		Capital Outlay	602-49450-806	20 yr	2037	2017	$ 5,000																	$ 7,280				
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 2,000																	$ 3,400				
	Pretreatment Gas Fired Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 4,000																	$ 6,800				
	Pretreatment Grain Auger Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Split AC Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 4,000																	$ 6,800				
	Pretreatment Exhaust Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Make Air Unit		Capital Outlay	602-49450-807	30 yr	2047	2017	$ 15,000																	$ 26,040				
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Sump Pumps		Capital Outlay	602-49450-808	20 yr	2037	2017	$ 3,000																	$ 5,100				
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,500																	$ 2,550				
	Pretreatment Flow Transducers (Qty 2)		Capital Outlay	602-49450-809	20 yr	2037	2017	$ 1,500																	$ 2,550				
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																						
	Aerated Ponds Aerated Pond No. 1		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 2		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 3		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 4		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 5		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 6		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Air Piping in the Aerated Ponds		Capital Outlay	602-49450-900	15 yr	2026	2011	$ 30,000							$ 34,600														
	Aerated Ponds Control Structures		Buildings and Structures	602 49450 520	40 yr	2036	1996																	$ 5,100					
	Treatment Building Clarifier Splitter Box		Capital Outlay	602-49450-810	20 yr	2036	1996											$ 6,000											
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 10,750										$ 16,000											
	Treatment Building Solids Contact Clarifier No. 2 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 10,750										$ 16,000											
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750										$ 26,000											
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 18,750										$ 26,000											
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 1,000																					
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-800	30 yr	2026	1996	$ 10,000										$ 13,300											
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602 49450 500	20 yr	2016	1996	$ 10,000										$ 13,300											
	Treatment Building Backwash Piping and Valves		Capital Outlay	602-49450-500	30 yr	2026	1996																						
	Treatment Building Filter Air Piping		Capital Outlay	602 49450 500	20 yr	2016	1996																						
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	30 yr	2026	1996																						
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602 49450 500	20 yr	2420																							
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	20 yr	2420																							
	Treatment Building Filter No. 1		Capital Outlay	602 49450 500	10 yr	2020	2017																	$ 5,100					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2020	2017																	$ 5,100					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2049	2009	$ 1,000																					
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-800	15 yr	2025	2009	$ 11,000																					
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602 49450 500	20 yr	2026	1996	$ 15,000																					
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	30 yr	2026	2016	$ 15,000									$ 19,950										$ 26,600		
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602 49450 500	10 yr	2026	2016	$ 20,000							$ 24,600										$ 33,060				
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000							$ 24,600										$ 33,060				
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602 49450 500	10 yr	2028	2018	$ 15,000									$ 19,570										$ 26,600		
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000									$ 19,570										$ 26,600		
	Clearwell Tank Backwash Overflow		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Clearwell Tank Cleanout		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Dehumidifier		Capital Outlay	602 49450 500	15 yr	2020	2005	$ 2,500																					
	Treatment Building Sampler Room Heater - Influent		Capital Outlay	602-49450-500	20 yr	2026	2016																	$ 5,100					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,000																					
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 1,000																					



City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3.00%
Costs shown every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Projected 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,500																				
	Treatment Building Office MCC Equipment		Capital Outlay	602 49450 500	20 yr	2016	1996											$										
	Lighting Transformer		Capital Outlay	602 49450 500	20 yr	2016	1996											$										
	Treatment Building Garage Air Compressor		Capital Outlay	602 49450 500	10 yr	2006	1996	$ 5,000						$ 6,100														
	Treatment Building Blower Renovation		Capital Outlay	602 49450 500	30 yr	2026	2026																					
	SCADA		Capital Outlay	602 49450 580	10 yr	2029	2019	$ 55,000									$ 74,900										$ 99,400	
	Disinfection Building Pulper UV System		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 125,000																				
	Disinfection Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	1996	$ 1,500																				
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 5,000																				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 3		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 4		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower Valves		Capital Outlay	602 49450 500	50 yr	2067	2017																					
	Blower Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2032	2017	$ 15,000																				
	Blower Building Blower Piping to Ponds		Capital Outlay	602 49450 500	40 yr	2036	1996	$ 150,000																	$ 247,950			
	Chemical Feed Room Fluoride Tank		Capital Outlay	602 49450 500	20 yr	2034	2014	$ 12,000																				
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	1996	$ 11,000						$ 14,500														
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	2026	$ 5,000																				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Main Lift Station Pump No. 1		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																		$		
	Main Lift Station Pump No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																		$		
	Main Lift Station Generator		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 75,000																				
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 588	15 yr	2028	2013	$ 12,000									$ 15,660											
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	20 yr	2033	2013	$ 10,000																	$ 17,200			
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 9,000																$ 14,440				
	Rum River LS Pump 1		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,000							
	Rum River LS Pump 2		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,100							
	Arabian LS Pump 1		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	Arabian LS Pump 2		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	East Dual LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 12,000								$ 15,200												
	East Dual LS Pump 2		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000								$ 15,200												
	Bird LS Pump 1		Capital Outlay	602 49450 500	15 yr	2040	2025	$ 6,000																				$ 9,300
	BMX LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000																				$ 9,300
	Carlson LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																$ 7,400				
	Carlson LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																$ 7,100				
	Unity LS Pump 1		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000																				
	Unity LS Pump 2		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000																				
	Deer Haven LS Pump 1		Capital Outlay	602 49450 500	25 yr	2030	2005	$ 4,000									$ 5,200											
	Deer Haven LS Pump 2		Capital Outlay	602 49450 500	25 yr	2028	2003	$ 4,000									$ 5,200											
	8th Ave LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	8th Ave LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000													$ 22,000							
	Subway LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Subway LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																	$ 8,260			
	Rum River LS Genset		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 40,000																				$ 66,000
	Arabian LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				$ 44,600
	East Dual LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 20,000																				$ 44,600
	8th Ave LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 33,000																				$ 61,400
	BMX LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 24,000																				$ 44,600
	Subway LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 32,000																				$ 59,500
	Unity LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 24,000																				$ 44,600
	Deer Haven LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				$ 44,600
	Pond Bridge Removal		Capital Outlay	602 49450 500	30 yr	2048	N/A																					
	Mobile Kenworth Vactor Truck	W / S / Strm	Capital Outlay	602 49450 500	15 yr	2030	2015	$ 410,000											$ 567,540									
	Skid Pack, Top Pump		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 25,000																				
	Mechanical Plant		Capital Outlay	602 49450 500	40 yr	2060	N/A	$ 23,000,000																				$ 35,695,000
			Capital Outlay	602 49450 500	20 yr	2040	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2018	$																				
			Capital Outlay	602 49450 500	yr	0	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2020	$																				
	Contributions to Liquor Fund (609) Capital Purchases		Operating Transfers	602 49450 720					$ 35,000																			
	Transfer Out for Southwood Projects		Operating Transfers	601 49450 720	N/A			Closing								$ 270,000	$ 450,000											
	Contribution to General Fund (920) Capital Purchases		Operating Transfers	N/A				Closing	$										$ 74,901									
Department	Revenue		Account Title	Account Number																								
			Bond Proceeds	602 39201																								$ 8,000,000
			Bond Proceeds	601 39201																								$ 8,000,000
			Sewer Rates	602 37201					$ 1,458,200	$ 1,485,800	$ 1,440,000	$ 1,483,800	$ 1,528,300	$ 1,574,100	$ 1,621,300	$ 1,669,900	$ 1,719,900	$ 1,771,500	$ 1,824,600	$ 1,879,300	$ 1,935,700	$ 1,993,800	$ 2,053,600	$ 2,115,200	$ 2,178,700	$ 2,244,100	$ 2,311,400	$ 2,380,800	$ 2,452,200
			Sewer Access Charge	602 37251					$ 174,000	$ 179,240	$ 184,620	$ 190,160	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,110	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,260	$ 305,150	
			Transfer from Storm Water Fund	602 39201														$ 94,581										
			Transfer from Storm water Fund	602 39201															$ 100,181										
Revenue Funds	Budgeted Expenditures							Budgeted Expenditures	$ 38,100	$ 58,078	$ 17,817	$ 99,577	$ 913,600	$ 866,299	$ 806,120	$ 586,559	$ 76,080	$ 778,071	$ 38,370	$ 169,810	$ 29,020	$ 17,758	$ 15,630	$ 2,318,820	$ 727,876	$ 106,697	$ 218,437	$ 21,401,000
on	Budgeted Revenue							Budgeted Revenue	$ 1,807,270	$ 1,813,198	$ 1,811,896	$ 1,852,880	$ 1,873,340	$ 1,920,810	$ 1,973,190	$ 2,026,810	$ 2,083,410	$ 2,142,010	$ 2,202,690	$ 2,265,490	$ 2,330,470	$ 2,397,670	$ 2,467,170	$ 2,539,030	$ 2,613,330	$ 2,690,140	$ 2,769,530	$ 2,851,550	$ 14,007,650
1/1/2019	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ 558,170	$ 556,112	$ 615,813	$ 553,083	$ 1,041,940	$ 226,111	$ 406,860	$ 148,611	$ 680,548	$ 263,940	$ 764,320	$ 656,960	$ 822,546	$ 859,322	$ 887,810	$ 1,148,210	$ 2,100,546	$ 880,523	$ 798,483	$ 12,463,548
$ 2,687,833	Revolve Fund Deficit / Surplus							Revolve Fund Deficit / Surplus	$ 2,687,833	$ 3,243,945	$ 3,859,758	$ 4,412,841	$ 5,454,781	$ 5,680,892	$ 6,087,752	$ 6,236,363	$ 6,916,911	$ 7,180,851	$ 7,945,171	$ 8,602,131	$ 9,424,677	$ 10,283,999	$ 11,171,809	$ 12,320,019	$ 14,420,565	$ 15,301,088	$ 16,099,571	$ 28,563,119

City of Ivanhoe																														
Capital Maintenance/Replacement Fund																														
Fund 605																														
Assumed Inflation	1.00%																													
= Costs double every 24 years																														
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 3,100	$ 800	$ 1,330	$ 1,880	$ 2,860	$ 3,590	$ 920	$ 3,550	$ 2,180	$ 3,310	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 3,840	$ 4,830	$ 1,240	$ 2,080	$ 2,910	$ 3,840
	2015 Bobcat T2 7' Brush Cutter	Capital Outlay	603-49500-500	10 yr useful life	2030	2015	$ 5,000																				
	2015 Bobcat DD Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000										$ 9,690										
	2012 Rain Pelican Pumper	Capital Outlay	603-49500-500	20 yr useful life	2032	2012	$ 180,000																				
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000		$ 30,927																		
	2009 JD MDR Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2008	$ 30,000		$ 30,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2019																						
		Capital Outlay	603-49500-500	30 yr useful life	2020			$ 111,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2021				$ 30,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2022			$ 10,000		$ 30,927																	
		Capital Outlay	603-49500-500	30 yr useful life	2023			$ 10,000			$ 31,955																
		Capital Outlay	603-49500-500	30 yr useful life	2024			$ 10,000				$ 11,593															
		Capital Outlay	603-49500-500	30 yr useful life	2025			$ 10,000					$ 11,945														
		Capital Outlay	603-49500-500	30 yr useful life	2026			$ 10,000						$ 12,299													
		Capital Outlay	603-49500-500	30 yr useful life	2027			$ 10,000							$ 12,668												
		Capital Outlay	603-49500-500	30 yr useful life	2028			$ 10,000								$ 13,048											
		Capital Outlay	603-49500-500	30 yr useful life	2029			$ 10,000									$ 13,439										
		Capital Outlay	603-49500-500	30 yr useful life	2030			$ 10,000										$ 13,842									
		Capital Outlay	603-49500-500	30 yr useful life	2031			$ 10,000											$ 14,258								
		Capital Outlay	603-49500-500	30 yr useful life	2032			$ 10,000												$ 14,685							
		Capital Outlay	603-49500-500	30 yr useful life	2033			$ 10,000													$ 15,126						
		Capital Outlay	603-49500-500	30 yr useful life	2034			$ 10,000														$ 15,580					
		Capital Outlay	603-49500-500	30 yr useful life	2035			$ 10,000															$ 16,047				
		Capital Outlay	603-49500-500	30 yr useful life	2036			$ 10,000																$ 16,528			
		Capital Outlay	603-49500-500	30 yr useful life	2037			$ 10,000																	$ 17,024		
		Capital Outlay	603-49500-500	30 yr useful life	2038			$ 10,000																		$ 17,535	
		Capital Outlay	603-49500-500	30 yr useful life	2039			$ 10,000																			$ 18,061
		Capital Outlay	603-49500-500	30 yr useful life	2040			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2041			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2042			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2043			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2044			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2045			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2046			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2047			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2048			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2049			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2050			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2051			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2052			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2053			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2054			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2055			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2056			$ 10,000																			
	Transfer Out for Engineered Projects		603-49500-720											$ 344,000	$ 100,000												
	Contribution to Liquor Fund (609) Capital Purchases		603-49500-720					$ 65,000																			
	Contribution to Disposal Fund (670) Capital Purchases		603-49500-720					$ -	$ -	$ 1,838	$ 33,075	$ 200,000	$ 8,808	$ -	$ -	$ -	$ -	$ 94,581	$ 97,290	$ -	$ -	$ 33,206	$ -	$ -	$ -	$ 2,646	$ 4,743	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603-49500-720																								
Department	Revenue	Account Title	Account Number																								
		State Grants & Aids	603-33400																								
		Special Assessments	603-36100																								
		Interest Earnings	603-36210																								
		Stormwater Sales	603-37400					$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,730	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
		Transfer from General Fund	603-39101																								
		Transfer from Other Fund	603-39203																								
		Bond Proceeds	603-39510																								
	Budgeted Expenditures						Budgeted Expenditures	$ 179,100	$ 83,294	$ 14,066	$ 28,206	$ 275,253	$ 24,140	$ 177,219	$ 182,218	$ 13,228	$ 137,640	$ 18,012	$ 223,859	$ 16,475	$ 32,924	$ 19,420	$ 20,827	$ 12,768	$ 21,954	$ 25,206	$ 21,901
	Budgeted Revenues						Budgeted Revenues	$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,730	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
	1 Year (Over) / Under Budget						1 Year (Over) / Under Bud	$ (101,650)	$ 46,506	$ 68,074	$ 56,414	$ (188,093)	$ 65,630	$ (84,759)	$ (86,988)	$ 82,862	$ (36,609)	$ 86,048	$ (116,679)	$ 93,925	$ 80,786	$ 97,700	$ 99,753	$ 106,482	$ 106,026	$ 106,614	$ 113,869
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / S	$ 68,509	$ 115,016	$ 183,090	$ 239,504	$ 51,411	$ 117,042	$ 32,283	$ (54,705)	$ 28,157	$ (8,451)	$ 77,605	$ (39,074)	$ 54,850	$ 135,636	$ 233,337	$ 333,089	$ 439,571	$ 545,597	$ 652,211	$ 766,080

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614

Assumed Inflation	3.00%																							
Costs double every 24 years																								
Assumed Revenue Growth	1.00%																							
Department	Expense	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	N/A	2020																					
ALL	Misc. Software Programs	N/A	Ongoing	$ 1,000.00	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344	1,384	1,426	1,469	1,513	1,558	1,605	1,653	1,702	1,754	1,806	1,860
ALL	Desktop Printers	N/A	Ongoing	$ 300.00	309	318	328	338	348	358	369	380	391	403	415	427	440	453	467	481	495	510	525	541	557	574
ALL	Document Imaging Software	20 yr useful life	2039	$ 5,000.00																					
FINANCE	AP Workflow Management Software	20 yr useful life	2021	$ 8,000.00																					
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	20 yr useful life	2024	$ 10,000.00																					
ADMIN / HR / CITY CLERK	Packet Management Software	20 yr useful life	2020	$ 20,000.00																					
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	[redacted]																					
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
WATER	WTP - SCADA TOWER	5 yr useful life	2019	$ 1,650.00																					
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2019	$ 1,650.00																					
WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	5 yr useful life	2019	$ 1,650.00																					
LIQUOR	LIQUOR STORE SERVER	5 yr useful life	2019	$ 1,650.00																					
STREET, WATER, SEWER, STORM	WTP IPAD	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE TOWER	5 yr useful life	2020	$ 1,650.00																					
STORMWATER	CITY HALL LAPTOP	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00																					
WATER	WTP TOWER	5 yr useful life	2020	$ 1,650.00																					
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
PARKS	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
EDA	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	CHIEF - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	LT. - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	POLICE STATION LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN	CITY HALL SFF	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	5 yr useful life	2022	$ 1,650.00		1,803.00																			
PLANNING	CITY HALL TOWER	5 yr useful life	2022	$ 1,650.00		1,803.00																			
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00																		
BUILDING INSPECTION	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00																		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	5 yr useful life	2021	$ 11,550.00	12,253					14,205.00					16,468.00					19,090.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	5 yr useful life	2022	$ 2,000.00		2,145.00					2,534.00					2,987.00					3,405.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	5 yr useful life	2021	$ 1,000.00	1,061					1,230.00					1,426.00					1,653.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	5 yr useful life	2023	$ 1,700.00			2,008.00					2,369.00					2,723.00					3,136.00		
Revenue	Account Title																							
80.00%	Cable Franchise Fee				27,810.00	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00
	Interest Earnings				100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	102.00
(LESS)	Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (3,750.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (4,400.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (5,100.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (5,910.00)	$ (3,840.00)
(LESS)	Sewer Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (3,750.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (4,400.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (5,100.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (5,910.00)	$ (3,840.00)
(LESS)	Storm Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Liquor Fund Allocation				$ (2,891.00)	$ (443.00)	$ (1,410.00)	$ (1,791.00)	$ (3,150.00)	$ (3,600.00)	$ (510.00)	$ (605.00)	$ (2,220.00)	$ (3,854.00)	$ (3,585.00)	$ (591.00)	$ (1,546.00)	$ (1,571.00)	$ (2,941.00)	$ (4,152.00)	$ (685.00)	$ (1,071.00)	$ (2,580.00)	$ (2,940.00)
	Budgeted Expenditures				$ 22,894.00	$ 21,441.00	$ 26,272.00	$ 29,582.00	$ 26,508.00	$ 26,818.00	$ 28,780.00	$ 27,025.00	$ 33,886.00	$ 23,371.00	$ 30,966.00	$ 26,945.00	$ 29,748.00	$ 30,268.00	$ 25,470.00	$ 28,787.00	$ 30,448.00	$ 28,459.00	$ 38,406.00	$ 38,826.00
	Budgeted Revenues				$ 27,910.00	$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,371.00	$ 33,702.00
	1 Year (Over) / Under Budget				$ 5,016.00	$ 6,749.00	$ 2,198.00	$ (831.00)	$ 2,532.00	$ 2,512.00	$ 840.00	$ 2,895.00	$ (3,666.00)	$ 7,149.00	$ (146.00)	$ 4,185.00	$ 1,692.00	$ 1,482.00	$ 6,600.00	$ 3,603.00	$ 2,262.00	$ 4,581.00	$ (5,035.00)	$ (5,124.00)
	Running Fund (Deficit) / Surplus				$ 12,676.48	$ 19,535.48	$ 27,733.48	$ 32,936.48	$ 50,473.48	$ 53,485.48	$ 58,355.48	$ 58,269.48	$ 74,650.48	$ 91,819.48	$ 92,163.48	$ 97,012.48	$ 98,707.48	$ 114,408.48	$ 130,999.48	$ 134,032.48	$ 136,293.48	$ 140,874.48	$ 135,839.48	$ 130,715.48

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Council	Closed Debt Service Expenses	920-41110-300																								
Council	Council A/V Improvements	920-41110-500	30 yr useful life	2038	2019	$ 88,488									$ 80,326										$ 110,448	
Council	Councilmember Chairs	920-41110-500	20 yr useful life	2025	2005	$ 1,000					$ 1,194															
Elections	Ballot Counters	920-41200-600	7 yr useful life	2020	?	$ 8,500								$ 8,284						$ 10,327						
Elections	Voting Equipment	920-41200-500	10 yr useful life	?	?	$ -																				
Administration	Closed Debt Service Expenses	920-41500-300																								
Administration	Replace Doors add Keycard Entry City Hall	920-41500-500	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Administration	Employee Accomodations	920-41500-800					$ 1,648	$ 1,697	$ 1,748	$ 1,800	$ 1,854	$ 1,910	$ 1,967	$ 2,026	$ 2,087	$ 2,150	$ 2,214	$ 2,281	$ 2,349	$ 2,419	$ 2,492	$ 2,567	$ 2,644	$ 2,723	$ 2,805	
Municipal Building	Flooring City Hall	920-41941-500	25 yr useful life	2030	2005	$ 24,000										$ 33,222										
Municipal Building	Desk Chairs City Hall	920-41941-600	10 yr useful life	2020	2005	$ 8,000										$ 10,704										$ 10,427
Municipal Building	Side Chairs City Hall	920-41941-500	10 yr useful life	2021	N/A	$ 2,500	$ 2,575										$ 3,461									
Municipal Building	Phone System City Hall	920-41941-900	7 yr useful life	2022	2015	$ 24,000		$ 25,236							$ 29,485								$ 28,885			
Municipal Building	Windows City Hall	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	Roof City Hall	920-41941-500	40 yr useful life	2045	2005	$ 40,000																				
Municipal Building	Repoint Exterior Walls City Hall	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	Painting City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000														$ 46,161						
Municipal Building	Furnace City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 13,941															
Municipal Building	AC Unit City Hall	920-41941-500	20 yr useful life	2025	2005	$ 30,000					$ 41,822															
Municipal Building	CH/ICC 100KW Stationary Generator	920-41941-500	20 yr useful life	2020	N/A	$ 36,000																				$ 66,970
Municipal Building	Cameras City Hall	920-41941-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,480										$ 4,650
Police	100KW Stationary Generator	920-42110-500	20 yr useful life	2020	N/A	$ 36,000																				
Police	Squad Vehicle - 205 - 2019 Dodge Durango	920-42110-900	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,949					$ 84,570	
Police	Squad Vehicle - 221 - 2015 Ford Explorer	920-42110-500	5 yr useful life	2020	2015	$ 46,815					$ 55,900					$ 64,800					$ 75,120					$ 87,080
Police	Squad Vehicle - 222 - 2019 Dodge Durango	920-42110-900	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,949					$ 84,570	
Police	Squad Vehicle - 224 - 2016 Ford Explorer	920-42110-500	5 yr useful life	2021	2016	$ 46,815	$ 49,670						$ 57,580				$ 66,750					$ 77,380				
Police	Squad Vehicle - 223 - 2013 Impala	920-42110-500	10 yr useful life	2023	2013	$ 46,815			$ 52,690										$ 70,810							
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	920-42110-500	10 yr useful life	2027	2017	$ 31,350								$ 39,710										$ 53,370		
Police	Exterior Paint - PD Share Only	920-42110-520	20 yr useful life	2039	2019	$ 7,500																			$ 4,150	
Police	Liquor Store Rehab	920-42110-520	N/A	2025	N/A	$ 1,000,000					$ 1,159,274															
Police	Roof	920-42110-500	40 yr useful life	2045	2005	$ 40,000																				
Police	Sprinkler - Fire Suppression	920-42110-500																								
Police	A/C Units	920-42110-500			2015																					
Police	Windows	920-42110-500			2015																					
Police	Replace Doors add Keycard Entry	920-42110-501	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Police	Lighting / Electrical Fixtures	920-42110-500	30 yr useful life	2028	1996	$ 15,000								$ 19,572												
Police	Flooring Police Station	920-42110-500	20 yr useful life	2024	2004	$ 30,000				$ 37,800																
Police	Interior Paint - PD Share Only	920-42110-500	15 yr useful life	2021	2006	$ 3,000	$ 3,180															$ 4,960				
Police	Chairs Police Station	920-42110-800	10 yr useful life	2025	2015	$ 8,000					$ 7,189										$ 9,920					
Police	Phone System	920-42110-500	15 yr useful life	2021	2006	$ 10,000	$ 10,610															$ 16,530				
Police	Car / Body Cameras	920-42110-500	10 yr useful life	2029	2019	$ 28,000									$ 37,580										$ 58,630	
Police	Car / Body / Building Camera Server	920-42110-500	10 yr useful life	2029	2019	$ 48,497									$ 65,180										$ 87,600	
Police	Building Cameras	920-42110-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,480										$ 4,650
Police	Portable Radios	920-42110-500	10 yr useful life	2022	2008	$ 60,300		$ 65,890											$ 88,550							
Police	Tasers	920-42110-800	5 yr useful life	2020/2021	2015/2018	$ 4,500	$ 4,770				$ 5,880	$ 5,500				$ 6,240	$ 6,610				$ 7,220	$ 7,580				$ 9,380	
Police	Handguns	920-42110-500	5 yr useful life	2020	2015	$ 5,560					$ 6,446					$ 7,472					$ 8,662					$ 10,042
Police	Long Guns	920-42110-500	20 yr useful life	2022	1970	$ 22,190		$ 23,777																		

City of Isanti
Capital Maintenance/Replacement Fund
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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Streets	60KW Stationary Generator	920-43100-500	20 yr useful life	2020	N/A	$ 33,000																				$ 61,390
Streets	2012 GMC Double Cab 1/2 ton	920-43100-500	15 yr useful life	2027	2012	$ 35,000												$ 51,398								
Streets	2017 Sierra Single Cab 3/4 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2015 Chev 2500 HD	920-43100-500	15 yr useful life	2030	2015	$ 35,000										$ 48,648										
Streets	2019 Chev 2500 w/ Plow & De-Icer System	920-43100-500	15 yr useful life	2034	2019	$ 49,000														$ 76,340						
Streets	2006 Chev 4500 w/ Dump Box	920-43100-500	20 yr useful life	2026	2006	$ 85,000				$ 75,853																
Streets	2007 F-250	920-43100-500	15 yr useful life	2022	2007	$ 35,000			$ 39,393																$ 61,373	
Streets	2011 F-250	920-43100-500	15 yr useful life	2026	2011	$ 35,000							$ 49,046													
Streets	2007 Sterling 8500 Plow Truck	920-43100-500	15 yr useful life	2022	2007	$ 200,000		$ 218,545															$ 340,487			
Streets	2018 International Work Star Plow Truck	920-43100-500	15 yr useful life	2033	2018	$ 205,000								$ 302,966												
Streets	2014 International Work Star Plow Truck	920-43100-500	15 yr useful life	2030	2014	$ 200,000										$ 276,847										
Streets	Plow Truck	920-43100-500	15 yr useful life	2032	N/A	$ 200,000												$ 274,797								$ 457,586
Streets	1996 Komatsu Motor Grader	920-43100-500	25 yr useful life	2024	1996	$ 260,000				$ 292,632																
Streets	Pro-Tach Sno-Pusher (Loader Attachment)	920-43100-500	15 yr useful life	2044	2019	$ 8,000														$ 7,790						
Streets	18 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	22 ft Felling Trailer	920-43100-500	15 yr useful life	2035	2020	$ 8,000			$ 29,816																$ 31,366	
Streets	Paint Trailer	910-43100-500	15 yr useful life	2022	2007	$ 6,500		$ 7,303															$ 11,066			
Streets	12 ft Standard Trailer	920-43100-500	15 yr useful life	2022	2007	$ 3,800		$ 4,825																$ 6,988		
Streets	6 x 12 utility trailer w/ rear drop gate	920-43100-500	15 yr useful life	2032	2017	$ 1,500												$ 2,208								
Streets	4-Ton Hot Patch Trailer	920-43100-500	30 yr useful life	2048	2018	$ 20,000																				
Streets	Bulk Fuel Tank and Pump	920-43100-500	20 yr useful life	2039	2019	$ 6,000																			$ 10,837	
Streets	Air Compressor	920-43100-500	30 yr useful life	2049	2019	$ 9,500																			$ 8,219	
Streets	Vibrating Asphalt Roller	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	Bobcat Stair Loader Buyback Program	920-43100-500	Annual			$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400
Streets	2006 Case Loader 621D	920-43100-500	20 yr useful life	2027	2006	$ 271,289							$ 343,661													
Streets	2008 JD 748 Tractor w/ mower, blower	920-43100-500	25 yr useful life	2033	2008	$ 30,000			$ 22,319																$ 45,079	
Streets	1998 Ford 545D Tractor (3 pt hitch)	920-43100-500	25 yr useful life	2021	1998	$ 55,000			$ 61,900																	
Streets	2016 Bobcat V-Plow	920-43100-500	10 yr useful life	2026	2016	$ 5,000				$ 5,796										$ 7,790						
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2007 Bobcat Broom	920-43100-500	10 yr useful life	2021	2007	$ 5,000	$ 5,396											$ 7,128								
Streets	2014 Bobcat Broom	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2016 Bobcat Snow Blower	920-43100-500	10 yr useful life	2026	2016	$ 10,000			$ 11,266	$ 11,593									$ 15,126							
Streets	2014 Bobcat Snow Blower	920-43100-500	10 yr useful life	2024	2014	$ 10,000				$ 11,593										$ 15,580						
Streets	2014 Bobcat Grapple Bucket	920-43100-500	20 yr useful life	2034	2014	$ 5,000														$ 7,790						
Streets	2008 Boss 1 Ton 10 ft Straight Blade	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	2011 Boss 1 1/2 Ton V-Plow	920-43100-500	15 yr useful life	2026	2011	$ 8,000						$ 11,009														
Streets	2017 Graco Street Painter	920-43100-500	10 yr useful life	2027	2017	$ 7,000							$ 8,867										$ 11,917			
Streets	Sign Replacement	920-43100-500	8 yr useful life	2029-36	N/A	$ 5,000		$ 5,599	$ 6,471	$ 6,932						$ 8,376	$ 8,627	$ 8,766						$ 8,818	$ 9,084	$ 9,226
Streets	GPS Unit	920-43100-500	10 yr useful life	2025	2015	$ 8,000					$ 9,552										$ 12,838					
Streets	Mini Excavator	920-43100-600	30 yr useful life	2028	N/A	$ 70,000								$ 91,954												
Streets	Make-Up Heater (Above Bathroom #2)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Make-Up Heater (Above Breakroom)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Infloor Heat Boilers (2)	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	Wire Feed Welder	920-43100-500	20 yr useful life	2033	2005	$ 5,000			$ 5,577																	
Streets	Pressure Washer	920-43100-500	15 yr useful life	2032	2017	$ 5,500												$ 8,077								
Streets	Pressure Washer	920-43100-500	15 yr useful life	2021	2006	$ 5,000	$ 5,396																	$ 6,766		
Streets	Gate Valve Turner	920-43100-500	30 yr useful life	2035	2005	$ 2,000															$ 3,209					
Streets	Floor Sweeper with Charger	920-43100-500	30 yr useful life	2048	2018	$ 3,500																		$ 6,766		
Streets	Fresh Air Circulation Blower	920-43100-500	30 yr useful life	2027	1997	$ 5,000							$ 6,334													
Streets	Reseal Interior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Reseal Exterior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Resurface / Replace Concrete Floor	920-43100-500	30 yr useful life	2027	1997	$ 75,000							$ 88,672													
Streets	Infloor Heat Coil System	920-43100-500	100 yr useful life	2097	1997																					
Streets	Roof	920-43100-800	60 yr useful life	2057	1997																					
Streets	Truck Mounted Mosquito Fogger	920-43100-500	10 yr useful life	2020	N/A	$ 10,000										$ 13,842										$ 18,603
Streets	Hydraulic Tree Spade	920-43100-600	30 yr useful life	2024	N/A	$ 80,000													$ 115,126							
Streets	Public Services Building & Salt Shed	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000					$ 2,608,000															

City of Isanti

Capital Maintenance/Replacement Fund

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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Street Lighting	Street Light Pole Replacement (65 City Owned)	920-43160-500	30 yr useful life	Annual	N/A	$ 6,000	$ 6,447	$ 6,641	$ 6,841	$ 7,046	$ 7,257	$ 7,475	$ 7,699	$ 7,930	$ 8,168	$ 8,413	$ 8,665	$ 8,925	$ 9,193	$ 9,469	$ 9,753	$ 10,045	$ 10,347	$ 10,657	$ 10,977	$ 11,307	$ 11,646	$ 11,995	$ 12,355	$ 12,726	$ 13,107	$ 13,501	$ 13,906	$ 14,323	$ 14,753	$ 15,196	$ 15,652
Street Lighting	Street Light Infill	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,000	$ 10,300	$ 10,609	$ 10,927	$ 11,255	$ 11,593	$ 11,941	$ 12,299	$ 12,668	$ 13,048																			
ICC	Handicap Door Actuators	920-45186-500	20 yr useful life	2021	N/A	$ 6,000	$ 6,180																											
ICC	Air Conditioner - South Side 3-ton	920-45186-500	20 yr useful life	2022	2002	$ 3,075		$ 3,360																										
ICC	Air Conditioner - West Side 4-ton	920-45186-500	20 yr useful life	2035	2015	$ 5,500																												
ICC	Compressor	920-45186-500	15 yr useful life	2025	2010	$ 1,500					$ 1,791																						$ 2,790
ICC	Convection Oven	920-45186-500	20 yr useful life	2031	2011	$ 6,000																												
ICC	Dishwasher with Type II Hood Install	920-45186-500	20 yr useful life	2021	1991	$ 7,300	$ 7,745																											
ICC	Furnace	920-45186-500	20 yr useful life	2021	1991	$ 7,000	$ 7,426																											
ICC	Furnace	920-45186-500	20 yr useful life	2026	2006	$ 7,000						$ 8,609																						
ICC	Range / Oven / Vent / Hood / Fan	920-45186-500	20 yr useful life	2034	2014	$ 35,700														$ 38,440														
ICC	Sprinkler System - Fire Suppression	920-45186-500	20 yr useful life	2021	1996	$ 25,000	$ 25,750																											
ICC	Range	920-45186-500	15 yr useful life	2025	2010	$ 7,500						$ 9,224																						
ICC	Fixtures - Plumbing	920-45186-500	30 yr useful life	2044	2014	$ 8,000																												
ICC	Exterior Siding Replace	920-45186-500	30 yr useful life	2031	2001	$ 25,000														$ 29,719														
ICC	Exterior Siding Repaint	920-45186-500	15 yr useful life	2025	2014	$ 7,500					$ 8,955																							
ICC	Exterior Doors	920-45186-500	30 yr useful life	2038	2018	$ 5,500																												
ICC	Windows	920-45186-500	40 yr useful life	2037	1997	$ 25,000																												
ICC	Ramp / Concrete	920-45186-500	40 yr useful life	2053	2013	$ 48,000																												
ICC	Roof	920-45186-500	30 yr useful life	2043	2013	$ 25,000																												
ICC	Flooring	920-45186-500	25 yr useful life	2039	2014	$ 18,900																												
ICC	Interior Doors / Millwork	920-45186-500	30 yr useful life	2044	2014	$ 4,720																												
ICC	Interior Paint / Walls	920-45186-500	15 yr useful life	2029	2014	$ 12,100										$ 14,285																		
ICC	Fixtures - Electrical	920-45186-500	25 yr useful life	2039	2014	$ 15,700																											$ 28,356	
ICC	Kitchen - Cabinets / Countertops	920-45186-500	30 yr useful life	2044	2014	$ 20,000																												
ICC	Kitchen - Fire Suppresion	920-45186-500	20 yr useful life	2034	2014	$ 25,000														$ 38,949														
ICC	Lion's Office Area	920-45186-500			2017	$ 5,000																												
ICC	Laminate Sprig	920-45186-500			2014																													
ICC	Tables and Chairs	920-45186-500	15 yr useful life	2029	2014	$ 8,000										$ 10,751																		
ICC	Exterior Door Locks	920-45186-500	15 yr useful life	2029	2014	$ 2,250										$ 3,024																		

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
PRC	Academy Park - Playground Equipment	920-45300-500	20 yr useful life	2037	2017	$ 49,800																	$ 84,991			
PRC	Academy Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2027	2017	$ 10,000							$ 12,668										$ 17,024			
PRC	Academy Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2057	2017	$ 40,000																				
PRC	Academy Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	Bluebird Park - Playground Equipment	920-45300-500	20 yr useful life	2039	2019	$ 154,800														$ 179,888						
PRC	Bluebird Park - Playground Equipment - Clifford	920-45300-500	20 yr useful life	2024	2004	$ 24,600				$ 28,518																
PRC	Bluebird Park - Skatepark Equipment	920-45300-500	20 yr useful life	2037	2017	$ 20,000							$ 25,335													
PRC	Bluebird Park - Pavilion	920-45300-500	30 yr useful life	2036	2006	$ 20,000																$ 33,057				
PRC	Bluebird Park - Performance Center	920-45300-500	40 yr useful life	2021	N/A	$ 241,000	$ 248,230																			
PRC	Bluebird Park - Restrooms	920-45300-500	40 yr useful life	2021	N/A	$ 200,000	$ 206,000																			
PRC	Bluebird Park - Splash Pad	920-45300-500	30 yr useful life	2038	N/A	$ 204,000			$ 216,945																	
PRC	Bluebird Park - Concrete Edging	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	Bluebird Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Dog Park - Fencing	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	Isanti Hills - Playground Equipment	920-45300-500	20 yr useful life	2034	2014	$ 97,384																				
PRC	Isanti Hills - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	Isanti Hills - Pavion	920-45300-500	30 yr useful life	2035	1995	$ 30,000																				
PRC	Isanti Hills - Concrete Edging/Table	920-45300-500	40 yr useful life	2057	2017	$ 21,000																				
PRC	Legacy Park - Equipment	920-45300-500	20 yr useful life	2034	2014	$ 9,750														$ 9,843						
PRC	Legacy Park - Lime Aggregate	920-45300-500	15 yr useful life	2027	2012	$ 35,000							$ 44,337													
PRC	Mattson Park - Playground Equipment	920-45300-500	20 yr useful life	2027	2007	$ 80,420							$ 81,873													
PRC	Mattson Park - Pavilion	920-45300-500	30 yr useful life	2015	1985	$ 10,000										$ 13,842										
PRC	Mattson Park - Concrete Siding	920-45300-500	40 yr useful life	2057	2017	$ 28,500																				
PRC	Mattson Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Mattson Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2038	2018	$ 15,000								$ 19,472											$ 28,309	
PRC	Mattson Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	River Bluff / Community Garden - Equipment	920-45300-500	20 yr useful life	2036	2016	$ 8,000																$ 13,223				
PRC	River Bluff / Community Garden - Dock	920-45300-500	10 yr useful life	2026	2016	$ 12,000						$ 14,758														
PRC	River Bluff / Community Garden - Fencing	920-45300-500	30 yr useful life	2046	2016	$ 24,000																				
PRC	Riverside Park - Playground Equipment	920-45300-500	30 yr useful life	2033	2003	$ 76,365													$ 115,509							
PRC	Rum River Meadows - Equipment	920-45300-500	20 yr useful life	2025	2005	$ 30,150					$ 38,898															$ 358,404
PRC	Rum River Meadows - Irrigation	920-45300-500	30 yr useful life	2035	2005	$ 2,890															$ 4,638					
PRC	Rum River Meadows - Fencing	920-45300-500	30 yr useful life	N/A	N/A	$ 20,000																				
PRC	Unity Ball Field - Bleachers	920-45300-500	30 yr useful life	2021		$ 6,500	$ 6,695																			
PRC	Unity Ball Field - Backstops	920-45300-500	20 yr useful life	2025	2005	$ 4,500					$ 5,670															
PRC	Unity Ball Field - Fencing	920-45300-500	30 yr useful life	2025	1985	$ 15,000					$ 17,911															
PRC	Unity Ball Field - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 30,000												$ 34,258								
PRC	VFW Park - Equipment	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	VFW Park - Fencing	920-45300-500	30 yr useful life	2034	2004	$ 30,000														$ 45,980						
PRC	VFW Park - Concrete Edging	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	Whisper Ridge - Tennis Court Resurf.	920-45300-500	10 yr useful life	2031	2021	$ 95,700																				
PRC	Whisper Ridge - Tennis Court Recon.	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				
PRC	Whisper Ridge - Fencing	920-45300-500	30 yr useful life	2031	2001	$ 20,000												$ 29,215								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2026	2016	$ 15,370						$ 18,903														
PRC	Picnic Tables	920-45300-500	15 yr useful life	2032	2017	$ 1,650													$ 2,429							
PRC	Picnic Tables	920-45300-500	15 yr useful life	2033	2018	$ 4,390														$ 6,640						
PRC	C-L Bike/Walk Trail Construction	920-45300-500	N/A	Annual	Annual	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	International Water Truck 1993	920-45300-500	DNR	N/A	2019																					
PRC	Polaris Ranger Side by Side	920-45300-500	DNR	N/A	2008																					
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	30 yr useful life	2034	2004	$ 20,000														$ 31,159						
PRC	Progressive Mower	920-45300-500	15 yr useful life	2030	2015	$ 15,000															$ 20,118					
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	Sabona Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	Landpride Disc	920-45300-500	30 yr useful life	2035	2005	$ 3,000															$ 4,814					
PRC	John Deere 2-Point Tiller	920-45300-500	15 yr useful life	2032	2017	$ 4,400													$ 6,476							
PRC	Bobcat 3600 UTV	920-45300-500	15 yr useful life	2032	2017	$ 18,000													$ 26,494							
	TRANSFER OUT	920-49110-750																								

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Department	Revenue	Account Number																								
		920-31000	Property Taxes				$ 686,700	$ 693,900	$ 693,800	$ 675,600	$ 693,900	$ 908,700	$ 848,000	$ 868,800	$ 870,900	$ 895,400	$ 892,800	$ 894,600	$ 816,700	$ 838,200	$ 847,100	$ 845,400	$ 849,100	$ 848,200	$ 847,700	$ 842,600
		920-33621																								
		920-33622																								
		920-33623																								
		920-36300																								
		920-36210					$ 7,200	$ 6,700	$ 9,500	$ 13,100	$ 15,200	$ 100	$ 3,300	$ 200	$ 700	$ 600	$ 800	$ 2,900	$ 3,300	$ 4,800	$ 3,400	$ 5,400	$ 7,800	$ 8,400	$ 11,500	$ 9,000
		920-39101					$ 112,000	$ 113,000	$ 112,000	$ 112,000	$ 112,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
		920-36230																								
		920-39201																								
		920-39203	Transfer In - Water				$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39202	Transfer In - Sewer				$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39203	Transfer In - Storm				$ -	$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
		920-39205						$ 218,556																		
		920-39310																								
Reserve Funds	Budgeted Expenditures					Budgeted Expenditures	$ 819,900	$ 813,297	$ 881,265	$ 891,271	$ 4,961,438	$ 916,800	$ 853,221	$ 937,800	$ 864,707	$ 984,289	$ 895,779	$ 909,481	$ 272,721	$ 859,404	$ 854,596	$ 927,800	$ 857,667	$ 887,778	$ 1,005,725	$ 851,585
on	Budgeted Revenues					Budgeted Revenues	$ 567,900	$ 697,157	$ 852,217	$ 806,665	$ 2,456,700	$ 536,627	$ 354,300	$ 492,177	$ 373,000	$ 551,492	$ 395,600	$ 640,060	$ 422,000	$ 481,804	$ 447,500	$ 462,800	$ 660,492	$ 550,734	$ 754,216	$ 523,600
1/1/2020	1 Year (Over) / Under Budget					1 Year (Over) / Under Budg	$ (252,000)	$ (116,140)	$ (29,048)	$ (84,606)	$ (2,504,738)	$ (379,827)	$ (498,921)	$ (445,623)	$ (491,707)	$ (432,797)	$ (500,179)	$ (269,421)	$ 149,279	$ (377,600)	$ (407,096)	$ (465,000)	$ (196,825)	$ (337,044)	$ (251,509)	$ (327,985)
$ 706,376.79	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Sur	$ 665,524	$ 949,394	$ 1,330,528	$ 1,524,217	$ 19,779	$ 331,445	$ 69,096	$ 57,389	$ 76,797	$ 288,603	$ 326,211	$ 475,491	$ 344,801	$ 549,765	$ 775,761	$ 835,856	$ 1,148,834	$ 899,227	$ 941,644	$ 1,415,627

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/19/2020	54190	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	625.00
08/20	08/19/2020	54191	2941	ARCPOINT LABS OF GOLDEN VALLEY	101-20200	16,858.40
08/20	08/19/2020	54192	9	BERNICKS PEPSI-COLA	609-20200	1,363.66
08/20	08/19/2020	54193	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
08/20	08/19/2020	54194	1815	CENTURYLINK	609-20200	887.44
08/20	08/19/2020	54195	918	CRYSTAL SPRINGS ICE	609-20200	375.28
08/20	08/19/2020	54196	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,486.20
08/20	08/19/2020	54197	1941	DELTA DENTAL	861-20200	3,044.40
08/20	08/19/2020	54198	2478	EAST CENTRAL ENERGY	101-20200	33.46
08/20	08/19/2020	54199	2794	EMERGENCY EQUIPMENT CONNECTION, INC	920-20200	11,651.33
08/20	08/19/2020	54200	663	INITIATIVE FOUNDATION	108-20200	825.00
08/20	08/19/2020	54201	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,253.86
08/20	08/19/2020	54202	5	KAWALEK TRUCKING	609-20200	267.00
08/20	08/19/2020	54203	17	MCDONALD DISTRIBUTING CO	609-20200	13,179.75
08/20	08/19/2020	54204	616	MENARDS - CAMBRIDGE	101-20200	50.12
08/20	08/19/2020	54205	2364	METERING & TECHNOLOGY	601-20200	4,127.29
08/20	08/19/2020	54206	281	MINNCO CREDIT UNION	101-20200	493.31
08/20	08/19/2020	54207	1536	MINNESOTA DEED	219-20200	833.33
08/20	08/19/2020	54208	2856	MOORE, JADEN	101-20200	20.00
08/20	08/19/2020	54209	2080	MVTL LABORATORIES INC	601-20200	43.20
08/20	08/19/2020	54210	1315	NOREEN, DUSTEN	101-20200	13.25
08/20	08/19/2020	54211	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,998.88
08/20	08/19/2020	54212	12	POSTMASTER	101-20200	220.00
08/20	08/19/2020	54213	2341	RED BULL DISTRIBUTION	609-20200	225.50
08/20	08/19/2020	54214	2940	SANTA FOR HIRE LLC	101-20200	433.00
08/20	08/19/2020	54215	2396	SOUTHERN GLAZERS OF MN	609-20200	10,736.37
08/20	08/19/2020	54216	1442	ST. LOUIS MRO INC	101-20200	22.50
08/20	08/19/2020	54217	315	ST.PAUL STAMP WORKS	101-20200	177.69
08/20	08/19/2020	54218	73	STAR	101-20200	352.70
08/20	08/19/2020	54219	2942	SYMBOLARTS, LLC	101-20200	250.00
08/20	08/19/2020	54220	2793	TEAM LABORATORY CHEMICAL, LLC	101-20200	818.50
08/20	08/19/2020	54221	2870	THE FARMER'S DAUGHTERS	101-20200	1,372.00
08/20	08/19/2020	54222	1740	TOSHIBA FINANCIAL SERVICES	108-20200	219.67
08/20	08/19/2020	54223	97	TOTAL CONTROL SYSTEMS INC	602-20200	2,600.90
08/20	08/19/2020	54224	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.02
08/20	08/19/2020	54225	4	WATSON CO INC	609-20200	2,784.14
08/20	08/19/2020	54226	2009	WOOD, JOSEPHINE	101-20200	15.00
Grand Totals:						92,578.15

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/26/2020	54230	915	ABLE HOSE & RUBBER, LLC	601-20200	591.85
08/20	08/26/2020	54231	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.23
08/20	08/26/2020	54232	53	BELLBOY CORPORATION	609-20200	6,991.92
08/20	08/26/2020	54233	9	BERNICKS PEPSI-COLA	609-20200	2,197.85
08/20	08/26/2020	54234	1500	BOLTON & MENK INC	505-20200	20,868.09
08/20	08/26/2020	54235	2319	BREAKTHRU BEVERAGE	609-20200	42.44
08/20	08/26/2020	54236	2221	C & L DISTRIBUTING	609-20200	262.60
08/20	08/26/2020	54237	2321	C EMERY NELSON INC	602-20200	1,024.80
08/20	08/26/2020	54238	1474	CDW GOVERNMENT INC	101-20200	10,647.43
08/20	08/26/2020	54239	120	CONNEXUS ENERGY	101-20200	20,782.52
08/20	08/26/2020	54240	1472	CRAWFORDS EQUIPMENT INC	101-20200	175.75
08/20	08/26/2020	54241	918	CRYSTAL SPRINGS ICE	609-20200	375.30
08/20	08/26/2020	54242	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,534.09
08/20	08/26/2020	54243	2933	FALCON NATIONAL BANK	601-20200	3,814.81
08/20	08/26/2020	54244	1682	FERGUSON WATERWORKS	601-20200	542.52
08/20	08/26/2020	54245	2028	FURTHER	861-20200	10.00
08/20	08/26/2020	54246	1563	ISANTI ELECTRIC INC	101-20200	1,559.97
08/20	08/26/2020	54247	162	ISANTI RENTAL INC	101-20200	42.36
08/20	08/26/2020	54248	496	JOHN HIRSCHS	101-20200	145.60
08/20	08/26/2020	54249	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,322.43
08/20	08/26/2020	54250	5	KAWALEK TRUCKING	609-20200	173.60
08/20	08/26/2020	54251	17	MCDONALD DISTRIBUTING CO	609-20200	11,706.40
08/20	08/26/2020	54252	2116	MINUTEMAN PRESS	101-20200	496.68
08/20	08/26/2020	54253	1945	MN DEPT OF LABOR	601-20200	10.00
08/20	08/26/2020	54254	329	MN RURAL WATER ASSN	602-20200	300.00
08/20	08/26/2020	54255	2597	MNSPECT, LLC.	101-20200	40,110.40
08/20	08/26/2020	54256	870	M-R SIGN CO INC	101-20200	104.93
08/20	08/26/2020	54257	2080	MVTL LABORATORIES INC	602-20200	130.96
08/20	08/26/2020	54258	2931	NAGELL APPRAISAL & CONSULTING	108-20200	800.00
08/20	08/26/2020	54259	283	OLSON POWER & EQUIPMENT	101-20200	853.02
08/20	08/26/2020	54260	2553	O'REILLY	101-20200	473.93
08/20	08/26/2020	54261	617	PAUSTIS & SONS	609-20200	1,082.00
08/20	08/26/2020	54262	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,153.62
08/20	08/26/2020	54263	2614	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
08/20	08/26/2020	54264	315	ST.PAUL STAMP WORKS	609-20200	33.80
08/20	08/26/2020	54265	554	STEVES TIRE INC	101-20200	771.03
08/20	08/26/2020	54266	2156	SUMMIT COMPANIES	101-20200	850.00
08/20	08/26/2020	54267	2944	UNIFIRST CORPORATION	101-20200	620.08
08/20	08/26/2020	54268	42	VIKING COCA-COLA BOTTLING CO	609-20200	170.60
08/20	08/26/2020	54269	2943	VILLAGES ON THE RUM IV	101-20200	26.84
08/20	08/26/2020	54270	1286	VINOCOPIA INC	609-20200	260.00
08/20	08/26/2020	54271	4	WATSON CO INC	609-20200	2,038.95
Grand Totals:						180,682.40

City of Isanti

Gross Payroll	90,908.93
Social Security & Medicare	5,062.84
Public Employees Retirement	8,824.02
Total City Expense	104,795.79

Pay Date 8/21/2020

Pay Period 17 (8/2-8/15/20)

L.2.

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR EXEMPT GAMBLING PERMIT FOR ST. ELIZABETH ANN SETON CHURCH

WHEREAS, the City has received an application for an exempt gambling permit from St. Elizabeth Ann Seton Church to hold a church raffle event on October 25th, 2020 at St. Elizabeth Ann Seton Church, 207 Whiskey Road NW Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 for the event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Dean Carpenter, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following date: October 25th, 2020 at St. Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR LOCAL GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application [redacted] and must be made payable to **City of Isanti.**

Name of Organization: St. Elizabeth Ann Seton

Address of Organization: 207 Whiskey Road NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Dean Carpenter
Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle Date of event: 10-25-2020

Location and address of event:

St. Elizabeth Ann Seton
207 Whiskey Road NW - Isanti MN 55040

Estimated value of prizes to be awarded: $3,000

Name of applicant: Dean Carpenter Applicant's phone number:

Signature of applicant:

Date:

Approved by City Council Resolution #

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: September 1st 2020
Subject: Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

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Background:
When bonds are issued preliminary expenditures such as engineering generally don't require a prior declaration of intent be made for the City to reimburse itself with bond proceeds. However, the intent to reimburse for hard costs does require that a declaration be made within 60 days.

This resolution would act as an insurance policy in case we incur costs ahead of the planned liquor store project that would not otherwise be reimbursable thru bond proceeds.

Furthermore the Council should expect that going forward staff intends to bring a "fill in the blank" version of this resolution forward at the first Council meeting of each year to be sure that the City always has all of its options available even in unexpected circumstances.

Recommendation:
Staff is recommending approval of the attached resolution.

Attachments:

- Res 2020-XXX Declaring The Official Intent Of The City Of Isanti To Reimburse Certain Expenditures From The Proceeds Of Bonds To Be Issued By The City

RESOLUTION 2020-XXX

DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI AS FOLLOWS:

1. The City proposes to undertake the following projects (the "Projects"):
   Municipal Liquor Store Construction Project

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	2020-2021 Budget
G.O. Abatement Bonds, Series 2021A Lease Revenue Bonds, Series 2021A	$3,325,000

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a

long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO MICHAEL GLAVAN

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Chief of Police and Human Resources selected Michael Glavan as the most qualified candidate for an open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Michael Glavan for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Michael Glavan shall start at Step 5 of the Wage Scale at $34.51 per hour.
3. That Michael Glavan shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Michael Glavan's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO JORDAN LUND

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Chief of Police and Human Resources selected Jordan Lund as the most qualified candidate for the open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Jordan Lund for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Jordan Lund shall start at Step 5 of the Wage Scale at $34.51 per hour for his experience.
3. That Jordan Lund shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Jordan Lund's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members or City Council**
From: Matt Sylvester, Public Services Director
Date: September 1, 2020
Subject: Resolution Terminating the Buyback Agreement with Crawford's Equipment

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Background
In 2018 the City of Isanti entered into a Buyback Agreement with Crawford's Equipment. The program consisted of trading our skid steers in each year with an annual cost of $5,400.00 for two machines. Staff reached out to Crawford's Equipment and was informed that they no longer make our current model and that there had been a significant price increase on the model that would be replacing it. The quote received was $6,650.00 for each machine.

Recommendation:
Staff is recomending that we terminate the Buyback Program with Crawford's Equipment because of the price increase and put the skidsteers into the Capital Improvement Plan for replacement.

Requests:
Staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

TERMINATING THE BUYBACK AGREEMENT WITH CRAWFORDS EQUIPMENT

WHEREAS, in 2018 the City of Isanti had entered into a Buyback Agreement with Crawford's Equipment to purchase new skid steers with an annual cost of $5,400.00 for two machines; and,

WHEREAS, staff reached out to Crawford's Equipment and was informed that they do not make our current model and that there would be a significant price increase; and,

WHEREAS, the current price would be $6,650.00 for each machine; and,

WHEREAS, staff will add to the CIP for future replacement; and,

WHEREAS, because of the price increase, it is no longer in the City's best interest to continue with the Buyback Program;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City terminate the Buyback Program with Crawford's Equipment and add to the CIP for future replacement.

This resolution was duly adopted by the Isanti City Council this 1st day of September, 2020.

ATTEST: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Development/Subsidy Agreement - Swanees Trucking LLC

Background:
The EDA owns property located at XXX West Dual Blvd (PID 16.125.0020) and has this property for sale for $1. The subject property is a certified Shovel Reay Site. The subject site is zoned Industrial and is ready for development. Swanees Trucking LLC is a trucking company looking for space to expand their office and maintenance shop. They have been in operation since 2015 and are currently located in the city of Coon Rapids. They will be start out with 12 employees (including contract employees) with the plan to increase 35 employees as their business expands.

The EDA held a public hearing at the August 18, 2020 EDA meeting. There was no one from the public present for this item. The EDA recommends approval of the sale and the development/subsidy agreement.

Request:
Approval of development/subsidy agreement

Attachments:
- Development/Subsidy Agreement

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR SWANEES TRUCKING LLC

This Agreement (hereinafter the "Agreement") is dated as of this 18th day of August, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Swanees Trucking LLC**, a limited liability company under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 00A, Isanti Centennial Complex 3rd Rearrangement, County of Isanti, State of Minnesota, PID Number 16.125.0020, located at XXX East Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.

   c. Proof of Authority. That the Developer provide proof that the governing boards or manager of the Developer authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board that grants such authority.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

   a. Sanitary sewer
   b. Water
   c. Storm drainage facilities
   d. Stormwater maintenance
   e. Parking lot
   f. Concrete curb and gutter
   g. Lot grading
   h. Landscaping

5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of **($_____.00),** which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, the Developer may request a reduction in the amount of the financial guarantee.

6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of **($_____.00)**, which amount is 5% of the City Engineer's estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The balance in the escrow will be refunded upon completion of the Required Private Improvements, acceptance by the City.

7. Maintenance Guarantee for Landscaping. The Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of $_____ [# plantings (XX trees) x cost/planting ($300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the City's acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.

9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

   a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes chapter 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and

procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at $125,000. The City sold the Subject Property to Developer for $1. The value of the subsidy is the difference between the appraisal value and the purchase price.

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 12 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. If the City determines that the site plan does not comply with all City, State and Federal laws and regulations, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of restoring all areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Subject Property resulting from grading performed in the development of the Subject Property.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the

right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City's Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Gregory Swanson
Swanees Trucking LLC
10600 University Ave N.W., Suite 410
Coon Rapids MN 55448

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

The Developer:

Swanees Trucking LLC

By:_____,
Gregory Swanson
Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Gregory Swanson, _____ of Swanees Trucking LLC., a limited liability company under the laws of the State of Minnesota on behalf of the company.

_____
Notary Public

The City:

City OF ISANTI

By:_____
Its: Mayor

Attest:

By:_____
Its: City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A

Fees Payable to the City

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
August 25, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:01 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon
Members Absent: Brian Thum
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with no modifications. Motion passed 3-0

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from July 28, 2020. Motion passed 3-0.

3. Park Visits Reports Review: Garvey explained that at the July 28, 2020 PRC Board meeting, all board members handed in their assigned park visits and staff has drafted a compilation of each members parks for review and to further discuss items and invited the PRC Board for their input and for prioritization of projects. Aaron Zdon reviewed Academy and Whisper Ridge. His findings for Academy was an overall rating of 5 and items he noted were to rake at landings of swings and slides. Garvey noted that this is battle at most of our playgrounds and that some of them have rubber mats at the slide to assist with this item. Zdon also noted another item is possible better ADA access from the road. Staff noted that they will look at this into more detail as this was not done with the original project as the park area was first developed for the school and that has ADA access via the sidewalk into the park area. Zdon noted for Whisper Ridge an overall rating of 2 and items noted were surface cracks on court, ridges and cracks from roots along trails leading into park area he also wants to ensure we discuss the future of the park in more detail in the near future on the cost to repair vs. cost to remove and replace with green space. Witte asked about a rubberized option for courts and the cost and longevity. Zdon stated we hasn't sure what that would be, Garvey also noted she was not aware of what that cost or option would entail. For tennis court repair the subsurface is what would also need to be replaced to ensure a better surface area. Garvey noted that the Whisper Ridge has a CIP plan and wasn't sure what the timeframe or items were on this park. Brian Thum had reviewed Legacy, Mattson and VFW parks. Thum noted for Legacy an overall rating of a 5 and noted these items of encroaching vegetation by FV overlook bench and stairs. Tree limb by Sunnyside landing had fallen and he requests to move the large park sign closer to the parking lot. Garvey noted that these items will be addressed by public works and are in the short-term plan and the sign was actually in the process of getting moved into the new location now that the parking lot is nearly finished. Garvey also noted that we had a map sign and that has also been returned to the park entrance along the trailhead. Thum also visited Mattson and gave an overall rating of a 3 and had nothing to note for this park. The board wondered the rating of a 3 as they all felt the park was in pretty good shape. For VFW park Thum gave an overall rating of a 4 and had nothing to note for this park. James Witte reviewed River Bluff Preserve, Rum River Meadows, and Isanti Hills Neighborhood (IHN) parks. Witte's findings for River Bluff Preserve were an overall rating of a 4 and items noted were the trails need a good cleaning, as habitat starts to move in on trails in between the steps and s curve. Steps could use the blower for debris. Witte inquired what rock base they use on the steps and to note that this shouldn't be removed when cleaning up the stairs. Branch on south zig/zag trail to look at for possible falling hazard. He noted for Rum River Meadows an overall rating of a 4 and items noted are wood chips kicked out by bench swing. Witte recommend a concrete border around playground. Garvey added that this project was actually completed two weeks ago and was our last playground area to have this completed, which we had on our project list to do. Witte also noted weed control in wood chips. Witte noted for IHN

an overall rating of a 3, and items noted were outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism, the mulch looked aged and the pavilion showed no signs of damage. Garvey noted that this park is an example of what staff has mentioned at previous meetings regarding outdated playground equipment and that we can no longer get replacement parts for this playground. Witte added a comment about the volleyball net at Rum River Meadows has a hole and this court does not seem to get used. Garvey added that a volleyball court too often is not on a grass surface and that when Bluebird park was developed this park had that as an option and wasn't installed, and then when the additional lots were secured for RRM it was decided that one could be added to this park area to have one within our park system. Jimmy Gordon reviewed Bluebird, Riverside and Unity parks. Gordon findings for Bluebird were an overall rating of a 5 and items noted were swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, and a merry-go-round addition was suggested. Garvey noted that many swings in the system squeak and have added this to the maintenance list, and continued that the city has stencils for the other items but not the hopscotch one and will look at end of year budget to see if we can purchase one to have. Gordon reviewed Riverside with an overall rating of a 4 and items noted were black residue on sides of stairs and platform and weeds in tot area in wood chips. Gordon noted for Unity an overall rating of a 4 and items noted were bleachers should be painted and/or boards replaced. Garvey indicated that the bleachers are in the 2021 CIP and will get replaced next year. Garvey then reviewed these items for prioritization:

Short-Term and Immediate Maintenance Projects:

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back (completed August)
- Riverside: weeds removed from tot area and residue removal.
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 10; weeds removed from mulch.

Long-Term Projects:

- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review

4. Tree Plan Review- Garvey reviewed the city does not have a tree plan in place, but staff is in the process of researching this in more detail and will bring back to a future meeting. The city has 11 parks and several of these parks are newer and have less trees than other more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill in the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside, trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at $600 for the three trees. Staff is requesting recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Garvey reviewed the options within Bluebird to move the trees to bench areas to provide shade and provided pictures for the board to review. Zdon added that when Bluebird was first planned there was a tree plan put in place and it stopped with the crash in the market and to review this plan and the budget implications. Zdon added that they be moved to the play area and the bench areas. Witte asked about Rum River Meadows and that this has a couple of trees within the park area but on the north side of the park and inquired if that moving one to RRM be an option. Zdon asked the budgeting and plan for future years, Garvey noted that she has not started that process and that this was the start and we needed to just move these three trees at this time. It was noted that the bench in RRM on the west end would be the most beneficial to have a tree placed to provide shade. The board reviewed the Bluebird park

option to move the tree to the north bench and the west bench. Staff added that the west bench may not have enough space to plant a new tree, so asked if that was not an option what the next option they would like to see a tree be placed. Zdon suggested to shade the biffys on the north end. Gordon asked if bringing another tree to RRM would be an option. Zdon asked if it was still well used and indicated to add the other tree to provide a shade tree for the picnic tables. Direction was to have two trees at RRM, if the tree on the west side of BB playground would not be a viable option.

5. Department Updates – Garvey reviewed she does not have any updates at this time on the Fir Street item. Garvey created a new promotional event flyer that she gave to the board. Curious Creatures was held on August 11 with the Ice Creme theme with 10 kids at Mattson Park. Street Dance was held August 8th with Brat Pack Radio with 10 vendors and an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day. The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park. Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered and hope to have by end of September. The bathrooms on the south end of the BMX building have been vandalized twice in the last couple of weeks and they have been temporarily closed as we fix the hand dryer. The skate park had a few boards replaced that were damaged. The movie schedule has been created and movies picked the schedule will be Nov 6 – The Mighty Ducks 2; Dec 11 – The Polar Express; which we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting; Jan 22 – Frozen II; Feb 19 – Cars; and Mar 26- The Sandlot which I was not able to show this past March so bringing it back. The Isanti Family Farmers Market continues through Sept 25, Friday's from 2-6pm. The other upcoming events and projects are: the sledding hill project starting Sept 8; Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Coborn's Marketplace, Isanti Physical Therapy, Rockstad and Co. Relics & Wares), new event of a Candy Cane Flashlight Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park and the monthly Curious Creatures 9-10am Sept 15 – Back to School at Isanti Hills Neighborhood Park; Oct 6 - Police/Fire, Nov 10 – Gobble, Gobble and Dec 8 – Santa Fun all at Isanti Community Center. Garvey added that she creates Facebook events for the department on the city page. Legacy park parking lot is nearly completed. The community garden's sunflower maze is in full bloom and the maze is available for the gardeners to walk through.

Adjournment: Motion by Witte, second by Gordon to adjourn the August 25, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020 – 7:00 P.M.
CITY HALL

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. August 18, 2020- Regular Meeting of the City Council
2. August 18, 2020- Committee of the Whole Meeting
3. July 21, 2020- Planning Commission Meeting
4. July 28, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. CITY OFFICES CLOSED	Monday, September 7, 2020 *(In Observance of Labor Day)*
2. Committee of the Whole	Tuesday, September 15, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, September 15, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, September 15, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2020-XXX Approving Expenditure Allocations for Coronavirus Relief Funds
2. Resolution 2020-XXX Approving Isanti Relief Business Grant Program
3. Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

City Administrator Josi Wood
4. Resolution 2020-XXX Approving a Special Event Permit Application for Rum River BMX to Host 2020 USABMX Land O' Lakes National Event *(Larry Merchlewitz and Sean Wilson)*

Finance Director Mike Betker
5. Resolution 2020-XXX Setting the 2021 Final Budget and Levy Meeting
6. Resolution 2020-XXX Approving 2021 Preliminary Budget for the City of Isanti
7. Resolution 2020-XXX Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $273,260.55 Payroll in the Amount of $104,795.79
2. Resolution 2020-XXX Approving Application for Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
4. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Michael Glavan
5. Resolution 2020-XXX Offering the Position of Full-Time Police Officer to Jordan Lund
6. Resolution 2020-XXX Terminating the Buyback Agreement with Crawfords Equipment
7. Development/Subsidy agreement for Swanee Trucking

M. Other Communications

1. Draft Minutes from the August 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2020 – 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: Jimmy Gordon, Paul Bergley (arrived at 7:03 p.m.), Steve Lundeen and Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Collison to approve the agenda as presented. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. August 5, 2020- Regular Meeting of the City Council
2. August 5, 2020- Budget Work Session
3. June 16, 2020- Planning Commission
4. July 7, 2020- Economic Development Authority

Motion by Lundeen, second by Collison to approve the minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, August 25, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, September 1, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, September 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Sheila Sellman Community Development
1. 105 Rail Road Ave Discussion
Community Development Director, Sheila Sellman, shared that at the last City Council meeting, Council decided to give the applicant another 2 weeks to complete the roofing and siding project. Sellman further

shared that as of this morning there are still outstanding inspections for insulation, vapor barrier as well as final inspection to close out the permit.

Mayor Johnson asked when the applicants/ property owners would be ready for inspection.

The property owners/applicants Mary and Mike Colbaugh shared their concerns about the do not occupy order on their building.

Councilmember Steve Lundeen stated for the property owners to get the work and inspections done as soon as possible.

Johnson stated that the occupancy of the building will be looked into further.

2. Amendment to the Development and Subsidy Agreement for B. P. Metals LLC.

Community Development Director Sheila Sellman shared that in March the EDA entered into a purchase agreement as well as a developer's agreement with B.P Metals for one of the city's industrial lot. The owner of B.P Metals has asked to amend the subsidy agreement due to Covid-19 layoffs. There was a requirement to have 20 employees within two years. The owner is asking to reduce it to 15 employees within two years.

Motion by Lundeen, second by Collison to approve the amendment to reduce the number of required employees to 15 within two years. Motion passed 5-0. Motion carried.

Josi Wood City Administrator

3. **Resolution 2020-148** Approving a Special Event Application for Rum River BMX to Host 2020 Detroit Lakes (DL) 412 MN State Qualifier Event *(Larry Merchlewitz)*

Rum River BMX's Larry Merchlewitz shared that due to the amount of restrictions due to COVID-19, Detroit Lakes was unable to get to their track to do maintenance and repairs. All the tracks try to work together and help each other out as much as possible. Detroit Lakes has reached out to Rum River BMX asking if they could host their state qualifier for the MN State Series. Merchlewitz further shared that this is a big event where they would be asking for camping as part of their Special Event Permit.

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

4. **Resolution 2020-149** Approving a Special Event Application for BMX 2020 Race for Life, DK Gold Cup Qualifier and MN State Qualifier Event *(Larry Merchlewitz)*

Rum River BMX's Larry Merchlewitz shared that on August 28th, 29th and 30th Rum River BMX will have their annual Race for Life Event. The Race for Life Event's donations and fees that are collected go to fighting for a cure for Leukemia. A young rider had developed Leukemia and raced BMX until he was taken by the disease.

The DK Gold Cup Qualifier is a race for a title in the Region. This year Minnesota is going to be able to host the championships in Mankato.

The State Qualifier where riders will be awarded with the "Rock Championship" where riders get to represent their team and Minnesota in Tulsa, Oklahoma.

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

L. Approve Consent Agenda

1. Accounts Payable in the amount of $286,119.60, Payroll in the amount of $106,509.41
2. Approval of Revised Preparedness Plan to Include Face Covering Requirements
3. **Resolution 2020-150** Approving Minor Development Agreement for Serenity Circle
4. **Resolution 2020-151** Approving the Development Agreement for Legacy Pines 3rd Addition
5. **Resolution 2020-152** Offering the Position of Part-Time Liquor Store Clerk to Brian Williams

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

M. Other Communications

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

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 18, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:07 p.m.), Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, Liquor Store Manager John Jacobi and Chief of Police Travis Muyres

D. Public Comment
None

E. Committee Meeting Items

1. Liquor Updates
   - Gross Profit for the months of May-July was approximately 29.04%. The largest sales increase ever.
   - The liquor store has been following CDC guidelines as close as possible since it is an essential business.
   - Employees have been following the current mask mandate and sanitizing the doors and door handles on a regular basis.
   - Stickers have been placed on the floor to keep customers 6 feet from one another.
   - The 7th Annual "Support the Troops Drive" went well with $92.36 raised in donations. Proceeds went to Beyond the Yellow Ribbon Isanti.
   - The liquor store has been faced with many "out of stock" items since the pandemic started. Suppliers are doing their best to accommodate any way they can.
   - Sales have still been strong on the weekends mostly Fridays during the Isanti Farmers Market as well as the first and last hour on Sundays as Cambridge is closing an hour earlier on Fridays, Saturdays and Sundays.
   - Staffing has been an issue recently; the liquor store has come close to being fully staffed and are working hard at training during these unprecedented times. As soon as the liquor store is fully staffed, an all employee staff meeting will be held to go over the store processes manual in detail.

2. Mosquito Updates/Discussion
   - Public Works tried Pursuit, a permethrin based agent, for 2 weeks to see how well it works compared to the garlic agent that has previously been used.
   - Recommendation from Committee is to move forward with Pursuit.

3. Chapter 87 Discussion on Pigeons
   - Chapter 87 prohibits the keeping of certain animals within city limits.

- Chapter 87 was amended April 27, 2011 by Ordinance 506 to include pigeons as a prohibited animal in the City of Isanti.
- A request has been received from a citizen to allow for racing pigeons within city limits.
- Recommendation from Committee is to work with city attorney on an Ordinance allowing racing pigeons in the R1-A district and bring back to City Council for consideration of the Ordinance.

4. Safety Training Renewal Update
   - Every 5 years a Request for Proposals goes out for Safety Training Vendors for the City of Isanti.
   - Where the city contracts with a vendor to give employees from all different departments training.
   - The safety vendor manages the AWAIR program, manage SDS database program, Tier Two reports and training for OSHA compliance.
   - Staff is requesting for safety training to be done in house with the assistance from the League of Minnesota Cities and to become part of a Resource Safety Group with other local cities.
   - Currently the city pays approximately $6,800 base cost without additional trainings excluding the Police Department as they have their own trainings.
   - Training in house will bring the cost below $3,000.
   - Recommendation from Committee is to move forward with bringing safety training in house.

5. Building Official Requirements
   - Applications were received for the building official position.
   - Staff is looking for direction on how to proceed.
   - Recommendation from Committee is for staff to interview applicants and bring recommendations back to council.

6. Isanti County CARES Relief Plan
   - Isanti County sent out a memo informing cities within the county what they plan on spending their CARES Relief funds plan.
   - County infrastructure, PPE, IT and public safety payroll reimbursement such as technology, payroll and PPE are allocating an approximate cost of $2.9 million.
   - Small business and non-profit relief $10,000 grants to reimburse lost profit.
   - $1.5 million for school relief for reimbursement for technology and PPE costs.
   - $300,000 individual housing relief.
   - $100,000 to Lakes and Pines.
   - Recommendation from Committee is to use the relief funds for the needs of Isanti first and then the Fire District and local businesses within the City

F. Adjournment
Meeting was adjourned at 6:10 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, July 21, 2020

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 8 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon, Alexander Collins.
     Members Absent: None
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   - D. Agenda Modifications: None

2. **Meeting Minutes**
   - A. Approval of Minutes from June 16, 2020 Planning Commission Meeting motion by Collison, second by Bergley motion passes 7-0.

3. **Public Hearing**
   - A. Request by Serenity Circle for approval of a Site Plan required under City Ordinance 44, Section 18, Subd. 6 (D). Said request is for an office building at 201 Main Street 16.050.0770. Saltis explained that a new office building is proposed at the vacant lot located at the corner of Main St and 2nd Ave SW. The lot was previously rezoned from R-3A, Low Density Multiple-Family Residential to the B-1, Central Business District to allow for office uses on the parcel. Saltis explained the proposed site plan configuration consisting of the building, a four-stall parking lot, utilities, the extended sidewalks and street network and surrounding landscaping. The site plans for the office building were to comply with the standards set for the B-1 Zoning District as well as the standards set by the Downtown Overlay District for approval. The Planning Commission questioned whether the four off-street parking stalls were sufficient for the business. City staff explained that the four off-street parking stalls were the minimum number of stalls the business would be allowed while following city code for the downtown overlay district. The applicant, Deanna Bunes was present at the meeting and available for questions. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the site plans for the office building at 201 Main St W with conditions listed in the City Engineer's memo, dated 7/1/2020 and the City Staff memo, dated 7/21/2020. Motion for approval of site plans by Lundeen, 2nd by Gordon, motion passed 7-0.

B. Ordinance Amending the City Zoning Code, Ordinance 445, Section 3, Subd 2 Zoning Map. Sellman explained that the R-1, Rural Residential Zoning District was adopted at the June 16th City Council meeting, and now those properties shall be rezoned on the Zoning Map. City Staff held a neighborhood meeting on July 14th to discuss the rezoning of the properties to the R-1 Zoning District. No one from the public was present to speak at the public hearing. Motion for approval to amend the Zoning Map by Lundeen, 2nd by Simon, motion passed 7-0.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Bergley, 2nd by Collins to adjourn, motion passed 7-0 meeting adjourned at 8:25 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
July 28, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Council Member Jimmy Gordon
Staff Present: Jenny Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: Mayor Jeff Johnson, 705 Main Street he has received several emails and is asking to add a discussion item regarding Bluebird park and the skate park area and teens that are being inappropriate to other users verbally and before it could potentially get physical. Motion by Thum, second by Witte to approve the agenda with the modification to add the discussion as 5a. for July 28, 2020. Motion passed 3-0.

2. Meeting Minutes: Motion by Witte; second by Thum to approve meeting Minutes from June 23, 2020. Motion passed 3-0.

3. Park Visits Annual Park visits were conducted by each board member; staff collected them and will gather all the information and bring back to the August meeting. Zdon added that unless there was anything that needed immediate attention. Thum brought up an item at Legacy, a larger tree/branch had fallen near the Sunnyside picnic table that he moved aside but staff should address this. Witte added about the community garden, and inquired about organic pesticides that could be used and to let the gardeners know of this. Staff asked if any board member has their forms that are electronic to email those to staff.

4. Equipment Requests- Garvey mentioned that staff had received a request from a resident about adding an ADA style swing to Rum River Meadows Park. The city does not have anything in the budget for specific items, but an over all replacement budget for park equipment. Staff is recommending that we look at the budget at the end of the year and see where we are and if the budget allows to add a ADA swing to Rum River Meadows, Academy and Mattson Parks. Zdon asked if staff would have time to apply or research if there are any grants that could be available for this type of equipment. Garvey added that she does watch for grant opportunities and if she does come across one for this or anything else related to the park department, she does research it more.

5. Fir Street Update – Garvey reviewed that in 2015 the PRC Board and City Council had given staff direction to acquire two parcels, through a Conditional Use Deed and staff has tried to get a more solid direction from the State and County as the timeframe we have to develop these lots into a park space. Initially it seemed that is was three years, but staff also found information stating we had 15 years. Staff reached out to the county and they are researching this a bit more and will provide staff more information when they can. Staff will then bring this back to the board to review the information. Staff had brought this item to the board in 2018 with ideas on how to develop this park area and nothing was decided at that time, as this park in unfunded, and when the time comes, we will have to budget for this development and amenities. Zdon asked if it's a Conditional Use Deed what does that mean, does that mean that it is our property forever that will be a park? Garvey responded that is how she understands it to mean, that we own the land and we would have the park forever. Witte asked if the board had discussed getting public input for this park. Garvey responded that when the time comes that is something we can do at the time we are further in the process.

5a. Added Discussion Item: Bluebird Park and skatepark. Zdon reviewed that at approximately 3:30 pm each day, children are being bullied by teens that frequent the skate park. Zdon suggested that the police could add it to their rounds. Mayor Johnson asked do we want to tie up our police with this and also added that he had talked to Chief Muyres regarding this item and police have been doing this daily and have been sitting in the lots and when they leave the teens start back up. The teens also use disrespectful language to adults that are speaking to them. The Mayor is asking the board for direction on what we can do. Thum added that this is between the individuals and that this isn't a city issue, the best we could do is to have police patrol, which they currently are doing, as they are not breaking the law. Parents and children need to try to address this on their own. The Mayor added that he said that this is all verbal at this time, but have made physical threats. Zdon added that then this is something they(those involved) can press charges for. Mayor Johnson also added that there was a physical fight between girls and then now its criminal, Police can now proceed with that. Witte added that there is not really anything we as a city can do, Thum and Zdon agreed. Thum suggested that maybe there is signage that could be placed. Witte inquired about trespassing and this could potentially occur with the Police. Mayor Johnson added that Police are continuing to patrol this area. Mayor Johnson is bringing it to the attention of the board before he sends these concerns he has received from the public to staff. The board discussed signage as a possibility and directed staff to research and see what is available as an option.

6. Department Updates; Staff reviewed that we had our July 7 curious creatures program and it was a big hit. BMW stables for brought out miniature horses. They showed the kids how to rope, feed, groom and saddle a horse. A big THANK YOU to them. July 11 was fireworks and they were launched in the grass area just south of the BMX building. Great show was put on and lots of positive comments. Mayor Johnson added that maybe we should do a 15-minute show for future. Zdon liked the 10-minute show and it was captivating to watch, they were a great steady show. July 10 was Kids day with Kids Dance from 11am-1:00pm and 11am-2:30pm the waterslide. This event was very well attended and some waited over an hour to go down that waterslide. Public works crew was a great help at this event. Brother Ferris performed at the July 18 street dance. The attendance was a bit lower than normal; the weather was unpredictable all day with storms in the forecast. The weather held off for the event. Aug 8 is the next dance with Brat Pack Radio, and will follow the Rum River Rods Car show, which is scheduled that day from 10am-3pm. Garvey continued that tennis lessons are finishing up this week, with three weeks of lessons. The youth classes had enough participants, with classes, M/W and T/Th. The medallion hunt started on July 6 and ended on July 6. Chase Imker was the lucky finder, who found it at Unity Park. Thank you to these local businesses who donated items: Best Western Isanti, Falcon National Bank, Fusion Nails, Isanti Tire and Auto Care, Inc, North 65 Chamber of Commerce, North American Title Company and Strike Life Tributes. Witte asked if a fishing event could be added to our programming. Zdon added that in the past the city and the DNR had this type of event at Martins Landing.

Adjournment: Motion by Witte, second by Thum to adjourn the July 28, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:40 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 1, 2020
Subject: Approving Expenditure Allocations for Coronavirus Relief Funds

The City received $454,377.00 in Coronavirus Relief Fund (CRF) monies. Funds may be used for eligible COVID-19 related expenses outlined in the CARES Act. Per Resolution 2020-123 Staff has determined City eligible expenses outlined within the Act and has made the following allocation recommendation:

Category	Description	Approximate Total Cost
Payroll	Payroll reimbursement for eligible staff	$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	$24,000
Emergency Management	Emergency management and EOC expenses	$147,000
Technology	IT, technology and software support	$82,000
Isanti Area Fire District Relief	PPE	*To be determined*
Economic (Business) Relief	Up to *$5,000* grants to eligible businesses and non-profits	*To be determined*

The total costs for Payroll, Public Health and Safety, EM and Technology is $353,000. That leaves $101,377 remaining for Fire District and Economic (Business) Relief. Staff is recommending a Business Grant Program which would give Isanti businesses and non-profits an opportunity to request up to $5,000 for eligible expenses due to COVID-19 negative impacts. More details on this program are in the next Council agenda item.

Request:
Staff is requesting discussion to determine how much of the remaining $101,377 funds should be allocated to the Fire District and to Economic Relief for businesses/non-profits. Staff is also seeking action on this item

Attachments:
- Resolution 2020-XXX
- Fire District requests

1. 31 sets of turnout gear- $2,150 apiece
   $66,650
2. Gear dryers at 3 stations- $16,000 apiece
   $48,000
3. Washer extractor at Station 3- $11,000
   $11,000
4. Audio/visual/networking equipment to enhance distance learning at Station 2 & 3
   $32,000
5. Disposable PPE
   $8,000
6. TOTAL $165,650.00

RESOLUTION 2020-XX

APPROVING EXPENDITURE ALLOCATIONS FOR CORONAVIRUS RELIEF FUNDS

WHEREAS, the City of Isanti received $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
- were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

WHEREAS, Staff has determined that the following approximate expenditures are in the best interest of the City:

Category	**Description**	**Approximate Total Cost**
Payroll	Payroll reimbursement for eligible staff	$100,000
Public Health and Safety	PPE, testing, public safety and health expenses	$24,000
Emergency Management	Emergency management and EOC expenses	$147,000
Technology	IT, technology and software support	$82,000
Isanti Area Fire District Relief	PPE	*To be determined*
Economic Relief	Up to *$5,000* grants to eligible businesses and non-profits	*To be determined*

WHEREAS, unused CRF monies will be sent to Isanti County upon procedures outlined in the CARES Act by November 15th;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the following policy and guidance on Coronavirus Relief Funds:

1. The City Administrator or designee will complete necessary paperwork related to Coronavirus Relief Funds and CARES Act.
2. The City Administrator and Finance Director, or designee, will initiate and approve eligible expenses to be reimbursed by Coronavirus Relief Funds which will be within the accounts payable listing reviewed by Council.

3. Total costs as listed per this Resolution are approximate and may be adjusted by the City Administrator.
4. Eligible COVID-19 related expenditures will not exceed the Coronavirus Relief Funds in the amount of $454,377.00.

This Resolution is hereby approved by the Isanti City Council this 1st day of September, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Resolution 2020-XXX Approving Isanti Relief Business Grant Program

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Background:
As part of the Cares Act cities are allowed to provide emergency assistance for businesses that have been impacted by COVID-19. Staff recommends designating funds for business grants in the amount not to exceed $5,000 per eligible business for a total allocation of $_____ (to be determined by Council). These grants are for businesses and non-profits within city limits that are locally owned and operated that have been affected by Executive Orders 20-04 and 20-08 and meet the listed criteria below including but not limited to:

a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
d. Art and music studios
e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
g. Other businesses as approved by the City

2. The business must have been in operation prior to the Governor's Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city's zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

Reporting:
As a condition for receiving funding, all recipients are required to submit a brief report to the City within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

Permitted Fund Uses:
Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off), Expenses for Personal Protective Equipment (PPE), lease or mortgage payments, utilities (non-government), accounts payable, payment to suppliers and/or other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

Ineligible Fund Uses:
Assistance cannot be provided to businesses or nonprofits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic.

Request:
Staff is requesting Council to confirm grant funds for eligible businesses not to exceed $5,000 per business as outlined in the Program as well as the total maximum Coronavirus Relief Fund allocation not to exceed for the Program. Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX
- Grant Program and application

RESOLUTION 2020-XXX

APPROVING ISANTI RELIEF BUSINESS GRANT PROGRAM

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by President Trump on March 27, 2020, providing the State of Minnesota $1.8 billion, of which 45 percent may be distributed to local jurisdictions; and,

WHEREAS, the City of Isanti received an allocation in CARES funds from the State of Minnesota that must meet the eligibility criteria established by the US Department of Treasury; and,

WHEREAS, creation of a small business relief program is an eligible use of CARES Act funds; and,

WHEREAS, the proposed Isanti Relief Business Grant Program (referred to as "Program") will serve businesses that have been adversely impacted by the COVID-19 pandemic and the COVID-19 Peacetime Emergency; and,

WHEREAS, the program will provide grant funds for operating expenses, including payroll, rent/lease payments, mortgage payments, utility payments (non-government), payments to suppliers, PPE, or other critical business expenses as approved by an authorized program administrator; and,

WHEREAS, the program would serve the following businesses:

- Private, for profit business or non-profit 501(c)(3) or 501(c)(19) veterans organizations located and operated in the City of Isanti (physical presence here);
- Have been operating since December 2019;
- Demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Pandemic;
- The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing with the MN Dept of Revenue, Secretary of State, Isanti County and City of Isanti as of March 1, 2020;

WHEREAS, the following businesses would be ineligible for the program:

- Do not have a physical business address within the City of Isanti
- Are home-based businesses
- Derive income from passive investments without operational ties to operating businesses
- Primarily generate income from gambling activities
- Generate any part of its income from adult-oriented or tobacco/vaping-related activities
- Have no current or historical financial statements
- National or corporate chains
- Business in default before February 29, 2020
- Individuals who have received any Federal assistance related to the COVID-19 Pandemic; and,

WHEREAS, the Isanti City Council has determined the program is a necessary and reasonable response to the COVID-19 Pandemic, therefore eligible for use of the CARES Act funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that the city hereby implements a business relief program with use of CARES ACT funding, subject to the allocation of funds by the State of Minnesota and the following:

- Authorizes the City Administrator or designee to make final determination of award status.

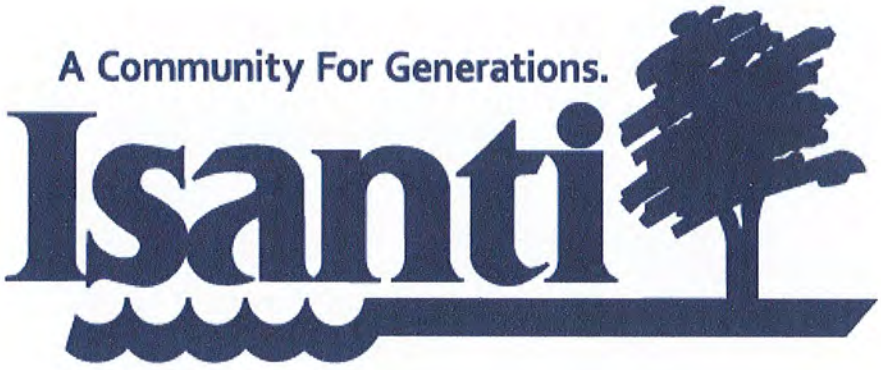
- The City Administrator or designee has the authority to extend the program beyond the initial deadline of September 25, 2020 if funds are available and allow businesses to re-apply if funds are available, funding not to exceed $_____ for the program.

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk



Isanti Relief Business Grant Program

City of Isanti
101-1st Ave NW
P.O. Box 428
Isanti MN 55040
763-444-5512

Isanti Relief Business Grant Program

Purpose
The City of Isanti has developed the Isanti Business Relief Grant Program (referred to as "Program") to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

Eligibility
The Program is available to locally owned and operated businesses located within the City of Isanti

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, including but not limited to:
    a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
    b. Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
    c. Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
    d. Art and music studios
    e. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
    f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
    g. Other businesses as approved by the City
2. The business must have been in operation prior to the Governor's Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city's zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

Amount: Up to $5,000 grant

Supporting Documentation:

1. Proof of ownership or signed lease.
2. A W-9 form (with signature)
3. Other supporting documentation you wish to provide to the City to assist in understanding the applicant's situation.
4. Narrative descriptions and receipts (or calculations) of the negative impacts on the business due to COVID-19

Permitted Fund Uses:
Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off or Furlough), expenses for Personal Protective Equipment (PPE) lease or mortgage

payments, utilities, accounts payable, and other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

Ineligible Fund Uses:
Assistance cannot be provided to businesses or non-profits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic

Fund Availability:
Funds are granted on a first come, first serve basis and will be provided until the funds are exhausted or the city-declared state of emergency declaration is lifted, whichever comes first. All applications must be submitted by September 25, 2020 to be considered.

Reporting:
As a condition for receiving funding, all recipients are required to submit a brief report to the city within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

Isanti Relief Business Grant
Program Application

Applicant Information

DBA - Legal Name of the Business: _____

☐ Sole Proprietorship	☐ Partnership	☐ Corporation	☐ LLC
Length of Time in Business	**Years Months**	**Fed Tax Id#**	**MN State License**
Mailing Address		**City**	**Zip**
Location Address		**City**	**Zip**
Business Phone	**( )**	**Business Fax**	**( )**
E-Mail Address		**Web Address**	
Contact Name		**Title**	
Is your business currently registered with the Minnesota Secretary of State?	**____Yes ____No**	**Is your business currently in good standing with the Minnesota Secretary of State?**	**____ Yes ____ No**
Was your business registered with the Minnesota Secretary of State as of February 29, 2020?	**____ Yes ____ No**	**Was your business in good standing with the Minnesota Secretary of sate as of February 29, 2020?**	**____ Yes ____ No**
Amount of Funding Requested (not to exceed $5000)	**$_____**	**Total number of employees: _____ The number of your employees who have been impacted by the Governor's Executive Orders? _____**	

Was your business subject to the Governor's Executive Orders 20-04 and 20-08? How has the Governor's Executive Orders financially affected your business? (please attach additional page if needed)

For what purpose will these funds be used? Please include expenses paid and/or proposed for the total funding request. (please attach additional page if needed)

Eligible Applicants

- All eligible business categories must be referenced in Governor Walz's Executive Orders (EO 20-04 and EO 20-08).
- Must have a physical, commercial location, whether owned or leased, that is located in city limits of Isanti, MN.
- Must be registered with the Minnesota Secretary of State.
- Must be current with Isanti County property taxes.

Application Requirements

- The Program application must be completed in its entirety by the applicant and submitted to:
  Ssellman@cityofisanti.us
  Hard copies can be mailed or dropped off at City Hall
  City of Isanti
  Attn: Sheila Sellman, Community Development Director
  110-1st Ave NW
  Isanti MN 55040

- All grants will be subject to the Isanti Relief Business Grant Program guidelines.
- Proof of ownership or signed lease.
- A W-9 form (with signature).
- Other supporting information requested from staff to review eligibility.
- If funds are awarded, a brief report to the City within two months after receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.
- Application must be submitted by September 25, 2020 to be considered.

Applicant Acknowledgement:

- The applicant shall hold the City, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Isanti Relief Business Grant Program or

its application, including but not limited to, any legal or actual violations of any state or federal laws.

- The applicant recognizes and agrees that the City retains absolute authority and discretion to decide whether or not to accept or deny any particular application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the application are incurred by the applicant at its sole risk and expense.
- The applicant acknowledges that they have read the Isanti Relief Business Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.

Data Privacy Notice: The City is subject to Minnesota Statutes Chapter 13 (the "Minnesota Government Data Practices Act"). The application shall become the property of the City and is subject to the Minnesota Government Data Practices Act.

GRANT PROGRAM POLICY
AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I agree to be bound by all terms and conditions of the Isanti Relief Business Grant Program. The City of Isanti has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed grant application.

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Applicants are encouraged to review the Governor's Executive Orders 20-04 and 20-08 **for further definition and clarification of businesses that are or are not eligible for this program. The City retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.**

For questions, call Sheila Sellman, Community Development Director at 763.444-5512 or email ssellman@cityofisanti.us

Adopted by:	On (date)
City Council	9/1/2020

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway.

Request: The applicant Scott Zimprch is requesting a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure.

Overview/Background
On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director (CDD) e-mailed him and explained that the proposed garage exceeds the size limit according to city code. He e-mailed back with some questions and the last correspondence was an e-mail sent by the CDD on May 25th outlining his options which included the following:

1) Build the detached garage at 580 square feet and there are no other steps
2) Build the garage attached to the house and it can possibly be bigger but can't exceed the size of the house
3) Apply for a variance - I have attached the application and calendar. This will take a public hearing at the Planning Commission and properties within 350' of your property will be noticed as well as a notice in the paper. The Planning Commission makes a recommendation to the City Council. Please call me if you would like to discuss.

On July 13, 2020 a stop work order was issued for this property because a building permit was never issued. The garage foundation has already been poured. This was never approved.

City Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building. Therefore, in addition to the variance for the size limit of 580 square feet, the garage can not exceed the size of the house, the applicants house is 624 square feet. Section 13 Article four has a maximum detached accessory structure limit of 580 square feet for parcels that are less than one acre.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the

applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Planning Commission Recommendation:
The Planning Commission held a pubic hearing on August 18, 2020. The applicant was present for the meeting and was there to answer questions. One member from the public spoke in favor of the variance. The Planning Commission recommended denial of the variance with a 4-0 vote.

Staff Recommendation:
Staff recommends denial of the variance because the proposed garage is not in harmony with the general intent of the ordinance and does not meet the practical difficulties. In addition, the applicant started the work without a permit when he was specifically told the proposed garage is too big.

Attachments

- Resolution 2020-XXX
- Finding of fact for denial
- Memo from League of MN Cities
- Applicant's memo
- Site plan

RESOLUTION 2020-XXX

A RESOLUTION DENYING A VARIANCE REQUEST FOR AN ACCESSORY STRUCTURE TO EXCEED 580 SQUARE FEET AT 201 BROADWAY STREET SE

WHEREAS, Scott Zimprich, (the applicant) has applied for a variance to the accessory structure limit of 580 square feet.

WHEREAS, The Planning Commission held a public hearing at the August 18, 2020 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the request during the regularly scheduled meeting of September 1, 2020; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested variance and is hereby denied.

Adopted by the City of Isanti City Council on this 1st day of September, 2020.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION
Garage Variance Denial
September 1, 2020
Prepared by Community Development Director Sheila Sellman

Request

Request from Scott Zimprich for a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure and accessory structure size limits.

Findings of Fact

1. Scott Zimprich submitted a building permit on May 12, 2020 for a detached 720 square foot garage.
2. On May 14, 2020 the Community Development Director e-mailed and explained that the proposed garage exceeds the size limits according to City Code and the permit was not issued.
3. On July 13, 2020 a stop work order was issued for the property, as construction of the garage started without a permit.
4. The property is located at 201 Broadway Street SE
5. The subject site is zoned R-2 single family residential
6. Section 13, Article four of the Zoning Code limits detached accessory structures to 580 square feet for parcels less than one acre in size
7. Section 2 of the Zoning Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building.
8. A public hearing date before the Planning Commission was scheduled for Tuesday August 18, 2020 following the City Council meeting at City Hall within the Council Chambers.

Conclusions

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made *(conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Decision

The Planning Commission reviewed the request in a public hearing on August 18, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Johnson, second by Collison to deny the variance request. Motion passed 4-2. Gordon and Simon opposed.

The City Council reviewed the request a regularly scheduled meeting on September 1, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

LEAGUE of MINNESOTA CITIES

INFORMATION MEMO

Land Use Variances

Learn about variances as a way cities may allow an exception to part of their zoning ordinance. Review who may grant a variance and how to follow and document the required legal standard of "practical difficulties" (before 2011 called "undue hardship"). Links to a model ordinance and forms for use with this law.

RELEVANT LINKS:

I. What is a variance

A variance is a way that a city may allow an exception to part of a zoning ordinance. It is a permitted departure from strict enforcement of the ordinance as applied to a particular piece of property. A variance is generally for a dimensional standard (such as setbacks or height limits). A variance allows the landowner to break a dimensional zoning rule that would otherwise apply.

Sometimes a landowner will seek a variance to allow a particular use of their property that would otherwise not be permissible under the zoning ordinance. Such variances are often termed "use variances" as opposed to "area variances" from dimensional standards. Use variances are not generally allowed in Minnesota—state law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located.

Minn. Stat. § 462.357, subd. 6.

II. Granting a variance

Minnesota law provides that requests for variances are heard by a body called the board of adjustment and appeals; in many smaller communities, the planning commission or even the city council may serve that function. A variance decision is generally appealable to the city council.

Minn. Stat. § 462.357, subd. 6.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For the variance to be granted, the applicant must satisfy the statutory three-factor test for practical difficulties. If the applicant does not meet all three factors of the statutory test, then a variance should not be granted. Also, variances are only permitted when they are in harmony with the general purposes and intent of the ordinance, and when the terms of the variance are consistent with the comprehensive plan.

Minn. Stat. § 462.357, subd. 6.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

145 University Ave. West
Saint Paul, MN 55103-2044

www.lmc.org
(651) 281-1200 or (800) 925-1122

1/11/2019

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RELEVANT LINKS:

III. Legal standards

When considering a variance application, a city exercises so-called "quasi-judicial" authority. This means that the city's role is limited to applying the legal standard of practical difficulties to the facts presented by the application. The city acts like a judge in evaluating the facts against the legal standard. If the applicant meets the standard, then the variance may be granted. In contrast, when the city writes the rules in zoning ordinance, the city is exercising "legislative" authority and has much broader discretion.

A. Practical difficulties

"Practical difficulties" is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

RELEVANT LINKS:

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

B. Undue hardship

2011 Minn. Laws, ch. 19, *amending* Minn. Stat. § 462.357, subd. 6.

"Undue hardship" was the name of the three-factor test prior to a May 2011 change of law. After a long and contentious session working to restore city variance authority, the final version of HF 52 supported by the League and allies was passed unanimously by the Legislature. On May 5, Gov. Dayton signed the new law. It was effective on May 6, the day following the governor's approval. Presumably it applies to pending applications, as the general rule is that cities are to apply the law at the time of the decision, rather than at the time of application.

Krummenacher v. City of Minnetonka, 783 N.W.2d 721 (Minn. June 24, 2010).

Minn. Stat. § 462.357, subd. 6.
Minn. Stat. § 394.27, subd. 7.

See Section I, *What is a variance*.

The 2011 law restores municipal variance authority in response to a Minnesota Supreme Court case, *Krummenacher v. City of Minnetonka*. It also provides consistent statutory language between city land use planning statutes and county variance authority, and clarifies that conditions may be imposed on granting of variances if those conditions are directly related to, and bear a rough proportionality to, the impact created by the variance.

In *Krummenacher*, the Minnesota Supreme Court narrowly interpreted the statutory definition of "undue hardship" and held that the "reasonable use" prong of the "undue hardship" test is not whether the proposed use is reasonable, but rather whether there is a reasonable use in the absence of the variance. The new law changes that factor back to the "reasonable manner" understanding that had been used by some lower courts prior to the *Krummenacher* ruling.

The 2011 law renamed the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retained the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes.

See Section IV-A, *Harmony with other land use controls*.

RELEVANT LINKS:

C. City ordinances

Some cities may have ordinance provisions that codified the old statutory language, or that have their own set of standards. For those cities, the question may be whether you have to first amend your zoning code before processing variances under the new standard. A credible argument can be made that the statutory language pre-empts inconsistent local ordinance provisions. Under a pre-emption theory, cities could apply the new law immediately without necessarily amending their ordinance first. In any regard, it would be best practice for cities to revisit their ordinance provisions and consider adopting language that mirrors the new statute.

Issuance of Variances, LMC Model Ordinance.

Variance Application, LMC Model Form.
Adopting Findings of Fact, LMC Model Resolution.

The models linked at the left reflect the 2011 variance legislation. While they may contain provisions that could serve as models in drafting your own documents, your city attorney would need to review prior to council action to tailor to your city's needs. Your city may have different ordinance requirements that need to be accommodated.

IV. Other considerations

A. Harmony with other land use controls

Minn. Stat. § 462.357, subd. 6.

The 2011 law also provides that: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan." This is in addition to the three-factor practical difficulties test. So a city evaluating a variance application should make findings as to:

See LMC information memo, *Taking the Mystery out of Findings of Fact.*

- Is the variance in *harmony with* the purposes and intent of the ordinance?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

B. Economic factors

Minn. Stat. § 462.357, subd. 6.

Sometimes landowners insist that they deserve a variance because they have already incurred substantial costs or argue they will not receive expected revenue without the variance. State statute specifically notes that economic considerations alone cannot create practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met.

RELEVANT LINKS:

C. Neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a variance request. While city officials may feel their decision should reflect the overall will of the residents, the task in considering a variance request is limited to evaluating how the variance application meets the statutory practical difficulties factors. Residents can often provide important facts that may help the city in addressing these factors, but unsubstantiated opinions and reactions to a request do not form a legitimate basis for a variance decision. If neighborhood opinion is a significant basis for the variance decision, the decision could be overturned by a court.

D. Conditions

Minn. Stat. § 462.357, subd. 6.

A city may impose a condition when it grants a variance so long as the condition is directly related and bears a rough proportionality to the impact created by the variance. For instance, if a variance is granted to exceed an otherwise applicable height limit, any conditions attached should presumably relate to mitigating the effect of excess height.

V. Variance procedural issues

A. Public hearings

Minnesota statute does not clearly require a public hearing before a variance is granted or denied, but many practitioners and attorneys agree that the best practice is to hold public hearings on all variance requests. A public hearing allows the city to establish a record and elicit facts to help determine if the application meets the practical difficulties factors.

B. Past practices

While past practice may be instructive, it cannot replace the need for analysis of all three of the practical difficulties factors for each and every variance request. In evaluating a variance request, cities are not generally bound by decisions made for prior variance requests. If a city finds that it is issuing many variances to a particular zoning standard, the city should consider the possibility of amending the ordinance to change the standard.

RELEVANT LINKS:

C. Time limit

Minn. Stat. § 15.99.

A written request for a variance is subject to Minnesota's 60-day rule and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is deemed an approval.

D. Documentation

Minn. Stat. § 15.99, subd. 2.

See LMC information memo, *Taking the Mystery out of Findings of Fact.*

Whatever the decision, a city should create a record that will support it. In the case of a variance denial, the 60-day rule requires that the reasons for the denial be put in writing. Even when the variance is approved, the city should consider a written statement explaining the decision. The written statement should explain the variance decision, address each of the three practical difficulties factors and list the relevant facts and conclusions as to each factor.

Minn. Stat. § 15.99, subd. 2.

If a variance is denied, the 60-day rule requires a written statement of the reasons for denial be provided to the applicant within the statutory time period. While meeting minutes may document the reasons for denial, usually a separate written statement will need to be provided to the applicant in order to meet the statutory deadline. A separate written statement is advisable even for a variance approval, although meeting minutes could serve as adequate documentation, provided they include detail about the decision factors and not just a record indicating an approval motion passed.

VI. Variances once granted

A variance once issued is a property right that "runs with the land" so it attaches to and benefits the land and is not limited to a particular landowner. A variance is typically filed with the county recorder. Even if the property is sold to another person, the variance applies.

VII. Further assistance

Jed Burkett
LMCIT Land Use Attorney
jburkett@lmc.org
651.281.1247

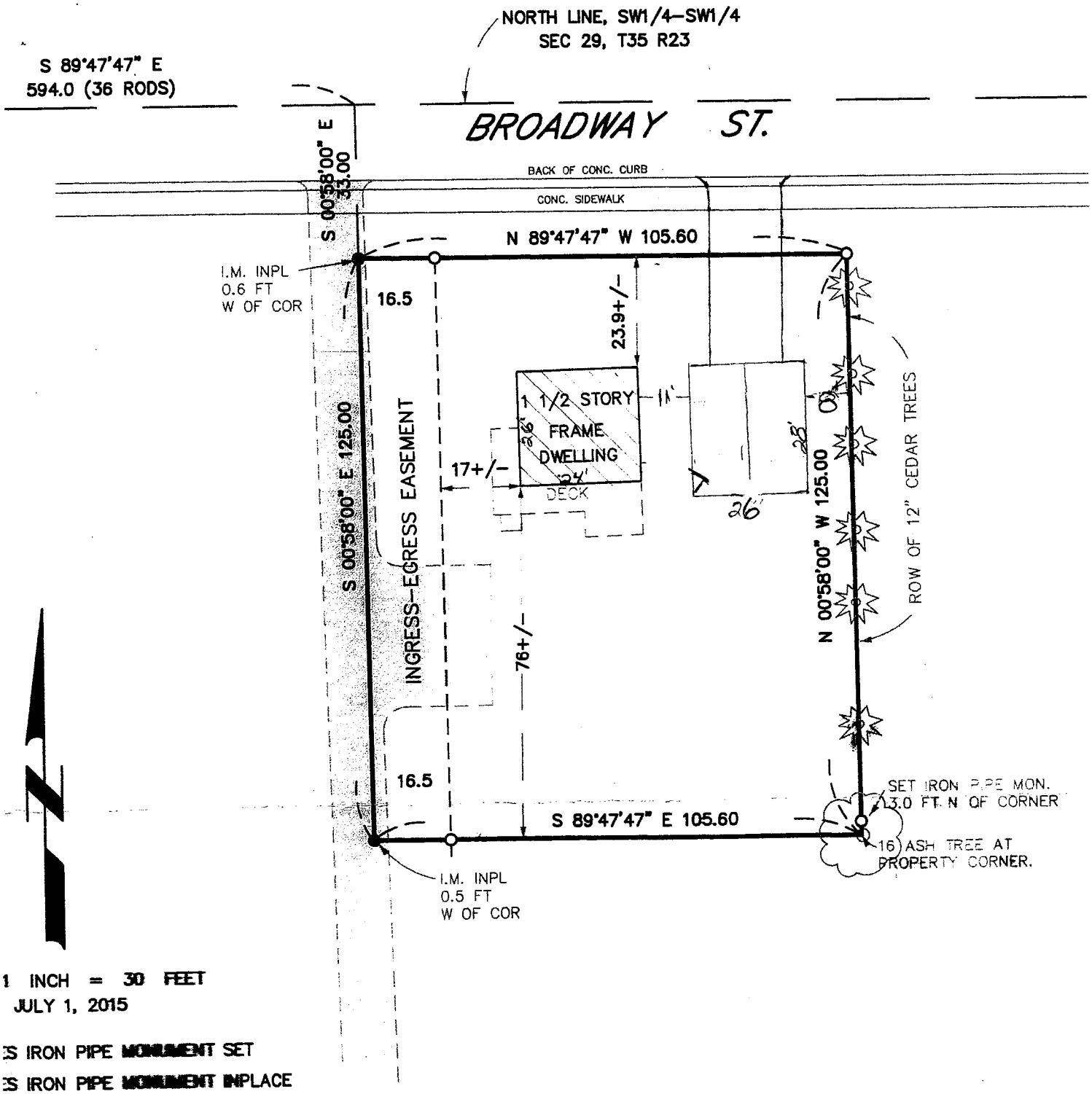
If you have questions about how your city should approach variances under this statute, you should discuss it with your city attorney. You may also contact League staff.

To Whom it May Concern:

I am looking at building a garage for my home located at 201 Broadway St. SE. This home currently does not have a garage on the property. I would like to build a 26ftx28ft two stall garage. The current city limit is a 24ftx24ft. I have included my building plans for this project. I would like to build this garage so I can fit two full size vehicles and a little work bench. At the current limit of 24x24 you cannot fit a full-size truck in and walk around all sides of the garage. I would like to extend the size of the garage by 2 feet on the on side and 4 feet on the other side. I feel like this garage will fit in with the neighborhood. There are several garages on my street with garages that are much larger than what I would like to build. If you would consider passing this variance I would love to have a garage on my property.

Sincerely,

Scott Zimprich



1 INCH = 30 FEET
JULY 1, 2015

S IRON PIPE MONUMENT SET
S IRON PIPE MONUMENT INPLACE

THE NORTH 125 FEET OF LOT 57, AUDITOR'S SUBDIVISION NO. 10,
ISANTI COUNTY, MINNESOTA

SUBJECT TO AN EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS
THE WEST 16.5 FEET THEREOF.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: September 1, 2020
Subject: Resolution Approving a Special Event Application for Rum River BMX to host 2020 USABMX Land O' Lakes National Event

---

Background

The City has received an application for the upcoming special event for the Rum River BMX Association to host the 2020 USABMX Land O' Lakes National Event. The event is scheduled for September 9th – 13th, 2020. Hours of the event are Wednesday September 9th for set up; Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm.

Rum River BMX has fulfilled all requirements, except the temporary sign permit which they are continuing to provide information to Community Development, for the special event application and staff has approved this application.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX TO HOST 2020 USABMX LAND O' LAKES NATIONAL EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the USABMX Land O' Lakes National event; and,

WHEREAS, the event is scheduled to take place on Wednesday September 9th for set up; Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, parking for the event will take place on the grass area to the south of the Isanti Indoor Arena, which will be paid parking, which will follow the agreed upon 50/50 fee split, per the Special Event Paid Parking Agreement, for cars and trucks. Volunteer parking will take place in the northeast parking lot in Bluebird park. Camping will occur at the Isanti Rodeo grounds Thursday night through Sunday evening, overflow parking will occur in the south soccer parking lot and no event parking will be permitted at the dog park or north Bluebird parking lots (see attached map); and,

WHEREAS, the estimated number of people to be in attendance is 2,000 per day; and,

WHEREAS, they have requested to have a banner be placed on the city sign posts on the corner of Hwy 65 and Heritage Blvd, and to be placed and removed by city staff from September 2, 2020 – September 14, 2020; and,

WHEREAS, the team pit areas, which will include canopies, will be placed along the grass area on the east side of the pine trees, the grass area east of the BMX building, and the grass area south of the outdoor rink and canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which is on file with the City of Isanti; and,

WHEREAS, the applicant has requested that Isanti Parkway be closed in front of the facility on Friday, Saturday and Sunday of the event. Public Works will provide barricades and cones and detour signs, but it is the responsibility of the association to put them out each day and to the side after each night's events, and the compost site will remain accessible when it is open on Thursday and Saturday; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will be bringing in 14 units from Absolute Portables,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event request with the following conditions:

- Rum River BMX will be responsible for repairing any damage to grass due to parking, camping, or other event activities.

- The requested road closure is permitted with barricades and detour signs provided by Public Works and placed by Rum River BMX Thursday September 10th from 12:00pm-9:00pm; Friday September 11th from 9:00am-6:00pm; Saturday September 12th from 6:00am-8:00pm, and Sunday September 13th from 5:00am-5:00pm and ensuring access is provided to the Compost site on Thursday September 10th and Saturday September 12th.
- Rum River BMX Association will be responsible for the upkeep of all restroom facilities, including those at the south end of the building, for the duration of the event.

This resolution was duly adopted by the Isanti City Council this 1st day of September, 2020.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/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 a 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. **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: 7/14/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted]

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted]

EVENT INFORMATION

Event Name: USABMX Land O' Lakes National

Date(s) of Event: Sept 9 th thru Sept 13th 2020

Hours of Event: 9/9 Setup, 9/10 12-9pm, 9/11 9am-6pm, 9/12 6am-8pm & 9/13 5am-5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

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

Four day national bmx race. Race is for riders and families to come and try out their skills against races from all over the North America. Racers compete for a 4x the normal amount of points awarded at a normal race.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the east, south, west side of parking lot on east side of the pine trees and directly south of the skate park will used for team canopies. Grass area to the south of track will be used for vehicles, Rodeo grounds are for camping, additional parking per site map only.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
2,000 people per day

Parking Impact – Describe in detail:
Parking shall be on paved surfaces and grass areas as noted on site map Some over flow may be at the Soccer parking lot as needed. No parking allowed at the Dog Park or Blue Park's main parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 20'x20'
Location: South, west and east sides of the building. See detailed site map.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
East bound side of Isanti Pkwy will be shut down 9/11 thru 9/13 the hours listed above.

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.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, 10 portable bathrooms will be added around the outside of the building & 8 at camping area.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

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?
Race fees are collected for riders on the track to cover cost of the event.

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: Larry MacDonald

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

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: pr email

Police Chief * Condition.
_____ Approved _____ Denied _____ N/A Signature: pr email

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

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: [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: _____

* review/clarify road closure

* Travis verified ok to close road, Warning signage road closed ahead at East Dual.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

USA BMX Area
Main Parking Lot
Handicap Parking
Volunteer Parking
Truck/Utility Trailer Parking
No Event Parking
Team Pit Area
Camping
Overflow Parking
Parking Entrance
Rum River BMX
Camping Entrance

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race Land O' Lakes National Located at the Isanti Indoor Arena on Sept 9th thru Sept 13th 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) BM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) BM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/16/2020

A Community For Generations.

Isanti

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

Special Event Equipment Request Form

Event Name: 2020 Land O' Lakes National

Date(s) of Event: Sept 10th thru Sept 13th 2020

Contact Person: Larry Merchlewitz [redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: Sept 9th 2020 11:00am

[redacted]

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 20

Picnic Tables: 0

Barricades: 8

Stage: 0

Road Closed Signs: 2

No Parking Signs: 50 small sign

[redacted]

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: September 1, 2020

Subject: 2021 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $2,987,163 and reflects an increase in the preliminary taxable market value for 2021 of 10.71%. The city will receive updated property tax values from the County in December.

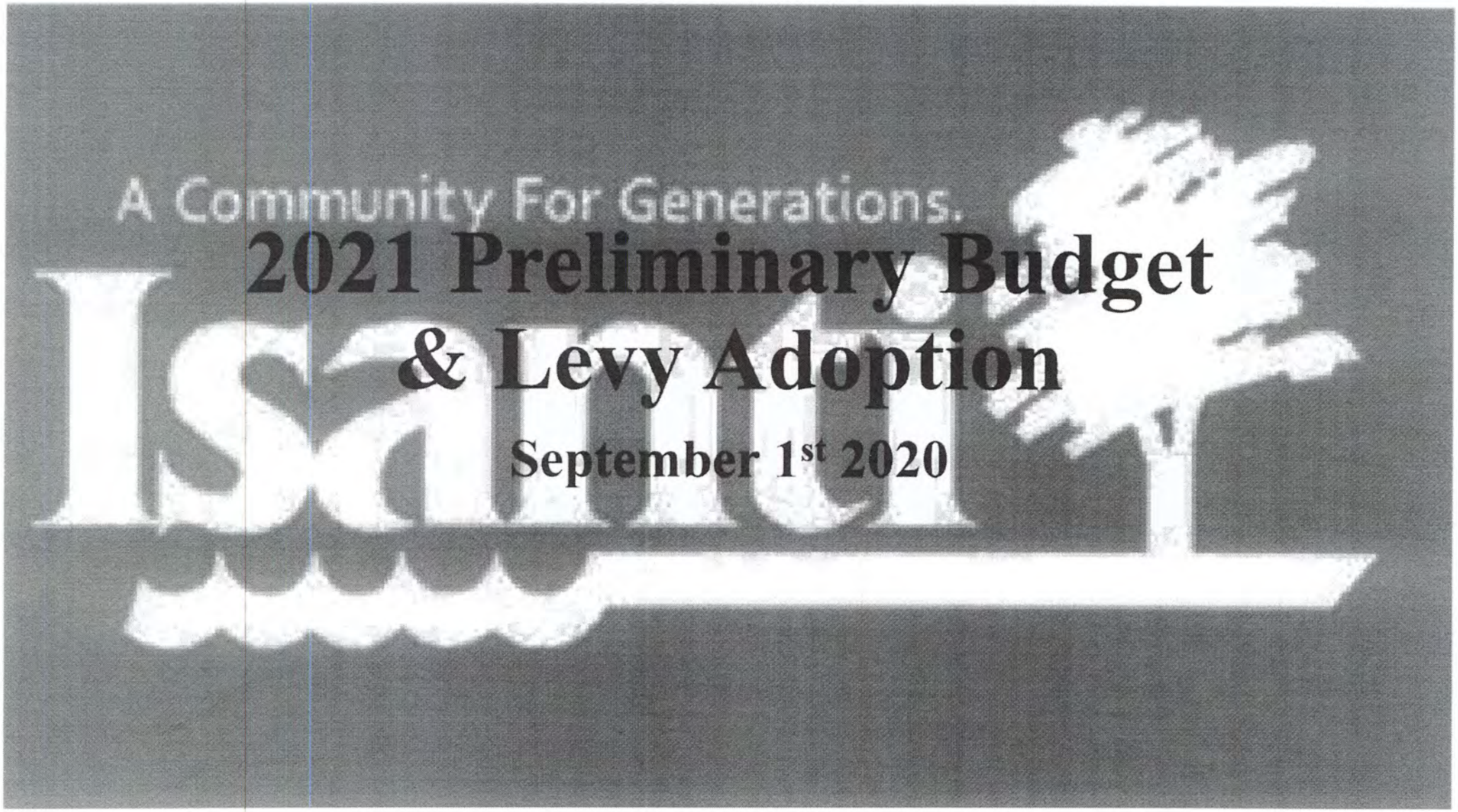
The proposed preliminary property tax rate is 61.18%. An increase of 0.0% from 2020. The 15 year average tax rate from 2006 thru 2020 is 67.63%

As discussed in prior work sessions, other non-levy General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule, and known agreements.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru June, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance is projected to increase 5.0%. Final renewal numbers on Health Insurance scheduled to be available October 1st 2020.

Current Action:
Consider Resolution Setting the 2021 Final Budget and Levy Meeting
Consider Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

Attachments:
2021 Preliminary Budget
Resolution Setting the 2021 Final Budget and Levy Meeting
Resolution Approving the 2021 Preliminary General Fund Budget for the City of Isanti
Resolution Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti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2021 Preliminary Budget
& Levy Adoption
September 1st 2020

Components of Municipal Budget

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Category	Revenue	Expense	Competency
Operating Rev/Exp	GF Levy / Rates	3-5 yr Avg., 6m Actual	All - Easy But Not Assured
Intergovernmental Rev/Exp	LGA / Grants	Regulations / Legislation	All - Legal Requirement
Capital Projects	Levy / Rates	10-20 year Horizon	Most - $ to Engineer
Capital Maint./Replacement	Levy / Rates	20 year Horizon	Few - Difficult **

** Largest Available Marginal Competitive Advantage

Fiscal Management

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- Manage Components of Municipal Budget
- Consider Associated Timelines
- Small & Steady Increases/Decreases in Levy/Tax Rate Over Time

Proposed Levy

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LEVY	2020	2021
GENERAL FUND LEVY (101)	**$ 1,828,826**	**$ 1,880,700**
CAPITAL MAINT. LEVY (920)	**$ 256,000**	**$ 438,700**
STREET CONST. LEVY (425)	**$ 163,000**	**$ 286,500**
EDA LEVY (108)	**$ 79,802**	**$ 86,201**
ABATEMENT LEVY (101)	**$ 24,066**	**$ 13,432**
DEBT SERVICE LEVY	**$ 369,312**	**$ 281,630**
929 - 2010B GO BOND	$ 85,000	$ -
930 - 2011A GO BOND	$ 7,805	$ 9,367
931 - 2014A TAX ABATEMENT	$ 225,501	$ 222,036
932 - 2014B GO BOND	$ 51,006	$ 50,227
TOTAL LEVY	**$ 2,721,006**	**$ 2,987,163**

Proposed Tax Rate

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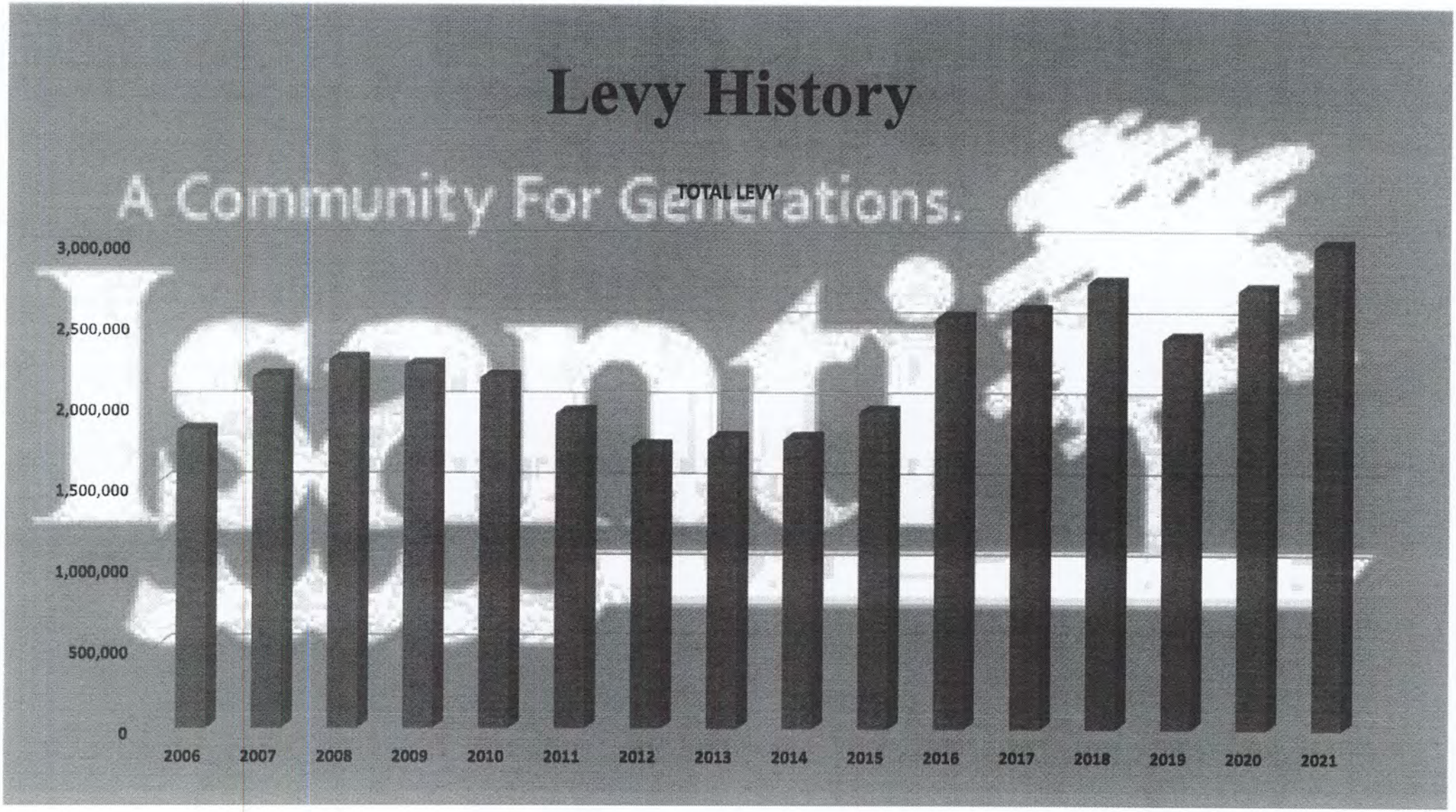
LEVY	2020	2021	CHANGE FROM PRIOR
TAX RATE	61.18%	61.18%	0.00%
AVG. TAX RATE - 2016-2020	74.77%		
AVG. TAX RATE - 2006-2020	67.63%		

Levy History



Tax Rate History

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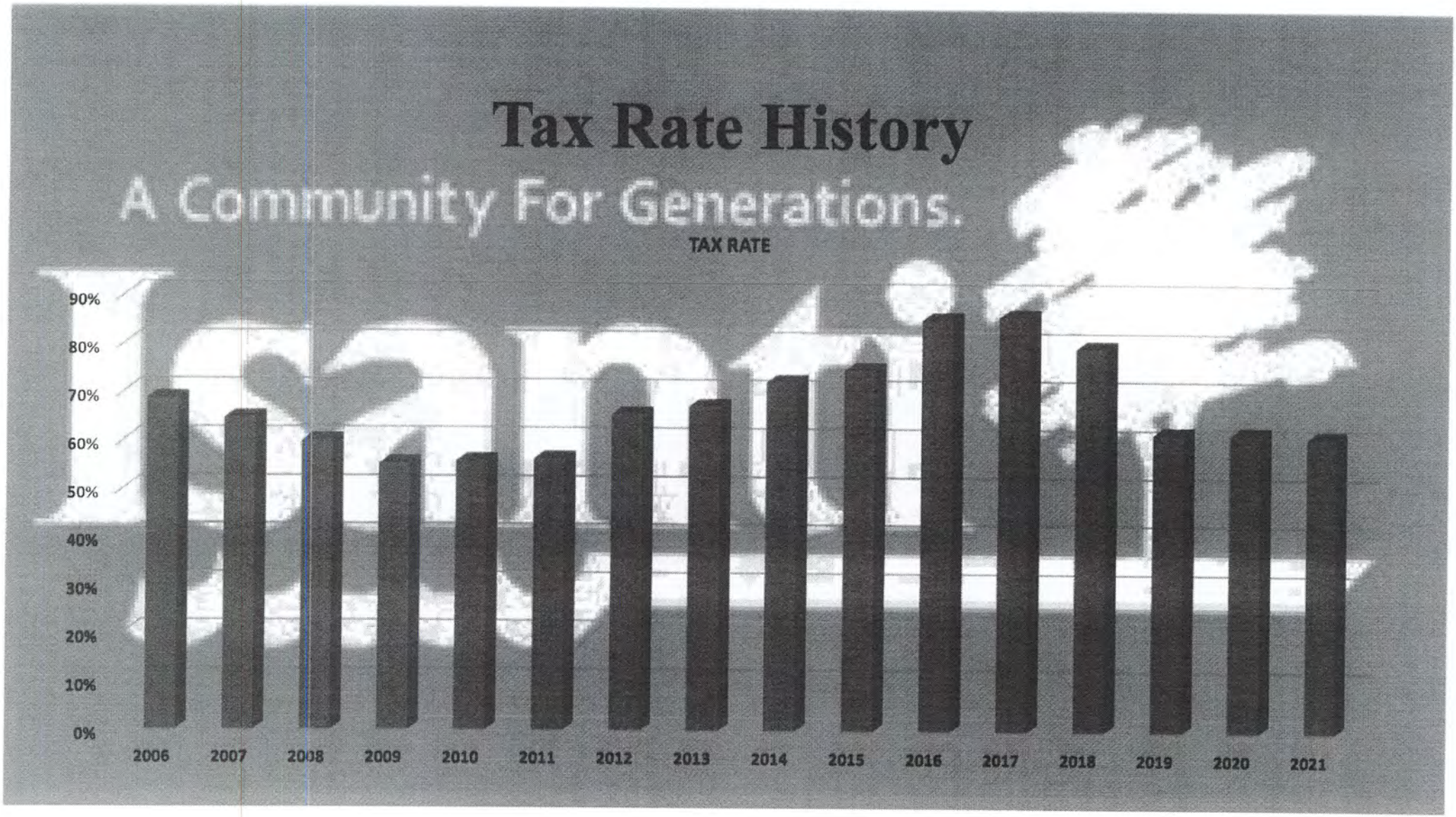

Property Tax Calculation

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- Why Tax Rate Is More Important Than Levy Amount
- Levy Will Always go up over time
- Tax Rate Provides Better Comparison Between Cities and Years
- Property Value X Tax Rate = Property Taxes

RESOLUTION 2020-XXX

SETTING THE 2021 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2020, at the regularly scheduled meeting at which the City Council adopts a proposed tax levy, the City Council must also announce the time and place of the council meeting at which the budget and levy will be discussed and a final budget and levy will be determined; and,

WHEREAS, the time and place of the meeting that allows for citizen input and deals with the budget and levy must be included in the minutes; and,

WHEREAS, the following information must be provided to the county auditor:

- Time and place of one regular council meeting at which the budget and levy will be discussed and at which a final budget and levy will be determined
- Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- Address where comments will be received by mail;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the City Council has set the following meeting date at which the budget and levy will be discussed, and the final budget and levy will be determined.

   Tuesday, December 1, 2020 at 7:00 p.m.

2. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota and provide the following information:

   a. Phone Number – Isanti City Hall, (763) 444-5512
   b. Mailing Address – Isanti City Hall, PO Box 428, Isanti, MN 55040

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

APPROVING THE 2021 PRELIMINARY BUDGET FOR THE CITY OF ISANTI

WHEREAS, the City of Isanti is required to approve a preliminary budget by September 30th of each year for the following year; and,

WHEREAS, the City of Isanti has developed a preliminary General Fund budget for 2021; and,

WHEREAS, the preliminary General Fund budget has been presented to the City Council of the City of Isanti at the September 1, 2020 City Council meeting for review;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. The preliminary General Fund budget for the City of Isanti for 2021 is as follows:

TAXES	1,918,132
LICENSES/PERMITS	350,800
INTERGOVERNMENTAL	1,008,198
CHARGES FOR SERVICES	202,011
FINES AND FORFEITURES	53,050
MISCELLANEOUS	28,100
TRANSFERS IN	494,150
TOTAL GENERAL FUND REVENUES	**4,054,441**
COUNCIL	38,719
ELECTIONS	200
FINANCIAL ADMINISTRATION	531,085
PLANNING AND ZONING	153,927
MUNICIPAL BUILDING	41,917
POLICE ADMINISTRATION	1,698,267
FIRE PROTECTION	262,930
BUILDING INSPECTION ADMIN	291,245
CODE ENFORCEMENT	12,231
CIVIL DEFENSE	2,140
ANIMAL CONTROL	3,091
GENERAL CITY MAINTENANCE	58,238
HWYS, STREETS, & ROADS	381,594
STREET LIGHTING	51,130
SANITATION ADMINISTRATION	23,180
PARK,REC,CULTURE	363,698
TRANSFERS	113,944
MISCELLANEOUS	13,852
TOTAL GENERAL FUND EXPENDITURES	**4,041,387**

2. The preliminary General Fund budget is approved by the City Council of the City of Isanti for budget year 2021.

3. The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

K.7.

ADOPTING THE PROPOSED 2020 TAX LEVY COLLECTIBLE IN 2021 FOR THE CITY OF ISANTI

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	FUND	AMOUNT
GENERAL FUND	101	1,880,700
CAPITAL MAINTENANCE	920	438,700
STREET CONSTRUCTION	425	286,500
EDA	108	86,201
ABATEMENT	101	13,432
2011A GO BOND	930	9,367
2014A TAX ABATEMENT BOND	931	222,036
2014B GO BOND	932	50,227
TOTAL LEVY		**$ 2,987,163**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	440,165,200	487,307,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	390,288,875	432,088,813
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	11.86%	10.71%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.13%	1.13%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,410,264	4,882,604
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	8,000	
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,402,264	4,882,604
GENERAL FUND LEVY (101)	**1,435,911**	**1,693,594**	**1,820,001**	**1,798,817**	**1,657,973**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**1,828,826**	**1,880,700**
CAPITAL MAINT. LEVY (920)															**256,000**	**438,700**
STREET CONST. LEVY (425)															**163,000**	**286,500**
EDA LEVY (108)													**56,327**	**62,565**	**79,802**	**86,201**
ABATEMENT LEVY (101)															**24,066**	**13,432**
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 2010B GO BOND						125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	
930 - 2011A GO BOND						0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367
931 - 2014A TAX ABATEMENT						0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036
932 - 2014B GO BOND						0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227
DEBT SERVICE LEVY	**406,000**	**478,336**	**458,023**	**446,429**	**508,689**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**	**281,630**
TOTAL LEVY	**1,841,911**	**2,171,930**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,721,006**	**2,987,163**
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	9.78%
$ CHANGE FROM PRIOR	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 266,157
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.809%	61.180%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-0.01%	0.00%

2021 JOB CLASSIFICATION	~~1.03~~ POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 51.4722	$ 53.4851	$ 55.4980	$ 57.5109	$ 59.5238	$ 61.5366	$ 63.5495
		Annually	$ 107,062.24	$ 111,249.03	$ 115,435.82	$ 119,622.61	$ 123,809.40	$ 127,996.19	$ 132,182.98
Finance Director	665	Per Hour	$ 43.4568	$ 45.1562	$ 46.8557	$ 48.5551	$ 50.2545	$ 51.9539	$ 53.6534
		Annually	$ 90,390.16	$ 93,924.97	$ 97,459.78	$ 100,994.59	$ 104,529.40	$ 108,064.21	$ 111,599.02
Police Chief	643	Per Hour	$ 40.7652	$ 42.3594	$ 43.9536	$ 45.5477	$ 47.1419	$ 48.7361	$ 50.3303
		Annually	$ 84,791.67	$ 88,107.55	$ 91,423.42	$ 94,739.30	$ 98,055.18	$ 101,371.05	$ 104,686.93
Public Services Director	604	Per Hour	$ 39.0890	$ 40.6176	$ 42.1463	$ 43.6749	$ 45.2035	$ 46.7321	$ 48.2607
		Annually	$ 81,305.16	$ 84,484.69	$ 87,664.22	$ 90,843.75	$ 94,023.28	$ 97,202.81	$ 100,382.34
Community Development Director	551	Per Hour	$ 38.0243	$ 39.5113	$ 40.9983	$ 42.4853	$ 43.9722	$ 45.4592	$ 46.9462
		Annually	$ 79,090.54	$ 82,183.47	$ 85,276.39	$ 88,369.32	$ 91,462.25	$ 94,555.17	$ 97,648.10
Liquor Store Manager	358	Per Hour	$ 31.5770	$ 32.8118	$ 34.0467	$ 35.2816	$ 36.5164	$ 37.7513	$ 38.9861
		Annually	$ 65,680.14	$ 68,248.64	$ 70,817.13	$ 73,385.63	$ 75,954.13	$ 78,522.62	$ 81,091.12
Police Investigator (**Union**)	297	Per Hour	$ 30.4797	$ 31.6642	$ 32.7288	$ 33.8427	$ 34.9873	$ 36.0918	$ 37.2164
		Annually	$ 63,397.78	$ 65,736.74	$ 68,075.90	$ 70,392.82	$ 72,731.98	$ 75,070.94	$ 77,410.11
Human Resources/City Clerk	280	Per Hour	$ 30.9892	$ 32.2010	$ 33.4129	$ 34.6248	$ 35.8366	$ 37.0485	$ 38.2604
		Annually	$ 64,457.49	$ 66,978.17	$ 69,498.86	$ 72,019.54	$ 74,540.22	$ 77,060.91	$ 79,581.59
Parks, Rec, Culture Manager	242	Per Hour	$ 26.7718	$ 27.8188	$ 28.8657	$ 29.9126	$ 30.9596	$ 32.0065	$ 33.0535
		Annually	$ 55,685.38	$ 57,863.02	$ 60,040.66	$ 62,218.30	$ 64,395.94	$ 66,573.58	$ 68,751.22
Assistant Finance Director	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Community Development Specialist	233	Per Hour	$ 25.6649	$ 26.6685	$ 27.6722	$ 28.6758	$ 29.6795	$ 30.6831	$ 31.6868
		Annually	$ 53,382.91	$ 55,470.51	$ 57,558.11	$ 59,645.71	$ 61,733.31	$ 63,820.91	$ 65,908.51
Asst Liquor Store Manager	195	Per Hour	$ 22.7254	$ 23.6141	$ 24.5028	$ 25.3915	$ 26.2802	$ 27.1689	$ 28.0576
		Annually	$ 47,268.75	$ 49,117.25	$ 50,965.75	$ 52,814.25	$ 54,662.75	$ 56,511.25	$ 58,359.75
Police Secretary	183	Per Hour	$ 22.2286	$ 23.0979	$ 23.9672	$ 24.8364	$ 25.7057	$ 26.5750	$ 27.4443
		Annually	$ 46,235.52	$ 48,043.61	$ 49,851.71	$ 51,659.80	$ 53,467.89	$ 55,275.99	$ 57,084.08
Utility Billing / Accounting Clerk	173	Per Hour	$ 21.0008	$ 21.8221	$ 22.6433	$ 23.4646	$ 24.2858	$ 25.1071	$ 25.9284
		Annually	$ 43,681.67	$ 45,389.90	$ 47,098.12	$ 48,806.34	$ 50,514.56	$ 52,222.78	$ 53,931.01
Receptionist / Utility Billing Clerk	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Deputy City Clerk / Human Resources	150	Per Hour	$ 19.3241	$ 20.0798	$ 20.8355	$ 21.5912	$ 22.3469	$ 23.1026	$ 23.8582
		Annually	$ 40,194.13	$ 41,765.97	$ 43,337.80	$ 44,909.64	$ 46,481.48	$ 48,053.31	$ 49,625.15
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.5808	$ 19.3075	$ 20.0341	$ 20.7607	$ 21.4873	$ 22.2140	$ 22.9406
		Annually	$ 38,648.16	$ 40,159.54	$ 41,670.92	$ 43,182.30	$ 44,693.68	$ 46,205.06	$ 47,716.44
MS4 Technician	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232
Liquor Store Clerk II	125	Per Hour	$ 16.4946	$ 17.1396	$ 17.7847	$ 18.4297	$ 19.0747	$ 19.7198	$ 20.3648
Liquor Store Clerk III	125	Per Hour	$ 15.0419	$ 15.6301	$ 16.2184	$ 16.8066	$ 17.3948	$ 17.9831	$ 18.5713
Liq. Store Clerk less than 20	125	Per Hour	$ 12.2511	$ 12.7302	$ 13.2093	$ 13.6884	$ 14.1675	$ 14.6466	$ 15.1257
Custodian	125	Per Hour	$ 12.2426	$ 12.7214	$ 13.2001	$ 13.6789	$ 14.1577	$ 14.6364	$ 15.1152

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (**Union**)	394	Per Hour	$ 40.2612	$ 41.3539	$ 42.1177				
		Annually	$ 83,743.30	$ 86,016.11	$ 87,604.82				
Police Officer Full-Time (**Union**)	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1453	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Police Officer Part-Time	280	Per Hour	$ 30.0553	$ 31.0844	$ 32.1453	$ 33.2592	$ 34.4050	$ 35.5402	$ 36.7071
		Annually	$ 62,515.02	$ 64,655.55	$ 66,862.22	$ 69,179.14	$ 71,562.40	$ 73,923.62	$ 76,350.77
Code Enforcement Officer Part-Time	142	Per Hour	$ 18.1618	$ 18.8720	$ 19.5823	$ 20.2925	$ 21.0027	$ 21.7130	$ 22.4232

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (**Union**)		Per Hour	$ 18.5691	$ 19.2725	$ 19.9867	$ 20.7119	$ 21.4368	$ 22.1618	$ 22.9084
		Annually	$ 38,623.73	$ 40,086.80	$ 41,572.34	$ 43,080.54	$ 44,588.54	$ 46,096.54	$ 47,649.47
Maintenance Tech II (**Union**)	188	Per Hour	$ 22.9951	$ 23.8823	$ 24.7805	$ 25.6786	$ 26.5551	$ 27.4859	$ 28.3830
		Annually	$ 47,829.81	$ 49,675.18	$ 51,543.44	$ 53,411.49	$ 55,234.82	$ 57,170.46	$ 59,038.51
Equipment Mechanic (**Union**)		Per Hour	$ 25.1917	$ 26.1440	$ 27.1287	$ 28.1134	$ 29.0981	$ 30.0937	$ 31.1000
		Annually	$ 52,398.74	$ 54,379.52	$ 56,427.70	$ 58,475.87	$ 60,524.05	$ 62,594.90	$ 64,688.00
Working Foreman/Leadman (**Union**)	280	Per Hour	$ 29.2280	$ 29.3795	$ 30.4833	$ 31.6086	$ 32.7232	$ 33.7945	$ 34.9200
		Annually	$ 60,794.24	$ 61,109.36	$ 63,405.26	$ 65,745.89	$ 68,064.26	$ 70,292.56	$ 72,633.60

	By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 132,182.98
1/1/2021	Step 7	10.0%	Water Adm.	2,080	$63.55	$ 132,182.98					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 110,089.93
1/1/2021	Step 6	10.0%	Water Adm.	888	$51.95	$ 46,135.11					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$53.65	$ 63,954.82					
		10.0%	Liquor Adm.								
HR Director / City Clerk		70.0%	Admin								$ 73,289.58
1/1/2021	Step 4	10.0%	Water Adm.	1,032	$34.62	$ 35,732.77					
6/30/2021	Step 5	10.0%	Sewer Adm.	1,048	$35.84	$ 37,556.81					
		10.0%	Liquor Adm.								
Deputy City Clerk / Human Resources		70.0%	Admin								$ 43,337.80
1/1/2021	Step 3	10.0%	Water Adm.	2,080	$20.84	$ 43,337.80					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 62,608.50
1/1/2021	Step 5	10.0%	Water Adm.	1,208	$29.68	$ 35,852.81					
8/1/2021	Step 6	10.0%	Sewer Adm.	872	$30.68	$ 26,755.69					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 49,625.15
1/1/2021	Step 7	3.5%	Plan/Zone	2,080	$23.86	$ 49,625.15					
		10%	Bldg Insp								
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,245.19
1/1/2021	Step 4	45.0%	Sewer	328	$23.46	$ 7,696.38					
2/27/2021	Step 5	10.0%	Storm	1,752	$24.29	$ 42,548.80					
TOTAL ADMINISTRATION DEPARTMENT											**$ 521,379.13**
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 93,591.61
1/1/2021	Step 5	5%	Bldg Insp	648	$43.97	$ 28,494.01					
4/23/2021	Step 6	5%	Code Enf.	1,432	$45.46	$ 65,097.60					
		40%	EDA								
Community Development Specialist		50%	Plan/Zone								$ 54,715.76
1/1/2021	Step 1	45%	Bldg Insp	752	$25.66	$ 19,299.98					
5/12/2021	Step 2	5%	Code Enf.	1,328	$26.67	$ 35,415.79					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 148,307.37**

		By Department		Annual Hours	Hourly Rate	2021 Salary	2021 Sick/Vac Pay	2021 Holiday	2021 Certificates	2021 HINS	2021 Total Pay
Police Department											
Chief		100%	Police								$ 107,102.78
1/1/2021	Step 7			2,080	$50.33	$ 104,686.93	$ 2,415.85				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.35	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.12	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator		100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$38.71	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer		100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.41	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.54	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer		100%	Police								$ 72,863.98
1/1/2021	Step 3			2,080	$ 33.26	$ 69,179.14		$ 3,059.85	$ 625.00		
Officer		100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.54	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.71	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer		100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.08	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.15	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 68,407.66
1/1/2021	Step 1			1,920	$ 31.08	$ 59,682.05					
12/2/2021	Step 2			160	$ 32.15	$ 5,143.25		$ 2,957.37	$ 625.00		
Officer		100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.44	$ 77,877.78		$ 3,444.59	$ 625.00		
1/1/2021	Start	100%	Police	1,736	$ 30.06	$ 52,176.00					$ 66,353.80
11/1/2021	Step 1			344	$ 31.08	$ 10,693.03		$ 2,859.76	$ 625.00		
Police Secretary		100%	Police								$ 58,401.40
1/1/2021	Step 7			2,080	$27.44	$ 57,084.08	$ 1,317.32				
Police Secretary		100%	Police								$ 23,117.76
1/1/2021	Step 1			1,040	$22.23	$ 23,117.76					
PT Data Entry Clerk		100%	Police								$ 23,858.22
1/1/2021	Step 7			1,040	$22.94	$ 23,858.22					
Code Enf. Officer		100%	Police PT								$ 27,696.93
1/9/2021	Start			1,073	$18.16	$ 19,487.60					
9/16/2021	Step 1			435	$18.87	$ 8,209.33					
		100%	Police								
FTO Training		100%	Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100%	Police PT								$ 60,000.00
OT Officers		100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 1,036,778.94**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 94,811.61
1/1/2021	Step 4	21.2%	Streets	608	$ 43.67	$ 26,554.33					
4/17/2021	Step 5	1.0%	Sanitation	1,472	$ 45.20	$ 66,539.55					
		25.0%	PRC			$ 93,093.88	$ 1,717.73				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman		4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.70	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.87	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.60	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.52	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.88	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.78	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechanic		4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.34	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II		4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.78	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.68	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.78	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.68	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II		4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.78	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.68	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.20	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT		100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
Parks, Recreation & Culture Manager		100.0%	PRC							WAIVE	$ 59,362.24
1/1/2021	Step 3			648	$27.82	$ 18,026.56					
4/23/2021	Step 4			1,432	$28.87	$ 41,335.68					
Custodian		100.0%	PRC PT								$ 3,819.70
1/1/2021	Step 1			312	$12.24	$ 3,819.70					
Seasonal		17.4%	Streets PT								$ 27,000.00
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 653,665.32**

		By Department		Annual	Hourly	2021	2021	2021	2021	2021	2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 81,091.12
1/1/2021	Step 7			2,080	$38.99	$ 81,091.12					
Asst. Manger		100%	Liquor								$ 53,653.18
1/1/2021	Step 4			1,136	$25.39	$ 28,844.71					
7/19/2021	Step 5			944	$26.28	$ 24,808.48					
Clerk II		100%	Liquor								$ 38,199.61
1/1/2021	Step 3			208	$17.78	$ 3,699.21					
2/6/2021	Step 4			1,872	$18.43	$ 34,500.40					
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$15.04	$ 18,772.30					$ 18,772.30
Clerk III		100%	Liquor								
1/1/2021	Step 3			1,248	$16.22	$ 20,240.52					$ 20,240.52
PT Clerk	Step 2	100%	Liquor PT	544	$12.73	$ 6,925.24					$ 44,969.53
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 2			544	$12.73	$ 6,925.24					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Step 1			544	$12.25	$ 6,664.61					
PT Clerk	Shift Differential			2,800	$1.50	$ 4,200.00					
Total Part Time Clerks						$ 44,969.53					
TOTAL LIQUOR STORE											**$ 256,926.27**

Acct Number	Type		Title / Detail		12/31/2021 PROPOSED 2021 BUDGET	12/31/2020 FINAL 2020 BUDGET	12/31/2019 FINAL 2019 BUDGET	12/31/2019 2019 ACTUAL	12/31/2018 2018 ACTUAL	12/31/2017 2017 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		-		**522,377**			
101-31000	R		General Property Taxes		1,894,132	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R		General Prop Taxes-Delinq		20,300	24,000	-	42,685	19,721	27,623
101-31801	R		Tax Forfeited Sales		2,000	2,600	-	1,891	2,547	1,726
101-31900	R		Penalties and Interest DelTax		1,700	2,200	-	3,337	1,024	2,746
		TOTAL	**TAXES**		**1,918,132**	**1,881,692**	**1,817,814**	**1,844,384**	**2,170,165**	**2,018,262**
101-32100	R		Business Licenses/Permits		12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R		Non-Business Licenses/Permits		8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R		Building Permit Fee		175,000	198,100	-	174,440	190,248	210,052
101-32211	R		Plan Check Fee-Bldg.Permit		98,000	95,000	-	97,651	110,482	80,250
101-32212	R		Plumbing Fee-Bldg.Permit		12,500	14,700	-	12,241	16,734	11,408
101-32213	R		Mechanical Fee-Bldg.Permit		13,250	12,400	-	13,181	12,961	9,294
101-32214	R		Fireplace Fee-Bldg.Permit		-	-	-	-	-	-
101-32215	R		Septic Fee		-	-	-	-	-	-
101-32216	R		S/W Connection Fee		3,000	1,300	-	3,075	2,225	900
101-32217	R		Sprinkler Fee		250	300	-	-	612	-
101-32218	R		License Verification Fee		1,000	1,500	-	920	1,425	1,530
101-32219	R		Electrical Permit		23,000	22,700	-	21,506	24,140	22,583
101-32240	R		Animal Licenses		3,000	3,600	-	2,970	3,530	4,235
101-32250	R		Special Vehicle Permit		800	700	-	950	800	650
		TOTAL	**LICENSES/PERMITS**		**350,800**	**375,400**	**313,000**	**348,118**	**391,103**	**362,329**
101-33100	R		Federal Grants and Aids		79,667	8,600	10,000	8,102	6,477	10,906
101-33400	R		State Grants and Aids		-	200	-	-	-	-
101-33401	R		Local Government Aid		780,176	737,393	635,435	635,435	631,811	585,309
101-33403	R		LGA-Market Value Credit		150	-	-	164	391	18
101-33404	R		PERA Rate Increase Aid		1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R		Police Training Reimbursement		-	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R		Other State Aid Grants		-	-	-	-	-	-
101-33423	R		POST Training Aid		6,000	6,400	3,500	5,965	10,527	-
101-33424	R		Police State Aid		72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R		County Grants		-	-	-	-	-	-
101-33601	R		Regional Grants		-	-	-	-	-	2,500
101-33610	R		County Grants/Aid for Hwy		-	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,008,198**	**897,293**	**788,779**	**789,776**	**789,501**	**731,448**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R		Charges for Services		-	-	-	516	-	-
101-34100	R		General Gov t Charges for Svcs		3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R		Rent Revenue		-	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R		Plan Check Fee		-	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		-	-	-	-	-	-
101-34106	R		Advertising Revenue		1,500	1,500	4,200	3,813	3,524	-
101-34110	R		Land Rent		1,000	3,500	900	1,260	1,028	4,382
101-34112	R		Dog Rm/Bd Charges		-	700	500	-	395	792
101-34113	R		Community Ctr Rent Revenue		12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R		Copy Machine Copy Sales		75	200	-	85	135	158
101-34115	R		Lease Revenue		76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R		Police Charges for Services		1,000	400	700	1,513	2,125	399
101-34202	R		Security Services		-	-	-	-	-	-
101-34203	R		Accident Reports		-	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R		School Dist Resource Officer		84,056	88,471	76,000	80,756	60,162	28,722
101-34211	R		PD Charges for Scvs		-	-	-	-	-	-
101-34212	R		Nuisance Abatement		3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R		PW Other Charges for Scvs		750	1,100	800	652	1,266	1,024
101-34304	R		Street Cut Charges		4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R		Snow Removal		-	100	100	-	10	16
101-34306	R		Weed/Grass Removal		-	-	-	109	(96)	1,724
101-34700	R		Park Rental Fees		500	800	1,500	585	1,010	240
101-34750	R		Rec Program Fees		300	350	350	313	291	368
101-34780	R		Park Fees		50	-	-	40	65	50
101-34951	R		Surplus Property Rev		-	250	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**202,011**	**244,215**	**222,987**	**230,468**	**223,487**	**204,468**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R		Fines and Forfeits		50	-	-	56	32	200
101-35102	R		Parking Fines		1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R		Other Fines		-	-	-	-	-	-
101-35105	R		Highway Fines		35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R		Dog Impound Fee		-	1,300	1,250	-	1,279	1,195
101-35107	R		NSF Fines		-	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		-	-	-	-	-	-
101-35110	R		Storage Fees		-	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R		Administrative Citation		2,000	2,200	2,000	1,160	2,708	2,094
		TOTAL	**FINES AND FORFEITURES**		**53,050**	**49,800**	**40,250**	**52,502**	**56,622**	**47,077**
101-36100	R		Special Assessments		-	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		1,000	2,400	3,000	955	469	2,821
101-36201	R		Refunds & Reimbursements		7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R		Loan Payments		-	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		-	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		-	-	-	-	-	-
101-36210	R		Interest Earnings		20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R		Contributions and Donations		-	-	-	-	5,000	-
101-36231	R		Community Center Contributions		-	-	-	-	-	-
101-37460	R		General Penalty		100	200	-	22	186	139
101-37840	R		Cash Over - (Short)		-	-	-	-	-	-
101-37843	R		Bank Charges		-	-	-	-	-	-
101-37844	R		Error Adjustment		-	-	-	21	(0)	-
101-39102	R		Sale of Property		-	-	-	649	737	-
101-39103	R		Insurance Proceeds		-	-	-	-	-	-
		TOTAL	**MISCELLANEOUS**		**28,100**	**33,200**	**47,000**	**74,537**	**36,620**	**29,739**
101-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
101-39203	R		Transfer from Other Fund		494,150	451,176	369,150	369,150	369,150	396,182
		TOTAL	**TRANSFERS IN**		**494,150**	**451,176**	**369,150**	**369,150**	**369,150**	**396,182**
101-39999	R		Prior Period Adjustment		-	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,054,441**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		24,927	21,777	24,927	25,327	22,577	22,582
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		1,907	1,666	1,907	1,938	1,727	1,459
			FICA / Medicare	7.65%						
101-41110-130	E		Employer Paid Ins General		-	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		-	-	-	-	-	21
101-41110-200	E		Office Supplies (GENERAL)		250	700	125	143	208	-
101-41110-208	E		Training and Instruction		2,500	4,750	4,750	693	499	919
101-41110-220	E		General Supplies		-	-	-	13	-	-
101-41110-303	E		Engineering Fees		-	-	150	-	-	-
101-41110-305	E		Technology		1,000	2,000	1,000	861	1,225	-
101-41110-351	E		Legal Notices Publishing		1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E		General Liability Ins		5	25	160	29	132	150
101-41110-433	E		Dues and Subscriptions		6,630	9,200	6,137	6,169	5,939	7,753
			League of Minnesota Cities	$ 6,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		-	-	-	26	-	101
41110		**TOTAL**	**COUNCIL**		**38,719**	**41,868**	**41,656**	**36,025**	**33,827**	**34,436**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		-	5,560	-	-	3,592	-
101-41200-200	E		Office Supplies (GENERAL)		-	100	100	-	-	-
101-41200-208	E		Training and Instruction		-	1,300	-	-	661	-
101-41200-303	E		Engineering Fees		-	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		-	200	250	-	77	-
101-41200-361	E		General Liability Ins		-	-	-	-	-	-
101-41200-439	E		Election Expenses		200	1,700	1,000	154	5,296	1,138
41200		**TOTAL**	**ELECTIONS**		**200**	**8,860**	**1,350**	**154**	**9,627**	**1,138**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500			**FINANCIAL ADMINISTRATION**							
101-41500-100	E		Wages & Salaries General		310,462	300,019	274,583	266,374	263,551	274,277
101-41500-101	E		PT Salaries & Wages		4,900	5,500	-	-	-	-
101-41500-102	E		Full-Time Employees OT		-	-	-	26	-	-
101-41500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41500-112	E		Contracted Services		10,795	36,235	13,240	11,871	10,004	7,944
			Codification Maint. Fee	$ 995						
			Isantian Newsletter	$ 8,000						
			City Code Update (30%)	$ 1,800						
101-41500-120	E		Employer Contrib Ret General		47,385	45,646	41,184	39,286	39,143	40,105
101-41500-130	E		Employer Paid Ins General		51,397	49,926	43,486	44,618	49,696	51,949
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	25	-	48
101-41500-151	E		Worker s Comp Insurance		2,937	2,731	1,328	1,536	1,627	1,992
101-41500-200	E		Office Supplies (GENERAL)		3,500	3,900	3,640	3,491	2,504	3,465
			Miscellaneous	$ 6,500						
			15% to EDA, PRC, P/Z	$ (3,000)						
101-41500-202	E		Duplicating and copying supply		1,870	1,980	2,240	1,473	1,552	1,752
			Copier Lease	$ 2,300						
			Paper / Supplies	$ 1,100						
			15% to P/Z, PRC, EDA	$ (1,530)						
101-41500-207	E		Computer Supplies		-	-	-	-	-	-
101-41500-208	E		Training and Instruction		11,235	12,775	9,235	8,176	7,062	7,073
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		250	-	-	73	-	-
101-41500-300	E		Professional Srvs (GENERAL)		50,568	46,530	43,641	75,783	32,833	37,374
			City Attorney	$ 40,000						
			Safety Training (8%)	$ 568						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E		Audit & Accounting Services			17,540	17,538	14,683	15,875	18,090	39,792
			Annual Financial Audit	$	30,080						
			AUP (Agreed Upon Procedures)	$	5,000						
			12.5% each Water, Sewer, Storm, Liquor	$	(17,540)						
101-41500-303	E		Engineering Fees			-	100	90	-	604	(675)
101-41500-305	E		Technology			6,627	6,241	5,350	6,551	5,168	5,137
			Anti Spam Software	$	245						
			WB IT Solutions (15%)	$	4,665						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
101-41500-320	E		Communications (GENERAL)			1,548	1,536	-	1,803	754	-
			Verizon	$	1,548						
101-41500-322	E		Postage			5,090	5,385	5,385	4,423	4,759	4,789
			Bulk Mailing - Isantian	$	1,900						
			PO Box Fee	$	120						
			Postage 5,000 @ $0.55	$	2,750						
			Certified Letters	$	320						
101-41500-335	E		Auto Expense			110	110	2,953	1	2,980	1,487
			City Hall Vehicle(s)	$	110						
101-41500-351	E		Legal Notices Publishing			300	600	600	66	254	115
101-41500-361	E		General Liability Ins			2,100	2,420	3,367	2,321	3,311	2,301
101-41500-366	E		Bonds/Life Insurance			-	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip			-	-	-	2	-	-
101-41500-433	E		Dues and Subscriptions			2,472	2,270	2,259	3,290	1,707	2,998
			MN City/Cty Management Assoc	$	160						
			MN Clerks & Finance Officers Assoc	$	50						
			SHRM Membership	$	230						
			ICMA	$	1,057						
			Int'l Institute of Muncipal Clerks	$	170						
			MN GFOA	$	140						
			MN Society of CPAs	$	280						
			AICPA	$	285						
			MN Board of Accountancy	$	100						
101-41500-437	E		Other Miscellaneous			-	2,000	-	32	-	-
101-41500-500	E		Capital Expenditures			-	-	3,671	3,320	-	-
101-41500-511	E		Land Acquisition			-	-	-	-	-	-
101-41500-721	E		Contingency Fund			-	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**			**531,085**	**543,442**	**470,935**	**490,416**	**445,598**	**481,922**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41501			**SPECIAL PROJECTS**							
101-41501-100	E		Wages & Salaries General		-	55,753	91,073	89,708	-	-
101-41501-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41501-112	E		Contracted Services		-	5,000	5,000	3,984	-	-
101-41501-120	E		Employer Contrib Ret General		-	8,447	13,798	12,869	-	-
101-41501-130	E		Employer Paid Ins General		-	6,904	18,553	17,526	-	-
101-41501-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		-	534	689	823	-	-
101-41501-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		-	600	600	52	-	-
101-41501-207	E		Computer Supplies		-	-	-	-	-	-
101-41501-208	E		Training and Instruction		-	1,400	3,600	3,773	-	-
101-41501-220	E		General Supplies		-	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		-	-	-	-	-	-
101-41501-303	E		Engineering Fees		-	-	-	-	-	-
101-41501-305	E		Technology		-	-	-	-	-	-
101-41501-320	E		Communications		-	540	-	-	-	-
101-41501-322	E		Postage		-	-	-	-	-	-
101-41501-335	E		Auto Expense		-	1,558	3,116	260	-	-
101-41501-351	E		Legal Notices Publishing		-	-	600	8	-	-
101-41501-361	E		General Liability Ins		-	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		-	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		-	1,290	930	1,050	-	-
101-41501-437	E		Other Miscellaneous		-	-	-	-	-	-
101-41501-500	E		Capital Expenditures		-	-	-	-	-	-
101-41501-511	E		Land Acquisition		-	-	-	-	-	-
101-41501-721	E		Contingency Fund		-	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**82,026**	**137,959**	**130,053**	**-**	**-**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41910			**PLANNING AND ZONING**								
101-41910-100	E		Wages & Salaries General			79,491	77,882	68,848	30,081	68,906	56,976
101-41910-101	E		Part Time Salaries and Wages			2,450	2,800	6,300	-	-	-
101-41910-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-41910-112	E		Contracted Services			10,000	-	-	10,648	-	28,443
			Zoning Code Update	$	10,000						
101-41910-120	E		Employer Contrib Ret General			11,960	12,121	10,160	4,308	9,970	7,900
101-41910-130	E		Employer Paid Ins General			13,283	6,615	9,855	3,354	8,316	5,428
101-41910-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-41910-151	E		Worker s Comp Insurance			742	711	493	578	369	568
101-41910-200	E		Office Supplies (GENERAL)			1,250	1,525	1,200	814	573	1,862
			15% from Admin	$	1,000						
			Miscellaneous	$	250						
101-41910-202	E		Duplicating and copying supply			510	540	840	728	503	601
			15% from Admin	$	510						
101-41910-208	E		Training and Instruction			2,000	2,130	1,130	687	1,081	623
			MN APA Conference	$	1,500						
			Continuing Education - CDD	$	500						
101-41910-300	E		Professional Srvs (GENERAL)			6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E		Auditing and Acct g Services			-	-	-	-	-	-
101-41910-303	E		Engineering Fees			3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E		Technology			3,712	3,189	3,526	3,040	2,835	2,147
			WB IT Solutions (10%)	$	3,110						
			Civic Systems Support (5.45%)	$	602						
101-41910-310	E		Annexation Payments			17,600	23,862	41,187	21,250	1,824	-
			Annex. Pmt to Township - A-2457(OA)-32	$	11,218						
			Annex. Pmts. to Residents - A-2457(OA)-32	$	6,382						
101-41910-320	E		Communications (GENERAL)			264	1,513	800	528	685	584
			Verizon - 50% CDD Phone	$	264						
101-41910-322	E		Postage			50	50	50	2	13	158
101-41910-335	E		Auto Expense			55	55	55	1	82	38
			10% from Admin	$	55						
101-41910-351	E		Legal Notices Publishing			300	300	300	116	664	304
101-41910-361	E		General Liability Ins			10	63	411	76	387	389
101-41910-433	E		Dues and Subscriptions			350	-	-	-	-	-
			MN APA Membership	$	100						
			North TH 65 Corridor Coalition	$	250						
101-41910-437	E		Other Miscellaneous			900	950	950	787	908	1,217
			Isanti County Recorder / Misc.	$	900						
101-41910-500	E		Capital Expenditures			-	-	2,500	1,113	2,871	8,577
41910		**TOTAL**	**PLANNING AND ZONING**			**153,927**	**141,306**	**156,605**	**86,632**	**104,931**	**134,645**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941			**MUNICIPAL BUILDING**								
101-41941-100	E		Wages & Salaries General			-	200	-	32	50	-
101-41941-112	E		Contracted Services			960	1,337	1,242	1,161	856	1,230
			Alarm Monitoring	$	610						
			Shred-N-Go	$	350						
101-41941-120	E		Employer Contrib Ret General			-	15	-	5	4	-
101-41941-130	E		Employer Paid Ins General			-	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)			5,250	2,100	1,890	2,214	1,060	759
			Misc. Supplies	$	1,000						
			Conference Table	$	3,500						
			Flags	$	750						
101-41941-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-41941-303	E		Engineering Fees			-	-	-	-	-	-
101-41941-305	E		Technology			8,065	7,535	7,507	7,428	6,431	6,809
			Panic Button Monitoring	$	290						
			WB IT Solutions (25%)	$	7,775						
101-41941-320	E		Communications (GENERAL)			5,427	5,893	3,843	2,852	4,317	3,773
			Landline Service	$	3,168						
			City Hall Phone System Maint. (90%)	$	2,106						
			Long Distance	$	153						
101-41941-361	E		General Liability Ins			2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E		Utilities			12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E		Maint & Repairs - Bldgs.			7,685	8,451	7,632	9,499	10,000	5,767
			Janitorial Services	$	5,346						
			Rug Service	$	864						
			Garbarge/Recycling Services	$	250						
			Fire Suppresion Inspection	$	225						
			Miscellaneous	$	1,000						
101-41941-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-41941-410	E		Rentals			-	-	-	-	-	-
101-41941-500	E		Capital Expenditures			-	-	18,350	17,454	4,950	3,801
101-41941-700	E		Transfers (GENERAL)			-	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**			**41,917**	**41,357**	**55,286**	**54,234**	**39,323**	**33,705**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110			POLICE ADMINISTRATION							
101-42110-100	E		Wages & Salaries General		909,082	690,289	775,035	630,007	608,564	730,294
101-42110-101	E		Part Time Salaries and Wages		87,697	78,356	40,000	137,166	85,258	58,523
101-42110-102	E		Full-Time Employees OT		40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42110-112	E		Contracted Services		-	-	-	3,375	-	345
101-42110-113	E		Uniform Pay		11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E		Crime Prevention		2,000	2,000	300	434	136	334
101-42110-118	E		Salary Contingency		-	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General		186,746	146,211	152,196	147,846	124,678	135,789
101-42110-130	E		Employer Paid Ins General		183,056	154,893	183,831	132,382	130,040	120,960
101-42110-142	E		Unemployment Comp Benefit Pymt		-	-	-	2,135	-	-
101-42110-151	E		Worker s Comp Insurance		70,618	48,918	32,986	38,694	22,904	31,760
101-42110-200	E		Office Supplies (GENERAL)		3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E		Computer Supplies		-	100	100	60	-	79
101-42110-208	E		Training and Instruction		17,000	17,000	12,500	15,347	15,731	10,613
			Ammunition	$ 4,000						
			MN Chiefs Annual Conference	$ 800						
			Jubiliee Days Meeting	$ 350						
			Misc Training/Courses	$ 10,450						
			Misc. Reserve Training	$ 500						
			Patrol On-line	$ 900						
101-42110-240	E		Small Tools and Minor Equip		2,710	3,056	3,256	2,877	2,196	5,458
			Copy Machine Lease	$ 1,260						
			Radar Calibration	$ 250						
			Misc Small Tools/Equipment	$ 600						
			Misc Investigator Equipment	$ 600						
101-42110-300	E		Professional Srvs (GENERAL)		67,094	58,751	45,537	52,744	53,282	44,480
			Prosecution ($4,084/month)	$ 49,000						
			Safety Training (14%)	$ 994						
			Interpreter Services	$ 600						
			Officer Wellness	$ 7,200						
			Admin Citation Payment	$ 4,800						
			Pre-Employment & Drug Testing	$ 4,500						
101-42110-305	E		Technology		13,708	11,727	12,859	13,838	20,358	13,708
			LETG Software Maintenance and Support	$ 8,410						
			WB IT Solutions (10%)	$ 3,110						
			Watchguard Server/Support	$ -						
			I-Crime Fighter	$ 1,296						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 290						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E		Communications (GENERAL)			10,434	6,261	6,360	5,653	5,393	5,522
			Verizon	$	8,424						
			Landline Service	$	1,740						
			Long Distance	$	90						
			BCA Connection	$	180						
101-42110-321	E		Cell Phone Reimbursement			-	-	-	-	-	60
101-42110-335	E		Auto Expense			34,260	35,914	35,200	33,837	25,559	26,496
			Fuel/Washes	$	21,000						
			PW Labor	$	850						
			GEO Tab	$	2,410						
			Repairs	$	10,000						
101-42110-336	E		PD Reserves			1,200	1,200	2,000	782	1,432	2,681
101-42110-351	E		Legal Notices Publishing			300	300	-	801	331	106
101-42110-361	E		General Liability Ins			33,010	31,991	31,057	30,073	30,000	25,749
101-42110-380	E		Utilities			7,340	8,592	7,550	6,927	6,691	6,294
101-42110-401	E		Maint & Repairs - Bldgs.			6,790	4,257	9,615	12,800	4,631	4,250
			Janitorial Services	$	2,000						
			Rug Service	$	430						
			Garbarge/Recycling Services	$	190						
			Fire Suppresion Inspection	$	170						
			Misc. Services	$	2,000						
			Misc. Equipment	$	2,000						
101-42110-404	E		Repairs/Maint Equipment			1,000	500	1,500	1,729	-	1,520
101-42110-433	E		Dues and Subscriptions			8,665	8,026	1,485	695	283	1,485
			Lexipol Annual Subscription	$	5,810						
			Post License $90/Officer every 3 years	$	270						
			Tri County Law Enforcement	$	75						
			MN Chiefs of Police Assoc.	$	310						
			Range Dues/Special Response Team	$	2,200						
101-42110-440	E		Prisoner Expense			-	-	-	-	-	-
101-42110-442	E		Forfeitures			-	-	-	-	-	-
101-42110-500	E		Capital Expenditures			-	-	53,639	48,905	(341)	44,068
101-42110-501	E		Replacement Fund			-	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)			-	-	-	-	-	-
101-42110-721	E		Contingency Fund			-	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**			**1,698,267**	**1,367,042**	**1,446,867**	**1,397,350**	**1,195,400**	**1,307,301**
42280			**FIRE PROTECTION**								
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-42280-380	E		Utilities			3,620	2,540	2,540	3,416	-	-
101-42280-390	E		Public Safety Expense			259,310	246,965	231,249	231,246	224,513	209,043
101-42280-401	E		Maint & Repairs - Bldgs.			-	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**			**262,930**	**249,505**	**233,789**	**234,663**	**224,513**	**209,043**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42401			**BUILDING INSPECTION ADMIN**							
101-42401-100	E		Wages & Salaries General		34,264	35,013	54,665	48,018	42,432	73,406
101-42401-101	E		Part Time Salaries and Wages		-	-	-	-	250	-
101-42401-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
101-42401-112	E		Contracted Services		242,900	267,985	219,738	272,916	288,748	17,211
			Building Official	$ 224,500						
			Electrical Inspector	$ 18,400						
101-42401-120	E		Employer Contrib Ret General		5,191	5,396	8,282	7,458	6,426	10,826
101-42401-130	E		Employer Paid Ins General		5,658	4,929	8,550	7,829	6,946	19,838
101-42401-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	2
101-42401-151	E		Worker s Comp Insurance		335	335	529	616	503	657
101-42401-200	E		Office Supplies (GENERAL)		-	-	1,265	625	824	829
101-42401-202	E		Duplicating and copying supply		-	-	840	489	502	595
101-42401-207	E		Computer Supplies		-	-	-	-	-	110
101-42401-208	E		Training and Instruction		-	500	500	115	-	698
101-42401-210	E		Operating Supplies (GENERAL)		100	50	210	199	99	84
101-42401-300	E		Professional Srvs (GENERAL)		-	935	4,319	2,709	3,642	3,870
101-42401-301	E		Auditing and Acct g Services		-	-	2,937	3,175	3,618	7,958
101-42401-303	E		Engineering Fees		-	2,000	10	-	-	235
101-42401-305	E		Technology		2,396	1,356	2,562	2,530	2,857	2,839
			PSN Monthly eBill (20%)	$ 140						
			Civic Systems Support (20.43%)	$ 2,256						
101-42401-320	E		Communications (GENERAL)		26	297	600	446	880	1,178
			Verizon - 5% CDD Phone	$ 26						
101-42401-335	E		Auto Expense		55	1,155	2,110	592	958	1,178
			10% from Admin	$ 55						
101-42401-351	E		Legal Notices Publishing		50	-	50	66	53	359
101-42401-361	E		General Liability Ins		270	351	785	352	738	698
101-42401-380	E		Utilities		-	-	1,412	1,271	991	995
101-42401-401	E		Maint & Repairs - Bldgs.		-	-	746	1,051	1,566	641
101-42401-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions		-	-	-	-	-	-
101-42401-437	E		Other Miscellaneous		-	-	-	3	-	-
101-42401-500	E		Capital Expenditures		-	-	2,500	1,125	-	18,455
101-42401-700	E		Transfers (GENERAL)		-	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**		**291,245**	**320,302**	**312,610**	**351,585**	**362,032**	**162,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		7,415	7,260	34,944	32,077	25,870	6,857
101-42402-101	E		Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E		Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		1,123	1,110	5,294	5,169	5,002	3,336
101-42402-130	E		Employer Paid Ins General		1,257	593	4,072	3,486	2,708	677
101-42402-151	E		Worker s Comp Insurance		73	70	264	311	152	217
101-42402-200	E		Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E		Computer Supplies		-	-	200	-	15	116
101-42402-208	E		Training and Instruction		-	250	250	61	-	-
101-42402-300	E		Professional Srvs (GENERAL)		1,000	2,600	2,750	1,332	858	593
			Attorney/Abatement/Hearings	$ 1,000						
101-42402-305	E		Technology		786	385	1,186	1,016	1,162	1,125
			Civic Systems Support (7.12%)	$ 786						
101-42402-320	E		Communications		26	1,023	1,092	538	354	-
			Verizon - 5% CDD Phone	$ 26						
101-42402-322	E		Postage		125	200	125	38	116	82
101-42402-335	E		Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E		Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E		General Liability Ins		300	337	415	317	392	263
101-42402-494	E		Property Management		-	-	-	-	-	-
101-42402-500	E		Capital Expenditures		-	-	2,500	1,113	-	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**12,231**	**15,378**	**54,342**	**45,863**	**43,795**	**33,045**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		2,140	2,300	2,300	4,280	-	2,140
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		-	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,300**	**2,300**	**4,280**	**-**	**2,140**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E		Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E		Disposal-Animal		90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42700-322	E		Postage		-	-	-	-	-	-
101-42700-361	E		General Liability Ins		1	4	17	3	17	20
101-42700-417	E		Uniform Rentals		-	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,091**	**4,874**	**4,887**	**1,568**	**3,722**	**4,720**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		24,044	23,330	20,713	17,493	19,542	20,483
101-43010-102	E		Full-Time Employees OT		-	-	500	12	(2)	2
101-43010-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43010-113	E		Clothing Replacement		50	45	20	43	27	14
101-43010-120	E		Employer Contrib Ret General		3,643	3,534	3,229	2,609	2,882	2,995
101-43010-130	E		Employer Paid Ins General		6,572	6,340	6,451	4,601	5,030	5,038
101-43010-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		2,129	1,995	1,755	2,080	509	465
101-43010-208	E		Training and Instruction		50	200	200	47	19	15
101-43010-212	E		Motor Fuels		-	-	-	-	-	-
101-43010-220	E		General Supplies		450	500	500	493	426	137
101-43010-222	E		Gen l Operating Expense		3,140	5,325	5,325	688	3,218	3,537
			Torch Gas	$ 200						
			Towel/Rug Service	$ 440						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		500	1,500	1,500	-	432	872
101-43010-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-43010-303	E		Engineering Fees		-	-	-	-	-	-
101-43010-305	E		Technology		-	-	58	57	56	53
101-43010-320	E		Communications (GENERAL)		-	12	12	9	207	8
101-43010-351	E		Legal Notices Publishing		-	-	-	6	-	456
101-43010-361	E		General Liability Ins		1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E		Utilities		11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E		Ground Maintenance		350	-	-	360	-	725
101-43010-401	E		Maint & Repairs - Bldgs.		3,380	2,400	2,322	1,833	2,222	3,128
			Garbarge/Recycling Services	$ 2,880						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		370	500	500	343	335	630
			Annual Lift Inspection	$ 370						
101-43010-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-43010-410	E		Rentals		-	675	675	-	35	-
101-43010-417	E		Uniform Rentals		310	330	264	244	300	245
101-43010-500	E		Capital Expenditures		-	-	-	-	-	-
101-43010-501	E		Replacement Fund		-	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
101-43010-720	E		Operating Transfers		-	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**58,238**	**59,918**	**57,991**	**43,426**	**47,642**	**50,912**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100			**HWYS, STREETS, & ROADS**								
101-43100-100	E		Wages & Salaries General			123,401	119,731	124,682	117,247	120,594	125,246
101-43100-101	E		Part Time Salaries and Wages			4,698	4,809	4,631	2,729	2,097	16
101-43100-102	E		Full-Time Employees OT			20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others			(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E		Contracted Services			-	-	-	-	-	-
101-43100-113	E		Clothing Replacement			250	175	100	219	188	71
101-43100-120	E		Employer Contrib Ret General			22,437	21,443	19,962	20,931	20,284	18,797
101-43100-130	E		Employer Paid Ins General			33,719	32,529	38,718	36,817	32,305	27,930
101-43100-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance			13,263	10,581	11,319	13,121	13,194	19,327
101-43100-208	E		Training and Instruction			500	800	800	342	576	82
101-43100-212	E		Motor Fuels			20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E		General Supplies			15,500	12,650	9,000	6,582	11,095	8,879
			Mosquito Spray - Promethium	$	5,500						
			Miscellaneous	$	10,000						
101-43100-226	E		Signs			500	500	500	510	3,826	9,617
101-43100-229	E		Gravel			3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E		Salt/Sand			50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E		Street Maintenance			9,700	11,000	10,052	9,172	10,008	6,821
			Special Assessments	$	700						
			Street/Sidewalk Repair	$	9,000						
101-43100-240	E		Small Tools and Minor Equip			1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)		1,264	1,939	1,500	1,618	1,885	1,281
			Safety Training (14%)	$ 994						
			CDL Drug Testing (30%)	$ 270						
101-43100-303	E		Engineering Fees		25,000	30,000	21,000	16,609	19,452	47,654
101-43100-305	E		Technology		642	295	352	378	500	403
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 40						
101-43100-320	E		Communications (GENERAL)		2,240	2,622	3,203	2,598	2,902	2,673
			Verizon	$ 1,840						
			Landline Service	$ 390						
			Long Distance	$ 10						
101-43100-351	E		Legal Notices Publishing		-	-	-	139	149	120
101-43100-361	E		General Liability Ins		3,820	4,223	6,863	4,163	6,472	6,561
101-43100-380	E		Utilities		-	-	-	-	(1,092)	1,092
101-43100-400	E		Grounds Maintenance		750	1,000	1,000	342	600	940
101-43100-401	E		Maint & Repairs - Bldgs.		1,000	1,300	1,630	1,004	1,878	907
101-43100-404	E		Repairs/Maint Machinery/Equip		28,000	32,000	24,000	25,350	41,813	12,730
101-43100-410	E		Rentals		300	300	300	72	886	221
101-43100-417	E		Uniform Rentals		1,750	1,507	1,559	1,553	1,413	1,483
101-43100-433	E		Dues and Subscriptions		110	200	200	106	103	100
			APWA (25%)	$ 110						
101-43100-494	E		Property Management		-	-	-	-	-	-
101-43100-500	E		Capital Expenditures		-	-	24,450	24,426	15,680	19,335
101-43100-511	E		Land Acquisition		-	-	-	-	-	-
101-43100-531	E		Improvement-Land		-	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**		**381,594**	**392,154**	**396,771**	**395,418**	**395,378**	**355,234**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		-	-	-	-	-	-
101-43160-361	E		General Liability Ins		-	-	-	-	-	-
101-43160-380	E		Utilities		51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E		Capital Expenditures		-	-	-	-	16,806	11,258
43160		**TOTAL**	**STREET LIGHTING**		**51,130**	-	**60,000**	**48,239**	**64,636**	**60,557**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		5,567	5,400	3,922	4,056	4,539	10,165
101-43210-101	E		Part Time Salaries and Wages		8,262	7,900	7,608	7,592	6,293	199
101-43210-102	E		Full-Time Employees OT		500	450	250	434	303	426
101-43210-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43210-112	E		Contracted Services		-	-	-	-	-	-
101-43210-113	E		Clothing Replacement		15	-	5	10	8	3
101-43210-120	E		Employer Contrib Ret General		2,171	2,083	1,280	1,250	1,195	1,190
101-43210-130	E		Employer Paid Ins General		1,518	1,465	1,493	1,358	1,348	1,180
101-43210-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		1,164	1,040	331	392	108	-
101-43210-208	E		Training and Instruction		-	-	-	11	0	-
101-43210-212	E		Motor Fuels		1,200	1,200	900	1,256	1,057	721
101-43210-220	E		General Supplies		-	-	-	13	-	45
101-43210-300	E		Professional Srvs (GENERAL)		750	500	300	380	799	424
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		-	-	-	-	-	-
101-43210-305	E		Technology		-	-	-	-	-	0
101-43210-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		-	-	-	1	-	-
101-43210-361	E		General Liability Ins		2	10	63	12	59	71
101-43210-400	E		Ground Maintenance		2,000	3,500	3,500	270	1,993	2,061
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		30	30	18	24	25	16
101-43210-500	E		Capital Expenditures		-	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**23,180**	**23,578**	**19,670**	**17,060**	**17,725**	**16,501**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
45300			**PARK,REC,CULTURE**								
101-45300-100	E		Wages & Salaries General			141,462	136,907	132,444	128,082	135,459	129,830
101-45300-101	E		Part Time Salaries and Wages			22,760	22,635	25,593	13,949	13,177	2,774
101-45300-102	E		Full-Time Employees OT			1,250	-	-	1,726	1,192	789
101-45300-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-45300-112	E		Contracted Services			7,670	7,329	7,184	5,425	6,850	6,475
			Janitorial Services	$	1,420						
			Portable Restrooms	$	6,250						
101-45300-113	E		Clothing Replacement			130	125	60	117	99	38
101-45300-120	E		Employer Contrib Ret General			24,985	24,243	22,321	20,425	21,202	19,012
101-45300-130	E		Employer Paid Ins General			27,376	26,632	33,870	25,702	28,647	25,307
101-45300-138	E		Employer Paid Ins Admin			-	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-45300-151	E		Worker s Comp Insurance			11,912	11,145	9,561	11,319	3,151	3,419
101-45300-200	E		Office Supplies (GENERAL)			1,100	1,500	1,175	1,086	1,351	940
			15% from Admin	$	1,000						
			Miscellaneous	$	100						
101-45300-202	E		Duplicating and copying supply			510	540	840	569	505	595
			15% from Admin	$	510						
101-45300-208	E		Training and Instruction			1,750	1,850	1,850	1,107	1,916	1,082
			PW Tech Pesticide Licensing	$	250						
			Professional Development	$	1,500						
101-45300-210	E		Operating Supplies (GENERAL)			2,000	2,600	2,980	1,816	2,148	2,106
101-45300-212	E		Motor Fuels			2,300	2,300	2,200	2,198	1,848	1,339
101-45300-220	E		General Supplies			3,000	4,000	3,850	1,458	2,465	1,636
101-45300-226	E		Signs			500	800	700	210	402	697
101-45300-240	E		Small Tools and Minor Equip			1,000	2,000	2,000	712	3,248	157
101-45300-300	E		Professional Srvs (GENERAL)			1,294	1,721	1,719	1,138	1,137	1,149
			Safety Training (14%)	$	994						
			Attorney	$	300						
101-45300-303	E		Engineering Fees			1,500	2,250	1,500	1,378	948	4,204
101-45300-305	E		Technology			2,157	1,742	1,799	2,147	1,622	1,316
			WB IT Solutions (5%)	$	1,555						
			Civic Systems Support (5.45%)	$	602						
101-45300-320	E		Communications (GENERAL)			1,808	2,513	2,712	2,063	2,446	2,434
			Verizon	$	588						
			Landline Service	$	1,200						
			Long Distance	$	20						
101-45300-322	E		Postage			-	25	25	-	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-45300-340	E		Advertising		1,250	4,200	5,000	1,736	3,055	1,907
			2020 Event Calendar	$ 750						
			Misc	$ 500						
101-45300-351	E		Legal Notices Publishing		250	225	200	317	249	198
101-45300-361	E		General Liability Ins		19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E		Utilities		17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E		Ground Maintenance		15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E		Maint & Repairs - Bldgs.		9,190	9,738	7,460	7,344	9,976	11,624
			Garbarge/Recycling Services	$ 3,460						
			Rug Service	$ 330						
			Fire Suppresion / Inspection Services	$ 1,400						
			Miscellaneous	$ 4,000						
101-45300-404	E		Repairs/Maint Machinery/Equip		8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E		Rentals		100	150	450	-	-	81
101-45300-417	E		Uniform Rentals		850	739	739	754	714	702
101-45300-433	E		Dues and Subscriptions		2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	$ 70						
			MRPA	$ 280						
			NRPA	$ 200						
			Storyblocks subscription (stock images)	$ 150						
			Amazon Prime	$ 199						
			Music License (ASCAP)	$ 190						
			MPCC	$ 400						
			Adobe Suite Annual Dues	$ 600						
			APWA (25%)	$ 110						
101-45300-437	E		Other Miscellaneous		3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	$ 3,340						
101-45300-491	E		Recreation Program		4,875	5,550	3,550	1,571	1,853	2,943
			City Rec programs	$ 3,000						
			Movies at ICC	$ 1,125						
			Misc Program Supplies	$ 750						
101-45300-494	E		Property Management		-	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS		6,000	6,500	9,200	3,851	4,710	4,924
			Fireworks	$ 6,000						
101-45300-498	E		Farmers Market		3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E		Street Dance		16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E		Capital Expenditures		-	-	10,500	6,833	44,823	43,831
101-45300-520	E		Buildings and Structures		-	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**		**363,698**	**371,237**	**393,414**	**319,906**	**364,756**	**364,462**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000			**DEBT SERVICE (GENERAL)**							
101-47000-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale		-	-	-	-	107,237	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**		-	-	-	-	**107,237**	-
49000			**TRANSFERS**							
101-49000-700	E		Transfers (GENERAL)		-	-	-	-	257,652	-
101-49000-720	E		Operating Transfers		113,944	167,563	152,286	152,284	12,705	-
			Water - Deer Haven - End 2021	$ 1,589						
			Sewer - Deer Haven - End 2021	$ 1,589						
			Water - Hotel Project - End 2028	$ 28,330						
			Sewer - Hotel Project - End 2028	$ 56,670						
			Liquor - 2018 Imp. - End 2029	$ 25,765						
49000		**TOTAL**	**TRANSFERS**		**113,944**	**167,563**	**152,286**	**152,284**	**270,357**	-
49008			**IMPROVEMENT FUNDS**							
101-49008-437	E		Other Miscellaneous		-	-	75,000	75,000	-	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**		-	-	**75,000**	**75,000**	-	-
49110			**MISCELLANEOUS FUNDS**							
101-49110-303	E		Engineering Fees		-	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-49110-380	E		Utilities		420	-	-	264	256	124
			General Liability Ins	$ 310						
			Janitorial Services	$ 110						
101-49110-437	E		Other Miscellaneous		-	-	-	-	-	-
101-49110-490	E		Donations-Organizations		-	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go		13,432	24,066	-	-	6,191	4,960
			Hotel Project - Tax Abatement	$ 13,432						
101-49110-612	E		Interest Expense		-	1,000	341	341	962	961
101-49110-615	E		Business Subsidy		-	-	-	-	850,000	-
101-49110-700	E		Transfers (GENERAL)		-	-	123,624	123,624	119,840	147,400
101-49110-730	E		Designated Reserve		-	75,000	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**		**13,852**	**100,066**	**123,965**	**124,229**	**977,249**	**153,445**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**		**4,041,387**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
101		**NET INC**	**NET INCOME / (LOSS)**		**13,054**	-	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		86,201	79,802	62,565	62,565	56,327	-
108-31410	R		Lodging Tax		-	-	1,500	-	-	-
108-33601	R		Regional Grants		-	-	-	-	-	-
108-33621	R		Cable Franchise Fee		7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R		Land Rent		6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R		Assignment&Assumption Agreemen		-	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		-	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		-	-	-	4	20,023	53
108-36210	R		Interest Earnings		250	500	750	2,973	470	(237)
108-36220	R		Farmers Market		2,500	2,300	1,500	2,563	2,229	2,310
108-36225	R		Street Dance		5,250	5,000	4,000	5,225	5,128	4,010
108-36230	R		Contributions and Donations		-	-	-	-	-	5,725
108-39102	R		Sale of Property		-	-	-	-	-	-
108-39203	R		Transfer from Other Fund		-	-	87,124	87,124	92,340	147,400
108		**TOTAL**	**EDA REVENUES**		**107,291**	**100,985**	**185,239**	**186,485**	**203,623**	**182,779**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			ECONOMIC DEVELOPMENT AUTHORTY							
108-46500-100	E		Wages & Salaries General		42,525	40,186	93,239	27,625	75,330	83,952
108-46500-101	E		Part Time Salaries and Wages		2,450	2,800	4,000	2,213	3,403	7,420
108-46500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
108-46500-112	E		Contracted Services		-	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General		6,360	6,308	14,162	4,109	10,378	12,917
108-46500-130	E		Employer Paid Ins General		8,296	2,960	25,754	1,309	16,630	17,806
108-46500-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
108-46500-151	E		Worker s Comp Insurance		381	350	678	793	529	639
108-46500-200	E		Office Supplies (GENERAL)		1,000	1,200	875	822	447	865
			15% from Admin	$ 1,000						
108-46500-202	E		Duplicating and copying supply		510	540	840	541	492	605
			15% from Admin	$ 510						
108-46500-208	E		Training and Instruction		2,450	2,450	1,500	853	676	1,643
			EDAM Conference	$ 850						
			Professional Development	$ 1,600						
108-46500-300	E		Professional Srvs (GENERAL)		10,000	6,500	5,000	768	7,784	34,272
			Attorney	$ 5,000						
			TIF/Tax Abatement Consultant	$ 5,000						
108-46500-303	E		Engineering Fees		500	600	600	213	2,298	561
108-46500-305	E		Technology		3,562	3,103	1,681	1,663	1,706	1,203
			WB IT Solutions (5%)	$ 1,555						
			Laserfiche Support (25%)	$ 825						
			Civic Plus Support (25%)	$ 580						
			Civic Systems Support (5.45%)	$ 602						
108-46500-320	E		Communications (GENERAL)		814	989	1,224	524	1,079	1,201
			Verizon - 40% CDD Phone	$ 211						
			Landline Service	$ 352						
			City Hall Phone System Maint. (10%)	$ 234						
			Long Distance	$ 17						
108-46500-335	E		Auto Expense		-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-351	E		Legal Notices Publishing			250	100	100	105	494	399
108-46500-361	E		General Liability Ins			20	89	596	111	573	583
108-46500-380	E		Utilities			1,460	1,401	1,145	1,380	1,352	1,112
108-46500-401	E		Maint & Repairs - Bldgs.			690	-	-	-	-	-
			Janitorial Services	$	594						
			Rug Service	$	96						
108-46500-433	E		Dues and Subscriptions			1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership	$	295						
			North 65 Chamber of Commerce	$	503						
			GPS 45:93	$	850						
108-46500-437	E		Other Miscellaneous			-	-	-	-	-	-
108-46500-494	E		Property Management			-	-	-	-	-	35
108-46500-495	E		Marketing			5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * $30)	$	1,050						
			Initiative Foundation	$	825						
			Mayor's Employer Luncheon	$	1,200						
			Marketing Materials	$	1,500						
			Networking Events	$	650						
108-46500-498	E		Farmers Market			-	-	-	-	-	-
108-46500-499	E		Street Dance			-	-	-	-	-	-
108-46500-500	E		Capital Expenditures			-	-	-	-	-	-
108-46500-511	E		Land Acquisition			-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land			-	-	-	-	-	-
108-46500-602	E		Loan Payment			-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)			144,150	19,150	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**			**232,291**	**97,621**	**185,239**	**71,225**	**149,117**	**208,659**
108		**NET INCOME / (LOSS)**				**(125,000)**	**3,364**	**-**	**115,261**	**54,506**	**(25,881)**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		286,500	-	-	-	-	-
425-33418	R		Muni State Aid St Maintenance		999,000	-	-	-	-	-
425-34951	R		Surplus Property Rev		-	-	-	-	-	-
425-36100	R		Special Assessments		69,900	-	-	-	-	-
425-36210	R		Interest Earnings		3,400	-	-	-	-	-
425-36230	R		Contributions and Donations		-	-	-	-	-	-
425-39102	R		Sale of Property		-	-	-	-	-	-
425-39201	R		Transfer from General Fund		-	-	-	-	-	-
425-39203	R		Transfer from Other Fund		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**1,358,800**	**-**	**-**	**-**	**-**	**-**
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
425-49008-303	E		Engineering Fees		-	-	-	15,328	-	-
425-49008-351	E		Legal Notices Publishing		-	-	-	-	-	-
425-49008-500	E		Capital Expenditures		-	-	-	-	-	-
425-49008-520	E		Buildings and Structures		-	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		1,215,500	-	-	-	-	-
425-49008-620	E		Fiscal Agent s Fees		-	-	-	-	-	-
425-49008-621	E		Bond Discount		-	-	-	-	-	-
425-49008-720	E		Transfer Out		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**1,215,500**	**-**	**-**	**15,328**	**-**	**-**
425		**NET INCOME / (LOSS)**			**143,300**	**-**	**-**	**(15,328)**	**-**	**-**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		143,414	-	-	100,459	-	-
440-33623	R		Electric Franchise Fee		174,364	-	-	199,775	-	-
440-36210	R		Interest Earnings		5,000	-	-	18,206	845	(575)
440-39203	R		Transfer from Other Fund		-	-	-	-	-	238,192
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**322,778**	**-**	**-**	**318,440**	**845**	**237,617**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		-	-	-	48,267	8,331	15,353
440-49008-351	E		Legal Notices Publishing		-	-	-	243	-	127
440-49008-530	E		ImprovementsOtherThanBldgs		316,000	-	-	203,024	-	197,928
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**316,000**	**-**	**-**	**251,533**	**8,331**	**213,407**
440		**NET INCOME / (LOSS)**			**6,778**	**-**	**-**	**66,906**	**(7,486)**	**24,210**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		-	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue		-	-	-	206	779	-
601-34115	R		Lease Revenue		-	-	-	-	-	-
601-34400	R		Collector Street Fee		-	-	-	-	-	-
601-35107	R		NSF Fines		500	-	-	420	870	1,260
601-36100	R		Special Assessments		-	800	-	15	796	365
601-36200	R		Miscellaneous Revenues		7,000	-	-	7,022	7,755	8,035
601-36201	R		Refunds & Reimbursements		500	-	-	491	679	1,592
601-36203	R		Loan Proceeds		-	-	-	-	-	-
601-36210	R		Interest Earnings		15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R		Contributions - Developer		-	-	-	-	-	-
601-36262	R		Contributions - Other Funds		-	-	-	-	261,542	-
601-37100	R		Water Sales		1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R		Water Access Charge (WAC)		225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R		Water Reconnection Chg		8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R		Misc. Charges		-	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		-	-	-	-	-	-
601-37160	R		Water Penalty		25,000	-	7,500	26,661	25,150	25,717
601-37228	R		Utility Trunk Fee		20,000	-	-	26,089	22,050	10,055
601-38888	R		Water/Sewer Collections		-	-	-	-	-	-
601-39102	R		Sale of Property		-	-	-	-	-	-
601-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
601-39203	R		Transfer from Other Fund		29,919	29,920	29,920	-	1,590	-
			General Fund - Deer Haven - End 2021	$ 1,589						
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment		-	-	-	-	(18,141)	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,575,139**	**1,203,688**	**1,193,033**	**1,392,456**	**1,534,530**	**1,273,471**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			WATER FUND								
601-49400-100	E		Wages & Salaries General			130,528	125,909	112,847	105,749	110,248	105,590
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
601-49400-102	E		Full-Time Employees OT			13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin			54,557	59,984	44,665	38,525	35,793	21,877
601-49400-112	E		Contracted Services			23,330	20,400	18,400	14,807	11,176	17,097
			Leaks/Breaks/Repairs	$	15,000						
			Generator Service Agreement	$	2,530						
			Backflow Testing	$	4,000						
			City Code Update (30%)	$	1,800						
601-49400-113	E		Clothing Replacement			225	175	90	191	121	62
601-49400-114	E		Crime Prevention			-	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General			21,827	20,824	18,967	16,209	18,224	20,844
601-49400-128	E		Employer Contrib Ret Admin			8,294	9,116	6,767	7,022	5,223	-
601-49400-129	E		Pension Expense			-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E		Employer Paid Ins General			32,637	31,597	32,069	28,012	28,968	26,257
601-49400-138	E		Employer Paid Ins Admin			11,692	12,330	11,545	10,435	9,673	3,381
601-49400-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	5
601-49400-150	E		OPEB Expense			-	-	-	3,926	7,069	-
601-49400-151	E		Worker s Comp Insurance			11,580	9,707	8,311	9,812	3,705	5,427
601-49400-208	E		Training and Instruction			2,900	2,897	3,182	1,665	2,113	2,216
			Training and Instruction	$	2,500						
			Civic Systems Symposium - Util. Clerk	$	400						
601-49400-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E		Motor Fuels			3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E		General Supplies			10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E		Chemicals			29,000	32,000	32,000	22,193	23,477	32,370
601-49400-232	E		Water Meters			30,000	30,000	20,000	21,417	28,045	36,767
601-49400-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	571	1,768	752
601-49400-300	E		Professional Srvs (GENERAL)			2,614	3,546	3,555	2,011	1,469	3,506
			Safety Training (14%)	$	994						
			City Attorney	$	1,000						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	350						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
601-49400-303	E		Engineering Fees			10,000	15,000	24,000	4,764	3,444	12,959
601-49400-305	E		Technology			6,281	5,456	4,531	4,477	4,397	4,061
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
601-49400-320	E		Communications (GENERAL)			3,554	3,801	3,672	3,595	3,869	3,668
			Landline Service	$	1,420						
			Long Distance	$	30						
			Verizon	$	2,104						
601-49400-322	E		Postage			5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E		Legal Notices Publishing			300	300	200	253	437	130
601-49400-361	E		General Liability Ins			10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E		Utilities			56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E		Ground Maintenance			500	1,000	1,000	-	177	473
601-49400-401	E		Maint & Repairs - Bldgs.			5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E		Repairs/Maint Machinery/Equip			16,500	15,000	10,000	8,587	11,647	16,923
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	16,390						
601-49400-405	E		Depreciation (GENERAL)			400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E		Rentals			-	-	-	38	-	-
601-49400-415	E		Other Equipment Rentals			-	-	-	-	-	-
601-49400-417	E		Uniform Rentals			1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E		Dues and Subscriptions			4,370	3,470	3,470	3,831	3,711	4,261
			Gopher State One-Call Locates	$	1,600						
			American Water Works Assocation	$	210						
			WTF Hazardous Chemical	$	25						
			Annual Water Use Report	$	2,300						
			MN Rurual Water Assn (50%)	$	125						
			APWA (25%)	$	110						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E		Other Miscellaneous		500	450	450	479	428	389
			Railroad Pipeline Permit	$ 500						
601-49400-438	E		Bank Charges		-	-	-	-	-	20
601-49400-492	E		Testing-Waste/Water		2,000	2,000	2,000	1,134	1,471	1,649
601-49400-494	E		Property Management		-	-	-	-	-	-
601-49400-500	E		Capital Expenditures		440,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E		Replacement Fund		-	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E		Improvement-Capital		-	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E		2011 Water Meters		-	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
			2007 GO Revenue Note, PFA	$ 56,000						
			2008 GO Revenue Note, PFA	$ 273,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 34,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest		-	-	-	-	-	-
601-49400-611	E		Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
			2007 GO Revenue Note, PFA	$ 9,468						
			2008 GO Revenue Note, PFA	$ 73,861						
			2010A GO Utility Revenue Bonds - Water	$ 3,600						
			2011 GO Water Revenue Bonds, PFA	$ 6,193						
			2013A GO Refunding - Water	$ 6,430						
601-49400-620	E		Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E		Bond Discount		-	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,429						
601-49400-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E		Operating Transfers		40,000	-	-	-	338,714	-
			Capital Contribution Liquor Store Infrastructure	$ 40,000						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**1,922,956**	**1,470,655**	**1,441,677**	**1,337,527**	**1,664,037**	**1,407,937**
601		**NET INCOME / (LOSS)**			**(347,817)**	**(266,967)**	**(248,644)**	**54,929**	**(129,507)**	**(134,466)**
601		**NET CASH FLOW / (LOSS)**			**52,183**	**133,033**	**131,356**	**451,286**	**251,586**	**251,739**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		-	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		-	-	-	258	989	-
602-34000	R		Charges for Services		-	-	-	-	-	-
602-34115	R		Lease Revenue		-	-	-	-	-	-
602-34400	R		Collector Street Fee		-	-	-	-	-	-
602-34951	R		Surplus Property Rev		-	-	-	-	-	-
602-36100	R		Special Assessments		-	-	-	2	(3,660)	(53)
602-36200	R		Miscellaneous Revenues		-	-	500	-	-	-
602-36201	R		Refunds & Reimbursements		1,600	1,600	3,500	1,660	757	1,621
602-36210	R		Interest Earnings		25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R		Contributions - Developer		-	-	-	-	-	-
602-36262	R		Contributions - Other Funds		-	-	-	-	-	-
602-37153	R		Misc. Charges		-	-	-	-	-	-
602-37200	R		Sewer Sales		1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R		Utility Trunk Fee		20,000	-	-	40,887	26,950	20,290
602-37251	R		Sewer Access Charge (SAC)		300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R		Sewer Reconnection Chg		-	-	-	-	-	-
602-37260	R		Swr Penalty		5,750	-	-	5,724	5,778	6,302
602-37843	R		Bank Charges		-	-	-	-	-	-
602-39102	R		Sale of Property		-	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
602-39201	R		Transfer from General Fund		58,259	58,260	68,747	-	11,115	-
602-39203	R		Transfer from Other Fund		-	-	-	-	-	-
602-39320	R		Reoffering Premium		-	-	-	-	-	-
602-39400	R		Loan Forgiveness		-	-	-	107,047	-	173,893
602-39999	R		Prior Period Adjustment		-	-	-	(0)	(24,149)	-
602		**TOTAL**	**SEWER FUND REVENUES**		**1,985,609**	**1,544,688**	**1,498,116**	**1,907,470**	**1,549,827**	**1,743,952**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-49450-100	E		Wages & Salaries General		172,628	166,758	149,117	138,569	145,077	140,649
602-49450-101	E		PT Salaries & Wages		-	2,600	-	-	-	-
602-49450-102	E		Full-Time Employees OT		13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E		Health Stipend (HRA)		-	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin		54,557	59,984	55,333	46,773	43,622	28,653
602-49450-112	E		Contracted Services		6,600	5,950	5,950	4,177	4,771	5,297
			Leaks/Breaks/Repairs	$ 1,500						
			Generator Service Agreement	$ 2,300						
			WWTP Meter Calibration	$ 1,000						
			City Code Update (30%)	$ 1,800						
602-49450-113	E		Clothing Replacement		300	175	130	266	168	86
602-49450-120	E		Employer Contrib Ret General		28,205	27,013	24,487	20,398	23,135	27,147
602-49450-128	E		Employer Contrib Ret Admin		8,294	9,116	8,383	8,850	6,376	-
602-49450-129	E		Pension Expense		-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E		Employer Paid Ins General		44,143	42,696	43,363	36,216	37,656	35,054
602-49450-138	E		Employer Paid Ins Admin		11,692	12,330	13,258	11,702	11,017	4,400
602-49450-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	6
602-49450-150	E		OPEB Expense		-	-	-	4,559	7,606	-
602-49450-151	E		Worker s Comp Insurance		15,306	13,198	9,773	11,518	5,019	7,509
602-49450-208	E		Training and Instruction		3,650	3,805	4,183	1,315	3,241	2,409
			Training and Instruction	$ 3,250						
			Civic Systems Symposium - Util. Clerk	$ 400						
602-49450-211	E		S/W Billing Supplies		1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E		Motor Fuels		3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E		General Supplies		6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E		Chemicals		70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E		Small Tools and Minor Equip		1,000	1,750	1,400	776	1,328	856
602-49450-260	E		Hauling		-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)			2,270	2,187	2,196	2,383	1,779	2,075
			Safety Training (14%)	$	994						
			City Attorney	$	506						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	500						
602-49450-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
602-49450-303	E		Engineering Fees			6,500	3,500	3,500	6,997	4,499	964
602-49450-305	E		Technology			6,281	5,456	4,590	4,534	4,453	3,704
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
602-49450-320	E		Communications (GENERAL)			3,104	3,396	3,288	3,180	3,460	3,075
			Landline Service	$	990						
			Long Distance	$	10						
			Verizon	$	2,104						
602-49450-322	E		Postage			5,500	4,532	3,532	5,019	4,226	3,273
602-49450-351	E		Legal Notices Publishing			150	150	150	150	179	19
602-49450-361	E		General Liability Ins			21,560	20,448	17,751	19,382	16,746	17,506
602-49450-380	E		Utilities			254,000	223,590	100,014	239,625	99,106	78,524
602-49450-400	E		Ground Maintenance			1,000	1,000	1,000	-	-	1,198
602-49450-401	E		Maint & Repairs - Bldgs.			5,000	5,000	11,410	3,572	2,581	1,080
			Garbarge/Recycling Services	$	1,520						
			Miscellaneous	$	3,480						
602-49450-404	E		Repairs/Maint Machinery/Equip			20,000	20,000	28,000	34,649	19,519	20,401
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	19,890						
602-49450-405	E		Depreciation (GENERAL)			565,000	490,000	477,000	564,320	483,077	477,075
602-49450-410	E		Rentals			-	-	-	-	665	-
602-49450-415	E		Other Equipment Rentals			-	-	-	-	-	-
602-49450-417	E		Uniform Rentals			1,600	1,560	1,560	1,370	1,432	1,465

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E		Dues and Subscriptions			1,735	1,875	1,875	1,706	1,703	1,784
			WWTF Hazardous Chemical	$	25						
			WWTP Annual Permit Fee	$	1,450						
			MN Rurual Water Assn (50%)	$	125						
			MN Wastewater Operators Assn.	$	25						
			APWA (25%)	$	110						
602-49450-437	E		Other Miscellaneous			-	-	-	4	-	4
602-49450-438	E		Bank Charges			-	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water			6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E		Property Management			-	-	-	-	-	-
602-49450-500	E		Capital Expenditures			3,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E		Replacement Fund			-	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
602-49450-532	E		Improvement-Capital			-	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal			365,000	355,000	260,000	260,000	428,889	620,755
			2010A GO Utility Revenue Bonds - Sewer	$	35,000						
			2014B GO Bonds - Sewer portion	$	105,000						
			2016A GO Sewer Revenue Bonds, PFA	$	225,000						
602-49450-611	E		Bond Interest			59,561	66,708	72,513	72,040	11,833	82,763
			2010A GO Utility Revenue Bonds - Sewer	$	5,585						
			2014B GO Bonds - Sewer portion	$	10,576						
			2016A GO Sewer Revenue Bonds, PFA	$	43,400						
602-49450-620	E		Fiscal Agent s Fees			802	802	505	305	802	501
602-49450-621	E		Bond Discount			-	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount			(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)			35,431	36,273	39,190	39,190	34,668	34,668
			2011A GO Improvement Bonds (930)	$	35,431						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-	-
602-49450-720	E		Operating Transfers			35,000	-	-	-	230,039	-
			Capital Contribution Liquor Store Infrastructure	$	35,000						
602		**TOTAL**	**SEWER FUND EXPENDITURES**			**1,837,412**	**2,140,401**	**1,524,941**	**1,605,614**	**1,703,299**	**1,720,393**
602		**NET INCOME / (LOSS)**				**148,197**	**(595,713)**	**(26,825)**	**301,856**	**(153,473)**	**23,559**
602		**NET CASH FLOW / (LOSS)**				**707,179**	**(111,731)**	**450,175**	**746,993**	**333,481**	**336,512**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		-	-	-	-	-	-
603-31300	R		General Sales and Use Tax		-	-	-	-	-	-
603-33400	R		State Grants and Aids		-	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		-	-	-	86	233	-
603-36100	R		Special Assessments		-	-	-	40	2,238	758
603-36200	R		Miscellaneous Revenues		750	-	-	746	3,056	-
603-36201	R		Refunds & Reimbursements		50	-	-	15	31	105
603-36210	R		Interest Earnings		1,000	1,500	1,000	12,012	5,278	888
603-36262	R		Contributions - Other Funds		-	-	-	-	-	-
603-37300	R		Stormwater Sales		382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R		Stormwater Penalty		1,750	-	-	1,670	1,731	2,021
603-39999	R		Prior Period Adjustment		-	-	-	-	(4,001)	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**386,150**	**340,803**	**298,452**	**362,392**	**330,933**	**273,799**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		30,098	47,405	48,854	44,380	33,986	35,184
603-49500-102	E		Full-Time Employees OT		1,000	1,000	350	885	1,188	68
603-49500-108	E		Wages & Salaries Admin		-	-	4,413	-	-	-
603-49500-112	E		Contracted Services		600	250	250	-	363	149
			City Code Update (10%)	$ 600						
603-49500-113	E		Clothing Replacement		50	50	20	45	52	14
603-49500-120	E		Employer Contrib Ret General		4,730	7,352	7,577	6,947	5,445	5,015
603-49500-128	E		Employer Contrib Ret Admin		-	-	669	-	-	-
603-49500-129	E		Pension Expense		-	-	-	9,993	3,001	216
603-49500-130	E		Employer Paid Ins General		7,552	7,310	9,533	9,627	7,720	6,537
603-49500-138	E		Employer Paid Ins Admin		-	-	693	-	-	-
603-49500-150	E		OPEB Expense		-	-	-	2,260	1,035	-
603-49500-151	E		Worker s Comp Insurance		2,367	2,275	3,790	4,499	785	42
603-49500-208	E		Training and Instruction		1,900	1,085	1,085	414	573	60
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		350	387	387	504	293	289
603-49500-212	E		Motor Fuels		1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E		General Supplies		400	400	400	414	4,067	125
603-49500-230	E		Salt/Sand		4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E		Street Maintenance		-	-	-	-	-	112
603-49500-240	E		Small Tools and Minor Equip		700	800	1,150	263	966	488
603-49500-300	E		Professional Srvs (GENERAL)		8,408	12,250	12,250	11,102	11,025	1,919
			City Attorney	$ 250						
			Engineering - MS4 Assistance	$ 7,500						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (8%)	$ 568						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603-49500-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
603-49500-303	E		Engineering Fees			20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E		Technology			924	560	420	373	506	420
			PSN Monthly eBill (10%)	$	70						
			Civic Systems Support (7.37%)	$	814						
			Anti Spam Software	$	40						
603-49500-322	E		Postage			1,220	996	774	1,152	943	786
603-49500-351	E		Legal Notices Publishing			200	200	200	173	667	-
603-49500-361	E		General Liability Ins			260	346	842	374	797	1,146
603-49500-380	E		Utilities			4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E		Ground Maintenance			10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E		Repairs/Maint Machinery/Equip			5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E		Depreciation (GENERAL)			41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E		Rentals			-	1,000	1,000	-	-	-
603-49500-417	E		Uniform Rentals			300	250	250	270	236	194
603-49500-433	E		Dues and Subscriptions			1,100	1,040	1,040	636	618	30
			MS4 Stormwater Permit	$	400						
			MCSC Membership	$	700						
603-49500-437	E		Other Miscellaneous			-	-	-	-	-	(583)
603-49500-495	E		Rain Garden			5,000	-	-	-	-	-
603-49500-500	E		Capital Expenditures			114,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)			65,000	-	-	-	-	-
			Capital Contribution Liquor Store Infrastructure	$	65,000						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**			**337,954**	**336,374**	**564,964**	**169,345**	**168,281**	**149,827**
603		**NET INCOME / (LOSS)**				**48,196**	**4,429**	**(266,512)**	**193,047**	**162,652**	**123,973**
603		**NET CASH FLOW / (LOSS)**				**89,196**	**49,429**	**(226,012)**	**246,300**	**207,687**	**164,604**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
609-33400	R		State Grants and Aids		-	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		-	-	-	420	1,312	-
609-34101	R		Rent Revenue		-	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		-	-	-	40	-	-
609-36201	R		Refunds & Reimbursements		-	-	-	297	(20)	(236)
609-36202	R		Loan Payments		-	-	-	-	-	-
609-36210	R		Interest Earnings		4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R		Contributions and Donations		-	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R		Beer Sales -Off Sale		1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R		Wine Sales -Off Sale		302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R		Other Merchandise -Off Sale		167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R		Ice Sales		17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R		Cash Over - (Short)		-	-	-	-	-	-
609-37841	R		Refunds		(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R		NSF Checks		-	-	-	-	-	49
609-37843	R		Bank Charges		-	-	-	-	-	-
609-37844	R		Error Adjustment		-	-	-	-	-	-
609-37845	R		Display Revenue		-	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
609-39201	R		Transfer from General Fund		25,765	79,384	53,619	-	-	-
609-39999	R		Prior Period Adjustment		-	-	-	-	(23,016)	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**3,213,605**	**3,079,548**	**2,917,427**	**3,120,004**	**2,927,223**	**2,792,926**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-49750-100	E		Wages & Salaries General		211,957	203,387	185,250	200,267	169,246	152,812
609-49750-101	E		Part Time Salaries and Wages		44,970	43,782	55,101	35,744	39,470	46,903
609-49750-102	E		Full-Time Employees OT		-	-	-	974	-	-
609-49750-103	E		Health Stipend (HRA)		-	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others		-	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin		44,632	50,349	50,826	41,165	37,905	31,837
609-49750-112	E		Contracted Services		-	-	-	-	-	-
609-49750-120	E		Employer Contrib Ret General		38,924	37,446	36,413	34,024	30,676	33,189
609-49750-128	E		Employer Contrib Ret Admin		6,790	7,656	7,700	5,698	5,568	-
609-49750-129	E		Pension Expense		-	-	-	23,606	(12,349)	35,648
609-49750-130	E		Employer Paid Ins General		49,400	47,821	44,646	49,227	37,825	32,769
609-49750-138	E		Employer Paid Ins Admin		7,632	8,399	9,035	6,811	7,320	4,834
609-49750-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	263	2,769
609-49750-150	E		OPEB Expense		-	-	-	13,013	6,438	-
609-49750-151	E		Worker s Comp Insurance		13,397	13,655	9,452	11,130	5,111	7,019
609-49750-200	E		Office Supplies (GENERAL)		4,600	5,500	5,500	4,515	4,818	4,482
609-49750-208	E		Training and Instruction		1,875	2,480	2,200	987	520	392
			MMBA Conference	$ 1,500						
			Alcohol Server Training	$ 150						
			Food/Wine Pairing Training	$ 175						
			Regional Meeting/Misc Training	$ 50						
609-49750-251	E		Liquor For Resale		709,460	676,149	629,664	692,158	659,658	614,306
609-49750-252	E		Beer For Resale		1,281,990	1,162,895	1,127,465	1,250,724	1,134,532	1,099,966
609-49750-253	E		Wine For Resale		196,900	203,829	184,643	192,097	198,857	180,139
609-49750-257	E		Ice For Resale		8,350	9,084	8,665	8,142	8,863	8,453
609-49750-259	E		Other For Resale		120,390	120,585	111,537	117,455	117,643	108,816
609-49750-260	E		Hauling		10,400	10,259	9,708	10,148	10,009	9,471
609-49750-300	E		Professional Srvs (GENERAL)		1,094	1,071	1,080	969	961	951
			Safety Training (14%)	$ 994						
			Miscellaneous	$ 100						
609-49750-301	E		Auditing and Acct g Services		4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$ 3,760						
			AUP (Agreed Upon Procedures)	$ 625						
609-49750-305	E		Technology		5,907	4,816	5,060	5,592	5,697	4,556
			WB IT Solutions (10%)	$ 3,110						
			Civic Plus Support (12.5%)	$ 290						
			Civic Systems Support (5.45%)	$ 602						
			Anti Spam Software	$ 20						
			Zabinski - Firewall, Software Updates	$ 1,885						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E		Communications (GENERAL)			2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	$	528						
			Landline Service	$	1,730						
			Long Distance	$	50						
609-49750-322	E		Postage			-	-	-	-	-	-
609-49750-340	E		Advertising			7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E		Legal Notices Publishing			500	500	500	166	1,085	685
609-49750-361	E		General Liability Ins			3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E		Dram Shop			3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E		Utilities			15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E		Ground Maintenance			300	375	375	194	-	303
609-49750-401	E		Maint & Repairs - Bldgs.			3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	$	490						
			Rug Service	$	740						
			Garbarge/Recycling Services	$	1,630						
			Miscellaneous	$	1,000						
609-49750-404	E		Repairs/Maint Machinery/Equip			3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	3,390						
609-49750-405	E		Depreciation (GENERAL)			21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E		Over/Short			-	-	-	(50)	39	(5)
609-49750-433	E		Dues and Subscriptions			3,060	2,010	2,010	2,895	878	1,970
			MMBA	$	2,700						
			Buyer's Card MOOFSL	$	20						
			Music License (ASCAP)	$	190						
			Tobacco License	$	150						
609-49750-437	E		Other Miscellaneous			-	-	-	4	-	-
609-49750-438	E		Bank Charges			50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E		Check Recovery Fee			-	-	-	-	-	-
609-49750-490	E		Donations-Organizations			-	-	-	-	-	273
609-49750-493	E		Alarm System			1,120	1,144	1,144	818	1,389	871
609-49750-500	E		Capital Expenditures			-	8,360	10,670	8,108	-	-
609-49750-501	E		Replacement Fund			-	-	-	-	-	-
609-49750-520	E		Buildings and Structures			-	-	-	-	-	-
609-49750-720	E		Operating Transfers			350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**			**3,228,447**	**3,080,621**	**2,949,671**	**3,174,635**	**2,917,141**	**2,826,481**
609		**NET INCOME / (LOSS)**				**(14,841)**	**(1,073)**	**(32,244)**	**(54,631)**	**10,082**	**(33,555)**
609		**NET CASH FLOW / (LOSS)**				**6,404**	**21,927**	**(11,544)**	**3,233**	**25,416**	**22,755**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		28,360	-	13,750	13,354	13,770	13,418
614-36210	R		Interest Earnings		100	-	50	203	269	27
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**28,460**	**-**	**13,800**	**13,557**	**14,039**	**13,445**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
614-49845-207	E		Computer Supplies		-	-	-	168	7,773	1,500
614-49845-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
614-49845-500	E		Capital Expenditures		22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E		Transfers (GENERAL)		-	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**22,695**	**-**	**9,090**	**13,816**	**10,238**	**6,824**
614		**NET INCOME / (LOSS)**			**5,765**	**-**	**4,710**	**(258)**	**3,801**	**6,621**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		438,700	-	-	-	-	-
920-33418	R		Muni State Aid St Maintenance		-	-	-	-	-	-
920-34951	R		Surplus Property Rev		-	-	-	-	-	-
920-36100	R		Special Assessments		-	-	-	333,677	-	-
920-36210	R		Interest Earnings		7,200	-	-	24,039	5,186	4,098
920-36230	R		Contributions and Donations		-	-	-	1,200	-	-
920-39102	R		Sale of Property		122,000	-	-	6,613	-	-
920-39201	R		Transfer from General Fund		-	-	36,500	36,500	27,500	-
920-39203	R		Transfer from Other Fund		-	-	-	145,659	82,367	-
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**567,900**	-	**36,500**	**547,688**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		-	-	-	571	-	-
920-41110-500	E		Capital Expenditures		1,648	-	-	61,603	-	-
920-41500-300	E		Professional Srvs (GENERAL)		-	-	-	16	-	-
920-41500-500	E		Capital Expenditures		-	-	-	-	-	-
920-41910-500	E		Capital Expenditures		-	-	-	-	-	-
920-41941-500	E		Capital Expenditures		2,575	-	-	-	-	-
920-42000-500	E		Capital Expenditures		-	-	-	-	-	-
920-42110-500	E		Capital Expenditures		68,230	-	-	108,395	-	-
920-42401-500	E		Capital Expenditures		-	-	-	-	-	-
920-43010-500	E		Capital Expenditures		-	-	-	-	-	-
920-43100-500	E		Capital Expenditures		16,409	-	-	-	-	-
920-43160-500	E		Capital Expenditures		18,487	-	-	-	-	-
920-43210-500	E		Capital Expenditures		-	-	-	-	-	-
920-45186-500	E		Capital Expenditures		47,286	-	-	-	-	-
920-45200-500	E		Capital Expenditures		-	-	-	-	-	-
920-45300-500	E		Capital Expenditures		468,425	-	-	2,000	-	-
920-49110-720	E		Operating Transfers		-	82,026	-	96,066	-	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**623,060**	**82,026**	**-**	**268,651**	**-**	**-**
920		**NET INCOME / (LOSS)**			**(55,160)**	**(82,026)**	**36,500**	**279,037**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		-	-	-	250,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
929-36100	R		Special Assessments		-	-	-	1,907	8,811	11,295
929-36210	R		Interest Earnings		-	-	-	27,084	7,106	5,711
929-39203	R		Transfer from Other Fund		-	-	-	-	-	-
929-39310	R		Proceeds GO Bond		-	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**278,991**	**265,918**	**267,006**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
929-47000-601	E		Debt Srv Bond Principal		375,000	-	-	290,000	195,000	50,000
929-47000-611	E		Bond Interest		12,000	-	-	31,215	36,090	37,190
929-47000-620	E		Fiscal Agent s Fees		500	-	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**387,900**	**-**	**-**	**322,092**	**231,852**	**88,134**
929		**NET INCOME / (LOSS)**			**(387,900)**	**-**	**-**	**(43,101)**	**34,066**	**178,873**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		-	-	-	-	-	-
930-36100	R		Special Assessments		-	-	-	27,066	32,560	44,354
930-36210	R		Interest Earnings		1,000	-	-	4,473	1,486	1,234
930-39203	R		Transfer from Other Fund		39,860	-	-	43,523	39,001	39,001
930-39310	R		Proceeds GO Bond		-	-	-	-	-	-
930-39999	R		Prior Period Adjustment		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**50,227**	**-**	**-**	**83,970**	**80,108**	**92,459**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal		85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest		3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent s Fees		500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**89,578**	**-**	**-**	**88,488**	**89,405**	**91,036**
930		**NET INCOME / (LOSS)**			**(39,351)**	**-**	**-**	**(4,518)**	**(9,297)**	**1,422**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		222,036	-	-	223,611	221,616	224,871
931-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
931-36210	R		Interest Earnings		1,000	-	-	3,110	201	504
931-39310	R		Proceeds GO Bond		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**223,036**	**-**	**-**	**226,721**	**221,817**	**225,375**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	-	-
931-47000-601	E		Debt Srv Bond Principal		165,000	-	-	155,000	155,000	155,000
931-47000-611	E		Bond Interest		48,113	-	-	54,512	57,613	60,713
931-49008-520	E		Buildings and Structures		-	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**213,513**	**-**	**-**	**209,894**	**212,613**	**215,713**
931		**NET INCOME / (LOSS)**			**9,524**	**-**	**-**	**16,827**	**9,204**	**9,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		50,227	-	-	51,692	52,259	47,407
932-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
932-36210	R		Interest Earnings		200	-	-	569	34	127
932-39201	R		Transfer from General Fund		-	-	-	-	-	-
932-39203	R		Transfer from Other Fund		-	-	-	-	-	-
932-39310	R		Proceeds GO Bond		-	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**50,427**	**-**	**-**	**52,261**	**52,293**	**47,534**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
932-47000-601	E		Debt Srv Bond Principal		45,000	-	-	45,000	40,000	40,000
932-47000-611	E		Bond Interest		3,206	-	-	4,500	4,960	5,290
932-47000-621	E		Bond Discount		-	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
932-47000-720	E		Operating Transfers		-	-	-	-	5,829	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**48,606**	**-**	**-**	**49,882**	**51,056**	**45,739**
932		**NET INCOME / (LOSS)**			**1,821**	**-**	**-**	**2,379**	**1,237**	**1,796**

City of Isanti

Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 425

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Estimated Project Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Str. Rehab Brookview S. 1-4 Addition	2022		$ 497,000																		
	6th Ave Rehabilitation	2020																				
	Mill St. Reconstruction	2021	$ 699,000																			
	Downtown Parking Improvements - Eagle Park	2021	$ 95,500																			
	Heritage Walk Imp. - Hillock Ct. to 3rd Ave NW	2021	$ 121,000																			
	Isanti Hills Street Rehabilitation	2025					$ 935,000															
	Railroad Avenue Reconstruction	2026						$ 908,000														
	Mill Overlay E. Dual from Heritage to WTF	2025					$ 210,000															
	Town Edge Rd. St. Mill/Overlay	2026						$ 504,000														
	Pave Elm Lane and Viola Street	2029									$ 205,000											
	Pave Gravel Alleys	2029									$ 222,000											
	Pond Street Reconstruction	2029									$ 160,000											
	Tyler Street SE Reconstruction	2027							$ 1,296,000													
	4th Avenue SW Reconstruction	2028								$ 1,372,000												
	Heritage Intersection	2021	$ 300,000																			
	2036-2055 Mill and Overlay Schedule																	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Town Edge Rd. SE. Utility Imp.	Developer																				
	Pond Street Utility Imp.	Developer																				
Department	Revenue																					
	Property Taxes		$ 286,500	$ 295,000	$ 304,000	$ 313,000	$ 322,000	$ 332,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000
	State Grants and Aids																					
	MSA St. Maint.																					
	MSA St. Const.		$ 999,000				$ 630,000	$ 505,000												$ 1,542,000		$ 401,000
	Special Assessments		$ 68,900	$ 65,700		$ 46,300	$ 38,300	$ 159,800	$ 102,400		$ 14,000											
	Interest Earnings		$ 3,400	$ 4,800	$ 1,900	$ 5,000	$ 8,600	$ 6,800	$ 6,000	$ 3,400	$ 1,300	$ -	$ 3,200	$ 7,000	$ 11,100	$ 15,300	$ 19,600	$ 24,200	$ 15,700	$ 6,800	$ 11,600	$ -
	Transfer from General Fund																					
	Transfer from Water Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 375,000	$ 485,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund																					
	Transfer from Other Fund																					$ 2,353,811
	Bond Proceeds																					
	Budgeted Expenditures		$ 1,215,500	$ 657,000	$ 305,900	$ 364,300	$ 1,145,000	$ 1,000,000	$ 1,296,000	$ 1,372,000	$ 587,000	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	Budgeted Revenues		$ 1,358,800	$ 365,500	$ 305,900	$ 364,300	$ 960,600	$ 937,300	$ 1,034,800	$ 1,158,800	$ 398,300	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	1 Year (Over) / Under Budget		$ 143,300	$ (291,500)	$ -	$ -	$ (184,400)	$ (62,700)	$ (261,200)	$ (213,200)	$ (188,700)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Running Fund (Deficit) / Surplus		$ 481,967	$ 190,467	$ 496,367	$ 860,667	$ 676,267	$ 604,567	$ 343,367	$ 130,167	$ (58,533)	$ 315,467	$ 703,667	$ 1,107,667	$ 1,527,767	$ 1,964,067	$ 2,417,667	$ 1,573,867	$ 680,567	$ 1,161,367	$ (381,033)	$ 929,778

City of Isanti

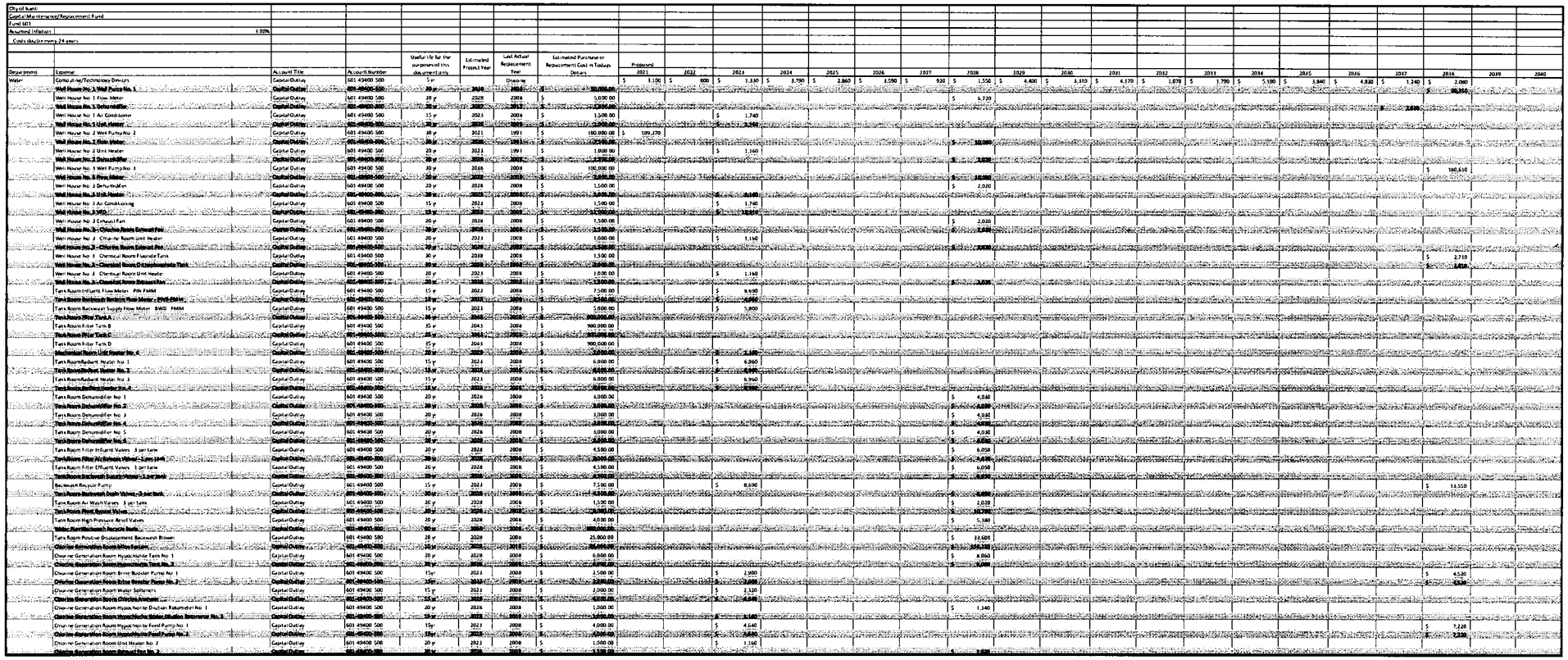
Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 440

Assumed Inflation 3.00%

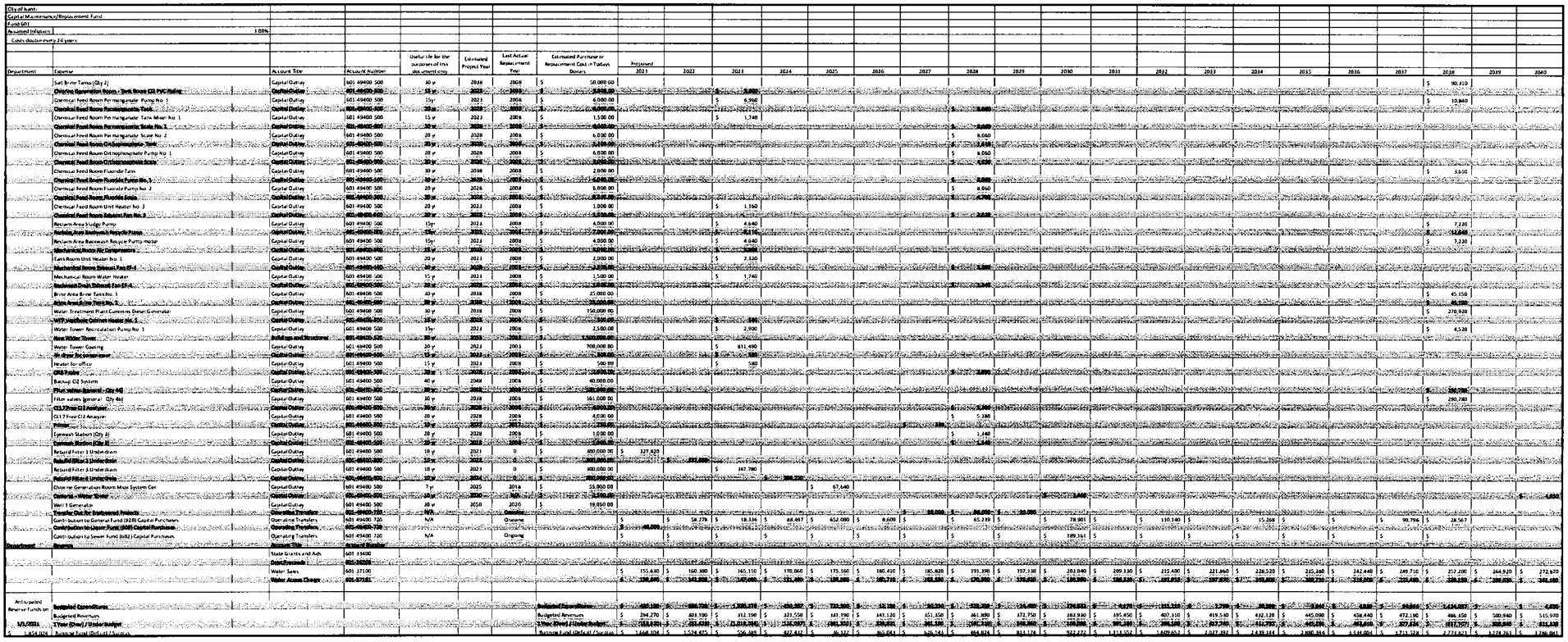
- Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	2019 Pavement Management	2019																				
	2020 Pavement Management	2020																				
	2021 Pavement Management	2021	$ 316,000																			
	2022 Pavement Management	2022		$ 326,000																		
	2023 Pavement Management	2023			$ 335,000																	
	2024 Pavement Management	2024				$ 345,000																
	2025 Pavement Management	2025					$ 145,000															
	2026 Pavement Management	2026						$ 367,000														
	2027 Pavement Management	2027							$ 412,000													
	2028 Pavement Management	2028								$ 503,000												
	2029 Pavement Management	2029									$ 425,000											
	2030 Pavement Management	2030										$ 525,000										
	2031 Pavement Management	2031											$ 451,000									
	2032 Pavement Management	2032												$ 437,000								
	2033 Pavement Management	2033													$ 450,000							
	2034 Pavement Management	2034														$ 550,000						
	2035 Pavement Management	2035															$ 567,000					
	2036 Pavement Management	2036																$ 71,000				
	2037 Pavement Management	2037																	$ 198,000			
	2038 Pavement Management	2038																		$ 33,000		
	2039 Pavement Management	2039																			$ 147,000	
	2040 Pavement Management	2040																				$ 35,000
	2041 Pavement Management	2041																				
	2042 Pavement Management	2042																				
	2043 Pavement Management	2043																				
	2044 Pavement Management	2044																				
	2045 Pavement Management	2045																				
	2046 Pavement Management	2046																				
	2047 Pavement Management	2047																				
	2048 Pavement Management	2048																				
	2049 Pavement Management	2049																				
	2050 Pavement Management	2050																				
	2051 Pavement Management	2051																				
	2052 Pavement Management	2052																				
	2053 Pavement Management	2053																				
	2054 Pavement Management	2054																				
	2055 Pavement Management	2055																				
	2056 Pavement Management	2056																				
	Transfer to Fund 425	2070																				$ 2,353,811
Department	Revenue																					
	Gas Franchise Fee		$ 143,414	$ 147,716	$ 152,147	$ 156,711	$ 161,412	$ 166,254	$ 171,242	$ 176,379	$ 181,670	$ 187,120	$ 192,734	$ 198,516	$ 204,471	$ 210,605	$ 216,923	$ 223,431	$ 230,134	$ 237,038	$ 244,149	$ 251,473
	Electric Franchise Fee		$ 174,364	$ 179,595	$ 184,983	$ 190,532	$ 196,248	$ 202,135	$ 208,199	$ 214,445	$ 220,878	$ 227,504	$ 234,329	$ 241,359	$ 248,600	$ 256,058	$ 263,740	$ 271,652	$ 279,802	$ 288,196	$ 296,842	$ 305,747
	Interest Earnings		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Budgeted Expenditures		$ 316,000	$ 326,000	$ 335,000	$ 345,000	$ 145,000	$ 367,000	$ 412,000	$ 503,000	$ 425,000	$ 525,000	$ 451,000	$ 437,000	$ 450,000	$ 550,000	$ 567,000	$ 71,000	$ 198,000	$ 33,000	$ 147,000	$ 2,388,811
	Budgeted Revenues		$ 322,778	$ 332,311	$ 342,130	$ 352,243	$ 362,660	$ 373,389	$ 384,441	$ 395,824	$ 407,548	$ 419,624	$ 432,063	$ 444,875	$ 458,071	$ 471,663	$ 485,663	$ 500,083	$ 514,936	$ 530,234	$ 545,991	$ 562,220
	1 Year (Over) / Under Budget		$ 6,778	$ 6,311	$ 7,130	$ 7,243	$ 217,660	$ (23,611)	$ (27,559)	$ (107,176)	$ (17,452)	$ (105,376)	$ (18,937)	$ 7,875	$ 8,071	$ (78,337)	$ (81,337)	$ 429,083	$ 316,936	$ 497,234	$ 398,991	$ (1,826,591)
	Running Fund (Deficit) / Surplus		$ 389,842	$ 396,153	$ 403,283	$ 410,526	$ 628,186	$ 604,575	$ 577,016	$ 469,840	$ 452,388	$ 347,012	$ 328,075	$ 335,950	$ 344,021	$ 265,684	$ 184,347	$ 613,430	$ 930,366	$ 1,427,600	$ 1,826,591	$ (0)



City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 1.00%
Costs data/summary 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Water	Computing/Technology Devices	Capital Outlay	601 49400 500	5 yr	Ongoing			$ 3,100	$ 800	$ 3,330	$ 3,790	$ 2,860	$ 3,590	$ 930	$ 1,550	$ 4,400	$ 3,310	$ 4,170	$ 1,070	$ 3,790	$ 5,100	$ 3,840	$ 4,830	$ 1,240	$ 2,080		
	Well House No. 1 Well Pump No. 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 30,000.00																		$ 40,350		
	Well House No. 1 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 1 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2027	2007	$ 1,500.00																		$ 2,016		
	Well House No. 1 Air Conditioner	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 1 Unit Heater	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00			$ 2,900																	
	Well House No. 2 Well Pump No. 2	Capital Outlay	601 49400 500	30 yr	2021	1991	$ 180,000.00	$ 189,270																			
	Well House No. 2 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 2 Unit Heater	Capital Outlay	601 49400 500	20 yr	2021	1991	$ 1,000.00			$ 1,160																	
	Well House No. 2 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2027	2007	$ 1,500.00																		$ 2,016		
	Well House No. 3 Well Pump No. 3	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 100,000.00																		$ 180,610		
	Well House No. 3 Flow Meter	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 3 Dehumidifier	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 Unit Heater	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00			$ 2,900																	
	Well House No. 3 Air Conditioning	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 3 VFD	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 12,000.00			$ 13,920																	
	Well House No. 3 Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Influent Flow Meter - Pitt FARM	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 7,500.00			$ 8,690																	
	Tank Room Backwash Return Flow Meter - BWD FARM	Capital Outlay	601 49400 500	15 yr	2021	2006	$ 5,000.00			$ 5,800																	
	Tank Room Backwash Supply Flow Meter - BWD FARM	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Filter Tank A	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601 49400 500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,000.00			$ 2,320																	
	Tank Room Radiant Heater No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Radiant Heater No. 2	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Radiant Heater No. 3	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 4	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 3	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 5	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Dehumidifier No. 6	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,050												
	Tank Room Filter Air/Backwash Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 8,000.00								$ 9,680												
	Tank Room Filter Effluent Valves - 3 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 5,000.00								$ 6,050												
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 8,000.00								$ 9,680												
	Backwash Recycle Pump	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 7,500.00			$ 8,690															$ 13,550		
	Tank Room Backwash Bypass Valves - 2 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 4,840												
	Tank Room Air Wash Valves - 1 per tank	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Plant Bypass Valves	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,500.00								$ 3,020												
	Tank Room High Pressure Relief Valves	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Water Plant Backwash Recycle Tanks	Capital Outlay	601 49400 500	50 yr	2058	2008	$ 100,000.00																				
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 25,000.00								$ 33,600												
	Chlorine Generation Room Miox System	Capital Outlay	601 49400 500	10 yr	2028	2018	$ 50,000.00								$ 67,200												
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Water Softeners	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Chlorine Generation Room Chlorine Analyzers	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Dilution Rotameter No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Chlorine Generation Room Hypochlorite Dilution Rotameter No. 2	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,500.00								$ 2,020												



City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs doubled every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Projected 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Salt Brine Tanks (Qty 2)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 58,000.00																		$ 90,510		
	Chlorine Generation Room - Tank Room CO2 PVC Piping	Capital Outlay	601 49400 500	15 yr	2021	2006	$ 8,600.00																				
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 6,080.00			$ 6,960															$ 10,840		
	Chemical Feed Room Permanganate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 8,600.00			$ 12,250															$ 19,110		
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 6,600.00																				
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,200.00																				
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Fluoride Tank	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,800.00																		$ 3,630		
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Fluoride Scale	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 6,080.00																				
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,600.00																				
	Reclaim Area Sludge Pump	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Reclaim Area Backwash Recycle Pump Motor	Capital Outlay	601 49400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,230		
	Mechanical Room Air Compressors	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 8,000.00			$ 9,280															$ 14,460		
	Tank Room Unit Heater No. 1	Capital Outlay	601 49400 500	20 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 2,200.00																				
	Mechanical Room Water Heater	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 1,600.00																				
	Brine Area Brine Transfer 1	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 35,000.00																		$ 45,150		
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 150,000.00																		$ 270,920		
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	New Water Tower	Buildings and Structures	601 49400 500	50 yr	2073	2023	$ 1,500,000.00																				
	Water Tower Coating	Capital Outlay	601 49400 500	20 yr	2023	2003	$ 700,000.00			$ 811,490																	
	Air dryer for garage door	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Heater for office	Capital Outlay	601 49400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	Drill Press	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 2,000.00																				
	Backup Cl2 System	Capital Outlay	601 49400 500	40 yr	2048	2008	$ 40,000.00																				
	Float valves (general - Qty 46)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 161,000.00																		$ 280,780		
	Filter valves (general - Qty 46)	Capital Outlay	601 49400 500	30 yr	2038	2008	$ 161,000.00																		$ 280,780		
	Cl2 Final Cl2 Analyzer	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00																				
	Cl2 Free Cl2 Analyzer	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 4,000.00																				
	Printer	Capital Outlay	601 49400 500	10 yr	2027	2017	$ 2,200.00																				
	Eyewash Station (Qty 3)	Capital Outlay	601 49400 500	20 yr	2028	2008	$ 3,000.00																				
	Pressure Washer (Qty 2)	Capital Outlay	601 49400 500	15yr	2023	2008	$ 2,000.00																				
	Rebuild Filter 1 Underdrain	Capital Outlay	601 49400 500	10 yr	2021	0	$ 800,000.00	$ 327,820																			
	Rebuild Filter 2 Underdrain	Capital Outlay	601 49400 500	10 yr	2022	0	$ 800,000.00		$ 335,000																		
	Rebuild Filter 3 Underdrain	Capital Outlay	601 49400 500	10 yr	2023	0	$ 800,000.00			$ 347,790																	
	Rebuild Filter 4 Underdrain	Capital Outlay	601 49400 500	10 yr	2024	0	$ 800,000.00				$ 366,230																
	Chlorine Generation Room Main System Cell	Capital Outlay	601 49400 500	7 yr	2025	2018	$ 55,900.00					$ 67,640															
	Cameras - Water Tower	Capital Outlay	601 49400 500	10 yr	2030	N/A	$ 3,500.00											$ 4,400									$ 4,850
	Well 1 Generator	Capital Outlay	601 49400 500	30 yr	2050	2020	$ 19,850.00																				
	Transfer Out for Engineered Projects	Operating Transfers	601 49400 710	N/A		Ongoing																					
	Contribution to General Fund (320) Capital Purchases	Operating Transfers	601 49400 720	N/A		Ongoing		$	$ 58,276	$ 18,336	$ 88,487	$ 652,000	$ 8,609	$ 80,000	$	$ 65,139	$	$ 78,901	$	$ 130,140	$	$ 15,268	$	$	$ 90,796	$ 28,567	
	Contribution to Liquor Fund (610) Capital Purchases	Operating Transfers	601 49400 720					$ 40,000																			
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601 49400 720	N/A		Ongoing		$	$	$	$	$	$	$	$	$	$	$ 189,161	$	$	$	$	$	$	$	$	
Department	Revenue	Account Title	Account Number																								
		State Grants and Aids	601 33400																								
		Bond Proceeds	601 39200																								
		Water Sales	601 37100					$ 155,630	$ 160,300	$ 165,110	$ 170,060	$ 175,160	$ 180,410	$ 185,820	$ 191,390	$ 197,130	$ 203,040	$ 209,130	$ 215,400	$ 221,860	$ 228,520	$ 235,360	$ 242,440	$ 249,710	$ 257,200	$ 264,920	$ 272,870
		Water Access Charge	601 37101					$ 188,640	$ 194,300	$ 200,130	$ 206,130	$ 212,310	$ 218,680	$ 225,240	$ 231,990	$ 238,950	$ 246,120	$ 253,500	$ 261,110	$ 268,940	$ 277,010	$ 285,320	$ 293,880	$ 302,700	$ 311,780	$ 321,130	$ 330,760
Anticipated Reserve Funds on 1/1/2021	Budgeted Expenditures						Budgeted Expenditures	$ 600,190	$ 686,300	$ 1,892,370	$ 630,592	$ 722,300	$ 43,100	$ 90,240	$ 928,300	$ 136,400	$ 794,930	$ 9,470	$ 153,240	$ 3,700	$ 18,300	$ 15,800	$ 9,830	$ 93,000	$ 1,454,407	$	$ 6,850
	Budgeted Revenues						Budgeted Revenues	$ 344,270	$ 354,300	$ 372,190	$ 376,550	$ 387,790	$ 398,490	$ 410,060	$ 423,380	$ 435,450	$ 449,160	$ 462,630	$ 476,510	$ 490,860	$ 505,680	$ 520,970	$ 536,730	$ 552,960	$ 569,660	$ 586,830	$ 604,470
	1 Year (Deficit) Water Budget						1 Year (Deficit) Water Budget	$ (255,920)	$ (331,000)	$ (1,519,980)	$ (254,042)	$ (334,510)	$ (354,590)	$ (481,180)	$ (504,920)	$ (298,950)	$ (345,770)	$ (453,840)	$ (437,730)	$ (481,860)	$ (477,630)	$ (514,830)	$ (536,980)	$ (540,740)	$ (884,747)	$ (678,170)	$ (732,240)
$ 1,454,407	Business Fund (Deficit) Surplus						Business Fund (Deficit) Surplus	$ 1,668,104	$ 1,574,475	$ 556,495	$ 427,432	$ 36,322	$ 460,041	$ 126,741	$ 464,674	$ 813,174	$ 922,272	$ 1,113,552	$ 1,609,652	$ 2,027,392	$ 2,439,184	$ 2,888,354	$ 3,514,004	$ 3,711,528	$ 2,771,671	$ 2,274,261	$ 1,796,847

City of Isanti

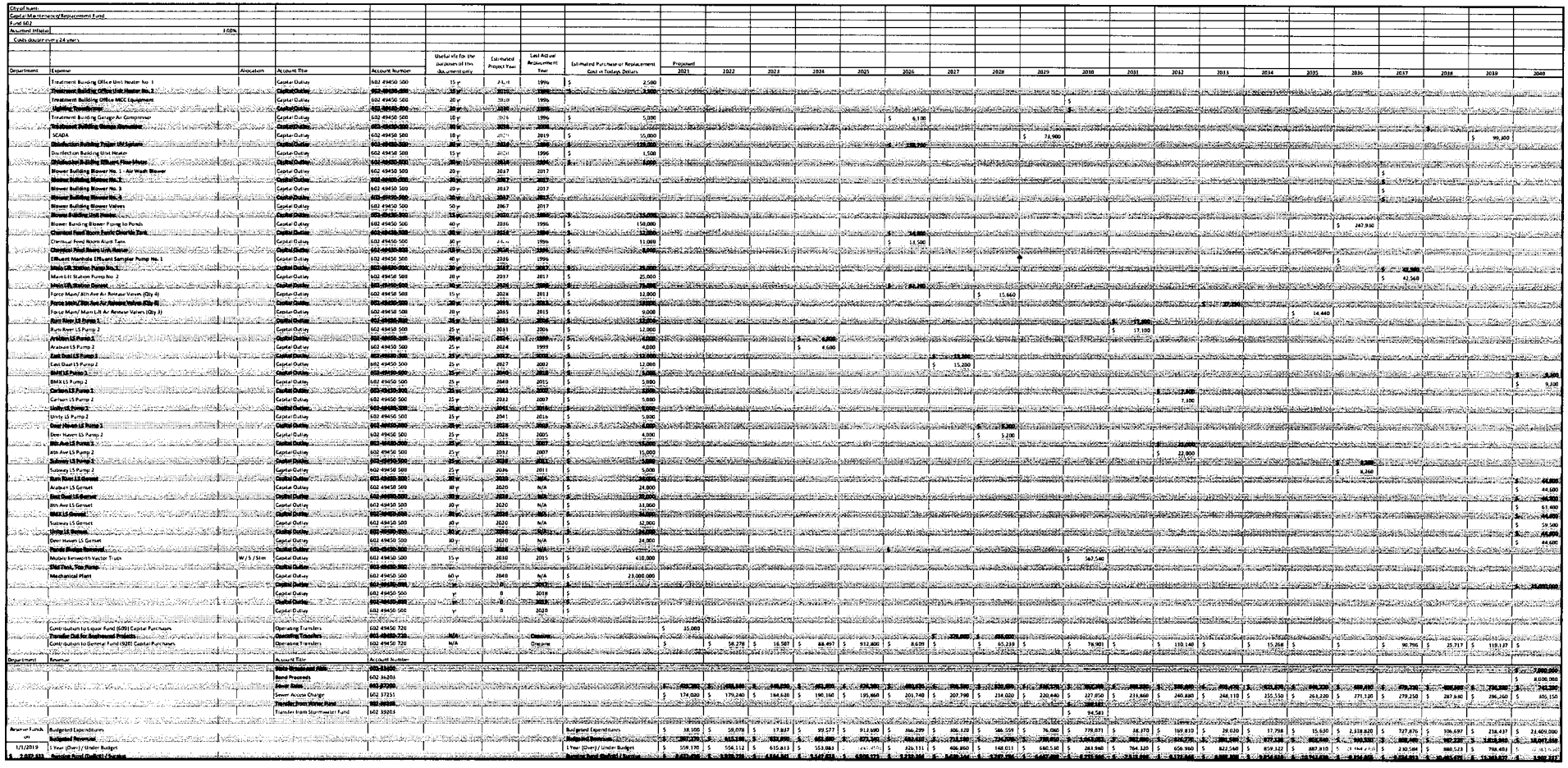
Capital Maintenance/Replacement Fund

Fund 602

Assumed Inflation 3.00%

Costs shaded every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Sewer	Computer/Technology Devices		Capital Outlay	602 49450 500	5 yr	Ongoing			$ 3,100	$ 800	$ 1,130	$ 1,890	$ 890	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 1,030	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 1,190	$ 4,830	$ 1,240	$ 2,080			
	Pretreatment New Screen 1 - Sewer Cure		Capital Outlay	602-49450-801	20 yr	2037	2017	$ 180,000																	$ 230,240				
	Pretreatment Fine Screen 2 - Envco Gate		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 100,000																	$ 178,240				
	Pretreatment Bar/Inlet Plates		Capital Outlay	602-49450-802	60 yr	2077	2017	$ 20,000																					
	Pretreatment Grit Classifier		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 40,000																	$ 66,100				
	Pretreatment Grit Separator / Chamber 2		Capital Outlay	602-49450-803	30 yr	2047	2017	$ 15,000																	$ 42,360				
	Pretreatment Grit Pump		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 15,000																	$ 42,360				
	Pretreatment Bobcat Plan		Capital Outlay	602-49450-804	30 yr	2047	2017	$ 2,000																	$ 4,280				
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																						
	Pretreatment, Forcemain from Lift Station to WWTF		Capital Outlay	602-49450-805	60 yr	2077	2017	$ 1,300,000																	$ 1,893,420				
	Pretreatment Automatic Sampler		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 15,000																					
	Pretreatment Lift & Tilt Monitor		Capital Outlay	602-49450-806	20 yr	2037	2017	$ 5,000																	$ 7,280				
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 2,000																	$ 3,400				
	Pretreatment Gas Fired Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 4,000																	$ 6,800				
	Pretreatment Grain Auger Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Split AC Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 4,000																	$ 6,800				
	Pretreatment Exhaust Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Make Air Unit		Capital Outlay	602-49450-807	30 yr	2047	2017	$ 15,000																	$ 26,040				
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																	$ 1,700				
	Pretreatment Sump Pumps		Capital Outlay	602-49450-808	20 yr	2037	2017	$ 3,000																	$ 5,100				
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,500																	$ 2,550				
	Pretreatment Flow Transducers (Qty 2)		Capital Outlay	602-49450-809	20 yr	2037	2017	$ 1,500																	$ 2,550				
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																						
	Aerated Ponds Aerated Pond No. 1		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 2		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 3		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 4		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 5		Imp Other Than Buildings	602-49450-510	60 yr	2056	1996																						
	Aerated Ponds Aerated Pond No. 6		Imp Other Than Buildings	602 49450 510	60 yr	2056	1996																						
	Aerated Ponds Air Piping in the Aerated Ponds		Capital Outlay	602-49450-900	15 yr	2026	2011	$ 30,000							$ 34,600														
	Aerated Ponds Control Structures		Buildings and Structures	602 49450 520	40 yr	2036	1996																	$ 5,100					
	Treatment Building Clarifier Splitter Box		Capital Outlay	602-49450-810	20 yr	2036	1996											$ 6,000											
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 10,750										$ 16,000											
	Treatment Building Solids Contact Clarifier No. 2 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 10,750										$ 16,000											
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750										$ 26,000											
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 18,750										$ 26,000											
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 1,000																					
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-800	30 yr	2026	1996	$ 10,000										$ 13,300											
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602 49450 500	20 yr	2016	1996	$ 10,000										$ 13,300											
	Treatment Building Backwash Piping and Valves		Capital Outlay	602-49450-500	30 yr	2026	1996																						
	Treatment Building Filter Air Piping		Capital Outlay	602 49450 500	20 yr	2016	1996																						
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	30 yr	2026	1996																						
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602 49450 500	20 yr	2420																							
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	20 yr	2420																							
	Treatment Building Filter No. 1		Capital Outlay	602 49450 500	10 yr	2020	2017																	$ 5,100					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2020	2017																	$ 5,100					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2049	2009	$ 1,000																					
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-800	15 yr	2025	2009	$ 11,000																					
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602 49450 500	20 yr	2026	1996	$ 15,000																					
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	30 yr	2026	2016	$ 15,000									$ 19,950										$ 26,600		
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602 49450 500	10 yr	2026	2016	$ 20,000							$ 24,600										$ 33,060				
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000							$ 24,600										$ 33,060				
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602 49450 500	10 yr	2028	2018	$ 15,000									$ 19,570										$ 26,600		
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000									$ 19,570										$ 26,600		
	Clearwell Tank Backwash Overflow		Capital Outlay	602 49450 500	40 yr	2036	1996																	$ 5,100					
	Clearwell Tank Cleanout		Capital Outlay	602-49450-500	40 yr	2036	1996																	$ 5,100					
	Treatment Building Dehumidifier		Capital Outlay	602 49450 500	15 yr	2020	2005	$ 2,500																					
	Treatment Building Sampler Room Heater - Influent		Capital Outlay	602-49450-500	20 yr	2026	2016																	$ 5,100					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,000																					
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 1,000																					



City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3.00%
Costs shown every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Projected 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602 49450 500	15 yr	2011	1996	$ 2,500																				
	Treatment Building Office MCC Equipment		Capital Outlay	602 49450 500	20 yr	2016	1996											$										
	Lighting Transformer		Capital Outlay	602 49450 500	20 yr	2016	1996											$										
	Treatment Building Garage Air Compressor		Capital Outlay	602 49450 500	10 yr	2006	1996	$ 5,000						$ 6,100														
	Treatment Building Blower Renovation		Capital Outlay	602 49450 500	30 yr	2026	2026																					
	SCADA		Capital Outlay	602 49450 580	10 yr	2029	2019	$ 55,000									$ 74,900										$ 99,400	
	Disinfection Building Pulper UV System		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 125,000																				
	Disinfection Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	1996	$ 1,500																				
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 5,000																				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 3		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower No. 4		Capital Outlay	602 49450 500	20 yr	2037	2017																			$		
	Blower Building Blower Valves		Capital Outlay	602 49450 500	50 yr	2067	2017																					
	Blower Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2032	2017	$ 15,000																				
	Blower Building Blower Piping to Ponds		Capital Outlay	602 49450 500	40 yr	2036	1996	$ 150,000																	$ 247,950			
	Chemical Feed Room Fluoride Tank		Capital Outlay	602 49450 500	20 yr	2034	2014	$ 12,000																				
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	1996	$ 11,000						$ 14,500														
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2026	2026	$ 5,000																				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Main Lift Station Pump No. 1		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																		$		
	Main Lift Station Pump No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																		$		
	Main Lift Station Generator		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 75,000																				
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 588	15 yr	2028	2013	$ 12,000									$ 15,660											
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	20 yr	2033	2013	$ 10,000																	$ 17,200			
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 9,000																$ 14,440				
	Rum River LS Pump 1		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,000							
	Rum River LS Pump 2		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,100							
	Arabian LS Pump 1		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	Arabian LS Pump 2		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	East Dual LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 12,000								$ 15,200												
	East Dual LS Pump 2		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000								$ 15,200												
	Bird LS Pump 1		Capital Outlay	602 49450 500	15 yr	2040	2025	$ 6,000																				$ 9,300
	BMX LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000																				$ 9,300
	Carlson LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																$ 7,400				
	Carlson LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																$ 7,100				
	Unity LS Pump 1		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000																				
	Unity LS Pump 2		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000																				
	Deer Haven LS Pump 1		Capital Outlay	602 49450 500	25 yr	2030	2005	$ 4,000									$ 5,200											
	Deer Haven LS Pump 2		Capital Outlay	602 49450 500	25 yr	2028	2003	$ 4,000									$ 5,200											
	8th Ave LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	8th Ave LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000													$ 22,000							
	Subway LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Subway LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																	$ 8,260			
	Rum River LS Genset		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 40,000																				$ 66,000
	Arabian LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				$ 44,600
	East Dual LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 20,000																				$ 44,600
	8th Ave LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 33,000																				$ 61,400
	BMX LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 24,000																				$ 44,600
	Subway LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 32,000																				$ 59,500
	Unity LS Genset		Capital Outlay	602 49450 500	20 yr	2036	N/A	$ 24,000																				$ 44,600
	Deer Haven LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				$ 44,600
	Pond Bridge Removal		Capital Outlay	602 49450 500	30 yr	2048	N/A																					
	Mobile Kenworth Vactor Truck	W / S / Strm	Capital Outlay	602 49450 500	15 yr	2030	2015	$ 410,000											$ 567,540									
	Skid Pack, Top Pump		Capital Outlay	602 49450 500	20 yr	2036	2016	$ 25,000																				
	Mechanical Plant		Capital Outlay	602 49450 500	40 yr	2060	N/A	$ 23,000,000																				$ 35,695,000
			Capital Outlay	602 49450 500	20 yr	2040	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2018	$																				
			Capital Outlay	602 49450 500	yr	0	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2020	$																				
	Contributions to Liquor Fund (609) Capital Purchases		Operating Transfers	602 49450 720					$ 35,000																			
	Transfer Out for Southwood Projects		Operating Transfers	601 49450 720	N/A			Closing								$ 270,000	$ 450,000											
	Contribution to General Fund (920) Capital Purchases		Operating Transfers	N/A				Closing	$								$ 76,901											
Department	Revenue		Account Title	Account Number																								
			Bond Proceeds	602 39201																								$ 8,000,000
			Bond Proceeds	601 39201																								$ 8,000,000
			Sewer Rates	602 37201					$ 1,458,200	$ 1,485,800	$ 1,440,000	$ 1,481,800	$ 1,524,200	$ 1,568,000	$ 1,613,200	$ 1,659,800	$ 1,708,000	$ 1,757,600	$ 1,808,800	$ 1,861,600	$ 1,916,000	$ 1,972,000	$ 2,029,800	$ 2,089,400	$ 2,150,800	$ 2,214,000	$ 2,279,200	$ 2,346,200	$ 2,415,200
			Sewer Access Charge	602 37251					$ 174,000	$ 179,240	$ 184,620	$ 190,160	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,110	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,260	$ 305,150
			Transfer from Storm Water Fund	602 39201														$ 94,583									
			Transfer from Storm water Fund	602 39201															$ 200,181									
Revenue Funds	Budgeted Expenditures							Budgeted Expenditures	$ 38,100	$ 58,078	$ 17,817	$ 99,577	$ 913,600	$ 866,299	$ 806,120	$ 586,559	$ 76,080	$ 778,071	$ 38,370	$ 169,810	$ 29,020	$ 17,758	$ 15,630	$ 2,318,820	$ 727,876	$ 106,697	$ 218,437	$ 21,401,000
on	Budgeted Revenue							Budgeted Revenue	$ 1,807,270	$ 1,813,198	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 1,811,896	$ 18,097,668
1/1/2019	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ 558,170	$ 556,112	$ 615,813	$ 553,083	$ 441,476	$ 226,111	$ 486,860	$ 148,011	$ 660,548	$ 263,940	$ 764,320	$ 656,960	$ 822,546	$ 859,322	$ 887,810	$ 21,464,410	$ 2,930,596	$ 880,523	$ 798,483	$ (2,463,548)
$ 3,687,833	Revolve Fund Deficit / Surplus							Revolve Fund Deficit / Surplus	$ 3,687,833	$ 3,130,720	$ 2,574,608	$ 2,021,525	$ 1,580,049	$ 1,353,938	$ 867,078	$ 718,067	$ 57,519	$ 321,459	$ 557,139	$ 1,214,099	$ 391,553	$ (467,769)	$ (1,355,579)	$ 20,108,831	$ 17,178,235	$ 16,297,712	$ 15,499,229	$ 17,962,777

City of Ivanhoe																														
Capital Maintenance/Replacement Fund																														
Fund 605																														
Assumed Inflation	1.00%																													
= Costs double every 24 years																														
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 3,100	$ 800	$ 1,330	$ 1,880	$ 2,860	$ 3,590	$ 920	$ 3,550	$ 2,180	$ 3,310	$ 4,170	$ 1,070	$ 1,790	$ 2,530	$ 3,840	$ 4,830	$ 1,240	$ 2,080	$ 2,910	$ 3,840
	2015 Bobcat T2 7' Brush Cutter	Capital Outlay	603-49500-500	10 yr useful life	2030	2015	$ 5,000																				
	2015 Bobcat DD Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000										$ 9,690										
	2012 Rain Pelican Pumper	Capital Outlay	603-49500-500	20 yr useful life	2032	2012	$ 180,000																				
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000		$ 30,927																		
	2009 JD MDR Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2008	$ 30,000		$ 30,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2019																						
		Capital Outlay	603-49500-500	30 yr useful life	2020			$ 111,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2021				$ 30,927																		
		Capital Outlay	603-49500-500	30 yr useful life	2022			$ 10,000		$ 30,927																	
		Capital Outlay	603-49500-500	30 yr useful life	2023			$ 10,000			$ 31,955																
		Capital Outlay	603-49500-500	30 yr useful life	2024			$ 10,000				$ 11,593															
		Capital Outlay	603-49500-500	30 yr useful life	2025			$ 10,000					$ 11,945														
		Capital Outlay	603-49500-500	30 yr useful life	2026			$ 10,000						$ 12,299													
		Capital Outlay	603-49500-500	30 yr useful life	2027			$ 10,000							$ 12,668												
		Capital Outlay	603-49500-500	30 yr useful life	2028			$ 10,000								$ 13,048											
		Capital Outlay	603-49500-500	30 yr useful life	2029			$ 10,000									$ 13,439										
		Capital Outlay	603-49500-500	30 yr useful life	2030			$ 10,000										$ 13,842									
		Capital Outlay	603-49500-500	30 yr useful life	2031			$ 10,000											$ 14,258								
		Capital Outlay	603-49500-500	30 yr useful life	2032			$ 10,000												$ 14,685							
		Capital Outlay	603-49500-500	30 yr useful life	2033			$ 10,000													$ 15,126						
		Capital Outlay	603-49500-500	30 yr useful life	2034			$ 10,000														$ 15,580					
		Capital Outlay	603-49500-500	30 yr useful life	2035			$ 10,000															$ 16,047				
		Capital Outlay	603-49500-500	30 yr useful life	2036			$ 10,000																$ 16,528			
		Capital Outlay	603-49500-500	30 yr useful life	2037			$ 10,000																	$ 17,024		
		Capital Outlay	603-49500-500	30 yr useful life	2038			$ 10,000																		$ 17,535	
		Capital Outlay	603-49500-500	30 yr useful life	2039			$ 10,000																			$ 18,061
		Capital Outlay	603-49500-500	30 yr useful life	2040			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2041			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2042			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2043			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2044			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2045			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2046			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2047			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2048			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2049			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2050			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2051			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2052			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2053			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2054			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2055			$ 10,000																			
		Capital Outlay	603-49500-500	30 yr useful life	2056			$ 10,000																			
	Transfer Out for Engineered Projects		603-49500-720											$ 344,000	$ 100,000												
	Contribution to Liquor Fund (609) Capital Purchases		603-49500-720					$ 65,000																			
	Contribution to Disposal Fund (670) Capital Purchases		603-49500-720					$ -	$ -	$ 1,838	$ 33,075	$ 200,000	$ 8,808	$ -	$ -	$ -	$ -	$ 94,581	$ 97,290	$ -	$ -	$ 33,206	$ -	$ -	$ -	$ 2,646	$ 4,743	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603-49500-720																								
Department	Revenue	Account Title	Account Number																								
		State Grants & Aids	603-33400																								
		Special Assessments	603-36100																								
		Interest Earnings	603-36210																								
		Stormwater Sales	603-37400					$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,730	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
		Transfer from General Fund	603-39101																								
		Transfer from Other Fund	603-39203																								
		Bond Proceeds	603-39510																								
	Budgeted Expenditures						Budgeted Expenditures	$ 179,100	$ 83,294	$ 14,066	$ 28,206	$ 275,253	$ 24,140	$ 177,219	$ 182,218	$ 13,228	$ 137,640	$ 18,012	$ 223,859	$ 16,475	$ 32,924	$ 19,420	$ 20,827	$ 12,768	$ 21,954	$ 25,206	$ 21,901
	Budgeted Revenues						Budgeted Revenues	$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,730	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
	1 Year (Over) / Under Budget						1 Year (Over) / Under Bud	$ (101,650)	$ 46,506	$ 68,074	$ 56,414	$ (188,093)	$ 65,630	$ (84,759)	$ (86,988)	$ 82,862	$ (36,609)	$ 86,048	$ (116,679)	$ 93,925	$ 80,786	$ 97,700	$ 99,753	$ 106,482	$ 106,026	$ 106,614	$ 113,869
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / S	$ 68,509	$ 115,016	$ 183,090	$ 239,504	$ 51,411	$ 117,042	$ 32,283	$ (54,705)	$ 28,157	$ (8,451)	$ 77,605	$ (39,074)	$ 54,850	$ 135,636	$ 233,337	$ 333,089	$ 439,571	$ 545,597	$ 652,211	$ 766,080

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614

Assumed Inflation	3.00%																							
Costs double every 24 years																								
Assumed Revenue Growth	1.00%																							
Department	Expense	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	N/A	2020																					
ALL	Misc. Software Programs	N/A	Ongoing	$ 1,000.00	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344	1,384	1,426	1,469	1,513	1,558	1,605	1,653	1,702	1,754	1,806	1,860
ALL	Desktop Printers	N/A	Ongoing	$ 300.00	309	318	328	338	348	358	369	380	391	403	415	427	440	453	467	481	495	510	525	541	557	574
ALL	Document Imaging Software	20 yr useful life	2039	$ 5,000.00																					
FINANCE	AP Workflow Management Software	20 yr useful life	2021	$ 8,000.00																					
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	20 yr useful life	2024	$ 10,000.00																					
ADMIN / HR / CITY CLERK	Packet Management Software	20 yr useful life	2020	$ 20,000.00																					
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	[redacted]																					
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
WATER	WTP - SCADA TOWER	5 yr useful life	2019	$ 1,650.00																					
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2019	$ 1,650.00																					
WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00																					
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	5 yr useful life	2019	$ 1,650.00																					
LIQUOR	LIQUOR STORE SERVER	5 yr useful life	2019	$ 1,650.00																					
STREET, WATER, SEWER, STORM	WTP IPAD	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE TOWER	5 yr useful life	2020	$ 1,650.00																					
STORMWATER	CITY HALL LAPTOP	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00																					
WATER	WTP TOWER	5 yr useful life	2020	$ 1,650.00																					
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00																					
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00																					
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2021	$ 1,650.00	1,750																				
PARKS	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750																				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
EDA	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	CHIEF - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	LT. - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
POLICE	POLICE STATION LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN	CITY HALL SFF	5 yr useful life	2022	$ 1,650.00		1,803.00																			
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	5 yr useful life	2022	$ 1,650.00		1,803.00																			
PLANNING	CITY HALL TOWER	5 yr useful life	2022	$ 1,650.00		1,803.00																			
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00																		
BUILDING INSPECTION	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00																		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00																		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	5 yr useful life	2021	$ 11,550.00	12,253					14,205.00					16,468.00					19,090.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	5 yr useful life	2022	$ 2,000.00		2,145.00					2,534.00					2,987.00					3,405.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	5 yr useful life	2021	$ 1,000.00	1,061					1,230.00					1,426.00					1,653.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	5 yr useful life	2023	$ 1,700.00			2,008.00					2,369.00					2,723.00					3,136.00		
Revenue	Account Title																							
80.00%	Cable Franchise Fee				27,810.00	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00
	Interest Earnings				100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	102.00
(LESS)	Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (3,750.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (4,400.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (5,100.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (5,910.00)	$ (3,840.00)
(LESS)	Sewer Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (3,750.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (4,400.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (5,100.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (5,910.00)	$ (3,840.00)
(LESS)	Storm Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,630.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Liquor Fund Allocation				$ (2,891.00)	$ (443.00)	$ (1,410.00)	$ (1,791.00)	$ (3,150.00)	$ (3,600.00)	$ (510.00)	$ (605.00)	$ (2,220.00)	$ (3,854.00)	$ (3,585.00)	$ (591.00)	$ (1,546.00)	$ (1,571.00)	$ (2,941.00)	$ (4,152.00)	$ (685.00)	$ (1,071.00)	$ (2,580.00)	$ (2,940.00)
	Budgeted Expenditures				$ 22,894.00	$ 21,441.00	$ 26,272.00	$ 29,582.00	$ 26,508.00	$ 26,818.00	$ 28,780.00	$ 27,025.00	$ 33,886.00	$ 23,371.00	$ 30,966.00	$ 26,945.00	$ 29,748.00	$ 30,268.00	$ 25,470.00	$ 28,787.00	$ 30,448.00	$ 28,459.00	$ 38,406.00	$ 38,826.00
	Budgeted Revenues				$ 27,910.00	$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,371.00	$ 33,702.00
	1 Year (Over) / Under Budget				$ 5,016.00	$ 6,749.00	$ 2,198.00	$ (831.00)	$ 2,532.00	$ 2,512.00	$ 840.00	$ 2,895.00	$ (3,666.00)	$ 7,149.00	$ (146.00)	$ 4,185.00	$ 1,692.00	$ 1,482.00	$ 6,600.00	$ 3,603.00	$ 2,262.00	$ 4,581.00	$ (5,035.00)	$ (5,124.00)
	Running Fund (Deficit) / Surplus				$ 12,676.48	$ 19,535.48	$ 27,733.48	$ 32,936.48	$ 50,473.48	$ 53,485.48	$ 58,355.48	$ 58,269.48	$ 74,650.48	$ 91,819.48	$ 92,163.48	$ 97,012.48	$ 98,707.48	$ 114,408.48	$ 130,999.48	$ 134,032.48	$ 136,293.48	$ 140,874.48	$ 135,839.48	$ 130,715.48

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Council	Closed Debt Service Expenses	920-41110-300																								
Council	Council A/V Improvements	920-41110-500	30 yr useful life	2038	2019	$ 88,488									$ 80,326										$ 110,448	
Council	Councilmember Chairs	920-41110-500	20 yr useful life	2025	2005	$ 1,000					$ 1,194															
Elections	Ballot Counters	920-41200-600	7 yr useful life	2020	?	$ 8,500								$ 8,284						$ 10,327						
Elections	Voting Equipment	920-41200-500	10 yr useful life	?	?	$ -																				
Administration	Closed Debt Service Expenses	920-41500-300																								
Administration	Replace Doors add Keycard Entry City Hall	920-41500-500	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Administration	Employee Accomodations	920-41500-800					$ 1,648	$ 1,697	$ 1,748	$ 1,800	$ 1,854	$ 1,910	$ 1,967	$ 2,026	$ 2,087	$ 2,150	$ 2,214	$ 2,281	$ 2,349	$ 2,419	$ 2,492	$ 2,567	$ 2,644	$ 2,723	$ 2,805	
Municipal Building	Flooring City Hall	920-41941-500	25 yr useful life	2030	2005	$ 24,000										$ 33,222										
Municipal Building	Desk Chairs City Hall	920-41941-600	10 yr useful life	2020	2005	$ 8,000										$ 10,704										$ 10,427
Municipal Building	Side Chairs City Hall	920-41941-500	10 yr useful life	2021	N/A	$ 2,500	$ 2,575										$ 3,461									
Municipal Building	Phone System City Hall	920-41941-900	7 yr useful life	2022	2015	$ 24,000		$ 25,236							$ 29,485								$ 28,885			
Municipal Building	Windows City Hall	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	Roof City Hall	920-41941-500	40 yr useful life	2045	2005	$ 40,000																				
Municipal Building	Repoint Exterior Walls City Hall	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	Painting City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000														$ 46,161						
Municipal Building	Furnace City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 13,941															
Municipal Building	AC Unit City Hall	920-41941-500	20 yr useful life	2025	2005	$ 30,000					$ 41,822															
Municipal Building	CH/ICC 100KW Stationary Generator	920-41941-500	20 yr useful life	2020	N/A	$ 36,000																				$ 66,970
Municipal Building	Cameras City Hall	920-41941-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,480										$ 4,650
Police	100KW Stationary Generator	920-42110-500	20 yr useful life	2020	N/A	$ 36,000																				
Police	Squad Vehicle - 205 - 2019 Dodge Durango	920-42110-900	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,949					$ 84,570	
Police	Squad Vehicle - 221 - 2015 Ford Explorer	920-42110-500	5 yr useful life	2020	2015	$ 46,815					$ 55,900					$ 64,800					$ 75,120					$ 87,080
Police	Squad Vehicle - 222 - 2019 Dodge Durango	920-42110-900	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,949					$ 84,570	
Police	Squad Vehicle - 224 - 2016 Ford Explorer	920-42110-500	5 yr useful life	2021	2016	$ 46,815	$ 49,670						$ 57,580				$ 66,750					$ 77,380				
Police	Squad Vehicle - 223 - 2013 Impala	920-42110-500	10 yr useful life	2023	2013	$ 46,815			$ 52,690										$ 70,810							
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	920-42110-500	10 yr useful life	2027	2017	$ 31,350								$ 39,710										$ 53,370		
Police	Exterior Paint - PD Share Only	920-42110-520	20 yr useful life	2039	2019	$ 7,500																			$ 4,150	
Police	Liquor Store Rehab	920-42110-520	N/A	2025	N/A	$ 1,000,000					$ 1,159,274															
Police	Roof	920-42110-500	40 yr useful life	2045	2005	$ 40,000																				
Police	Sprinkler - Fire Suppression	920-42110-500																								
Police	A/C Units	920-42110-500			2015																					
Police	Windows	920-42110-500			2015																					
Police	Replace Doors add Keycard Entry	920-42110-501	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Police	Lighting / Electrical Fixtures	920-42110-500	30 yr useful life	2028	1996	$ 15,000								$ 19,572												
Police	Flooring Police Station	920-42110-500	20 yr useful life	2024	2004	$ 30,000				$ 37,800																
Police	Interior Paint - PD Share Only	920-42110-500	15 yr useful life	2021	2006	$ 3,000	$ 3,180															$ 4,960				
Police	Chairs Police Station	920-42110-800	10 yr useful life	2025	2015	$ 8,000					$ 7,189										$ 9,920					
Police	Phone System	920-42110-500	15 yr useful life	2021	2006	$ 10,000	$ 10,610															$ 16,530				
Police	Car / Body Cameras	920-42110-500	10 yr useful life	2029	2019	$ 28,000									$ 37,580										$ 58,630	
Police	Car / Body / Building Camera Server	920-42110-500	10 yr useful life	2029	2019	$ 48,497									$ 65,180										$ 87,600	
Police	Building Cameras	920-42110-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,480										$ 4,650
Police	Portable Radios	920-42110-500	10 yr useful life	2022	2008	$ 60,300		$ 65,890											$ 88,550							
Police	Tasers	920-42110-800	5 yr useful life	2020/2021	2015/2018	$ 4,500	$ 4,770				$ 5,880	$ 5,500				$ 6,240	$ 6,610				$ 7,220	$ 7,580				$ 9,380	
Police	Handguns	920-42110-500	5 yr useful life	2020	2015	$ 5,560					$ 6,446					$ 7,472					$ 8,662					$ 10,042
Police	Long Guns	920-42110-500	20 yr useful life	2022	1970	$ 22,190		$ 23,777																		

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Streets	60KW Stationary Generator	920-43100-500	20 yr useful life	2020	N/A	$ 33,000																				$ 61,390
Streets	2012 GMC Double Cab 1/2 ton	920-43100-500	15 yr useful life	2027	2012	$ 35,000												$ 51,398								
Streets	2017 Sierra Single Cab 3/4 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2015 Chev 2500 HD	920-43100-500	15 yr useful life	2030	2015	$ 35,000										$ 48,648										
Streets	2019 Chev 2500 w/ Plow & De-Icer System	920-43100-500	15 yr useful life	2034	2019	$ 49,000														$ 76,340						
Streets	2006 Chev 4500 w/ Dump Box	920-43100-500	20 yr useful life	2026	2006	$ 85,000				$ 75,853																
Streets	2007 F-250	920-43100-500	15 yr useful life	2022	2007	$ 35,000			$ 39,393																$ 61,373	
Streets	2011 F-250	920-43100-500	15 yr useful life	2026	2011	$ 35,000							$ 49,046													
Streets	2007 Sterling 8500 Plow Truck	920-43100-500	15 yr useful life	2022	2007	$ 200,000		$ 218,545															$ 340,487			
Streets	2018 International Work Star Plow Truck	920-43100-500	15 yr useful life	2033	2018	$ 205,000								$ 302,966												
Streets	2014 International Work Star Plow Truck	920-43100-500	15 yr useful life	2030	2014	$ 200,000										$ 276,847										
Streets	Plow Truck	920-43100-500	15 yr useful life	2032	N/A	$ 200,000												$ 274,797								$ 457,586
Streets	1996 Komatsu Motor Grader	920-43100-500	25 yr useful life	2024	1996	$ 260,000				$ 292,632																
Streets	Pro-Tach Sno-Pusher (Loader Attachment)	920-43100-500	15 yr useful life	2044	2019	$ 8,000														$ 7,790						
Streets	18 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	22 ft Felling Trailer	920-43100-500	15 yr useful life	2035	2020	$ 8,000			$ 29,816																$ 31,366	
Streets	Paint Trailer	910-43100-500	15 yr useful life	2022	2007	$ 6,500		$ 7,303															$ 11,066			
Streets	12 ft Standard Trailer	920-43100-500	15 yr useful life	2022	2007	$ 3,800		$ 4,825																$ 6,988		
Streets	6 x 12 utility trailer w/ rear drop gate	920-43100-500	15 yr useful life	2032	2017	$ 1,500												$ 2,208								
Streets	4-Ton Hot Patch Trailer	920-43100-500	30 yr useful life	2048	2018	$ 20,000																				
Streets	Bulk Fuel Tank and Pump	920-43100-500	20 yr useful life	2039	2019	$ 6,000																			$ 10,837	
Streets	Air Compressor	920-43100-500	30 yr useful life	2049	2019	$ 9,500																			$ 8,219	
Streets	Vibrating Asphalt Roller	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	Bobcat Stair Loader Buyback Program	920-43100-500	Annual			$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400
Streets	2006 Case Loader 621D	920-43100-500	20 yr useful life	2027	2006	$ 271,289							$ 343,661													
Streets	2008 JD 748 Tractor w/ mower, blower	920-43100-500	25 yr useful life	2033	2008	$ 30,000			$ 22,319																$ 45,079	
Streets	1998 Ford 545D Tractor (3 pt hitch)	920-43100-500	25 yr useful life	2021	1998	$ 55,000			$ 61,900																	
Streets	2016 Bobcat V-Plow	920-43100-500	10 yr useful life	2026	2016	$ 5,000				$ 5,796										$ 7,790						
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2007 Bobcat Broom	920-43100-500	10 yr useful life	2021	2007	$ 5,000	$ 5,396											$ 7,128								
Streets	2014 Bobcat Broom	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2016 Bobcat Snow Blower	920-43100-500	10 yr useful life	2026	2016	$ 10,000			$ 11,266	$ 11,593									$ 15,126							
Streets	2014 Bobcat Snow Blower	920-43100-500	10 yr useful life	2024	2014	$ 10,000				$ 11,593										$ 15,580						
Streets	2014 Bobcat Grapple Bucket	920-43100-500	20 yr useful life	2034	2014	$ 5,000														$ 7,790						
Streets	2008 Boss 1 Ton 10 ft Straight Blade	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	2011 Boss 1 1/2 Ton V-Plow	920-43100-500	15 yr useful life	2026	2011	$ 8,000						$ 11,009														
Streets	2017 Graco Street Painter	920-43100-500	10 yr useful life	2027	2017	$ 7,000							$ 8,867										$ 11,917			
Streets	Sign Replacement	920-43100-500	8 yr useful life	2029-36	N/A	$ 5,000		$ 5,599	$ 6,471	$ 6,932						$ 8,376	$ 8,627	$ 8,766						$ 8,818	$ 9,084	$ 9,226
Streets	GPS Unit	920-43100-500	10 yr useful life	2025	2015	$ 8,000					$ 9,552										$ 12,838					
Streets	Mini Excavator	920-43100-600	30 yr useful life	2028	N/A	$ 70,000								$ 91,954												
Streets	Make-Up Heater (Above Bathroom #2)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Make-Up Heater (Above Breakroom)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Infloor Heat Boilers (2)	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	Wire Feed Welder	920-43100-500	20 yr useful life	2033	2005	$ 5,000			$ 5,577																	
Streets	Pressure Washer	920-43100-500	15 yr useful life	2032	2017	$ 5,500												$ 8,077								
Streets	Pressure Washer	920-43100-500	15 yr useful life	2021	2006	$ 5,000	$ 5,396																	$ 6,766		
Streets	Gate Valve Turner	920-43100-500	30 yr useful life	2035	2005	$ 2,000															$ 3,209					
Streets	Floor Sweeper with Charger	920-43100-500	30 yr useful life	2048	2018	$ 3,500																		$ 6,766		
Streets	Fresh Air Circulation Blower	920-43100-500	30 yr useful life	2027	1997	$ 5,000							$ 6,334													
Streets	Reseal Interior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Reseal Exterior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Resurface / Replace Concrete Floor	920-43100-500	30 yr useful life	2027	1997	$ 75,000							$ 88,672													
Streets	Infloor Heat Coil System	920-43100-500	100 yr useful life	2097	1997																					
Streets	Roof	920-43100-800	60 yr useful life	2057	1997																					
Streets	Truck Mounted Mosquito Fogger	920-43100-500	10 yr useful life	2020	N/A	$ 10,000										$ 13,842										$ 18,603
Streets	Hydraulic Tree Spade	920-43100-600	30 yr useful life	2024	N/A	$ 80,000													$ 115,126							
Streets	Public Services Building & Salt Shed	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000					$ 2,608,000															

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Street Lighting	Street Light Pole Replacement (65 City Owned)	920-43160-500	30 yr useful life	Annual	N/A	$ 6,000	$ 6,447	$ 6,641	$ 6,841	$ 7,046	$ 7,257	$ 7,475	$ 7,699	$ 7,930	$ 8,168	$ 8,413	$ 8,665	$ 8,925	$ 9,193	$ 9,469	$ 9,753	$ 10,045	$ 10,347	$ 10,657	$ 10,977	$ 11,307	$ 11,646	$ 11,995	$ 12,355	$ 12,726	$ 13,107	$ 13,501	$ 13,906	$ 14,323	$ 14,753	$ 15,196	$ 15,652
Street Lighting	Street Light Infill	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,000	$ 10,300	$ 10,609	$ 10,927	$ 11,255	$ 11,593	$ 11,941	$ 12,299	$ 12,668	$ 13,048																			
ICC	Handicap Door Actuators	920-45186-500	20 yr useful life	2021	N/A	$ 6,000	$ 6,180																											
ICC	Air Conditioner - South Side 3-ton	920-45186-500	20 yr useful life	2022	2002	$ 3,075		$ 3,360																										
ICC	Air Conditioner - West Side 4-ton	920-45186-500	20 yr useful life	2035	2015	$ 5,500																												
ICC	Compressor	920-45186-500	15 yr useful life	2025	2010	$ 1,500					$ 1,791																						$ 2,790
ICC	Convection Oven	920-45186-500	20 yr useful life	2031	2011	$ 6,000																												
ICC	Dishwasher with Type II Hood Install	920-45186-500	20 yr useful life	2021	1991	$ 7,300	$ 7,745																											
ICC	Furnace	920-45186-500	20 yr useful life	2021	1991	$ 7,000	$ 7,426																											
ICC	Furnace	920-45186-500	20 yr useful life	2026	2006	$ 7,000						$ 8,609																						
ICC	Range / Oven / Vent / Hood / Fan	920-45186-500	20 yr useful life	2034	2014	$ 35,700														$ 38,440														
ICC	Sprinkler System - Fire Suppression	920-45186-500	20 yr useful life	2021	1996	$ 25,000	$ 25,750																											
ICC	Range	920-45186-500	15 yr useful life	2025	2010	$ 7,500						$ 9,224																						
ICC	Fixtures - Plumbing	920-45186-500	30 yr useful life	2044	2014	$ 8,000																												
ICC	Exterior Siding Replace	920-45186-500	30 yr useful life	2031	2001	$ 25,000														$ 29,719														
ICC	Exterior Siding Repaint	920-45186-500	15 yr useful life	2025	2014	$ 7,500					$ 8,955																							
ICC	Exterior Doors	920-45186-500	30 yr useful life	2038	2018	$ 5,500																												
ICC	Windows	920-45186-500	40 yr useful life	2037	1997	$ 25,000																												
ICC	Ramp / Concrete	920-45186-500	40 yr useful life	2053	2013	$ 48,000																												
ICC	Roof	920-45186-500	30 yr useful life	2043	2013	$ 25,000																												
ICC	Flooring	920-45186-500	25 yr useful life	2039	2014	$ 18,900																												
ICC	Interior Doors / Millwork	920-45186-500	30 yr useful life	2044	2014	$ 4,720																												
ICC	Interior Paint / Walls	920-45186-500	15 yr useful life	2029	2014	$ 12,100										$ 14,285																		
ICC	Fixtures - Electrical	920-45186-500	25 yr useful life	2039	2014	$ 15,700																											$ 28,356	
ICC	Kitchen - Cabinets / Countertops	920-45186-500	30 yr useful life	2044	2014	$ 20,000																												
ICC	Kitchen - Fire Suppresion	920-45186-500	20 yr useful life	2034	2014	$ 25,000														$ 38,949														
ICC	Lion's Office Area	920-45186-500			2017	$ 5,000																												
ICC	Laminate Sprig	920-45186-500			2014																													
ICC	Tables and Chairs	920-45186-500	15 yr useful life	2029	2014	$ 8,000										$ 10,751																		
ICC	Exterior Door Locks	920-45186-500	15 yr useful life	2029	2014	$ 2,250										$ 3,024																		

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

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PRC	Academy Park - Playground Equipment	920-45300-500	20 yr useful life	2037	2017	$ 49,800																	$ 84,991			
PRC	Academy Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2027	2017	$ 10,000							$ 12,668										$ 17,024			
PRC	Academy Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2057	2017	$ 40,000																				
PRC	Academy Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	Bluebird Park - Playground Equipment	920-45300-500	20 yr useful life	2039	2019	$ 154,800														$ 179,888						
PRC	Bluebird Park - Playground Equipment - Clifford	920-45300-500	20 yr useful life	2024	2004	$ 24,600				$ 28,518																
PRC	Bluebird Park - Skatepark Equipment	920-45300-500	20 yr useful life	2037	2017	$ 20,000							$ 25,335													
PRC	Bluebird Park - Pavilion	920-45300-500	30 yr useful life	2036	2006	$ 20,000																$ 33,057				
PRC	Bluebird Park - Performance Center	920-45300-500	40 yr useful life	2021	N/A	$ 241,000	$ 248,230																			
PRC	Bluebird Park - Restrooms	920-45300-500	40 yr useful life	2021	N/A	$ 200,000	$ 206,000																			
PRC	Bluebird Park - Splash Pad	920-45300-500	30 yr useful life	2038	N/A	$ 204,000			$ 216,945																	
PRC	Bluebird Park - Concrete Edging	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	Bluebird Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Dog Park - Fencing	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	Isanti Hills - Playground Equipment	920-45300-500	20 yr useful life	2034	2014	$ 97,384																				
PRC	Isanti Hills - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	Isanti Hills - Pavion	920-45300-500	30 yr useful life	2035	1995	$ 30,000																				
PRC	Isanti Hills - Concrete Edging/Table	920-45300-500	40 yr useful life	2057	2017	$ 21,000																				
PRC	Legacy Park - Equipment	920-45300-500	20 yr useful life	2034	2014	$ 9,750														$ 9,843						
PRC	Legacy Park - Lime Aggregate	920-45300-500	15 yr useful life	2027	2012	$ 35,000							$ 44,337													
PRC	Mattson Park - Playground Equipment	920-45300-500	20 yr useful life	2027	2007	$ 80,420							$ 81,873													
PRC	Mattson Park - Pavilion	920-45300-500	30 yr useful life	2015	1985	$ 10,000										$ 13,842										
PRC	Mattson Park - Concrete Siding	920-45300-500	40 yr useful life	2057	2017	$ 28,500																				
PRC	Mattson Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Mattson Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2038	2018	$ 15,000								$ 19,472											$ 28,309	
PRC	Mattson Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	River Bluff / Community Garden - Equipment	920-45300-500	20 yr useful life	2036	2016	$ 8,000																$ 13,223				
PRC	River Bluff / Community Garden - Dock	920-45300-500	10 yr useful life	2026	2016	$ 12,000						$ 14,758														
PRC	River Bluff / Community Garden - Fencing	920-45300-500	30 yr useful life	2046	2016	$ 24,000																				
PRC	Riverside Park - Playground Equipment	920-45300-500	30 yr useful life	2033	2003	$ 76,365													$ 115,509							
PRC	Rum River Meadows - Equipment	920-45300-500	20 yr useful life	2025	2005	$ 30,150					$ 38,898															$ 358,404
PRC	Rum River Meadows - Irrigation	920-45300-500	30 yr useful life	2035	2005	$ 2,890															$ 4,638					
PRC	Rum River Meadows - Fencing	920-45300-500	30 yr useful life	N/A	N/A	$ 20,000																				
PRC	Unity Ball Field - Bleachers	920-45300-500	30 yr useful life	2021		$ 6,500	$ 6,695																			
PRC	Unity Ball Field - Backstops	920-45300-500	20 yr useful life	2025	2005	$ 4,500					$ 5,670															
PRC	Unity Ball Field - Fencing	920-45300-500	30 yr useful life	2025	1985	$ 15,000					$ 17,911															
PRC	Unity Ball Field - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 30,000												$ 34,258								
PRC	VFW Park - Equipment	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	VFW Park - Fencing	920-45300-500	30 yr useful life	2034	2004	$ 30,000														$ 45,980						
PRC	VFW Park - Concrete Edging	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	Whisper Ridge - Tennis Court Resurf.	920-45300-500	10 yr useful life	2031	2021	$ 95,700																				
PRC	Whisper Ridge - Tennis Court Recon.	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				
PRC	Whisper Ridge - Fencing	920-45300-500	30 yr useful life	2031	2001	$ 20,000												$ 29,215								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2026	2016	$ 15,370						$ 18,903														
PRC	Picnic Tables	920-45300-500	15 yr useful life	2032	2017	$ 1,650													$ 2,429							
PRC	Picnic Tables	920-45300-500	15 yr useful life	2033	2018	$ 4,390														$ 6,640						
PRC	5.6 Bike/Walk Trail Construction	920-45300-500	N/A	Annual	Annual	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900	$ 7,900
PRC	International Water Truck 1993	920-45300-500	DNR	N/A	2019																					
PRC	Polaris Ranger Side by Side	920-45300-500	DNR	N/A	2008																					
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	30 yr useful life	2034	2004	$ 20,000														$ 31,159						
PRC	Progressive Mower	920-45300-500	15 yr useful life	2030	2015	$ 35,000															$ 60,118					
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	Sabona Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680					$ 11,222		
PRC	Landpride Disc	920-45300-500	30 yr useful life	2035	2005	$ 3,000															$ 4,814					
PRC	John Deere 2-Point Tiller	920-45300-500	15 yr useful life	2032	2017	$ 6,400													$ 9,429							
PRC	Bobcat 3600 UTV	920-45300-500	15 yr useful life	2032	2017	$ 18,000													$ 26,434							
	TRANSFER OUT	920-49110-750																								

City of Isanti

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Department	Revenue	Account Number																								
		920-31000	Property Taxes				$ 686,700	$ 693,900	$ 693,800	$ 675,600	$ 693,900	$ 908,700	$ 848,000	$ 868,800	$ 870,900	$ 895,400	$ 892,800	$ 894,600	$ 816,700	$ 838,200	$ 847,100	$ 845,400	$ 849,100	$ 848,200	$ 847,700	$ 842,600
		920-33621																								
		920-33622																								
		920-33623																								
		920-36300																								
		920-36210					$ 7,200	$ 6,700	$ 9,500	$ 13,100	$ 15,200	$ 100	$ 3,300	$ 200	$ 700	$ 600	$ 800	$ 2,900	$ 3,300	$ 4,800	$ 3,400	$ 5,400	$ 7,800	$ 8,400	$ 11,500	$ 9,000
		920-39101					$ 112,000	$ 113,000	$ 112,000	$ 112,000	$ 112,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
		920-36230																								
		920-39201																								
		920-39203	Transfer In - Water				$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39202	Transfer In - Sewer				$ -	$ 58,278	$ 18,336	$ 88,497	$ 652,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39203	Transfer In - Storm				$ -	$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
		920-39205						$ 218,556																		
		920-39310																								
Reserve Funds	Budgeted Expenditures					Budgeted Expenditures	$ 819,900	$ 813,297	$ 881,265	$ 891,271	$ 4,961,438	$ 916,800	$ 853,221	$ 937,800	$ 864,707	$ 984,289	$ 895,779	$ 909,481	$ 272,721	$ 859,404	$ 854,596	$ 927,800	$ 857,667	$ 887,778	$ 1,005,725	$ 851,585
on	Budgeted Revenues					Budgeted Revenues	$ 567,900	$ 697,157	$ 852,217	$ 806,665	$ 2,456,700	$ 536,627	$ 354,300	$ 492,177	$ 373,000	$ 551,492	$ 395,600	$ 640,060	$ 422,000	$ 481,804	$ 447,500	$ 462,800	$ 660,492	$ 550,734	$ 754,216	$ 523,600
1/1/2020	1 Year (Over) / Under Budget					1 Year (Over) / Under Budg	$ (252,000)	$ (116,140)	$ (29,048)	$ (84,606)	$ (2,504,738)	$ (379,827)	$ (498,921)	$ (445,623)	$ (491,707)	$ (432,797)	$ (500,179)	$ (269,421)	$ 149,279	$ (377,600)	$ (407,096)	$ (465,000)	$ (196,825)	$ (337,044)	$ (251,509)	$ (327,985)
$ 706,376.79	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Sur	$ 665,524	$ 949,394	$ 1,330,528	$ 1,524,217	$ 19,779	$ 331,445	$ 69,096	$ 57,389	$ 76,797	$ 288,603	$ 326,211	$ 475,491	$ 344,801	$ 549,765	$ 775,761	$ 835,856	$ 1,148,834	$ 899,227	$ 941,644	$ 1,415,627

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/19/2020	54190	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	625.00
08/20	08/19/2020	54191	2941	ARCPOINT LABS OF GOLDEN VALLEY	101-20200	16,858.40
08/20	08/19/2020	54192	9	BERNICKS PEPSI-COLA	609-20200	1,363.66
08/20	08/19/2020	54193	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
08/20	08/19/2020	54194	1815	CENTURYLINK	609-20200	887.44
08/20	08/19/2020	54195	918	CRYSTAL SPRINGS ICE	609-20200	375.28
08/20	08/19/2020	54196	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,486.20
08/20	08/19/2020	54197	1941	DELTA DENTAL	861-20200	3,044.40
08/20	08/19/2020	54198	2478	EAST CENTRAL ENERGY	101-20200	33.46
08/20	08/19/2020	54199	2794	EMERGENCY EQUIPMENT CONNECTION, INC	920-20200	11,651.33
08/20	08/19/2020	54200	663	INITIATIVE FOUNDATION	108-20200	825.00
08/20	08/19/2020	54201	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,253.86
08/20	08/19/2020	54202	5	KAWALEK TRUCKING	609-20200	267.00
08/20	08/19/2020	54203	17	MCDONALD DISTRIBUTING CO	609-20200	13,179.75
08/20	08/19/2020	54204	616	MENARDS - CAMBRIDGE	101-20200	50.12
08/20	08/19/2020	54205	2364	METERING & TECHNOLOGY	601-20200	4,127.29
08/20	08/19/2020	54206	281	MINNCO CREDIT UNION	101-20200	493.31
08/20	08/19/2020	54207	1536	MINNESOTA DEED	219-20200	833.33
08/20	08/19/2020	54208	2856	MOORE, JADEN	101-20200	20.00
08/20	08/19/2020	54209	2080	MVTL LABORATORIES INC	601-20200	43.20
08/20	08/19/2020	54210	1315	NOREEN, DUSTEN	101-20200	13.25
08/20	08/19/2020	54211	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,998.88
08/20	08/19/2020	54212	12	POSTMASTER	101-20200	220.00
08/20	08/19/2020	54213	2341	RED BULL DISTRIBUTION	609-20200	225.50
08/20	08/19/2020	54214	2940	SANTA FOR HIRE LLC	101-20200	433.00
08/20	08/19/2020	54215	2396	SOUTHERN GLAZERS OF MN	609-20200	10,736.37
08/20	08/19/2020	54216	1442	ST. LOUIS MRO INC	101-20200	22.50
08/20	08/19/2020	54217	315	ST.PAUL STAMP WORKS	101-20200	177.69
08/20	08/19/2020	54218	73	STAR	101-20200	352.70
08/20	08/19/2020	54219	2942	SYMBOLARTS, LLC	101-20200	250.00
08/20	08/19/2020	54220	2793	TEAM LABORATORY CHEMICAL, LLC	101-20200	818.50
08/20	08/19/2020	54221	2870	THE FARMER'S DAUGHTERS	101-20200	1,372.00
08/20	08/19/2020	54222	1740	TOSHIBA FINANCIAL SERVICES	108-20200	219.67
08/20	08/19/2020	54223	97	TOTAL CONTROL SYSTEMS INC	602-20200	2,600.90
08/20	08/19/2020	54224	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.02
08/20	08/19/2020	54225	4	WATSON CO INC	609-20200	2,784.14
08/20	08/19/2020	54226	2009	WOOD, JOSEPHINE	101-20200	15.00
Grand Totals:						92,578.15

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/20	08/26/2020	54230	915	ABLE HOSE & RUBBER, LLC	601-20200	591.85
08/20	08/26/2020	54231	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.23
08/20	08/26/2020	54232	53	BELLBOY CORPORATION	609-20200	6,991.92
08/20	08/26/2020	54233	9	BERNICKS PEPSI-COLA	609-20200	2,197.85
08/20	08/26/2020	54234	1500	BOLTON & MENK INC	505-20200	20,868.09
08/20	08/26/2020	54235	2319	BREAKTHRU BEVERAGE	609-20200	42.44
08/20	08/26/2020	54236	2221	C & L DISTRIBUTING	609-20200	262.60
08/20	08/26/2020	54237	2321	C EMERY NELSON INC	602-20200	1,024.80
08/20	08/26/2020	54238	1474	CDW GOVERNMENT INC	101-20200	10,647.43
08/20	08/26/2020	54239	120	CONNEXUS ENERGY	101-20200	20,782.52
08/20	08/26/2020	54240	1472	CRAWFORDS EQUIPMENT INC	101-20200	175.75
08/20	08/26/2020	54241	918	CRYSTAL SPRINGS ICE	609-20200	375.30
08/20	08/26/2020	54242	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,534.09
08/20	08/26/2020	54243	2933	FALCON NATIONAL BANK	601-20200	3,814.81
08/20	08/26/2020	54244	1682	FERGUSON WATERWORKS	601-20200	542.52
08/20	08/26/2020	54245	2028	FURTHER	861-20200	10.00
08/20	08/26/2020	54246	1563	ISANTI ELECTRIC INC	101-20200	1,559.97
08/20	08/26/2020	54247	162	ISANTI RENTAL INC	101-20200	42.36
08/20	08/26/2020	54248	496	JOHN HIRSCHS	101-20200	145.60
08/20	08/26/2020	54249	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,322.43
08/20	08/26/2020	54250	5	KAWALEK TRUCKING	609-20200	173.60
08/20	08/26/2020	54251	17	MCDONALD DISTRIBUTING CO	609-20200	11,706.40
08/20	08/26/2020	54252	2116	MINUTEMAN PRESS	101-20200	496.68
08/20	08/26/2020	54253	1945	MN DEPT OF LABOR	601-20200	10.00
08/20	08/26/2020	54254	329	MN RURAL WATER ASSN	602-20200	300.00
08/20	08/26/2020	54255	2597	MNSPECT, LLC.	101-20200	40,110.40
08/20	08/26/2020	54256	870	M-R SIGN CO INC	101-20200	104.93
08/20	08/26/2020	54257	2080	MVTL LABORATORIES INC	602-20200	130.96
08/20	08/26/2020	54258	2931	NAGELL APPRAISAL & CONSULTING	108-20200	800.00
08/20	08/26/2020	54259	283	OLSON POWER & EQUIPMENT	101-20200	853.02
08/20	08/26/2020	54260	2553	O'REILLY	101-20200	473.93
08/20	08/26/2020	54261	617	PAUSTIS & SONS	609-20200	1,082.00
08/20	08/26/2020	54262	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,153.62
08/20	08/26/2020	54263	2614	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
08/20	08/26/2020	54264	315	ST.PAUL STAMP WORKS	609-20200	33.80
08/20	08/26/2020	54265	554	STEVES TIRE INC	101-20200	771.03
08/20	08/26/2020	54266	2156	SUMMIT COMPANIES	101-20200	850.00
08/20	08/26/2020	54267	2944	UNIFIRST CORPORATION	101-20200	620.08
08/20	08/26/2020	54268	42	VIKING COCA-COLA BOTTLING CO	609-20200	170.60
08/20	08/26/2020	54269	2943	VILLAGES ON THE RUM IV	101-20200	26.84
08/20	08/26/2020	54270	1286	VINOCOPIA INC	609-20200	260.00
08/20	08/26/2020	54271	4	WATSON CO INC	609-20200	2,038.95
Grand Totals:						180,682.40

City of Isanti

Gross Payroll	90,908.93
Social Security & Medicare	5,062.84
Public Employees Retirement	8,824.02
Total City Expense	104,795.79

Pay Date 8/21/2020

Pay Period 17 (8/2-8/15/20)

L.2.

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR EXEMPT GAMBLING PERMIT FOR ST. ELIZABETH ANN SETON CHURCH

WHEREAS, the City has received an application for an exempt gambling permit from St. Elizabeth Ann Seton Church to hold a church raffle event on October 25th, 2020 at St. Elizabeth Ann Seton Church, 207 Whiskey Road NW Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000 for the event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Dean Carpenter, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following date: October 25th, 2020 at St. Elizabeth Ann Seton Church;

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR LOCAL GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application [redacted] and must be made payable to **City of Isanti.**

Name of Organization: St. Elizabeth Ann Seton

Address of Organization: 207 Whiskey Road NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Dean Carpenter
Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle Date of event: 10-25-2020

Location and address of event:

St. Elizabeth Ann Seton
207 Whiskey Road NW - Isanti MN 55040

Estimated value of prizes to be awarded: $3,000

Name of applicant: Dean Carpenter Applicant's phone number:

Signature of applicant:

Date:

Approved by City Council Resolution #

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: September 1st 2020
Subject: Resolution 2020-XXX Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

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Background:
When bonds are issued preliminary expenditures such as engineering generally don't require a prior declaration of intent be made for the City to reimburse itself with bond proceeds. However, the intent to reimburse for hard costs does require that a declaration be made within 60 days.

This resolution would act as an insurance policy in case we incur costs ahead of the planned liquor store project that would not otherwise be reimbursable thru bond proceeds.

Furthermore the Council should expect that going forward staff intends to bring a "fill in the blank" version of this resolution forward at the first Council meeting of each year to be sure that the City always has all of its options available even in unexpected circumstances.

Recommendation:
Staff is recommending approval of the attached resolution.

Attachments:

- Res 2020-XXX Declaring The Official Intent Of The City Of Isanti To Reimburse Certain Expenditures From The Proceeds Of Bonds To Be Issued By The City

RESOLUTION 2020-XXX

DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI AS FOLLOWS:

1. The City proposes to undertake the following projects (the "Projects"):
   Municipal Liquor Store Construction Project

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	2020-2021 Budget
G.O. Abatement Bonds, Series 2021A Lease Revenue Bonds, Series 2021A	$3,325,000

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a

long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO MICHAEL GLAVAN

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Chief of Police and Human Resources selected Michael Glavan as the most qualified candidate for an open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Michael Glavan for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Michael Glavan shall start at Step 5 of the Wage Scale at $34.51 per hour.
3. That Michael Glavan shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Michael Glavan's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO JORDAN LUND

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

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Chief of Police and Human Resources selected Jordan Lund as the most qualified candidate for the open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation, medical evaluation, drug test and psychological evaluation;

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

1. That Human Resources has offered the Full-Time Police Officer position to Jordan Lund for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Jordan Lund shall start at Step 5 of the Wage Scale at $34.51 per hour for his experience.
3. That Jordan Lund shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. Jordan Lund's start date is effective on or after September 1, 2020, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. 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 is hereby approved by the Isanti City Council this 1st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members or City Council**
From: Matt Sylvester, Public Services Director
Date: September 1, 2020
Subject: Resolution Terminating the Buyback Agreement with Crawford's Equipment

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Background
In 2018 the City of Isanti entered into a Buyback Agreement with Crawford's Equipment. The program consisted of trading our skid steers in each year with an annual cost of $5,400.00 for two machines. Staff reached out to Crawford's Equipment and was informed that they no longer make our current model and that there had been a significant price increase on the model that would be replacing it. The quote received was $6,650.00 for each machine.

Recommendation:
Staff is recomending that we terminate the Buyback Program with Crawford's Equipment because of the price increase and put the skidsteers into the Capital Improvement Plan for replacement.

Requests:
Staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX

RESOLUTION 2020-XXX

TERMINATING THE BUYBACK AGREEMENT WITH CRAWFORDS EQUIPMENT

WHEREAS, in 2018 the City of Isanti had entered into a Buyback Agreement with Crawford's Equipment to purchase new skid steers with an annual cost of $5,400.00 for two machines; and,

WHEREAS, staff reached out to Crawford's Equipment and was informed that they do not make our current model and that there would be a significant price increase; and,

WHEREAS, the current price would be $6,650.00 for each machine; and,

WHEREAS, staff will add to the CIP for future replacement; and,

WHEREAS, because of the price increase, it is no longer in the City's best interest to continue with the Buyback Program;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City terminate the Buyback Program with Crawford's Equipment and add to the CIP for future replacement.

This resolution was duly adopted by the Isanti City Council this 1st day of September, 2020.

ATTEST: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 1, 2020
Subject: Development/Subsidy Agreement - Swanees Trucking LLC

Background:
The EDA owns property located at XXX West Dual Blvd (PID 16.125.0020) and has this property for sale for $1. The subject property is a certified Shovel Reay Site. The subject site is zoned Industrial and is ready for development. Swanees Trucking LLC is a trucking company looking for space to expand their office and maintenance shop. They have been in operation since 2015 and are currently located in the city of Coon Rapids. They will be start out with 12 employees (including contract employees) with the plan to increase 35 employees as their business expands.

The EDA held a public hearing at the August 18, 2020 EDA meeting. There was no one from the public present for this item. The EDA recommends approval of the sale and the development/subsidy agreement.

Request:
Approval of development/subsidy agreement

Attachments:
- Development/Subsidy Agreement

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR SWANEES TRUCKING LLC

This Agreement (hereinafter the "Agreement") is dated as of this 18th day of August, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **Swanees Trucking LLC**, a limited liability company under the laws of Minnesota (the "**Developer**").

1. Subject Property. Developer is, or will be, the owner of the Subject Property legally described as Lot 00A, Isanti Centennial Complex 3rd Rearrangement, County of Isanti, State of Minnesota, PID Number 16.125.0020, located at XXX East Dual Blvd. N.E., Isanti, MN 55040. Sale of the Subject Property by the City to Developer at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.

   c. Proof of Authority. That the Developer provide proof that the governing boards or manager of the Developer authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board that grants such authority.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

   a. Sanitary sewer
   b. Water
   c. Storm drainage facilities
   d. Stormwater maintenance
   e. Parking lot
   f. Concrete curb and gutter
   g. Lot grading
   h. Landscaping

5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of **($_____.00),** which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, the Developer may request a reduction in the amount of the financial guarantee.

6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of **($_____.00)**, which amount is 5% of the City Engineer's estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The balance in the escrow will be refunded upon completion of the Required Private Improvements, acceptance by the City.

7. Maintenance Guarantee for Landscaping. The Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of $_____ [# plantings (XX trees) x cost/planting ($300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which shall be in effect for a two-year period commencing on the date of the City's acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.

9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

   a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with Minnesota Statutes chapter 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and

procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the Subject Property is valued at $125,000. The City sold the Subject Property to Developer for $1. The value of the subsidy is the difference between the appraisal value and the purchase price.

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 12 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. If the City determines that the site plan does not comply with all City, State and Federal laws and regulations, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of restoring all areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Subject Property resulting from grading performed in the development of the Subject Property.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the

right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City's Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Gregory Swanson
Swanees Trucking LLC
10600 University Ave N.W., Suite 410
Coon Rapids MN 55448

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

[The remainder of this page is intentionally left blank.]

The Developer:

Swanees Trucking LLC

By:_____,
Gregory Swanson
Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Gregory Swanson, _____ of Swanees Trucking LLC., a limited liability company under the laws of the State of Minnesota on behalf of the company.

_____
Notary Public

The City:

City OF ISANTI

By:_____
Its: Mayor

Attest:

By:_____
Its: City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A

Fees Payable to the City

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
August 25, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:01 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon
Members Absent: Brian Thum
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with no modifications. Motion passed 3-0

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from July 28, 2020. Motion passed 3-0.

3. Park Visits Reports Review: Garvey explained that at the July 28, 2020 PRC Board meeting, all board members handed in their assigned park visits and staff has drafted a compilation of each members parks for review and to further discuss items and invited the PRC Board for their input and for prioritization of projects. Aaron Zdon reviewed Academy and Whisper Ridge. His findings for Academy was an overall rating of 5 and items he noted were to rake at landings of swings and slides. Garvey noted that this is battle at most of our playgrounds and that some of them have rubber mats at the slide to assist with this item. Zdon also noted another item is possible better ADA access from the road. Staff noted that they will look at this into more detail as this was not done with the original project as the park area was first developed for the school and that has ADA access via the sidewalk into the park area. Zdon noted for Whisper Ridge an overall rating of 2 and items noted were surface cracks on court, ridges and cracks from roots along trails leading into park area he also wants to ensure we discuss the future of the park in more detail in the near future on the cost to repair vs. cost to remove and replace with green space. Witte asked about a rubberized option for courts and the cost and longevity. Zdon stated we hasn't sure what that would be, Garvey also noted she was not aware of what that cost or option would entail. For tennis court repair the subsurface is what would also need to be replaced to ensure a better surface area. Garvey noted that the Whisper Ridge has a CIP plan and wasn't sure what the timeframe or items were on this park. Brian Thum had reviewed Legacy, Mattson and VFW parks. Thum noted for Legacy an overall rating of a 5 and noted these items of encroaching vegetation by FV overlook bench and stairs. Tree limb by Sunnyside landing had fallen and he requests to move the large park sign closer to the parking lot. Garvey noted that these items will be addressed by public works and are in the short-term plan and the sign was actually in the process of getting moved into the new location now that the parking lot is nearly finished. Garvey also noted that we had a map sign and that has also been returned to the park entrance along the trailhead. Thum also visited Mattson and gave an overall rating of a 3 and had nothing to note for this park. The board wondered the rating of a 3 as they all felt the park was in pretty good shape. For VFW park Thum gave an overall rating of a 4 and had nothing to note for this park. James Witte reviewed River Bluff Preserve, Rum River Meadows, and Isanti Hills Neighborhood (IHN) parks. Witte's findings for River Bluff Preserve were an overall rating of a 4 and items noted were the trails need a good cleaning, as habitat starts to move in on trails in between the steps and s curve. Steps could use the blower for debris. Witte inquired what rock base they use on the steps and to note that this shouldn't be removed when cleaning up the stairs. Branch on south zig/zag trail to look at for possible falling hazard. He noted for Rum River Meadows an overall rating of a 4 and items noted are wood chips kicked out by bench swing. Witte recommend a concrete border around playground. Garvey added that this project was actually completed two weeks ago and was our last playground area to have this completed, which we had on our project list to do. Witte also noted weed control in wood chips. Witte noted for IHN

an overall rating of a 3, and items noted were outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism, the mulch looked aged and the pavilion showed no signs of damage. Garvey noted that this park is an example of what staff has mentioned at previous meetings regarding outdated playground equipment and that we can no longer get replacement parts for this playground. Witte added a comment about the volleyball net at Rum River Meadows has a hole and this court does not seem to get used. Garvey added that a volleyball court too often is not on a grass surface and that when Bluebird park was developed this park had that as an option and wasn't installed, and then when the additional lots were secured for RRM it was decided that one could be added to this park area to have one within our park system. Jimmy Gordon reviewed Bluebird, Riverside and Unity parks. Gordon findings for Bluebird were an overall rating of a 5 and items noted were swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, and a merry-go-round addition was suggested. Garvey noted that many swings in the system squeak and have added this to the maintenance list, and continued that the city has stencils for the other items but not the hopscotch one and will look at end of year budget to see if we can purchase one to have. Gordon reviewed Riverside with an overall rating of a 4 and items noted were black residue on sides of stairs and platform and weeds in tot area in wood chips. Gordon noted for Unity an overall rating of a 4 and items noted were bleachers should be painted and/or boards replaced. Garvey indicated that the bleachers are in the 2021 CIP and will get replaced next year. Garvey then reviewed these items for prioritization:

Short-Term and Immediate Maintenance Projects:

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back (completed August)
- Riverside: weeds removed from tot area and residue removal.
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 10; weeds removed from mulch.

Long-Term Projects:

- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review

4. Tree Plan Review- Garvey reviewed the city does not have a tree plan in place, but staff is in the process of researching this in more detail and will bring back to a future meeting. The city has 11 parks and several of these parks are newer and have less trees than other more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill in the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside, trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at $600 for the three trees. Staff is requesting recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Garvey reviewed the options within Bluebird to move the trees to bench areas to provide shade and provided pictures for the board to review. Zdon added that when Bluebird was first planned there was a tree plan put in place and it stopped with the crash in the market and to review this plan and the budget implications. Zdon added that they be moved to the play area and the bench areas. Witte asked about Rum River Meadows and that this has a couple of trees within the park area but on the north side of the park and inquired if that moving one to RRM be an option. Zdon asked the budgeting and plan for future years, Garvey noted that she has not started that process and that this was the start and we needed to just move these three trees at this time. It was noted that the bench in RRM on the west end would be the most beneficial to have a tree placed to provide shade. The board reviewed the Bluebird park

option to move the tree to the north bench and the west bench. Staff added that the west bench may not have enough space to plant a new tree, so asked if that was not an option what the next option they would like to see a tree be placed. Zdon suggested to shade the biffys on the north end. Gordon asked if bringing another tree to RRM would be an option. Zdon asked if it was still well used and indicated to add the other tree to provide a shade tree for the picnic tables. Direction was to have two trees at RRM, if the tree on the west side of BB playground would not be a viable option.

5. Department Updates – Garvey reviewed she does not have any updates at this time on the Fir Street item. Garvey created a new promotional event flyer that she gave to the board. Curious Creatures was held on August 11 with the Ice Creme theme with 10 kids at Mattson Park. Street Dance was held August 8th with Brat Pack Radio with 10 vendors and an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day. The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park. Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered and hope to have by end of September. The bathrooms on the south end of the BMX building have been vandalized twice in the last couple of weeks and they have been temporarily closed as we fix the hand dryer. The skate park had a few boards replaced that were damaged. The movie schedule has been created and movies picked the schedule will be Nov 6 – The Mighty Ducks 2; Dec 11 – The Polar Express; which we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting; Jan 22 – Frozen II; Feb 19 – Cars; and Mar 26- The Sandlot which I was not able to show this past March so bringing it back. The Isanti Family Farmers Market continues through Sept 25, Friday's from 2-6pm. The other upcoming events and projects are: the sledding hill project starting Sept 8; Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Coborn's Marketplace, Isanti Physical Therapy, Rockstad and Co. Relics & Wares), new event of a Candy Cane Flashlight Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park and the monthly Curious Creatures 9-10am Sept 15 – Back to School at Isanti Hills Neighborhood Park; Oct 6 - Police/Fire, Nov 10 – Gobble, Gobble and Dec 8 – Santa Fun all at Isanti Community Center. Garvey added that she creates Facebook events for the department on the city page. Legacy park parking lot is nearly completed. The community garden's sunflower maze is in full bloom and the maze is available for the gardeners to walk through.

Adjournment: Motion by Witte, second by Gordon to adjourn the August 25, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 15, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. September 1, 2020- Regular Meeting of the City Council

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, September 22, 2020 at 6:00 p.m.
2.	City Council Meeting	Tuesday, October 6, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, October 6, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Josi Wood City Administrator
1. Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway
2. Resolution 2020-XXX Approving Metering Software and Hardware and Entering into an Agreement with Mueller

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $222,652.70 Payroll in the Amount of $104,290.60
2. Resolution 2020-XXX Regarding Maintenance of Part-Time Peace Officers
3. Resolution 2020-XXX Approving Amendment to the 2020 Budget
4. Resolution 2020-XXX Authorization to Purchase Items with Wellness Funds from the Approved Budget
5. Resolution 2020-XXX Accepting Part-Time Liquor Store Clerk Letter of Resignation for Brian Williams
6. Resolution 2020-XXX Approving the hire of Building Official Christopher Chandler
7. Resolution 2020-XXX Entering into an Agreement with Nextera for Hosted Voice/ Phone Services for City Hall
8. Resolution 2020-XXX Approving Proposals for Automated Laserfiche Services
9. Resolution 2020-XXX Approving Application for Exempt Gambling Permit for Friends of Saint Scholastica
10. Resolution 2020-XXX Authorizing Purchase of Emergency Management Radio Equipment
11. Resolution 2020-XXX Authorizing Purchase of 2021 Chevrolet Tahoe and Equipment for Emergency Management Mobile Command Vehicle

M. Other Communications
1. August Police Department Reports
2. August Code Enforcement Officer Report
3. August Building Inspector Report
4. September Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 1, 2020 – 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: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Addendum:
Add L.8. Resolution 2020-164 Authorizing a Reduction in the Letter of Credit for Legacy Pines Second Addition and Moving the Balance to Legacy Pines 3rd Addition Phase One

Motion by Lundeen, second by Bergley to approve agenda with the modifications listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. August 18, 2020- Regular Meeting of the City Council
2. August 18, 2020- Committee of the Whole Meeting
3. July 21, 2020- Planning Commission Meeting
4. July 28, 2020- Parks, Recreation and Culture Board Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1. CITY OFFICES CLOSED	Monday, September 7, 2020
	(In Observance of Labor Day)
2. Committee of the Whole	Tuesday, September 15, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, September 15, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, September 15, 2020
	(Immediately following the City Council Meeting)

I. Council Committee Reports

Councilor Lundeen shared that the Isanti Fire District received their new fire truck. Lundeen further shared that the Fire District has shared what they are requesting for PPE.

Councilor Bergley thanked Isanti-Chisago Star Newspaper for printing the council's article in the newspaper.

J. Public Hearings

None

K. Business Items

1. Resolution 2020-153 Approving Expenditure Allocations for Coronavirus Relief Funds

City Administrator Josi Wood shared that staff worked diligently to see what items would be covered for the city. Outlined items include payroll reimbursement for eligible staff for $100,000, PPE, testing, public safety and health expenses for $24,000, Emergency management and EOC expenses for $147,000, IT, technology and software support for $82,000 with a remaining balance of $101,377. Wood stated that staff is looking for direction for how much should go to Isanti Fire District for PPE and how much should go towards Economic Business Relief. Wood further shared that Isanti Fire District has requested $8,000 for PPE.

PPE and audio/ visual for distance learning for Station #1 for $24,000 and Economic relief grants for businesses and non-profits up to $5,000 each.

City Administrator Josi Wood stated the grant funds will be first come first served at the money could potentially run out.

Motion by Bergley, second by Lundeen for $24,000 for PPE and audio/visual for distance learning for Isanti Fire District and $77,377 for economic relief for businesses and non-profits up to $5,000 and authorize City Administrator Josi Wood to discuss with Fire Chief Al Jankovich expenses and what to purchases for the Isanti Fire District. Motion passed 4-0. Motion carried.

2. Resolution 2020-154 Approving Isanti Relief Business Grant Program

Community Development Director Sheila Sellman shared this is a grant program for the businesses that were affected by Covid-19 and the Executive Order 20-04 and 20-08. The grant is for up to $5,000 and the business would need to demonstrate why they need to money and what it will be spent on. Once the first applications have been gone through, if there is money left over, businesses can reapply again to receive more money.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

3. Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

Community Development Director Sheila Sellman shared that this is for a variance request at 201 Broadway for the applicant to exceed code requirements for a detached accessory structure. Currently, city code limits detached accessory structures to 580 square feet and the accessory structure cannot exceed the size of the house. The applicant at 201 Broadway did submit an application in May and it was denied because it exceeded two code requirements but the applicant went ahead and put the foundation in anyway. The Planning Commission held a public hearing and one person spoke and said they were in

favor of it. The applicant was in attendance at the public hearing and answered a couple questions and is now asking for a variance for a project that has already been started that was denied. Planning Commission recommended denial 4-2 and staff also recommends denial of the variance.

Councilor Lundeen stated that council did give the applicant ideas for him to move forward such as adding onto the house or attaching the garage to the house.

Motion by Lundeen, second by Johnson to deny the variance. Motion did not pass as vote was 2-2 with Gordon and Bergley voted nay.

Consideration of variance request for 201 Broadway will be postponed to the September 15th city council meeting.

City Administrator Josi Wood

4. **Resolution 2020-155** Approving a Special Event Permit Application for Rum River BMX to Host 2020 USABMX Land O' Lakes National Event *(Larry Merchlewitz and Sean Wilson)*

Larry Merchlewitz shared that this is a 3-day national where riders will be getting 4 times the amount of points then they normally get at any race. The permit asks for Isanti Parkway to be closed on in front of Rum River BMX. Camping will be designated to the rodeo grounds as it is a bigger event and all parking fees will be split with the city. The permit also includes a sign permit for a banner to be put up in front of Isanti Equipment.

Motion by Lundeen, second by Bergley to approve the resolution as presented. Motion passed 4-0. Motion carried.

Finance Director Mike Betker

5. **Resolution 2020-156** Setting the 2021 Final Budget and Levy Meeting
6. **Resolution 2020-157** Approving 2021 Preliminary Budget for the City of Isanti
7. **Resolution 2020-158** Adopting the Proposed 2020 Tax Levy Collectible in 2021 for the City of Isanti

Finance Director Mike Betker shared the proposed preliminary property tax levy is $2,987,163 and reflects an increase in the preliminary taxable market value for 2021 of 10.71%. The city will receive updated property tax values from the County in December. The proposed preliminary property tax rate is 61.18%. An increase of 0.0% from 2020. The 15 year average tax rate from 2006 through 2020 is 67.63%. Betker further shared that General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures through June, actual maintenance agreements and contracts costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental insurance, Worker's Compensation, Property/ Liability/ Volunteer Insurance, and Life/ AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance is projected to increase 5.0%. Final renewal numbers on Health Insurance scheduled to be available October 1st 2020.

Motion by Lundeen, second by Bergley to approve K.5, K.6 and K.7. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $273,260.55 Payroll in the Amount of $104,795.79

2. **Resolution 2020-159** Approving Application for Exempt Gambling Permit for St. Elizabeth Ann Seton Church
3. **Resolution 2020-160** Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City
4. **Resolution 2020-161** Offering the Position of Full-Time Police Officer to Michael Glavan
5. **Resolution 2020-162** Offering the Position of Full-Time Police Officer to Jordan Lund
6. **Resolution 2020-163** Terminating the Buyback Agreement with Crawfords Equipment
7. Development/Subsidy agreement for Swanee Trucking
8. **Resolution 2020-164** Authorizing a Reduction in the Letter of Credit for Legacy Pines Second Addition and Moving the Balance to Legacy Pines 3rd Addition Phase One

Motion by Lundeen, second by Bergley to approve Consent Agenda with the modification of adding L.8. Motion passed 4-0. Motion carried.

M. Other Communications

1. Draft Minutes from the August 25, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Gordon. Motion passed 4-0. Motion carried. The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

A Community For Generations.

Isanti

K.1.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: September 15, 2020
Subject: Resolution 2020-XXX Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway.

Request: The applicant Scott Zimprch is requesting a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure.

Overview/Background
The Council considered the request at the September 1, 2020 meeting, 6 council members were present with one absent. The applicant was not present at the meeting. The Council had a tie vote and postponed the action to the next meeting. Staff notified the applicant in writing of the postponement.

On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director (CDD) e-mailed him and explained that the proposed garage exceeds the size limit according to city code. He e-mailed back with some questions and the last correspondence was an e-mail sent by the CDD on May 25th outlining his options which included the following:

1) Build the detached garage at 580 square feet and there are no other steps
2) Build the garage attached to the house and it can possibly be bigger but can't exceed the size of the house
3) Apply for a variance - I have attached the application and calendar. This will take a public hearing at the Planning Commission and properties within 350' of your property will be noticed as well as a notice in the paper. The Planning Commission makes a recommendation to the City Council. Please call me if you would like to discuss.

On July 13, 2020 a stop work order was issued for this property because a building permit was never issued. The garage foundation has already been poured. This was never approved.

City Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building. Therefore, in addition to the variance for the size limit of 580 square feet, the garage can not exceed the size of the house, the applicants house is 624 square feet. Section 13 Article four has a maximum detached accessory structure limit of 580 square feet for parcels that are less than one acre.

In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Planning Commission Recommendation:
The Planning Commission held a pubic hearing on August 18, 2020. The applicant was present for the meeting and was there to answer questions. One member from the public spoke in favor of the variance. The Planning Commission recommended denial of the variance with a 4-0 vote.

Staff Recommendation:
Staff recommends denial of the variance because the proposed garage is not in harmony with the general intent of the ordinance and does not meet the practical difficulties. In addition, the applicant started the work without a permit when he was specifically told the proposed garage is too big.

Attachments

- Resolution 2020-XXX
- Finding of fact for denial
- Memo from League of MN Cities
- Applicant's memo
- Site plan

RESOLUTION 2020-XXX

A RESOLUTION DENYING A VARIANCE REQUEST FOR AN ACCESSORY STRUCTURE TO EXCEED 580 SQUARE FEET AT 201 BROADWAY STREET SE

WHEREAS, Scott Zimprich, (the applicant) has applied for a variance to the accessory structure limit of 580 square feet.

WHEREAS, The Planning Commission held a public hearing at the August 18, 2020 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the request during the regularly scheduled meeting of September 1, 2020 and postponed to the September 15, 2020 meeting; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested variance and is hereby denied.

Adopted by the City of Isanti City Council on this 15th day of September, 2020.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION
Garage Variance Denial
September 15, 2020
Prepared by Community Development Director Sheila Sellman

Request
Request from Scott Zimprich for a variance to build a 580 square foot detached garage in the R-2 zoning district, which exceeds the size of the primary structure and accessory structure size limits.

Findings of Fact
1. Scott Zimprich submitted a building permit on May 12, 2020 for a detached 720 square foot garage.
2. On May 14, 2020 the Community Development Director e-mailed and explained that the proposed garage exceeds the size limits according to City Code and the permit was not issued.
3. On July 13, 2020 a stop work order was issued for the property, as construction of the garage started without a permit.
4. The property is located at 201 Broadway Street SE
5. The subject site is zoned R-2 single family residential
6. Section 13, Article four of the Zoning Code limits detached accessory structures to 580 square feet for parcels less than one acre in size
7. Section 2 of the Zoning Code defines Accessory Structure as A subordinate attached or detached building located on the same lot as the principal building, of which the use is incidental and accessory to the use of the principal building.
8. A public hearing date before the Planning Commission was scheduled for Tuesday August 18, 2020 following the City Council meeting at City Hall within the Council Chambers.

Conclusions
In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance. *An accessory structure larger than the primary structure and larger than what is permitted by code in not a reasonable use of the land.*

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner. *This property is not unique and the circumstances are directly caused by the owner by starting the work without a permit and not meeting size requirements.*

C. A variance, if granted, will not alter the essential character of the locality. *Granting a variance for an accessory structure to exceed the size of the primary structure does alter the essential character.*

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

E. Economic considerations alone do not constitute practical difficulties.
Economic considerations do not play a role in this situation

Decision

The Planning Commission reviewed the request in a public hearing on August 18, 2020. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Johnson, second by Collison to deny the variance request. Motion passed 4-2. Gordon and Simon opposed.

The City Council reviewed the request a regularly scheduled meeting on September 1, 2020, the council voted 2 approving the variance and 2 denying the variance, therefore the council postponed the request to the September 15, 2020 meeting. The applicant was not present at the September 1, 2020 meeting and was notified by mail of the proceedings.

LEAGUE of MINNESOTA CITIES

INFORMATION MEMO

Land Use Variances

Learn about variances as a way that cities may allow an exception to part of their zoning ordinance. Review who may grant a variance and how to follow and document the required legal standard of "practical difficulties" (formerly called "undue hardship").

RELEVANT LINKS:

I. What is a variance

A variance is a way that a city may allow an exception to part of a zoning ordinance. It is a permitted departure from strict enforcement of the ordinance as applied to a particular piece of property. A variance is generally for a dimensional standard (such as setbacks or height limits). A variance allows the landowner to break a dimensional zoning rule that would otherwise apply.

Sometimes a landowner will seek a variance to allow a particular use of their property that would otherwise not be permissible under the zoning ordinance. Such variances are often termed "use variances" as opposed to "area variances" from dimensional standards. Use variances are not generally allowed in Minnesota—state law prohibits a city from permitting by variance any use that is not permitted under the ordinance for the zoning district where the property is located.

Minn. Stat. § 462.357, subd. 6.

II. Granting a variance

Minn. Stat. § 462.357, subd. 6.

Minnesota law provides that requests for variances are heard by a body called the board of adjustment and appeals; in many smaller communities, the planning commission or even the city council may serve that function. A variance decision is generally appealable to the city council.

Minn. Stat. § 462.357, subd. 6.

A variance may be granted if enforcement of a zoning ordinance provision as applied to a particular piece of property would cause the landowner "practical difficulties." For the variance to be granted, the applicant must satisfy the statutory three-factor test for practical difficulties. If the applicant does not meet all three factors of the statutory test, then a variance should not be granted. Also, variances are only permitted when they are in harmony with the general purposes and intent of the ordinance, and when the terms of the variance are consistent with the comprehensive plan.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

145 University Ave. West
Saint Paul, MN 55103-2044

www.lmc.org
(651) 281-1200 or (800) 925-1122

1/11/2019

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RELEVANT LINKS:

III. Legal standards

When considering a variance application, a city exercises so-called "quasi-judicial" authority. This means that the city's role is limited to applying the legal standard of practical difficulties to the facts presented by the application. The city acts like a judge in evaluating the facts against the legal standard. If the applicant meets the standard, then the variance may be granted. In contrast, when the city writes the rules in zoning ordinance, the city is exercising "legislative" authority and has much broader discretion.

A. Practical difficulties

"Practical difficulties" is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

RELEVANT LINKS:

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

B. Undue hardship

2011 Minn. Laws, ch. 19, *amending* Minn. Stat. § 462.357, subd. 6.

"Undue hardship" was the name of the three-factor test prior to a May 2011 change of law. After a long and contentious session working to restore city variance authority, the final version of HF 52 supported by the League and allies was passed unanimously by the Legislature. On May 5, Gov. Dayton signed the new law. It was effective on May 6, the day following the governor's approval. Presumably it applies to pending applications, as the general rule is that cities are to apply the law at the time of the decision, rather than at the time of application.

Krummenacher v. City of Minnetonka, 783 N.W.2d 721 (Minn. June 24, 2010).

Minn. Stat. § 462.357, subd. 6.
Minn. Stat. § 394.27, subd. 7.

See Section I, *What is a variance.*

The 2011 law restores municipal variance authority in response to a Minnesota Supreme Court case, *Krummenacher v. City of Minnetonka*. It also provides consistent statutory language between city land use planning statutes and county variance authority, and clarifies that conditions may be imposed on granting of variances if those conditions are directly related to, and bear a rough proportionality to, the impact created by the variance.

In *Krummenacher*, the Minnesota Supreme Court narrowly interpreted the statutory definition of "undue hardship" and held that the "reasonable use" prong of the "undue hardship" test is not whether the proposed use is reasonable, but rather whether there is a reasonable use in the absence of the variance. The new law changes that factor back to the "reasonable manner" understanding that had been used by some lower courts prior to the *Krummenacher* ruling.

The 2011 law renamed the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retained the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes.

See Section IV-A, *Harmony with other land use controls.*

RELEVANT LINKS:

C. City ordinances

Some cities may have ordinance provisions that codified the old statutory language, or that have their own set of standards. For those cities, the question may be whether you have to first amend your zoning code before processing variances under the new standard. A credible argument can be made that the statutory language pre-empts inconsistent local ordinance provisions. Under a pre-emption theory, cities could apply the new law immediately without necessarily amending their ordinance first. In any regard, it would be best practice for cities to revisit their ordinance provisions and consider adopting language that mirrors the new statute.

Issuance of Variances, LMC Model Ordinance.

Variance Application, LMC Model Form.
Adopting Findings of Fact, LMC Model Resolution.

The models linked at the left reflect the 2011 variance legislation. While they may contain provisions that could serve as models in drafting your own documents, your city attorney would need to review prior to council action to tailor to your city's needs. Your city may have different ordinance requirements that need to be accommodated.

IV. Other considerations

A. Harmony with other land use controls

Minn. Stat. § 462.357, subd. 6.

The 2011 law also provides that: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan." This is in addition to the three-factor practical difficulties test. So, a city evaluating a variance application should make findings as to:

See LMC information memo, *Taking the Mystery out of Findings of Fact*.

- Is the variance in *harmony with* the purposes and intent of the ordinance?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

B. Economic factors

Minn. Stat. § 462.357, subd. 6.

Sometimes landowners insist that they deserve a variance because they have already incurred substantial costs or argue they will not receive expected revenue without the variance. State statute specifically notes that economic considerations alone cannot create practical difficulties. Rather, practical difficulties exist only when the three statutory factors are met.

RELEVANT LINKS:

C. Neighborhood opinion

Neighborhood opinion alone is not a valid basis for granting or denying a variance request. While city officials may feel their decision should reflect the overall will of the residents, the task in considering a variance request is limited to evaluating how the variance application meets the statutory practical difficulties factors. Residents can often provide important facts that may help the city in addressing these factors, but unsubstantiated opinions and reactions to a request do not form a legitimate basis for a variance decision. If neighborhood opinion is a significant basis for the variance decision, the decision could be overturned by a court.

D. Conditions

Minn. Stat. § 462.357, subd. 6.

A city may impose a condition when it grants a variance so long as the condition is directly related and bears a rough proportionality to the impact created by the variance. For instance, if a variance is granted to exceed an otherwise applicable height limit, any conditions attached should presumably relate to mitigating the effect of excess height.

V. Variance procedural issues

A. Public hearings

Minnesota statute does not clearly require a public hearing before a variance is granted or denied, but many practitioners and attorneys agree that the best practice is to hold public hearings on all variance requests. A public hearing allows the city to establish a record and elicit facts to help determine if the application meets the practical difficulties factors.

B. Past practices

While past practice may be instructive, it cannot replace the need for analysis of all three of the practical difficulties factors for each and every variance request. In evaluating a variance request, cities are not generally bound by decisions made for prior variance requests. If a city finds that it is issuing many variances to a particular zoning standard, the city should consider the possibility of amending the ordinance to change the standard.

RELEVANT LINKS:

C. Time limit

Minn. Stat. § 15.99.

A written request for a variance is subject to Minnesota's 60-day rule and must be approved or denied within 60 days of the time it is submitted to the city. A city may extend the time period for an additional 60 days, but only if it does so in writing before expiration of the initial 60-day period. Under the 60-day rule, failure to approve or deny a request within the statutory time period is deemed an approval.

D. Documentation

Minn. Stat. § 15.99, subd. 2.

See LMC information memo, *Taking the Mystery out of Findings of Fact.*

Whatever the decision, a city should create a record that will support it. In the case of a variance denial, the 60-day rule requires that the reasons for the denial be put in writing. Even when the variance is approved, the city should consider a written statement explaining the decision. The written statement should explain the variance decision, address each of the three practical difficulties factors and list the relevant facts and conclusions as to each factor.

Minn. Stat. § 15.99, subd. 2.

If a variance is denied, the 60-day rule requires a written statement of the reasons for denial be provided to the applicant within the statutory time period. While meeting minutes may document the reasons for denial, usually a separate written statement will need to be provided to the applicant in order to meet the statutory deadline. A separate written statement is advisable even for a variance approval, although meeting minutes could serve as adequate documentation, provided they include detail about the decision factors and not just a record indicating an approval motion passed.

VI. Variances once granted

A variance once issued is a property right that "runs with the land" so it attaches to and benefits the land and is not limited to a particular landowner. A variance is typically filed with the county recorder. Even if the property is sold to another person, the variance applies.

VII. Further assistance

Jed Burkett
LMCIT Land Use Attorney
jburkett@lmc.org
651.281.1247

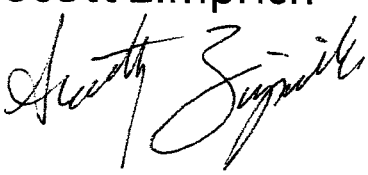
If you have questions about how your city should approach variances under this statute, you should discuss it with your city attorney. You may also contact League staff.

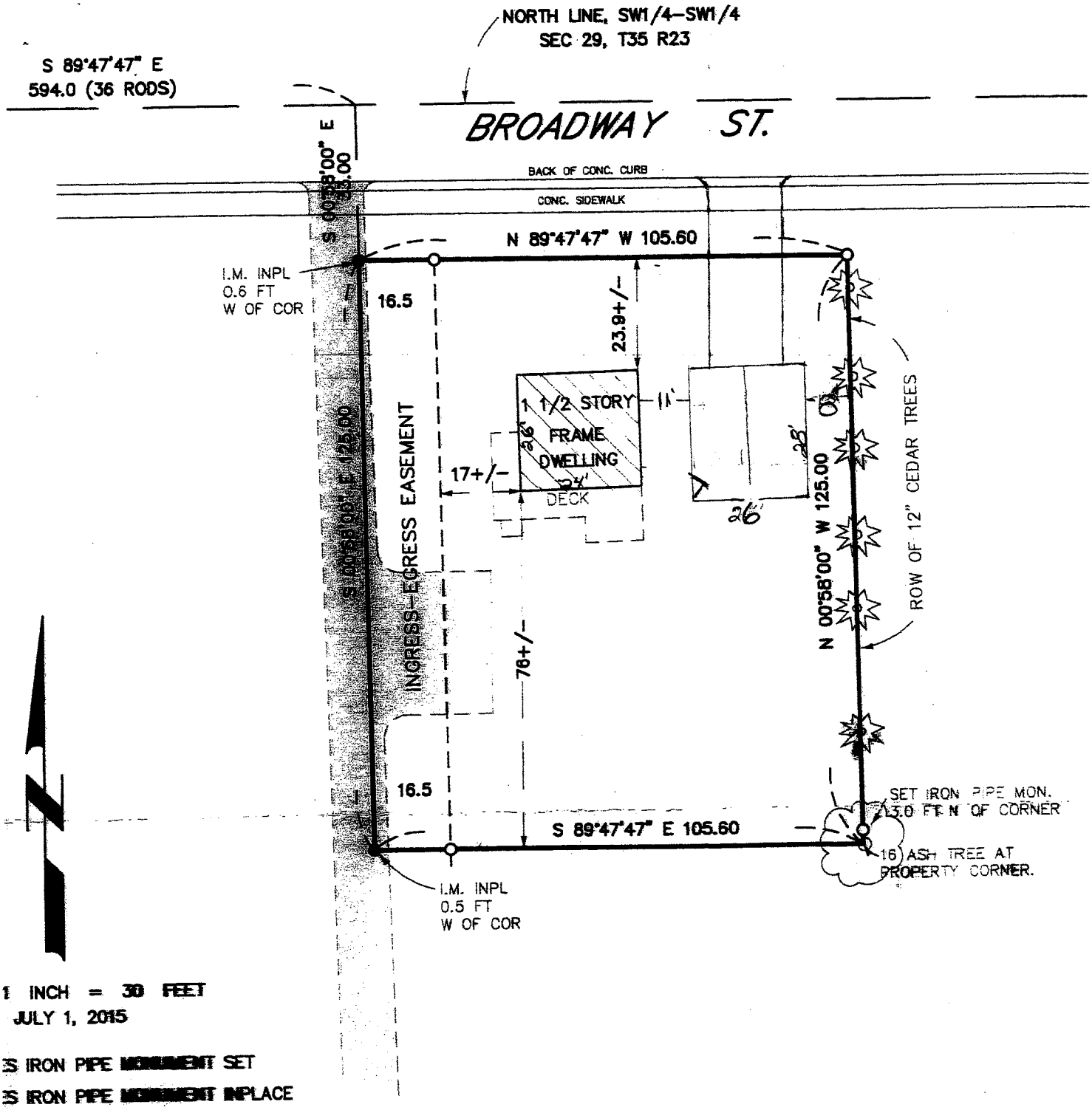
To Whom it May Concern:

I am looking at building a garage for my home located at 201 Broadway St. SE. This home currently does not have a garage on the property. I would like to build a 26ftx28ft two stall garage. The current city limit is a 24ftx24ft. I have included my building plans for this project. I would like to build this garage so I can fit two full size vehicles and a little work bench. At the current limit of 24x24 you cannot fit a full-size truck in and walk around all sides of the garage. I would like to extend the size of the garage by 2 feet on the on side and 4 feet on the other side. I feel like this garage will fit in with the neighborhood. There are several garages on my street with garages that are much larger than what I would like to build. If you would consider passing this variance I would love to have a garage on my property.

Sincerely,

Scott Zimprich





1 INCH = 30 FEET
JULY 1, 2015

IRON PIPE MONUMENT SET
IRON PIPE MONUMENT INPLACE

THE [redacted] 125 FEET OF LOT 57, AUDITOR'S SUBDIVISION NO. 10,
[redacted] COUNTY, MINNESOTA

[redacted] EASEMENT FOR INGRESS AND EGRESS OVER AND ACROSS
[redacted] THEREOF.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: September 15, 2020
Subject: Resolution 2020-XXX Approving Metering Software and Hardware and Entering into an Agreement with Mueller

Background:
The City currently uses Metering Technologies to supply us with Badger meters and ReadCenter for meter reading software which was installed with an upgrade in 2012. Staff has recently been informed that the meters that we currently use are now obsolete (no longer being manufactured) as well as the software is outdated and will not be supported or serviced in the near future. Staff evaluated the pros and cons of keeping with the Badger meter products or changing vendors to Mueller which is a strong competitor for metering technology. The thorough review considered technology of the software, technology of the meter body and radio system, service, the infrastructure used to support the technology, longevity of the meters, longevity of a software upgrade, and most importantly cost to the city and their residents over a 10+ year period. The analysis by Staff was overwhelmingly in favor or switching to Mueller meters with the Winwater Company as the vendor.

The City will utilize both Badger and Mueller software for approximately 14 months until the Badger radios are replaced with Mueller radios. Staff will begin purchasing Mueller meters/ radios immediately for new homes and meter replacements. The cost of the Mueller full meters are less than the current Badger full meters.

Recommendation:
Staff has the following recommendations:

- Budget Amendment in Water (601) from Chemicals (221) to Meters (232) in the amount of $8,000.01 to purchase Mueller software and hardware to read Mueller meters in drive-by mode.
- Continue to read our Badger meters in mobile drive-by mode until the end of 2021 when the software is unsupported and at that time meter radios will be replaced with Mueller.
- Include meter radio replacement for all meter (approx. 2500) in the Capital Improvement schedule for 2022 and in the rate study for 2020.
- Include meter infrastructure on the Capital Improvement schedule for 2022 for all meters to be read by a fixed network system to complete the meter upgrade.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2020-XXX
- Mueller Proposal
- Agreement with Mueller

RESOLUTION 2020-XXX

APPROVING METERING SOFTWARE AND HARDWARE AND ENTERING INTO AN AGREEMENT WITH MUELLER

WHEREAS, the current meters the City uses is no longer manufactured and the meter reading software will not be supported with Badger; and,

WHEREAS, Staff evaluated the pros and cons of keeping with the Badger meter products or changing vendors to Mueller. The following were evaluated: software, technology of the meter body and radio system, service, the infrastructure used to support the technology, longevity of the meters, longevity of a software upgrade and most importantly cost to the city and their residents over a 10+ year period; and,

WHEREAS, Staff has recommended that it is in the best interest of the City to change vendors to Winwater Company and install Mueller meter software and technology going forward; and,

WHEREAS, Staff will utilize both Badger and Mueller software/hardware until all meter radios are replaced with Mueller radios; and,

WHEREAS, the quote from Winwater for software/hardware is $8,000.01 and the cost for a full meter is less that what the City is currently purchasing; and,

WHEREAS, a laptop/ equipment and Caselle billing account modifications will be necessary for the conversion in the amount not to exceed $6,000.00; and,

WHEREAS, the cost for this upgrade is unbudgeted due to the short notice received; and,

WHEREAS, funds are available within Water (601) that will be reallocated through a budget amendment from Chemicals (221) to Meters (232) in the amount of $11,000.01;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the following:

- Enter into an agreement with Mueller and authorize the City Administrator to sign necessary documentation.
- Purchase Mueller Software/Hardware and necessary equipment in the amount, not to exceed, $8,000.01.
- Authorize Staff to purchase Mueller meters from Winwater Company.
- Authorize the Finance Director to amend the 2020 budget in Water (601) $14,000.01.
- Authorize Staff to include meter upgrades for radios and fixed network infrastructure into the Capital Improvement schedule for 2022.

This Resolution is hereby approved by the Isanti City Council this 15th day of September, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

MILBANK
Winwater™
COMPANY

102 E 22ND AVE/SOUTH HWY 15
PO BOX 350
MILBANK, SD 57252
PHONE (605) 432-4594
FAX (605) 432-5447

Job Name
Isanti - Mobile System, Meter, Radio, Horn (Quote)

Quote No.	Date	Page
0006164	9/11/20	1
Expiration Date		9/15/20
Revised Date		9/11/20
Bid Due Date		9/11/20

Quoted To Customer
City of IsantiUNT 110 1ST AVE NW ISANTI, MN 55040-7372 Phone (605) 432-4594 Fax

Quoted By
Todd Phillips phillips.winwater@gmail.com (612) 723-5497

Customer	Payment Terms	Quoted To	Salesperson	FOB
000300	NET 30	Todd Phillips	TODD PHILLIPS	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
		(MOBILE COLLECTOR SYSTEM)			
2.0	1	MI.NODE M MOBILE HARDWARE KIT MUELLER AMR W/2 WAY W/ HH	6453.3400	EA	6453.34
3.0	1	EZREADER MOBILE SOFTWARE SUITE (AHRMOBILE-SW-SUITE)	586.6700	EA	586.67
		SUBTOTAL			**7040.01**
		(MUELLER MINODE-M RADIO) NICOR			
6.0	24	MSW-NODE5-1P-05 MIU M 5'NIC MI.NODE M	84.2300	EA	2021.52
		SUBTOTAL			**2021.52**
		(MUELLER METER - SSM) NICOR			
10.0	24	S0320SN 5/8X3/4 SSM METER USG 3/4 SHORT-ULTRASONIC 18"NICOR	141.4300	EA	3394.32
		SUBTOTAL			**3394.32**
		(METER SETTER/HORN)			
13.0	24	C-STYLE METER SETTER 5/8X3/4 - 1"MALE UNION X 1"SWT UNION	98.4000	EA	2361.60
		SUBTOTAL			**2361.60**

Tax Area Id	Net Sales	14,817.45
420510000	Freight	.00
	Tax	.00
	Quotation Total	14,817.45

MUELLER SYSTEMS
MASTER AGREEMENT

THIS MASTER AGREEMENT (this "**Agreement**") is entered into this 15th day of September 2020 between MUELLER SYSTEMS, LLC, a Delaware limited liability corporation having its principal offices at 10210 Statesville Blvd, Cleveland, North Carolina 27013 (referred to in this Agreement as "**Mueller Systems**" or "**Provider**"), and City of Isanti (referred to in this Agreement as "**Customer**"). This Agreement governs the sale by Provider and the purchase by Customer for its own use and not for resale of, as applicable, Equipment, Software, Documentation and other items related to advanced metrology infrastructure systems. In the event of any conflict or inconsistency between the terms and conditions of this Agreement and terms and conditions of any other agreement or document, the terms and conditions of this Agreement shall govern and control and the conflicting or inconsistent terms and conditions are hereby rejected. In consideration of the mutual obligations set forth in this Agreement, Customer and Mueller Systems agree as follows:

1. **DEFINITIONS.**

a. "**Content**" means the information developed or legally acquired by Customer which may be used in connection with or accessed by any module of the Software.

b. "**Documentation**" means the user guides, reference manuals, and installation materials provided by Provider to Customer related to the Software and Equipment.

c. "**Equipment**" means the components, devices, products, equipment and related items provided by Provider identified in Appendix A.

d. "**Services**" means activities related to deployment and installation services, repair services, hosting services and technical support/maintenance services as provided by Mueller Systems and as identified in Appendix B.

e. "**Software**" means the object code versions of Mueller Systems' software identified in Appendix A, together with all subsequent authorized updates, replacements, modifications or enhancements.

2. **SOFTWARE**

a. Software on Equipment License. For Equipment purchased by Customer from Mueller Systems, Mueller Systems hereby grants Customer a limited, non-exclusive, non-sublicensable, non-transferable, perpetual, irrevocable license to use and execute the Software embedded in the Equipment for its internal business purposes in connection with such Equipment ("Firmware").

b. Online Software Access. Subject to the terms of this Agreement and the payment of the fees specified in Section 6a herein, Mueller Systems grants to Customer, for its internal business purposes and during the term of this agreement, a limited, non-exclusive, non-sublicensable, non-transferable right to access and use and make available to Customer's utility users, as applicable, and/or employees the online, hosted Software specified herein.

c. Restrictions. Except as specifically and expressly permitted in writing by Mueller Systems, Customer shall not (i) violate any restriction set forth in this Agreement; (ii) modify, translate, de-compile, reverse compile, disassemble, or create or attempt to create, by reverse engineering or otherwise, the source code from the object code of the Software; (iii) adapt the Software in any way for use to create a derivative work; or (iv) include or combine the Software in or with any other software.

d. Ownership. This Agreement does not grant to Customer any ownership interest in the Software or Documentation. Customer has a license to use the Software and Documentation as provided in this Agreement. Customer hereby agrees and acknowledges that Mueller Systems owns all right, title, and interest in the Software and Documentation, and Customer will not contest those rights or engage in any conduct contrary to those rights. Any copy, modification, revision, enhancement, adaptation, translation, or derivative work of or created from the Software and Documentation made by or at the direction of Customer shall be owned solely and exclusively by Mueller Systems, as shall all patent rights, copyrights, trade secret rights, trademark rights and all other proprietary rights, worldwide.

e. Reservation. Mueller Systems reserves all rights not specifically granted under this Agreement.

3. **EQUIPMENT** In consideration of the fees set forth in Appendix D of this Agreement, Mueller Systems will provide the Equipment identified in Appendix A.

4. **SERVICES** In consideration of the fees set forth in Appendix D of this Agreement, Mueller Systems will provide the Services identified in Appendix B.

5. **CONFIDENTIALITY** The Software, Equipment and Documentation, including any ideas, concepts, know-how and technology contained therein, shall be considered the proprietary and confidential information of Mueller Systems and, as such, shall be subject to the confidentiality provisions of this Agreement. If a separate, written non-disclosure agreement exists between Mueller Systems and Customer, such agreement will control and will apply according to its terms and conditions to all confidential information the parties exchange with each other. If no separate, written non-disclosure agreement exists between Mueller Systems and Customer, the terms listed in Appendix C will apply to the confidential information the parties exchange with each other.

6. **FEES AND PAYMENT**

a. Software Fees. Customer shall pay the Software fees set forth in Appendix D of this Agreement.

b. Equipment Fees. Customer shall pay the Equipment fees set forth in Appendix D of this Agreement. Title to the Equipment, except the Software and Documentation that are subject to licenses provided in this Agreement, passes from Mueller Systems to Customer when Mueller Systems ships the Equipment.

c. Service Fees. Customer shall pay the Service fees set forth in Appendix D of this Agreement.

d. Taxes. All prices and fees are in U.S. dollars unless otherwise specified. All amounts payable under this Agreement are exclusive of all sales, use, value-added, excise, property, withholding, and other taxes and duties. Customer will pay all taxes and duties assessed by any authority in connection with this Agreement and with Customer's performance hereunder. Customer will promptly reimburse Mueller Systems for any and all taxes or duties that Mueller Systems may be required to pay in connection with this Agreement or its performance. This provision does not apply to taxes based on Mueller Systems' income, or any taxes for which Customer is exempt, provided Customer has furnished Mueller Systems with a valid tax exemption certificate.

e. Payment. Unless provided otherwise herein, Customer agrees to pay all amounts specified in Appendix D or otherwise due under this Agreement within thirty (30) days after the date of invoice. Past due amounts will shall bear interest from the due date until paid at a rate of (i) one and one-half percent (1.5%) per month or (ii) the maximum rate permitted by law, whichever is less. All payments made under this Agreement shall be nonrefundable, except as specifically provided otherwise in this Agreement.

7. **TERM; TERMINATION**

a. Term. The term of this Agreement is one (1) year commencing upon the date of this Agreement. This Agreement will automatically renew for subsequent, successive one (1) year periods at the then-current Mueller Systems prices unless either party gives the other party written notice of its intent to not renew at least thirty (30) days prior to the expiration of the then current term. Mueller Systems may increase support fees at any time on thirty (30) days prior notice to Customer. Within such thirty (30) days, Customer may terminate the Agreement by providing written notice to Mueller Systems.

b. Termination for Breach. If either party breaches this Agreement, and such breach is not cured within ten (10) days of the breach, after receiving written notice, the non-breaching party may terminate this Agreement, including all licenses provided herein, effective upon written notice to the other party. The breaching party agrees that if it breaches this Agreement, the non-breaching party will be entitled to injunctive or similar equitable relief and that the breaching party will not argue in any proceeding that its breach will not cause irreparable harm to the non-breaching party or that the non-breaching party can be adequately compensated for any such harm by any remedies other than by injunctive relief.

c. Effect of Termination. Termination of this Agreement shall have the effect designated in Appendix B.

d. Non-Exclusive Remedy. Termination of this Agreement or any license granted hereunder shall not limit the remedies otherwise available to either party, including injunctive relief.

e. Survival. Unless otherwise stated herein, any provision that, by its nature or terms, is intended to survive the expiration or termination of this Agreement, will survive.

8. LIMITED WARRANTIES; REMEDIES

a. Software. Subject to the exclusions herein, including those in Appendix A, Mueller Systems warrants that commencing from the date of shipment or provision to Customer and continuing for the period set forth in Appendix A (the "**Warranty Period**"), (i) the media on which the Software is furnished will be free of defects in materials and workmanship under normal use; and (ii) the Software will perform substantially in conformance with the applicable Documentation provided to Customer by Mueller Systems. Mueller Systems does not warrant that the Software will operate in combinations with other software, except as specified in the Documentation, that the Software will meet the Customer's requirements or that the operation of the Software will be uninterrupted or error-free. Customer assumes responsibility for taking adequate precautions against damages which could be caused by defects, interruptions or malfunctions in the Software or the hardware on which it is installed. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Software warranties set forth above shall be, at Mueller Systems' option, to either (x) repair or replace any Software containing an error or condition which is reported by Customer in writing to Mueller Systems which causes the Software not to conform with the warranty set forth herein; or (y) refund a pro-rated amount paid by Customer to Mueller Systems and terminate this Agreement and all licenses provided herein.

b. Services. Mueller Systems warrants that all services provided by it to Customer under this Agreement shall be performed in a workmanlike manner. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Service warranties set forth above shall be the re-performance of the applicable non-conforming Service.

c. Equipment. Subject to the exclusions herein, including those in Appendix A, Mueller Systems warrants to Customer that the Equipment will comply with provided specifications for the periods specified in Appendix A. Claims under this Section will be considered if submitted to Mueller Systems within sixty (60) days following the discovery of any noncompliant Equipment covered by this Agreement and provided Mueller Systems or its agents are permitted a commercially reasonable opportunity to examine and analyze the Equipment claimed to be noncompliant. Mueller Systems' entire obligation and Customer's exclusive remedy with respect to the Equipment warranties set forth herein, at Mueller Systems' option, is repair or replacement of any Equipment found noncompliant, subject to the terms and conditions herein, during the applicable warranty period after such Equipment is properly packaged and returned prepaid to Mueller Systems' designated service center.

d. Costs. Any and all costs associated with uninstalling and shipping noncompliant Equipment and Software and installing replacement Equipment and Software will be the responsibility of Customer.

e. Exclusions. The warranties provided by Mueller Systems shall not apply to Equipment and/or Software which: (i) have been altered, except with the express written consent, permission or instruction of Mueller Systems, (ii) have been used in conjunction with another product resulting in the defect, except for those third party products specifically approved by Mueller Systems, (iii) were other than the most current version of the Software (but only to the extent that any failure of the Software would have been avoided by the use of the most current version), (iv) have been damaged by improper environment, abuse, misuse, accident, negligence, act of God, excessive operating conditions, or unauthorized attachments or modifications, (v) have not been properly installed and operated in accordance with the Documentation, or as otherwise instructed by Mueller Systems, or (vi) any other exclusion set forth in any Appendix hereto.

f. DISCLAIMERS. TO THE EXTENT PERMITTED BY APPLICABLE LAW, THE

WARRANTIES AND REMEDIES STATED ABOVE ARE EXCLUSIVE AND NO OTHER WARRANTIES OR REMEDIES EXPRESS, IMPLIED OR STATUTORY, APPLY TO THE DOCUMENTATION, THE SOFTWARE, THE EQUIPMENT OR ANY SERVICES TO BE PROVIDED BY MUELLER SYSTEMS UNDER THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO WARRANTIES OR CONDITIONS OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY OR PERFORMANCE, AND ANY IMPLIED WARRANTY ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE OF TRADE, ALL OF WHICH MUELLER SYSTEMS EXPRESSLY DISCLAIMS.

9. **INDEMNIFICATION.** Mueller Systems will indemnify and defend Customer from any third party claim that the Software and Equipment infringe on another person's or company's patent, copyright or other intellectual property right as specified in this Section. This indemnity does not cover and specifically excludes (a) intellectual property rights recognized in countries and jurisdictions other than the United States, and (b) claims relating to infringement of intellectual property rights by a third party's products and software. Mueller Systems has no obligation under this Section for any claim to the extent it results from or arises out of Customer's modification of the Equipment or Software or from any combination, operation or use of the Software or Equipment with other third party products or services. Mueller Systems' duty to indemnify under this Section is contingent upon Mueller Systems receiving prompt notice of a claim and Mueller Systems' right to solely control resolution of a claim. Customer's sole remedy for an indemnified claim under this Section is as follows: Mueller Systems will, at its expense and in its discretion either (a) resolve the claim in a way that permits Customer's continued ownership and use of the affected Software and Equipment, (b) provide a comparable, non-infringing replacement at no cost to Customer, or (c) accept return of the Software and Equipment, provide a reasonable depreciated refund and terminate this Agreement and all licenses herein. This Section is the exclusive statement of Mueller Systems' liability and responsibility for indemnifying Customer for infringement of intellectual property rights

10. **LIMITATION OF LIABILITY.**

a. MUELLER SYSTEMS' MAXIMUM LIABILITY HEREUNDER IS EXPRESSLY LIMITED TO THE TOTAL AMOUNT PAID FOR THE SOFTWARE, SERVICES, AND EQUIPMENT IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTHS AND WILL UNDER NO CIRCUMSTANCE EXCEED THE AMOUNT PAID BY CUSTOMER IN THE IMMEDIATELY PRECEDING TWELVE (12) MONTHS FOR THE SOFTWARE, SERVICES AND EQUIPMENT PROVIDED BY MUELLER SYSTEMS UNDER THIS AGREEMENT. Some states do not allow the limitation and/or exclusion of liability for incidental or consequential damages, so the above limitation may not apply.

b. The provisions of this Agreement allocate the risks between Customer and Mueller Systems. Mueller Systems' pricing reflects this allocation of risk and the limitations of liability specified herein.

11. **NOTICE.** All notices required to be given hereunder shall be in writing. Notice shall be considered delivered and effective upon receipt when sent by registered or certified mail, return receipt requested, addressed to the parties as set forth above. Either party, upon written notice, may change any name or address to which future notice shall be sent.

12. **GENERAL.** The Software will not be exported or re-exported in violation of any export provisions of the United States or any other applicable jurisdiction. The rights and obligations of this Agreement are personal rights granted to the Customer only. The Customer may not transfer or assign any of the rights or obligations granted under this Agreement to any other person or legal entity. Any such purported transfer or assignment shall be null and void. Mueller Systems will be free of liability to the Customer where Mueller Systems is prevented from executing its obligations under this Agreement in whole or in part due to force majeure, such as earthquake, typhoon, flood, fire, and war or any other unforeseen and uncontrollable. Any modification or amendment to any of the provisions of this Agreement will be in writing and signed by an authorized officer of each party. This Agreement does not create or imply any relationship in agency or partnership between the parties. Headings are inserted for the

convenience of the parties only and are not to be considered when interpreting this Agreement. The validity of this Agreement and the rights, obligations, and relationship of the parties resulting from same will be interpreted and determined in accordance with the law of the State of Delaware, and applicable federal law, without regard to its choice of law provisions. The parties specifically exclude from application to the Agreement the United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transactions Act. If any provision of this Agreement is contrary to and in violation of any applicable law, such provision will be considered null and void to the extent that it is contrary to such law, but all other provisions will remain in effect. The waiver or failure of either party to exercise any right herein shall not be deemed a waiver of any further right hereunder. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior and contemporary agreements, understandings, and commitments between the parties regarding the subject matter of this Agreement.

[Signatures Appear on the Following Page]

EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Mueller Systems

By:_____

Name (Print or Type)

Title

Customer

By: Josi Wood

Josi Wood

Name (Print or Type)

City Administrator - City of Isanti

Title

(10.2019)

Appendix A

Mueller Systems – Product Warranty Statement

1. **Limited Warranty**. Mueller Systems, LLC ("Mueller") warrants that, for the duration of the Warranty Period (defined below): (a) each product purchased from Mueller ("Product") will be free from defects in materials and workmanship under normal use, installation and service conditions; (b) the media on which any Software is furnished will be free of defects in materials and workmanship under normal use; and (c) any such Software will substantially conform to the applicable published Mueller functional specifications for such Software. Products will have a warranty period of the greater of (i) one (1) year from date of shipment or (ii) the applicable warranty period for a specific Product stated below in Section 6 ("Warranty Period").

2. **Exclusive Remedy**. Mueller will, at its option, either repair or replace with an equivalent substitute a Product that is in breach of the foregoing warranty during the Warranty Period if Purchaser reports the breach to Mueller within sixty (60) days after Purchaser discovers the breach. At Mueller's request, Purchaser will ship the allegedly defective Product to a repair facility designated by Mueller at Purchaser's expense and risk. If Mueller, in its sole discretion, determines that the Product breached the applicable warranty, Mueller will ship the repaired or replaced Product to Purchaser at Mueller's expense and risk. If Mueller determines that it is unable to repair or replace such Product, it will, at Mueller's sole discretion provide a cash or credit refund to Purchaser. If Mueller repairs or replaces any such defective Product, the Warranty Period for the repaired or replaced Product will continue for the longer of (y) thirty (30) days, or (z) the remainder of the original Warranty Period. Mueller's warranty is subject to exclusions, as set forth in Section 3. This Section 2 sets forth Mueller's entire liability, and the Purchaser's exclusive remedy, for any alleged breach of warranty for any Products.

3. **Exclusions**. Mueller has no obligation under this Product Warranty Statement if (a) a Product has been subject to misuse, neglect or accident or has been damaged through abuse, alternation, installation or application inconsistent with AWWA guidelines or Mueller specifications, including but not limited to Mueller propagation studies, failure to follow Mueller's operation or maintenance instructions or negligence in transportation, handling, or storage, or repaired by anyone other than Mueller or its authorized personnel, (b) with respect to software, there has been a change to the software's operating environment not made or authorized by Mueller or if Purchaser fails to install any correction or enhancement provided by Mueller, or if a virus is introduced through no fault of Mueller, or (c) if any Product fails to satisfy the applicable warranty as a result of any force majeure event. Mueller's Product Return process can be found at www.muellersystemsreturns.com .

4. **Important Disclaimer**. EXCEPT AS EXPRESSLY SET FORTH HEREIN, MUELLER DISCLAIMS ALL OTHER EXPRESS OR IMPLIED WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT AND WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE. TO THE EXTENT ANY IMPLIED WARRANTY CANNOT BE EXCLUDED, SUCH WARRANTY IS LIMITED IN DURATION TO THE EXPRESS WARRANTY PERIOD.

5. **Limitation on Liability**. Mueller has no liability with respect to damage or destruction of property or the personal injury or death of persons resulting from defects in Products or from improper installation, use, maintenance or operation of any Products. In all cases, Mueller's liability shall not exceed the total amount paid by Purchaser to Mueller under this Order.

6. **Product Warranties**. The following provisions in this Section 6 modify the limited warranty in Section 1 with respect to the specific Products identified below:

Automated Meter Reading (AMR) / Advanced Metering Infrastructure (AMI) Products		
Product	**Description**	**Warranty Period**
AMR / AMI Software	These items of Software will perform in accordance with Mueller's published specifications for the duration of the Warranty Period.	One (1) year from date of shipment to Purchaser.
AMR / AMI Hardware – unless otherwise expressly specified herein	During the Warranty Period, these Products will be free from defects in materials and workmanship.	One (1) year from date of shipment to Purchaser.
AMR / AMI Radio Modules – AMI water module endpoints and AMR water module endpoints	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units.
Encoder Register Products, Wall Pads and Pit Pads.	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units.
Water Metering Products		
Product	**Description**	**Warranty Period**
All Meter Products not otherwise specified herein	During the Warranty Period, these Products will be free from defects in materials and workmanship.	One (1) year from date of shipment to Purchaser.
Remote Disconnect Meters (RDM) valve and solenoid assembly	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Five (5) year warranty or two-thousand (2,000) actuations of the valve, whichever comes first, from the date of shipment to Purchaser.
Bronze Maincases	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Twenty-Five (25) years from date of shipment to Purchaser.
Composite Maincases	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Fifteen (15) years from date of shipment to Purchaser.
Standard registers for the above listed mechanical meters	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Ten (10) years from date of shipment to Purchaser.

Models 400 and 500 Series Meters	AWWA[1] New Meter Accuracy	5/8" – Five (5) years from the date of shipment to Purchaser or the registration of 500,000 U.S. gallons, whichever comes first; 3/4" – Five (5) years from the date of shipment to Purchaser or the registration of 750,000 U.S. gallons, whichever comes first; 1" – Five (5) years from the date of shipment to Purchaser or the registration of 1,000,000 U.S. gallons, whichever comes first; 1-1/2" – Two (2) years from the date of shipment to Purchaser or the registration of 1,600,000 U.S. gallons, whichever comes first; 2" – Two (2) years from the date of shipment to Purchaser or the registration of 2,700,000 U.S. gallons, whichever comes first.
	AWWA Repaired Meter Accuracy (AWWA M6 Manual)	5/8" – Fifteen (15) years from the date of shipment to Purchaser or the registration of 1,500,000 U.S. gallons, whichever comes first; 3/4" – Fifteen (15) years from the date of shipment to Purchaser or the registration of 2,250,000 U.S. gallons, whichever comes first; 1" – Fifteen (15) years from the date of shipment to Purchaser or the registration of 3,000,000 U.S. gallons, whichever comes first; 1-1/2" – Ten (10) years from the date of shipment to Purchaser or the registration of 5,000,000 U.S. gallons, whichever comes first; 2" – Ten (10) years from the date of shipment to Purchaser or the registration of 8,000,000 U.S. gallons, whichever comes first.
Model HbMAG electromagnetic cold-water meters	During the Warranty Period, these Products will be free from defects in materials and workmanship.	Two (2) years from date of shipment to Purchaser.
Solid State Meters	During the Warranty Period (ten (10) years from date of shipment to Purchaser) these Products will meet or exceed accuracy of +/- 1.5% between the specified minimum flow rate to the specified maximum. Additionally, the unit is covered by a prorated warranty for years eleven (11) through fifteen (15) at a fifty-percent (50%) discount, and years sixteen (16) through twenty (20) at a twenty-five-percent (25%) discount from the date of shipment to Purchaser. All discounts will be calculated on the then current published price of the original product. All prorated warranty discounts are to be used towards the purchase of replacement units for the following sizes: 5/8" Meter — 0.1 gpm to 20 gpm 5/8" x ¾", ¾" Short, and ¾" Long Meter — 0.1 to 30 gpm 1" Meter — 0.4 to 55 gpm 1 ½" Meter — 0.25 to 100 gpm 2" Meter — 1.5 to 160 gpm	

Appendix B
Services

1. Software Services and Support Obligations

[1] American Water Works Association ("AWWA")

a. "Update" to the Software means a subsequent release of the Software that Provider makes generally available to its current customers for the Software. Updates include changes and corrections to the Software as are required to keep the Software in substantial conformance with the applicable Documentation and that are created by Provider as corrections for defects in the Software. Updates shall not include any release, option or future product that Provider licenses separately. Provider shall in its sole discretion determine the nature, content, timing and release of any Updates.

b. Web-based support, consisting of information on the most current release of the Software through Provider's web site.

c. Phone support in the form of advice and counsel via telephone regarding Customer's use of the most current release of the Software, as well as Customer's connectivity and ability to access Content. Phone Support is provided from 8:00 AM to 7:00 PM Eastern Time, Monday through Thursday and 8:00 AM to 5:00 PM Eastern Time on Fridays. All hours and days exclude recognized U.S. holidays observed by Mueller Systems.

2. Software Hosting Services

a. Except as specifically permitted in this Agreement, Customer shall have web-based access the Software hosted by Provider pursuant to this Agreement.

b. Provider shall provide Customer with access and related hosting services to the Software installed on Provider's servers. Provider will also install the Content provided by Customer. Provider will define the appropriate performance specifications and will host the server at a Provider's location. Provider will monitor and perform routine maintenance on the server, and if the server is not operating properly, will make a good faith effort to operate Customer's system on a backup server, if available. Access to Customer's server is restricted to authorized Provider information technology and support personnel only. Differential and full server backups are performed when reasonably practicable.

c. Customer shall be responsible for installing, operating and maintaining the equipment, software, and/or facilities at Customer location recommended by Provider for effective access to and use of the Software installed on Mueller Systems server. Customer shall be responsible for providing and maintaining its own Internet access and all necessary telecommunications equipment at Customer's location necessary for accessing the Software.

d. Upon termination, for any reason, of the Agreement or any license(s) granted herein, Provider shall immediately cease providing access to the Software and Hosting Services. Customer shall (i) immediately stop access and use of all such Provider confidential information (including Software); (ii) shall return all copies of the Software, Documentation, and any Provider confidential information to Provider; and (iii) delete all Software, Documentation, and other confidential information off of any and all storage media possessed or controlled by Customer. Customer shall provide Provider with written certification signed by an officer of Customer that Customer has complied with the provisions of this Section. Customer shall immediately pay all amounts due to Provider.

Appendix C

Confidential Information

For purposes of this Attachment, "party" or "parties" shall mean Provider and Customer, including their respective subsidiaries and affiliates who are providing information under this Agreement. The parties agree to maintain confidential information as follows:

1. Definition of Confidential Information. The parties understand and agree that confidential information is any and all current and future Equipment, Documentation and/or Software information, roadmap, technical or financial information, customer names, addresses and related data, contracts, practices, procedures and other business information, including software reports, strategies, plans, documents, drawings, machines, tools, models, patent disclosures, samples, materials and requests for proposals that may be disclosed between the parties, whether written, oral, electronic or otherwise, however and wherever acquired ("Confidential Information"). Confidential Information excludes any information which would otherwise fall in the definitions above, but which was (a) known to the recipient of the information ("Recipient") before receipt from the disclosing party; (b) publicly available through no fault of Recipient; (c) rightly received by Recipient from a third party without a duty of confidentiality; (d) disclosed by disclosing party to a third party without a duty of confidentiality on the third party; (e) independently developed by Recipient without breach of this or any other confidentiality agreement; or (f) disclosed by Recipient after prior written approval from the disclosing party.

2. Obligations of Confidentiality and Remedies. Recipient agrees to protect the disclosing party's Confidential Information with the same degree of care, but no less than a reasonable degree of care, as Recipient uses with respect to its own Confidential Information. Neither party has any obligation to exchange Confidential Information. Both parties acknowledge and agree that the disclosure of the other party's Confidential Information could cause irreparable harm. Therefore, an injured party is entitled to applicable equitable relief, including injunctions, in addition to other remedies, for such wrongful disclosure of Confidential Information. In addition, disclosure of Confidential Information required by a government body or court of law is not a violation of this Section if the Recipient gives prompt notice of the required disclosure to the disclosing party.

3. Term of Confidentiality Obligations. Recipient's duty to protect Confidential Information expires three (3) years from the date of disclosure of the particular Confidential Information.

4. No Warranties on Confidential Information. Neither party warrants or guarantees the accuracy of any Confidential Information transferred between the parties.

Appendix D

FEES

Mobile AMR System

Annual Software Maintenance & Support for AMR System						
Number of Metering End Points	**2,501 – 10,000**					
Route Management Software *(EZ Reader Software Suite)*	$1932					

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 9/2/2020 - 9/2/2020 | Sep 02, 2020 09:47AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/02/2020	54272	1503	7-UP BOTTLING	609-20200	214.00
09/20	09/02/2020	54273	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,945.00
09/20	09/02/2020	54274	1858	ASTLEFORD INTERNATIONAL	101-20200	312.97
09/20	09/02/2020	54275	9	BERNICKS PEPSI-COLA	609-20200	1,753.97
09/20	09/02/2020	54276	1387	BJORKLUND COMPANIES	920-20200	122.50
09/20	09/02/2020	54277	2319	BREAKTHRU BEVERAGE	609-20200	6,229.73
09/20	09/02/2020	54278	2814	BROWN, BRANDON	603-20200	165.74
09/20	09/02/2020	54279	2221	C & L DISTRIBUTING	609-20200	467.20
09/20	09/02/2020	54280	1474	CDW GOVERNMENT INC	101-20200	1,564.65
09/20	09/02/2020	54281	918	CRYSTAL SPRINGS ICE	609-20200	365.56
09/20	09/02/2020	54282	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,760.30
09/20	09/02/2020	54283	1708	DAVE LILLEBOE	226-20200	160.00
09/20	09/02/2020	54284	2720	DEFIANT DISTRIBUTORS	609-20200	341.46
09/20	09/02/2020	54285	912	FASTENAL COMPANY	101-20200	232.03
09/20	09/02/2020	54286	1682	FERGUSON WATERWORKS	601-20200	224.10
09/20	09/02/2020	54287	2830	GDO Law	101-20200	4,083.33
09/20	09/02/2020	54288	739	HACH COMPANY	601-20200	458.79
09/20	09/02/2020	54289	160	HAWKINS INC	602-20200	3,937.10
09/20	09/02/2020	54290	160	HAWKINS INC	602-20200	13,876.36
09/20	09/02/2020	54291	114	ISANTI COUNTY RECORDER	505-20200	92.00
09/20	09/02/2020	54292	162	ISANTI RENTAL INC	101-20200	37.95
09/20	09/02/2020	54293	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,402.29
09/20	09/02/2020	54294	5	KAWALEK TRUCKING	609-20200	289.80
09/20	09/02/2020	54295	1338	KNIFE RIVER	101-20200	3,565.48
09/20	09/02/2020	54296	1331	MAGER, JIM	101-20200	103.84
09/20	09/02/2020	54297	2828	MCCARTY, JOHN	101-20200	427.53
09/20	09/02/2020	54298	17	MCDONALD DISTRIBUTING CO	609-20200	14,719.35
09/20	09/02/2020	54299	616	MENARDS - CAMBRIDGE	602-20200	272.32
09/20	09/02/2020	54300	2080	MVTL LABORATORIES INC	602-20200	43.20
09/20	09/02/2020	54301	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,016.79
09/20	09/02/2020	54302	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	5,686.23
09/20	09/02/2020	54303	2396	SOUTHERN GLAZERS OF MN	609-20200	5,704.92
09/20	09/02/2020	54304	2156	SUMMIT COMPANIES	101-20200	16.00
09/20	09/02/2020	54305	1290	THE AMBLE GROUP	101-20200	303.40
09/20	09/02/2020	54306	686	VERIZON WIRELESS	609-20200	1,238.93
09/20	09/02/2020	54307	42	VIKING COCA-COLA BOTTLING CO	609-20200	150.85
09/20	09/02/2020	54308	4	WATSON CO INC	609-20200	2,238.59
09/20	09/02/2020	54309	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	120.00
09/20	09/02/2020	54310	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						108,848.26

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/08/2020	54317	281	MINNCO CREDIT UNION	101-20200	228.93
Grand Totals:						228.93

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/09/2020	54318	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	960.00
09/20	09/09/2020	54319	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	90.00
09/20	09/09/2020	54320	1231	ACE SOLID WASTE INC	101-20200	2,134.54
09/20	09/09/2020	54321	953	ALL AMERICAN TITLE CO,INC.	601-20200	17.84
09/20	09/09/2020	54322	2504	ANCONA TITLE & ESCROW	601-20200	17.69
09/20	09/09/2020	54323	53	BELLBOY CORPORATION	609-20200	4,380.91
09/20	09/09/2020	54324	9	BERNICKS PEPSI-COLA	609-20200	1,315.49
09/20	09/09/2020	54325	602	BURNET TITLE	601-20200	7.64
09/20	09/09/2020	54326	2487	CAPITOL BEVERAGE SALES	609-20200	400.50
09/20	09/09/2020	54327	851	CASH	603-20200	211.75
09/20	09/09/2020	54328	1629	CITY OF ISANTI	101-20200	15,498.22
09/20	09/09/2020	54329	918	CRYSTAL SPRINGS ICE	609-20200	98.28
09/20	09/09/2020	54330	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,452.95
09/20	09/09/2020	54331	1708	DAVE LILLEBOE	101-20200	915.00
09/20	09/09/2020	54332	2946	ESTATE OF WILLIAM DUKOWITZ	601-20200	45.00
09/20	09/09/2020	54333	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
09/20	09/09/2020	54334	2945	FRANZ REPROGRAPHICS, INC	603-20200	55.10
09/20	09/09/2020	54335	134	GOPHER STATE ONE-CALL INC	601-20200	135.00
09/20	09/09/2020	54336	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	103.24
09/20	09/09/2020	54337	2209	INNOVATIVE OFFICE SOLUTIONS, INC	108-20200	19.80
09/20	09/09/2020	54338	270	ISANTI READY-MIX INC	101-20200	760.00
09/20	09/09/2020	54339	5	KAWALEK TRUCKING	609-20200	207.00
09/20	09/09/2020	54340	2947	MAUS, PETER & CARLA	601-20200	38.48
09/20	09/09/2020	54341	2948	MCCARTHY, JAIME & CATHERINE	601-20200	60.00
09/20	09/09/2020	54342	17	MCDONALD DISTRIBUTING CO	609-20200	25,637.87
09/20	09/09/2020	54343	2597	MNSPECT, LLC.	101-20200	47,811.35
09/20	09/09/2020	54344	2080	MVTL LABORATORIES INC	602-20200	130.96
09/20	09/09/2020	54345	2949	NEBEL, KEVIN & ROXANNE	601-20200	131.86
09/20	09/09/2020	54346	2950	NELSON, JOSEPH & SONIA	601-20200	82.31
09/20	09/09/2020	54347	2951	PAXMAR PROPERTY LLC	601-20200	11.39
09/20	09/09/2020	54348	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,903.65
09/20	09/09/2020	54349	12	POSTMASTER	603-20200	120.00
09/20	09/09/2020	54350	1720	PREMIER TITLE INSURANCE	601-20200	51.67
09/20	09/09/2020	54351	2625	RESULTS TITLE	601-20200	159.82
09/20	09/09/2020	54352	1113	RJM DISTRIBUTING INC	609-20200	19.00
09/20	09/09/2020	54353	2952	TEEL, TOMMY & CARRISA	601-20200	7.54
09/20	09/09/2020	54354	2076	TITLE SPECIALIST INC	601-20200	21.73
09/20	09/09/2020	54355	42	VIKING COCA-COLA BOTTLING CO	609-20200	261.95
09/20	09/09/2020	54356	1286	VINOCOPIA INC	609-20200	248.50
09/20	09/09/2020	54357	4	WATSON CO INC	609-20200	1,924.63
09/20	09/09/2020	54358	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00
09/20	09/09/2020	54359	780	WINE MERCHANTS	609-20200	104.00
Grand Totals:						113,575.51

City of Isanti

Gross Payroll	90,360.21
Social Security & Medicare	5,160.54
Public Employees Retirement	8,769.85
Total City Expense	104,290.60

Pay Date 9/4/2020

Pay Period 18 (8/16-8/29/20)

L.2.

RESOLUTION 2020-XXX

REGARDING MAINTENANCE OF PART-TIME PEACE OFFICER ROSTER

WHEREAS, the City of Isanti maintains a roster of Part-Time Peace Officers (Part-Time Peace Officer Roster"); and,

WHEREAS, the Part-time Peace Officers on the Part-Time Peace Officer Roster provide services to the Isanti Police Department on an as-needed, part-time basis; and,

WHEREAS, due to increased full-time staffing within the Isanti Police Department, the need for Part-Time Peace Officers within the City of Isanti has been substantially reduced; and,

WHEREAS, there are clerical burdens associated with retaining Part-time Peace Officers on the Part-Time Peace Officer roster, even if Part-Time Peace Officers are not requested to provide services or are unable to provide services when requested to do so;

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

1. Effective immediately, Human Resources is hereby directed to remove all individuals on the Part-Time Peace Officer Roster who are not members of a collective bargaining unit within the City and who have worked less than forty (40) hours for the City of Isanti within the six-month period prior to the date of this Resolution.

2. Moving forward, Human Resources shall remove any individual on the Part-Time Peace Officer Roster who is not a member of a collective bargaining unit within the City, who has worked less than forty (40) hours for the City of Isanti within a six-month period.

3. Human Resources is directed to forward an executed copy of this resolution to all individuals currently on the Part-Time Peace Officer Roster and to place a copy of the same in their personnel file.

This Resolution is hereby approved by the Isanti City Council this 15th day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.3.

RESOLUTION 2020-XXX

APPROVING AMENDMENT TO THE 2020 BUDGET

WHEREAS, on December 3, 2019 the City Council approved the City of Isanti 2020 Budget; and,

WHEREAS, the budget for 2020 has allocated funds for codification 101-41500-112; and,

WHEREAS, the cost for codification is $4,000.00 more than what is budgeted due to the increase of revised Ordinances for City Code and services; and,

WHEREAS, the Isanti City Council authorizes a $4,000 reduction in Training and Instruction (101-41500-208) and an increase in Contracted Services (101-41500-112) of $4,000.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2020 budget.

This Resolution is hereby approved by the Isanti City Council this 15th day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

AUTHORIZATION TO PURCHASE ITEMS WITH WELLNESS FUNDS FROM THE APPROVED BUDGET

WHEREAS, City Council has approved a fund for an employee Wellness Program which includes preventative health programs and employee recognition for participation according to Minn. Statute §15.46; and,

WHEREAS, the City Council determined it was in the best interest for the employees to have options for wellness incentives to improve health and reduce stress and/or absenteeism and to promote a positive work environment; and,

WHEREAS, spouses and third parties are not allowed to attend or participate in wellness events and alcohol is not a prohibited expenditure; and,

WHEREAS, the policy has been created to authorize expenditures for food, exercise equipment, team building activities and prizes from challenges to promote healthy activities not to exceed the amount budgeted on an annual basis;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City of Isanti Wellness Program policy is, as outlined above, per this Resolution is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 15th day of September 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

L.5.

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR BRIAN WILLIAMS

WHEREAS, Part-time Liquor Store Clerk, Brian Williams has notified Assistant Liquor Store Manager, Keith Lusk of his resignation on August 28th, 2020; and,

WHEREAS, the effective date of this resignation is August 28th, 2020; and,

WHEREAS, Brian Williams is not leaving employment in good standing as he did not fulfil a 2-week notice per current Personnel Policy,

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

1. That the resignation of Brian Williams is hereby accepted effective August 28th, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 15st day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.6.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF BUILDING OFFICIAL TO CHRISTOPHER CHANDLER

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

WHEREAS, the City Council approved to advertise and accept applications to fill a full-time, exempt, Building Official position with full benefits; and,

WHEREAS, Christopher Chandler is selected as the most qualified candidate for the open Building Official position; and,

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check;

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

1. That Human Resources has offered the Building Official position to Christopher Chandler and that he is eligible to start in that position on or after September 16th, 2020.
2. That Christopher Chandler must successfully pass a background and reference check as required as a condition of the offer before starting.
3. That Christopher Chandler shall start at Step 4 of the wage scale at $63,634.14 annually ($30.59 per hour).
4. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 15th day of September, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 15, 2020
Subject: Resolution 2020-XXX Entering into an Agreement with Nextera for Hosted Voice/ Phone Services for City Hall
Resolution 2020-XXX Approving Proposals for Automated Laserfiche Services

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The current phone system at City Hall is lacking in technology to allow for remote capabilities, direct dial, and ability to receive message while out of the office. It is also no longer supported by a service provider. Staff received six quotations from vendors and the best fit for City Hall and the City is to choose Nextera for service.

The City of Isanti does not have an automated process for Accounts Payable, AP Workflow and Invoice capture and processing. Due to the circumstances with COVID-19 it is in the best interest of the City and safety of Staff to limit paper processing and touch points of multiple staff to process the necessary tasks using automation with Laserfiche software.

The expenses will be funded through Coronavirus Relief Funds to assist in dealing with the ongoing negative impacts of COVID-19.

Recommendation:
Staff is recommending to enter into an agreement with Nextera for phone services and Minokaw for Laserfiche automation services.

Attachments:

- Resolution 2020-XXX Entering into an Agreement with Nextera for Hosted Voice/Phone Services for City Hall
- Resolution 2020-XXX Approving Proposals for Automated Laserfiche Services
- Nextera Agreement
- Minokaw Proposal

RESOLUTION 2020-XXX

AUTHORIZING TO ENTER INTO AN AGREEMENT WITH NEXTERA FOR HOSTED VOICE / PHONE SERVICES FOR CITY HALL

WHEREAS, phones were installed in City Hall in 2013 and the technology is outdated with limited capabilities such as multiple phones lines, ability to get calls to staff with a direct number, allow for audio conferencing and to handle public services that enable and promote remote capabilities due to COVID-19; and,

WHEREAS, the new phone system would be VOIP through internet data therefore phone lines will no longer be needed; and,

WHEREAS, Staff evaluated six individual vendor quotes that were received for hosted voice services for City Hall; and,

WHEREAS, the lowest ongoing monthly quote was provided by Nextera with an approximate monthly cost of $174.87 which is less that what the City currently pays for phone services;

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

1. Approve use of Coronavirus Relief Funds for the upfront and equipment purchase in the amount of $5,112.50.

2. The City Administrator is hereby authorized to enter into an agreement with Nextera for the provision of hosted voice / phone services for the City of Isanti for a three (3) year period; referenced as Exhibit A.

3. Authorize Staff to terminate the City's agreement for phone lines with Century Link.

4. Authorize Staff to terminate any standing agreements with Marco for Mitel phone services.

This resolution was duly adopted by the Isanti City Council this 15th day of September, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.8.

RESOLUTION 2020-XXX

APPROVING PROPOSAL FOR AUTOMATED LASERFICHE SERVICES

WHEREAS, due to the circumstances with COVID-19 it is in the best interest of the City and safety of Staff to limit paper processing and touch points of multiple staff to process the necessary tasks using process automation;

WHEREAS, automation will also promote remote capabilities due to COVID-19; and,

WHEREAS, the City is currently in an agreement for ongoing Laserfiche support with Minokaw Technologies; and,

WHEREAS, the proposal for services through Minokaw Technologies to automate processes for Accounts Payable, AP Workflow and Invoice capture and processing is $21,450.00; and,

WHEREAS, funding is identified as Coronavirus Relief Funds;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve use of Coronavirus Relief Funds for automated Laserfiche services with Minokaw Technologies in the amount of $21,450.00 and authorize the City Administrator to sign necessary documentation.

This resolution was duly adopted by the Isanti City Council this 15th day of September, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

HOSTED VOICE AGREEMENT

Scott Berg
(218) 623-6500
sberg@nextera.net

Exclusively For: **City of Isanti**
110 1st. Ave. NW
Isanti, MN 55040

Date: **August 31, 2020**

Hosted Voice Services		Qty		Equip Purchase	Total Monthly	Total Install
LINES AND FEATURES						$210.00
Basic Seat		2			$18.70	
Premium Seat		11			$154.00	
Premier Promotion					($20.73)	
EQUIPMENT						
Polycom VVX 601 (16 Lns/Color Touch Screen)	$284.50 ea	13		$3,698.50		
Polycom VVX Attendant Console	$234.10 ea	1		$234.10		
Polycom IP-7000 - Conference Phone		2		$1,679.90		
Switch - GigE	$1,260.00 ea	1		Waived		
UPS	$210.95 ea	1		Waived		
SURCHARGES						
Regulatory Recovery Fee					$16.25	
MN 911 State Fee					$6.65	
Pinnacle Promo				($500.00)		
Contracted Rate for Hosted IP PBX Services				**$5,112.50**	**$151.97**	**$210.00**
Monthly Rate Including Surcharges					**$174.87**	**$210.00**

Long Distance	Monthly/Unit Cost	Number of Minutes	Monthly Total Cost
Intra and Contiguous Interstate Minutes	$0.0350		
Totals for Long Distance Service			

****Pricing Based on 4 Year Term****	
Estimated Total Monthly Charge for Services (No Equipment):	**$174.87**

*Polycom phone lease includes monthly payments for a 3 year term at the end of which time Customer will own equipment.

This Agreement and the most recent Master Service Agreement, together with any attachments hereto, and Nextera's policies and procedures located at www.nextera.net, incorporated by reference herein, constitute a binding commitment between Nextera and Customer. Customer acknowledges that Customer has received, read and understands this Agreement and the Master Service Agreement, and agrees to all of the terms and conditions of the foregoing documents and policies. Early Termination fees may apply as set forth in Section 14 of the Nextera Master Service Agreement.

Customer, if receiving voice services, agrees that those voice services are non-nomadic for 911 purposes. It is expected that Customer shall provide one fixed service address for each telephone number and that each telephone number will only ANI from that location. Nextera assumes no responsibility for emergency service deployment to an erroneous address if such address was as identified by Customer.

Pricing is not inclusive of taxes, inside/premium wiring services, or mandatory surcharges (such as USF) and that the long distance rates are not inclusive of HI, AK, extended area, and international. This Agreement is confidential, not for distribution, and is valid for 15 days from Agreement date.

Customer's Authorized Signature	Print Name	Date
Nextera's Authorized Signature	Print Name	Date

Master Service Agreement

For: City of Isanti

1. **EFFECTIVE DATE, SERVICES, AND SERVICES TERM.** This Master Service Agreement, along with the service agreement, order forms and all attachments, comprise the entire agreement between the parties ("Agreement") for the communication services described herein and supersede any and all other agreements between the parties related hereto. Description of most services also available at www.nextera.net, incorporated herein by reference. This Agreement is fully binding and enforceable as of the date of executed service agreement ("Effective Date"). NEXTERA agrees to provide to Customer and Customer agrees to procure from NEXTERA, communication services as described herein, at the locations set forth, ("Services") for the number of months set forth ('Services Term"). Customer authorizes NEXTERA to be their primary provider of communications Services as described herein and handle all negotiations for Services and issuance of orders to coordinate these Services. NEXTERA reserves the right, in its sole reasonable discretion, to reject any order for Services. The Services are not for resale. The Services Term commences upon installation of the Services by NEXTERA ("Installation Date"). NEXTERA will use reasonable efforts to install the Services on the date agreed upon by the parties. NEXTERA does not guarantee that Services will be installed and provisioned on Customer's desired due date. Subject to the early termination provisions set forth herein, at the end of the Services Term, this Agreement will automatically be extended for additional term(s) of one (1) year in length ("Renewal Services Term") and all terms and conditions shall apply to additional term lengths as stated in this Agreement unless NEXTERA receives Customer's written notice to terminate this Agreement not less than 30 days prior to the then existing Services Term or Renewal Services Term.

2. **RATES AND CHARGES.** Rates and charges are described in this Agreement and commence upon the Installation Date. Any monthly recurring charges ("MRC") will be billed in advance each month. Any non-recurring charges ("NRC") will be billed on the first invoice after the Installation Date, or if the NRC are incurred after the Installation Date, such charges will be billed on the next invoice thereafter. NEXTERA may assess additional fees in connection with the Services based on cost increases that NEXTERA may incur. NEXTERA maintains the right to bill for charges imposed on NEXTERA from a third party directly to a specific service order or activity. These could include, but are not limited to: technician time, charges to supplement an order, other related charges due to the Customer and or Customer's vendor not being ready at the scheduled time, cancellation of the service order, or an overuse of traffic surcharge due to traffic thresholds being exceeded, or a traffic imbalance. NEXTERA may adjust the rates, charges and fees for the Services pursuant to applicable tariffs or price lists filed with the appropriate regulatory agencies, upon renewal or upon notice. Payments are due on the Payment Due Date set forth on the NEXTERA invoice. Customer must provide payment in full on Payment Due Date and then send NEXTERA written notice of any and all billing disputes within 90 days of the Invoice Date, specifically detailing the dispute and providing supporting documentation for the amount in dispute. NEXTERA will investigate all disputes and if appropriate, credit Customer's account or notify Customer of denial of the dispute. NEXTERA may assess a late fee of 1.5% per month (not to exceed the maximum rate allowed under state law) on all balances not paid when due. Late fees may be assessed, as of the original Due Date, against any disputed amount denied by NEXTERA. NEXTERA has the option to suspend Services and/or to pursue any and all other legal remedies until payment is made. Termination of Services may follow. Customer will pay any and all costs incurred in collection of rates and charges due and payable, including reasonable attorney's fees and all collection agency costs, whether or not a suit is instituted. All payments hereunder will be in U.S. currency.

Customer hereby authorizes NEXTERA to conduct a credit search and agrees to provide NEXTERA with information regarding payment history for communications services, number of years in business, financial statement analysis and commercial credit bureau rating. This Agreement is subject to credit approval. Without waiving any right of termination or any other rights hereunder, NEXTERA may require Customer to tender a deposit up to the maximum permitted by law to guarantee payment hereunder. When Customer establishes acceptable credit history or upon termination of this Agreement, NEXTERA will return the balance of the deposit, if any, to Customer along with interest as required by law.

3. **TAXES AND SURCHARGES**. Customer is responsible for payment of any and all federal, state and local taxes, charges and surcharges imposed on or allowed by regulatory agencies or based upon the provision, sale or use of Nextera's Services (excluding NEXTERA's income taxes). NEXTERA will collect all such taxes, charges, and surcharges unless Customer provides NEXTERA with proof of exemption. Customer will indemnify NEXTERA for any and all costs, claims, taxes, charges, and surcharges levied against NEXTERA relative to such exempt status.

4. **SERVICE CHANGES. MOVES:** Customer may move the physical location of all or part of Services to another location within NEXTERA's serving area provided the following conditions for the move ("New Services") are met: 1) Customer agrees to pay any special construction charges and 3rd party charges imposed on Nextera as a result of discontinuance of service at original location; 2) the New Services provided to the Customer are by NEXTERA; 3) Customer advises NEXTERA that the requested New Services replace existing Services; 4) Customer's request for the disconnection of existing Services and the installation of New Services are received by NEXTERA at the same time; 5) Customer requests NEXTERA to install the New Services on or prior to the disconnection date for the existing Services; and 6) Customer agrees to sign appropriate Agreements and to pay the then current recurring and non-recurring charges related to the new service. **ADDITIONS TO SERVICES:** Customer may request additions to Services and NEXTERA will supply such additions to Customer, subject to the following conditions: 1) NEXTERA commercially offers such additions and necessary facilities are technically and practicably available; 2) the charges for additional Services will be at the same rate as identified within the Service Agreement or, if additional Services are not contained within the Service Agreement, at the then current charges in effect for Services at the time of such additions, and which correspond to the terms of this Agreement. NEXTERA and Customer agree to execute written amendments to this Agreement for any Service Changes.

5. **OUT-OF-SERVICE.** If NEXTERA causes a service interruption, an out-of-service credit will be calculated under the state local exchange tariff. If there is no applicable tariff and the interruption lasts for more than twenty-four (24) consecutive hours after NEXTERA received notice of it, NEXTERA will give Customer credit calculated by: 1) dividing the monthly rate for the affected service by thirty (30) days; and then b) multiplying that daily rate times the number of days, or major fraction that the service was interrupted.

6. **TARIFF APPLICATION.** Customer acknowledges that the Services may be subject, in whole or in part, to one or more provisions of state or federal tariffs or price lists, which may be filed by NEXTERA. In the event of any conflict between any provision of this Agreement and any provision of the tariff or price list, the provision of such tariff or price list will control. This Agreement and the Services will be subject to modifications required or authorized by any regulatory agency in the exercise of its lawful jurisdiction.

7. **COMPLIANCE WITH LAW.** This Agreement is subject to all applicable federal, state, and local laws, regulations, rulings, orders and other actions of governmental agencies ("Rules"), and the obtaining and continuance of any required approvals, authorizations, or tariffs or price lists filed with the FCC or any other governmental agency. NEXTERA will use good faith reasonable efforts to obtain, retain, and maintain such approvals and authorizations. If any such Rule adversely affects the Services or requires NEXTERA to provide Services other than in accordance with the terms of this Agreement, either party may, without liability to the other party, terminate the affected Services upon 30 days prior written notice to the other party. In performing their obligations under this Agreement, the parties will comply with all applicable Rules, specifically including, but not limited to, the Rules governing 911/E-911 and any other emergency services, as discussed below, Customer's use of the Services provided herein and any equipment associated therewith will not: (a) interfere with or impair service over NEXTERA's network; (b) impair privacy of any communications over such network; (c) cause damage of any nature to NEXTERA's assets or Customers; (d) be used to frighten, abuse, torment or harass, or create hazards to NEXTERA or its network; or (e) violate the provisions of any of NEXTERA's policies and procedures, some of which are found at www.nextera.net, including NEXTERA's 911/E-911 Policy. NEXTERA may immediately suspend or terminate, without liability, the Services for any violation of these provisions. Nextera reserves the right to revise the terms and provisions of all of its policies and procedures as it deems appropriate and this Agreement is subject to all revisions.

Subject to NEXTERA's 911/E-911 policy and unless otherwise specifically agreed, (a) NEXTERA will provide Customer with the network connection for each circuit, billing telephone number (BTN) or trunk group that comprise the Services, and (b) NEXTERA will provide the appropriate Public Safety Answering Point (PSAP) with the automatic location identification (ALI), including the same emergency response location, for all BTNs of the circuit or trunk group regardless of the number of lines, trunks, or unique telephone numbers on that circuit or trunk group. Customer will be responsible for providing all other 911 /E-911 services as required by the Rules, including, but not limited to agreements with, and network or other connection to, the local PSAPs. Customer will maintain the necessary databases, updates to transfer the ALI to the appropriate PSAPs. Nextera is not responsible for and will not make any chaabove. Customer will indemnify and hold harmless NEXTERA, its officers, directors, affiliated companies, employees, agents and subcontractors from all liabilities, claims, or damages arising out of personal injury or death or damage to property related to Customer's failure to meet 911/E911 requirements.

8. **SERVICES, MAINTENANCE AND UPGRADE OF FACILITIES.** Services will meet industry standards. NEXTERA will maintain its facilities and equipment used to provide the Services as set forth in its policies and procedures, at no additional charge to Customer, except where work or service calls result from failure or malfunction in, or improper operation of, Customer's facilities and/or equipment. In such event, Customer will reimburse NEXTERA for the cost of the required maintenance at NEXTERA's standard time and material rate. NEXTERA reserves the right to suspend Service for scheduled maintenance or planned enhancements or upgrades or emergencies repairs to NEXTERA' s network without notice to Customer. Customer will grant NEXTERA or cooperate with NEXTERA in obtaining access to its premises for the installation, operation, removal, repair and maintenance of the facilities and equipment for the Services hereunder.

Unless otherwise agreed, Customer will provide equipment compatible with the Services and NEXTERA's network and facilities. Customer will bear the costs of any additional apparatus reasonably required to be installed because of the use of NEXTERA's network or facilities. Customer is responsible for the interface and operation of its facilities and/or equipment in accordance with this Agreement, all Rules and all of NEXTERA's policies and procedures. NEXTERA reserves the right to revise the terms and provisions of its policies and procedures as it deems appropriate and this Agreement is subject to all revisions.

In the event NEXTERA provides any Nextera equipment to Customer for Customer's use during the term of the Agreement, such equipment will remain the sole and exclusive property of NEXTERA, and nothing contained herein will transfer to Customer any right, title or interest whatsoever in such equipment. NEXTERA will properly identify or label the equipment. Upon termination of the Service, Customer grants NEXTERA the right to recover NEXTERA provided equipment from Customer's premises upon the termination of this agreement. In the event Customer fails to return the equipment, NEXTERA may invoice Customer for the then fair market value of such equipment.

NEXTERA will provide Services to Customer using NEXTERA owned and managed facilities in conjunction with facilities of NEXTERA's network partners. NEXTERA reserves the right to substitute, change or rearrange any equipment used in delivering Services that does not affect the quality, cost or type of Services. NEXTERA will manage its network in NEXTERA's sole discretion. Customer will provide all reasonable information and authorizations required by NEXTERA for the purpose of installing Services, performing routine network grooming, maintenance, upgrades, and addressing emergencies. Required information and authorizations include but are not limited to Design Layout Records of any non-NEXTERA end loops connected to the Services and Letters of Agency allowing NEXTERA to act on the Customer's behalf related to the Services and auxiliary third party services. Customer will cooperate in good faith and follow through with any coordination efforts required in a timely manner.

NEXTERA's Wireless and WiMax Customer standard installation includes antenna and radios, non-penetrating antenna mount, up to 250 feet of standard cable weather-sealed and run from the antenna to the Customer Demarcation, service turn-up and testing. A typical installation is 3 hours in length and in the unlikely event of additional installation costs above the 3 hours the Customer will be billed at the current technician rates. NEXTERA owns all equipment that it supplies to the Customer. If service is discontinued for any reason, NEXTERA has the right to remove any or all of its equipment in a workmanlike manner upon 10 days advance notice. Customer Demarcation is defined as the location where Customer plugs into the NEXTERA equipment and is generally located in the Customer equipment room. The Customer agrees to allow personnel of NEXTERA and its sub-contractors reasonable access to the Customer's site for the purpose of installing, repairing, and removing the NEXTERA equipment and, if necessary, Customer shall obtain appropriate authorization from the landlord.

9. **SERVICE SUSPENSION/MAINTENANCE.** NEXTERA may from time to time suspend service for routine maintenance or rearrangement of facilities or equipment. NEXTERA will give Customer advance notification of the service suspension. Such service suspension is not considered an out-of-service condition provided service is restored by the end of the period specified in the notification.

10. **DISCLAIMER/LIMITED WARRANTY.** EXCEPT AS SPECIFICALLY SET FORTH IN THIS AGREEMENT, NEXTERA MAKES NO WARRANTIES, EXPRESS OR IMPLIED, UNDER THIS AGREEMENT AND SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NEXTERA DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THE SERVICE WILL MEET THE CUSTOMER'S REQUIREMENTS.

11. **LIMITED LIABILITY.** NEXTERA'S LIABILITY AND THE EXCLUSIVE REMEDY OF CUSTOMER FOR DAMAGES ARISING OUT OF OR RELATED TO THE SERVICES AND/OR THIS AGREEMENT, WILL BE SOLELY LIMITED TO AN AMOUNT NO GREATER THAN THE AMOUNTS PAID BY CUSTOMER TO NEXTERA DURING THE TERM OF THIS AGREEMENT. IN NO EVENT WILL NEXTERA BE LIABLE TO THE CUSTOMER FOR LOSS OF USE, INCOME OR PROFITS, LOSS OF REVENUES, LOSS OF SAVINGS OR HARM TO BUSINESS OR ANY OTHER SPECIAL, INCIDENTAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL LOSSES OR DAMAGES, REGARDLESS OF THE FORSEEABILITY THEREOF.

12. **INDEMNIFICATION.** Customer will indemnify, hold harmless, and defend NEXTERA, its officers, directors, affiliated companies, employees, agents and subcontractors from liabilities, claims or damages and expenses whatsoever (including reasonable attorney's fees) arising out of or in connection with Customer's use, resale or sharing of the Services. Customer's indemnification obligations do not apply to claims for damages to real or tangible personal property or for bodily injury or death which is directly caused by NEXTERA due to NEXTERA's gross negligence.

13. **CONFIDENTIALITY.** The parties may have access to certain information, the ownership and confidential status of which is highly important to the other party and is treated or designated by one of the parties as confidential (herein referred to as "Confidential Information"). Neither party will disclose the other party's Confidential Information, directly or indirectly under any circumstances, to any third person without the express written consent of the other party, and neither party will copy, transmit, reproduce, summarize, quote, or make commercial or other use whatsoever of the other party's Confidential Information, except as may be necessary to perform its duties hereunder or as required by the Rules, Each party will exercise the highest degree of care in safeguarding the other party's Confidential Information against loss, theft, or other inadvertent disclosure and take all steps necessary to maintain such confidentiality.

14. **DEFAULT/TERMINATION.** If either party violates any provision of this Agreement or if either party becomes or is declared insolvent or bankrupt, is the subject of any proceedings relating to its liquidation, insolvency or for the appointment of a receiver or similar officer for it, makes an assignment for the benefit of all or substantially all of its creditors, enters into an agreement for the composition, extension, or readjustment of all or substantially all of its obligations, or files a petition seeking relief under any chapter of the Bankruptcy Act, or if an involuntary petition under the Bankruptcy Act is filed with respect to such party, the non-defaulting party may send the defaulting party written notice detailing the default. The defaulting party will have: (a) 10 days from the date of the written notice to cure a payment default, or (b) 30 days from the date of the written notice to cure a non-payment default. If the defaulting party fails to cure, the non-defaulting party may terminate this Agreement and any Services hereunder upon notice or pursue any and all other legal remedies. This Agreement also may be terminated by either party in accordance with the provisions of the then current tariff or price list. If Customer terminates this Agreement or all or any part of the Services at any time after the Effective Date, NEXTERA may charge Customer an early termination fee equal to and including any or all of the following: 100% of the total MRC, surcharges and taxes for the entire Services Term or Services Term then remaining, plus any unpaid activation, installation and/or special construction charges and all other fees or costs, whether previously waived or not, less amounts already paid. Customer will not be liable for the early termination fees set forth above if NEXTERA breaches the Agreement or if 1) Customer agrees to pay any special construction charges and 3rd party charges imposed on Nextera as a result of discontinuance of service; 2) Customer orders from NEXTERA services of equal or greater MRC than the Services terminated; 3) Customer signs a Service Agreement for any other NEXTERA provided New Service(s); 4) both the current Service and the New Service(s) are provided solely by NEXTERA; 5) the order to discontinue Service and the order to establish new Service(s) are received by NEXTERA at the same time; and 6) the New Service(s) installation must be completed within thirty (30) calendar days of the disconnection of Service, unless such installation delay is caused by NEXTERA. Customer acknowledges that NEXTERA's damages for early termination would be difficult to determine and the termination charge(s) constitutes liquidated damages and are not intended as a penalty. All such amounts will become immediately due and payable by Customer to NEXTERA.

15. **FORCE MAJEURE.** In the event that either party's performance is delayed, prevented, or inhibited because of any Act of God, fire, casualty, delay or disruption in transportation, flood, war, strike, lockout, epidemic, destruction or shut-down of facilities, shortage or curtailment, riot, insurrection, governmental acts or directives, any full or partial failure of any communications or computer network or any cause beyond such party's reasonable control, the party's performance will be excused and the time for the performance will be extended for the period of delay or inability to perform resulting from such occurrence. The occurrence of such an event will not constitute grounds for a declaration of default by either party hereunder.

16. **GENERAL.** Any amendment must be in writing and signed by the parties hereto. Facsimile copies of this Agreement and any amendments or modification hereto, including facsimile signatures, will be accepted by the parties as originals. The failure of either party to insist upon the performance of any provision or to exercise any right granted hereunder, will not be construed as a waiver of such provision(s)), and the same will continue in full force. If any provision hereof is held to be invalid, void, or unenforceable, the remainder of the provisions will nevertheless remain unimpaired and in effect. All notices under this Agreement will be in writing and will be made by personal delivery, overnight delivery, certified mail or by facsimile transmission with receipt verification. Notices will be sent to the addresses listed on the front this Agreement and in the case of a notice to NEXTERA, a copy to the Legal Department, 13850 Bluestem Ct, Ste 150, Baxter MN, Fax No. 218-818-6401. The various rights and remedies given to or reserved by either party herein or allowed by law, are cumulative, and no delay or omission to exercise any of its rights will be construed as a waiver of any default or acquiescence, nor will any waiver of any breach or any provision be considered a condonement of any continuing or subsequent breach of the some provision. Customer may not assign its obligations hereunder without the prior written consent of NEXTERA, which will not be unreasonably withheld, This Agreement will be governed by and interpreted in accordance with the laws for the state where the Services are to be provided. Nothing in this Agreement is intended to, or shall be construed, as creating a partnership or any third-party beneficiaries. The provisions of 6, 7, 10, 11, 12, 13, and 14 will survive termination.

* * *

The undersigned has read the 3 pages of this Master Service Agreement and by his/her signature acknowledges receipt of a copy of this Master Service Agreement and agrees to the terms and conditions contained herein.

Customer Acceptance:

Authorized Signature	Print Name	Date

Laserfiche Proposal for:

Josi Wood
City Administrator

September 10th, 2020

Dear Josi,

Thank you for the opportunity to present this proposal for the Laserfiche Invoice capture process from Minokaw Technologies. Based on the schedule that is listed in this document we should be able to complete this process in 3 weeks based on the availability of your team, for training and testing.

I am providing you a fixed amount for this project and we will not exceed that amount unless there are additional invoices, processes, or forms that you want to add to the process.

This process does not require any additional licensing for you, just time to get the process done. In order to get this process scheduled, started and completed I would need to get an approval to begin the process. Once you are ready to move forward just email me and I will send this document to you for an electronic signature.

Sincerely,

Ned Weizenegger

Ned Weizenegger
218-838-9115
nedw@minokaw.com

ABOUT MINOKAW TECHNOLOGIES

Minokaw Technologies is a tribally owned technology company that specializes in the sales and service of Laserfiche enterprise content management (ECM) software. Minokaw is a subsidiary of Mille Lacs Corporate Ventures, the business arm of the Mille Lacs Band of Ojibwe. Minokaw and its employees have been using, supporting and developing Laserfiche solutions for over 15 years. Four years ago, Minokaw Technologies was started based on that Laserfiche expertise. We have created hundreds of custom business processes and document retention solutions that meet current business needs and we are proactive in recommending solutions to take full advantage of ALL aspects of the Laserfiche platform. Minokaw offers a variety of support solutions post installation to meet client specific needs and provides multiple training options .

We are a Laserfiche Gold Certified Reseller, which requires advanced training and business knowledge of the ECM platform.

ABOUT LASERFICHE

Laserfiche is the world's leading software for enterprise content management, business process automation, and productivity-boosting analytics. From digitizing documents to supporting smarter business decisions, Laserfiche provides a progressive roadmap to help organizations of all sizes embrace the benefits of digital transformation.

Since 1987, Laserfiche Enterprise Content Management software has been trusted by more than 35,000 organizations with 5 million users worldwide to manage, secure and share information. K-12 education is one of their key industries and they have people focused on solutions just on that market. They offer a K-12 Answers Community where K-12 colleagues can share questions and solutions and learn from one another. Along with winning industry awards, Laserfiche has also set the industry standard with a Department of Defense 5015.2-certified records management solution.

OUR SOLUTION

Minokaw Technologies will use Laserfiche Cloud to create an invoice capture process for the City of Isanti. The following tasks will be a part of this process and the time to complete these processes are listed to the right. All timelines are projected hours, and could come in less than the projected amount, but will not exceed the time projected.

- Create 90 Invoice Profiles captures- (90 hours)
- Build a process diagram for approval routing- (15 hours)
- Create a Vendor Table Lookup- (5 hours)
- Create a GL Lookup Table- (5 hours)
- Create a GL table form to update the Gl Table- (5 hours)
- An external forms process for submitting invoices- (5 hours)
- An internal forms process for submitting invoices- (5 hours)
- A vendor table form to update the vendor table- (2 hours)
- Create a process to split accounting codes- (3 hours)
- Training- (8 hours)

BUDGET

Minokaw Costs (Consulting time)

Product	Quantity	Unit Price	Line Total
Minokaw Provided Services • Building forms • User Training • Folder Structure • Building Processes • Testing & Go-live	143	$150.00	$21,450.00
		Total	$21,450.00

Project Timeline

Task	Engineer	Dates
Create Laserfiche forms	Lance Dutcher	9-21-20 - 9-23-20
Create Invoice Capture Profiles	Lisa Johnson	9-21-20 – 10-9-20
Build a Process Diagram for approval routing	Lance Dutcher	9-23-20 – 9-25-20
Create Vendor and GL Table lookups	Lisa Johnson	9-27-20 - 9-30-20
Training & Testing	Isanti & Minokaw	10-13-20 -10-21-20
Go-live	Isanti & Minokaw	10-22-20

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR EXEMPT GAMBLING PERMIT FOR FRIENDS OF SAINT SCHOLASTICA

WHEREAS, the City has received an application for an exempt gambling permit from Friends of Saint Scholastica to hold a gun raffle event on December 11th, 2020 at 207 Whiskey Road NW Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $2,500 for the event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Amanda Eich, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following date: December 11th, 2020 at 207 Whiskey Road NW Isanti, MN;

This Resolution is hereby approved by the Isanti City Council this 15th day of September 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Friends of Saint Scholastica

Address of Organization: 207 Whiskey Rd NW Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Amanda Eich		

Type of Event: Gun Raffle Date of event: 12-11-2020

Use of Proceeds: All proceeds will be used to support Saint Scholastica Academy and their needs.

Location and address of event:

207 Whiskey Rd. NW Isanti, MN 55040

Estimated value of prizes to be awarded: $2,500.00

Name of applicant: Amanda Eich Applicant's phone number

Signature of applicant: Amanda Eich

Date: 9-1-2020

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RCD 9/1/20 AW

RESOLUTION 2020- XXX

AUTHORIZING PURCHASE OF EMERGENCY MANAGEMENT RADIO EQUIPMENT

WHEREAS, the City of Isanti received $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the funding from the Coronavirus Relief Funds is required to be used for expenditure that:

- Are necessary expenditure incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19)
- Were not accounted for in the budget most recently approved as of March 27, 2020
- Were incurred during the period that begins on March 1, 2020 and ends on December 31, 2020

WHEREAS, staff has determined purchases to enhance emergency management are in the best interest of the city; and,

WHEREAS, the purchase of the emergency management radio equipment for Allied Radio Matrix for Emergency Response [ARMER] system;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a emergency management radio equipment for Allied Radio Matrix for Emergency Response [ARMER] system not to exceed $83,227.
2. Funding source identified as Coronavirus Relief Funds.
3. Authorize staff to sign required documentation for the purchase of vehicle and equipment.
4. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 15th day of September 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2020- XXX

AUTHORIZING PURCHASE OF 2021 CHEVROLET TAHOE AND EQUIPMENT FOR EMERGENCY MANAGEMENT MOBILE COMMAND VEHICLE

WHEREAS, the City of Isanti received $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the funding from the Coronavirus Relief Funds is required to be used for expenditure that:

- Are necessary expenditure incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19)
- Were not accounted for in the budget most recently approved as of March 27, 2020
- Were incurred during the period that begins on March 1, 2020 and ends on December 31, 2020

WHEREAS, staff has determined purchases to enhance emergency management are in the best interest of the city; and,

WHEREAS, the purchase of the Mobile Command Vehicle will be used for emergency management such as pandemic related response within the City;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a 2021 Chevrolet Tahoe Mobile Command Vehicle in the state bid amount of $43,224.00 and necessary equipment and setup to outfit said vehicle not to exceed $15,756.
2. Funding source identified as Coronavirus Relief Funds.
3. Authorize staff to sign required documentation for the purchase of vehicle and equipment.
4. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 15th day of September 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

August 2020

Reported Crime	Month to Date	Year to Date
Theft	16	82
Assault	6	19
Vandalism/Damage to Property	6	27
Narcotics	0	25
Burglary	0	2
Domestics	11	52
Crim Sex	0	3
Robbery	0	0
Loud Party/Disturbance	14	123
Medical	25	269
Permit to Purchase	15	87
Security Check / Extra Patrol	358	2,992

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	39
DUI	2	10
Accidents	7	53
Hit & Run	0	3
Warrant P/U	2	16
Speed	31	197
DAR/DAS	2	40
Administrative Citations (Including Speed)	17	96

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	92,939	1,553	9,496
Ford Explorer 224	89,321	2,955	17,726
Ford F150 225	37,167	2,146	10,515
Chevy Impala 223	97,352	495	2,630
Dodge Durango 226	19002	2,966	11,219
Dodge Durango 227	23,652	4,408	18,767

M.2.

CEZT REPORT AUGUST 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD					72	60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD					0	1	1	1	1	1		
CITATIONS OPEN (End of month)					5	5	4	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)					3	6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD					12	8	7	9	5	7	5	
NEW CASES THIS PERIOD					12	15	10	10	7	10	8	
CAN-Proh Animals					1	1						
CCV-Comm Vehicle Storage												
CDO--Dogs						2		1	2	4	5	
CPA-Park & Store. 227					1	7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216					7	7	3	2				
Nuisance Junk/rubbish/salvage 216					5		2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds												
NUV-Unlicensed vehicle or missing plates						6	2			1		
RNT-Unlicensed rental												
SGN-Signs												
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period					6	11	4	7	3	8	6	
Administrative Citations Issues/period					0	1	1	1	1	1		
Criminal Citations Issued/period											1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

August 2020

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		
ROOF / SIDING	149	184	$0.00	$0.00	$150.00	$174.00	$11,920.00	$14,720.00		
DECK	4	43	$46,854.00	$297,262.04	$23.43	$84.33	$1,480.05	$11,398.95		
LL FINISH	3	15	$37,200.00	$221,555.13	$18.60	$27.63	$1,178.10	$6,901.30		
REMODEL / ADDITION	0	8	$0.00	$12,008.70	$0.00	$0.00	$0.00	$947.78		
GARAGE / SHED	1	3	$2,892.00	$31,564.00	$1.45	$5.85	$153.45	$1,029.60		
MISCELLANEOUS	20	116	$0.00	$10,750.00	$20.00	$57.06	$2,250.00	$15,792.63		
SINGLE DWELLINGS	15	64	$2,654,598.10	$11,581,138.55	$1,416.35	$2,819.15	$40,500.90	$166,148.40		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	19	93	$0.00	$0.00	$19.00	$32.00	$1,425.00	$7,125.00		
PLUMBING	16	89	$0.00	$0.00	$16.00	$30.00	$1,384.00	$7,086.00		
RESIDENTIAL TOTAL	**227**	**615**	**$2,741,544.10**	**$12,154,278.42**	**$1,664.83**	**$3,230.02**	**$60,291.50**	**$231,149.66**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	0	2	$0.00	$18,000.00	$0.00	$0.00	$0.00	$165.00		
MECHANICAL	0	4	$0.00	$70,475.00	$0.00	$0.00	$0.00	$1,744.26		
ROOF / SIDING	0	1	$0.00	$6,000.00	$0.00	$0.00	$0.00	$227.70		
MISCELLANEOUS	4	21	$12,000.00	$127,890.00	$10.75	$14.75	$782.60	$4,381.70		
COMMERCIAL TOTAL	**4**	**31**	**$12,000.00**	**$538,885.00**	**$10.75**	**$14.75**	**$782.60**	**$11,973.56**		
RESIDENTIAL/COMMERCIAL TOTAL	**231**	**646**	**$2,753,544.10**	**$12,693,163.42**	**$1,675.58**	**$3,244.77**	**$61,074.10**	**$243,123.22**	**$91,065.00**	**$364,083.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 8/31/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	185	22	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	158	17	0	0	$4,192,779.60	$70,262.86	$99,854.00
2020	646	64	0	0	$12,693,163.42	$243,123.22	$364,083.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	67	$1,636,592.28	$30,790.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,638,828.37	$46,050.95
August	231	$2,753,544.10	$61,074.10
September	15	$267,211.89	$4,923.10
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	646	$12,693,163.42	$243,123.22

M.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: September 9, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) TH 65 & Cajima Street RCUT Improvements

Minor punchlist items will be wrapped up this month.

2) 6th Avenue Rehabilitation

The contractor plans to begin work on Monday September 14, 2020, with work planned to be completed in mid to late October 2020.

3) 2020 Pavement Management Project

Minor punchlist items will be wrapped up this month.

4) 2020 Storm System Management Project

Minor remaining items will be completed this fall.

5) Legacy Pines 2nd Addition

The final lift of pavement is scheduled to be completed later this fall. The parking lot to Legacy Pines is open to the public.

6) Legacy Pines 3rd Addition – Phase 1

Utilities have been installed, and street construction is scheduled to be completed this month.

7) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. Mayors Proclamation- MN Manufacturer's Week
2. IRIS Infants Remembered in Silence

G. Approve City Council Minutes
1. September 15, 2020- Regular Meeting of the City Council
2. September 15, 2020- Committee of the Whole Meeting

H. Announcements

1. City Hall Closed Observance of Columbus Day	Monday, October 12, 2020
2. Committee of the Whole	Tuesday, October 20, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 20, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 20, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive
2. Isanti Business Relief Grant Program Update and Small Small Business Coaching Discussion *(Steve Fredlund)*
3. Resolution 2020-XXX Approving a Special Event Permit Application for Rum River BMX for MN State Series Finals *(Larry Merchlewitz)*

City Engineer Jason Cook
4. Resolution 2020-XXX Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering Hearing on Proposed Assessment – 6th Avenue SW Rehabilitation Project

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $441,464.48 Payroll in the Amount of $211,027.77 and Q3 Council Pay in the Amount of $8,605.82
2. Resolution 2020-XXX Accepting New Contract for Regional Safety Group 2021
3. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Meghan Glassel

4. Resolution 2020-XXX Accepting Parks, Recreation and Culture Board Member Brian Thum's Resignation
5. Resolution 2020-XXX Accepting Part-Time Liquor Store Clerk Termination for Elizabeth Kerr
6. Resolution 2020-XXX Approving Snow Plowing Policy and Operational Guidelines
7. Resolution 2020-XXX Execution of Repayment Agreement on Lot 6, Block 3 Villages on the Rum
8. Resolution 2020-XXX Recognizing National Pregnancy and Infant Loss Remembrance Day
9. Resolution 2020-XXX Declaring Metal as Scrap and Authorizing its Disposal
10. Resolution 2020-XXX Authorizing to Enter into an Agreement with Civic Systems for Caselle Connect Software Modules
11. Resolution 2020-XXX Approving Donation Box at Liquor Store
12. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services
13. Resolution 2020-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle
14. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates

M. Other Communications

N. Closed Session

1. Closed Session for consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.

2. Discussion Regarding Consideration to Purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.029.2100 and 16.029.2400.

Adjournment

minnesota MANUFACTURING WEEK

F.1.

Proclamation

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

Whereas: Manufacturing added $52.7 billion to Minnesota's economy in 2019, representing the second-largest contribution (14%) to the state's gross domestic product by any industry; and

Whereas: Workers took home $22.1 billion in wages from Minnesota manufacturing jobs in 2019, the second-largest total payroll among private sector industries; and

Whereas: Manufactured exports brought $21 billion into the Minnesota economy in 2019; and

Whereas: Manufacturing in Minnesota pays an average annual wage of $68,081, which is 16% higher than the state's overall average wage; and

Whereas: Manufacturing provides 324,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.

Now, therefore, I, Jeff Johnson, Mayor of Isanti, do hereby proclaim that the week of October 1 to October 7, 2020 shall be observed as:

MINNESOTA MANUFACTURING WEEK

in the City of Isanti on this 6th day of October, Two Thousand and Twenty

_____

MAYOR, Jeff Johnson

F.2.

IRIS INFANTS REMEMBERED IN SILENCE ©

Founded in 1987
218 Third Ave. NW Faribault MN 55021
Phone: (507) 334-4748 E-mail: support@irisRemembers.com Website: www.irisRemembers.com

Infants Remembered In Silence, Inc. a 501(c)3 nonprofit organization (#41-1700704) would like to respectfully request that the city adopt a resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day in accordance with the requirements within the city/county.

Infants Remembered In Silence, Inc. (IRIS) works with thousands of people across Minnesota, and across the USA, who have experienced the death of a child during pregnancy through early childhood. This includes death from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of early childhood death. Many of these parents live in, deliver in, and have a child die in, or bury a child in this community.

Bereaved parents remember these children annually with a 7 pm candle lighting on October 15th. Some will remember their child/children in their homes while others will remember them in small gatherings around the state and across the nation. This resolution/proclamation would unify these parents in tribute of their children.

United States Government Proclamations:

- 1988 President Ronald Reagan Proclaimed October as National Pregnancy and Infant Loss Awareness Month.
- 2001 House Resolution
  107th Congress – 1st Session
  H.RES.254 IH
- 2006 House Resolution
  109th Congress – 1st Session
  H.CON.RES.222

If you do choose do adopt this proclamation/resolution you may send us any certificates via e-mail to support@irisremembers.com or we can arrange for someone to pick it up.

Respectively submitted August 21, 2020.

Diana Kelley - Founder and Executive Director
Infants Remembered In Silence, Inc. © (IRIS)

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 15, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Addendum from Committee of the Whole prior to City Council meeting on 9.15.2020:
ADD K.3 Resolution 2020-177 Approving First Amendment to the Development Agreement for Legacy Pines 3rd Addition Phase 2

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

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. September 1, 2020- Regular Meeting of the City Council

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

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, September 22, 2020 at 6:00 p.m.
2.	City Council Meeting	Tuesday, October 6, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, October 6, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

Josi Wood City Administrator

1. **Resolution 2020-165** Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

[*Other conversation to be presented at Public Comment*] Scott Zimprich, owner at house, 201 Broadway, suggested a proposed sidewalk from Bluebird Park to the Dog Park on the South side of Isanti Parkway due to many small children in the area.

Scott Zimprich shared his outlook on his request for a variance to build a 580 square foot detached garage, which exceeds the size of the primary structure.

The council considered this request at the September 1, 2020 meeting, four (4) members of the Council were present with one (1) absent. Scott Zimprich was not present at the meeting. The council had a tied 2-2 vote and postponed the action to the September 15, 2020 meeting. On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director emailed him explaining that the proposed garage exceeds the size limit according to city code. On July 13, 2020 a stop work order was issued for the property because a building permit was never issued and the garage foundation had already been poured.

Motion by Collison, second by Lundeen to deny the variance request at 201 Broadway. Motion passed 3-2 with Gordon and Bergley voting nay.

2. **Resolution 2020-166** Approving Metering Software and Hardware and Entering into an Agreement with Mueller

City Administrator Josi Wood shared that Badger Meters, the current meter company, has informed staff that the current meters being used are now obsolete and no longer will be manufactured. Staff has explored options that are in the best interest of residents and such options include new meters that have different radios and software. Staff recommends switching vendors to Mueller Meters to receive better service and technology. Wood further shared the recommendation to replace radios 2022 and Finance Director Mike Betker will add it to the Capital Improvement Plan as well as into the Rate Study. To make the transition and purchase the software needed to read the new meters it would be an amendment to the budget in water in the amount of $8,000. A new laptop and Caselle billing software will need to be purchase in order to ensure the billing software is able to speak to the new meters for a total amount not to exceed $11,000.01.

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

3. **Resolution 2020-177** Approving First Amendment to the Development Agreement for Legacy Pines 3rd Addition Phase 2

City Administrator Josi Wood shared that this was discussed at Committee of the Whole earlier in the night. A request came in from the developer of Everpine Landholdings, LLC. Which holds a developers agreement for Legacy Pines specifically with the 3rd addition he has requested to have his letter of credit split into two parts which then would allow him to keep working on his utilities and not to put up more letter of credit before he has to do the surface work and keeps the project moving along and is a time sensitive issue which is why it is being brought forward to council now.
Motion by Bergley, second by Collison to approve amending the Letter of Credit for Legacy Pines 3rd Addition. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $222,652.70 Payroll in the Amount of $104,290.60

2. **Resolution 2020-167** Regarding Maintenance of Part-Time Peace Officers
3. **Resolution 2020-168** Approving Amendment to the 2020 Budget
4. **Resolution 2020-169** Authorization to Purchase Items with Wellness Funds from the Approved Budget
5. **Resolution 2020-170** Accepting Part-Time Liquor Store Clerk Letter of Resignation for Brian Williams
6. **Resolution 2020-171** Approving the hire of Building Official Christopher Chandler
7. **Resolution 2020-172** Entering into an Agreement with Nextera for Hosted Voice/ Phone Services for City Hall
8. **Resolution 2020-173** Approving Proposals for Automated Laserfiche Services
9. **Resolution 2020-174** Approving Application for Exempt Gambling Permit for Friends of Saint Scholastica
10. **Resolution 2020-175** Authorizing Purchase of Emergency Management Radio Equipment
11. **Resolution 2020-176** Authorizing Purchase of 2021 Chevrolet Tahoe and Equipment for Emergency Management Mobile Command Vehicle

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

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING
TUESDAY, SEPTEMBER 15, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

D. Public Comment
None

E. Committee Meeting Items

1. PW Updates
    - Street painting of crosswalks, stop bars, school crossings, railroad crossings and parking lots was completed.
    - Public Works crew repaired a storm drain on East Dual Blvd in front of UPS. The repair required a new casting to be installed as well as some curbing.
    - Annual maintenance of the air release valves have been completed for the third time this year. This is part of the quarterly maintenance that is done.
    - Sewer jetting has begun and this year jetting will be done at each lift station and cleaning the lift station itself. Primarily, Pubic Works jets to prevent sewer backups in the system but also to inspect the infrastructure itself.
    - Generator pads have been poured and the generator installs should be starting soon. The work is scheduled to be completed in October.
    - Staff worked through some filter issues at the Waste Water Treatment Plant. It was discovered that the filters were low on potassium Permanganate, allowed to sit then backwashed before being put back in use.
    - Staff cleaned out the backwash tank which is part of annual maintenance. It is an opportunity to discard all the Iron and Manganese that is removed during normal operation.
    - Staff verified gate valves were open prior to hydrant flushing, but during that time staff discovered that 8 gate valves were closed at different locations in town.
    - Staff completed hydrant flushing and was able to complete a small list of hydrant repairs.
    - The sledding hill project has begun and should be completed in late September weather permitting.
    - Public Works crews have been fogging for Mosquitos and will continue through September.
    - Staff was able to pour concrete curbing at Rum River Meadows Park and that will be the last park that gets curbing.

- The Compost Site is open and continues to be busy. The Sunday hours will begin on October 25th with the compost site closing for the season on November 8th.
- The Community Garden is slowing down but the Sunflower Maze is in full bloom.
- The Farmers Market is open until September 25th.

2. Pedestrian Bridge (New Information) Discussion
   - At the January 2020 goal setting meeting discussion was held about a pedestrian bridge project.
   - Council unanimously decided that there were other things to consider at that time.
   - The Federal Highway Administration Division Central Finance Officer has reached out asking what the city is going to do with the funds that were allocated to that project.
   - The total of the bridge is going to cost a little over $4 million dollars and approximately $2.1 million in federal funds and approximately just under $2 million that could potentially be obtained from other grant opportunities.
   - The amount is $200,149,745
   - The preliminary bridge project that was projected in the past was supposed to be placed where the Best Western Hotel is now.
   - Recommendation from Committee is for City Engineer Jason Cook to bring updated cost and information for the project to a future Committee of the Whole meeting.

3. Mixed Radio Network Participation (Mayor Johnson)
   - Mayor Johnson was asked to be a guest on a podcast.
   - The network are advocates for public safety and law enforcement.
   - City Attorney does not recommend using a city facility.
   - City Attorney recommended caution on the Mayor speaking on behalf of the city.
   - Recommendation from Committee is for Mayor Johnson to participate in podcast with Fire Chief Al Jankovich and Chief of Police Travis Muyres.

4. Legacy Pines 3rd Addition Letter of Credit
   - A request came in from the developer of Everpine Landholdings, LLC for the development Legacy Pines 3rd addition, the request is for the following:
     - Pay all necessary fees City fees for the 32 lots in Phase II and the required escrows in connection with Phase II.
     - Post the minimum 10% of total construction costs amount that the City requires for the warranty period.
     - That at the end of construction season, whatever amounts are yet needed to complete the unfinished work be posted with the City at this time.
   - The addition is broken up into three phases.
   - Phase one is near completion.
   - One option to consider is to break the letter of credit into two parts.

- Recommendation from Committee is to move forward with breaking the letter of credit into two parts and bring to City Council meeting later this night of September 15, 2020 for consideration.

5. Coaching Funds for Small Businesses *(Steve Fredlund)*
   - Small Small Business Community has requested $12,000 in funding to provide 20 small businesses in Isanti with four (4) hours of individual business coaching plus lifetime membership at smallsmallbusiness.com
   - Membership also includes post-program discounts on private coaching, group coaching and mastermind groups
   - Recommendation from Committee is to postpone until the October 6th City Council meeting to determine the amount of funding left from the CARES Act.
6. CARES Act Funding for Fire District
   - Chief Jankovich shared that he is greatly appreciated for the CARES Act money that is allocated for the fire district.
   - Jankovich provided a bid for the audio/visual distance learning equipment.
   - Recommendation from Committee is for Fire Chief Al Jankovich, City Administrator Josi Wood and Finance Director Mike Betker to purchase items that have been allocated and approved to be purchased for the Fire District.

F. Adjournment

Meeting was adjourned at 6:18 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.
Isanti

Memo for Council Discussion

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: October 6, 2020
Subject: Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

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Background:
The City partnered with Isanti County, Res 2019-217, to conduct a traffic control and evaluation study for the intersections of Heritage Blvd (County Rd 5) and East Dual Blvd and Credit Union Drive.

The engineering firm chosen by Isanti County was WSB. The full study is attached and represents options for traffic control. Staff is requesting discussion and for a recommendation as to which traffic control, signal or roundabouts, is preferred.

Request:
Staff is requesting discussion and direction on this item.

Attachment:
- WSB Engineering Analysis of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

Memorandum

To: Richard Heilman, PE, Isanti County Engineer

From: Erik Seiberlich, Senior Project Manager
Sean Delmore, PE, PTOE, Director of Traffic Engineering

Date: September 17, 2020

Re: Analysis of CSAH 5 Intersections with East Dual Boulevard and Credit Union Drive
WSB Project No. 014712-000

A. Introduction

The purpose of this report is to evaluate the traffic control and intersection lane geometry needed for two existing intersections: County State-Aid Highway (CSAH) 5 and East Dual Boulevard, as well as CSAH 5 and Credit Union Drive, located in the City of Isanti in Isanti County, Minnesota. This report will document the existing conditions, operations and safety. It will also analyze existing and proposed intersection geometry using projected traffic volumes.

B. Description of Location

CSAH 5 (Heritage Boulevard) is a four-lane undivided (divided from the Kwik Trip access east to TH 65) minor arterial roadway within the study area. CSAH 5 serves as an east-west route for Isanti County, intersecting the Sherburne County line on the west and the Chisago County line on the east. The only major intersecting roadway is Trunk Highway (TH) 65 in the City of Isanti.

East Dual Boulevard and Credit Union Drive are both two-lane local roadways located within the city limits. The south termini of East Dual Boulevard is located at CSAH 5, as well as the north termini of Credit Union Drive. The intersection with Credit Union Drive is located approximately 1,000-feet west of TH 65. The intersection with East Dual Boulevard is located approximately 300-feet west of Credit Union Drive. Kwik Trip has an access on CSAH 5, skewed slightly east across from Credit Union Drive.

The project location within the context of the surrounding area is represented in **Figure 1**.

wsb

CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 1. Intersection Locations and Surrounding Network

C. Existing Conditions

The two intersections along CSAH 5 are currently minor approach stop-controlled. A summary of the characteristics of East Dual Boulevard and Credit Union Drive study intersections are as follows:

CSAH 5 and East Dual Boulevard intersection:

- East leg
  - 2 thru lanes
  - 1 exclusive right-turn lane
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- West leg
  - 2 thru lanes (1 is shared thru/left-turn lane)
  - 30 mph speed limit
  - Existing crosswalk
  - 10,600 ADT (2016 MnDOT)
- North leg
  - 1 shared lane
  - 30 mph speed limit
  - Existing crosswalk
  - 1,250 ADT (2016 MnDOT)

CSAH 5 and Credit Union Drive intersection:

- East leg
  - 2 thru lanes (1 is shared thru/right-turn lane)
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- West leg
  - 2 thru lanes (1 is shared thru/left-turn lane)
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- South leg
  - 1 shared lane
  - 30 mph speed limit
- Skewed North leg
  - Kwik Trip Gas Station access
  - 1 shared lane
  - This is an entrance only not an exit from the Kwik Trip

The existing intersection geometry is depicted in **Figure 2.**

Traffic turning movement counts at the intersections of CSAH 5 and East Dual Boulevard, and CSAH 5 and Credit Union Drive were collected on Tuesday September 10, 2019. The results of these traffic counts are provided in **Appendix A**. Existing Average Daily Traffic (ADT) volumes are from Minnesota Department of Transportation (MnDOT) traffic volume map year 2016 and are included in **Figure 2.** A summary of the 3-year (July 2016- June 2019) crash history at the CSAH 5 intersections with East Dual Boulevard and Credit Union Drive are provided in **Table 1 and 2**. Isanti County provided the crash details from the police department. These reports indicate there have been 5 crashes at the East Dual Boulevard intersection and 3 crashes at the Credit Union Drive intersection between July 2016 and June 2019. Existing crash patterns show that both intersections experience a higher-than-average rate of 0.41 crashes per million entering vehicles (East Dual Boulevard) and 0.25 crashes per million entering vehicles (Credit Union Drive), compared to the average rate of 0.19 for an urban thru-stop intersection (2015 MnDOT Crash Toolkit). A Crash Diagram can be found in **Appendix B**.

In recent years, mobility and safety on the CSAH 5 corridor between these intersections has been a concern. Several crashes have occurred since the Kwik Trip Gas Station was opened in early 2019, as

more traffic travels through these intersections, drivers make riskier decisions when turning in and out of the accesses. Different alternatives will identify safer and operationally better intersections that address the increased volumes through this area.

Table 1 – Existing Crash Rate Calculation at CSAH 5 and East Dual Boulevard

Isanti CSAH 5 and East Dual Blvd (July 2016-June 2019)							
Location	Number of Crashes	Daily Entering Vehicles	Crash Rate*			Severity Rate	
			Calculated	Average**	Critical***	Calculated	Average**
Isanti CSAH 5 and East Dual Blvd (July 2016-June 2019)	5	11,225	0.41	**0.19**	0.43	0.41	1.00

*Intersection crash rates are expressed in crashes per million entering vehicles.

**Average for an urban thru-stop intersection using MnDOT 2015 green sheets.

***Critical crash rates are expressed in crashes per million entering vehicles with 0.95 confidence level.

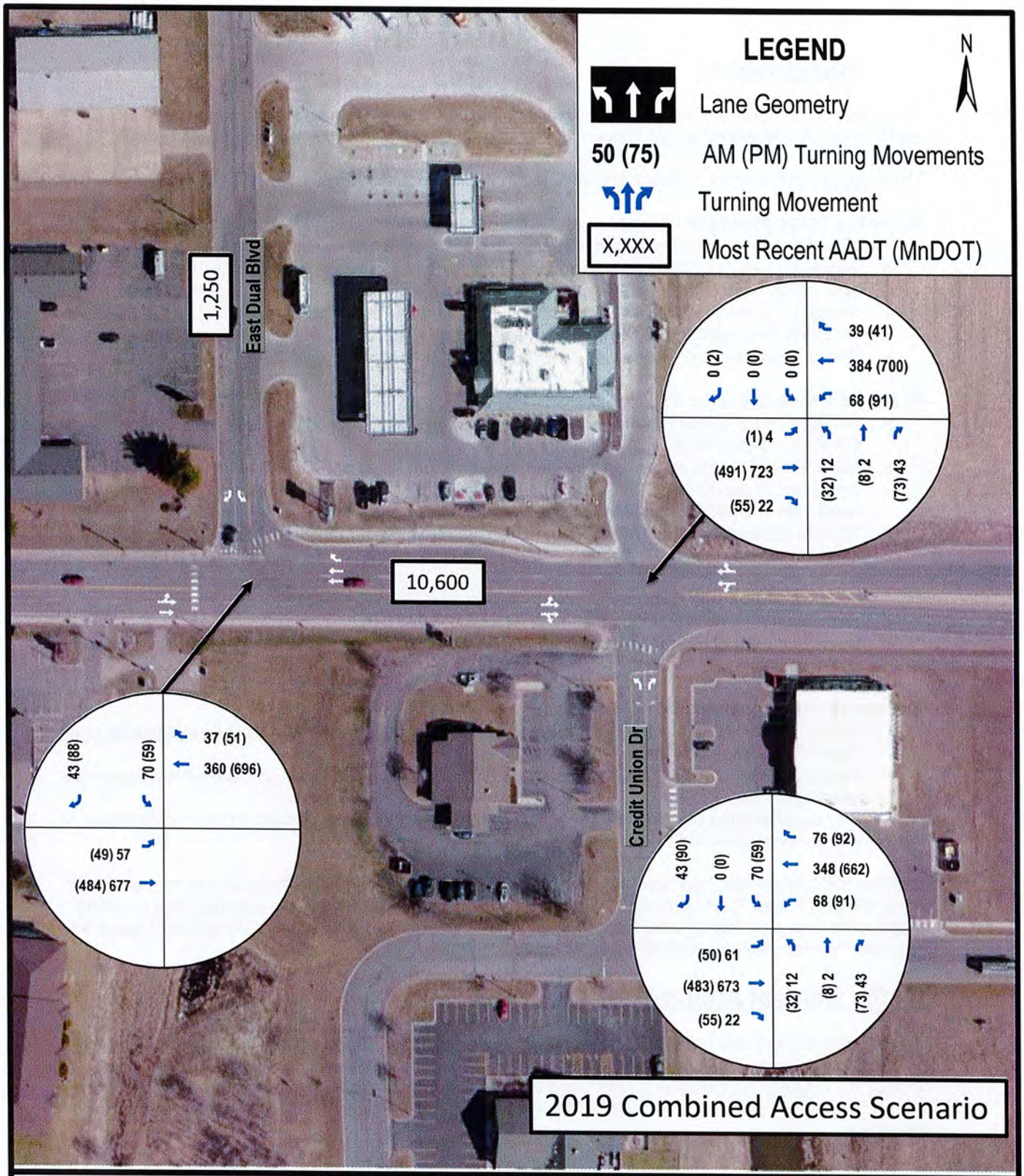
Table 2 – Existing Crash Rate Calculation at CSAH 5 and Credit Union Drive

Isanti CSAH 5 and Credit Union Dr (July 2016-June 2019)							
Location	Number of Crashes	Daily Entering Vehicles	Crash Rate*			Severity Rate	
			Calculated	Average**	Critical***	Calculated	Average**
Isanti CSAH 5 and Credit Union Dr (July 2016-June 2019)	3	11,175	0.25	**0.19**	0.43	0.25	1.00

*Intersection crash rates are expressed in crashes per million entering vehicles.

**Average for an urban thru-stop intersection using MnDOT 2015 green sheets.

***Critical crash rates are expressed in crashes per million entering vehicles with 0.95 confidence level.



wsb

CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 2. 2019 Existing Turning Movements & Geometry

D. Future Conditions

The CSAH 5 corridor is projected to increase within the coming years and different intersection alternatives were identified for the intersections with East Dual Boulevard and Credit Union Drive.

The proposed intersection modifications included four different alternatives:

Alternative 1 (**See Appendix E1**):

- Installation of a traffic signal at the intersection of CSAH 5 and East Dual Boulevard.
- Mill and overlay of CSAH 5 between west of West Dual Boulevard and east of Credit Union Drive with restriping to include two-way left turn lane or exclusive left-turn lanes for all accesses.
- Reduction of eastbound CSAH 5 to one lane by restriping, and roadway widening on the north side of CSAH 5 to maintain the two westbound lanes and right-turn lane for East Dual Boulevard.
- This alternative could work as an interim improvement prior to Alternative 2.

Alternative 2 (**See Appendix E1**):

- Realignment of Credit Union Drive to create a 4-legged intersection with East Dual Boulevard and CSAH 5, and the installation of a traffic signal.
- Mill and overlay with restriping to include exclusive turn lanes on CSAH 5 at the traffic signal.
- Reduction of eastbound CSAH 5 to one lane by restriping, and roadway widening on the south and north side of CSAH 5 to maintain the two westbound lanes.
- Closure of existing Credit Union Drive access to CSAH 5 and realignment of Cherrywood Street to intersect the new road.

Alternative 3 (**See Appendix E1**):

- Installation of a mini-roundabout at each intersection (2 total).
- Restriping west of East Dual Boulevard and east of Credit Union Drive on CSAH 5 for appropriate lane transitions.

Alternative 4 (**See Appendix E1**):

- Realignment of Credit Union Drive to create a 4-legged intersection with East Dual Boulevard and CSAH 5, and the installation of a mini- roundabout.
- Restriping west of East Dual Boulevard and east of Credit Union Drive on CSAH 5 for appropriate lane transitions.
- Closure of existing Credit Union Drive access to CSAH 5 and realignment of Cherrywood Street to intersect the new road.

Recently the Stakeholder Agencies have contacted inquired about the possibility to acquire the land south of the CSAH 5 & East Dual Boulevard intersection. At this time the landowner is not interested in selling or otherwise providing that land for future transportation right-of-way. Due to this Alternatives 2 and 4 will no longer be considered as part of this traffic study.

Traffic Control Analysis

The following subsections detail the analysis used for determining the appropriate traffic control for each intersection or a combined intersection. Thirteen hours of turning movements (6:00 AM-7:00 PM) were counted on Tuesday, September 10, 2019 and used to perform a traffic signal warrant analysis if the two intersections were combined and realigned as one four-legged intersection, and for each intersection separately.

Traffic Signal Warrant Analysis

Part 4 of the MN MUTCD contains information pertaining to highway traffic signals, including a series of traffic-signal warrants that define the minimum conditions under which installing a traffic signal could be justified. These traffic signal warrants have been developed as national guidelines to promote continuity of traffic control devices and to ensure that traffic signals are installed at intersections that benefit from their operations. The following are the nine MN MUTCD traffic signal warrants:

Warrant 1-Eight-Hour Vehicle Volume
Warrant 2-Four-Hour Vehicle Volume
Warrant 3-Peak Hour Vehicle Volume
Warrant 4-Pedestrian Volume
Warrant 5-School Crossing
Warrant 6-Coordinated Signal System
Warrant 7-Crash Experience
Warrant 8-Roadway Network
Warrant 9-Intersection Near a Grade Crossing

According to the MN MUTCD, inclusion of right-turn volumes for warrant analysis is dependent on engineering judgment, site factors and turning movement volumes. By applying engineering judgment, right-turn movements on all approaches of the combined access intersection and separate intersections were included in the analysis due to the lack of existing right-turn lanes on all legs.

The following is the result of the traffic signal warrant analysis for a combined intersection. See **Appendix C1** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits, with the realignment of accesses to create a 4-legged intersection.

The following is the result of the traffic signal warrant analysis for the intersection of CSAH 5 and East Dual Boulevard. See **Appendix C2** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits at the intersection of CSAH 5 and East Dual Boulevard.

The following is the result of the traffic signal warrant analysis for the intersection of CSAH 5 and Credit Union Drive. See **Appendix C3** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits at the intersection of CSAH 5 and Credit Union Drive.

E. All-Way Stop Warrant Analysis

Part 2B of the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) contains information pertaining to the all-way stop control with criteria relating to vehicular volumes and crash history that define the minimum conditions under which installing an all-way stop could be justified.

The following are the discussions regarding whether the intersection geometry and/or traffic volumes meet the guidance in the MN MUTCD. Text in *italics* denotes guidance from the MN MUTCD, and regular text denotes discussion on whether conditions meet the guidance. Using the provided count data, all-way stop warrants were analyzed, with the realignment of accesses to create a conventional 4-legged intersection and for each intersection separately.

- *A multi-way stop application can be used as an interim measure while arrangements can be made to install a traffic signal* – A traffic signal is warranted at this intersection; therefore, a multi-way stop application could be used as an interim measure.
- *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation* – Only two right-angle crashes have occurred within the past 5 years at each of the intersection with CSAH 5.
- *Minimum volumes* – 7 of the required 8 hours were met, See **Appendix D1-D3** for volume analysis.
- *Where no single criterion is satisfied, but where the preceding criteria are all satisfied to 80% of the minimum values.* – 11 hours of the required 8 hours were met, See **Appendix D1-D3** for the 80% minimum value analysis.
- *The need to control left-turn conflicts* – Westbound left-turn conflicts would need to be controlled due to relatively high left-turn volumes compared to right-turn volumes, and oncoming traffic is high during peak hours.
- *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes* – The existing intersections do not experience a high level of pedestrian and bicycle traffic that would require installation of a multi-way stop to provide adequate operations.
- *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop* – Sightlines are currently visible at both intersections.
- *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection* – East Dual Boulevard and Credit Union Drive are not of the same functional classification or design as CSAH 5, traffic operations at the intersection would not benefit from the installation of a multi-way stop.

The signal warrant and 80% volume warrant are met if the two intersections were realigned and combined as one intersection. However, because traffic volumes on CSAH 5 are much higher than the minor approaches, all-way stop control is not recommended if the accesses were combined or if they remain as separate intersections.

Although no traffic warrants for roundabouts currently exist, the MnDOT Intersection Control Evaluation Manual states that if a traffic signal or an all-way stop warrant is met, a roundabout should also be considered as a warranted traffic control device. There are traffic signal and all-way stop warrants that are currently met for both intersections, which makes the installation of a roundabout warranted. The Intersection Control Evaluation Manual also states that site-specific safety issues may cause a roundabout to be justified. As traffic volumes rise at the intersection, safety will become a larger concern as vehicles are turning in and out of the accesses.

Crash Evaluation

Crash reductions for each type of intersection control were estimated based on the proposed layout and the crash reduction factors from the Federal Highway Administration (FHWA) Crash Reduction Factors and the Minnesota Department of Transportation (MnDOT) Roundabout Crash Reduction Factors. **Table 3** shows the projected crash rate and yearly crashes for each traffic control type using the existing traffic volumes.. Fewer crashes mean a reduced cost to the local economy in terms of lost productivity related to property damage, injuries, and congestion on local roadways.

Table 3 – Existing and Projected Crash Rates by Traffic Control Type

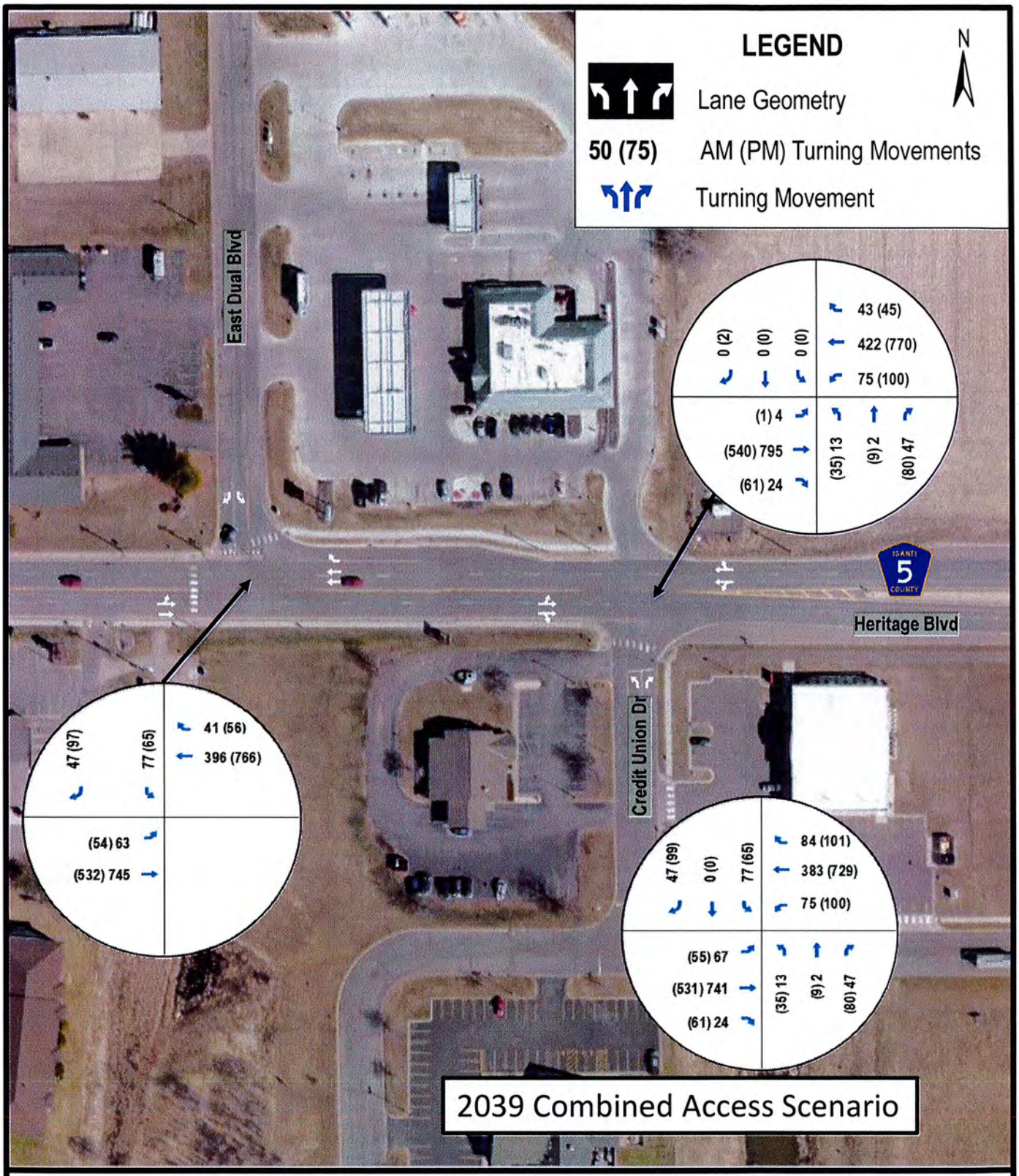
Traffic Control	Crash Reduction Factor*	Crash Rate**	Projected Crashes Per Year
Thru-Stop @ East Dual Blvd (Existing)		0.41	1.67
Thru-Stop @ East Dual Blvd (Existing)		0.25	1.00
Combined Thru-Stop (Build with existing crashes)		0.62	2.67
Urban-Thru Stop (State average rate)		0.19	0.80
High Volume, Low Speed Signal (State average rate)		0.72	3.09
Urban Single Lane Roundabout	0.60	0.25	1.08
Urban Multi-lane Roundabout	0.65	0.22	0.95

* Crash reduction factors taken from MnDOT's HSIP Program guidance

** Crash rate for proposed improvements = (1 - CRF) x (existing CR)

Traffic Forecasts

Based on the Minnesota DOT County Growth Rate Table, traffic volumes in Isanti County are projected to rise by 10% over the next 20 years. For future analysis, the 10% increase in traffic movement volumes will be used in all simulations to determine level of service. Year 2039 Forecasted Turning Movements are shown in **Figure 3**.

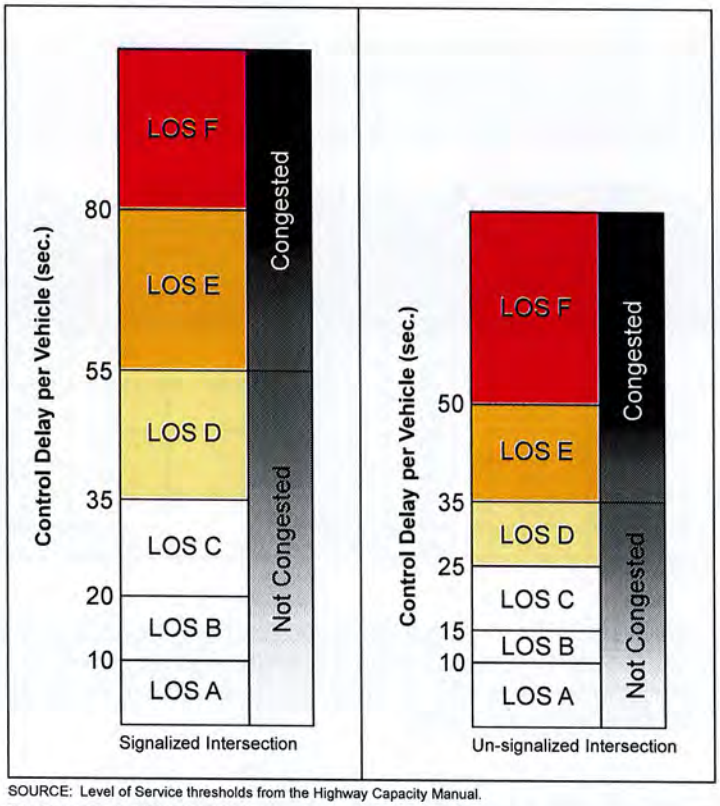


wsb

CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 3. 2039 Forecasted Turning Movements

Intersection Capacity Analysis

Intersection operations are evaluated in terms of average seconds of delay per vehicle, each approach and turning movement for the intersection. The average number of seconds of delay is broken into six ranges assigned letter grades A through F defining each level of service (LOS) as shown in **Figure 4**. The ranges for unsignalized intersections are narrower than the ranges for signalized intersections. This is because many factors including the intangible factors of driver discomfort and frustration are considered. A one-minute delay at a red light is perceived as being more tolerable than waiting one minute for a gap in traffic at a stop sign, especially when there are vehicles queued behind. It is generally recognized that LOS D is the lowest acceptable LOS for urban intersections. Intersection capacity is also defined in terms of queue lengths of stopped vehicles. A 100-foot queue is approximately equal to four cars.



SOURCE: Level of Service thresholds from the Highway Capacity Manual.

K:\Traffic\Level of Service (LOS)\LOS Delay Graphic.ppt

Figure 4 – Level of Service Guidelines

Synchro / SimTraffic software was used to simulate existing and future traffic operations at the CSAH 5 intersection(s) with East Dual Boulevard and Credit Union Drive.

Synchro is a macroscopic software application used for optimizing traffic signal timing and performing capacity analysis of roadway networks consisting of stop, yield, and signalized traffic control conditions. The underlying equations are based on Highway Capacity Manual (HCM) procedures. SimTraffic is a microscopic software application that performs simulation and animation of vehicular traffic based on Synchro inputs. SimTraffic follows individual cars and uses a wide variety of variables (including some random variables) to simulate real-world driver behavior.

PTV Vissim simulation software was used to analyze the future traffic volumes for the two mini-roundabouts in Alternative 3. Vissim is a microsimulation that treats each vehicle individually as it interacts with others through the transportation network mimicking reality.

Highway Capacity Software (HCS) Roundabouts version 7.6 analysis software was used to analyze the future traffic volumes for the proposed mini-roundabout in Alternative 4. HCS is a traffic operations analysis software that implements the methodologies of the HCM.

Traffic operations at the CSAH 5 intersection(s) with East Dual Boulevard and Credit Union Drive were simulated using existing (2019) and 2039 traffic volumes for the existing traffic control and lane geometry (No-Build Condition) and for each proposed traffic control and lane geometry (Build Conditions).

Existing Operations Analysis

The CSAH 5 intersections with East Dual Boulevard and Credit Union Drive are currently both minor approach stop-controlled. These configurations were simulated in Synchro/SimTraffic for both the AM and PM peak hours using existing (2019) traffic volumes. The results of the existing condition traffic operations analysis are summarized in **Table 4**. Detailed modeling results are provided in **Appendix F**.

Table 4 – 2019 Existing Condition Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Thru-Stop	CSAH 5 & East Dual Blvd	WB	0 (A)	0 (A)	0 (A)	3 (A)	0 (A)	1 (A)	0 (A)	2 (A)
		SB	12 (B)	0 (A)	6 (A)		15 (C)	0 (A)	6 (A)	
		EB	7 (A)	3 (A)	0 (A)		7 (A)	2 (A)	0 (A)	
Thru-Stop	Credit Union Dr & CSAH 5	NB	13 (B)	0 (A)	4 (A)	1 (A)	24 (C)	26 (D)	10 (B)	2 (A)
		WB	5 (A)	1 (A)	0 (A)		5 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	3 (A)	
		EB	4 (A)	1 (A)	0 (A)		8 (A)	1 (A)	0 (A)	

* Delay measured in seconds per vehicle

The traffic operations analysis shows that both intersections currently operate at an overall acceptable level of service during peak hours. However, the northbound through movement to the Kwik Trip access north of Credit Union Drive operates at a LOS D during the PM peak hour. As traffic increases on CSAH 5, delays will increase for minor approach traffic.

2019 Build-Alternative 1 (Signal at East Dual Blvd) Traffic Operations Analysis

The 2019 Build-Alternative 1 analysis was modeled using Synchro/SimTraffic software with existing 2019 traffic volumes. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 1. The results of the 2019 Build-Alternative 1 condition traffic operations analysis are summarized in **Table 5**. Further modeling results are provided in **Appendix F.**

Table 5 – 2019 Build Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Signalized	CSAH 5 & East Dual Blvd	WB		9 (A)	2 (A)	12 (B)		11 (B)	3 (A)	11 (B)
		SB	14 (B)		5 (A)		12 (B)		5 (A)	
		EB	10 (B)	15 (B)			12 (B)	12 (B)		
Thru-Stop	Credit Union Dr & CSAH 5	NB	20 (C)	20 (C)	4 (A)	2 (A)	22 (C)	16 (C)	7 (A)	3 (A)
		WB	9 (A)	0 (A)	0 (A)		6 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	4 (A)	
		EB	6 (A)	3 (A)	2 (A)		6 (A)	3 (A)	2 (A)	

* Delay measured in seconds per vehicle

With the existing volumes and the proposed improvements, both intersections are expected to operate with an overall LOS B or better during the AM and PM peak hours. The traffic signal and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5. The exclusive left-turn lanes will also provide storage for turning vehicles so they will not block mainline traffic as occurs in the existing condition.

2019 Build-Alternative 3 (Dual Mini-Roundabouts) Traffic Operations Analysis

The 2019 Build-Alternative 3 analysis was modeled using VISSIM software with existing traffic volumes. This scenario assumes proposed lane geometry, access, and traffic control as described for Alternative 3. The results of the 2019 Build-Alternative 3 condition traffic operations analysis are summarized in **Table 6**. Further modeling results are provided in **Appendix F.**

Table 6 – 2019 Build-Alternative 3 Operations Summary (VISSIM)

Intersection			AM Peak		PM Peak	
Control	Location	Approach	Approach Delay* (LOS)	Intersection Delay* (LOS)	Approach Delay* (LOS)	Intersection Delay* (LOS)
Roundabout	CSAH 5 & East Dual Blvd	WB	3 (A)	3 (A)	3 (A)	4 (A)
		SB	3 (A)		7 (A)	
		EB	3 (A)		4 (A)	
Roundabout	CSAH 5 & Credit Union Dr	NB	4 (A)	3 (A)	4 (A)	5 (A)
		WB	4 (A)		6 (A)	
		EB	2 (A)		4 (A)	

* Delay measured in seconds per vehicle

With the existing volumes and the proposed improvements, both intersections are expected to operate with an overall LOS A during the AM and PM peak hours. The dual mini-roundabouts and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5, as well as slow vehicles down through the corridor.

2039 No-Build Traffic Operations Analysis

The 2039 No-Build analysis was modeled using Synchro/SimTraffic software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes existing lane geometry, access, and traffic control. The results of the 2039 No-Build condition traffic operations analysis are summarized in **Table 7.** Further modeling results are provided in **Appendix F**.

Table 7 – 2039 No-Build Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Thru-Stop	CSAH 5 & East Dual Blvd	WB	0 (A)	0 (A)	0 (A)	2 (A)	0 (A)	1 (A)	1 (A)	3 (A)
		SB	14 (B)	0 (A)	6 (A)		20 (C)	0 (A)	10 (B)	
		EB	6 (A)	2 (A)	0 (A)		8 (A)	2 (A)	0 (A)	
Thru-Stop	Credit Union Dr & CSAH 5	NB	18 (C)	25 (D)	7 (A)	2 (A)	39 (E)	30 (D)	17 (C)	3 (A)
		WB	7 (A)	1 (A)	0 (A)		6 (A)	2 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	5 (A)	
		EB	4 (A)	1 (A)	0 (A)		6 (A)	1 (A)	0 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes, the intersections are expected to operate with an overall LOS A during the AM and PM peak hours. Minor approaches delay at both intersections will continue to rise as traffic volumes increase and vehicles make riskier decisions when waiting for gaps in traffic.

2039 Build-Alternative 1 (Signal at East Dual Blvd) Traffic Operations Analysis

The 2039 Build-Alternative 1 analysis was modeled using Synchro/SimTraffic software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 1. The results of the 2039 Build-Alternative 1 condition traffic operations analysis are summarized in **Table 8**. Further modeling results are provided in **Appendix F.**

Table 8 – 2039 Build-Alternative 1 Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Signalized	CSAH 5 & East Dual Blvd	WB		9 (A)	3 (A)	14 (B)		11 (B)	3 (A)	11 (B)
		SB	15 (B)		6 (A)		12 (B)		6 (A)	
		EB	11 (B)	17 (B)			13 (B)	12 (B)		
Thru-Stop	Credit Union Dr & CSAH 5	NB	23 (C)	25 (D)	6 (A)	3 (A)	27 (D)	32 (D)	11 (B)	3 (A)
		WB	11 (B)	0 (A)	0 (A)		7 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	3 (A)	
		EB	6 (A)	3 (A)	2 (A)		0 (A)	3 (A)	2 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes and the proposed geometry, the intersections are expected to continue operating with an overall LOS B or greater during the AM and PM peak hour. The traffic signal at East Dual Boulevard will provide the necessary gaps for minor approach southbound traffic. However, northbound traffic on Credit Union Drive may still experience a LOS D during peak hours, as that intersection is not signalized.

2039 Build-Alternative 3 (Dual Mini-Roundabouts) Traffic Operations Analysis

The 2039 Build-Alternative 3 analysis was modeled using VISSIM software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 3. The results of the 2039 Build-Alternative 3 condition traffic operations analysis are summarized in **Table 9**. Further modeling results are provided in **Appendix F.**

Table 9 – 2039 Build-Alternative 3 Operations Summary (VISSIM)

Intersection			AM Peak		PM Peak	
Control	Location	Approach	Approach Delay* (LOS)	Intersection Delay* (LOS)	Approach Delay* (LOS)	Intersection Delay* (LOS)
Roundabout	CSAH 5 & East Dual Blvd	WB	4 (A)	5 (A)	5 (A)	5 (A)
		SB	4 (A)		8 (A)	
		EB	5 (A)		5 (A)	
Roundabout	CSAH 5 & Credit Union Dr	NB	4 (A)	5 (A)	4 (A)	7 (A)
		WB	6 (A)		9 (A)	
		EB	3 (A)		6 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes and the proposed geometry, the intersections are expected to operate with an overall LOS A during the AM and PM peak hours. The dual mini-roundabouts and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5, as well as slow vehicles down through the corridor. The dual mini-roundabouts are expected to provide efficient operations beyond the 2039 horizon year.

Evaluation Considerations

Right of Way Impacts

Maintaining the existing geometry and traffic control would require no additional right of way. Right of way impacts for the build alternatives are shown in **Table 10**.

Table 10 – Right of Way Impacts

Alternative	Number of Parcels Needing Right of Way	Permanent Right of Way (SF)	Temporary Easement (SF)
1 – Signal Option	3	17,500	4,000
3 – Roundabout Option	5	6,000	2,500

Project Costs (does not include Right of Way)

- Existing Traffic Control Application Control – would require no construction or additional maintenance costs.
- Alternative 1 – Total cost for the installation of a traffic signal and surrounding improvements is estimated to be ~$930,000.
- Alternative 3 – Total cost for the construction of two mini-roundabouts and surrounding improvements is estimated to be ~$1,160,000.

Political Consideration / Public Input

At this point there has been no public involvement with this project. The City of Isanti and Isanti County are in support of improving the corridor.

The City and County have approached the owner of the land south of the CSAH 5 & East Dual Boulevard intersection. At this time the landowner is not interested in selling or otherwise providing that land for future transportation right-of-way.

F. Alternatives Analysis

Several iterations of alternatives were examined and discussed with the County to identify the four alternatives analyzed in the report.

G. Conclusion

Two types of control on the CSAH 5 corridor are justified and appropriate for the corridor, a traffic signal and mini-roundabouts. The two existing intersections on CSAH 5 operate under minor approach stop-control, where minor approaches currently incur long enough delays and make unsafe turns to enter CSAH 5. Both Alternative 1 and Alternative 3 offer sound, safe and suitable solutions for traffic operations on the CSAH 5 corridor. Further discussion and coordination between the County, City and other stakeholders should be taken to determine the future layout of the corridor.

APPENDIX A

Existing Turning Movement Counts

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 1

Groups Printed- Cars +

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
06:00 AM	0	0	1	0	1	12	32	5	0	49	3	0	0	0	3	0	120	0	0	120	173
06:15 AM	0	0	2	0	2	13	73	4	0	90	1	0	1	0	2	4	120	0	2	126	220
06:30 AM	0	0	1	0	1	10	51	8	0	69	1	1	1	0	3	2	147	0	0	149	222
06:45 AM	0	0	1	0	1	8	62	10	0	80	1	0	0	0	1	7	142	0	0	149	231
Total	0	0	5	0	5	43	218	27	0	288	6	1	2	0	9	13	529	0	2	544	846
07:00 AM	0	0	0	0	0	13	55	17	0	85	7	0	4	0	11	5	143	1	0	149	245
07:15 AM	0	0	0	0	0	5	81	9	0	95	4	1	0	0	5	6	165	0	0	171	271
07:30 AM	0	0	0	0	0	11	83	16	0	110	20	0	4	0	24	6	233	1	0	240	374
07:45 AM	0	0	0	0	0	9	163	26	0	198	12	1	4	0	17	5	170	0	0	175	390
Total	0	0	0	0	0	38	382	68	0	488	43	2	12	0	57	22	711	2	0	735	1280
08:00 AM	0	1	0	0	1	9	81	8	0	98	8	1	2	0	11	5	128	0	0	133	243
08:15 AM	0	0	0	0	0	8	61	13	0	82	4	3	4	0	11	8	106	0	0	114	207
08:30 AM	0	0	0	0	0	4	58	20	0	82	6	1	9	0	16	9	96	1	0	106	204
08:45 AM	0	0	0	0	0	5	49	9	0	63	4	0	5	0	9	9	82	2	0	93	165
Total	0	1	0	0	1	26	249	50	0	325	22	5	20	0	47	31	412	3	0	446	819
09:00 AM	0	0	2	0	2	5	56	12	0	73	6	1	6	0	13	11	117	0	0	128	216
09:15 AM	0	1	0	0	1	5	54	9	0	68	13	0	5	2	20	6	70	0	0	76	165
09:30 AM	0	0	1	0	1	2	42	14	0	58	12	2	9	0	23	11	76	0	0	87	169
09:45 AM	0	0	0	0	0	4	69	14	0	87	12	1	2	0	15	13	81	0	0	94	196
Total	0	1	3	0	4	16	221	49	0	286	43	4	22	2	71	41	344	0	0	385	746
10:00 AM	0	0	0	0	0	9	48	11	0	68	7	1	10	0	18	11	73	0	0	84	170
10:15 AM	0	0	0	0	0	5	52	17	0	74	17	1	6	0	24	7	79	1	0	87	185
10:30 AM	0	0	0	0	0	7	68	18	0	93	13	0	7	0	20	14	83	0	0	97	210
10:45 AM	0	0	1	0	1	4	82	10	0	96	13	0	8	0	21	8	85	0	0	93	211
Total	0	0	1	0	1	25	250	56	0	331	50	2	31	0	83	40	320	1	0	361	776
11:00 AM	1	0	1	0	2	5	71	19	0	95	12	1	12	0	25	15	81	0	0	96	218
11:15 AM	0	0	1	0	1	10	69	23	0	102	13	1	6	0	20	20	85	0	0	105	228
11:30 AM	0	0	2	0	2	8	64	20	0	92	17	0	10	0	27	13	90	0	0	103	224
11:45 AM	0	0	0	0	0	7	80	12	0	99	14	1	8	0	23	14	95	0	0	109	231
Total	1	0	4	0	5	30	284	74	0	388	56	3	36	0	95	62	351	0	0	413	901
12:00 PM	0	0	0	0	0	13	80	16	0	109	8	1	13	0	22	7	67	0	0	74	205
12:15 PM	0	0	0	0	0	9	75	17	0	101	11	1	10	0	22	14	94	0	0	108	231
12:30 PM	0	0	1	0	1	5	82	22	0	109	11	2	10	1	24	13	93	0	0	106	240
12:45 PM	0	0	0	0	0	5	81	15	0	101	15	4	9	0	28	17	90	0	0	107	236
Total	0	0	1	0	1	32	318	70	0	420	45	8	42	1	96	51	344	0	0	395	912
01:00 PM	0	0	1	0	1	4	70	18	0	92	13	0	12	0	25	20	77	0	0	97	215
01:15 PM	0	0	0	0	0	2	63	15	0	80	9	2	18	1	30	9	61	0	0	70	180
01:30 PM	1	0	0	0	1	11	80	19	0	110	9	0	8	1	18	13	83	0	0	96	225
01:45 PM	0	0	0	0	0	9	89	23	0	121	22	2	9	0	33	13	101	1	0	115	269
Total	1	0	1	0	2	26	302	75	0	403	53	4	47	2	106	55	322	1	0	378	889
02:00 PM	0	0	0	0	0	8	94	17	0	119	23	0	9	0	32	7	75	1	0	83	234
02:15 PM	0	0	1	0	1	5	93	21	0	119	11	1	5	1	18	13	80	2	0	95	233
02:30 PM	0	0	1	0	1	9	132	22	0	163	14	2	11	0	27	15	106	0	0	121	312
02:45 PM	0	0	0	0	0	9	116	18	0	143	20	2	9	0	31	7	97	1	0	105	279
Total	0	0	2	0	2	31	435	78	0	544	68	5	34	1	108	42	358	4	0	404	1058
03:00 PM	1	0	1	0	2	16	138	24	0	178	21	1	4	0	26	9	158	0	0	167	373
03:15 PM	0	0	0	0	0	17	189	28	0	234	16	2	7	0	25	17	91	0	0	108	367
03:30 PM	1	0	0	0	1	12	167	18	0	197	18	0	13	0	31	10	130	1	0	141	370
03:45 PM	0	0	0	0	0	11	159	21	0	191	17	1	6	0	24	12	131	1	0	144	359
Total	2	0	1	0	3	56	653	91	0	800	72	4	30	0	106	48	510	2	0	560	1469

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 2

Groups Printed- Cars +

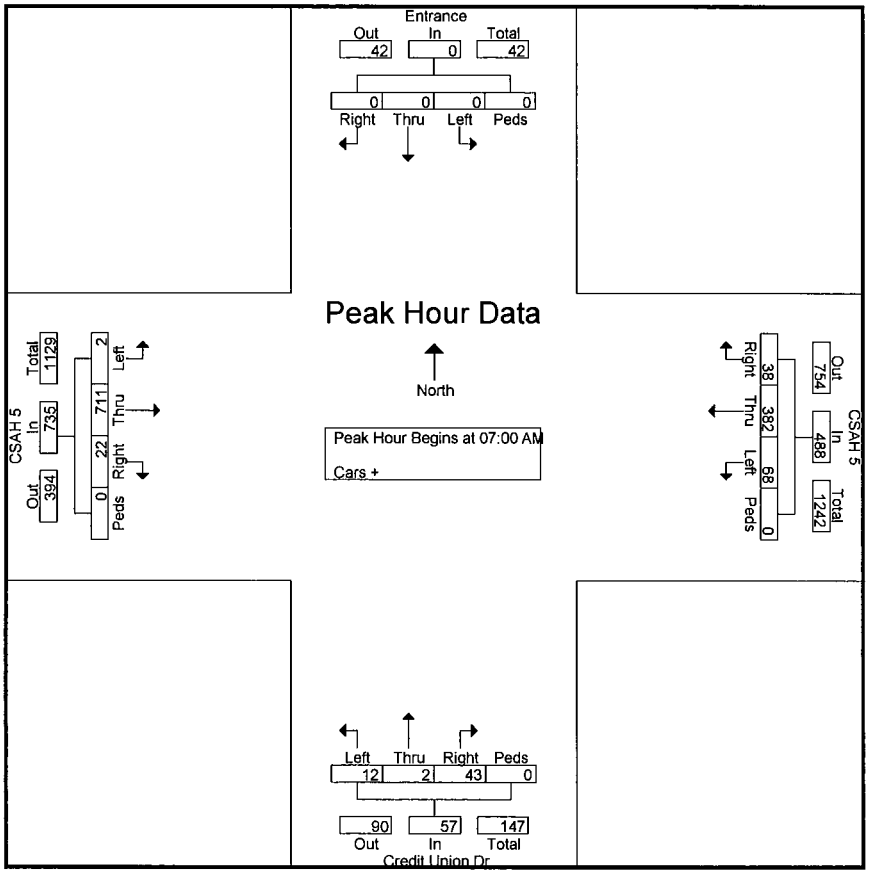
	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
04:00 PM	0	0	0	0	0	12	189	29	0	230	11	2	8	0	21	18	122	0	0	140	391
04:15 PM	0	0	0	0	0	10	154	14	0	178	27	2	8	1	38	9	112	0	0	121	337
04:30 PM	2	0	0	0	2	8	191	27	0	226	18	3	10	0	31	16	123	0	0	139	398
04:45 PM	0	0	0	0	0	9	172	27	0	208	14	0	5	2	21	15	98	0	0	113	342
Total	2	0	0	0	2	39	706	97	0	842	70	7	31	3	111	58	455	0	0	513	1468
05:00 PM	0	0	0	0	0	7	182	23	0	212	10	0	4	0	14	11	103	0	0	114	340
05:15 PM	0	0	0	0	0	16	188	24	0	228	10	3	9	1	23	16	124	0	0	140	391
05:30 PM	0	0	0	0	0	8	137	14	0	159	12	2	16	0	30	19	127	1	0	147	336
05:45 PM	0	0	1	0	1	7	154	17	0	178	11	1	9	0	21	5	106	1	0	112	312
Total	0	0	1	0	1	38	661	78	0	777	43	6	38	1	88	51	460	2	0	513	1379
06:00 PM	2	0	2	0	4	12	129	25	0	166	8	1	8	0	17	9	91	0	0	100	287
06:15 PM	0	0	1	0	1	4	134	21	0	159	13	1	9	0	23	15	87	0	0	102	285
06:30 PM	0	0	0	0	0	8	126	24	0	158	12	0	10	0	22	15	100	0	1	116	296
06:45 PM	0	0	0	0	0	7	90	15	0	112	8	0	11	0	19	17	97	0	0	114	245
Total	2	0	3	0	5	31	479	85	0	595	41	2	38	0	81	56	375	0	1	432	1113
Grand Total	8	2	22	0	32	431	5158	898	0	6487	612	53	383	10	1058	570	5491	15	3	6079	13656
Apprch %	25	6.2	68.8	0		6.6	79.5	13.8	0		57.8	5	36.2	0.9		9.4	90.3	0.2	0		
Total %	0.1	0	0.2	0	0.2	3.2	37.8	6.6	0	47.5	4.5	0.4	2.8	0.1	7.7	4.2	40.2	0.1	0	44.5	

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 3

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0	0	**13**	55	17	0	85	7	0	**4**	0	11	5	143	**1**	0	149	245
07:15 AM	0	0	0	0	0	5	81	9	0	95	4	**1**	0	0	5	**6**	165	0	0	171	271
07:30 AM	0	0	0	0	0	11	83	16	0	110	**20**	0	4	0	**24**	6	**233**	1	0	**240**	374
07:45 AM	0	0	0	0	0	9	**163**	**26**	0	**198**	12	1	4	0	17	5	170	0	0	175	**390**
Total Volume	0	0	0	0	0	38	382	68	0	488	43	2	12	0	57	22	711	2	0	735	1280
% App. Total																					
PHF	.000	.000	.000	.000	.000	.731	.586	.654	.000	.616	.538	.500	.750	.000	.594	.917	.763	.500	.000	.766	.821

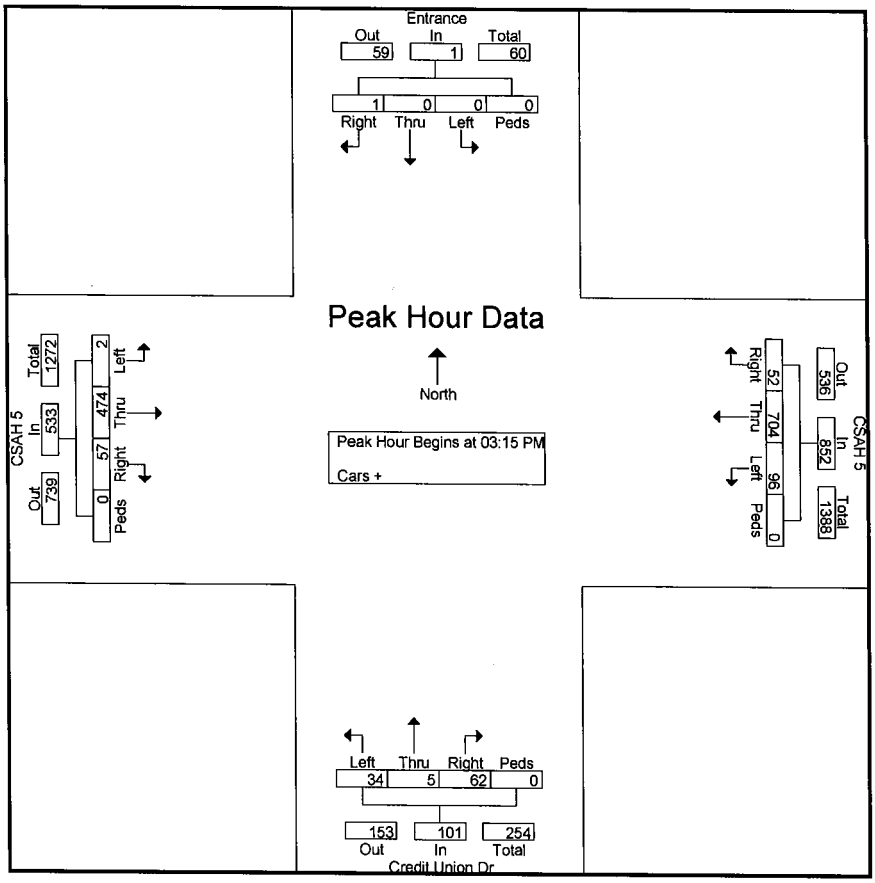


WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 4

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:15 PM																					
03:15 PM	0	0	0	0	0	**17**	**189**	28	0	**234**	16	**2**	7	0	25	17	91	0	0	108	367
03:30 PM	**1**	0	0	0	**1**	12	167	18	0	197	**18**	0	**13**	0	**31**	10	130	**1**	0	141	370
03:45 PM	0	0	0	0	0	11	159	21	0	191	17	1	6	0	24	12	**131**	1	0	**144**	359
04:00 PM	0	0	0	0	0	12	189	**29**	0	230	11	2	8	0	21	**18**	122	0	0	140	**391**
Total Volume	1	0	0	0	1	52	704	96	0	852	62	5	34	0	101	57	474	2	0	533	1487
% App. Total																					
PHF	.250	.000	.000	.000	.250	.765	.931	.828	.000	.910	.861	.625	.654	.000	.815	.792	.905	.500	.000	.925	.951



WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 1

Groups Printed- Trucks

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
06:15 AM	0	0	0	0	0	0	0	1	0	1	1	0	0	0	1	0	0	0	0	0	2
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
06:45 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	3	0	0	3	6
Total	0	0	0	0	0	0	5	1	0	6	1	0	0	0	1	0	7	0	0	7	14
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	0	4	4
07:15 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	1	0	3	4
07:30 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	4	0	0	4	5
07:45 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	3	0	0	3	4
Total	0	0	0	0	0	1	2	0	0	3	0	0	0	0	0	0	12	2	0	14	17
08:00 AM	0	0	0	0	0	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	4
08:15 AM	0	0	0	4	4	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	6
08:30 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	3	0	0	3	5
08:45 AM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	1	0	0	1	3
Total	0	0	0	4	4	2	7	0	0	9	0	0	0	0	0	0	5	0	0	5	18
09:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
09:15 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	1	2	4
09:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
09:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Total	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	3	0	1	4	7
10:00 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	3	0	0	3	4
10:15 AM	0	0	0	0	0	1	2	0	0	3	0	0	0	0	0	0	0	0	0	0	3
10:45 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Total	0	0	0	0	0	2	4	0	0	6	0	0	0	0	0	0	3	0	0	3	9
11:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
11:15 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
11:30 AM	0	0	0	0	0	0	3	1	0	4	0	0	0	0	0	0	1	0	0	1	5
11:45 AM	0	0	0	0	0	0	1	0	0	1	1	0	0	0	1	0	3	0	0	3	5
Total	0	0	0	0	0	0	9	1	0	10	1	0	0	0	1	0	5	0	0	5	16
12:00 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
12:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
12:45 PM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	1	2	0	0	3	7
Total	0	0	0	0	0	0	8	0	0	8	0	0	0	0	0	1	7	0	0	8	16
01:00 PM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	2
01:15 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	3	0	0	3	4
01:30 PM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0	3	3
Total	0	0	0	0	0	1	2	0	0	3	1	0	0	0	1	1	5	0	0	6	10
02:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
02:15 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	1	1	0	2	5
02:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0	1	3	4
02:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0	0	2	3
Total	0	0	0	0	0	0	6	0	0	6	0	0	0	0	0	0	5	1	1	7	13
03:00 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
03:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	3	0	0	3	5
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Total	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	0	4	0	0	4	8

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 2

Groups Printed- Trucks

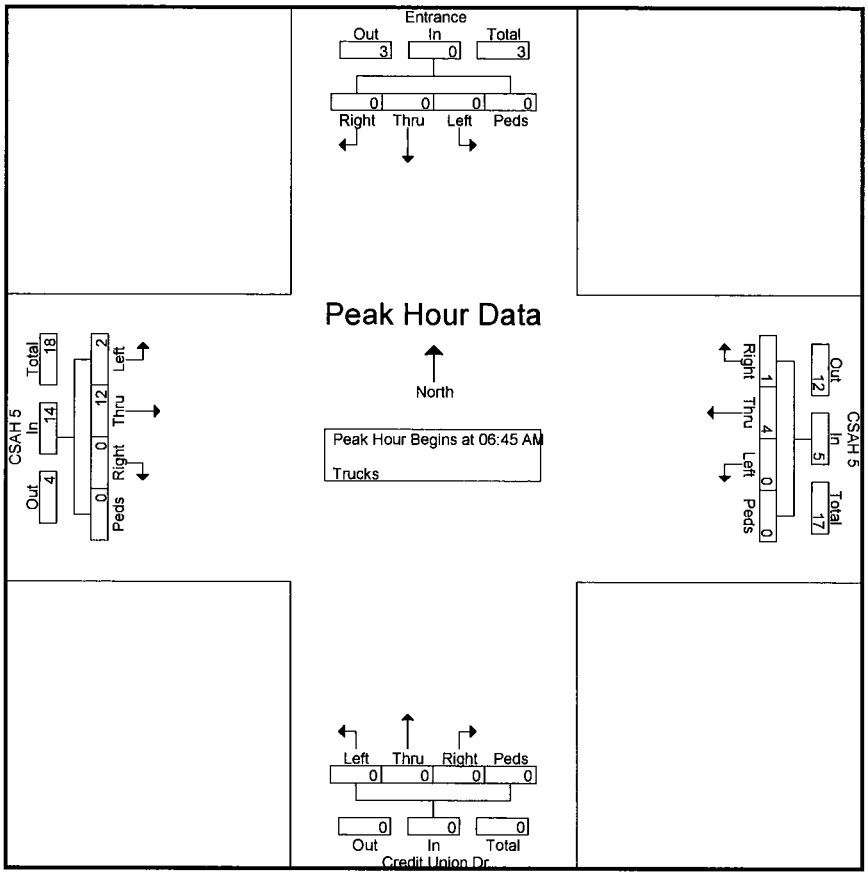
	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
04:00 PM	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	5
04:15 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	2
04:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	5	5	0	2	0	0	2	8
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total	0	0	0	0	0	0	9	0	0	9	0	0	0	5	5	0	5	0	0	5	19
05:00 PM	0	0	0	0	0	1	3	0	0	4	0	0	0	0	0	0	1	0	0	1	5
05:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
05:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	2
05:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	0	0	1	7	0	0	8	0	0	0	0	0	0	4	0	0	4	12
06:00 PM	0	0	0	1	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
06:45 PM	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	1	0	0	1	3
Total	0	0	0	2	2	1	2	0	0	3	0	0	0	0	0	0	2	0	0	2	7
Grand Total	0	0	0	6	6	8	68	2	0	78	3	0	0	5	8	2	67	3	2	74	166
Apprch %	0	0	0	100		10.3	87.2	2.6	0		37.5	0	0	62.5		2.7	90.5	4.1	2.7		
Total %	0	0	0	3.6	3.6	4.8	41	1.2	0	47	1.8	0	0	3	4.8	1.2	40.4	1.8	1.2	44.6	

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 3

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 06:45 AM																					
06:45 AM	0	0	0	0	0	0	**3**	0	0	**3**	0	0	0	0	0	0	3	0	0	3	**6**
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	**1**	0	**4**	**4**
07:15 AM	0	0	0	0	0	**1**	0	0	0	1	0	0	0	0	0	0	2	1	0	3	**4**
07:30 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	**4**	0	0	4	5
Total Volume	0	0	0	0	0	1	4	0	0	5	0	0	0	0	0	0	12	2	0	14	19
% App. Total																					
PHF	.000	.000	.000	.000	.000	.250	.333	.000	.000	.417	.000	.000	.000	.000	.000	.000	.750	.500	.000	.875	.792

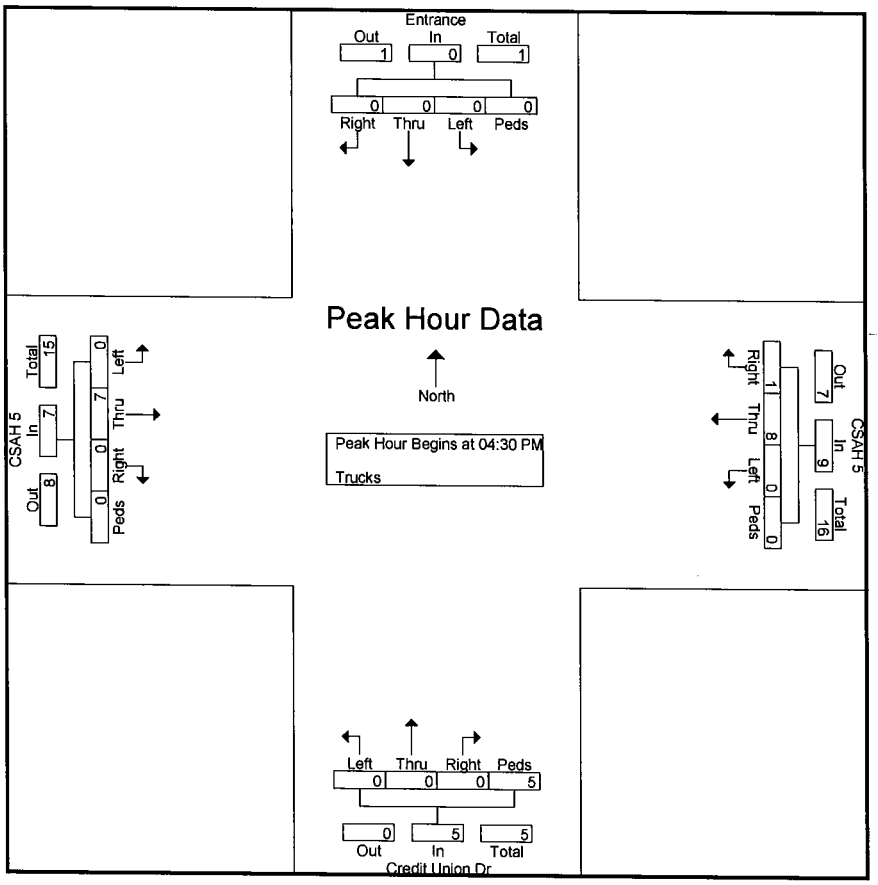


WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 4

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:30 PM																					
04:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	**5**	**5**	0	**2**	0	0	**2**	**8**
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
05:00 PM	0	0	0	0	0	**1**	**3**	0	0	**4**	0	0	0	0	0	0	1	0	0	1	5
05:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total Volume	0	0	0	0	0	1	8	0	0	9	0	0	0	5	5	0	7	0	0	7	21
% App. Total																					
PHF	.000	.000	.000	.000	.000	.250	.667	.000	.000	.563	.000	.000	.000	.250	.250	.000	.875	.000	.000	.875	.656



WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 1

Groups Printed- Cars +

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
06:00 AM	7	0	13	0	20	2	29	0	0	31	0	0	0	0	0	0	112	11	0	123	174
06:15 AM	8	0	14	1	23	11	61	0	0	72	0	0	0	0	0	0	111	15	0	126	221
06:30 AM	8	0	25	0	33	10	42	0	0	52	0	0	0	0	0	0	129	22	0	151	236
06:45 AM	8	0	18	0	26	13	52	0	0	65	0	0	0	0	0	0	132	20	0	152	243
Total	31	0	70	1	102	36	184	0	0	220	0	0	0	0	0	0	484	68	0	552	874
07:00 AM	13	0	16	0	29	6	48	0	0	54	0	0	0	0	0	0	134	15	0	149	232
07:15 AM	8	0	20	0	28	10	73	0	0	83	0	0	0	0	0	0	147	13	0	160	271
07:30 AM	9	0	19	0	28	5	94	0	0	99	0	0	0	1	1	0	229	14	0	243	371
07:45 AM	13	0	11	0	24	15	143	0	0	158	0	0	0	0	0	0	157	14	0	171	353
Total	43	0	66	0	109	36	358	0	0	394	0	0	0	1	1	0	667	56	0	723	1227
08:00 AM	9	0	18	0	27	14	69	0	0	83	0	0	0	0	0	0	114	15	0	129	239
08:15 AM	13	0	13	0	26	12	55	0	0	67	0	0	0	0	0	0	101	15	0	116	209
08:30 AM	17	0	15	0	32	6	57	0	0	63	0	0	0	0	0	0	85	7	0	92	187
08:45 AM	10	0	15	0	25	3	49	0	0	52	0	0	0	0	0	0	89	8	0	97	174
Total	49	0	61	0	110	35	230	0	0	265	0	0	0	0	0	0	389	45	0	434	809
09:00 AM	6	0	28	0	34	2	64	0	0	66	0	0	0	0	0	0	92	13	0	105	205
09:15 AM	7	0	12	0	19	7	52	0	0	59	0	0	0	2	2	0	67	13	0	80	160
09:30 AM	10	0	10	0	20	5	49	0	0	54	0	0	0	0	0	0	76	3	1	80	154
09:45 AM	4	0	6	0	10	9	57	0	0	66	0	0	0	0	0	0	88	6	0	94	170
Total	27	0	56	0	83	23	222	0	0	245	0	0	0	2	2	0	323	35	1	359	689
10:00 AM	9	0	9	0	18	10	48	0	0	58	0	0	0	0	0	0	72	6	0	78	154
10:15 AM	16	0	15	0	31	8	50	0	0	58	0	0	0	0	0	0	74	11	0	85	174
10:30 AM	7	0	15	0	22	6	70	0	0	76	0	0	0	0	0	0	83	10	0	93	191
10:45 AM	9	0	10	0	19	9	86	0	0	95	0	0	0	0	0	0	88	9	0	97	211
Total	41	0	49	0	90	33	254	0	0	287	0	0	0	0	0	0	317	36	0	353	730
11:00 AM	12	0	10	0	22	11	66	0	0	77	0	0	0	0	0	0	89	6	0	95	194
11:15 AM	14	0	17	0	31	9	64	0	0	73	0	0	0	0	0	0	87	9	0	96	200
11:30 AM	15	0	17	0	32	9	66	0	0	75	0	0	0	0	0	0	82	9	0	91	198
11:45 AM	6	0	14	0	20	12	76	0	0	88	0	0	0	0	0	0	92	11	0	103	211
Total	47	0	58	0	105	41	272	0	0	313	0	0	0	0	0	0	350	35	0	385	803
12:00 PM	19	0	12	0	31	14	72	0	0	86	0	0	0	0	0	0	62	10	0	72	189
12:15 PM	13	0	25	0	38	15	77	0	0	92	0	0	0	0	0	0	88	8	0	96	226
12:30 PM	9	0	15	0	24	12	79	0	0	91	0	0	0	1	1	0	85	13	0	98	214
12:45 PM	11	0	14	0	25	8	82	0	0	90	0	0	0	0	0	0	95	13	0	108	223
Total	52	0	66	0	118	49	310	0	0	359	0	0	0	1	1	0	330	44	0	374	852
01:00 PM	8	0	14	0	22	16	68	0	0	84	0	0	0	0	0	0	81	9	1	91	197
01:15 PM	14	0	15	0	29	10	71	0	0	81	0	0	0	1	1	0	57	7	1	65	176
01:30 PM	9	0	13	0	22	12	84	0	0	96	0	0	0	1	1	0	93	4	0	97	216
01:45 PM	9	0	12	0	21	11	83	0	0	94	0	0	0	0	0	0	90	17	0	107	222
Total	40	0	54	0	94	49	306	0	0	355	0	0	0	2	2	0	321	37	2	360	811
02:00 PM	15	0	13	0	28	6	96	0	0	102	0	0	0	0	0	0	72	13	0	85	215
02:15 PM	7	0	11	0	18	8	94	0	0	102	0	0	0	1	1	0	87	6	0	93	214
02:30 PM	13	0	15	0	28	9	132	0	0	141	0	0	0	0	0	0	105	11	0	116	285
02:45 PM	16	0	15	0	31	9	113	0	0	122	0	0	0	0	0	0	91	11	0	102	255
Total	51	0	54	0	105	32	435	0	0	467	0	0	0	1	1	0	355	41	0	396	969
03:00 PM	20	0	11	0	31	8	137	0	0	145	0	0	0	0	0	0	157	13	0	170	346
03:15 PM	27	0	17	0	44	16	185	0	0	201	0	0	0	0	0	0	93	15	0	108	353
03:30 PM	17	0	27	0	44	13	164	0	0	177	0	0	0	0	0	0	110	10	0	120	341
03:45 PM	25	0	16	0	41	16	158	0	0	174	0	0	0	1	1	0	128	12	0	140	356
Total	89	0	71	0	160	53	644	0	0	697	0	0	0	1	1	0	488	50	0	538	1396

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 2

Groups Printed- Cars +

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
04:00 PM	18	0	18	1	37	11	170	0	0	181	0	0	0	0	0	0	124	10	1	135	353
04:15 PM	21	0	12	0	33	12	155	0	0	167	0	0	0	1	1	0	117	9	0	126	327
04:30 PM	21	0	13	0	34	12	206	0	0	218	0	0	0	0	0	0	112	15	0	127	379
04:45 PM	21	0	17	0	38	16	160	0	0	176	0	0	0	2	2	0	96	19	3	118	334
Total	81	0	60	1	142	51	691	0	0	742	0	0	0	3	3	0	449	53	4	506	1393
05:00 PM	21	0	12	0	33	8	158	0	0	166	0	0	0	1	1	0	101	20	0	121	321
05:15 PM	21	0	15	0	36	23	167	0	0	190	0	0	0	0	0	0	132	10	0	142	368
05:30 PM	26	0	11	1	38	22	154	0	0	176	0	0	0	0	0	0	130	20	1	151	365
05:45 PM	14	0	21	0	35	17	138	0	0	155	0	0	0	0	0	0	86	22	1	109	299
Total	82	0	59	1	142	70	617	0	0	687	0	0	0	1	1	0	449	72	2	523	1353
06:00 PM	24	0	15	1	40	18	122	0	0	140	0	0	0	0	0	0	92	12	1	105	285
06:15 PM	16	0	6	0	22	11	129	0	0	140	0	0	0	0	0	0	96	14	0	110	272
06:30 PM	17	0	11	1	29	21	120	0	0	141	0	0	0	1	1	0	104	5	1	110	281
06:45 PM	14	0	15	0	29	7	90	0	0	97	0	0	0	0	0	0	97	23	0	120	246
Total	71	0	47	2	120	57	461	0	0	518	0	0	0	1	1	0	389	54	2	445	1084
Grand Total	704	0	771	5	1480	565	4984	0	0	5549	0	0	0	13	13	0	5311	626	11	5948	12990
Apprch %	47.6	0	52.1	0.3		10.2	89.8	0	0		0	0	0	100		0	89.3	10.5	0.2		
Total %	5.4	0	5.9	0	11.4	4.3	38.4	0	0	42.7	0	0	0	0.1	0.1	0	40.9	4.8	0.1	45.8	

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CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
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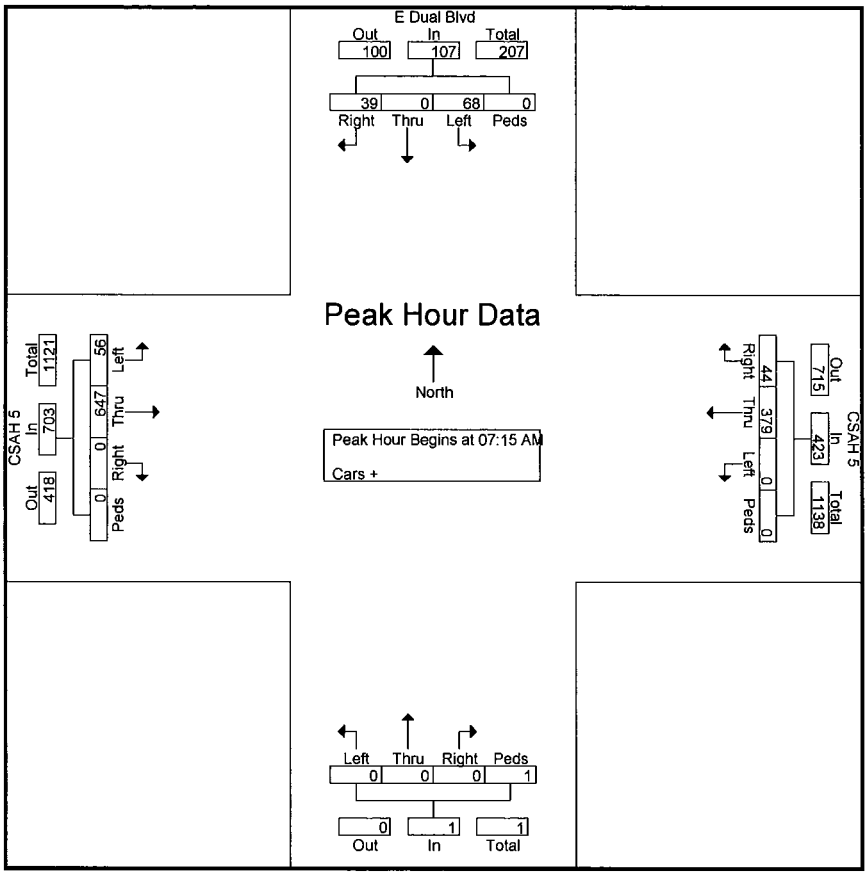
Start Date : 9/10/2019
Page No : 3

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:15 AM																					
07:15 AM	8	0	**20**	0	**28**	10	73	0	0	83	0	0	0	0	0	0	147	13	0	160	271
07:30 AM	9	0	19	0	28	5	94	0	0	99	0	0	0	**1**	**1**	0	**229**	14	0	**243**	**371**
07:45 AM	**13**	0	11	0	24	**15**	**143**	0	0	**158**	0	0	0	0	0	0	157	14	0	171	353
08:00 AM	9	0	18	0	27	14	69	0	0	83	0	0	0	0	0	0	114	**15**	0	129	239
Total Volume	39	0	68	0	107	44	379	0	0	423	0	0	0	1	1	0	647	56	0	703	1234
% App. Total																					
PHF	.750	.000	.850	.000	.955	.733	.663	.000	.000	.669	.000	.000	.000	.250	.250	.000	.706	.933	.000	.723	.832



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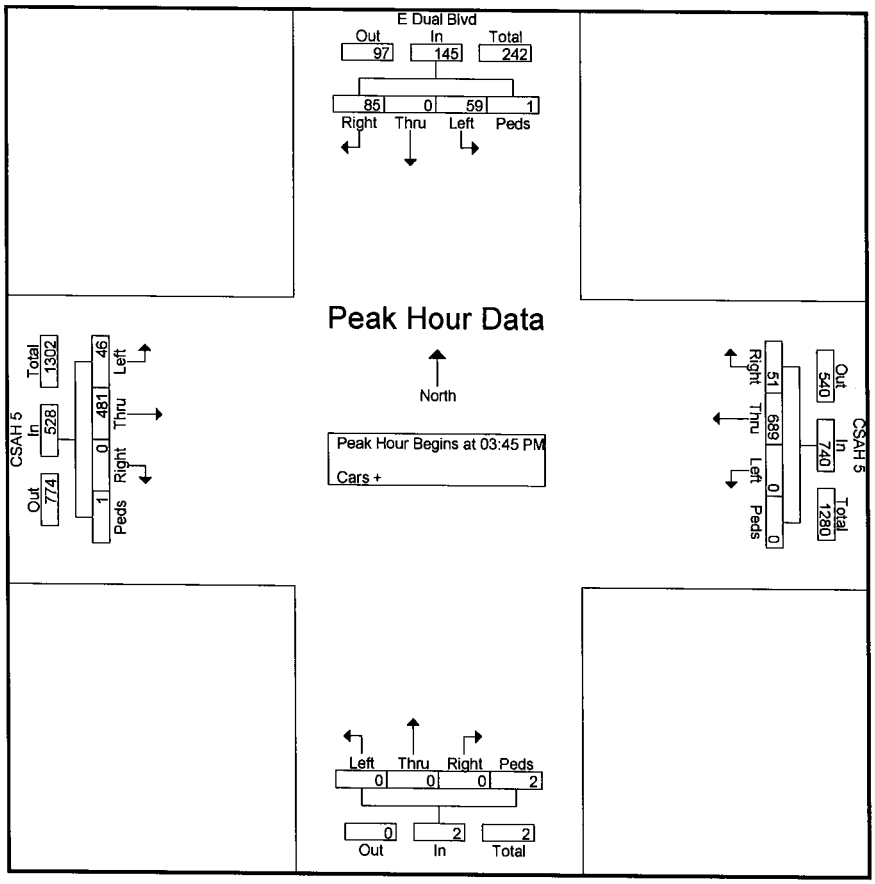
CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 4

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:45 PM																					
03:45 PM	**25**	0	16	0	**41**	**16**	158	0	0	174	0	0	0	**1**	**1**	0	**128**	12	0	**140**	356
04:00 PM	18	0	**18**	**1**	37	11	170	0	0	181	0	0	0	0	0	0	124	10	**1**	135	353
04:15 PM	21	0	12	0	33	12	155	0	0	167	0	0	0	1	1	0	117	9	0	126	327
04:30 PM	21	0	13	0	34	12	**206**	0	0	**218**	0	0	0	0	0	0	112	**15**	0	127	**379**
Total Volume	85	0	59	1	145	51	689	0	0	740	0	0	0	2	2	0	481	46	1	528	1415
% App. Total																					
PHF	.850	.000	.819	.250	.884	.797	.836	.000	.000	.849	.000	.000	.000	.500	.500	.000	.939	.767	.250	.943	.933



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CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 1

Groups Printed- Trucks

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
06:30 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	3
06:45 AM	0	0	1	0	1	1	3	0	0	4	0	0	0	0	0	0	2	0	0	2	7
Total	0	0	2	0	2	1	5	0	0	6	0	0	0	0	0	0	5	0	0	5	13
07:00 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	5
07:15 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1	3	4
07:30 AM	0	0	1	0	1	1	0	0	0	1	0	0	0	0	0	0	2	0	0	2	4
07:45 AM	0	0	1	0	1	0	2	0	0	2	0	0	0	0	0	0	2	1	0	3	6
Total	0	0	4	0	4	1	2	0	0	3	0	0	0	0	0	0	10	1	1	12	19
08:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
08:15 AM	0	0	0	4	4	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	6
08:30 AM	1	0	0	0	1	0	2	0	0	2	0	0	0	0	0	0	3	3	0	6	9
08:45 AM	5	0	0	0	5	0	1	0	0	1	0	0	0	0	0	0	1	2	0	3	9
Total	6	0	0	4	10	0	6	0	0	6	0	0	0	0	0	0	5	5	0	10	26
09:00 AM	1	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	3	0	3	5
09:15 AM	4	0	0	0	4	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	7
09:30 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
09:45 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	2
Total	5	0	2	0	7	1	2	0	0	3	0	0	0	0	0	0	1	4	0	5	15
10:00 AM	1	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	2	5	0	7	9
10:15 AM	4	0	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	1	0	1	7
10:30 AM	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	6
10:45 AM	2	0	0	0	2	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	5
Total	10	0	1	0	11	0	5	0	0	5	0	0	0	0	0	0	2	9	0	11	27
11:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	2
11:15 AM	2	0	0	0	2	2	1	0	0	3	0	0	0	0	0	0	0	1	0	1	6
11:30 AM	4	0	0	1	5	0	2	0	0	2	0	0	0	0	0	0	1	5	0	6	13
11:45 AM	2	0	1	0	3	0	4	0	0	4	0	0	0	0	0	0	2	1	0	3	10
Total	8	0	1	1	10	2	8	0	0	10	0	0	0	0	0	0	3	8	0	11	31
12:00 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	4
12:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	1	0	3	5
12:30 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	1	0	2	5
12:45 PM	1	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	3	1	0	4	8
Total	5	0	0	0	5	0	7	0	0	7	0	0	0	0	0	0	7	3	0	10	22
01:00 PM	3	0	0	0	3	1	0	0	0	1	0	0	0	0	0	0	0	2	0	2	6
01:15 PM	5	0	1	0	6	0	1	0	0	1	0	0	0	0	0	0	2	2	0	4	11
01:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
01:45 PM	1	0	0	0	1	0	0	0	0	0	0	0	0	1	1	0	3	1	1	5	7
Total	9	0	1	0	10	1	1	0	0	2	0	0	0	1	1	0	5	6	1	12	25
02:00 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	3	0	4	7
02:15 PM	3	0	1	0	4	0	3	0	0	3	0	0	0	0	0	0	3	2	0	5	12
02:30 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	1	0	1	3
02:45 PM	2	0	1	0	3	1	1	0	0	2	0	0	0	0	0	0	1	3	0	4	9
Total	7	0	2	0	9	1	7	0	0	8	0	0	0	0	0	0	5	9	0	14	31
03:00 PM	1	0	0	0	1	0	2	0	0	2	0	0	0	0	0	0	1	1	0	2	5
03:15 PM	1	0	2	0	3	2	0	0	0	2	0	0	0	0	0	0	1	1	0	2	7
03:30 PM	3	0	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	7
03:45 PM	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	7	0	3	0	10	2	2	0	0	4	0	0	0	0	0	0	2	5	0	7	21

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Groups Printed- Trucks

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
04:00 PM	1	0	0	0	1	0	5	0	0	5	0	0	0	1	1	0	0	3	1	4	11
04:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	1	1	0	1	0	0	1	4
04:30 PM	0	0	0	3	3	0	0	0	0	0	0	0	0	5	5	0	2	0	3	5	13
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total	1	0	0	3	4	0	9	0	0	9	0	0	0	7	7	0	5	3	4	12	32
05:00 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	1	0	0	1	4
05:15 PM	0	0	1	0	1	1	1	0	0	2	0	0	0	0	0	0	2	0	0	2	5
05:30 PM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	2
05:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	1	0	1	2	6	0	0	8	0	0	0	0	0	0	3	0	0	3	12
06:00 PM	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
06:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Total	0	0	0	2	2	1	0	0	0	1	0	0	0	0	0	0	2	0	0	2	5
Grand Total	58	0	17	10	85	12	60	0	0	72	0	0	0	8	8	0	55	53	6	114	279
Apprch %	68.2	0	20	11.8		16.7	83.3	0	0		0	0	0	100		0	48.2	46.5	5.3		
Total %	20.8	0	6.1	3.6	30.5	4.3	21.5	0	0	25.8	0	0	0	2.9	2.9	0	19.7	19	2.2	40.9	

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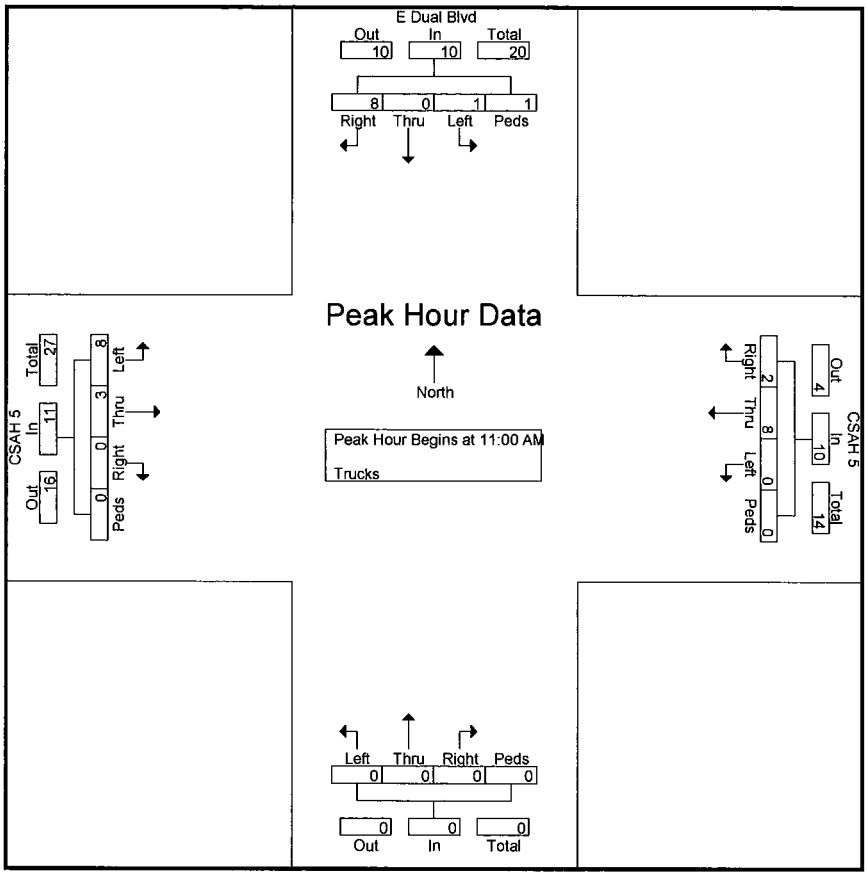
	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 11:00 AM																					
11:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	2
11:15 AM	2	0	0	0	2	**2**	1	0	0	3	0	0	0	0	0	0	0	1	0	1	6
11:30 AM	**4**	0	0	**1**	**5**	0	2	0	0	2	0	0	0	0	0	0	1	**5**	0	**6**	**13**
11:45 AM	2	0	**1**	0	3	0	**4**	0	0	**4**	0	0	0	0	0	0	**2**	1	0	3	10
Total Volume	8	0	1	1	10	2	8	0	0	10	0	0	0	0	0	0	3	8	0	11	31
% App. Total																					
PHF	.500	.000	.250	.250	.500	.250	.500	.000	.000	.625	.000	.000	.000	.000	.000	.000	.375	.400	.000	.458	.596



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CSAH 5 & E Dual Blvd
6am - 7pm
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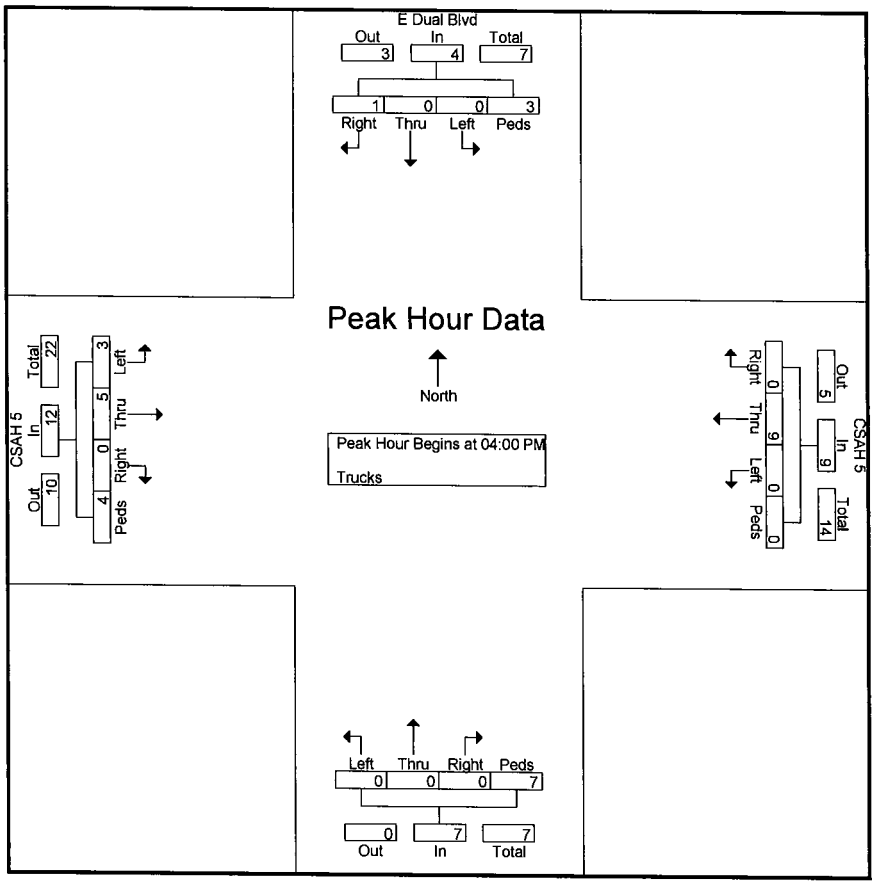
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 4

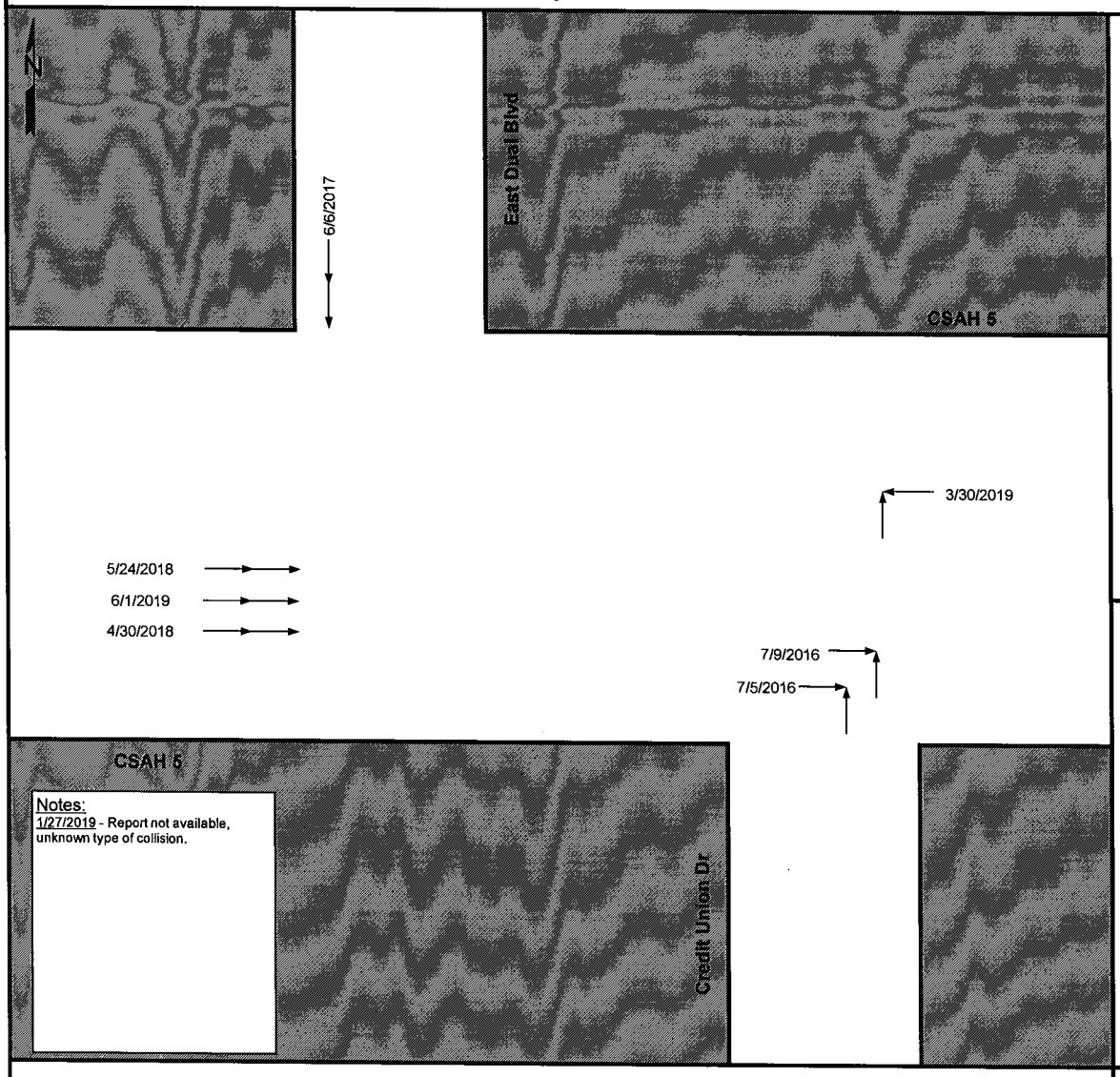
	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:00 PM																					
04:00 PM	**1**	0	0	0	1	0	**5**	0	0	**5**	0	0	0	1	1	0	0	**3**	1	4	11
04:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	1	1	0	1	0	0	1	4
04:30 PM	0	0	0	**3**	**3**	0	0	0	0	0	0	0	0	**5**	**5**	0	**2**	0	**3**	**5**	**13**
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total Volume	1	0	0	3	4	0	9	0	0	9	0	0	0	7	7	0	5	3	4	12	32
% App. Total																					
PHF	.250	.000	.000	.250	.333	.000	.450	.000	.000	.450	.000	.000	.000	.350	.350	.000	.625	.250	.333	.600	.615



APPENDIX B

Crash Diagrams

Crash Diagram
CSAH 5 & East Dual Blvd/Credit Union Dr, Isanti County, MN
July 2016 - June 2019



Symbols
- Moving Vehicle
- Backing Vehicle
- Non-moving Vehicle
- Pedestrian
- Parked Vehicle
- Fixed Object
- Bicycle
- Fatality
- Injury

Collision Types
- Rear End
- Head-On
- Side Swipe
- Out of Control
- Left Turn
- Right Angle

Classification by Type

	Side Swipe	Rear End	Right Angle	Left Turn	Pedestrian	Bicycle	Other/Unknown
Fatal	0	0	0	0	0	0	0
Personal Injury	0	0	0	0	0	0	0
Prop. Damage	0	4	3	0	0	0	1
Total	**0**	**4**	**3**	**0**	**0**	**0**	**1**

Weather		Pavement		Time of Year		Time of Day	
Clear		Dry		Winter (Dec - Feb)		6:00 AM - 10:00 AM	
Cloudy		Wet		Spring (Mar - May)		10:00 AM - 4:00 PM	
Fog		Icy		Summer (Jun - Aug)		4:00 PM - 7:00 PM	
Rain		Snow		Fall (Sep - Nov)		7:00 PM - 12:00 AM	
Sleet		Unknown				12:00 AM - 6:00 AM	
Snow						Unknown	
Mist							
Unknown							

Light
- L = Daylight
- DN = Dawn
- DU = Dusk
- DL = Dark Lighted
- DO = Dark, Lights Off
- D = Dark, Unlighted

Weather
- C = Clear
- CL = Cloudy
- R = Rain
- S = Snow
- SL = Sleet
- F = Fog

Surface
- D = Dry
- I = Icy
- W = Wet
- S=Snow

APPENDIX C

Traffic Signal Warrant Analysis

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop (combined intersections)

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach Description		Lanes
30	Major App 1	CSAH 5 (EB)	2
30	Major App 3	CSAH 5 (WB)	2
30	Minor App 2	Credit Union Dr (NB)	1
30	Minor App 4	E Dual Blvd (SB)	1

Notes:

						THRESHOLDS 1A/1B/1C:	420/630	105/53	105/53		336/504	84/42	84/42	
HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	**MET SAME 1A/1B**	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	**MET SAME 1C (A/B)**
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	557	294	851	10	103	X/X	/	/X	**/X**	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	491	1225	57	113	X/X	/X	X/X	**X/X**	X/X	/X	X/X	**X/X**
8:00 AM - 9:00 AM	444	334	778	47	116	X/X	/	X/X	**X/X**	X/X	/X	X/X	**X/X**
9:00 AM - 10:00 AM	363	289	652	69	90	X/X	/X	/X	**/X**	X/X	/X	X/X	**X/X**
10:00 AM - 11:00 AM	364	337	701	83	101	X/X	/X	/X	**/X**	X/X	/X	X/X	**X/X**
11:00 AM - 12:00 PM	396	398	794	96	114	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
12:00 PM - 1:00 PM	384	428	812	95	123	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
1:00 PM - 2:00 PM	369	406	775	105	104	X/X	X/X	/X	**X/X**	X/X	X/X	X/X	**X/X**
2:00 PM - 3:00 PM	410	550	960	107	114	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
3:00 PM - 4:00 PM	545	804	1349	106	170	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
4:00 PM - 5:00 PM	510	851	1361	108	142	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
5:00 PM - 6:00 PM	524	785	1309	87	142	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
6:00 PM - 7:00 PM	445	598	1043	81	118	X/X	/X	X/X	**X/X**	X/X	/X	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

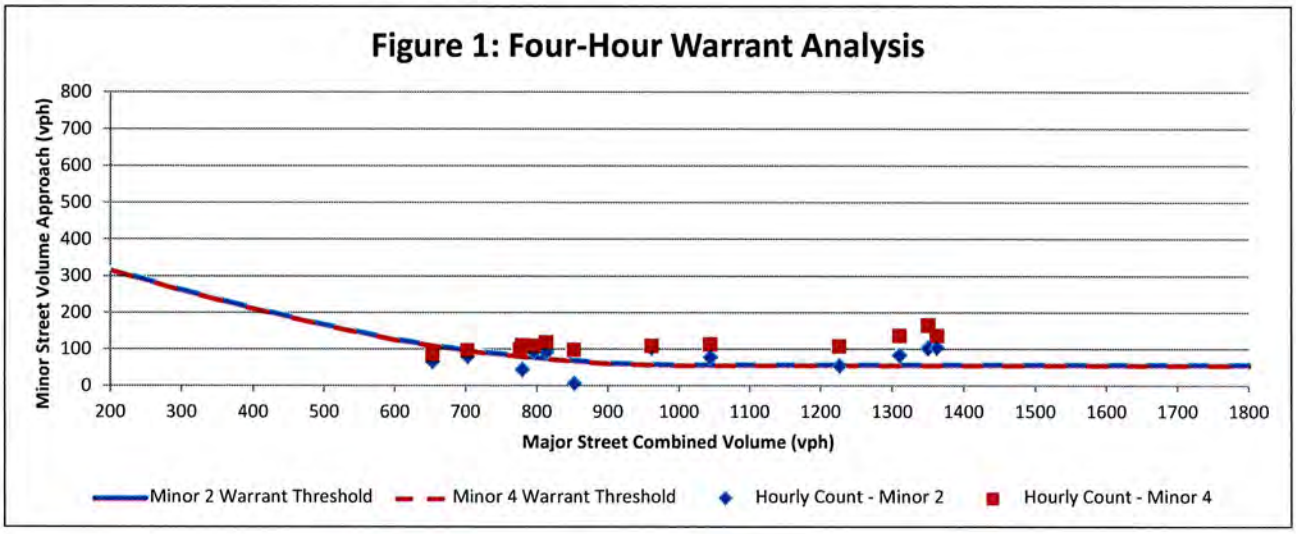
	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	10	8	**Satisfied**
Warrant 1B	13	8	**Satisfied**
Warrant 1C (Cond A)	13	8	**Satisfied**
Warrant 1C (Cond B)	13	8	

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

		Speed	Approach Description		Lanes
		30	Major App1:	CSAH 5 (EB)	2
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)	2
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)	1
		30	Minor App4:	E Dual Blvd (SB)	1

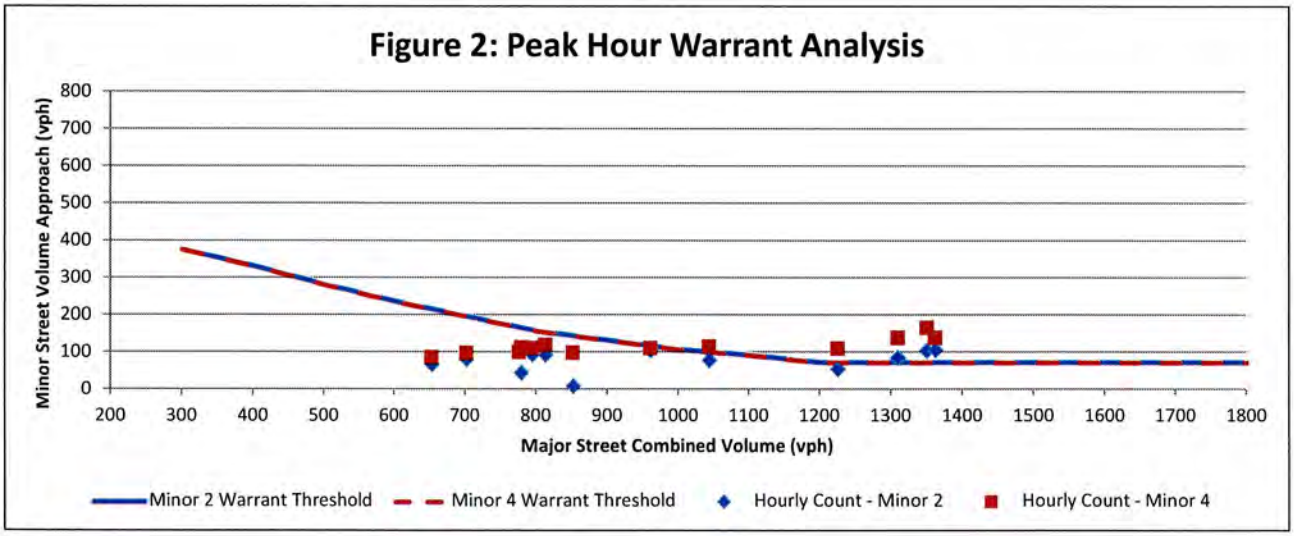
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	12	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	5	1	Satisfied

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

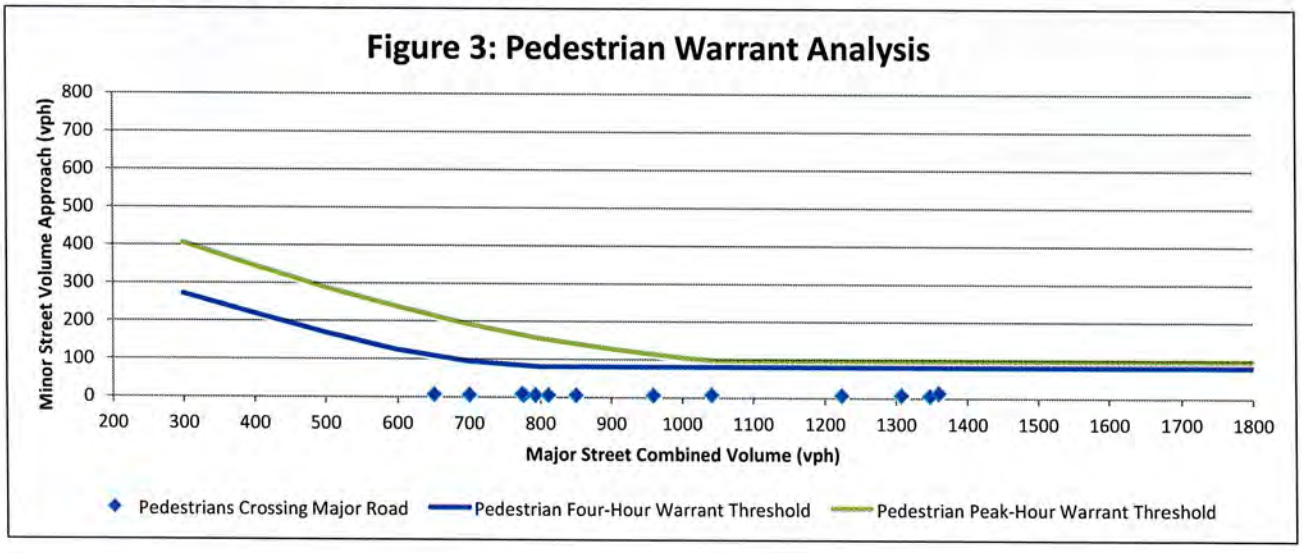
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)
		30	Minor App4:	E Dual Blvd (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	557	294	851	0
7:00 AM - 8:00 AM	734	491	1225	1
8:00 AM - 9:00 AM	444	334	778	0
9:00 AM - 10:00 AM	363	289	652	1
10:00 AM - 11:00 AM	364	337	701	0
11:00 AM - 12:00 PM	396	398	794	0
12:00 PM - 1:00 PM	384	428	812	0
1:00 PM - 2:00 PM	369	406	775	3
2:00 PM - 3:00 PM	410	550	960	0
3:00 PM - 4:00 PM	545	804	1349	0
4:00 PM - 5:00 PM	510	851	1361	8
5:00 PM - 6:00 PM	524	785	1309	2
6:00 PM - 7:00 PM	445	598	1043	2
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A

Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A

Part B

Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	557	10	567	294	103	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	57	791	491	113	X/X	/X	X/X	**X/X**
8:00 AM - 9:00 AM	444	47	491	334	116	X/X	/X	X/X	**X/X**
9:00 AM - 10:00 AM	363	69	432	289	90	X/X	/X	X/X	**X/X**
10:00 AM - 11:00 AM	364	83	447	337	101	X/X	/X	X/X	**X/X**
11:00 AM - 12:00 PM	396	96	492	398	114	X/X	X/X	X/X	**X/X**
12:00 PM - 1:00 PM	384	95	479	428	123	X/X	X/X	X/X	**X/X**
1:00 PM - 2:00 PM	369	105	474	406	104	X/X	X/X	X/X	**X/X**
2:00 PM - 3:00 PM	410	107	517	550	114	X/X	X/X	X/X	**X/X**
3:00 PM - 4:00 PM	545	106	651	804	170	X/X	X/X	X/X	**X/X**
4:00 PM - 5:00 PM	510	108	618	851	142	X/X	X/X	X/X	**X/X**
5:00 PM - 6:00 PM	524	87	611	785	142	X/X	X/X	X/X	**X/X**
6:00 PM - 7:00 PM	445	81	526	598	118	X/X	/X	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	**13**	8
Warrant 7 (Cond B)	**13**	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

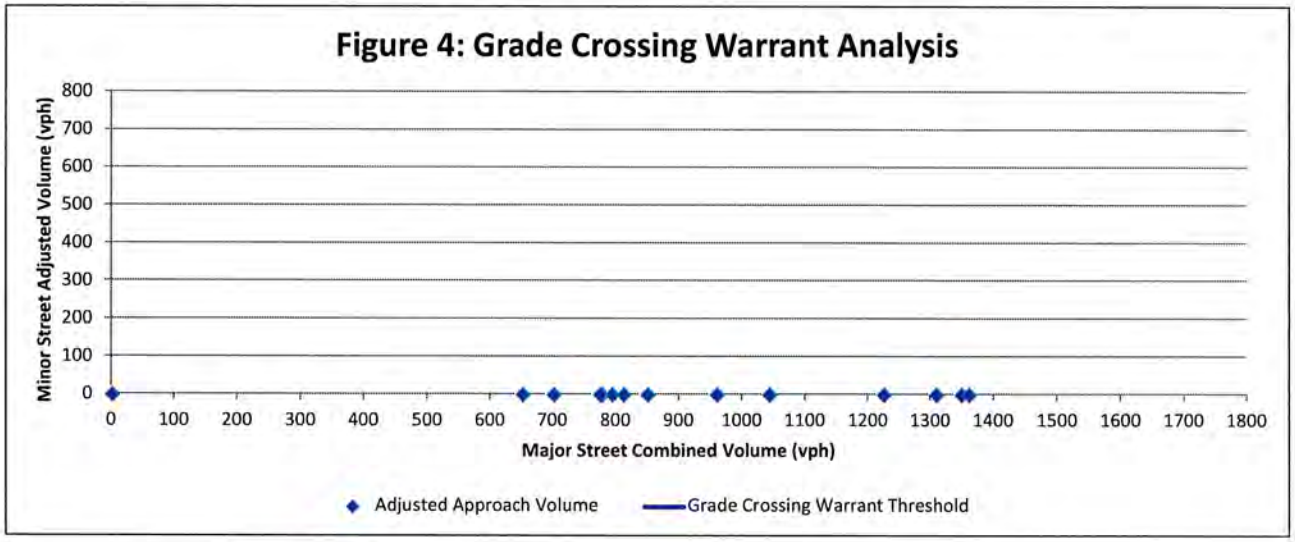
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	Met
Condition A	Met
Condition B	Met
Condition C	Met
Warrant 2	Met
Warrant 3	Met
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach	Description	Lanes
30	Major App 1	CSAH 5 (EB)	2
30	Major App 3	CSAH 5 (WB)	2
0	Minor App 2	(NB)	0
30	Minor App 4	E Dual Blvd (SB)	1

Notes:

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	MET SAME 1A/1B	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	MET SAME 1C (A/B)
THRESHOLDS 1A/1B/1C:						420/630	105/53	105/53		336/504	84/42	84/42	
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	557	294	851	0	103	X/X	/	/X	/X	X/X	/	X/X	X/X
7:00 AM - 8:00 AM	734	491	1225	0	113	X/X	/	X/X	X/X	X/X	/	X/X	X/X
8:00 AM - 9:00 AM	444	334	778	0	116	X/X	/	X/X	X/X	X/X	/	X/X	X/X
9:00 AM - 10:00 AM	363	289	652	0	90	X/X	/	/X	/X	X/X	/	X/X	X/X
10:00 AM - 11:00 AM	364	337	701	0	101	X/X	/	/X	/X	X/X	/	X/X	X/X
11:00 AM - 12:00 PM	396	398	794	0	114	X/X	/	X/X	X/X	X/X	/	X/X	X/X
12:00 PM - 1:00 PM	384	428	812	0	123	X/X	/	X/X	X/X	X/X	/	X/X	X/X
1:00 PM - 2:00 PM	369	406	775	0	104	X/X	/	/X	/X	X/X	/	X/X	X/X
2:00 PM - 3:00 PM	410	550	960	0	114	X/X	/	X/X	X/X	X/X	/	X/X	X/X
3:00 PM - 4:00 PM	545	804	1349	0	170	X/X	/	X/X	X/X	X/X	/	X/X	X/X
4:00 PM - 5:00 PM	510	851	1361	0	142	X/X	/	X/X	X/X	X/X	/	X/X	X/X
5:00 PM - 6:00 PM	524	785	1309	0	142	X/X	/	X/X	X/X	X/X	/	X/X	X/X
6:00 PM - 7:00 PM	445	598	1043	0	118	X/X	/	X/X	X/X	X/X	/	X/X	X/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	9	8	Satisfied
Warrant 1B	13	8	Satisfied
Warrant 1C (Cond A)	13	8	Satisfied
Warrant 1C (Cond B)	13	8	

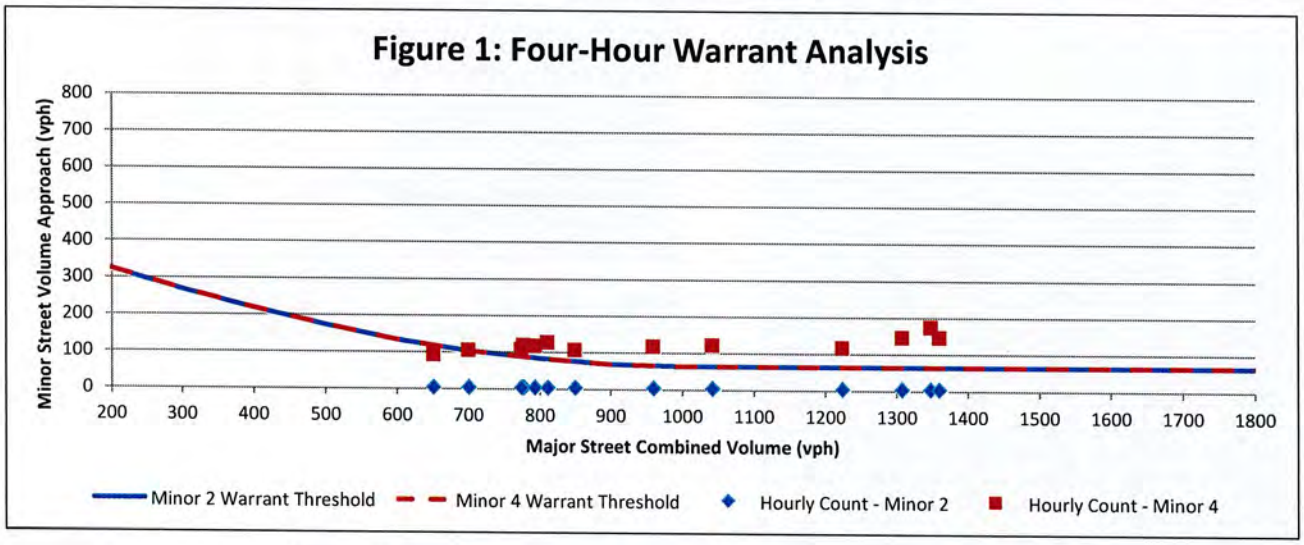
LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

0.70 FACTOR USED? Yes
POPULATION < 10,000? Yes

Speed	Approach Description		Lanes
30	Major App1:	CSAH 5 (EB)	2
30	Major App3:	CSAH 5 (WB)	2
0	Minor App2:	(NB)	0
30	Minor App4:	E Dual Blvd (SB)	1

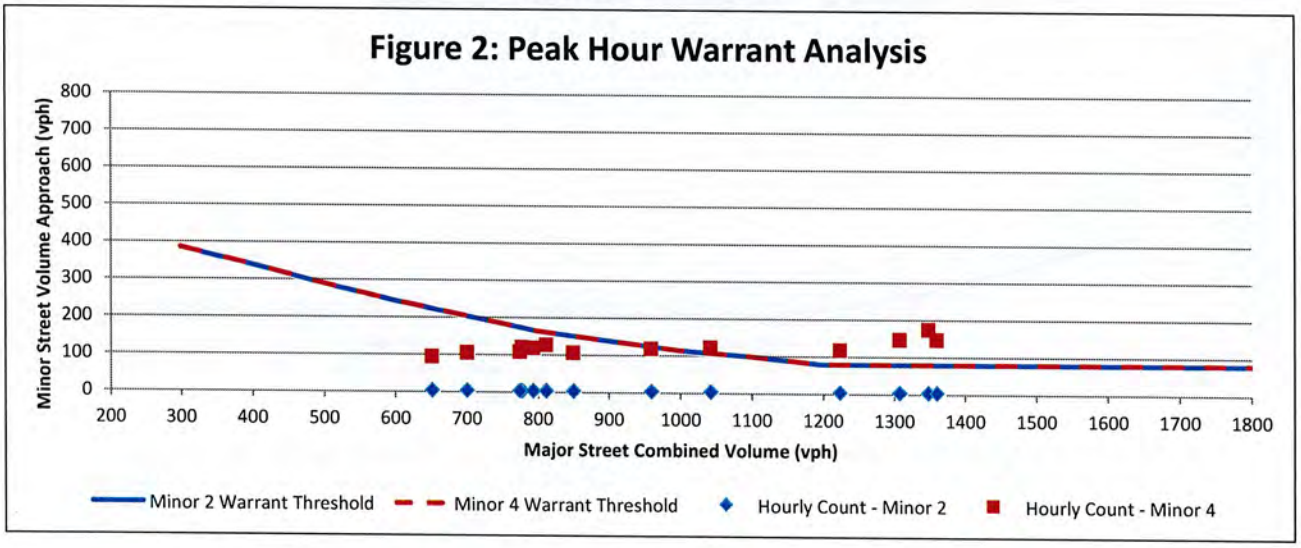
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	12	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	5	1	Satisfied

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

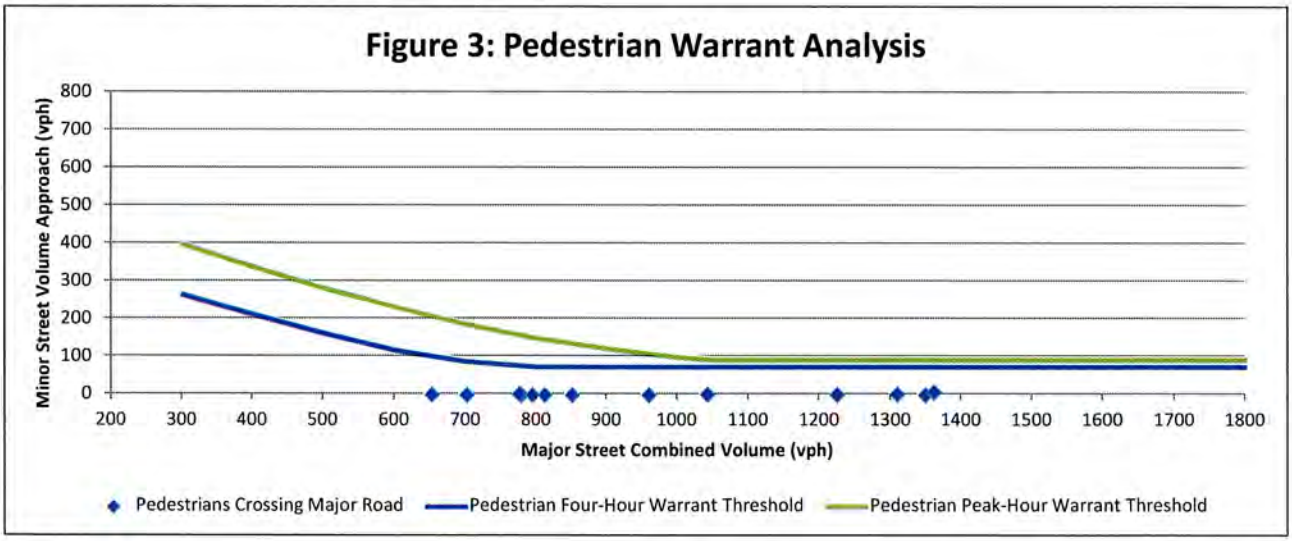
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	0	Minor App2:	(NB)
		30	Minor App4:	E Dual Blvd (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	557	294	851	0
7:00 AM - 8:00 AM	734	491	1225	1
8:00 AM - 9:00 AM	444	334	778	0
9:00 AM - 10:00 AM	363	289	652	1
10:00 AM - 11:00 AM	364	337	701	0
11:00 AM - 12:00 PM	396	398	794	0
12:00 PM - 1:00 PM	384	428	812	0
1:00 PM - 2:00 PM	369	406	775	3
2:00 PM - 3:00 PM	410	550	960	0
3:00 PM - 4:00 PM	545	804	1349	0
4:00 PM - 5:00 PM	510	851	1361	8
5:00 PM - 6:00 PM	524	785	1309	2
6:00 PM - 7:00 PM	445	598	1043	2
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A

Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A

Part B

Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	557	0	557	294	103	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	0	734	491	113	X/X	/	X/X	**X/X**
8:00 AM - 9:00 AM	444	0	444	334	116	X/X	/	X/X	**X/X**
9:00 AM - 10:00 AM	363	0	363	289	90	X/X	/	X/X	**X/X**
10:00 AM - 11:00 AM	364	0	364	337	101	X/X	/	X/X	**X/X**
11:00 AM - 12:00 PM	396	0	396	398	114	X/X	/	X/X	**X/X**
12:00 PM - 1:00 PM	384	0	384	428	123	X/X	/	X/X	**X/X**
1:00 PM - 2:00 PM	369	0	369	406	104	X/X	/	X/X	**X/X**
2:00 PM - 3:00 PM	410	0	410	550	114	X/X	/	X/X	**X/X**
3:00 PM - 4:00 PM	545	0	545	804	170	X/X	/	X/X	**X/X**
4:00 PM - 5:00 PM	510	0	510	851	142	X/X	/	X/X	**X/X**
5:00 PM - 6:00 PM	524	0	524	785	142	X/X	/	X/X	**X/X**
6:00 PM - 7:00 PM	445	0	445	598	118	X/X	/	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	**13**	8
Warrant 7 (Cond B)	**13**	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

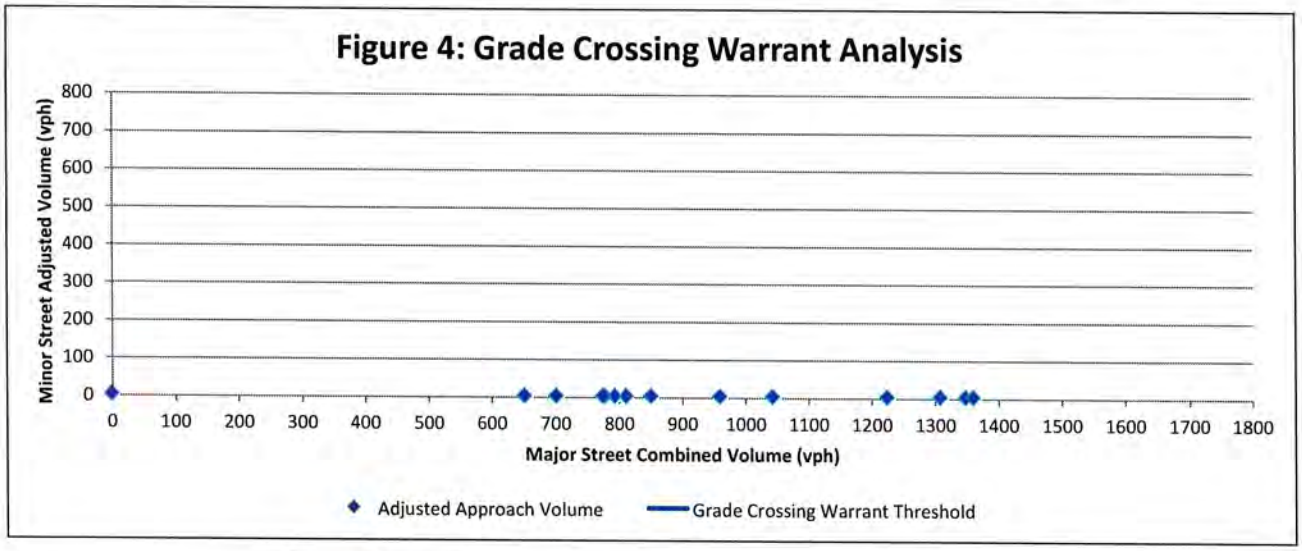
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	Met
Condition A	Met
Condition B	Met
Condition C	Met
Warrant 2	Met
Warrant 3	Met
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach Description		Lanes
30	Major App 1	CSAH 5 (EB)	3
30	Major App 3	CSAH 5 (WB)	2
30	Minor App 2	Credit Union Dr (NB)	1
30	Minor App 4	Kwik Trip (SB)	1

Notes:

						THRESHOLDS 1A/1B/1C:	420/630	105/53	105/53		336/504	84/42	84/42	
HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	MET SAME 1A/1B	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	MET SAME 1C (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	529	288	817	9	5	X/X	/	/	/	X/X	/	/	/
7:00 AM - 8:00 AM	713	488	1201	57	0	X/X	/X	/	/X	X/X	/X	/	/X
8:00 AM - 9:00 AM	415	325	740	47	1	X/X	/	/	/	X/X	/X	/	/X
9:00 AM - 10:00 AM	344	286	630	69	4	X/X	/X	/	/X	X/X	/X	/	/X
10:00 AM - 11:00 AM	321	331	652	83	1	X/X	/X	/	/X	X/X	/X	/	/X
11:00 AM - 12:00 PM	351	388	739	95	5	X/X	/X	/	/X	X/X	X/X	/	X/X
12:00 PM - 1:00 PM	344	420	764	95	1	X/X	/X	/	/X	X/X	X/X	/	X/X
1:00 PM - 2:00 PM	323	403	726	104	2	X/X	/X	/	/X	X/X	X/X	/	X/X
2:00 PM - 3:00 PM	362	544	906	107	2	X/X	X/X	/	X/X	X/X	X/X	/	X/X
3:00 PM - 4:00 PM	512	800	1312	106	3	X/X	X/X	/	X/X	X/X	X/X	/	X/X
4:00 PM - 5:00 PM	455	842	1297	108	2	X/X	X/X	/	X/X	X/X	X/X	/	X/X
5:00 PM - 6:00 PM	462	777	1239	87	1	X/X	/X	/	/X	X/X	X/X	/	X/X
6:00 PM - 7:00 PM	375	595	970	81	5	X/X	/X	/	/X	X/X	/X	/	/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

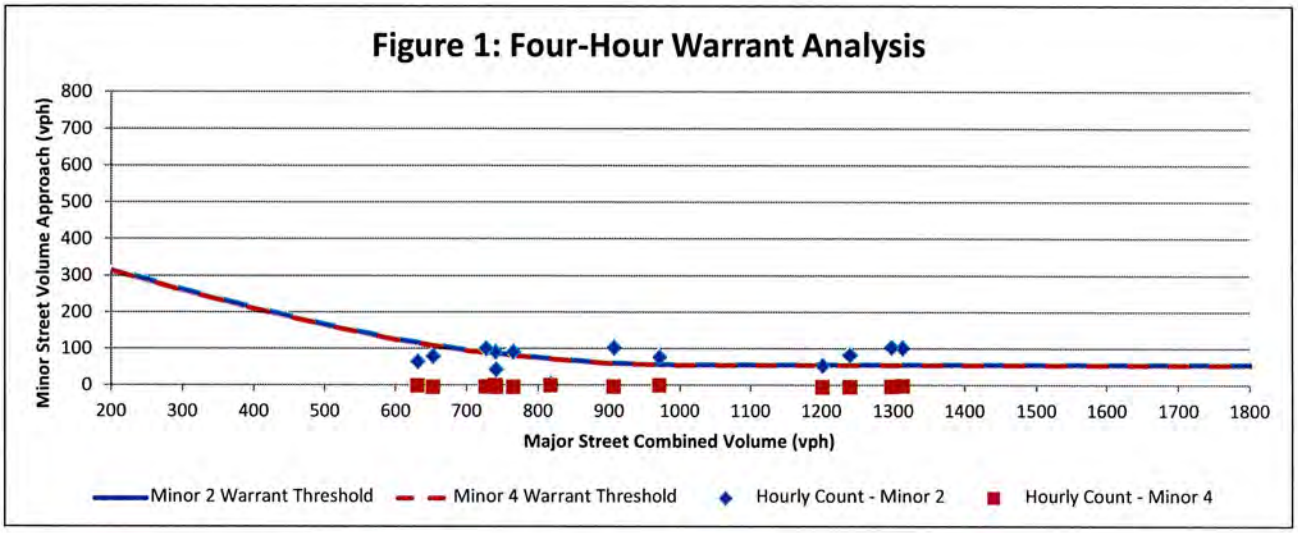
	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	3	8	Not Satisfied
Warrant 1B	11	8	Satisfied
Warrant 1C (Cond A)	7	8	Not Satisfied
Warrant 1C (Cond B)	12	8	

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

		Speed	Approach Description		Lanes
		30	Major App1:	CSAH 5 (EB)	3
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)	2
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)	1
		30	Minor App4:	Kwik Trip (SB)	1

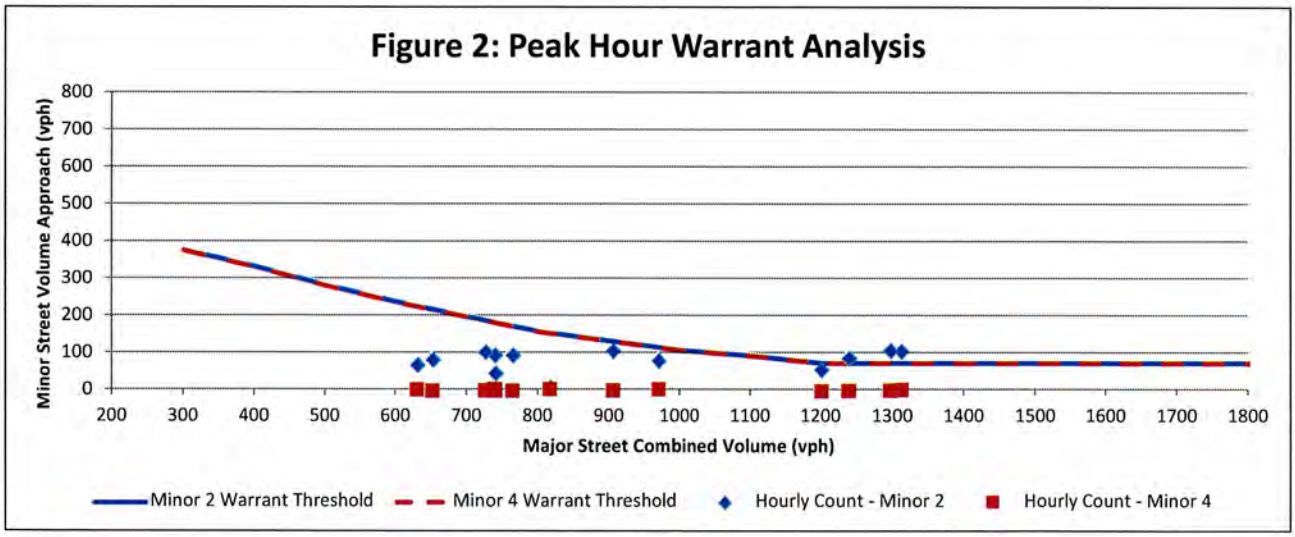
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	8	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	3	1	Satisfied

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

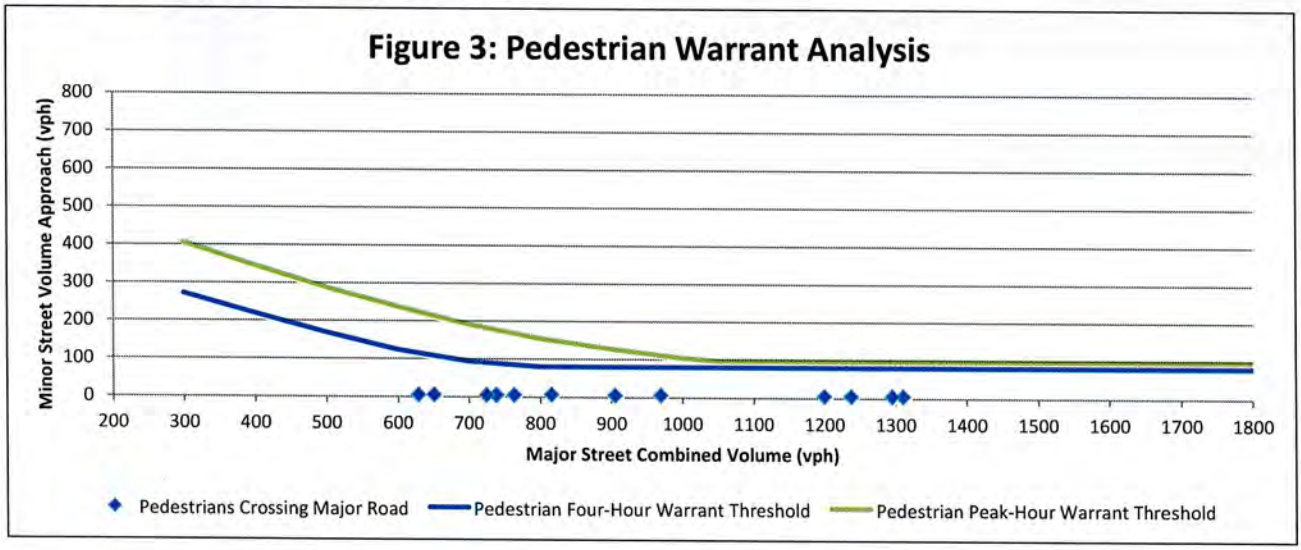
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)
		30	Minor App4:	Kwik Trip (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	529	288	817	2
7:00 AM - 8:00 AM	713	488	1201	0
8:00 AM - 9:00 AM	415	325	740	0
9:00 AM - 10:00 AM	344	286	630	0
10:00 AM - 11:00 AM	321	331	652	0
11:00 AM - 12:00 PM	351	388	739	0
12:00 PM - 1:00 PM	344	420	764	0
1:00 PM - 2:00 PM	323	403	726	0
2:00 PM - 3:00 PM	362	544	906	0
3:00 PM - 4:00 PM	512	800	1312	0
4:00 PM - 5:00 PM	455	842	1297	0
5:00 PM - 6:00 PM	462	777	1239	0
6:00 PM - 7:00 PM	375	595	970	1
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A	
Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A
Part B	
Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	529	9	538	288	5	X/X	/	/	/
7:00 AM - 8:00 AM	713	57	770	488	0	X/X	/X	/	/X
8:00 AM - 9:00 AM	415	47	462	325	1	X/X	/X	/	/X
9:00 AM - 10:00 AM	344	69	413	286	4	X/X	/X	/	/X
10:00 AM - 11:00 AM	321	83	404	331	1	X/X	/X	/	/X
11:00 AM - 12:00 PM	351	95	446	388	5	X/X	X/X	/	X/X
12:00 PM - 1:00 PM	344	95	439	420	1	X/X	X/X	/	X/X
1:00 PM - 2:00 PM	323	104	427	403	2	X/X	X/X	/	X/X
2:00 PM - 3:00 PM	362	107	469	544	2	X/X	X/X	/	X/X
3:00 PM - 4:00 PM	512	106	618	800	3	X/X	X/X	/	X/X
4:00 PM - 5:00 PM	455	108	563	842	2	X/X	X/X	/	X/X
5:00 PM - 6:00 PM	462	87	549	777	1	X/X	X/X	/	X/X
6:00 PM - 7:00 PM	375	81	456	595	5	X/X	/X	/	/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	7	8
Warrant 7 (Cond B)	12	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

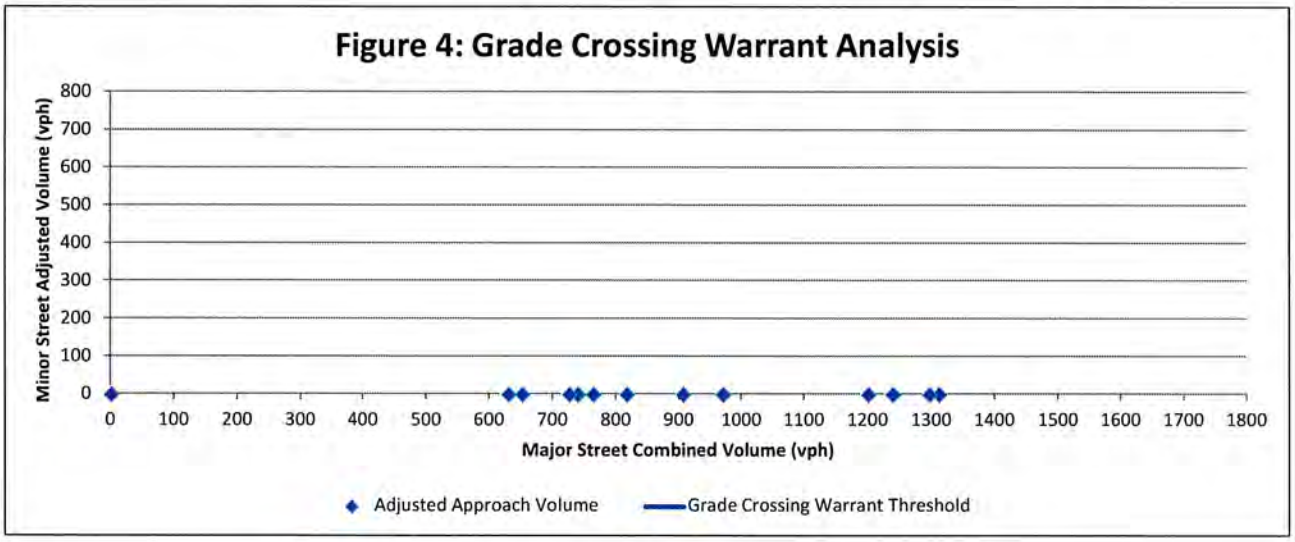
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	**Met**
Condition A	Not Met
Condition B	**Met**
Condition C	Not Met
Warrant 2	**Met**
Warrant 3	**Met**
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

APPENDIX D

All-Way Stop Warrant Analysis

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop (combined intersections)

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	2
30	Major App3: CSAH 5 (WB)	2
30	Minor App2: Credit Union Dr (NB)	1
30	Minor App4: E Dual Blvd (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	557	294	10	103	851	113	X/	X/
7:00:00 AM	734	491	57	113	1225	170	X/	X/X
8:00:00 AM	444	334	47	116	778	163	X/	X/X
9:00:00 AM	363	289	69	90	652	159	X/	X/
10:00:00 AM	364	337	83	101	701	184	X/	X/X
11:00:00 AM	396	398	96	114	794	210	X/X	X/X
12:00:00 PM	384	428	95	123	812	218	X/X	X/X
1:00:00 PM	369	406	105	104	775	209	X/X	X/X
2:00:00 PM	410	550	107	114	960	221	X/X	X/X
3:00:00 PM	545	804	106	170	1349	276	X/X	X/X
4:00:00 PM	510	851	108	142	1361	250	X/X	X/X
5:00:00 PM	524	785	87	142	1309	229	X/X	X/X
6:00:00 PM	445	598	81	118	1043	199	X/	X/X
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:	7	8
All Way Stop 80% Volume Warrant:	11	8

Minor road peak hour delay (seconds): 26

Volume warrant met? No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?		Yes
Amount of correctible crashes:		2
Right-Turn		
Left-Turn		
Right-Angle	2	
Other		
Is there a need to control left-turn conflicts?		No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?		No
Are there sight issues (inability to see conflicting traffic) at the intersection?		No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?		No

Notes/explanations:

Other warrants met?	Yes (Signal Justified

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	2
30	Major App3: CSAH 5 (WB)	2
	Minor App2: (NB)	
30	Minor App4: E Dual Blvd (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	557	294		103	851	103	X/	X/
7:00:00 AM	734	491		113	1225	113	X/	X/
8:00:00 AM	444	334		116	778	116	X/	X/
9:00:00 AM	363	289		90	652	90	X/	X/
10:00:00 AM	364	337		101	701	101	X/	X/
11:00:00 AM	396	398		114	794	114	X/	X/
12:00:00 PM	384	428		123	812	123	X/	X/
1:00:00 PM	369	406		104	775	104	X/	X/
2:00:00 PM	410	550		114	960	114	X/	X/
3:00:00 PM	545	804		170	1349	170	X/	X/X
4:00:00 PM	510	851		142	1361	142	X/	X/
5:00:00 PM	524	785		142	1309	142	X/	X/
6:00:00 PM	445	598		118	1043	118	X/	X/
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:		8
All Way Stop 80% Volume Warrant:	1	8

Minor road peak hour delay (seconds) 15

Volume warrant met? No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?	Yes
Amount of correctible crashes:	
Right-Turn	
Left-Turn	
Right-Angle	
Other	
Is there a need to control left-turn conflicts?	No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?	No
Are there sight issues (inability to see conflicting traffic) at the intersection?	No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?	No

Notes/explanations:

Other warrants met? Yes (Signal Justified

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	3
30	Major App3: CSAH 5 (WB)	2
30	Minor App2: Credit Union Dr (NB)	1
30	Minor App4: Kwik Trip (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	529	288	9	5	817	14	X/	X/
7:00:00 AM	713	488	57		1201	57	X/	X/
8:00:00 AM	415	325	47	1	740	48	X/	X/
9:00:00 AM	344	286	69	4	630	73	X/	X/
10:00:00 AM	321	331	83	1	652	84	X/	X/
11:00:00 AM	351	388	95	5	739	100	X/	X/
12:00:00 PM	344	420	95	1	764	96	X/	X/
1:00:00 PM	323	403	104	2	726	106	X/	X/
2:00:00 PM	362	544	107	2	906	109	X/	X/
3:00:00 PM	512	800	106	3	1312	109	X/	X/
4:00:00 PM	455	842	108	2	1297	110	X/	X/
5:00:00 PM	462	777	87	1	1239	88	X/	X/
6:00:00 PM	375	595	81	5	970	86	X/	X/
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:		8
All Way Stop 80% Volume Warrant:		8

Minor road peak hour delay (seconds): 26

Volume warrant met? No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?		Yes
Amount of correctible crashes:		2
Right-Turn		
Left-Turn		
Right-Angle	2	
Other		
Is there a need to control left-turn conflicts?		No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?		No
Are there sight issues (inability to see conflicting traffic) at the intersection?		No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?		No

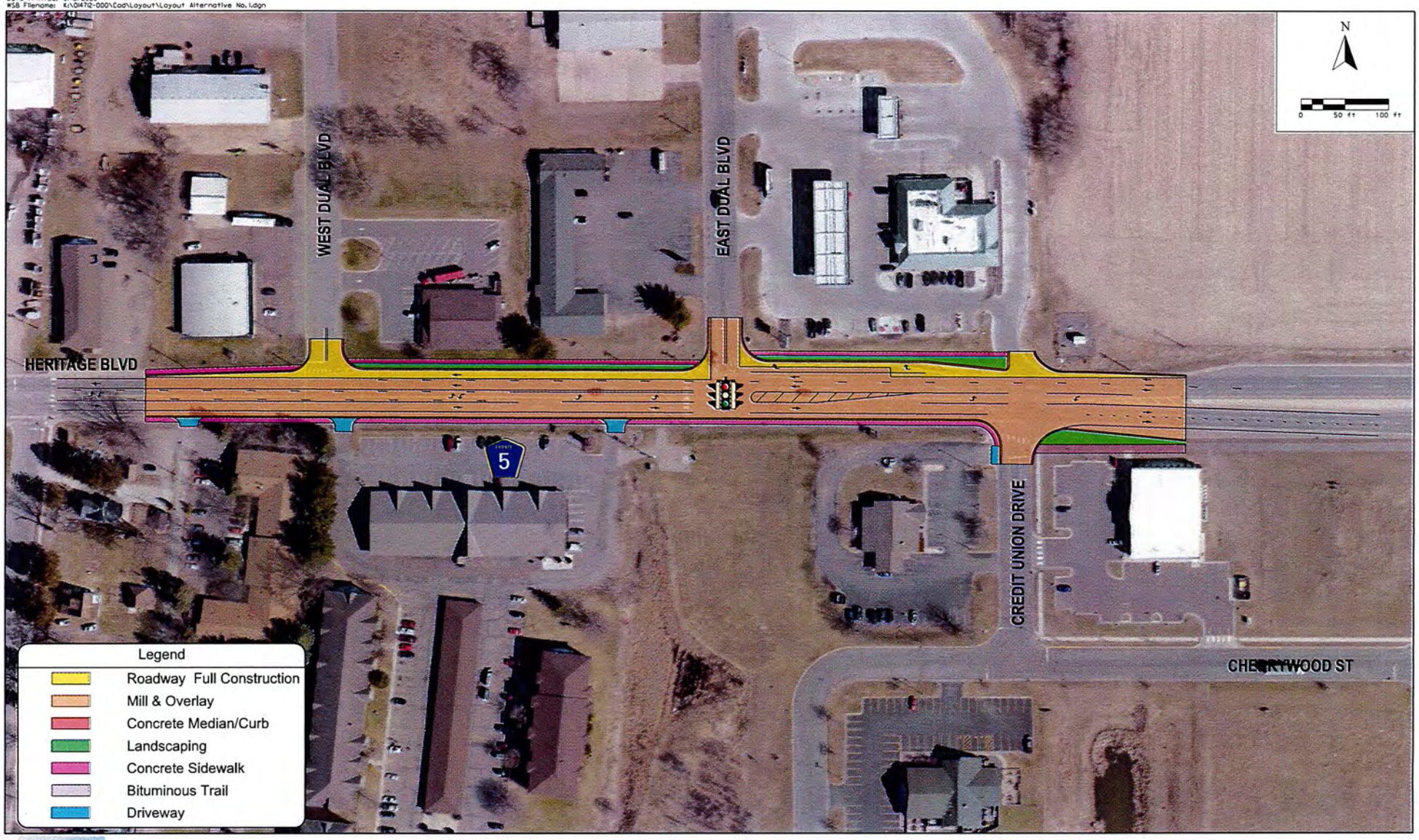
Notes/explanations:

Other warrants met?	Yes (Signal Justified

APPENDIX E1

Alternative Layouts 1-4

Date Printed: 9/16/2020
WSB Filename: K:\014712-000\Cad\Layout\Layout Alternative No. 1.dgn



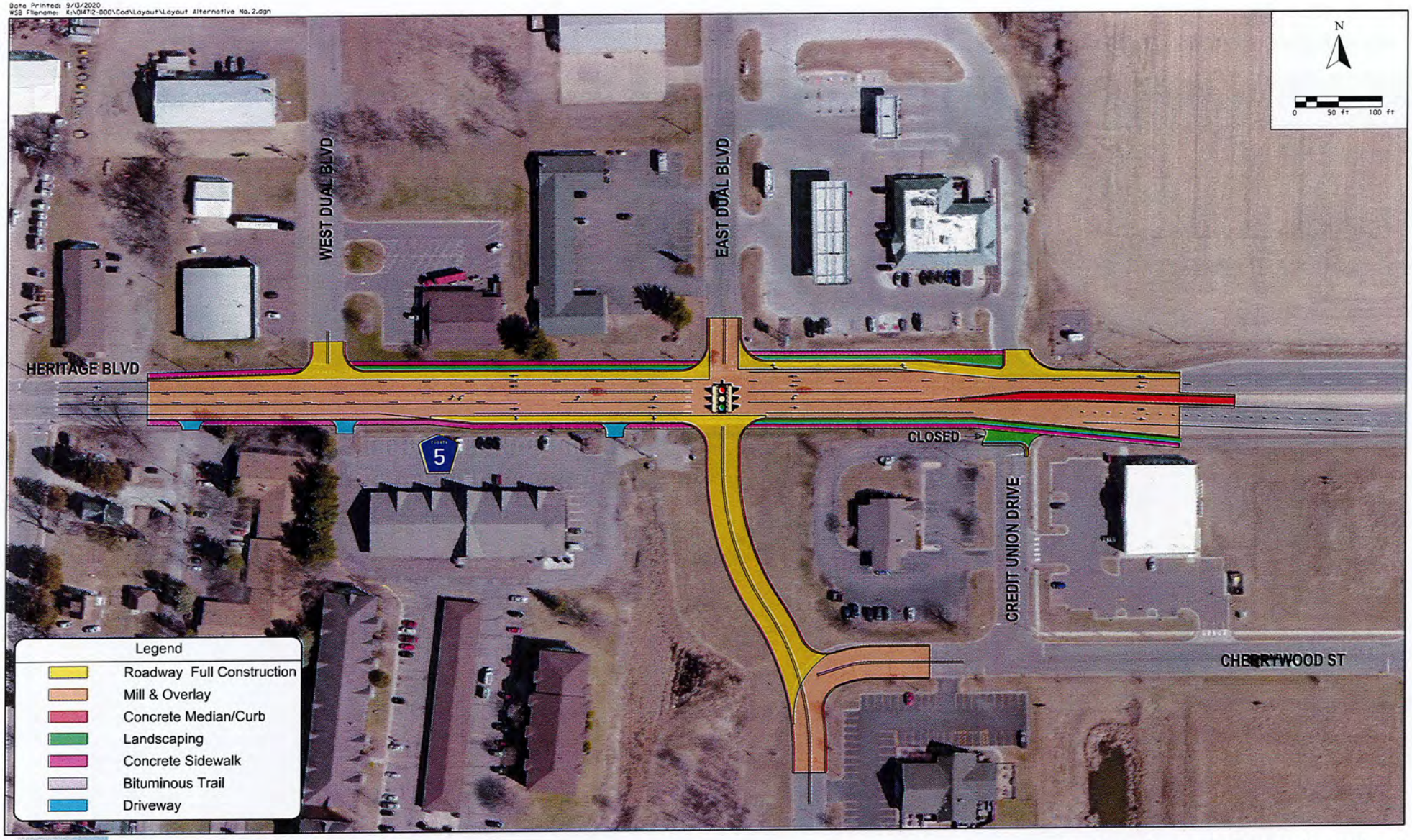
ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 1

September 14, 2020

Date Printed: 9/13/2020
WSB Filename: K:\014712-000\Cad\Layout\Layout Alternative No. 2.dgn



ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 2

September 14, 2020

Date Printed: 9/16/2020
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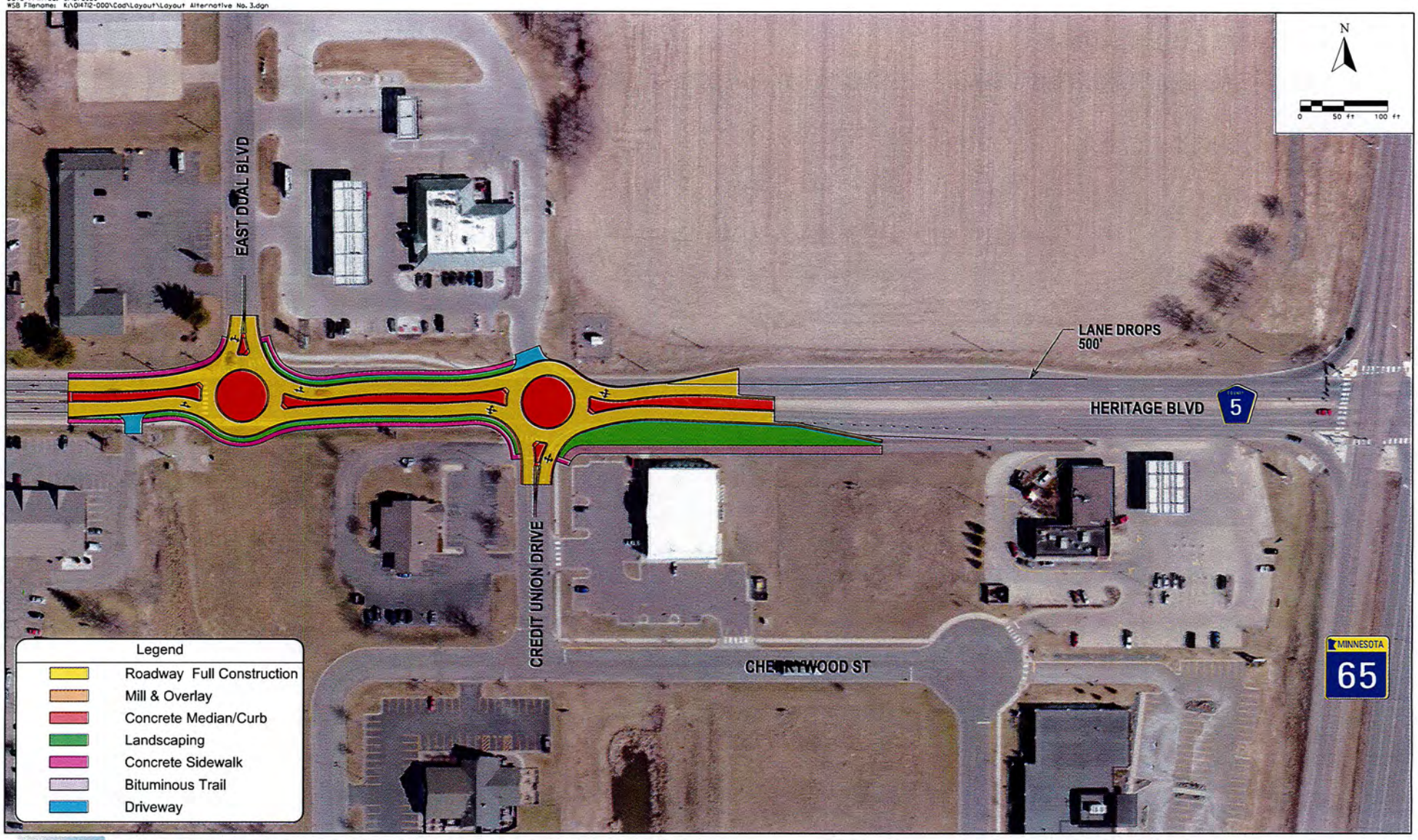


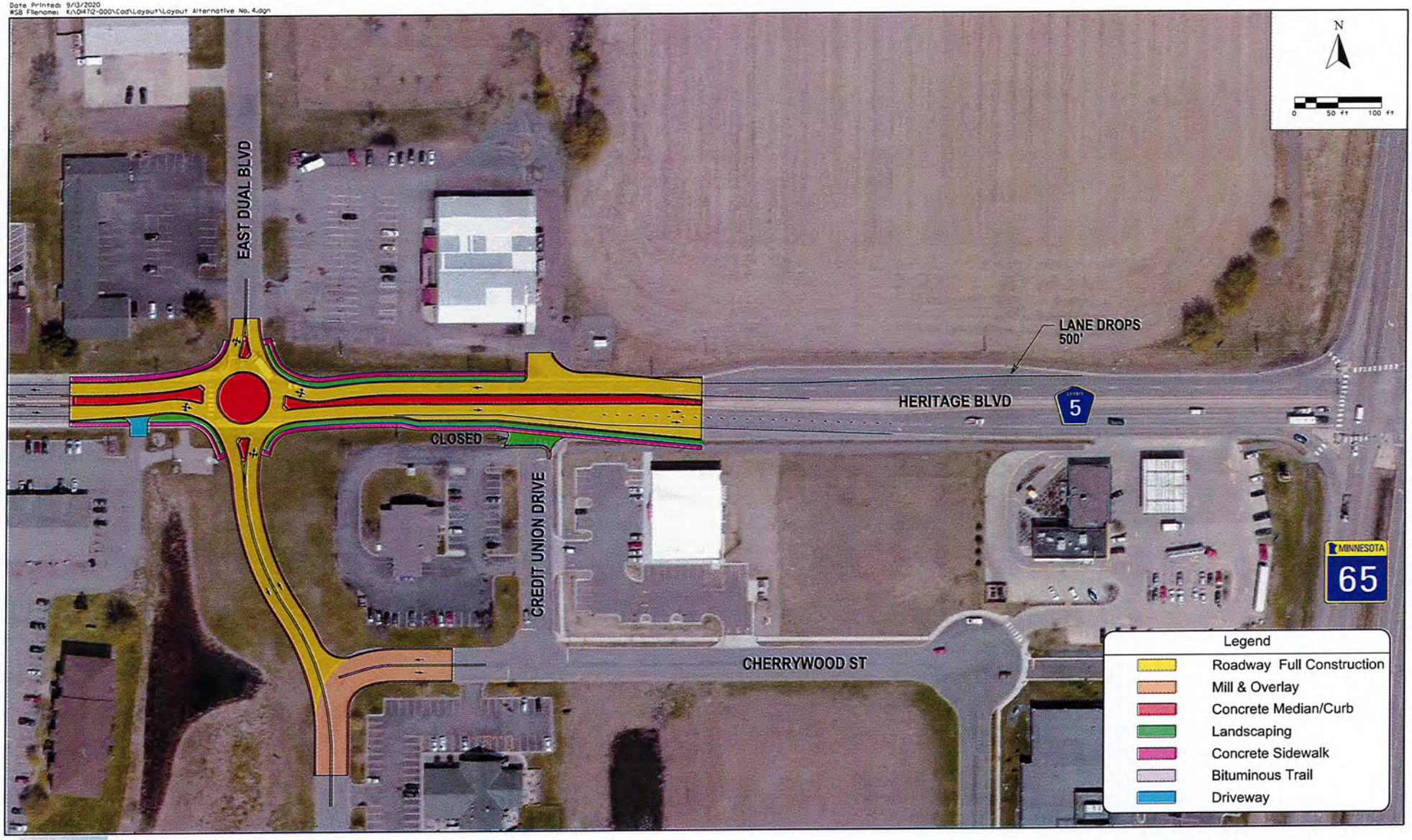
ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 3

September 14, 2020

Date Printed: 9/13/2020
WSB Filename: K:\DI4712-000\Cad\Layout\Layout Alternative No. 4.dgn



ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 4

September 14, 2020

APPENDIX E2

Alternative Cost Estimates

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 1
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/7/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	930	$1,860.00	930	$1,860.00		
2104.502	REMOVE SIGN	EACH	$35.00	26	$910.00	26	$910.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	25	$125.00	25	$125.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	2755	$5,510.00	2755	$5,510.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2485	$9,940.00	2485	$9,940.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	1125	$1,125.00	1125	$1,125.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	9400	$14,100.00	9400	$14,100.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	9620	$19,240.00	9620	$19,240.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	350	$3,500.00	350	$3,500.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	1000	$14,000.00	1000	$14,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	1000	$18,000.00	1000	$18,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	100	$1,000.00	100	$1,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	800	$20,800.00	800	$20,800.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	7500	$22,500.00			7500	$22,500.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00						
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3:B)	TON	$72.00	360	$25,920.00	360	$25,920.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	TON	$76.00	1150	$87,400.00	300	$22,800.00	850	$64,600.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	250	$15,500.00	250	$15,500.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	100	$8,650.00	100	$8,650.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00	2	$3,800.00	2	$3,800.00		
2506.502	CASTING ASSEMBLY	EACH	$850.00	7	$5,950.00	7	$5,950.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00	2	$500.00	2	$500.00		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	30	$12,600.00	30	$12,600.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	10100	$50,500.00	10100	$50,500.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00	1700	$6,800.00	1700	$6,800.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	2600	$57,200.00	2600	$57,200.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00						
2531.618	TRUNCATED DOMES	SQ FT	$62.00	100	$6,200.00	100	$6,200.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$15,000.00	1	$15,000.00	1	$15,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	235	$11,750.00	235	$11,750.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$7,000.00	1	$7,000.00	1	$7,000.00		
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$250,000.00	1	$250,000.00	1	$250,000.00		
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	5	$1,375.00	5	$1,375.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	2370	$7,110.00	2370	$7,110.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	2370	$7,110.00	2370	$7,110.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	150	$7,800.00	150	$7,800.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	160	$160.00	160	$160.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1400	$2,100.00	1400	$2,100.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1400	$2,100.00	1400	$2,100.00		
2575.505	SEEDING	ACRE	$330.00	1	$165.00	1	$165.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	55	$220.00	55	$220.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	550	$385.00	550	$385.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	3500	$7,000.00	3500	$7,000.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	435	$870.00	435	$870.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	755	$2,265.00	755	$2,265.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	315	$9,450.00	315	$9,450.00		
	CONTINGENCY 15%				$121,498.00		$108,433.00		$13,065.00
	ROADWAY CONSTRUCTION TOTAL				**$931,480.00**		**$831,315.00**		**$100,165.00**

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 2
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/7/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	930	$1,860.00	930	$1,860.00		
2104.502	REMOVE SIGN	EACH	$35.00	26	$910.00	26	$910.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	40	$200.00	40	$200.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	1955	$3,910.00	1955	$3,910.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2970	$11,880.00	2970	$11,880.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	1125	$1,125.00	1125	$1,125.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	9400	$14,100.00	9400	$14,100.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	10320	$20,640.00	10320	$20,640.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	2000	$28,000.00	2000	$28,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	2000	$36,000.00	2000	$36,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	1300	$33,800.00	1300	$33,800.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	7800	$23,400.00			7800	$23,400.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00						
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3;B)	TON	$72.00	760	$54,720.00	760	$54,720.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$76.00	1460	$110,960.00	600	$45,600.00	860	$65,360.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	400	$24,800.00	400	$24,800.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	150	$12,975.00	150	$12,975.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00	2	$3,800.00	2	$3,800.00		
2506.502	CASTING ASSEMBLY	EACH	$850.00	11	$9,350.00	11	$9,350.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00	2	$500.00	2	$500.00		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	45	$18,900.00	45	$18,900.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	13250	$66,250.00	13250	$66,250.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00						
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	4285	$94,270.00	4285	$94,270.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00						
2531.618	TRUNCATED DOMES	SQ FT	$62.00	100	$6,200.00	100	$6,200.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$15,000.00	1	$15,000.00	1	$15,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	160	$8,000.00	160	$8,000.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$8,500.00	1	$8,500.00	1	$8,500.00		
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$300,000.00	1	$300,000.00	1	$300,000.00		
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	11	$3,025.00	11	$3,025.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	3230	$9,690.00	3230	$9,690.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	3230	$9,690.00	3230	$9,690.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	250	$13,000.00	250	$13,000.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	185	$185.00	185	$185.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1800	$2,700.00	1800	$2,700.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1800	$2,700.00	1800	$2,700.00		
2575.505	SEEDING	ACRE	$330.00	1	$165.00	1	$165.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	65	$260.00	65	$260.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	430	$301.00	430	$301.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	2895	$5,790.00	2895	$5,790.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	290	$580.00	290	$580.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	1385	$4,155.00	1385	$4,155.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	525	$15,750.00	525	$15,750.00		
	CONTINGENCY 15%				$157,880.00		$144,566.00		$13,314.00
	ROADWAY CONSTRUCTION TOTAL				**$1,210,413.00**		**$1,108,339.00**		**$102,074.00**

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 3
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/8/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Notes	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
					Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION		LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL		LIN FT	$2.00	1530	$3,060.00	1530	$3,060.00		
2104.502	REMOVE SIGN		EACH	$35.00	12	$420.00	12	$420.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	$5.00	60	$300.00	60	$300.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		LIN FT	$2.00	450	$900.00	450	$900.00		
2104.503	REMOVE CURB AND GUTTER		LIN FT	$4.00	1805	$7,220.00	1805	$7,220.00		
2104.518	REMOVE BITUMINOUS WALK		SQ FT	$1.00	3610	$3,610.00	3610	$3,610.00		
2104.518	REMOVE CONCRETE WALK		SQ FT	$1.50	5570	$8,355.00	5570	$8,355.00		
2104.518	REMOVE BITUMINOUS PAVEMENT		SQ FT	$2.00	49800	$99,600.00	49800	$99,600.00		
2106.507	EXCAVATION - COMMON		CU YD	$10.00	1000	$10,000.00	1000	$10,000.00		
2106.507	EXCAVATION - SUBGRADE		CU YD	$14.00	3000	$42,000.00	3000	$42,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)		CU YD	$18.00	3000	$54,000.00	3000	$54,000.00		
2106.507	COMMON EMBANKMENT (CV)		CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5		CU YD	$26.00	1500	$39,000.00	1500	$39,000.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")		SQ YD	$3.00						
2301.504	CONCRETE PAVEMENT 7.0"		SQ YD	$68.00	630	$42,840.00	630	$42,840.00		
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3;B)		TON	$72.00	815	$58,680.00	815	$58,680.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)		TON	$76.00	625	$47,500.00	625	$47,500.00		
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V		LIN FT	$62.00	400	$24,800.00	400	$24,800.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III		LIN FT	$86.50	150	$12,975.00	150	$12,975.00		
2503.602	CONNECT TO EXISTING STORM SEWER		EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	$1,900.00						
2506.502	CASTING ASSEMBLY		EACH	$850.00	15	$12,750.00	15	$12,750.00		
2506.502	ADJUST FRAME AND RING CASTING		EACH	$250.00						
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	$420.00	60	$25,200.00	60	$25,200.00		
2521.518	4" CONCRETE WALK		SQ FT	$5.00	13000	$65,000.00	13000	$65,000.00		
2521.518	3" BITUMINOUS WALK		SQ FT	$4.00	3650	$14,600.00	3650	$14,600.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN B618		LIN FT	$22.00	2000	$44,000.00	2000	$44,000.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524		LIN FT	$23.00	1800	$41,400.00	1800	$41,400.00		
2531.618	TRUNCATED DOMES		SQ FT	$62.00	65	$4,030.00	65	$4,030.00		
2545.502	LIGHTING UNIT TYPE SPECIAL 1		EACH	$11,000.00	18	$198,000.00	18	$198,000.00		
2563.601	TRAFFIC CONTROL		LUMP SUM	$30,000.00	1	$30,000.00	1	$30,000.00		
2564.518	SIGN PANELS TYPE C		SQ FT	$50.00	110	$5,500.00	110	$5,500.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM		LUMP SUM	$7,000.00						
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM		SYSTEM	$250,000.00						
2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION		EACH	$275.00	5	$1,375.00	5	$1,375.00		
2573.502	CULVERT END CONTROLS		EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS		LIN FT	$3.00	1830	$5,490.00	1830	$5,490.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST		LIN FT	$3.00	1830	$5,490.00	1830	$5,490.00		
2574.507	COMMON TOPSOIL BORROW		CU YD	$52.00	200	$10,400.00	200	$10,400.00		
2574.508	FERTILIZER TYPE 3		POUND	$1.00	130	$130.00	130	$130.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N		SQ YD	$1.50	210	$315.00	210	$315.00		
2575.504	RAPID STABILIZATION METHOD 4		SQ YD	$1.50	210	$315.00	210	$315.00		
2575.505	SEEDING		ACRE	$330.00	0	$132.00	0	$132.00		
2575.508	SEED MIXTURE 25-151		POUND	$4.00	45	$180.00	45	$180.00		
2575.508	HYDRAULIC MULCH MATRIX		POUND	$0.70	1110	$777.00	1110	$777.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	$2.00	1765	$3,530.00	1765	$3,530.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN		LIN FT	$2.00	75	$150.00	75	$150.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	$3.00	225	$675.00	225	$675.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN		SQ FT	$30.00	435	$13,050.00	435	$13,050.00		
	CONTINGENCY 15%					$151,087.00		$151,087.00		
	ROADWAY CONSTRUCTION TOTAL					**$1,158,328.00**		**$1,158,328.00**		

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 4

Project Location: CITY OF ISANTI, MN

WSB Project No.: 014712-000

Date: 1/8/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	1135	$2,270.00	1135	$2,270.00		
2104.502	REMOVE SIGN	EACH	$35.00	12	$420.00	12	$420.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	40	$200.00	40	$200.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	860	$1,720.00	860	$1,720.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2305	$9,220.00	2305	$9,220.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	2410	$2,410.00	2410	$2,410.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	1560	$2,340.00	1560	$2,340.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	47680	$95,360.00	47680	$95,360.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	1250	$12,500.00	1250	$12,500.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	4000	$56,000.00	4000	$56,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	4000	$72,000.00	4000	$72,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	1500	$15,000.00	1500	$15,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	2000	$52,000.00	2000	$52,000.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	1100	$3,300.00			1100	$3,300.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00	350	$23,800.00	350	$23,800.00		
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3,B)	TON	$72.00	1055	$75,960.00	1055	$75,960.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$76.00	920	$69,920.00	805	$61,180.00	115	$8,740.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	500	$31,000.00	500	$31,000.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	200	$17,300.00	200	$17,300.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00						
2506.502	CASTING ASSEMBLY	EACH	$850.00	17	$14,450.00	17	$14,450.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00						
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	68	$28,560.00	68	$28,560.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	14800	$74,000.00	14800	$74,000.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00						
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	2655	$58,410.00	2655	$58,410.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00	1620	$37,260.00	1620	$37,260.00		
2531.618	TRUNCATED DOMES	SQ FT	$62.00	65	$4,030.00	65	$4,030.00		
2545.502	LIGHTING UNIT TYPE SPECIAL 1	EACH	$11,000.00	12	$132,000.00	12	$132,000.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$30,000.00	1	$30,000.00	1	$30,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	110	$5,500.00	110	$5,500.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$7,000.00						
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$250,000.00						
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	11	$3,025.00	11	$3,025.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	2250	$6,750.00	2250	$6,750.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	2250	$6,750.00	2250	$6,750.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	350	$18,200.00	350	$18,200.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	160	$160.00	160	$160.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1300	$1,950.00	1300	$1,950.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1300	$1,950.00	1300	$1,950.00		
2575.505	SEEDING	ACRE	$330.00	0	$132.00	0	$132.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	55	$220.00	55	$220.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	500	$350.00	500	$350.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	2185	$4,370.00	2185	$4,370.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	210	$420.00	210	$420.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	760	$2,280.00	760	$2,280.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	510	$15,300.00	510	$15,300.00		
	CONTINGENCY 15%				$157,992.00		$156,186.00		$1,806.00
	ROADWAY CONSTRUCTION TOTAL				**$1,211,271.00**		**$1,197,425.00**		**$13,846.00**

APPENDIX F

SimTraffic/HCS Operations Results

Table F1. 2019 Existing AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	360	37	397	0	0	0	A	A	A	0	A	3	A	WB									
		SB	70	0	43	113	12	0	6	B	A	A	10	B			SB	49	96							
		EB	57	677	0	734	7	3	0	A	A	A	3	A			EB				21	73				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	12	2	43	57	13	0	4	B	A	A	6	A	1	A	NB				27	53				
		WB	68	384	39	491	5	1	0	A	A	A	1	A			WB				32	96				
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	723	22	749	4	1	0	A	A	A	1	A			EB				3	31				

Table F2. 2019 Existing PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	696	51	747	0	1	0	A	A	A	1	A	2	A	WB					11				
		SB	59	0	88	147	15	0	6	C	A	A	10	B			SB	47	103							
		EB	49	484	0	533	7	2	0	A	A	A	2	A			EB				24	70				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	32	8	73	113	24	26	10	C	D	B	15	C	2	A	NB				48	151				
		WB	91	700	41	832	5	1	0	A	A	A	1	A			WB				43	118				
		SB	0	0	2	2	0	0	3	A	A	A	3	A			SB				2	22				
		EB	1	491	55	547	8	1	0	A	A	A	1	A			EB				1	23				

Table F3. 2019 Build-Alternative 1 AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	360	37	397	0	9	2	A	A	A	8	A	12	B	WB				69	122		14	55	200
		SB	70	0	43	113	14	0	5	B	A	A	11	B			SB	35	97							
		EB	57	677	0	734	10	15	0	B	B	A	15	B			EB	27	59		166	329				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	12	2	43	57	20	20	4	C	C	A	8	A	2	A	NB				27	58				
		WB	68	384	39	491	9	0	0	A	A	A	1	A			WB	27	69	100						
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	723	22	749	6	3	2	A	A	A	3	A			EB	2	23	100	1	18				

Table F4. 2019 Build-Alternative 1 PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	696	51	747	0	11	3	A	B	A	10	B	11	B	WB				105	187		18	48	200
		SB	59	0	88	147	12	0	5	B	A	A	8	A			SB	36	108							
		EB	49	484	0	533	12	12	0	B	B	A	12	B			EB	29	64		116	217				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	32	8	73	113	22	16	7	C	C	A	12	B	3	A	NB				43	90				
		WB	91	700	41	832	6	1	0	A	A	A	1	A			WB	26	71	100		6				
		SB	0	0	2	2	0	0	4	A	A	A	4	A			SB				2	30				
		EB	1	491	55	547	6	3	2	A	A	A	3	A			EB	1	22	100		6				

Table F7. 2019 Build-Alternative 3 AM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		386	31	417		3	3		A	A	3	A	3	A	WB				3	156		3	156	
		SB	60		52	112	3		2	A		A	3	A			SB	0	62					0	62	
		EB	48	684		732	2	3		A	A		3	A			EB	2	161		2	142				
Roundabout	CSAH 5 & Credit Union Dr	NB	10	2	40	52	5	6	4	A	A	A	4	A	3	A	NB	1	34		1	34		1	34	
		WB	44	409	62	515	3	5	3	A	A	A	4	A			WB	5	257		5	257		5	257	
		EB	48	684	21	753	2	2	2	A	A	A	2	A			EB				2	142		2	142	

Table F8. 2019 Build-Alternative 3 PM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		694	44	738		3	2		A	A	3	A	4	A	WB				5	240				
		SB	43		102	145	7		6	A		A	7	A			SB	3	98							
		EB	44	493		537	4	4		A	A		4	A			EB	3	431		6	169				
Roundabout	CSAH 5 & Credit Union Dr	NB	26	10	78	114	5	2	3	A	A	A	4	A	5	A	NB	1	98		1	98		1	98	
		WB	44	713	86	843	5	6	4	A	A	A	6	A			WB	15	431		15	431		15	431	
		EB	44	493	54	591	4	4	5	A	A	A	4	A			EB				6	169		6	169	

Table F10. 2039 No-Build AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)	
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	396	41	437	0	0	0	A	A	A	0	A	2	A
		SB	77	0	47	124	14	0	6	B	A	A	11	B		
		EB	63	745	0	808	6	2	0	A	A	A	2	A		
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	13	2	47	62	18	25	7	C	D	A	10	B	2	A
		WB	75	422	43	540	7	1	0	A	A	A	2	A		
		SB	0	0	0	0	0	0	0	A	A	A	0	A		
		EB	4	795	24	823	4	1	0	A	A	A	1	A		

Appr	Average & Maximum Traffic Queueing (feet)								
	Left-Turn			Through			Right-Turn		
	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
WB					11				
SB	49	107							
EB				20	51				
NB				34	84				
WB				42	136				
SB									
EB				1	29				

Table F11. 2039 No-Build PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	766	56	822	0	1	1	A	A	A	1	A	3	A	WB				1	11				
		SB	65	0	97	162	20	0	10	C	A	B	14	B			SB	62	136							
		EB	54	532	0	586	8	2	0	A	A	A	3	A			EB				26	72				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	35	9	80	124	39	30	17	E	D	C	24	C	3	A	NB				64	190				
		WB	100	770	45	915	6	2	0	A	A	A	2	A			WB				51	127				
		SB	0	0	2	2	0	0	5	A	A	A	5	A			SB				2	22				
		EB	1	540	61	602	6	1	0	A	A	A	1	A			EB				2	40				

Table F12. 2039 Build-Alternative 1 AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	396	41	437	0	9	3	A	A	A	8	A	14	B	WB				71	122		18	52	200
		SB	77	0	47	124	15	0	6	B	A	A	12	B			SB	40	90							
		EB	63	745	0	808	11	17	0	B	B	A	17	B			EB	30	105		205	390				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	13	2	47	62	23	25	6	C	D	A	10	B	3	A	NB				32	65				
		WB	75	422	43	540	11	0	0	B	A	A	2	A			WB	32	84	100		10				
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	795	24	823	6	3	2	A	A	A	3	A			EB	2	23	100		5				

Table F13. 2039 Build-Alternative 1 PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
Control	Location																	Left-Turn			Through			Right-Turn		
			L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	766	56	822	0	11	3	A	B	A	10	B	11	B	WB				114	189		24	55	200
		SB	65	0	97	162	12	0	6	B	A	A	8	A			SB	40	91							
		EB	54	532	0	586	13	12	0	B	B	A	12	B			EB	29	64		129	283				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	35	9	80	124	27	32	11	D	D	B	17	C	3	A	NB				53	136				
		WB	100	770	45	915	7	1	0	A	A	A	2	A			WB	31	80	100		5				
		SB	0	0	2	2	0	0	3	A	A	A	3	A			SB				1	30				
		EB	1	540	61	602	0	3	2	A	A	A	3	A			EB				1	16				

Table F16. 2039 Build-Alternative 3 AM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		424	32	456		4	4	A	A	A	4	A	5	A	WB				6	233		6	233	
		SB	65		60	125	5		3	A		A	4	A			SB	1	42					1	42	
		EB	59	757		816	4	5		A	A		5	A			EB	9	384		10	369				
Roundabout	CSAH 5 & Credit Union Dr	NB	10	2	45	57	4	6	4	A	A	A	4	A	5	A	NB	0	37		0	37		0	37	
		WB	48	447	70	565	5	6	7	A	A	A	6	A			WB	11	241		11	241		11	241	
		EB	59	757	24	840	4	3	2	A	A	A	3	A			EB				10	369		10	369	

Table F17. 2039 Build-Alternative 3 PM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		763	47	810		5	4		A	A	5	A	5	A	WB				11	254				
		SB	56		110	166	9		7	A		A	8	A			SB	4	62							
		EB	49	544		593	4	5		A	A		5	A			EB	5	317		13	221				
Roundabout	CSAH 5 & Credit Union Dr	NB	28	13	88	129	4	3	4	A	A	A	4	A	7	A	NB	1	62		1	62		1	62	
		WB	47	783	92	922	8	9	8	A	A	A	9	A			WB	21	317		21	317		21	317	
		EB	49	544	60	653	4	6	6	A	A	A	6	A			EB				13	221		13	221	

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: October 6th, 2020
Subject: Resolution Approving a Special Event Application for Rum River BMX for MN State Series Finals

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Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The MN State Series Finals weekend is scheduled for October 23rd -25th, 2020.

- Hours of the event are Friday October 23rd from 4:00 p.m. to 9:00 p.m., Saturday October 24th from 1:00 p.m. to 6:00 p.m. and Sunday October 25th from 9:00 a.m. to 5:00 p.m.
- Estimates the number of individuals in attendance is 1,000-2,000 per day.
- Team canopies may be put up on the grass outside the arena (to the east and south), all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines.
- The Association is planning for spectator parking to take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot.
- Daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs.
- Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas.
- The standard public addressing system would be used throughout the event.
- Association is not requesting that any roads be closed.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX MN STATE SERIES FINALS

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the MN State Series Finals; and,

WHEREAS, the event is scheduled to take place on Friday October 23rd from 4:00 p.m. to 9:00 p.m., Saturday October 24th from 1:00 p.m. to 6:00 p.m. and Sunday October 25th from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities;

WHEREAS, the canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the estimated number of people to be in attendance is 1,000-2,000 per day; and,

WHEREAS, daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, the applicant is required to follow all applicable governor orders and their COVID plan;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Special Event Permit request for the MN State Series Finals race,

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 was duly adopted by the Isanti City Council this 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

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 a 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. **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.

---

nicd 9/18/2020 dw

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 9/14/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Minnesota State Series Finals

Date(s) of Event: October 23rd, 24th and 25th of 2020

Hours of Event: Friday 4pm-9pm Saturday 1pm-6pm and Sunday 9am - 5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Finals race for the Minnesota State BMX Championship.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Thursday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,000-1,200

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 20' X 20'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

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.

Absolute Portable Restrooms, Cambridge MN. will supply four portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

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?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers and daily parking shall pay the required camping fees per City and Rum River BMX Association agreement.

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: Larry MacDavitt

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief *
✓ Approved _____ Denied _____ N/A Signature: per email

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

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [signature]

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

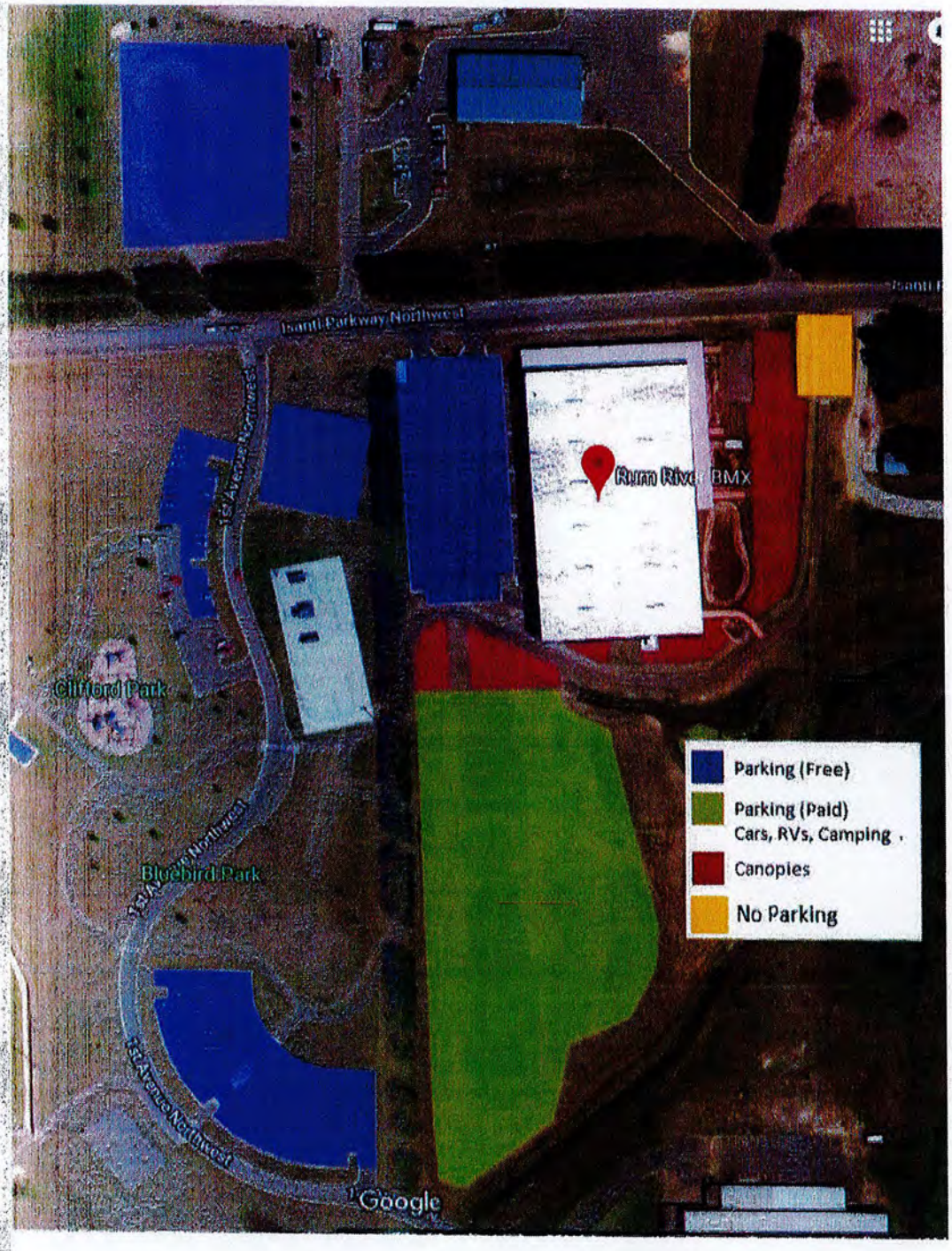
City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* Note: follow Covid plan and applicable executive orders

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
No Parking
Clifford Park
Bluebird Park
Google

A Community For Generations.
Isanti

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

Special Event Equipment Request Form

Event Name: Minnesota BMX State Finals

Date(s) of Event: October 23rd, 24th and 25th of 2020

Contact Person: Larry Merchlewitz [redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: October 22nd

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

Picnic Tables: 0

Barricades: 5

Stage: 0

Road Closed Signs: 0

No Parking Signs: 30 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
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Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Minnesota State Series Finals Located at the Isanti Indoor Arena on October 23rd, 24th and 25th of 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) Tom

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 9/15/2020

K.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: September 29, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
Public Hearing on Proposed Assessments
City of Isanti, MN
Project No.: R13.120122

The 6th Avenue SW Rehabilitation project has followed the MS 429 Special Assessment procedure. A feasibility report was completed, an Improvement Hearing was held, the project was publicly bid and awarded to the low responsible bidder. The project is scheduled to be completed on time and on budget.

A public hearing is required to be held on the proposed assessment finalizing the assessment process and recording the assessments. At this time, the council needs to call for the public hearing which would be scheduled to be held on November 4, 2020.

Attached is the resolution finalizing the assessment roll and calling for the public hearing on the proposed assessment.

Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND ORDERING HEARING ON PROPOSED ASSESSMENT – 6th AVENUE SW REHABILITATION PROJECT

WHEREAS, a contract has been let for the 2020 6th Avenue SW Rehabilitation Project and described herein the improvement of 6th Avenue SW, from the intersection of South Brookview Lane SW to the intersection of Edgewood Street SW. Project work also included, but not assessed, includes installation of a new watermain and sidewalk construction. The contract (bid) price for such improvement is $538,044.14, and the expenses incurred or to be incurred in the making of such improvement will amount to approximately $126,494.96 so that the total cost of the improvement will be $664,539.10.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $590,259.97 and the portion of the cost to be assessed against benefited property owners is declared to be $74,279.13.

2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the 15th day of May, 2021, and shall bear interest at the rate of 1.71% percent per annum from the date of the adoption of the assessment resolution.

3. The city clerk, with the assistance of the consulting city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and a copy of such proposed assessment shall be filed in the city office for public inspection.

AND FUTHERMORE, NOW THEREFORE, BE IT RESOLVED by the City Council of Isanti, Minnesota:

1. The City Clerk hereby notifies that such proposed assessment has been completed and filed in the city office for public inspection.

2. A hearing shall be held on **the 4th day of November, 2020** in the city hall at 7:00 pm. to pass upon such proposed assessment and at such time and place all persons owning

property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

3. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the total cost of the improvement shall be stated. The Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing date.

4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Isanti, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. They may at any time thereafter, pay to the City of Isanti the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020

Attest :

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 9/14/2020 - 9/16/2020 | Sep 16, 2020 07:11AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/16/2020	54360	494	ALLINA HEALTH SYSTEM	101-20200	852.96
09/20	09/16/2020	54361	9	BERNICKS PEPSI-COLA	609-20200	1,011.88
09/20	09/16/2020	54362	368	BILLS QUALITY CLEANING	101-20200	521.00
09/20	09/16/2020	54363	1474	CDW GOVERNMENT INC	101-20200	561.10
09/20	09/16/2020	54364	1198	CENTER POINT ENERGY	601-20200	458.07
09/20	09/16/2020	54365	1822	CENTURYLINK BUSINESS SERVICES	101-20200	49.70
09/20	09/16/2020	54366	918	CRYSTAL SPRINGS ICE	609-20200	261.63
09/20	09/16/2020	54367	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,730.05
09/20	09/16/2020	54368	833	DIAMOND VOGEL PAINT	101-20200	663.16
09/20	09/16/2020	54369	55	ECM PUBLISHERS INC	609-20200	161.00
09/20	09/16/2020	54370	2480	INTECTURAL, INC.	101-20200	1,078.00
09/20	09/16/2020	54371	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,597.57
09/20	09/16/2020	54372	2647	JOHNSON CONTROLS	920-20200	534.33
09/20	09/16/2020	54373	136	LEAGUE OF MN CITIES	101-20200	6,642.00
09/20	09/16/2020	54374	17	MCDONALD DISTRIBUTING CO	609-20200	9,633.62
09/20	09/16/2020	54375	616	MENARDS - CAMBRIDGE	101-20200	196.94
09/20	09/16/2020	54376	2953	MIDCONTINENT COMMUNICATIONS	108-20200	138.35
09/20	09/16/2020	54377	2116	MINUTEMAN PRESS	101-20200	1,994.36
09/20	09/16/2020	54378	176	MN DEPT OF REVENUE	101-20200	35,385.00
09/20	09/16/2020	54379	1845	MN DEPT OF TRANSPORTATION	444-20200	1,359.15
09/20	09/16/2020	54380	2842	MN PEIP	861-20200	23,240.70
09/20	09/16/2020	54381	617	PAUSTIS & SONS	609-20200	412.00
09/20	09/16/2020	54382	2341	RED BULL DISTRIBUTION	609-20200	176.50
09/20	09/16/2020	54383	73	STAR	609-20200	219.65
09/20	09/16/2020	54384	554	STEVES TIRE INC	101-20200	127.80
09/20	09/16/2020	54385	2879	TACTICAL ADVANTAGE, LLC	101-20200	523.50
09/20	09/16/2020	54386	1354	TAPES PLUS ADVERTISING	609-20200	295.00
09/20	09/16/2020	54387	626	THE WINE COMPANY	609-20200	101.00
09/20	09/16/2020	54388	1740	TOSHIBA FINANCIAL SERVICES	108-20200	273.98
09/20	09/16/2020	54389	1820	URBANS HARDWARE INC	101-20200	60.74
09/20	09/16/2020	54390	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/20	09/16/2020	54391	2027	US INTERNET	603-20200	57.80
09/20	09/16/2020	54392	42	VIKING COCA-COLA BOTTLING CO	609-20200	257.30
09/20	09/16/2020	54393	4	WATSON CO INC	609-20200	3,141.48
09/20	09/16/2020	54394	1922	WEX BANK	609-20200	2,506.56
09/20	09/16/2020	54395	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,084.00
Grand Totals:						118,370.88

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/22/2020 - 9/23/2020 | Sep 23, 2020 11:34AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/23/2020	54399	127	ABDO, EICK & MEYERS, LLP	411-20200	1,500.00
09/20	09/23/2020	54400	2689	ADVANCED POWER SERVICES INC	602-20200	835.00
09/20	09/23/2020	54401	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.23
09/20	09/23/2020	54402	53	BELLBOY CORPORATION	609-20200	6,694.97
09/20	09/23/2020	54403	9	BERNICKS PEPSI-COLA	609-20200	684.80
09/20	09/23/2020	54404	1500	BOLTON & MENK INC	601-20200	15,712.95
09/20	09/23/2020	54405	2221	C & L DISTRIBUTING	609-20200	392.45
09/20	09/23/2020	54406	1474	CDW GOVERNMENT INC	101-20200	39.00
09/20	09/23/2020	54407	1815	CENTURYLINK	609-20200	887.44
09/20	09/23/2020	54408	2751	CMS MONITORING	101-20200	60.00
09/20	09/23/2020	54409	918	CRYSTAL SPRINGS ICE	609-20200	263.52
09/20	09/23/2020	54410	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,150.52
09/20	09/23/2020	54411	2478	EAST CENTRAL ENERGY	101-20200	42.85
09/20	09/23/2020	54412	55	ECM PUBLISHERS INC	609-20200	161.00
09/20	09/23/2020	54413	16	ELECTRO WATCHMAN INC	609-20200	272.53
09/20	09/23/2020	54414	2933	FALCON NATIONAL BANK	101-20200	3,239.22
09/20	09/23/2020	54415	1682	FERGUSON WATERWORKS	601-20200	29.75
09/20	09/23/2020	54416	2028	FURTHER	101-20200	31.40
09/20	09/23/2020	54417	1009	GAMETIME	101-20200	1,990.76
09/20	09/23/2020	54418	160	HAWKINS INC	601-20200	1,829.72
09/20	09/23/2020	54419	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	51.58
09/20	09/23/2020	54420	114	ISANTI COUNTY RECORDER	505-20200	46.00
09/20	09/23/2020	54421	1563	ISANTI ELECTRIC INC	101-20200	1,072.67
09/20	09/23/2020	54422	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
09/20	09/23/2020	54423	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,459.89
09/20	09/23/2020	54424	5	KAWALEK TRUCKING	609-20200	459.20
09/20	09/23/2020	54425	2345	LARSEN DIRT WORKS, LLC	101-20200	5,500.00
09/20	09/23/2020	54426	17	MCDONALD DISTRIBUTING CO	609-20200	7,469.92
09/20	09/23/2020	54427	1536	MINNESOTA DEED	219-20200	833.33
09/20	09/23/2020	54428	2080	MVTL LABORATORIES INC	602-20200	147.69
09/20	09/23/2020	54429	2018	NORTH FOLK WINERY	609-20200	348.00
09/20	09/23/2020	54430	2553	O'REILLY	101-20200	37.14
09/20	09/23/2020	54431	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,791.89
09/20	09/23/2020	54432	2954	SAVVIK BUYING GROUP	101-20200	4,604.42
09/20	09/23/2020	54433	808	SHERMIK TREE FARMS	101-20200	600.00
09/20	09/23/2020	54434	2396	SOUTHERN GLAZERS OF MN	609-20200	14,837.69
09/20	09/23/2020	54435	1442	ST. LOUIS MRO INC	101-20200	45.00
09/20	09/23/2020	54436	1361	STAPLES ADVANTAGE	609-20200	803.87
09/20	09/23/2020	54437	97	TOTAL CONTROL SYSTEMS INC	602-20200	8,715.00
09/20	09/23/2020	54438	42	VIKING COCA-COLA BOTTLING CO	609-20200	141.15
09/20	09/23/2020	54439	1286	VINOCOPIA INC	609-20200	273.00
09/20	09/23/2020	54440	4	WATSON CO INC	609-20200	1,709.56
09/20	09/23/2020	54441	2955	WELFRING, JEREMY	101-20200	5.88
Grand Totals:						126,373.99

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/30/2020	54442	1503	7-UP BOTTLING	609-20200	209.90
09/20	09/30/2020	54443	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	375.00
09/20	09/30/2020	54444	2873	ADAPCO, LLC	101-20200	577.65
09/20	09/30/2020	54445	953	ALL AMERICAN TITLE CO,INC.	601-20200	94.41
09/20	09/30/2020	54446	2582	ARTS & SCIENCE ACADEMY	101-20200	5,000.00
09/20	09/30/2020	54447	2975	ASCENSION ROOFING & SIDING	101-20200	80.00
09/20	09/30/2020	54448	9	BERNICKS PEPSI-COLA	609-20200	896.74
09/20	09/30/2020	54449	2020	BOYLE, EUGENE	101-20200	2,942.40
09/20	09/30/2020	54450	2319	BREAKTHRU BEVERAGE	609-20200	18,190.43
09/20	09/30/2020	54451	2956	CAMBRIDGE ISANTI ICE ARENA CORP	101-20200	5,000.00
09/20	09/30/2020	54452	1474	CDW GOVERNMENT INC	101-20200	7,590.77
09/20	09/30/2020	54453	120	CONNEXUS ENERGY	101-20200	18,815.80
09/20	09/30/2020	54454	918	CRYSTAL SPRINGS ICE	609-20200	212.76
09/20	09/30/2020	54455	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,062.28
09/20	09/30/2020	54456	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16.80
09/20	09/30/2020	54457	2720	DEFIANT DISTRIBUTORS	609-20200	482.87
09/20	09/30/2020	54458	1941	DELTA DENTAL	861-20200	3,006.20
09/20	09/30/2020	54459	2957	DISRUD, BOBBI	101-20200	5,000.00
09/20	09/30/2020	54460	2973	EBERHARDT, DAVID & SUSAN	601-20200	83.94
09/20	09/30/2020	54461	2904	EDGEWATER TITLE GROUP	601-20200	74.30
09/20	09/30/2020	54462	1519	EVER CAT FUELS, LLC	101-20200	5,000.00
09/20	09/30/2020	54463	385	FEDERATED CO-OPS INC	602-20200	210.86
09/20	09/30/2020	54464	2972	FRITZ, NEVIN	601-20200	12.16
09/20	09/30/2020	54465	2830	GDO LAW	101-20200	4,083.33
09/20	09/30/2020	54466	739	HACH COMPANY	601-20200	819.31
09/20	09/30/2020	54467	2970	HANNAM, JAMES & RUTH	601-20200	92.74
09/20	09/30/2020	54468	2958	HOCKERT SALES, INC.	101-20200	5,000.00
09/20	09/30/2020	54469	2967	IDLE HANDS TATTOO	101-20200	3,892.00
09/20	09/30/2020	54470	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	91.19
09/20	09/30/2020	54471	2959	ISANTI BARBER SHOP	101-20200	5,000.00
09/20	09/30/2020	54472	252	ISANTI REDBIRDS	104-20200	48.55
09/20	09/30/2020	54473	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,304.08
09/20	09/30/2020	54474	5	KAWALEK TRUCKING	609-20200	237.00
09/20	09/30/2020	54475	1170	LAND TITLE INC	601-20200	77.88
09/20	09/30/2020	54476	2974	LANGERMANN, MICHAEL & PATRICIA	601-20200	25.59
09/20	09/30/2020	54477	2961	LONGLEY, SHERRY	101-20200	3,387.00
09/20	09/30/2020	54478	17	MCDONALD DISTRIBUTING CO	609-20200	14,496.75
09/20	09/30/2020	54479	616	MENARDS - CAMBRIDGE	101-20200	31.43
09/20	09/30/2020	54480	870	M-R SIGN CO INC	101-20200	543.00
09/20	09/30/2020	54481	2080	MVTL LABORATORIES INC	602-20200	130.96
09/20	09/30/2020	54482	2960	NORTHERN PAWN, INC.	101-20200	5,000.00
09/20	09/30/2020	54483	617	PAUSTIS & SONS	609-20200	2,763.75
09/20	09/30/2020	54484	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,548.09
09/20	09/30/2020	54485	12	POSTMASTER	603-20200	240.00
09/20	09/30/2020	54486	2130	PROGRESSIVE BUILDERS	601-20200	98.89
09/20	09/30/2020	54487	2969	PUTMAN, JOHN	601-20200	22.12
09/20	09/30/2020	54488	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,649.12
09/20	09/30/2020	54489	1013	RENDEZVOUS COFFEE SHOP	101-20200	5,000.00
09/20	09/30/2020	54490	2625	RESULTS TITLE	601-20200	36.09
09/20	09/30/2020	54491	1373	RUM RIVER BMX ASSOCIATION	101-20200	5,000.00
09/20	09/30/2020	54492	2968	RUM RIVER MALLARDS	101-20200	4,098.00
09/20	09/30/2020	54493	2963	SCHEID, RACHEL A.	101-20200	1,000.00
09/20	09/30/2020	54494	2156	SUMMIT COMPANIES	101-20200	8.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/30/2020	54495	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
09/20	09/30/2020	54496	1290	THE AMBLE GROUP	602-20200	314.96
09/20	09/30/2020	54497	2962	THUNDER BROTHERS BREWERY, INC.	101-20200	5,000.00
09/20	09/30/2020	54498	2964	TRANS MISSISSIPPI BIOLOGICAL SUPPLY INC	101-20200	5,000.00
09/20	09/30/2020	54499	42	VIKING COCA-COLA BOTTLING CO	609-20200	324.95
09/20	09/30/2020	54500	2965	VILLAGE HAIR PARLOR	101-20200	5,000.00
09/20	09/30/2020	54501	4	WATSON CO INC	609-20200	1,504.79
09/20	09/30/2020	54502	2966	WILLOW BRIDGE, INC.	101-20200	5,000.00
09/20	09/30/2020	54503	780	WINE MERCHANTS	609-20200	88.00
09/20	09/30/2020	54504	2971	WINTERS, DEAN & LAURI	601-20200	8.27
Grand Totals:						196,719.61

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	87,835.54
Social Security & Medicare	5,002.40
Public Employees Retirement	9,031.47
Total City Expense	101,869.41

Pay Date 9/18/2020

Pay Period 19 (8/30-9/12/20)

City of Isanti

Gross Payroll	94,532.59
Social Security & Medicare	5,178.91
Public Employees Retirement	9,446.86
Total City Expense	109,158.36

Pay Date 10/2/2020

Pay Period 20 (9/13-9/26/20)

City of Isanti

Gross Payroll	7,994.25
Social Security & Medicare	611.57
Total City Expense	8,605.82

Pay Date 9/30/2020

Pay Period: Q3CCPay20 (7/1-9/30/20)

RESOLUTION 2020-XXX

AGREEMENT ESTABLISHING A REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the Parties have a duty to create a safe workplace for their employees, officials and volunteers; and,

WHEREAS, the Isanti City Council finds that it is in the best interest of the City to create a Regional Safety Group ("RSG") formed by agreements from other nearby cities/entities; and,

WHEREAS, the Parties desire to create a safety group that is innovative and different from a traditional safety and health committee pursuant to Minnesota Rule 5208.0070; and,

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) has developed the Regional Safety Group Initiative to facilitate safety training for cities/entities; and,

WHEREAS, the governing bodies of the Parties believe it is in the best interests of the Parties to cooperatively promote safety and health in the workplace by participating in the Regional Safety Group Initiative; and,

WHEREAS, the Establishing Agreement allows the City of Isanti to begin a new RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement; and,

WHEREAS, Minnesota Statutes, §471.59, authorizes the Parties by agreement of their governing bodies to jointly or cooperatively exercise any power common to them.

NOW, THEREFORE, in consideration of the mutual covenants made herein, the undersigned Parties agree as follows:

1. Purpose. The purpose of this Agreement is to promote workplace safety and health through the sharing of ideas and knowledge among the Parties and by holding regular joint safety and health training, educational programs, and meetings.

2. Name. The Parties hereby establish a safety group to be known as the CIMM Regional Safety Group (the "RSG").

3. Membership.

   A. LMCIT Members. All member cities/entities of the RSG are members in LMCIT's workers' compensation program.

   B. Initial Members. The initial member cities/entities of the RSG shall be the undersigned Parties executing this Agreement upon the approval of their governing bodies.

   C. New Members. A new member city/entity, that is a member of LMCIT's workers' compensation program, may be added to the RSG upon approval of a majority of the current members, as evidenced by a vote of the group members. Each member city/entity of the RSG

shall be entitled to one vote. Following the approval by the RSG, membership in the RSG is effective upon approval and execution of this Agreement, by a prospective member's governing body and its authorized representatives.

D. Termination of Membership. Any member city/entity may terminate its membership in the RSG upon written notification indicating its intent to withdraw not less than 90 days prior to the end of a current year. Terms will be on an annual calendar basis. Termination takes effect at the end of a current calendar year. A copy of the written termination notice must be sent to the safety coordinator of each member city/entity and to Kris LeRoy, LMCIT Program Manager, or other staff person as designated by LMCIT. Any terminated member shall remain responsible for its share of any costs incurred prior to the effective date of termination. A member city/entity shall also be terminated from the RSG if it is no longer a member of LMCIT's workers' compensation program.

4. Officers and Bylaws: The RSG may adopt bylaws or other rules governing the group that are not inconsistent with this Agreement. The RSG and its officers are not authorized to do any of the following: (a) to receive and expend funds; (b) to enter contracts; (c) to hire employees; (4) to purchase or otherwise acquire and hold real or personal property; or (5) to bring a lawsuit in the name of the RSG.

5. LMCIT Sponsored Training/Meetings. LMCIT offers the RSG safety training/meetings.

   A. Number of Training/Meeting Sessions. The RSG is entitled to twelve (12) training sessions per calendar year with a maximum of 1 per month and a minimum of 1 every-other month. Each training session will be at a site to be determined by the RSG. The date of each training session shall coordinate with the designated training representative.

   B. LMCIT Cost. LMCIT will pay one-half of the cost of each training session up to the maximum of twelve (12) sessions per calendar year. LMCIT will not reimburse members for travel, meals, or other charges.

   C. Member Cost. The remaining cost of each training session shall be paid in equal proportions by each RSG member to LMCIT.* Each member city/entity agrees to pay its share of training costs after receiving an invoice from LMCIT. No member shall be responsible for the unpaid costs of another member. Each member is responsible for its cost even if it does not have a representative attend the training session.

   D. Program Changes. RSG members acknowledge that LMCIT may, at any time, change its obligations to RSG members. Any changes made in the RSG program will be communicated to RSG members within thirty (30) days of the change.

6. Education and Training.

   A. Online Education and Training. LMCIT has established an interactive web-based training program in cooperation with FirstNet Learning. RSG members and their employees, officers, and volunteers are entitled to free access to this online training.

   B. Safety Data Sheet Management service. LMCIT has established an interactive web-based service in cooperation with SDS Access, powered by Damarco Solutions, LLC. RSG members and their employees are entitled to free access to this program to manage their cities safety data sheets.

C. Other Education and Training. An RSG may hold other training and educational sessions or meetings as determined by the group at the members' expense. Approval from LMCIT is not needed for training or meetings for which no LMCIT subsidy is requested.

D. Value Added Time. Each member city will utilize the safety trainer on an alternating basis with each of the members within the RSG. The member will work directly with or instruct the trainer on city-specific needs or records that require reviewing. The subject of this time will be determined by the city in coordination with the trainer.

7. Safety Committee Meetings. As a part of any training session, the members may discuss any matters that would typically be discussed in a "joint labor-management safety and health committee" meeting under Minnesota Statutes, Section 182.676 and take any action authorized under Minnesota Rules, Chapter 5208. LMCIT requires each RSG to hold a joint Safety Committee Meeting every-other-month at a minimum.

8. General Provisions.

A. Modification. No provision of this Agreement may be modified, altered, or rescinded except by a vote of the governing body of a majority of all members. Approved modifications take effect thirty (30) days after the date of approval by the last member approving the modification.

B. Effective Date. This Agreement shall be effective after approval by the governing body of the last initial member to approve this Agreement and execution by that member's authorized representatives.

C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

D. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

E. Savings Clause. If any court finds any provision of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Parties, by action of their respective governing bodies, caused this Agreement to be approved by the City of Isanti Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO MEGHAN GLASSEL

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Meghan Glassel was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Meghan Glassel for the City of Isanti and that she shall be eligible to start in that position on or after October 6th, 2020.
2. This position is part time and not eligible for benefits.
3. That Meghan Glassel shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING PARKS, RECREATION AND CULTURE BOARD MEMBER BRIAN THUM'S RESIGNATION

WHEREAS, Brian Thum was appointed by the City Council to serve as a member of the Parks, Recreation and Culture Board for a term that expires on December 31, 2020; and,

WHEREAS, Brian Thum has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective September 15, 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Brian Thum's resignation as a member of the Parks, Recreation and Culture Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

L.5.

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK TERMINATION FOR ELIZABETH KERR

WHEREAS, part-time Liquor Store Clerk, Elizabeth Kerr was unable to meet the minimum requirements of the position and asked to be taken off the schedule; and,

WHEREAS, Elizabeth Kerr was directed on August 18, 2020 to contact Human Resources or the Liquor Store Manager to discuss a work schedule; and,

WHEREAS, Elizabeth Kerr has made no contacted the Liquor Store Manager or Human Resources since August 18, 2020; and,

WHEREAS, Elizabeth Kerr is being terminated from employment effective October 6, 2020; and,

WHEREAS, Elizabeth Kerr is not leaving employment in good standing;

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

1. That the resignation of Elizabeth Kerr is hereby accepted effective October 6, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.6.

MEMO for CITY COUNCIL

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: October 6, 2020
Subject: Resolution 2020-XXX Snow Plowing Policy

Background:
Every year the snow plowing policy is reviewed by Committee of the Whole and brought to City Council. Staff has reviewed the policy and is recommending the following changes:

Article II. Procedures

K. Sidewalk Routes to Schools
Whiskey Road - Heritage Blvd to Isanti Parkway West- **to read**
Whiskey Road - Heritage Blvd to the Villages on the Rum Association.

At that point it is the Villages on the Rum Associations sidewalk and their responsibility to clear of snow and ice to Isanti Parkway.

Article V. Administration

A. Council Review
Staff will review the Snow Plowing Policy and Operational Guidelines prior to the next year's snow season and make any recommendations for amendments to the City Council.

Action:
Staff is requesting City Council action on this item.

Attachment:
1. Resolution 2020-XXX Snow Plowing Policy

RESOLUTION 2020-XXX

APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.
After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area

2) Police Department Access Area
3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.
5) Sidewalk Routes to Schools –Primary sidewalks listed in this resolution.
6) Residential Streets
7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
8) Municipal Liquor Store Parking Lot
9) Alleys
10) Eagle Park Parking Lot
11) Isanti Indoor Arena
12) All Other Sidewalks – Secondary sidewalks (except exempt sidewalks)
13) River Bluff Preserve and Bluebird Park Parking Lots
14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. **Snow Hauling**

Snow may be hauled from streets where snow accumulation has created limited visibility near intersections. Snow may be hauled away in areas, such as cul-de-sacs,

where there is limited space to wing back snow to accommodate for more snow accumulation. Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.

Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Snow Plowing Cul-de-Sacs

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

G. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

H. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

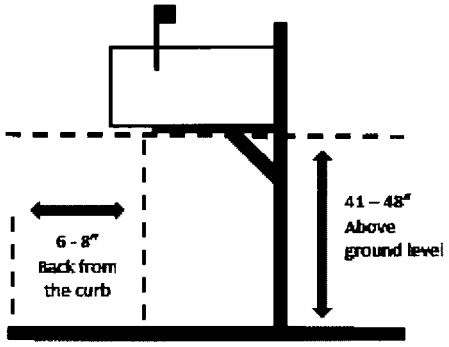
1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

I. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

   Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to these USPS guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.



2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage or recycling receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. Receptacles are also not to be placed on the sidewalk. The City is not responsible for damage of receptacles or clean-up of waste.

J. Snow Emergency Routes

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

K. Sidewalk Routes to Schools

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to the Villages on the Rum Association

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

7th Ave NE – North of Cajima Street

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5

2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Services Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

Staff will review the Snow Removal Policy and Operational Guidelines prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plow policies.

This Resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: October 6, 2020
Subject: RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 3, VILLAGES ON THE RUM ADDITION WITH J ROBINSON CONSTRUCTION, INC

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for 1004 Pleasant View Court described as Lot 6, Block 3, Village on the Rum Addition, for the construction of a single-family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of September 29, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2020-XXX
- Repayment Agreements

RESOLUTION 2020-XXX

AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 3, VILLAGES ON THE RUM ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and,

WHEREAS, A boiler plate Repayment Agreement was drafted by the City Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and,

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 6, Block 3, Villages on the Rum Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and,

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and,

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and,

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 29, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of October, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 1004 Pleasant View Court, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 6, Block 3, Villages on the Rum Addition, Isanti County, Minnesota

L.8.

RESOLUTION 2020-XXX

RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY

WHEREAS, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and,

WHEREAS, many of these parents live in, deliver in, have a child die in, or bury a child in our community; and,

WHEREAS, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organization was founded in 1987, 33 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents and all other types of infants and early childhood death; and,

WHEREAS, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 p.m. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and,

WHEREAS, In 1988 President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15th, 2020 be recognized as Pregnancy and Infant Loss Remembrance Day.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: **Matt Sylvester, Public Services Director**

Date: October 6, 2020

Subject: Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal

---

Public Works has accumulated miscellaneous items that need to be disposed of. These items are as follows:

Scrap

Iron and Steel leftover from repairs
Old Signs
Old Sign Posts
Old Meter Bodies

Per policy, Resolution 2009-078, based on current pricing, Public Services Director obtained quotes and recommends taking the scrap metal to Midway Iron and Metal in St. Cloud for the best prices on scrap metals. Any items that cannot be taken as scrap will be disposed of.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2020-XXX – Resolution to Declare Metal as Scrap and Authorize Its' Disposal

RESOLUTION 2020-XXX

DECLARING METAL AS SCRAP AND AUTHORIZING ITS DISPOSAL

WHEREAS, it has been determined that the Public Works Department has scrap metal that is of no use to the City; and,

WHEREAS, Resolution No. 2009-078 provides guidelines for the disposal of scrap metal; and,

WHEREAS, among solicited quotations, current pricing yields highest with Midway Iron and Metal in St. Cloud;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize the following:

1. To declare scrap metal which includes but not limited to: old iron from repairs, aluminum signs, steel signs and old meter parts, located at the Public Works Facility as surplus property and authorize for its disposal.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for the disposal of scrap metal identified per this Resolution.

This Resolution was duly adopted by the Isanti City Council the 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: October 6, 2020
Subject: Resolution 2020-XXX Entering into an Agreement with Civic Systems, LLC for Caselle Connect Software Modules

---

The City currently uses Caselle Clarity management system for our accounting software. Due to COVID-19, staff has explored options to enhance what we currently use to limit person to person contact and add efficiency with access online for tasks such as taking payments from customers and processing building permits and inspections. The best option staff found was to upgrade our current system to Caselle Connect and add modules to provide the best customer service during this time.

Staff received a proposal from Civic Systems, LLC for a total amount of $20,460.00. The breakdown costs for each module will be funded through the following:

- Coronavirus Relief Funds - $15,780.00 - Accounts Payable, Building Permits, Citizen Portal, Mobile App, Cash Receipting, General Ledger, and Payroll
- Fund 614 Technology - $1,760.00 - Accounts Receivable and Asset Management
- Water 601 and Sewer 602 - $2,920.00 - Utility Billing

Recommendation:
Staff is recommending to enter into an agreement with Civic Systems, LLC for Caselle Connect and modules defined within the proposal.

Attachments:

- Resolution 2020-XXX Entering into an Agreement with Civic Systems, LLC
- Civic Systems, LLC Proposal (Exhibit A)

RESOLUTION 2020-XXX

AUTHORIZING TO ENTER INTO AN AGREEMENT WITH CIVIC SYSTEMS LLC FOR CASELLE CONNECT SOFTWARE MODULES

WHEREAS, the current accounting software system used for Utility Billing, AP, AR, Payroll, Cash Receipting and other operating functions is Caselle Clarity through Civic Systems, LLC; and,

WHEREAS, due to COVID-19, it is in the best interest of the City to add additional modules to allow for Building Permitting/ Inspection processing online with access to a customer portal, and upgrades to Payroll, AP, Cash Receipting, and the General Ledger to minimize person to person contact; and,

WHEREAS, an upgrade to our AR, Asset Management and Utility Billing modules to Caselle Connect is beneficial for enhanced functions which will be funded through Technology, Water and Sewer; and,

WHEREAS, the proposal received by Civic Systems, LLC for such modules was $20,460.00; and,

WHEREAS, funding for modules are identified as follows:

- Coronavirus Relief Funds – Accounts Payable, Building Permits, Citizen Portal, Mobile App, Cash Receipting, General Ledger, and Payroll
- Fund 614 Technology - Accounts Receivable and Asset Management
- Water 601 and Sewer 602 – Utility Billing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, approve the following:

1. Use of Coronavirus Relief Funds for modules defined per this Resolution in the amount of $15,780.00.
2. Use of Funds from 614 Technology for modules defined per this Resolution in the amount of $1,760.00.
3. Use of Funds split from Water and Sewer for modules defined per this Resolution in the amount of $2,920.00
4. The City Administrator or designee is hereby authorized to enter into an agreement and sign corresponding documents with Civic Systems for Caselle Connect with modules for a total amount of $20,460.00 plus annual support fees; referenced as Exhibit A.

This resolution was duly adopted by the Isanti City Council this 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Computer Software and Conversion Services Proposal

City of Isanti

Prepared by Civic Systems, LLC

civicsystems

strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

September 30, 2020

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Isanti
110 1st Ave NW
Isanti, MN 55040

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

Investment Summary

Connect License Fees (7 Concurrent Users)	$	64,800
Less Connect Upgrade Discount		*(47,040)*
Setup/Training New Modules		2,700
Connect Upgrade Training		0
TOTAL INVESTMENT	**$**	**20,460**
ANNUAL SUPPORT INCREASE NEW MODULES	**$**	**1,125**

SOFTWARE FOR LIFE: Software for Life provides the assurance that the City will never have to purchase another upgrade at any point in the future. As a result, the City will always be on the latest version of the software. To attain the Software for Life Premium, annual support will increase $900 each of the next three (3) years.

*Travel costs are not included.

Signature Agreement

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

CITY OF ISANTI, MN

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

civicsystems
strong software, strong community
A SUBSIDIARY OF BAKER TILLY US, LLP

Selected Modules Detailed Costs

License Fees (7 Concurrent Users)

Connect Upgrade Modules	License Fee	Setup/ Training	Connect Upgrade Discount	Total Investment	Annual Support Increase New Modules
Based on 7 Concurrent User Licenses	$ 0	$ 0	$ --	**$ 0**	--
Accounts Payable	5,500	Included	(4,400)	**1,100**	--
Accounts Receivable	5,500	Included	(4,400)	**1,100**	--
Asset Management	3,300	Included	(2,640)	**660**	--
Building Permits	8,000	Included	(6,400)	**1,600**	--
Code Enforcements (No Longer Using)	--	--	--	--	(500)
Citizen Portal (Online Applications)	3,500	1,800	--	**5,300**	**875**
Mobile App	2,500	900	--	**3,400**	**750**
Cash Receipting	4,500	Included	(3,600)	**900**	--
General Ledger	5,500	Included	(4,400)	**1,100**	--
Activity Reporting	Included	Included	--	--	--
Bank Rec	Included	Included	--	--	--
Budgeting	Included	Included	--	--	--
miExcel GL	FREE	Included	--	**FREE**	--
miViewPoint	FREE	Included	--	**FREE**	--
Payroll	11,900	Included	(9,520)	**2,380**	--
Direct Deposit	Included	Included	--	--	--
Electronic Submittals	Included	Included	--	--	--
miExcel PR	FREE	Included	--	**FREE**	--
miPay Online (Electronic W2s and Paystubs)	FREE	Included	--	**FREE**	--
Utility Billing	14,600	Included	(11,680)	**2,920**	--
ACH Direct Pay	Included	Included	--	--	--
Electronic Read Interface	Included	Included	--	--	--
PSN Online Interface Batch	Included	Included	--	--	--
Splitter (UB Bill Attachments)	Included	Included	--	--	--
Tax Certification	Included	Included	--	--	--
Conversion And Setup Estimates	Included	Included	--	--	--
TOTALS COSTS	**64,800**	**2,700**	(47,040)	**20,460**	**1,125**

*Training for the modules upgrading to Connect is done through videos and ½ day of support walkthrough of changes.

Optional Module Detailed Costs

Optional Modules

Selected Product Descriptions	License Fee 7 Concurrent	One-Time conversion/ setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
Concurrent Users Above 7 (each)	$ 2,000	$ 0	$ 0	**$ 2,000**	$ 500
Additional Training (Daily/ Online)	--	1,000	--	**1,000**	--
Additional Report Conversion if Needed (2 Hrs)	--	--	300	**300**	--

*Above amounts do not include travel expenses

HARDWARE REQUIREMENTS

Network System Requirements – Caselle® Connect – Network

Important! Using servers or workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft ® Windows 2012, 2012 R2, 2016 Server (64-bit) or 2019 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher |Minimum 16 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred | Color SVGA .28 Monitor | 1 GB Ethernet Network Card | 1 GB Ethernet Switch | DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Database Server Equipment and Operating System	• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server). • Networks with more than ten workstations may require faster processors and/or more memory than the recommended.
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64- bit) or 2016 (64-bit), or 2019 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher) | 8 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | LCD Monitor All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Workstation Operating System	Windows 10™ Professional (32-bit or 64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca 9000 and 1500 Series Printers | Star TSP100 | Epson TM – U325, TM-U675, and Epson TM – H6000IV
Internet Access	DSL, ISDN, or T1 Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint Only needed if miViewPoint is being installed.	IIS 7 or later | 30 GB of available disk space for miViewPoint on the IIS and SQL Servers | Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

Attachment A – Caselle Software License Agreement

Caselle
1656 S East Bay Blvd, Ste 100
Provo, UT 84606
CASELLE, INC.
SOFTWARE LICENSE AGREEMENT

Caselle Agrees to provide the software to you, subject to the following terms and conditions.

1. GRANT OF LICENSE

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive license ("License") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, subject to the terms and conditions of this Software License Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

2. TITLE AND CONFIDENTIALITY

Title and full ownership rights to the Software licensed under this agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is required to be disclosed pursuant to a state's "open records" law, or is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced.

3. LICENSE

You may:

A. Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System, but shall under no circumstances be used on more than one System at a time.

B. Make System readable copies of the software media provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

You may not:

A. Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.

B. Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.

C. Modify the Software or merge it into any other product without the express written consent of Caselle.

D. Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.

E. Permanently transfer or assign the Software and the rights under this License to another party without the express written consent of Caselle.

F. Use the Software to provide accounting services to multiple government agencies other than Your own.

Any attempt to do any of the above (A to F) shall void and terminate this Agreement.

4. TERM

This Software License Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing and returning all copies and modifications of the Software within 30 days of such notification. Your License terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle or its agent within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle $100.

Attachment A – Caselle Software License Agreement

5. WARRANTY

Caselle warrants that it has sufficient right and title to the Software to grant You this License. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period, You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The entire risk as to the results and performance of the Software is assumed by You. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software.

6. DISCLAIMERS AND LIMITATIONS OF REMEDIES

Except as specifically stated in this Agreement, the Software is Licensed "as is" without warranty of any kind, either express or implied, including, but not limited to implied warranties of merchantability and fitness for a particular purpose. In no event shall Caselle be liable for any indirect, special or consequential damages, including, but not limited to, loss of anticipated profits, revenue or savings, business interruption or loss of business information arising from the use of or inability to use the Software or breach of any expressed or implied warranty, even if Caselle or its agent has been advised of the possibility of such damages. These limitations shall apply notwithstanding the failure of an essential purpose of any limited remedy. Caselle's aggregate liability under this agreement for damage will not, in any event, whether based upon contract, negligence, strict liability in tort, warranty or any other basis, exceed the License fees paid by You for the Software.

7. ADDITIONAL SERVICES

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized agent, and are subject to separate agreements.

8. GENERAL

A. The Warranty and Limitation of Remedies gives You specific legal rights. You may also have other rights, which vary from state to state, in which case the greater right will apply.

B. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin and You hereby consent to the jurisdiction of State and Federal courts in Wisconsin. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.

C. This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.

D. If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.

E. All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.

F. In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.

G. Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail.

H. The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.

I. Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.

J. The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.

K. This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

Attachment B – Support Agreement

CIVIC SUPPORT AGREEMENT

This Support Agreement is made by and between the CITY OF ISANTI (client), 110 1st Ave NW, Isanti, MN 55040, and CIVIC SYSTEMS, LLC (Civic), Ten Terrace Court, Madison, Wisconsin 53707-7398.

TERMS AND CONDITIONS

1. DEFINITIONS

For purposes of this Civic Support Agreement, the subsequent capitalized terms will have the following meanings:

A. "Client" – Will denote the CITY OF ISANTI, MN.
B. "Civic" – Will denote Civic Systems, LLC.
C. "Services" – Will denote services related to software training, onsite implementation assistance, and conversion services, as more specifically set forth in the "Conversion Services" attached hereto as Attachment "B".
D. "Software" – Will denote end user computer programs and modules purchased by the Client from Civic, as more specifically set forth in the "Cost Detail" attached hereto as Attachment "A".
E. "Product" – Will denote any goods or services produced by a third-party entity other than Civic.

2. TERM

The initial term of this Support Agreement is for a period of 1 year(s) from the effective date. The effective date is defined as the date the first module is implemented and considered "live". Upon expiration of the initial term of the Support Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of one (1) year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the initial term or subsequent renewal term(s).

3. CHARGES

Civic will invoice client on the effective date and semi-annually thereafter. Invoices are sent in December for Support services rendered in the subsequent six (6) months for January through June. Invoices are sent in June for Support services rendered in the subsequent six (6) months for July through December. All invoices are due within 30 days of the invoice date. Invoices not paid within 30 days are subject to 1.5% interest per month or an annual interest rate of 18% per year. Civic will cease any and all Support services for any invoice not paid within 90 days until payment is made in full. Civic has the right to increase support charges at each anniversary or the effective date. Written notice of such increases shall be given to client not less than thirty (30) days before the anniversary of the effective date.

4. SERVICE HOURS

Civic will provide telephone and web support service five business days a week, from 8 AM to 5 PM Central Standard Time, excluding nationally recognized holidays. Annual support charges do not cover on-site support.

5. SERVICE NOTIFICATION

Client shall notify Civic of support tickets, by contacting Civic support and identifying the issue and symptoms. Notification may be made to Civic via telephone, web, e-mail or fax, as outlined below and in any of the methods outlined in the **SOFTWARE SUPPORT** section below.

Telephone:	608 240 2600
Toll-Free:	800 241 1517
Fax:	608 249 1050
E-mail:	support@civicsystems.com
Website:	http://www.civicsystems.com

6. TERMINATION OF AGREEMENT

This Support Agreement may be terminated as outlined under the **TERM** section above. In addition, Civic or client shall terminate this agreement immediately upon written notice thereof to the other party, in the event the other party shall have breached a material provision of this Support Agreement, which breach shall not have been cured within a thirty (30) day period. If breach is not capable of being cured within such thirty (30) day period, this Support Agreement shall not be terminable so long as the party committing such breach shall have established to the reasonable satisfaction of the other party that it is using all diligent efforts to effect such cure.

This Support Agreement may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

7. ASSIGNMENTS

Civic shall not assign, transfer or pledge this Support Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of client. A consent to assign shall be subject to such conditions and provisions as client may deem necessary, accomplished by execution of a form signed by client, Civic, and the assignee.

8. PLACE OF USE

The Customer shall provide a suitable, clean location for the installation and operation of the Product, including adequate surge protection on the electrical supply source.

9. RISK OF LOSS

This Support Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of Civic, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product.

10. PERFORMANCE

Civic shall exercise its best efforts in performing services covered under this Support Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation or other causes beyond its control, or for any consequential damage whatsoever.

11. LIABILITY

Civic is only obligated to provide software support services for the most currently released version of the Software, and the immediately preceding version. Civic shall not be responsible, nor incur liability of any kind, nature or description to client, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

Attachment B – Support Agreement

11. Warranty

A. Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.

B. Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Civic to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of client's information technology system upon which or related to which Civic provides Services under this Agreement.

C. Civic represents and warrants that materials produced or used under this contract, including but not limited to software hardware, documentation, and/or any other item, do not and will not infringe upon any intellectual property rights of another, including without limitation patents, copyrights, trade secrets, trade names, and service marks and names.

D. If a third party claim that the Software infringes upon any intellectual property rights of another which causes client's reasonable use of the software or other material supplied under this contract to be seriously endangered or disrupted, Civic shall promptly, without additional charge to client either procure for client the right to continue using the software or other material, or replace or modify that software or material so that it becomes non-infringing, provided that such replacement or modified software or material has the same functional characteristics as the infringing software or material. If none of the foregoing alternatives are possible even after Civic's best efforts, client shall have the right at its election, to terminate the license to the infringing software and Civic shall promptly refund to client all fees, costs, and charges paid by client to Civic for that software or material and any other software or material reasonably rendered ineffective as the result of said infringement.

E. Civic warrants that any Services that it provides to client under this Agreement will be performed in accordance with generally accepted industry standards of care and competence. Client's sole and exclusive remedy for a breach of Civic's warranty will be for Civic, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee client paid for the Services that are in breach of Civic's warranty. Client must make a claim for breach of warranty in writing within thirty (30) days of the date that the Services that do not comply with Civic's warranty are performed. This warranty is voided in the event that client makes alterations to the Services provided by Civic or to the environment in which Services are used (including the physical, network and systems environments). If client does not notify Civic of a breach of Civic's warranty during that 30-day period, client will be deemed to have irrevocably accepted the Services.

F. Civic does not warrant any third-party product (each, a "Product"). All Products are provided to client by Civic "AS IS." Civic will, to the extent it is allowed to by its vendors, pass through any warranties and indemnifications provided by the manufacturer of the Product. Client acknowledges that no employee of Civic or any other party is authorized to make any representation or warranty on behalf of Civic that is not in this Agreement.

12. LIMITATION ON LIABILITY

In no event will Civic's liability exceed the license fees, services, and support fees paid to date by the Customer to Civic. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. In no event shall either party be liable for ANY lost profits, LOST Business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages arising out of or related to this Agreement.

Customer will indemnify Civic, its parent company (Baker Tilly) and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the Services of this Agreement.

In the event Civic is requested by the Customer; or required by government regulation, subpoena, or other legal process to produce its engagement working papers or its personnel as witnesses with respect to its Services rendered for the Customer, so long as Civic is not a party to the proceeding in which the information is sought, Customer will reimburse Civic for its professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Civic will indemnify Customer against any damage or expense relating to bodily injury or death of any person or tangible damage to real and/or personal property incurred while Civic is performing the Services to the extent such damage is caused solely by the negligent acts or willful misconduct of Civic's personnel or agents in performing the Services.

Customer accepts and acknowledges that any legal proceedings arising from or in connection with the services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

13. DEFAULT

In the event of payment default by client, Civic shall be entitled to collect interest and collection costs, including court costs and reasonable attorney fees. In the event of default by the Customer in any term or condition herein, Civic may, at its option, refuse service or terminate its obligations under this Agreement.

14. FORCE MAJEURE

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision ("Force Majeure Event"), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

Attachment B – Support Agreement

15. NOTIFICATION

All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:

A. Actually received, or

B. Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or

C. If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth below or

D. Upon delivery by client of the notice to an authorized Civic representative while at client site.

The addresses of the parties to this Agreement are as follows:

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Isanti
110 1st Ave NW
Isanti, MN 55040

16. WAIVER

This instrument contains the entire Agreement for support of the parties. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

17. SOFTWARE SUPPORT

The customer will supply the conditions and data which caused the malfunction and help reproduce the failure. The following services are part of the Support Agreement:

A. Telephone and Internet Support – Unlimited and reasonable telephone technical support is provided during the hours specified in the **Service Hours** section above. In addition, client has the ability to log support issues and search a knowledge base utilizing Civic's customer support portal over the internet twenty-four (24) hours a day, seven (7) days a week. Technical support history, including issue and resolution, shall be available to client via the customer support portal over the internet for a period of three (3) years. Civic shall, on occasion, employ software tools that utilize the internet to troubleshoot technical support issues.

B. Bug fixes and Updates – Civic shall provide client with all bug fixes and updates within twenty (20) days of receiving bug fixes and updates upon satisfactory software testing by Civic. Documentation communicating bug fixes, updates, and changes to the database schema shall be sent to client.

C. Software Upgrades – Civic shall provide client with upgrades to the current platform when available. Civic shall provide client with all upgrades within thirty (30) days of satisfactory software testing by Civic. All relevant documentation communicating enhancements, changes to user manuals, changes to the database schema, etc. shall be sent to client.

D. Trained Employees – Support will be provided to any employee that has completed formal training with Civic. Client shall notify Civic of any new employees requiring software support. New employees must schedule formal training with Civic at the current daily rate before support services are provided under the Support Agreement. If software support is required before training takes place, Civic will provide support as long as training has been scheduled with Civic

18. MISCELLANEOUS

This Support Agreement covers those services rendered for pre and post "go-live".

A Community For Generations.

Isanti

L.11.

Request for City Council Action - MEMO

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: September 28th, 2020

Subject: Donation Request for 13th Annual MMBA "Food Drive" promotion in-store

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Background:
Each year the MMBA supports a Food Drive for the sole purpose of raising funds as well as supplying donations to help support local food shelves in our area. I am requesting that we promote this program in-store and customers can donate nonperishable food items or make a cash donation in any amount that they wish to help support this program. The dates of the Food Drive are October 6th through October 31st, 2020.

Action
Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-xxx Approving Donation Box at Liquor Store

RESOLUTION 2020-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Food Drive"; and,

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Food Drive" at the Isanti Liquor Store from October 6th, 2020 through October 31st ,2020.

Adopted by the Isanti City Council this 6th day of October 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

13th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in a new partnership with Miller Lite is coordinating the *Thirteenth Annual Municipal Liquor Food Drive* **benefiting your local food shelf.**

As in previous years, there will be two competition brackets, based on 2018 annual sales:

$1,000,000 and Above & Below $1,000,000

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf from Miller Lite and MMBA.

In addition:

Through a random drawing, ten $100 donations will be made to food shelves of participating facilities, other than the category winners. So, everyone has a chance to win!

Here are additional details:

- The food drive will run from October 1 – October 31, 2020.
- Each participating MMBA member will collect dry food, can goods & cash for donation to your local food shelf of choice. **Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.**

NOTE:

Each $1 in cash donations will be counted as 3 pounds of food.

- At the end of the event (November 1), please take the collected food and cash to the food shelf to be weighed. (Contact the MMBA office if you need assistance locating your local food shelf.)

  A week or so after the conclusion of the event, send the MMBA office the information at: kaspszak@outlook.com.

- Coordinate signs with your Miller Lite Distributor.

- Here are some successful ideas to promote the event:

  - ✓ Facility product discount for those donating food
  - ✓ Stapling a flyer to carry-out bags
  - ✓ Displaying the food in the front of the store to catch customer eyes
  - ✓ Reference or total focus in advertising mediums
  - ✓ Miller wholesaler could build a platform of Miller Lite cases for the food to display on, or a wall of cases around an area where donations will be placed.
  - ✓ Local newspaper story
  - ✓ Collect contributions by participating in other community events

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jonathan.chance@molsoncoors.com

Thanks for your participation!!!!!

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Jaden Moore, Deputy City Clerk/ Human Resources
Date: October 6, 2020
Subject: Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services

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Background:
Council authorized staff on July 7th, 2020 to advertise an RFP (Request for proposal) for codification services. Staff received two proposals; General Code and American Legal Publishing for such services. The City currently uses General Code for codification services.

Request:
Staff is recommending to enter into a contract to continue receiving services from General Code for codification services as they are lower overall for services per the specifications outlined in the request for proposal. The contract would begin October 7th, 2020 and can end at any time.

Attachments:
- Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services
- Proposals received

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR CODIFICATON SERVICES

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for codification services; and,

WHEREAS, the Council authorized staff to request proposals for codification services on July 7th, 2020; and,

WHEREAS, the request for proposals for codification was published in the City's official newspaper; and,

WHEREAS, two proposals were received and are attached; and,

Consultant	Base Quotation not including optional/ additional expenses
General Code	**$5,220**
American Publishing	$8,800

WHEREAS, General Code was found to best fit the needs of the City given all rates and services considered;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota the following:

1. Hereby award the contract for codification services to General Code.
2. Hereby authorize staff to enter into and sign a contract with General Code starting October 7th, 2020 and can end at any time.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

General Code

VI. Pricing Quotation Sheet

I. Base Cost City Code (493 pages) Includes $5,220

(A) Number of Copies (5 requested)

(B) General Code recommends that the City reuse their existing Binders for each Code, three ring or post (5 requested)

(C) Legal Analysis, as described in Duties of Publisher

(D) Special Features; List Below

(E) Estimated Number of Pages (number of pages included in base rate) 8½" x 11" Format

1) 340 Single column pages plus an additional 20 pages added to the Code for supplementation

II. Base Cost Zoning Code Includes (Optional) $4,550

(A) Number of Copies (5 requested)

(B) General Code recommends that the City reuse their existing Binders for each Code, three ring or post (5 requested)

(C) Legal Analysis, as described in Duties of Publisher

(D) Special Features; List Below

(E) Estimated Number of Pages (number of pages included in base rate) 8½" x 11" Format

1) 253 Single column pages

III. Variable Cost

(A) Per Page (Above/Below) 340-page estimate 8½" x 11" Format	
1) Single Column	$14.00
(B) Freight/Shipping	20.00

IV. Time to Completion

Number of Months Until Manuscript and Editorial and Legal Analysis	3 months
Number of Months Until Completed Code (after return of manuscript)	7 months
Number of Days for Updated Supplements	20-30 days

V. Optional Services

(A) Reorder Extra Copies of Extra Code Minimum Number of Copies

1) Cost per Extra Code with Binder $350

2) Cost per Extra Code without Binder $28

3) Cost per Extra Chapter, separately bound $0.15 per page
Includes trimming, drilling and binding

(B) Updating ordinances in conflict with state and federal statutes
Describe: As part of ongoing supplementation, adopted ordinances will be incorporated into the Code, as applicable. As part of the editorial work on the supplement, conflicts with state or federal statutes may be identified and brought to the attention of the City to address and potentially adopt new legislation. Subsequent amendments shall be included as supplementation to the Code, at the per-page rate noted below.

(C) Providing model ordinances when requested Included
Describe: Sample legislation is available to the City 24/7/365 using our Multicode Search functionality on *eCode360*. General Code is also happy to provide sample legislation upon request.

(D) Cost for information retrieval software for the Code (*eCode360*) $0
eCode360 Annual Maintenance Fee is $995 for our Premium package at your next anniversary date.

(E) Supplement Service (8 ½ 11" format)
1) Single-column $17.50 Per Page

American Legal Publishing

QUOTATION SHEET
CITY OF ISANTI, MN RECODIFICATION OF MUNICIPAL CODE

I) Base Cost City Code (Includes) — Zoning by reference: $ 8,800

(A) Five Copies of Code
(B) Five Binders - one for each Code
(C) Legal Analysis, as described in Agreement
(D) Special Features: No additional charge for tables/graphics
(E) Estimated Number of Pages (included in Base Cost)
8½" x 11" Format

Zoning by reference:
1) Single column — 442 pages
2) Dual column — 375 pages

II) Base Cost Zoning Code (Includes) — $ 4,700

(City Code with Zoning Code included in full: $8,800 + $4,700 = $13,500)

(A) Five Copies of Code
(B) Five Binders - one for each Code
(C) Legal Analysis, as described in Agreement
(D) Special Features: No additional charge for tables/graphics
(E) Estimated Number of Pages (included in Base Cost)
8½" x 11" Format

Zoning in full:
1) Single column (pages in addition to City Code) — 250 pages
2) Dual column — 210 pages

(City Code with Zoning Code included in full: 442 pages + 250 pages = 692 Total Pages)

III) Variable Cost

(A) Per Page Increase Rate above 442 pages in base cost (or 692 if zoning included);
8½" x 11" Format
1) Single Column — $ 18
2) Dual Column — $ 21

(B) Freight/Shipping

IV) Time to Completion

Number of Months Until Manuscript finished — 4-6 months
Number of Months Until Completed Code (after return of manuscript) — 3 months
Number of Days for Updated Supplement — 45 days for annual updates (quicker for more frequent updates)

V) Optional Services
(A) Reorder Extra Copies of Complete Code.
1) Minimum Number of Copies — None
2) Cost per Extra Code with Binder — $60
3) Cost per Extra Code without Binder — $40

(B) Updating ordinances in conflict with state and federal statutes:
This is offered as part of legal review included with the recodification

(C) Providing model ordinances when requested:
Publisher can provide model ordinances at no cost; city can also view and search all codes posted on Publisher's website at no cost.

(D) Search and Retrieval Software (Online Code)

1)	Conversion of Code (one-time setup fee)	$ 585 ($725 if zoning included)
2)	Future Online update fee	$ 1.75/page
3)	Online annual hosting fee	$ 450

(E) Supplement Service; 8½" x 11" Format

1)	Single-column	$18 Per Page
2)	Dual-column	$21 Per Page

No additional charge for pages with tables or graphics

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on October 25th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,800 for the event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following date: October 25th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti Pkwy NW. Isanti MN. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan 1018 Bellaire Blvd NW. Isanti MN. 55040
Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle (50/50) Date of event: Oct 25th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: $1,800.00

Name of applicant: Sean Wilson Applicant's phone number:

Signature of applicant:

Date:

Approved by City Council Resolution #

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION 2020-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES

WHEREAS, Level Contracting LLC, (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of the remaining balance less the 10% required for the warranty period, leaving a balance of $41,500; and,

WHEREAS, the developer has successfully completed improvements for this development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

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 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award
1. Mayors Proclamation- MN Manufacturer's Week
2. IRIS Infants Remembered in Silence

G. Approve City Council Minutes
1. September 15, 2020- Regular Meeting of the City Council
2. September 15, 2020- Committee of the Whole Meeting

H. Announcements

1. City Hall Closed Observance of Columbus Day	Monday, October 12, 2020
2. Committee of the Whole	Tuesday, October 20, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 20, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 20, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive
2. Isanti Business Relief Grant Program Update and Small Small Business Coaching Discussion *(Steve Fredlund)*
3. Resolution 2020-XXX Approving a Special Event Permit Application for Rum River BMX for MN State Series Finals *(Larry Merchlewitz)*

City Engineer Jason Cook
4. Resolution 2020-XXX Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering Hearing on Proposed Assessment – 6th Avenue SW Rehabilitation Project

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $441,464.48 Payroll in the Amount of $211,027.77 and Q3 Council Pay in the Amount of $8,605.82
2. Resolution 2020-XXX Accepting New Contract for Regional Safety Group 2021
3. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Meghan Glassel

4. Resolution 2020-XXX Accepting Parks, Recreation and Culture Board Member Brian Thum's Resignation
5. Resolution 2020-XXX Accepting Part-Time Liquor Store Clerk Termination for Elizabeth Kerr
6. Resolution 2020-XXX Approving Snow Plowing Policy and Operational Guidelines
7. Resolution 2020-XXX Execution of Repayment Agreement on Lot 6, Block 3 Villages on the Rum
8. Resolution 2020-XXX Recognizing National Pregnancy and Infant Loss Remembrance Day
9. Resolution 2020-XXX Declaring Metal as Scrap and Authorizing its Disposal
10. Resolution 2020-XXX Authorizing to Enter into an Agreement with Civic Systems for Caselle Connect Software Modules
11. Resolution 2020-XXX Approving Donation Box at Liquor Store
12. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services
13. Resolution 2020-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle
14. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates

M. Other Communications

N. Closed Session

1. Closed Session for consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.

2. Discussion Regarding Consideration to Purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.029.2100 and 16.029.2400.

Adjournment

minnesota MANUFACTURING WEEK

F.1.

Proclamation

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

Whereas: Manufacturing added $52.7 billion to Minnesota's economy in 2019, representing the second-largest contribution (14%) to the state's gross domestic product by any industry; and

Whereas: Workers took home $22.1 billion in wages from Minnesota manufacturing jobs in 2019, the second-largest total payroll among private sector industries; and

Whereas: Manufactured exports brought $21 billion into the Minnesota economy in 2019; and

Whereas: Manufacturing in Minnesota pays an average annual wage of $68,081, which is 16% higher than the state's overall average wage; and

Whereas: Manufacturing provides 324,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.

Now, therefore, I, Jeff Johnson, Mayor of Isanti, do hereby proclaim that the week of October 1 to October 7, 2020 shall be observed as:

MINNESOTA MANUFACTURING WEEK

in the City of Isanti on this 6th day of October, Two Thousand and Twenty

_____

MAYOR, Jeff Johnson

F.2.

IRIS INFANTS REMEMBERED IN SILENCE ©

Founded in 1987
218 Third Ave. NW Faribault MN 55021
Phone: (507) 334-4748 E-mail: support@irisRemembers.com Website: www.irisRemembers.com

Infants Remembered In Silence, Inc. a 501(c)3 nonprofit organization (#41-1700704) would like to respectfully request that the city adopt a resolution endorsing October 15th as Pregnancy and Infant Loss Remembrance Day in accordance with the requirements within the city/county.

Infants Remembered In Silence, Inc. (IRIS) works with thousands of people across Minnesota, and across the USA, who have experienced the death of a child during pregnancy through early childhood. This includes death from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), birth defects, illness, accidents, and all other types of early childhood death. Many of these parents live in, deliver in, and have a child die in, or bury a child in this community.

Bereaved parents remember these children annually with a 7 pm candle lighting on October 15th. Some will remember their child/children in their homes while others will remember them in small gatherings around the state and across the nation. This resolution/proclamation would unify these parents in tribute of their children.

United States Government Proclamations:

- 1988 President Ronald Reagan Proclaimed October as National Pregnancy and Infant Loss Awareness Month.
- 2001 House Resolution
  107th Congress – 1st Session
  H.RES.254 IH
- 2006 House Resolution
  109th Congress – 1st Session
  H.CON.RES.222

If you do choose do adopt this proclamation/resolution you may send us any certificates via e-mail to support@irisremembers.com or we can arrange for someone to pick it up.

Respectively submitted August 21, 2020.

Diana Kelley - Founder and Executive Director
Infants Remembered In Silence, Inc. © (IRIS)

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 15, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Public Comment
None

E. Adopt Agenda
Addendum from Committee of the Whole prior to City Council meeting on 9.15.2020:
ADD K.3 Resolution 2020-177 Approving First Amendment to the Development Agreement for Legacy Pines 3rd Addition Phase 2

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

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. September 1, 2020- Regular Meeting of the City Council

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

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, September 22, 2020 at 6:00 p.m.
2.	City Council Meeting	Tuesday, October 6, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, October 6, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

Josi Wood City Administrator

1. **Resolution 2020-165** Variance request for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway

[*Other conversation to be presented at Public Comment*] Scott Zimprich, owner at house, 201 Broadway, suggested a proposed sidewalk from Bluebird Park to the Dog Park on the South side of Isanti Parkway due to many small children in the area.

Scott Zimprich shared his outlook on his request for a variance to build a 580 square foot detached garage, which exceeds the size of the primary structure.

The council considered this request at the September 1, 2020 meeting, four (4) members of the Council were present with one (1) absent. Scott Zimprich was not present at the meeting. The council had a tied 2-2 vote and postponed the action to the September 15, 2020 meeting. On May 12, 2020 the applicant applied for a building permit to construct a detached garage at 720 square feet. On May 14, 2020 the Community Development Director emailed him explaining that the proposed garage exceeds the size limit according to city code. On July 13, 2020 a stop work order was issued for the property because a building permit was never issued and the garage foundation had already been poured.

Motion by Collison, second by Lundeen to deny the variance request at 201 Broadway. Motion passed 3-2 with Gordon and Bergley voting nay.

2. **Resolution 2020-166** Approving Metering Software and Hardware and Entering into an Agreement with Mueller

City Administrator Josi Wood shared that Badger Meters, the current meter company, has informed staff that the current meters being used are now obsolete and no longer will be manufactured. Staff has explored options that are in the best interest of residents and such options include new meters that have different radios and software. Staff recommends switching vendors to Mueller Meters to receive better service and technology. Wood further shared the recommendation to replace radios 2022 and Finance Director Mike Betker will add it to the Capital Improvement Plan as well as into the Rate Study. To make the transition and purchase the software needed to read the new meters it would be an amendment to the budget in water in the amount of $8,000. A new laptop and Caselle billing software will need to be purchase in order to ensure the billing software is able to speak to the new meters for a total amount not to exceed $11,000.01.

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

3. **Resolution 2020-177** Approving First Amendment to the Development Agreement for Legacy Pines 3rd Addition Phase 2

City Administrator Josi Wood shared that this was discussed at Committee of the Whole earlier in the night. A request came in from the developer of Everpine Landholdings, LLC. Which holds a developers agreement for Legacy Pines specifically with the 3rd addition he has requested to have his letter of credit split into two parts which then would allow him to keep working on his utilities and not to put up more letter of credit before he has to do the surface work and keeps the project moving along and is a time sensitive issue which is why it is being brought forward to council now.
Motion by Bergley, second by Collison to approve amending the Letter of Credit for Legacy Pines 3rd Addition. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $222,652.70 Payroll in the Amount of $104,290.60

2. **Resolution 2020-167** Regarding Maintenance of Part-Time Peace Officers
3. **Resolution 2020-168** Approving Amendment to the 2020 Budget
4. **Resolution 2020-169** Authorization to Purchase Items with Wellness Funds from the Approved Budget
5. **Resolution 2020-170** Accepting Part-Time Liquor Store Clerk Letter of Resignation for Brian Williams
6. **Resolution 2020-171** Approving the hire of Building Official Christopher Chandler
7. **Resolution 2020-172** Entering into an Agreement with Nextera for Hosted Voice/ Phone Services for City Hall
8. **Resolution 2020-173** Approving Proposals for Automated Laserfiche Services
9. **Resolution 2020-174** Approving Application for Exempt Gambling Permit for Friends of Saint Scholastica
10. **Resolution 2020-175** Authorizing Purchase of Emergency Management Radio Equipment
11. **Resolution 2020-176** Authorizing Purchase of 2021 Chevrolet Tahoe and Equipment for Emergency Management Mobile Command Vehicle

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

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:34 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore

Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING
TUESDAY, SEPTEMBER 15, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

D. Public Comment
None

E. Committee Meeting Items

1. PW Updates
    - Street painting of crosswalks, stop bars, school crossings, railroad crossings and parking lots was completed.
    - Public Works crew repaired a storm drain on East Dual Blvd in front of UPS. The repair required a new casting to be installed as well as some curbing.
    - Annual maintenance of the air release valves have been completed for the third time this year. This is part of the quarterly maintenance that is done.
    - Sewer jetting has begun and this year jetting will be done at each lift station and cleaning the lift station itself. Primarily, Pubic Works jets to prevent sewer backups in the system but also to inspect the infrastructure itself.
    - Generator pads have been poured and the generator installs should be starting soon. The work is scheduled to be completed in October.
    - Staff worked through some filter issues at the Waste Water Treatment Plant. It was discovered that the filters were low on potassium Permanganate, allowed to sit then backwashed before being put back in use.
    - Staff cleaned out the backwash tank which is part of annual maintenance. It is an opportunity to discard all the Iron and Manganese that is removed during normal operation.
    - Staff verified gate valves were open prior to hydrant flushing, but during that time staff discovered that 8 gate valves were closed at different locations in town.
    - Staff completed hydrant flushing and was able to complete a small list of hydrant repairs.
    - The sledding hill project has begun and should be completed in late September weather permitting.
    - Public Works crews have been fogging for Mosquitos and will continue through September.
    - Staff was able to pour concrete curbing at Rum River Meadows Park and that will be the last park that gets curbing.

- The Compost Site is open and continues to be busy. The Sunday hours will begin on October 25th with the compost site closing for the season on November 8th.
- The Community Garden is slowing down but the Sunflower Maze is in full bloom.
- The Farmers Market is open until September 25th.

2. Pedestrian Bridge (New Information) Discussion
   - At the January 2020 goal setting meeting discussion was held about a pedestrian bridge project.
   - Council unanimously decided that there were other things to consider at that time.
   - The Federal Highway Administration Division Central Finance Officer has reached out asking what the city is going to do with the funds that were allocated to that project.
   - The total of the bridge is going to cost a little over $4 million dollars and approximately $2.1 million in federal funds and approximately just under $2 million that could potentially be obtained from other grant opportunities.
   - The amount is $200,149,745
   - The preliminary bridge project that was projected in the past was supposed to be placed where the Best Western Hotel is now.
   - Recommendation from Committee is for City Engineer Jason Cook to bring updated cost and information for the project to a future Committee of the Whole meeting.

3. Mixed Radio Network Participation (Mayor Johnson)
   - Mayor Johnson was asked to be a guest on a podcast.
   - The network are advocates for public safety and law enforcement.
   - City Attorney does not recommend using a city facility.
   - City Attorney recommended caution on the Mayor speaking on behalf of the city.
   - Recommendation from Committee is for Mayor Johnson to participate in podcast with Fire Chief Al Jankovich and Chief of Police Travis Muyres.

4. Legacy Pines 3rd Addition Letter of Credit
   - A request came in from the developer of Everpine Landholdings, LLC for the development Legacy Pines 3rd addition, the request is for the following:
     - Pay all necessary fees City fees for the 32 lots in Phase II and the required escrows in connection with Phase II.
     - Post the minimum 10% of total construction costs amount that the City requires for the warranty period.
     - That at the end of construction season, whatever amounts are yet needed to complete the unfinished work be posted with the City at this time.
   - The addition is broken up into three phases.
   - Phase one is near completion.
   - One option to consider is to break the letter of credit into two parts.

- Recommendation from Committee is to move forward with breaking the letter of credit into two parts and bring to City Council meeting later this night of September 15, 2020 for consideration.

5. Coaching Funds for Small Businesses *(Steve Fredlund)*
   - Small Small Business Community has requested $12,000 in funding to provide 20 small businesses in Isanti with four (4) hours of individual business coaching plus lifetime membership at smallsmallbusiness.com
   - Membership also includes post-program discounts on private coaching, group coaching and mastermind groups
   - Recommendation from Committee is to postpone until the October 6th City Council meeting to determine the amount of funding left from the CARES Act.
6. CARES Act Funding for Fire District
   - Chief Jankovich shared that he is greatly appreciated for the CARES Act money that is allocated for the fire district.
   - Jankovich provided a bid for the audio/visual distance learning equipment.
   - Recommendation from Committee is for Fire Chief Al Jankovich, City Administrator Josi Wood and Finance Director Mike Betker to purchase items that have been allocated and approved to be purchased for the Fire District.

F. Adjournment

Meeting was adjourned at 6:18 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.
Isanti

Memo for Council Discussion

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: October 6, 2020
Subject: Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

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Background:
The City partnered with Isanti County, Res 2019-217, to conduct a traffic control and evaluation study for the intersections of Heritage Blvd (County Rd 5) and East Dual Blvd and Credit Union Drive.

The engineering firm chosen by Isanti County was WSB. The full study is attached and represents options for traffic control. Staff is requesting discussion and for a recommendation as to which traffic control, signal or roundabouts, is preferred.

Request:
Staff is requesting discussion and direction on this item.

Attachment:
- WSB Engineering Analysis of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

Memorandum

To: Richard Heilman, PE, Isanti County Engineer

From: Erik Seiberlich, Senior Project Manager
Sean Delmore, PE, PTOE, Director of Traffic Engineering

Date: September 17, 2020

Re: Analysis of CSAH 5 Intersections with East Dual Boulevard and Credit Union Drive
WSB Project No. 014712-000

A. Introduction

The purpose of this report is to evaluate the traffic control and intersection lane geometry needed for two existing intersections: County State-Aid Highway (CSAH) 5 and East Dual Boulevard, as well as CSAH 5 and Credit Union Drive, located in the City of Isanti in Isanti County, Minnesota. This report will document the existing conditions, operations and safety. It will also analyze existing and proposed intersection geometry using projected traffic volumes.

B. Description of Location

CSAH 5 (Heritage Boulevard) is a four-lane undivided (divided from the Kwik Trip access east to TH 65) minor arterial roadway within the study area. CSAH 5 serves as an east-west route for Isanti County, intersecting the Sherburne County line on the west and the Chisago County line on the east. The only major intersecting roadway is Trunk Highway (TH) 65 in the City of Isanti.

East Dual Boulevard and Credit Union Drive are both two-lane local roadways located within the city limits. The south termini of East Dual Boulevard is located at CSAH 5, as well as the north termini of Credit Union Drive. The intersection with Credit Union Drive is located approximately 1,000-feet west of TH 65. The intersection with East Dual Boulevard is located approximately 300-feet west of Credit Union Drive. Kwik Trip has an access on CSAH 5, skewed slightly east across from Credit Union Drive.

The project location within the context of the surrounding area is represented in **Figure 1**.

wsb

CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 1. Intersection Locations and Surrounding Network

C. Existing Conditions

The two intersections along CSAH 5 are currently minor approach stop-controlled. A summary of the characteristics of East Dual Boulevard and Credit Union Drive study intersections are as follows:

CSAH 5 and East Dual Boulevard intersection:

- East leg
  - 2 thru lanes
  - 1 exclusive right-turn lane
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- West leg
  - 2 thru lanes (1 is shared thru/left-turn lane)
  - 30 mph speed limit
  - Existing crosswalk
  - 10,600 ADT (2016 MnDOT)
- North leg
  - 1 shared lane
  - 30 mph speed limit
  - Existing crosswalk
  - 1,250 ADT (2016 MnDOT)

CSAH 5 and Credit Union Drive intersection:

- East leg
  - 2 thru lanes (1 is shared thru/right-turn lane)
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- West leg
  - 2 thru lanes (1 is shared thru/left-turn lane)
  - 30 mph speed limit
  - 10,600 ADT (2016 MnDOT)
- South leg
  - 1 shared lane
  - 30 mph speed limit
- Skewed North leg
  - Kwik Trip Gas Station access
  - 1 shared lane
  - This is an entrance only not an exit from the Kwik Trip

The existing intersection geometry is depicted in **Figure 2.**

Traffic turning movement counts at the intersections of CSAH 5 and East Dual Boulevard, and CSAH 5 and Credit Union Drive were collected on Tuesday September 10, 2019. The results of these traffic counts are provided in **Appendix A**. Existing Average Daily Traffic (ADT) volumes are from Minnesota Department of Transportation (MnDOT) traffic volume map year 2016 and are included in **Figure 2.** A summary of the 3-year (July 2016- June 2019) crash history at the CSAH 5 intersections with East Dual Boulevard and Credit Union Drive are provided in **Table 1 and 2**. Isanti County provided the crash details from the police department. These reports indicate there have been 5 crashes at the East Dual Boulevard intersection and 3 crashes at the Credit Union Drive intersection between July 2016 and June 2019. Existing crash patterns show that both intersections experience a higher-than-average rate of 0.41 crashes per million entering vehicles (East Dual Boulevard) and 0.25 crashes per million entering vehicles (Credit Union Drive), compared to the average rate of 0.19 for an urban thru-stop intersection (2015 MnDOT Crash Toolkit). A Crash Diagram can be found in **Appendix B**.

In recent years, mobility and safety on the CSAH 5 corridor between these intersections has been a concern. Several crashes have occurred since the Kwik Trip Gas Station was opened in early 2019, as

more traffic travels through these intersections, drivers make riskier decisions when turning in and out of the accesses. Different alternatives will identify safer and operationally better intersections that address the increased volumes through this area.

Table 1 – Existing Crash Rate Calculation at CSAH 5 and East Dual Boulevard

Isanti CSAH 5 and East Dual Blvd (July 2016-June 2019)							
Location	Number of Crashes	Daily Entering Vehicles	Crash Rate*			Severity Rate	
			Calculated	Average**	Critical***	Calculated	Average**
Isanti CSAH 5 and East Dual Blvd (July 2016-June 2019)	5	11,225	0.41	**0.19**	0.43	0.41	1.00

*Intersection crash rates are expressed in crashes per million entering vehicles.

**Average for an urban thru-stop intersection using MnDOT 2015 green sheets.

***Critical crash rates are expressed in crashes per million entering vehicles with 0.95 confidence level.

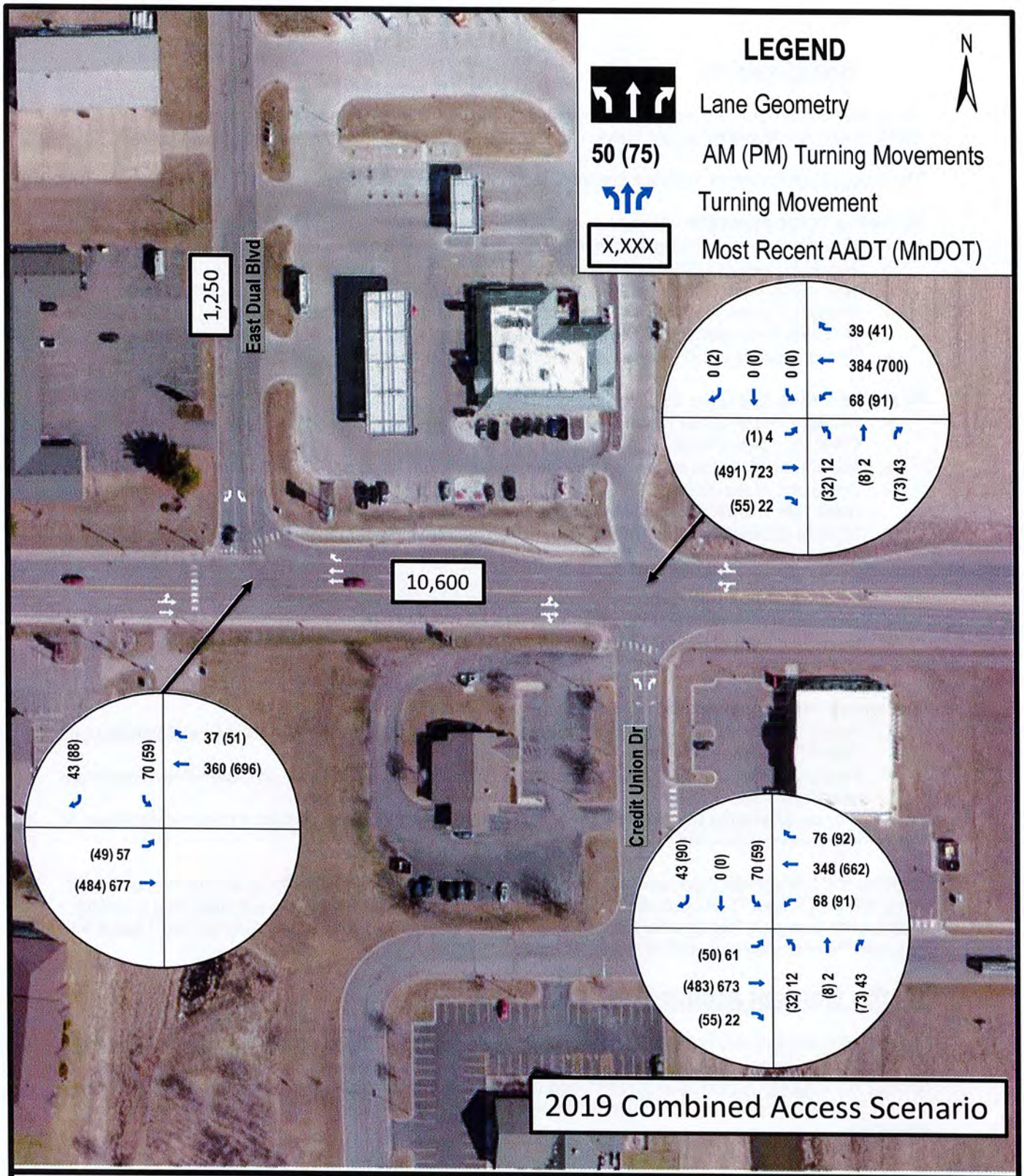
Table 2 – Existing Crash Rate Calculation at CSAH 5 and Credit Union Drive

Isanti CSAH 5 and Credit Union Dr (July 2016-June 2019)							
Location	Number of Crashes	Daily Entering Vehicles	Crash Rate*			Severity Rate	
			Calculated	Average**	Critical***	Calculated	Average**
Isanti CSAH 5 and Credit Union Dr (July 2016-June 2019)	3	11,175	0.25	**0.19**	0.43	0.25	1.00

*Intersection crash rates are expressed in crashes per million entering vehicles.

**Average for an urban thru-stop intersection using MnDOT 2015 green sheets.

***Critical crash rates are expressed in crashes per million entering vehicles with 0.95 confidence level.



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CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 2. 2019 Existing Turning Movements & Geometry

D. Future Conditions

The CSAH 5 corridor is projected to increase within the coming years and different intersection alternatives were identified for the intersections with East Dual Boulevard and Credit Union Drive.

The proposed intersection modifications included four different alternatives:

Alternative 1 (**See Appendix E1**):

- Installation of a traffic signal at the intersection of CSAH 5 and East Dual Boulevard.
- Mill and overlay of CSAH 5 between west of West Dual Boulevard and east of Credit Union Drive with restriping to include two-way left turn lane or exclusive left-turn lanes for all accesses.
- Reduction of eastbound CSAH 5 to one lane by restriping, and roadway widening on the north side of CSAH 5 to maintain the two westbound lanes and right-turn lane for East Dual Boulevard.
- This alternative could work as an interim improvement prior to Alternative 2.

Alternative 2 (**See Appendix E1**):

- Realignment of Credit Union Drive to create a 4-legged intersection with East Dual Boulevard and CSAH 5, and the installation of a traffic signal.
- Mill and overlay with restriping to include exclusive turn lanes on CSAH 5 at the traffic signal.
- Reduction of eastbound CSAH 5 to one lane by restriping, and roadway widening on the south and north side of CSAH 5 to maintain the two westbound lanes.
- Closure of existing Credit Union Drive access to CSAH 5 and realignment of Cherrywood Street to intersect the new road.

Alternative 3 (**See Appendix E1**):

- Installation of a mini-roundabout at each intersection (2 total).
- Restriping west of East Dual Boulevard and east of Credit Union Drive on CSAH 5 for appropriate lane transitions.

Alternative 4 (**See Appendix E1**):

- Realignment of Credit Union Drive to create a 4-legged intersection with East Dual Boulevard and CSAH 5, and the installation of a mini- roundabout.
- Restriping west of East Dual Boulevard and east of Credit Union Drive on CSAH 5 for appropriate lane transitions.
- Closure of existing Credit Union Drive access to CSAH 5 and realignment of Cherrywood Street to intersect the new road.

Recently the Stakeholder Agencies have contacted inquired about the possibility to acquire the land south of the CSAH 5 & East Dual Boulevard intersection. At this time the landowner is not interested in selling or otherwise providing that land for future transportation right-of-way. Due to this Alternatives 2 and 4 will no longer be considered as part of this traffic study.

Traffic Control Analysis

The following subsections detail the analysis used for determining the appropriate traffic control for each intersection or a combined intersection. Thirteen hours of turning movements (6:00 AM-7:00 PM) were counted on Tuesday, September 10, 2019 and used to perform a traffic signal warrant analysis if the two intersections were combined and realigned as one four-legged intersection, and for each intersection separately.

Traffic Signal Warrant Analysis

Part 4 of the MN MUTCD contains information pertaining to highway traffic signals, including a series of traffic-signal warrants that define the minimum conditions under which installing a traffic signal could be justified. These traffic signal warrants have been developed as national guidelines to promote continuity of traffic control devices and to ensure that traffic signals are installed at intersections that benefit from their operations. The following are the nine MN MUTCD traffic signal warrants:

Warrant 1-Eight-Hour Vehicle Volume
Warrant 2-Four-Hour Vehicle Volume
Warrant 3-Peak Hour Vehicle Volume
Warrant 4-Pedestrian Volume
Warrant 5-School Crossing
Warrant 6-Coordinated Signal System
Warrant 7-Crash Experience
Warrant 8-Roadway Network
Warrant 9-Intersection Near a Grade Crossing

According to the MN MUTCD, inclusion of right-turn volumes for warrant analysis is dependent on engineering judgment, site factors and turning movement volumes. By applying engineering judgment, right-turn movements on all approaches of the combined access intersection and separate intersections were included in the analysis due to the lack of existing right-turn lanes on all legs.

The following is the result of the traffic signal warrant analysis for a combined intersection. See **Appendix C1** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits, with the realignment of accesses to create a 4-legged intersection.

The following is the result of the traffic signal warrant analysis for the intersection of CSAH 5 and East Dual Boulevard. See **Appendix C2** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits at the intersection of CSAH 5 and East Dual Boulevard.

The following is the result of the traffic signal warrant analysis for the intersection of CSAH 5 and Credit Union Drive. See **Appendix C3** for additional information.

- Warrant 1 – Eight-Hour Vehicle Volume: **MET**
- Warrant 2 – Four-Hour Vehicle Volume: **MET**
- Warrant 3 – Peak-hour Vehicle Volume: **MET**
- Warrant 4 – Pedestrian Volume: **NOT MET**
- Warrant 5 – School Crossing: **N/A**
- Warrant 6 – Coordinated Signal System: **NOT MET**
- Warrant 7 – Crash Experience: **NOT MET**
- Warrant 8 – Roadway Network: **NOT MET**
- Warrant 9 – Intersection Near a Grade Crossing: **N/A**

Signal Warrants 1, 2 and 3 are met with existing traffic volumes and speed limits at the intersection of CSAH 5 and Credit Union Drive.

E. All-Way Stop Warrant Analysis

Part 2B of the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) contains information pertaining to the all-way stop control with criteria relating to vehicular volumes and crash history that define the minimum conditions under which installing an all-way stop could be justified.

The following are the discussions regarding whether the intersection geometry and/or traffic volumes meet the guidance in the MN MUTCD. Text in *italics* denotes guidance from the MN MUTCD, and regular text denotes discussion on whether conditions meet the guidance. Using the provided count data, all-way stop warrants were analyzed, with the realignment of accesses to create a conventional 4-legged intersection and for each intersection separately.

- *A multi-way stop application can be used as an interim measure while arrangements can be made to install a traffic signal* – A traffic signal is warranted at this intersection; therefore, a multi-way stop application could be used as an interim measure.
- *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation* – Only two right-angle crashes have occurred within the past 5 years at each of the intersection with CSAH 5.
- *Minimum volumes* – 7 of the required 8 hours were met, See **Appendix D1-D3** for volume analysis.
- *Where no single criterion is satisfied, but where the preceding criteria are all satisfied to 80% of the minimum values.* – 11 hours of the required 8 hours were met, See **Appendix D1-D3** for the 80% minimum value analysis.
- *The need to control left-turn conflicts* – Westbound left-turn conflicts would need to be controlled due to relatively high left-turn volumes compared to right-turn volumes, and oncoming traffic is high during peak hours.
- *The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes* – The existing intersections do not experience a high level of pedestrian and bicycle traffic that would require installation of a multi-way stop to provide adequate operations.
- *Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop* – Sightlines are currently visible at both intersections.
- *An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve operational characteristics of the intersection* – East Dual Boulevard and Credit Union Drive are not of the same functional classification or design as CSAH 5, traffic operations at the intersection would not benefit from the installation of a multi-way stop.

The signal warrant and 80% volume warrant are met if the two intersections were realigned and combined as one intersection. However, because traffic volumes on CSAH 5 are much higher than the minor approaches, all-way stop control is not recommended if the accesses were combined or if they remain as separate intersections.

Although no traffic warrants for roundabouts currently exist, the MnDOT Intersection Control Evaluation Manual states that if a traffic signal or an all-way stop warrant is met, a roundabout should also be considered as a warranted traffic control device. There are traffic signal and all-way stop warrants that are currently met for both intersections, which makes the installation of a roundabout warranted. The Intersection Control Evaluation Manual also states that site-specific safety issues may cause a roundabout to be justified. As traffic volumes rise at the intersection, safety will become a larger concern as vehicles are turning in and out of the accesses.

Crash Evaluation

Crash reductions for each type of intersection control were estimated based on the proposed layout and the crash reduction factors from the Federal Highway Administration (FHWA) Crash Reduction Factors and the Minnesota Department of Transportation (MnDOT) Roundabout Crash Reduction Factors. **Table 3** shows the projected crash rate and yearly crashes for each traffic control type using the existing traffic volumes.. Fewer crashes mean a reduced cost to the local economy in terms of lost productivity related to property damage, injuries, and congestion on local roadways.

Table 3 – Existing and Projected Crash Rates by Traffic Control Type

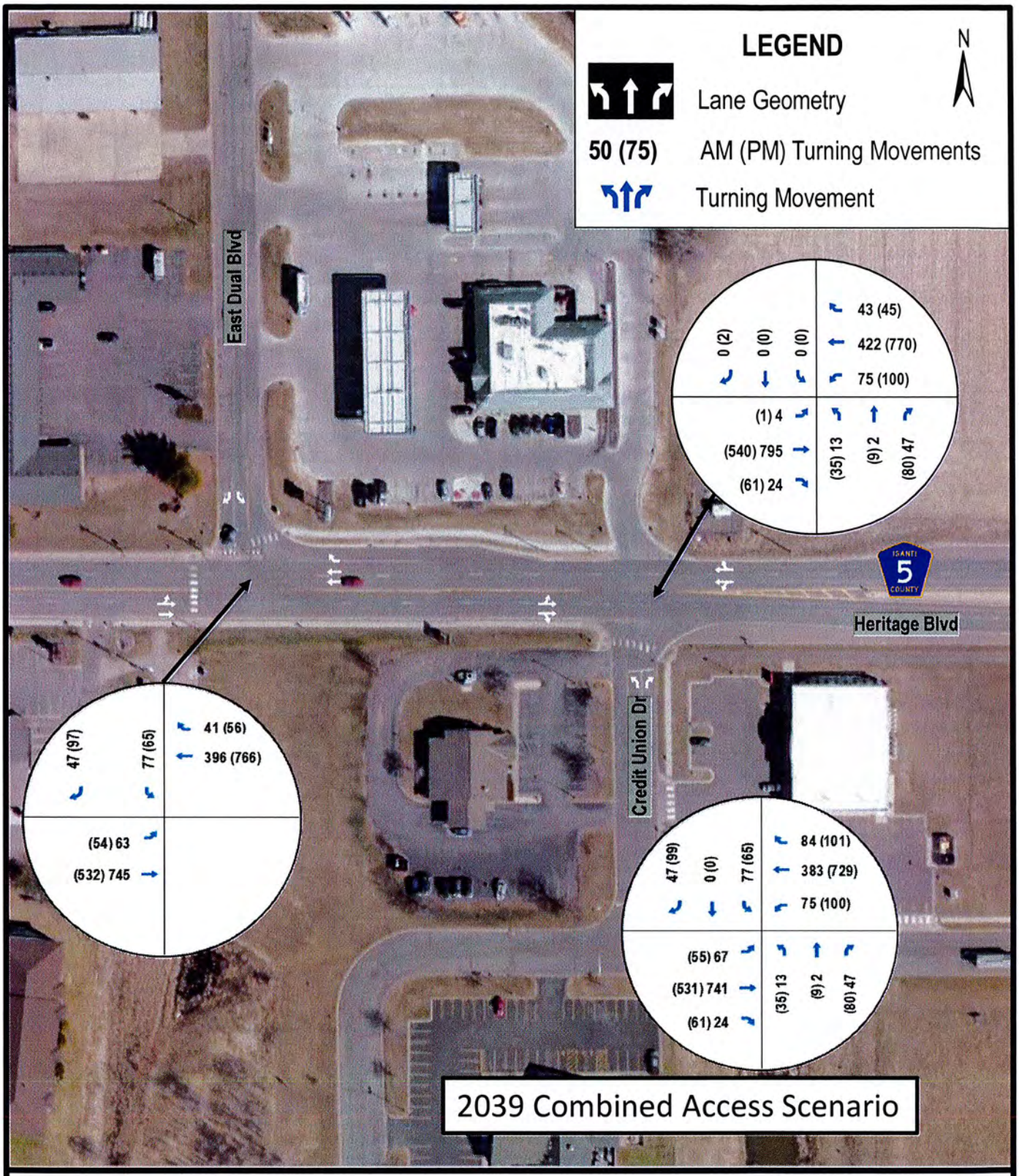
Traffic Control	Crash Reduction Factor*	Crash Rate**	Projected Crashes Per Year
Thru-Stop @ East Dual Blvd (Existing)		0.41	1.67
Thru-Stop @ East Dual Blvd (Existing)		0.25	1.00
Combined Thru-Stop (Build with existing crashes)		0.62	2.67
Urban-Thru Stop (State average rate)		0.19	0.80
High Volume, Low Speed Signal (State average rate)		0.72	3.09
Urban Single Lane Roundabout	0.60	0.25	1.08
Urban Multi-lane Roundabout	0.65	0.22	0.95

* Crash reduction factors taken from MnDOT's HSIP Program guidance

** Crash rate for proposed improvements = (1 - CRF) x (existing CR)

Traffic Forecasts

Based on the Minnesota DOT County Growth Rate Table, traffic volumes in Isanti County are projected to rise by 10% over the next 20 years. For future analysis, the 10% increase in traffic movement volumes will be used in all simulations to determine level of service. Year 2039 Forecasted Turning Movements are shown in **Figure 3**.



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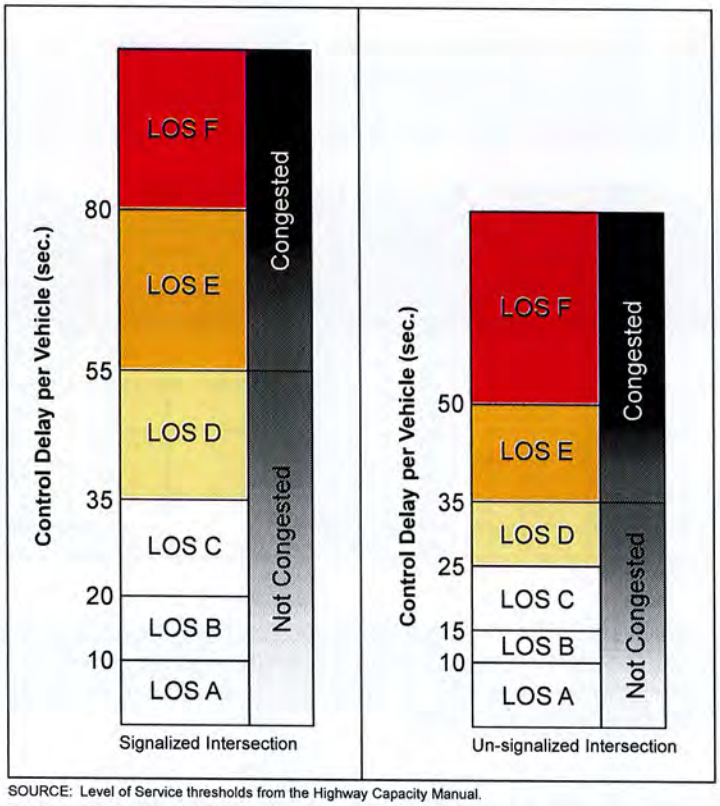
CSAH 5 at East Dual Boulevard and Credit Union Drive
Traffic Analysis
Isanti County, MN
Figure 3. 2039 Forecasted Turning Movements

Intersection Capacity Analysis

Intersection operations are evaluated in terms of average seconds of delay per vehicle, each approach and turning movement for the intersection. The average number of seconds of delay is broken into six ranges assigned letter grades A through F defining each level of service (LOS) as shown in **Figure 4**. The ranges for unsignalized intersections are narrower than the ranges for signalized intersections. This is because many factors including the intangible factors of driver discomfort and frustration are considered. A one-minute delay at a red light is perceived as being more tolerable than waiting one minute for a gap in traffic at a stop sign, especially when there are vehicles queued behind. It is generally recognized that LOS D is the lowest acceptable LOS for urban intersections. Intersection capacity is also defined in terms of queue lengths of stopped vehicles. A 100-foot queue is approximately equal to four cars.



SOURCE: Level of Service thresholds from the Highway Capacity Manual.

K:\Traffic\Level of Service (LOS)\LOS Delay Graphic.ppt

Figure 4 – Level of Service Guidelines

Synchro / SimTraffic software was used to simulate existing and future traffic operations at the CSAH 5 intersection(s) with East Dual Boulevard and Credit Union Drive.

Synchro is a macroscopic software application used for optimizing traffic signal timing and performing capacity analysis of roadway networks consisting of stop, yield, and signalized traffic control conditions. The underlying equations are based on Highway Capacity Manual (HCM) procedures. SimTraffic is a microscopic software application that performs simulation and animation of vehicular traffic based on Synchro inputs. SimTraffic follows individual cars and uses a wide variety of variables (including some random variables) to simulate real-world driver behavior.

PTV Vissim simulation software was used to analyze the future traffic volumes for the two mini-roundabouts in Alternative 3. Vissim is a microsimulation that treats each vehicle individually as it interacts with others through the transportation network mimicking reality.

Highway Capacity Software (HCS) Roundabouts version 7.6 analysis software was used to analyze the future traffic volumes for the proposed mini-roundabout in Alternative 4. HCS is a traffic operations analysis software that implements the methodologies of the HCM.

Traffic operations at the CSAH 5 intersection(s) with East Dual Boulevard and Credit Union Drive were simulated using existing (2019) and 2039 traffic volumes for the existing traffic control and lane geometry (No-Build Condition) and for each proposed traffic control and lane geometry (Build Conditions).

Existing Operations Analysis

The CSAH 5 intersections with East Dual Boulevard and Credit Union Drive are currently both minor approach stop-controlled. These configurations were simulated in Synchro/SimTraffic for both the AM and PM peak hours using existing (2019) traffic volumes. The results of the existing condition traffic operations analysis are summarized in **Table 4**. Detailed modeling results are provided in **Appendix F**.

Table 4 – 2019 Existing Condition Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Thru-Stop	CSAH 5 & East Dual Blvd	WB	0 (A)	0 (A)	0 (A)	3 (A)	0 (A)	1 (A)	0 (A)	2 (A)
		SB	12 (B)	0 (A)	6 (A)		15 (C)	0 (A)	6 (A)	
		EB	7 (A)	3 (A)	0 (A)		7 (A)	2 (A)	0 (A)	
Thru-Stop	Credit Union Dr & CSAH 5	NB	13 (B)	0 (A)	4 (A)	1 (A)	24 (C)	26 (D)	10 (B)	2 (A)
		WB	5 (A)	1 (A)	0 (A)		5 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	3 (A)	
		EB	4 (A)	1 (A)	0 (A)		8 (A)	1 (A)	0 (A)	

* Delay measured in seconds per vehicle

The traffic operations analysis shows that both intersections currently operate at an overall acceptable level of service during peak hours. However, the northbound through movement to the Kwik Trip access north of Credit Union Drive operates at a LOS D during the PM peak hour. As traffic increases on CSAH 5, delays will increase for minor approach traffic.

2019 Build-Alternative 1 (Signal at East Dual Blvd) Traffic Operations Analysis

The 2019 Build-Alternative 1 analysis was modeled using Synchro/SimTraffic software with existing 2019 traffic volumes. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 1. The results of the 2019 Build-Alternative 1 condition traffic operations analysis are summarized in **Table 5**. Further modeling results are provided in **Appendix F.**

Table 5 – 2019 Build Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Signalized	CSAH 5 & East Dual Blvd	WB		9 (A)	2 (A)	12 (B)		11 (B)	3 (A)	11 (B)
		SB	14 (B)		5 (A)		12 (B)		5 (A)	
		EB	10 (B)	15 (B)			12 (B)	12 (B)		
Thru-Stop	Credit Union Dr & CSAH 5	NB	20 (C)	20 (C)	4 (A)	2 (A)	22 (C)	16 (C)	7 (A)	3 (A)
		WB	9 (A)	0 (A)	0 (A)		6 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	4 (A)	
		EB	6 (A)	3 (A)	2 (A)		6 (A)	3 (A)	2 (A)	

* Delay measured in seconds per vehicle

With the existing volumes and the proposed improvements, both intersections are expected to operate with an overall LOS B or better during the AM and PM peak hours. The traffic signal and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5. The exclusive left-turn lanes will also provide storage for turning vehicles so they will not block mainline traffic as occurs in the existing condition.

2019 Build-Alternative 3 (Dual Mini-Roundabouts) Traffic Operations Analysis

The 2019 Build-Alternative 3 analysis was modeled using VISSIM software with existing traffic volumes. This scenario assumes proposed lane geometry, access, and traffic control as described for Alternative 3. The results of the 2019 Build-Alternative 3 condition traffic operations analysis are summarized in **Table 6**. Further modeling results are provided in **Appendix F.**

Table 6 – 2019 Build-Alternative 3 Operations Summary (VISSIM)

Intersection			AM Peak		PM Peak	
Control	Location	Approach	Approach Delay* (LOS)	Intersection Delay* (LOS)	Approach Delay* (LOS)	Intersection Delay* (LOS)
Roundabout	CSAH 5 & East Dual Blvd	WB	3 (A)	3 (A)	3 (A)	4 (A)
		SB	3 (A)		7 (A)	
		EB	3 (A)		4 (A)	
Roundabout	CSAH 5 & Credit Union Dr	NB	4 (A)	3 (A)	4 (A)	5 (A)
		WB	4 (A)		6 (A)	
		EB	2 (A)		4 (A)	

* Delay measured in seconds per vehicle

With the existing volumes and the proposed improvements, both intersections are expected to operate with an overall LOS A during the AM and PM peak hours. The dual mini-roundabouts and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5, as well as slow vehicles down through the corridor.

2039 No-Build Traffic Operations Analysis

The 2039 No-Build analysis was modeled using Synchro/SimTraffic software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes existing lane geometry, access, and traffic control. The results of the 2039 No-Build condition traffic operations analysis are summarized in **Table 7.** Further modeling results are provided in **Appendix F**.

Table 7 – 2039 No-Build Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Thru-Stop	CSAH 5 & East Dual Blvd	WB	0 (A)	0 (A)	0 (A)	2 (A)	0 (A)	1 (A)	1 (A)	3 (A)
		SB	14 (B)	0 (A)	6 (A)		20 (C)	0 (A)	10 (B)	
		EB	6 (A)	2 (A)	0 (A)		8 (A)	2 (A)	0 (A)	
Thru-Stop	Credit Union Dr & CSAH 5	NB	18 (C)	25 (D)	7 (A)	2 (A)	39 (E)	30 (D)	17 (C)	3 (A)
		WB	7 (A)	1 (A)	0 (A)		6 (A)	2 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	5 (A)	
		EB	4 (A)	1 (A)	0 (A)		6 (A)	1 (A)	0 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes, the intersections are expected to operate with an overall LOS A during the AM and PM peak hours. Minor approaches delay at both intersections will continue to rise as traffic volumes increase and vehicles make riskier decisions when waiting for gaps in traffic.

2039 Build-Alternative 1 (Signal at East Dual Blvd) Traffic Operations Analysis

The 2039 Build-Alternative 1 analysis was modeled using Synchro/SimTraffic software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 1. The results of the 2039 Build-Alternative 1 condition traffic operations analysis are summarized in **Table 8**. Further modeling results are provided in **Appendix F.**

Table 8 – 2039 Build-Alternative 1 Operations Summary (SimTraffic)

Intersection			AM Peak				PM Peak			
Control	Location	Approach	Movement Delay* (LOS)			Intersection Delay* (LOS)	Movement Delay* (LOS)			Intersection Delay* (LOS)
			Left	Through	Right		Left	Through	Right	
Signalized	CSAH 5 & East Dual Blvd	WB		9 (A)	3 (A)	14 (B)		11 (B)	3 (A)	11 (B)
		SB	15 (B)		6 (A)		12 (B)		6 (A)	
		EB	11 (B)	17 (B)			13 (B)	12 (B)		
Thru-Stop	Credit Union Dr & CSAH 5	NB	23 (C)	25 (D)	6 (A)	3 (A)	27 (D)	32 (D)	11 (B)	3 (A)
		WB	11 (B)	0 (A)	0 (A)		7 (A)	1 (A)	0 (A)	
		SB	0 (A)	0 (A)	0 (A)		0 (A)	0 (A)	3 (A)	
		EB	6 (A)	3 (A)	2 (A)		0 (A)	3 (A)	2 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes and the proposed geometry, the intersections are expected to continue operating with an overall LOS B or greater during the AM and PM peak hour. The traffic signal at East Dual Boulevard will provide the necessary gaps for minor approach southbound traffic. However, northbound traffic on Credit Union Drive may still experience a LOS D during peak hours, as that intersection is not signalized.

2039 Build-Alternative 3 (Dual Mini-Roundabouts) Traffic Operations Analysis

The 2039 Build-Alternative 3 analysis was modeled using VISSIM software with projected 2039 traffic volumes as described in the "Traffic Forecasts" section. This scenario assumes proposed lane geometry, access, and traffic control for Alternative 3. The results of the 2039 Build-Alternative 3 condition traffic operations analysis are summarized in **Table 9**. Further modeling results are provided in **Appendix F.**

Table 9 – 2039 Build-Alternative 3 Operations Summary (VISSIM)

Intersection			AM Peak		PM Peak	
Control	Location	Approach	Approach Delay* (LOS)	Intersection Delay* (LOS)	Approach Delay* (LOS)	Intersection Delay* (LOS)
Roundabout	CSAH 5 & East Dual Blvd	WB	4 (A)	5 (A)	5 (A)	5 (A)
		SB	4 (A)		8 (A)	
		EB	5 (A)		5 (A)	
Roundabout	CSAH 5 & Credit Union Dr	NB	4 (A)	5 (A)	4 (A)	7 (A)
		WB	6 (A)		9 (A)	
		EB	3 (A)		6 (A)	

* Delay measured in seconds per vehicle

With the 2039 projected volumes and the proposed geometry, the intersections are expected to operate with an overall LOS A during the AM and PM peak hours. The dual mini-roundabouts and surrounding improvements are being designed to give gaps for traffic on minor approaches to enter CSAH 5, as well as slow vehicles down through the corridor. The dual mini-roundabouts are expected to provide efficient operations beyond the 2039 horizon year.

Evaluation Considerations

Right of Way Impacts

Maintaining the existing geometry and traffic control would require no additional right of way. Right of way impacts for the build alternatives are shown in **Table 10**.

Table 10 – Right of Way Impacts

Alternative	Number of Parcels Needing Right of Way	Permanent Right of Way (SF)	Temporary Easement (SF)
1 – Signal Option	3	17,500	4,000
3 – Roundabout Option	5	6,000	2,500

Project Costs (does not include Right of Way)

- Existing Traffic Control Application Control – would require no construction or additional maintenance costs.
- Alternative 1 – Total cost for the installation of a traffic signal and surrounding improvements is estimated to be ~$930,000.
- Alternative 3 – Total cost for the construction of two mini-roundabouts and surrounding improvements is estimated to be ~$1,160,000.

Political Consideration / Public Input

At this point there has been no public involvement with this project. The City of Isanti and Isanti County are in support of improving the corridor.

The City and County have approached the owner of the land south of the CSAH 5 & East Dual Boulevard intersection. At this time the landowner is not interested in selling or otherwise providing that land for future transportation right-of-way.

F. Alternatives Analysis

Several iterations of alternatives were examined and discussed with the County to identify the four alternatives analyzed in the report.

G. Conclusion

Two types of control on the CSAH 5 corridor are justified and appropriate for the corridor, a traffic signal and mini-roundabouts. The two existing intersections on CSAH 5 operate under minor approach stop-control, where minor approaches currently incur long enough delays and make unsafe turns to enter CSAH 5. Both Alternative 1 and Alternative 3 offer sound, safe and suitable solutions for traffic operations on the CSAH 5 corridor. Further discussion and coordination between the County, City and other stakeholders should be taken to determine the future layout of the corridor.

APPENDIX A

Existing Turning Movement Counts

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 1

Groups Printed- Cars +

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
06:00 AM	0	0	1	0	1	12	32	5	0	49	3	0	0	0	3	0	120	0	0	120	173
06:15 AM	0	0	2	0	2	13	73	4	0	90	1	0	1	0	2	4	120	0	2	126	220
06:30 AM	0	0	1	0	1	10	51	8	0	69	1	1	1	0	3	2	147	0	0	149	222
06:45 AM	0	0	1	0	1	8	62	10	0	80	1	0	0	0	1	7	142	0	0	149	231
Total	0	0	5	0	5	43	218	27	0	288	6	1	2	0	9	13	529	0	2	544	846
07:00 AM	0	0	0	0	0	13	55	17	0	85	7	0	4	0	11	5	143	1	0	149	245
07:15 AM	0	0	0	0	0	5	81	9	0	95	4	1	0	0	5	6	165	0	0	171	271
07:30 AM	0	0	0	0	0	11	83	16	0	110	20	0	4	0	24	6	233	1	0	240	374
07:45 AM	0	0	0	0	0	9	163	26	0	198	12	1	4	0	17	5	170	0	0	175	390
Total	0	0	0	0	0	38	382	68	0	488	43	2	12	0	57	22	711	2	0	735	1280
08:00 AM	0	1	0	0	1	9	81	8	0	98	8	1	2	0	11	5	128	0	0	133	243
08:15 AM	0	0	0	0	0	8	61	13	0	82	4	3	4	0	11	8	106	0	0	114	207
08:30 AM	0	0	0	0	0	4	58	20	0	82	6	1	9	0	16	9	96	1	0	106	204
08:45 AM	0	0	0	0	0	5	49	9	0	63	4	0	5	0	9	9	82	2	0	93	165
Total	0	1	0	0	1	26	249	50	0	325	22	5	20	0	47	31	412	3	0	446	819
09:00 AM	0	0	2	0	2	5	56	12	0	73	6	1	6	0	13	11	117	0	0	128	216
09:15 AM	0	1	0	0	1	5	54	9	0	68	13	0	5	2	20	6	70	0	0	76	165
09:30 AM	0	0	1	0	1	2	42	14	0	58	12	2	9	0	23	11	76	0	0	87	169
09:45 AM	0	0	0	0	0	4	69	14	0	87	12	1	2	0	15	13	81	0	0	94	196
Total	0	1	3	0	4	16	221	49	0	286	43	4	22	2	71	41	344	0	0	385	746
10:00 AM	0	0	0	0	0	9	48	11	0	68	7	1	10	0	18	11	73	0	0	84	170
10:15 AM	0	0	0	0	0	5	52	17	0	74	17	1	6	0	24	7	79	1	0	87	185
10:30 AM	0	0	0	0	0	7	68	18	0	93	13	0	7	0	20	14	83	0	0	97	210
10:45 AM	0	0	1	0	1	4	82	10	0	96	13	0	8	0	21	8	85	0	0	93	211
Total	0	0	1	0	1	25	250	56	0	331	50	2	31	0	83	40	320	1	0	361	776
11:00 AM	1	0	1	0	2	5	71	19	0	95	12	1	12	0	25	15	81	0	0	96	218
11:15 AM	0	0	1	0	1	10	69	23	0	102	13	1	6	0	20	20	85	0	0	105	228
11:30 AM	0	0	2	0	2	8	64	20	0	92	17	0	10	0	27	13	90	0	0	103	224
11:45 AM	0	0	0	0	0	7	80	12	0	99	14	1	8	0	23	14	95	0	0	109	231
Total	1	0	4	0	5	30	284	74	0	388	56	3	36	0	95	62	351	0	0	413	901
12:00 PM	0	0	0	0	0	13	80	16	0	109	8	1	13	0	22	7	67	0	0	74	205
12:15 PM	0	0	0	0	0	9	75	17	0	101	11	1	10	0	22	14	94	0	0	108	231
12:30 PM	0	0	1	0	1	5	82	22	0	109	11	2	10	1	24	13	93	0	0	106	240
12:45 PM	0	0	0	0	0	5	81	15	0	101	15	4	9	0	28	17	90	0	0	107	236
Total	0	0	1	0	1	32	318	70	0	420	45	8	42	1	96	51	344	0	0	395	912
01:00 PM	0	0	1	0	1	4	70	18	0	92	13	0	12	0	25	20	77	0	0	97	215
01:15 PM	0	0	0	0	0	2	63	15	0	80	9	2	18	1	30	9	61	0	0	70	180
01:30 PM	1	0	0	0	1	11	80	19	0	110	9	0	8	1	18	13	83	0	0	96	225
01:45 PM	0	0	0	0	0	9	89	23	0	121	22	2	9	0	33	13	101	1	0	115	269
Total	1	0	1	0	2	26	302	75	0	403	53	4	47	2	106	55	322	1	0	378	889
02:00 PM	0	0	0	0	0	8	94	17	0	119	23	0	9	0	32	7	75	1	0	83	234
02:15 PM	0	0	1	0	1	5	93	21	0	119	11	1	5	1	18	13	80	2	0	95	233
02:30 PM	0	0	1	0	1	9	132	22	0	163	14	2	11	0	27	15	106	0	0	121	312
02:45 PM	0	0	0	0	0	9	116	18	0	143	20	2	9	0	31	7	97	1	0	105	279
Total	0	0	2	0	2	31	435	78	0	544	68	5	34	1	108	42	358	4	0	404	1058
03:00 PM	1	0	1	0	2	16	138	24	0	178	21	1	4	0	26	9	158	0	0	167	373
03:15 PM	0	0	0	0	0	17	189	28	0	234	16	2	7	0	25	17	91	0	0	108	367
03:30 PM	1	0	0	0	1	12	167	18	0	197	18	0	13	0	31	10	130	1	0	141	370
03:45 PM	0	0	0	0	0	11	159	21	0	191	17	1	6	0	24	12	131	1	0	144	359
Total	2	0	1	0	3	56	653	91	0	800	72	4	30	0	106	48	510	2	0	560	1469

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 2

Groups Printed- Cars +

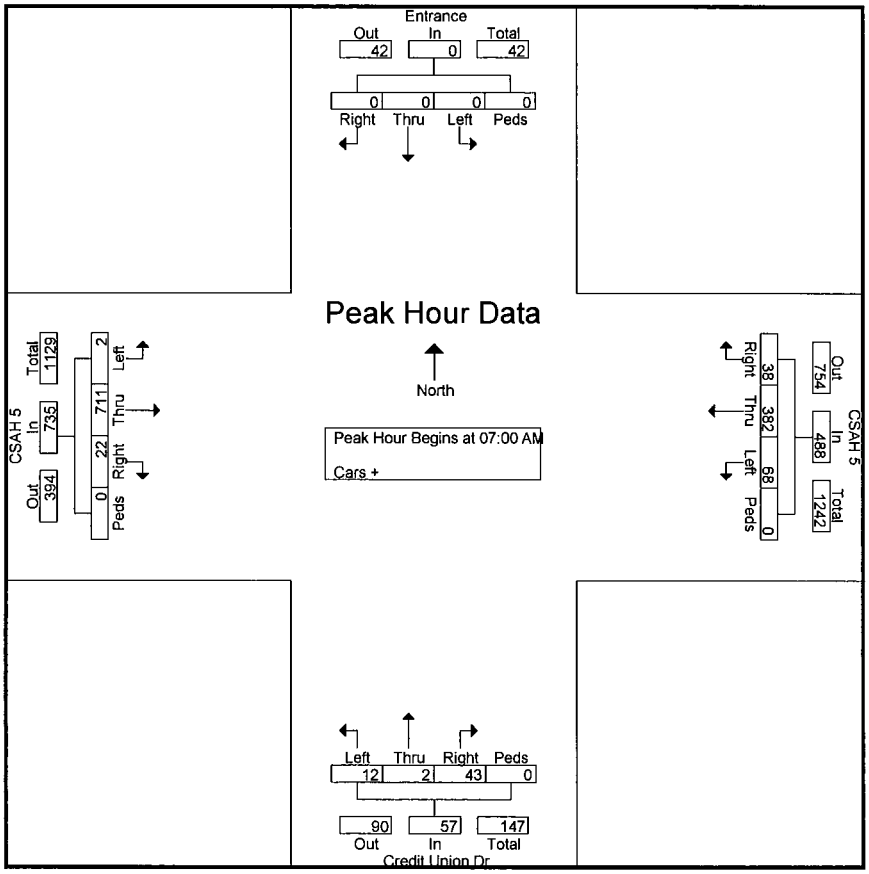
	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
04:00 PM	0	0	0	0	0	12	189	29	0	230	11	2	8	0	21	18	122	0	0	140	391
04:15 PM	0	0	0	0	0	10	154	14	0	178	27	2	8	1	38	9	112	0	0	121	337
04:30 PM	2	0	0	0	2	8	191	27	0	226	18	3	10	0	31	16	123	0	0	139	398
04:45 PM	0	0	0	0	0	9	172	27	0	208	14	0	5	2	21	15	98	0	0	113	342
Total	2	0	0	0	2	39	706	97	0	842	70	7	31	3	111	58	455	0	0	513	1468
05:00 PM	0	0	0	0	0	7	182	23	0	212	10	0	4	0	14	11	103	0	0	114	340
05:15 PM	0	0	0	0	0	16	188	24	0	228	10	3	9	1	23	16	124	0	0	140	391
05:30 PM	0	0	0	0	0	8	137	14	0	159	12	2	16	0	30	19	127	1	0	147	336
05:45 PM	0	0	1	0	1	7	154	17	0	178	11	1	9	0	21	5	106	1	0	112	312
Total	0	0	1	0	1	38	661	78	0	777	43	6	38	1	88	51	460	2	0	513	1379
06:00 PM	2	0	2	0	4	12	129	25	0	166	8	1	8	0	17	9	91	0	0	100	287
06:15 PM	0	0	1	0	1	4	134	21	0	159	13	1	9	0	23	15	87	0	0	102	285
06:30 PM	0	0	0	0	0	8	126	24	0	158	12	0	10	0	22	15	100	0	1	116	296
06:45 PM	0	0	0	0	0	7	90	15	0	112	8	0	11	0	19	17	97	0	0	114	245
Total	2	0	3	0	5	31	479	85	0	595	41	2	38	0	81	56	375	0	1	432	1113
Grand Total	8	2	22	0	32	431	5158	898	0	6487	612	53	383	10	1058	570	5491	15	3	6079	13656
Apprch %	25	6.2	68.8	0		6.6	79.5	13.8	0		57.8	5	36.2	0.9		9.4	90.3	0.2	0		
Total %	0.1	0	0.2	0	0.2	3.2	37.8	6.6	0	47.5	4.5	0.4	2.8	0.1	7.7	4.2	40.2	0.1	0	44.5	

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 3

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:00 AM																					
07:00 AM	0	0	0	0	0	**13**	55	17	0	85	7	0	**4**	0	11	5	143	**1**	0	149	245
07:15 AM	0	0	0	0	0	5	81	9	0	95	4	**1**	0	0	5	**6**	165	0	0	171	271
07:30 AM	0	0	0	0	0	11	83	16	0	110	**20**	0	4	0	**24**	6	**233**	1	0	**240**	374
07:45 AM	0	0	0	0	0	9	**163**	**26**	0	**198**	12	1	4	0	17	5	170	0	0	175	**390**
Total Volume	0	0	0	0	0	38	382	68	0	488	43	2	12	0	57	22	711	2	0	735	1280
% App. Total																					
PHF	.000	.000	.000	.000	.000	.731	.586	.654	.000	.616	.538	.500	.750	.000	.594	.917	.763	.500	.000	.766	.821

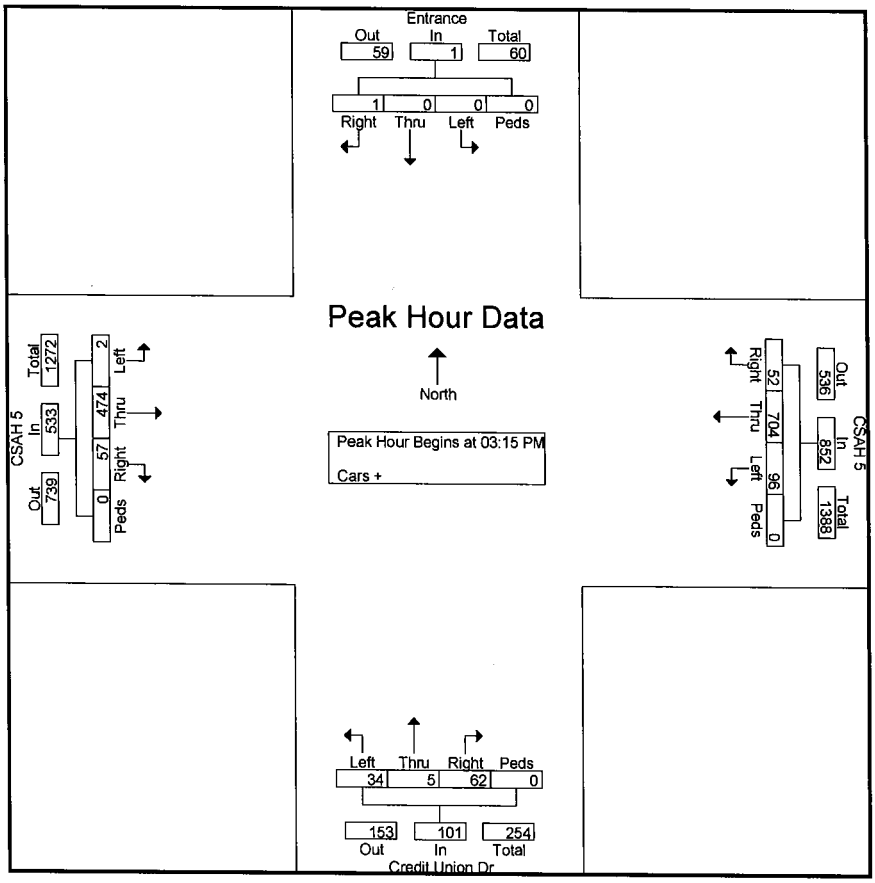


WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 4

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:15 PM																					
03:15 PM	0	0	0	0	0	**17**	**189**	28	0	**234**	16	**2**	7	0	25	17	91	0	0	108	367
03:30 PM	**1**	0	0	0	**1**	12	167	18	0	197	**18**	0	**13**	0	**31**	10	130	**1**	0	141	370
03:45 PM	0	0	0	0	0	11	159	21	0	191	17	1	6	0	24	12	**131**	1	0	**144**	359
04:00 PM	0	0	0	0	0	12	189	**29**	0	230	11	2	8	0	21	**18**	122	0	0	140	**391**
Total Volume	1	0	0	0	1	52	704	96	0	852	62	5	34	0	101	57	474	2	0	533	1487
% App. Total																					
PHF	.250	.000	.000	.000	.250	.765	.931	.828	.000	.910	.861	.625	.654	.000	.815	.792	.905	.500	.000	.925	.951



WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 1

Groups Printed- Trucks

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
06:15 AM	0	0	0	0	0	0	0	1	0	1	1	0	0	0	1	0	0	0	0	0	2
06:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
06:45 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	3	0	0	3	6
Total	0	0	0	0	0	0	5	1	0	6	1	0	0	0	1	0	7	0	0	7	14
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	0	4	4
07:15 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	2	1	0	3	4
07:30 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	4	0	0	4	5
07:45 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	3	0	0	3	4
Total	0	0	0	0	0	1	2	0	0	3	0	0	0	0	0	0	12	2	0	14	17
08:00 AM	0	0	0	0	0	1	3	0	0	4	0	0	0	0	0	0	0	0	0	0	4
08:15 AM	0	0	0	4	4	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	6
08:30 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	3	0	0	3	5
08:45 AM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	1	0	0	1	3
Total	0	0	0	4	4	2	7	0	0	9	0	0	0	0	0	0	5	0	0	5	18
09:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
09:15 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	1	2	4
09:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
09:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Total	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	3	0	1	4	7
10:00 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	3	0	0	3	4
10:15 AM	0	0	0	0	0	1	2	0	0	3	0	0	0	0	0	0	0	0	0	0	3
10:45 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
Total	0	0	0	0	0	2	4	0	0	6	0	0	0	0	0	0	3	0	0	3	9
11:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
11:15 AM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	3
11:30 AM	0	0	0	0	0	0	3	1	0	4	0	0	0	0	0	0	1	0	0	1	5
11:45 AM	0	0	0	0	0	0	1	0	0	1	1	0	0	0	1	0	3	0	0	3	5
Total	0	0	0	0	0	0	9	1	0	10	1	0	0	0	1	0	5	0	0	5	16
12:00 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
12:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
12:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
12:45 PM	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	1	2	0	0	3	7
Total	0	0	0	0	0	0	8	0	0	8	0	0	0	0	0	1	7	0	0	8	16
01:00 PM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	2
01:15 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	3	0	0	3	4
01:30 PM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1
01:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	0	0	3	3
Total	0	0	0	0	0	1	2	0	0	3	1	0	0	0	1	1	5	0	0	6	10
02:00 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
02:15 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	1	1	0	2	5
02:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0	1	3	4
02:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2	0	0	2	3
Total	0	0	0	0	0	0	6	0	0	6	0	0	0	0	0	0	5	1	1	7	13
03:00 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
03:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	3	0	0	3	5
03:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Total	0	0	0	0	0	0	4	0	0	4	0	0	0	0	0	0	4	0	0	4	8

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 2

Groups Printed- Trucks

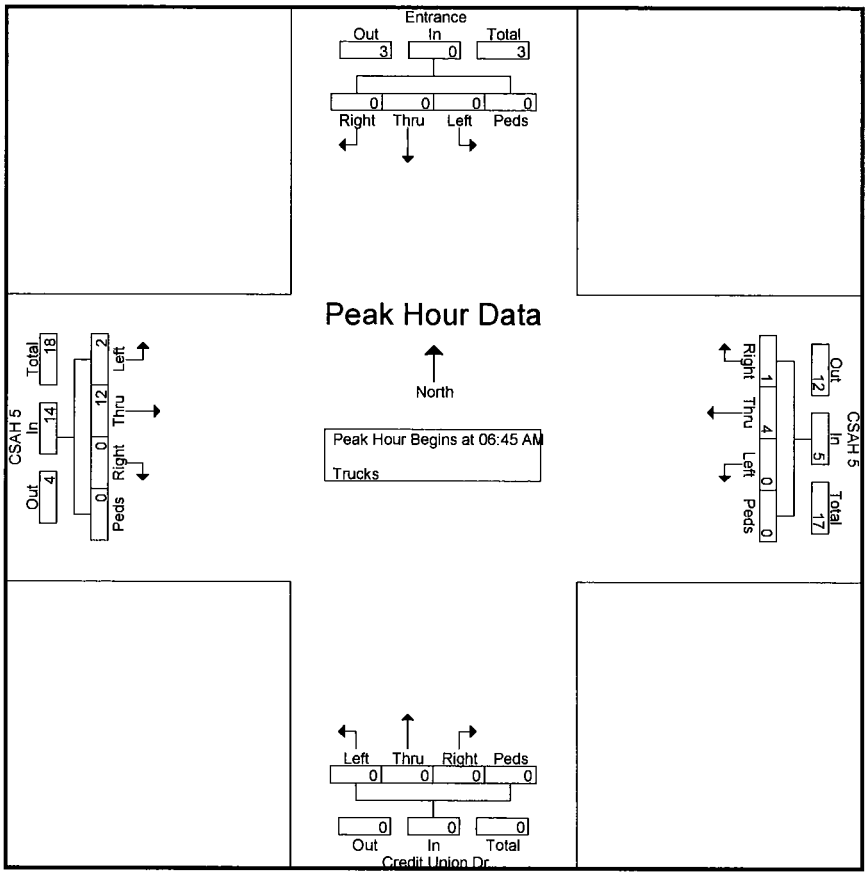
	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
04:00 PM	0	0	0	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	0	0	5
04:15 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	2
04:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	5	5	0	2	0	0	2	8
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total	0	0	0	0	0	0	9	0	0	9	0	0	0	5	5	0	5	0	0	5	19
05:00 PM	0	0	0	0	0	1	3	0	0	4	0	0	0	0	0	0	1	0	0	1	5
05:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
05:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	2
05:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	0	0	0	1	7	0	0	8	0	0	0	0	0	0	4	0	0	4	12
06:00 PM	0	0	0	1	1	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	3
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
06:45 PM	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	1	0	0	1	3
Total	0	0	0	2	2	1	2	0	0	3	0	0	0	0	0	0	2	0	0	2	7
Grand Total	0	0	0	6	6	8	68	2	0	78	3	0	0	5	8	2	67	3	2	74	166
Apprch %	0	0	0	100		10.3	87.2	2.6	0		37.5	0	0	62.5		2.7	90.5	4.1	2.7		
Total %	0	0	0	3.6	3.6	4.8	41	1.2	0	47	1.8	0	0	3	4.8	1.2	40.4	1.8	1.2	44.6	

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 3

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 06:45 AM																					
06:45 AM	0	0	0	0	0	0	**3**	0	0	**3**	0	0	0	0	0	0	3	0	0	3	**6**
07:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	**1**	0	**4**	**4**
07:15 AM	0	0	0	0	0	**1**	0	0	0	1	0	0	0	0	0	0	2	1	0	3	**4**
07:30 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	**4**	0	0	4	5
Total Volume	0	0	0	0	0	1	4	0	0	5	0	0	0	0	0	0	12	2	0	14	19
% App. Total																					
PHF	.000	.000	.000	.000	.000	.250	.333	.000	.000	.417	.000	.000	.000	.000	.000	.000	.750	.500	.000	.875	.792

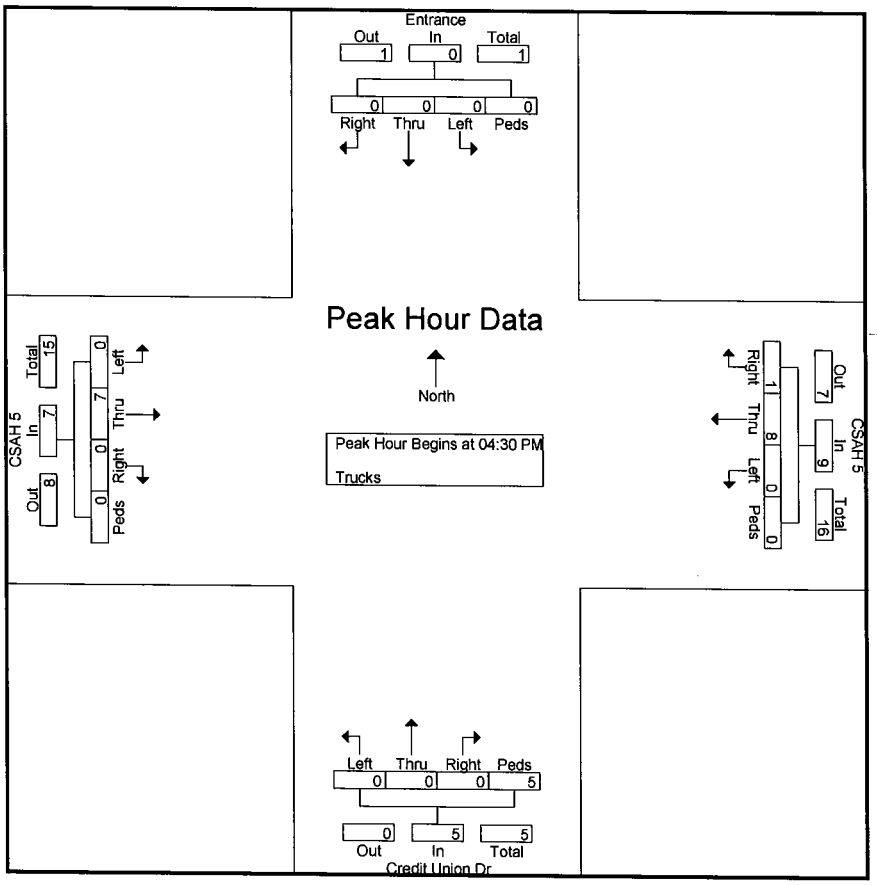


WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & Credit Union Dr
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & credit union dr
Site Code : 3
Start Date : 9/10/2019
Page No : 4

	Entrance From North					CSAH 5 From East					Credit Union Dr From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:30 PM																					
04:30 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	**5**	**5**	0	**2**	0	0	**2**	**8**
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
05:00 PM	0	0	0	0	0	**1**	**3**	0	0	**4**	0	0	0	0	0	0	1	0	0	1	5
05:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total Volume	0	0	0	0	0	1	8	0	0	9	0	0	0	5	5	0	7	0	0	7	21
% App. Total																					
PHF	.000	.000	.000	.000	.000	.250	.667	.000	.000	.563	.000	.000	.000	.250	.250	.000	.875	.000	.000	.875	.656



WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 1

Groups Printed- Cars +

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
06:00 AM	7	0	13	0	20	2	29	0	0	31	0	0	0	0	0	0	112	11	0	123	174
06:15 AM	8	0	14	1	23	11	61	0	0	72	0	0	0	0	0	0	111	15	0	126	221
06:30 AM	8	0	25	0	33	10	42	0	0	52	0	0	0	0	0	0	129	22	0	151	236
06:45 AM	8	0	18	0	26	13	52	0	0	65	0	0	0	0	0	0	132	20	0	152	243
Total	31	0	70	1	102	36	184	0	0	220	0	0	0	0	0	0	484	68	0	552	874
07:00 AM	13	0	16	0	29	6	48	0	0	54	0	0	0	0	0	0	134	15	0	149	232
07:15 AM	8	0	20	0	28	10	73	0	0	83	0	0	0	0	0	0	147	13	0	160	271
07:30 AM	9	0	19	0	28	5	94	0	0	99	0	0	0	1	1	0	229	14	0	243	371
07:45 AM	13	0	11	0	24	15	143	0	0	158	0	0	0	0	0	0	157	14	0	171	353
Total	43	0	66	0	109	36	358	0	0	394	0	0	0	1	1	0	667	56	0	723	1227
08:00 AM	9	0	18	0	27	14	69	0	0	83	0	0	0	0	0	0	114	15	0	129	239
08:15 AM	13	0	13	0	26	12	55	0	0	67	0	0	0	0	0	0	101	15	0	116	209
08:30 AM	17	0	15	0	32	6	57	0	0	63	0	0	0	0	0	0	85	7	0	92	187
08:45 AM	10	0	15	0	25	3	49	0	0	52	0	0	0	0	0	0	89	8	0	97	174
Total	49	0	61	0	110	35	230	0	0	265	0	0	0	0	0	0	389	45	0	434	809
09:00 AM	6	0	28	0	34	2	64	0	0	66	0	0	0	0	0	0	92	13	0	105	205
09:15 AM	7	0	12	0	19	7	52	0	0	59	0	0	0	2	2	0	67	13	0	80	160
09:30 AM	10	0	10	0	20	5	49	0	0	54	0	0	0	0	0	0	76	3	1	80	154
09:45 AM	4	0	6	0	10	9	57	0	0	66	0	0	0	0	0	0	88	6	0	94	170
Total	27	0	56	0	83	23	222	0	0	245	0	0	0	2	2	0	323	35	1	359	689
10:00 AM	9	0	9	0	18	10	48	0	0	58	0	0	0	0	0	0	72	6	0	78	154
10:15 AM	16	0	15	0	31	8	50	0	0	58	0	0	0	0	0	0	74	11	0	85	174
10:30 AM	7	0	15	0	22	6	70	0	0	76	0	0	0	0	0	0	83	10	0	93	191
10:45 AM	9	0	10	0	19	9	86	0	0	95	0	0	0	0	0	0	88	9	0	97	211
Total	41	0	49	0	90	33	254	0	0	287	0	0	0	0	0	0	317	36	0	353	730
11:00 AM	12	0	10	0	22	11	66	0	0	77	0	0	0	0	0	0	89	6	0	95	194
11:15 AM	14	0	17	0	31	9	64	0	0	73	0	0	0	0	0	0	87	9	0	96	200
11:30 AM	15	0	17	0	32	9	66	0	0	75	0	0	0	0	0	0	82	9	0	91	198
11:45 AM	6	0	14	0	20	12	76	0	0	88	0	0	0	0	0	0	92	11	0	103	211
Total	47	0	58	0	105	41	272	0	0	313	0	0	0	0	0	0	350	35	0	385	803
12:00 PM	19	0	12	0	31	14	72	0	0	86	0	0	0	0	0	0	62	10	0	72	189
12:15 PM	13	0	25	0	38	15	77	0	0	92	0	0	0	0	0	0	88	8	0	96	226
12:30 PM	9	0	15	0	24	12	79	0	0	91	0	0	0	1	1	0	85	13	0	98	214
12:45 PM	11	0	14	0	25	8	82	0	0	90	0	0	0	0	0	0	95	13	0	108	223
Total	52	0	66	0	118	49	310	0	0	359	0	0	0	1	1	0	330	44	0	374	852
01:00 PM	8	0	14	0	22	16	68	0	0	84	0	0	0	0	0	0	81	9	1	91	197
01:15 PM	14	0	15	0	29	10	71	0	0	81	0	0	0	1	1	0	57	7	1	65	176
01:30 PM	9	0	13	0	22	12	84	0	0	96	0	0	0	1	1	0	93	4	0	97	216
01:45 PM	9	0	12	0	21	11	83	0	0	94	0	0	0	0	0	0	90	17	0	107	222
Total	40	0	54	0	94	49	306	0	0	355	0	0	0	2	2	0	321	37	2	360	811
02:00 PM	15	0	13	0	28	6	96	0	0	102	0	0	0	0	0	0	72	13	0	85	215
02:15 PM	7	0	11	0	18	8	94	0	0	102	0	0	0	1	1	0	87	6	0	93	214
02:30 PM	13	0	15	0	28	9	132	0	0	141	0	0	0	0	0	0	105	11	0	116	285
02:45 PM	16	0	15	0	31	9	113	0	0	122	0	0	0	0	0	0	91	11	0	102	255
Total	51	0	54	0	105	32	435	0	0	467	0	0	0	1	1	0	355	41	0	396	969
03:00 PM	20	0	11	0	31	8	137	0	0	145	0	0	0	0	0	0	157	13	0	170	346
03:15 PM	27	0	17	0	44	16	185	0	0	201	0	0	0	0	0	0	93	15	0	108	353
03:30 PM	17	0	27	0	44	13	164	0	0	177	0	0	0	0	0	0	110	10	0	120	341
03:45 PM	25	0	16	0	41	16	158	0	0	174	0	0	0	1	1	0	128	12	0	140	356
Total	89	0	71	0	160	53	644	0	0	697	0	0	0	1	1	0	488	50	0	538	1396

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 2

Groups Printed- Cars +

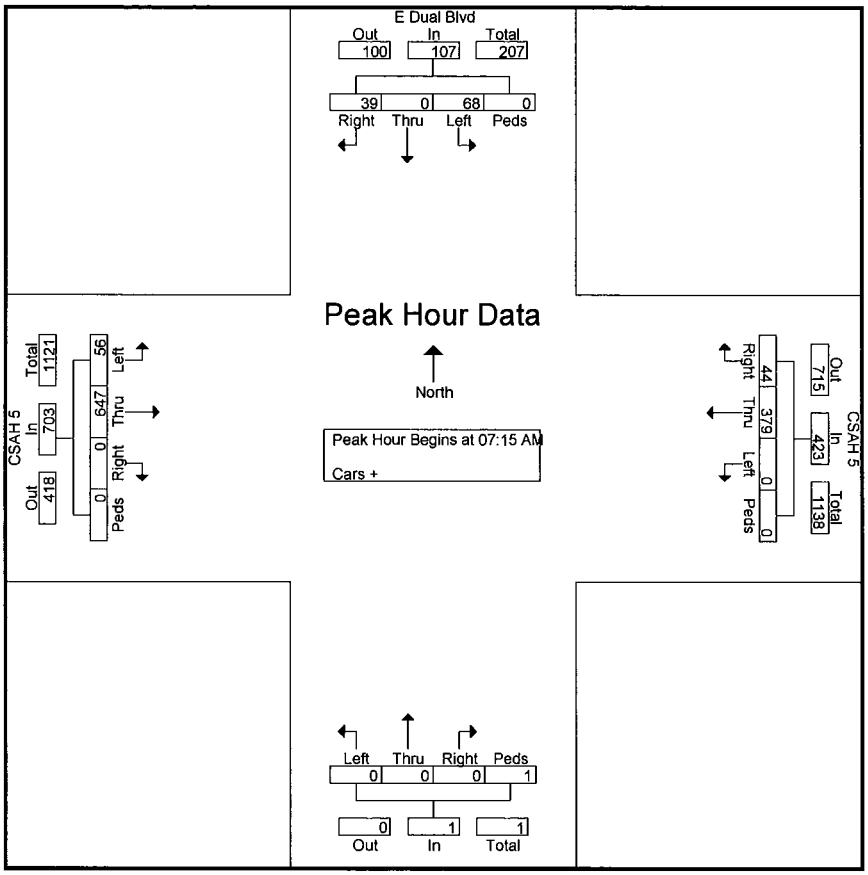
	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
04:00 PM	18	0	18	1	37	11	170	0	0	181	0	0	0	0	0	0	124	10	1	135	353
04:15 PM	21	0	12	0	33	12	155	0	0	167	0	0	0	1	1	0	117	9	0	126	327
04:30 PM	21	0	13	0	34	12	206	0	0	218	0	0	0	0	0	0	112	15	0	127	379
04:45 PM	21	0	17	0	38	16	160	0	0	176	0	0	0	2	2	0	96	19	3	118	334
Total	81	0	60	1	142	51	691	0	0	742	0	0	0	3	3	0	449	53	4	506	1393
05:00 PM	21	0	12	0	33	8	158	0	0	166	0	0	0	1	1	0	101	20	0	121	321
05:15 PM	21	0	15	0	36	23	167	0	0	190	0	0	0	0	0	0	132	10	0	142	368
05:30 PM	26	0	11	1	38	22	154	0	0	176	0	0	0	0	0	0	130	20	1	151	365
05:45 PM	14	0	21	0	35	17	138	0	0	155	0	0	0	0	0	0	86	22	1	109	299
Total	82	0	59	1	142	70	617	0	0	687	0	0	0	1	1	0	449	72	2	523	1353
06:00 PM	24	0	15	1	40	18	122	0	0	140	0	0	0	0	0	0	92	12	1	105	285
06:15 PM	16	0	6	0	22	11	129	0	0	140	0	0	0	0	0	0	96	14	0	110	272
06:30 PM	17	0	11	1	29	21	120	0	0	141	0	0	0	1	1	0	104	5	1	110	281
06:45 PM	14	0	15	0	29	7	90	0	0	97	0	0	0	0	0	0	97	23	0	120	246
Total	71	0	47	2	120	57	461	0	0	518	0	0	0	1	1	0	389	54	2	445	1084
Grand Total	704	0	771	5	1480	565	4984	0	0	5549	0	0	0	13	13	0	5311	626	11	5948	12990
Apprch %	47.6	0	52.1	0.3		10.2	89.8	0	0		0	0	0	100		0	89.3	10.5	0.2		
Total %	5.4	0	5.9	0	11.4	4.3	38.4	0	0	42.7	0	0	0	0.1	0.1	0	40.9	4.8	0.1	45.8	

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 3

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:15 AM																					
07:15 AM	8	0	**20**	0	**28**	10	73	0	0	83	0	0	0	0	0	0	147	13	0	160	271
07:30 AM	9	0	19	0	28	5	94	0	0	99	0	0	0	**1**	**1**	0	**229**	14	0	**243**	**371**
07:45 AM	**13**	0	11	0	24	**15**	**143**	0	0	**158**	0	0	0	0	0	0	157	14	0	171	353
08:00 AM	9	0	18	0	27	14	69	0	0	83	0	0	0	0	0	0	114	**15**	0	129	239
Total Volume	39	0	68	0	107	44	379	0	0	423	0	0	0	1	1	0	647	56	0	703	1234
% App. Total																					
PHF	.750	.000	.850	.000	.955	.733	.663	.000	.000	.669	.000	.000	.000	.250	.250	.000	.706	.933	.000	.723	.832



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CSAH 5 & E Dual Blvd
6am - 7pm
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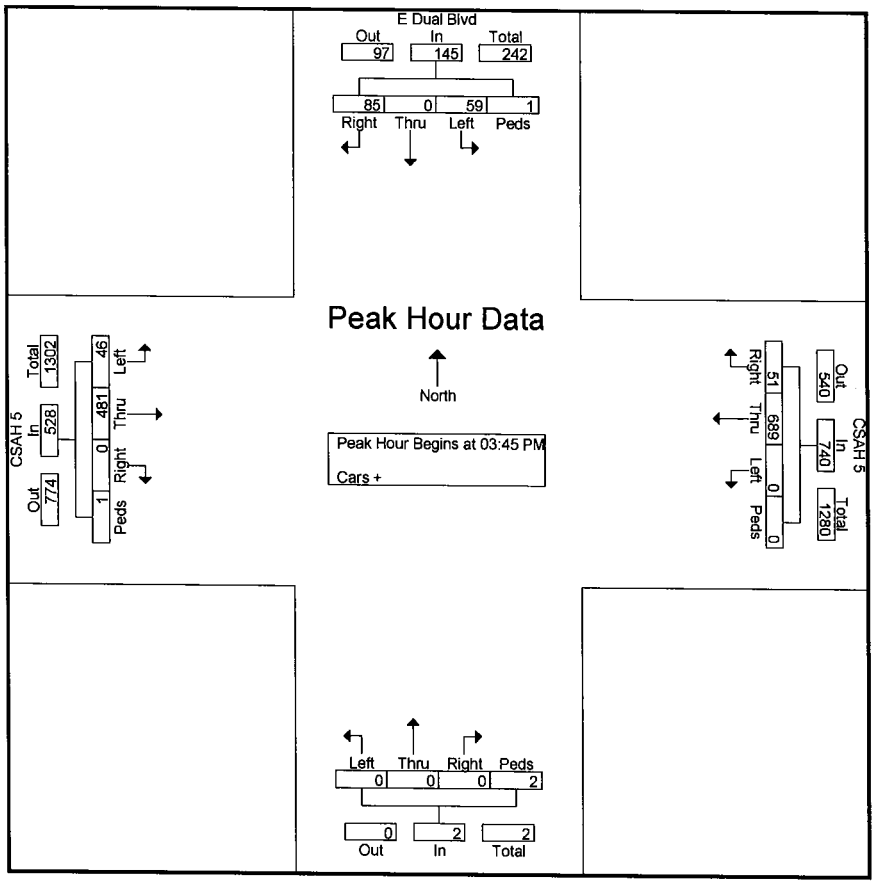
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 4

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:45 PM																					
03:45 PM	**25**	0	16	0	**41**	**16**	158	0	0	174	0	0	0	**1**	**1**	0	**128**	12	0	**140**	356
04:00 PM	18	0	**18**	**1**	37	11	170	0	0	181	0	0	0	0	0	0	124	10	**1**	135	353
04:15 PM	21	0	12	0	33	12	155	0	0	167	0	0	0	1	1	0	117	9	0	126	327
04:30 PM	21	0	13	0	34	12	**206**	0	0	**218**	0	0	0	0	0	0	112	**15**	0	127	**379**
Total Volume	85	0	59	1	145	51	689	0	0	740	0	0	0	2	2	0	481	46	1	528	1415
% App. Total																					
PHF	.850	.000	.819	.250	.884	.797	.836	.000	.000	.849	.000	.000	.000	.500	.500	.000	.939	.767	.250	.943	.933



WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 1

Groups Printed- Trucks

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
06:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	3
06:30 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	3
06:45 AM	0	0	1	0	1	1	3	0	0	4	0	0	0	0	0	0	2	0	0	2	7
Total	0	0	2	0	2	1	5	0	0	6	0	0	0	0	0	0	5	0	0	5	13
07:00 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	5
07:15 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1	3	4
07:30 AM	0	0	1	0	1	1	0	0	0	1	0	0	0	0	0	0	2	0	0	2	4
07:45 AM	0	0	1	0	1	0	2	0	0	2	0	0	0	0	0	0	2	1	0	3	6
Total	0	0	4	0	4	1	2	0	0	3	0	0	0	0	0	0	10	1	1	12	19
08:00 AM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2
08:15 AM	0	0	0	4	4	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	6
08:30 AM	1	0	0	0	1	0	2	0	0	2	0	0	0	0	0	0	3	3	0	6	9
08:45 AM	5	0	0	0	5	0	1	0	0	1	0	0	0	0	0	0	1	2	0	3	9
Total	6	0	0	4	10	0	6	0	0	6	0	0	0	0	0	0	5	5	0	10	26
09:00 AM	1	0	0	0	1	1	0	0	0	1	0	0	0	0	0	0	0	3	0	3	5
09:15 AM	4	0	0	0	4	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	7
09:30 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
09:45 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	2
Total	5	0	2	0	7	1	2	0	0	3	0	0	0	0	0	0	1	4	0	5	15
10:00 AM	1	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	2	5	0	7	9
10:15 AM	4	0	0	0	4	0	2	0	0	2	0	0	0	0	0	0	0	1	0	1	7
10:30 AM	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	6
10:45 AM	2	0	0	0	2	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0	5
Total	10	0	1	0	11	0	5	0	0	5	0	0	0	0	0	0	2	9	0	11	27
11:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	2
11:15 AM	2	0	0	0	2	2	1	0	0	3	0	0	0	0	0	0	0	1	0	1	6
11:30 AM	4	0	0	1	5	0	2	0	0	2	0	0	0	0	0	0	1	5	0	6	13
11:45 AM	2	0	1	0	3	0	4	0	0	4	0	0	0	0	0	0	2	1	0	3	10
Total	8	0	1	1	10	2	8	0	0	10	0	0	0	0	0	0	3	8	0	11	31
12:00 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1	4
12:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	1	0	3	5
12:30 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	1	0	2	5
12:45 PM	1	0	0	0	1	0	3	0	0	3	0	0	0	0	0	0	3	1	0	4	8
Total	5	0	0	0	5	0	7	0	0	7	0	0	0	0	0	0	7	3	0	10	22
01:00 PM	3	0	0	0	3	1	0	0	0	1	0	0	0	0	0	0	0	2	0	2	6
01:15 PM	5	0	1	0	6	0	1	0	0	1	0	0	0	0	0	0	2	2	0	4	11
01:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
01:45 PM	1	0	0	0	1	0	0	0	0	0	0	0	0	1	1	0	3	1	1	5	7
Total	9	0	1	0	10	1	1	0	0	2	0	0	0	1	1	0	5	6	1	12	25
02:00 PM	2	0	0	0	2	0	1	0	0	1	0	0	0	0	0	0	1	3	0	4	7
02:15 PM	3	0	1	0	4	0	3	0	0	3	0	0	0	0	0	0	3	2	0	5	12
02:30 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	0	1	0	1	3
02:45 PM	2	0	1	0	3	1	1	0	0	2	0	0	0	0	0	0	1	3	0	4	9
Total	7	0	2	0	9	1	7	0	0	8	0	0	0	0	0	0	5	9	0	14	31
03:00 PM	1	0	0	0	1	0	2	0	0	2	0	0	0	0	0	0	1	1	0	2	5
03:15 PM	1	0	2	0	3	2	0	0	0	2	0	0	0	0	0	0	1	1	0	2	7
03:30 PM	3	0	1	0	4	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3	7
03:45 PM	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Total	7	0	3	0	10	2	2	0	0	4	0	0	0	0	0	0	2	5	0	7	21

WSB & Associates
701 Xenia Ave S
Minneapolis, MN

CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 2

Groups Printed- Trucks

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
04:00 PM	1	0	0	0	1	0	5	0	0	5	0	0	0	1	1	0	0	3	1	4	11
04:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	1	1	0	1	0	0	1	4
04:30 PM	0	0	0	3	3	0	0	0	0	0	0	0	0	5	5	0	2	0	3	5	13
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total	1	0	0	3	4	0	9	0	0	9	0	0	0	7	7	0	5	3	4	12	32
05:00 PM	0	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	1	0	0	1	4
05:15 PM	0	0	1	0	1	1	1	0	0	2	0	0	0	0	0	0	2	0	0	2	5
05:30 PM	0	0	0	0	0	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	2
05:45 PM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Total	0	0	1	0	1	2	6	0	0	8	0	0	0	0	0	0	3	0	0	3	12
06:00 PM	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	2
06:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
06:45 PM	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2
Total	0	0	0	2	2	1	0	0	0	1	0	0	0	0	0	0	2	0	0	2	5
Grand Total	58	0	17	10	85	12	60	0	0	72	0	0	0	8	8	0	55	53	6	114	279
Apprch %	68.2	0	20	11.8		16.7	83.3	0	0		0	0	0	100		0	48.2	46.5	5.3		
Total %	20.8	0	6.1	3.6	30.5	4.3	21.5	0	0	25.8	0	0	0	2.9	2.9	0	19.7	19	2.2	40.9	

WSB & Associates
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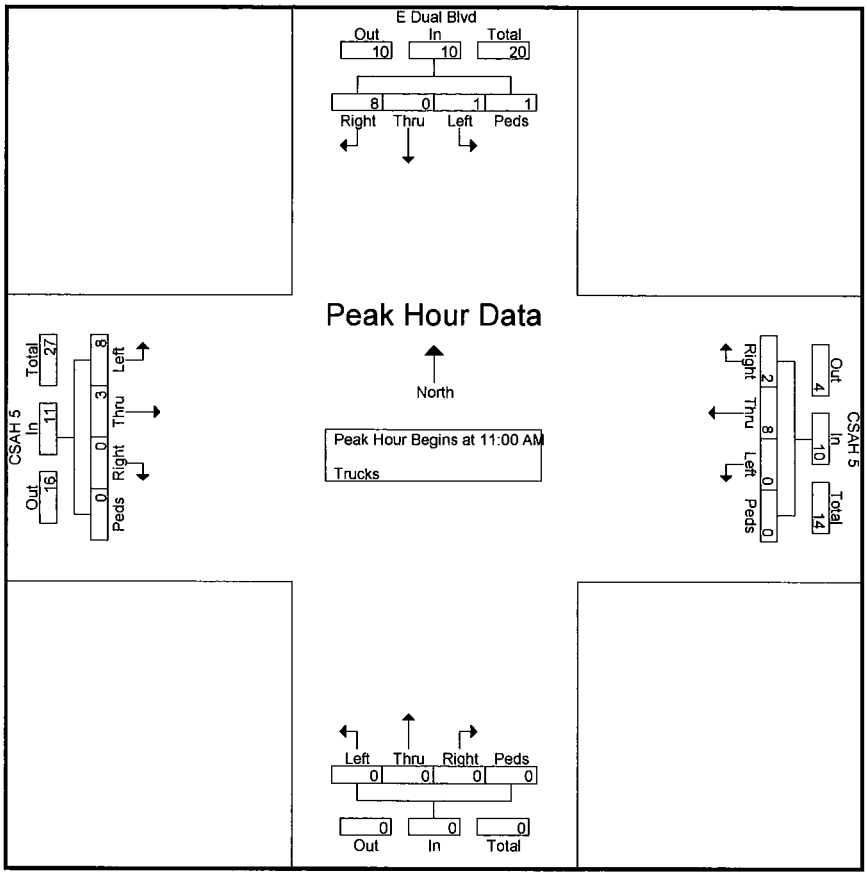
CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 3

	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 06:00 AM to 11:45 AM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 11:00 AM																					
11:00 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	2
11:15 AM	2	0	0	0	2	**2**	1	0	0	3	0	0	0	0	0	0	0	1	0	1	6
11:30 AM	**4**	0	0	**1**	**5**	0	2	0	0	2	0	0	0	0	0	0	1	**5**	0	**6**	**13**
11:45 AM	2	0	**1**	0	3	0	**4**	0	0	**4**	0	0	0	0	0	0	**2**	1	0	3	10
Total Volume	8	0	1	1	10	2	8	0	0	10	0	0	0	0	0	0	3	8	0	11	31
% App. Total																					
PHF	.500	.000	.250	.250	.500	.250	.500	.000	.000	.625	.000	.000	.000	.000	.000	.000	.375	.400	.000	.458	.596



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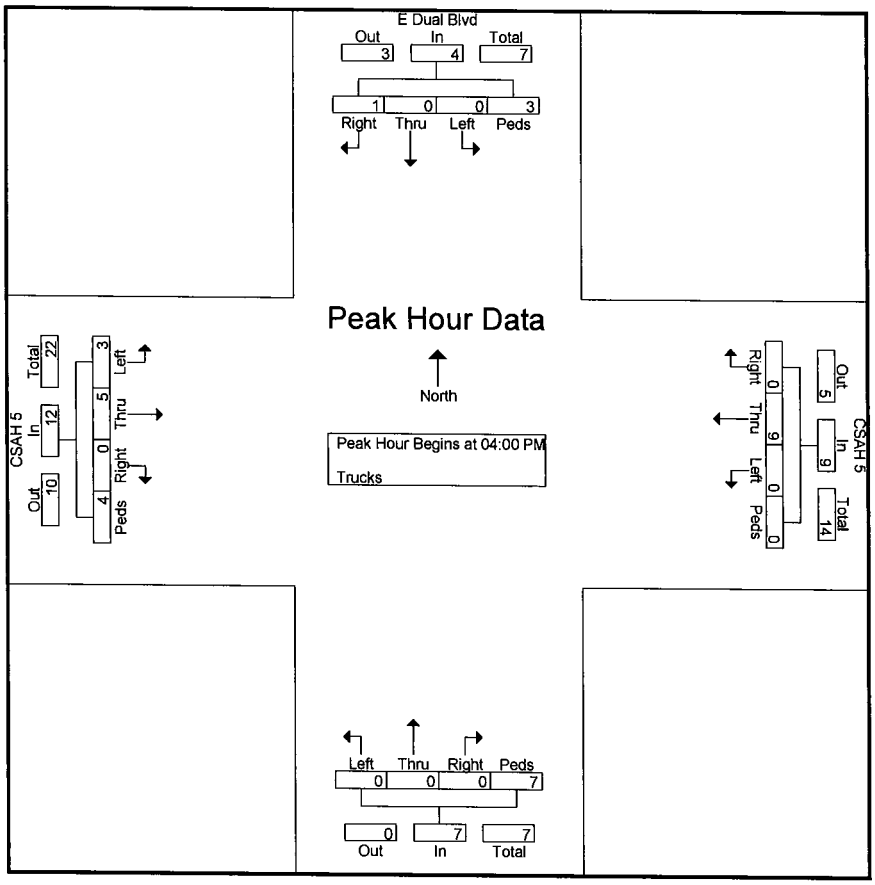
CSAH 5 & E Dual Blvd
6am - 7pm
Isanti, MN
60's

File Name : csah 5 & e dual blvd
Site Code : 2
Start Date : 9/10/2019
Page No : 4

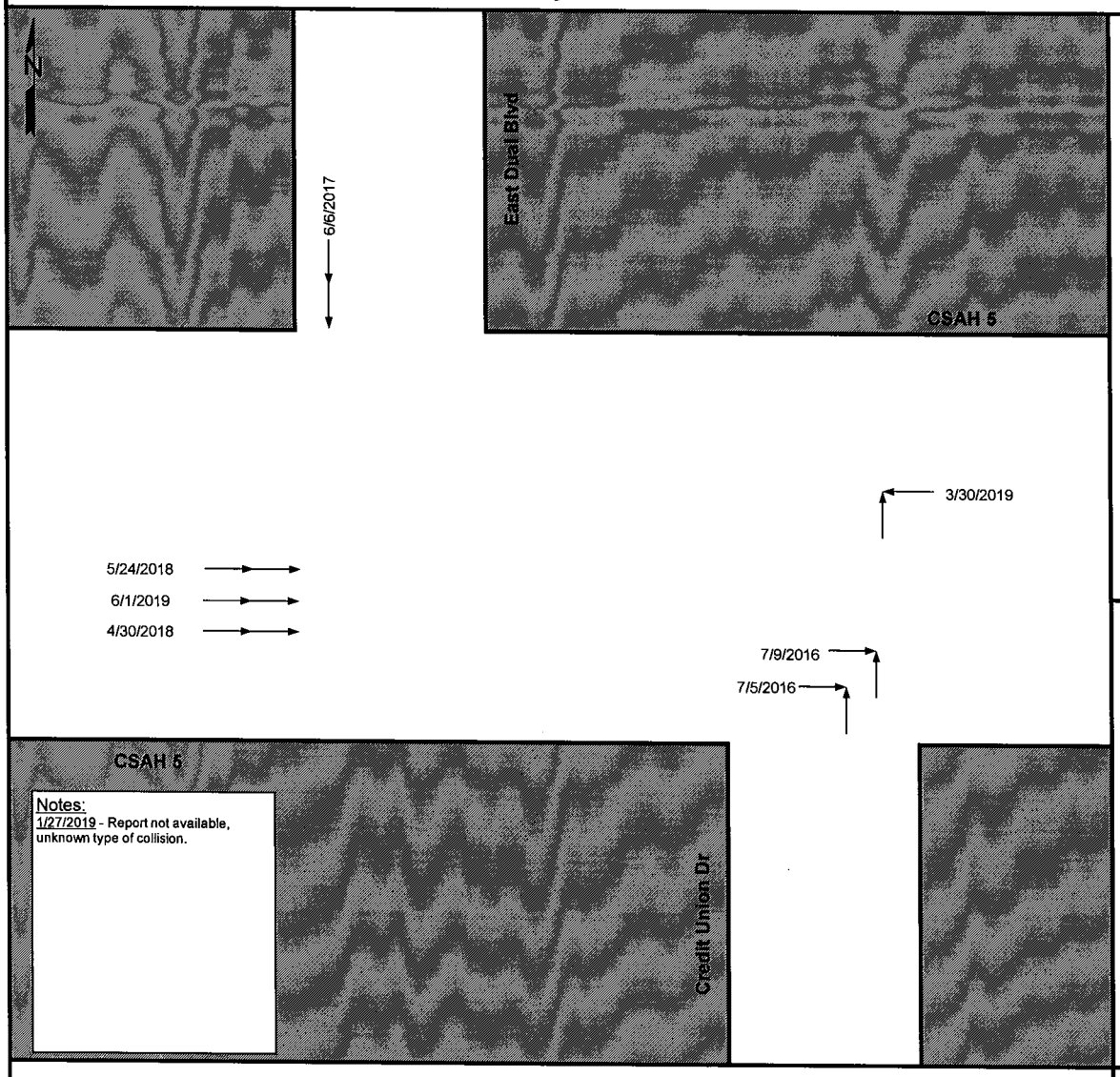
	E Dual Blvd From North					CSAH 5 From East					From South					CSAH 5 From West					
Start Time	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Right	Thru	Left	Bikes	App. Total	Int. Total
Peak Hour Analysis From 12:00 PM to 06:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 04:00 PM																					
04:00 PM	**1**	0	0	0	1	0	**5**	0	0	**5**	0	0	0	1	1	0	0	**3**	1	4	11
04:15 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	1	1	0	1	0	0	1	4
04:30 PM	0	0	0	**3**	**3**	0	0	0	0	0	0	0	0	**5**	**5**	0	**2**	0	**3**	**5**	**13**
04:45 PM	0	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0	2	0	0	2	4
Total Volume	1	0	0	3	4	0	9	0	0	9	0	0	0	7	7	0	5	3	4	12	32
% App. Total																					
PHF	.250	.000	.000	.250	.333	.000	.450	.000	.000	.450	.000	.000	.000	.350	.350	.000	.625	.250	.333	.600	.615



APPENDIX B

Crash Diagrams

Crash Diagram
CSAH 5 & East Dual Blvd/Credit Union Dr, Isanti County, MN
July 2016 - June 2019



Symbols
- Moving Vehicle
- Backing Vehicle
- Non-moving Vehicle
- Pedestrian
- Parked Vehicle
- Fixed Object
- Bicycle
- Fatality
- Injury

Collision Types
- Rear End
- Head-On
- Side Swipe
- Out of Control
- Left Turn
- Right Angle

Classification by Type

	Side Swipe	Rear End	Right Angle	Left Turn	Pedestrian	Bicycle	Other/Unknown
Fatal	0	0	0	0	0	0	0
Personal Injury	0	0	0	0	0	0	0
Prop. Damage	0	4	3	0	0	0	1
Total	**0**	**4**	**3**	**0**	**0**	**0**	**1**

Weather		Pavement		Time of Year		Time of Day	
Clear		Dry		Winter (Dec - Feb)		6:00 AM - 10:00 AM	
Cloudy		Wet		Spring (Mar - May)		10:00 AM - 4:00 PM	
Fog		Icy		Summer (Jun - Aug)		4:00 PM - 7:00 PM	
Rain		Snow		Fall (Sep - Nov)		7:00 PM - 12:00 AM	
Sleet		Unknown				12:00 AM - 6:00 AM	
Snow						Unknown	
Mist							
Unknown							

Light
- L = Daylight
- DN = Dawn
- DU = Dusk
- DL = Dark Lighted
- DO = Dark, Lights Off
- D = Dark, Unlighted

Weather
- C = Clear
- CL = Cloudy
- R = Rain
- S = Snow
- SL = Sleet
- F = Fog

Surface
- D = Dry
- I = Icy
- W = Wet
- S=Snow

APPENDIX C

Traffic Signal Warrant Analysis

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop (combined intersections)

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach Description		Lanes
30	Major App 1	CSAH 5 (EB)	2
30	Major App 3	CSAH 5 (WB)	2
30	Minor App 2	Credit Union Dr (NB)	1
30	Minor App 4	E Dual Blvd (SB)	1

Notes:

						THRESHOLDS 1A/1B/1C:	420/630	105/53	105/53		336/504	84/42	84/42	
HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	**MET SAME 1A/1B**	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	**MET SAME 1C (A/B)**
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	557	294	851	10	103	X/X	/	/X	**/X**	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	491	1225	57	113	X/X	/X	X/X	**X/X**	X/X	/X	X/X	**X/X**
8:00 AM - 9:00 AM	444	334	778	47	116	X/X	/	X/X	**X/X**	X/X	/X	X/X	**X/X**
9:00 AM - 10:00 AM	363	289	652	69	90	X/X	/X	/X	**/X**	X/X	/X	X/X	**X/X**
10:00 AM - 11:00 AM	364	337	701	83	101	X/X	/X	/X	**/X**	X/X	/X	X/X	**X/X**
11:00 AM - 12:00 PM	396	398	794	96	114	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
12:00 PM - 1:00 PM	384	428	812	95	123	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
1:00 PM - 2:00 PM	369	406	775	105	104	X/X	X/X	/X	**X/X**	X/X	X/X	X/X	**X/X**
2:00 PM - 3:00 PM	410	550	960	107	114	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
3:00 PM - 4:00 PM	545	804	1349	106	170	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
4:00 PM - 5:00 PM	510	851	1361	108	142	X/X	X/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
5:00 PM - 6:00 PM	524	785	1309	87	142	X/X	/X	X/X	**X/X**	X/X	X/X	X/X	**X/X**
6:00 PM - 7:00 PM	445	598	1043	81	118	X/X	/X	X/X	**X/X**	X/X	/X	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

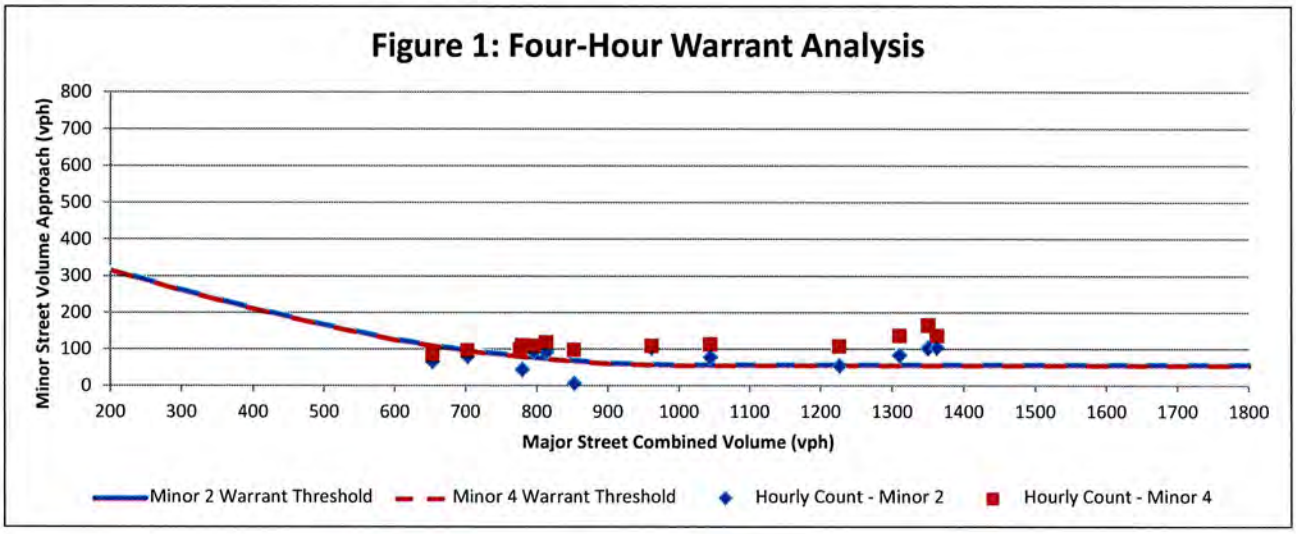
	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	10	8	**Satisfied**
Warrant 1B	13	8	**Satisfied**
Warrant 1C (Cond A)	13	8	**Satisfied**
Warrant 1C (Cond B)	13	8	

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

		Speed	Approach Description		Lanes
		30	Major App1:	CSAH 5 (EB)	2
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)	2
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)	1
		30	Minor App4:	E Dual Blvd (SB)	1

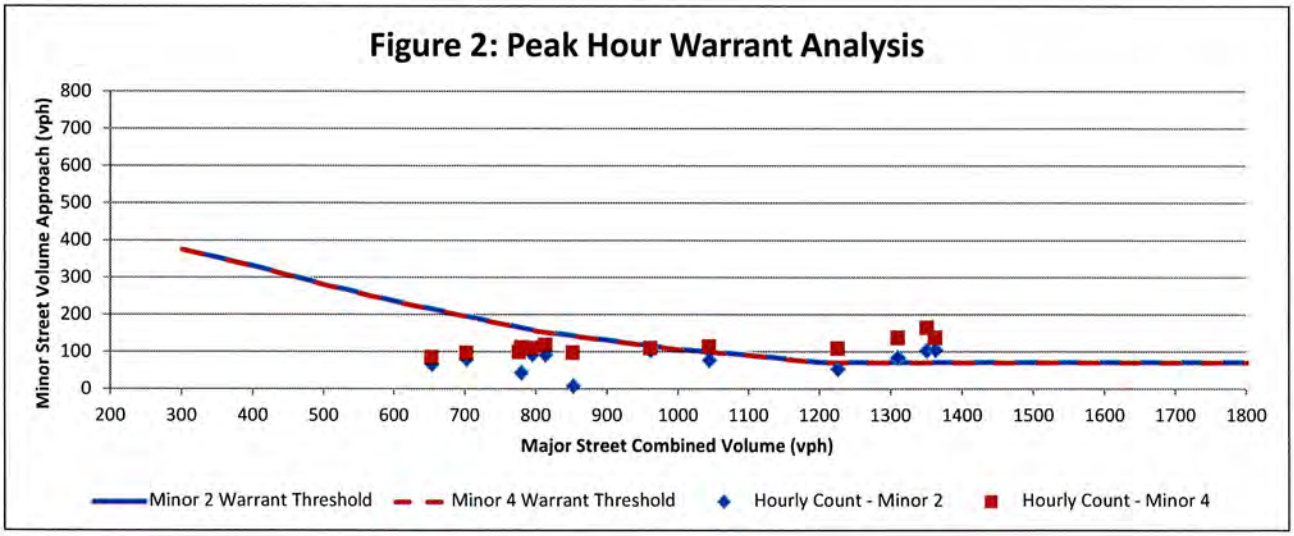
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	12	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	5	1	Satisfied

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

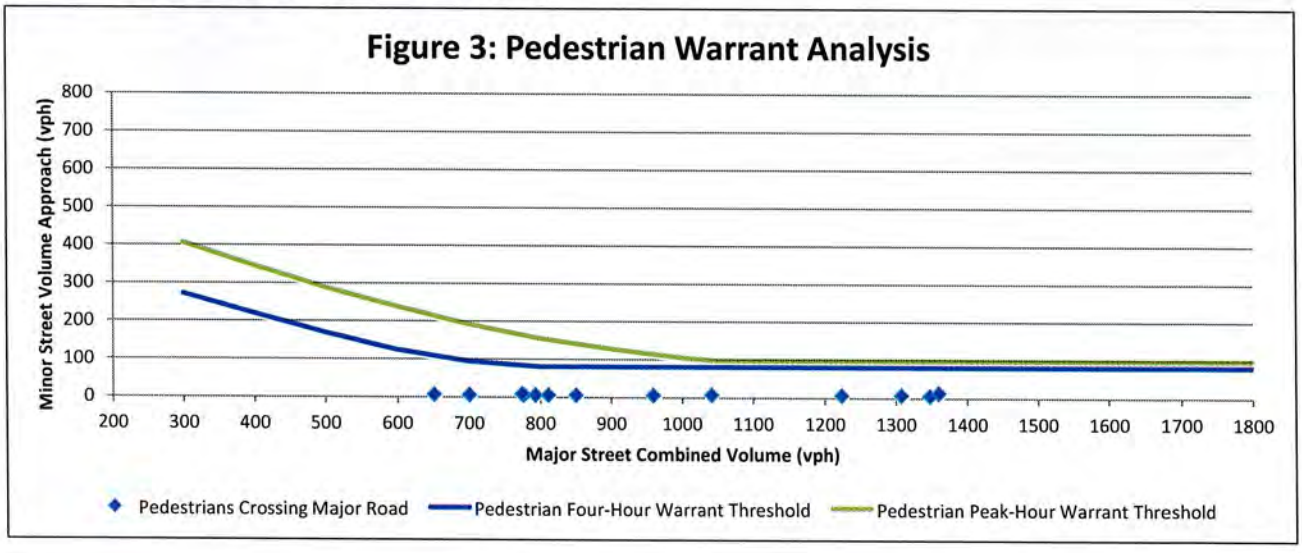
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)
		30	Minor App4:	E Dual Blvd (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	557	294	851	0
7:00 AM - 8:00 AM	734	491	1225	1
8:00 AM - 9:00 AM	444	334	778	0
9:00 AM - 10:00 AM	363	289	652	1
10:00 AM - 11:00 AM	364	337	701	0
11:00 AM - 12:00 PM	396	398	794	0
12:00 PM - 1:00 PM	384	428	812	0
1:00 PM - 2:00 PM	369	406	775	3
2:00 PM - 3:00 PM	410	550	960	0
3:00 PM - 4:00 PM	545	804	1349	0
4:00 PM - 5:00 PM	510	851	1361	8
5:00 PM - 6:00 PM	524	785	1309	2
6:00 PM - 7:00 PM	445	598	1043	2
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A

Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A

Part B

Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	557	10	567	294	103	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	57	791	491	113	X/X	/X	X/X	**X/X**
8:00 AM - 9:00 AM	444	47	491	334	116	X/X	/X	X/X	**X/X**
9:00 AM - 10:00 AM	363	69	432	289	90	X/X	/X	X/X	**X/X**
10:00 AM - 11:00 AM	364	83	447	337	101	X/X	/X	X/X	**X/X**
11:00 AM - 12:00 PM	396	96	492	398	114	X/X	X/X	X/X	**X/X**
12:00 PM - 1:00 PM	384	95	479	428	123	X/X	X/X	X/X	**X/X**
1:00 PM - 2:00 PM	369	105	474	406	104	X/X	X/X	X/X	**X/X**
2:00 PM - 3:00 PM	410	107	517	550	114	X/X	X/X	X/X	**X/X**
3:00 PM - 4:00 PM	545	106	651	804	170	X/X	X/X	X/X	**X/X**
4:00 PM - 5:00 PM	510	108	618	851	142	X/X	X/X	X/X	**X/X**
5:00 PM - 6:00 PM	524	87	611	785	142	X/X	X/X	X/X	**X/X**
6:00 PM - 7:00 PM	445	81	526	598	118	X/X	/X	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	**13**	8
Warrant 7 (Cond B)	**13**	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

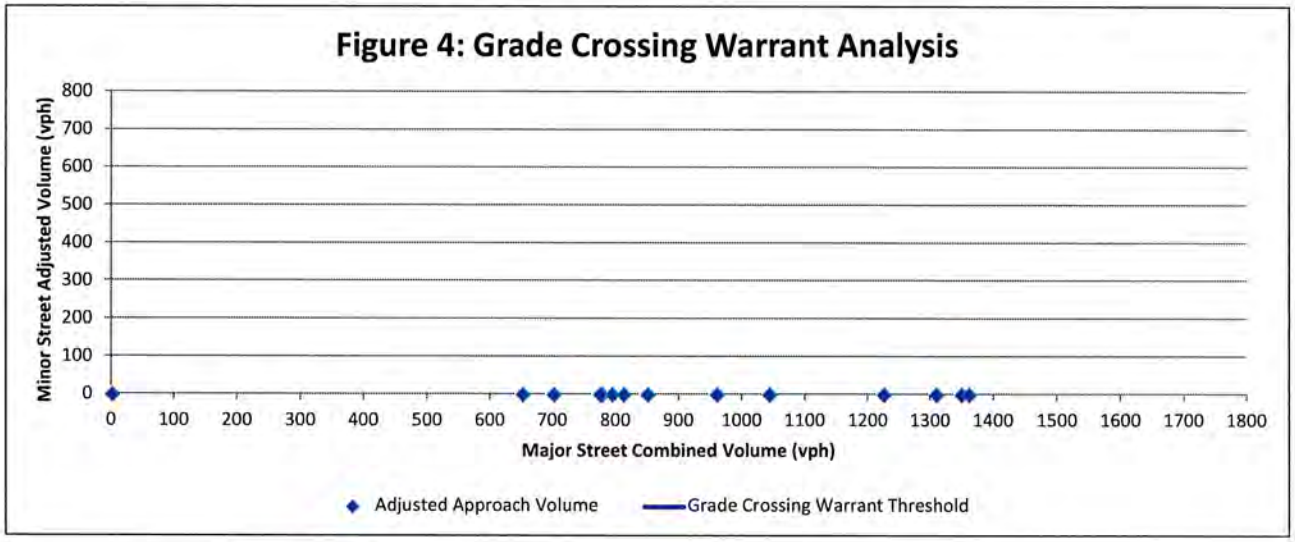
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	Met
Condition A	Met
Condition B	Met
Condition C	Met
Warrant 2	Met
Warrant 3	Met
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach	Description	Lanes
30	Major App 1	CSAH 5 (EB)	2
30	Major App 3	CSAH 5 (WB)	2
0	Minor App 2	(NB)	0
30	Minor App 4	E Dual Blvd (SB)	1

Notes:

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	MET SAME 1A/1B	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	MET SAME 1C (A/B)
THRESHOLDS 1A/1B/1C:						420/630	105/53	105/53		336/504	84/42	84/42	
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	557	294	851	0	103	X/X	/	/X	/X	X/X	/	X/X	X/X
7:00 AM - 8:00 AM	734	491	1225	0	113	X/X	/	X/X	X/X	X/X	/	X/X	X/X
8:00 AM - 9:00 AM	444	334	778	0	116	X/X	/	X/X	X/X	X/X	/	X/X	X/X
9:00 AM - 10:00 AM	363	289	652	0	90	X/X	/	/X	/X	X/X	/	X/X	X/X
10:00 AM - 11:00 AM	364	337	701	0	101	X/X	/	/X	/X	X/X	/	X/X	X/X
11:00 AM - 12:00 PM	396	398	794	0	114	X/X	/	X/X	X/X	X/X	/	X/X	X/X
12:00 PM - 1:00 PM	384	428	812	0	123	X/X	/	X/X	X/X	X/X	/	X/X	X/X
1:00 PM - 2:00 PM	369	406	775	0	104	X/X	/	/X	/X	X/X	/	X/X	X/X
2:00 PM - 3:00 PM	410	550	960	0	114	X/X	/	X/X	X/X	X/X	/	X/X	X/X
3:00 PM - 4:00 PM	545	804	1349	0	170	X/X	/	X/X	X/X	X/X	/	X/X	X/X
4:00 PM - 5:00 PM	510	851	1361	0	142	X/X	/	X/X	X/X	X/X	/	X/X	X/X
5:00 PM - 6:00 PM	524	785	1309	0	142	X/X	/	X/X	X/X	X/X	/	X/X	X/X
6:00 PM - 7:00 PM	445	598	1043	0	118	X/X	/	X/X	X/X	X/X	/	X/X	X/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	9	8	Satisfied
Warrant 1B	13	8	Satisfied
Warrant 1C (Cond A)	13	8	Satisfied
Warrant 1C (Cond B)	13	8	

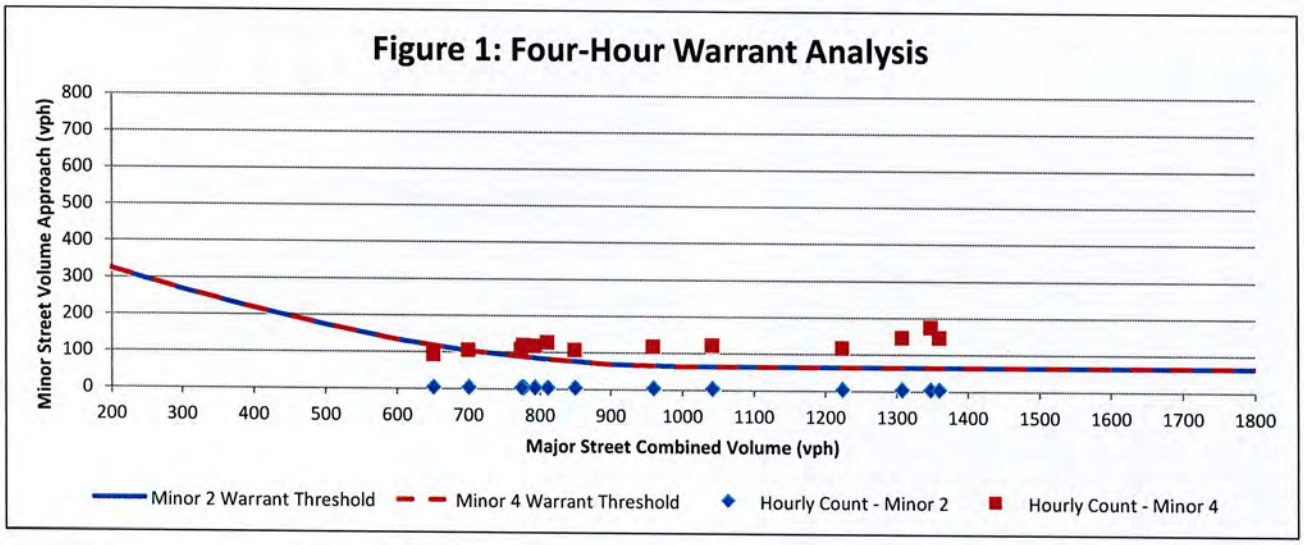
LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

0.70 FACTOR USED? Yes
POPULATION < 10,000? Yes

Speed	Approach Description		Lanes
30	Major App1:	CSAH 5 (EB)	2
30	Major App3:	CSAH 5 (WB)	2
0	Minor App2:	(NB)	0
30	Minor App4:	E Dual Blvd (SB)	1

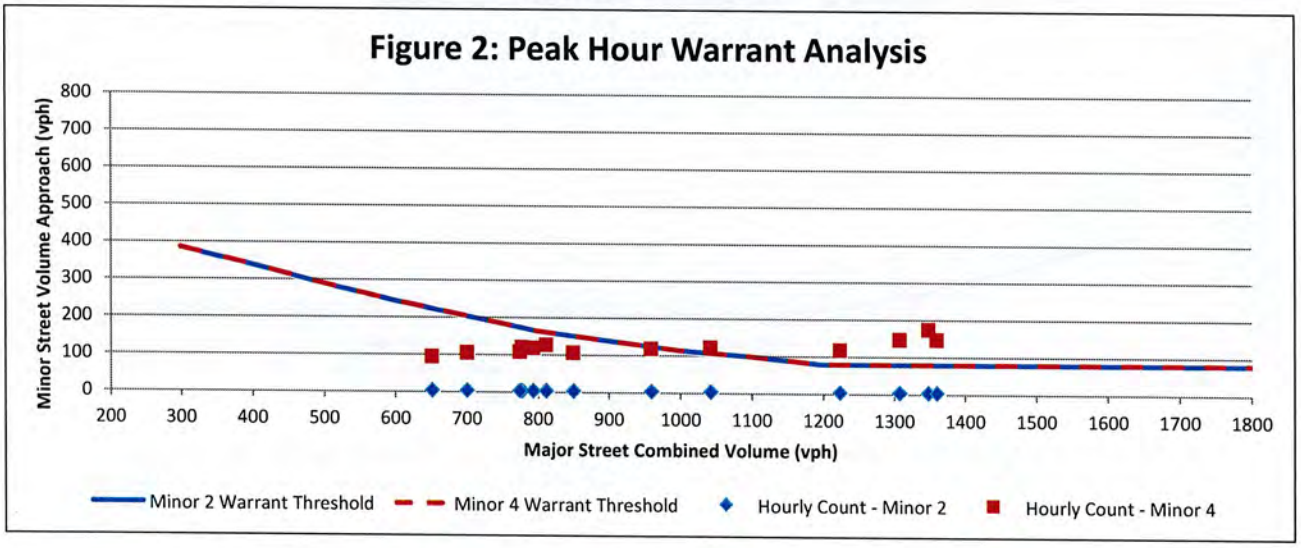
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	12	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	5	1	Satisfied

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

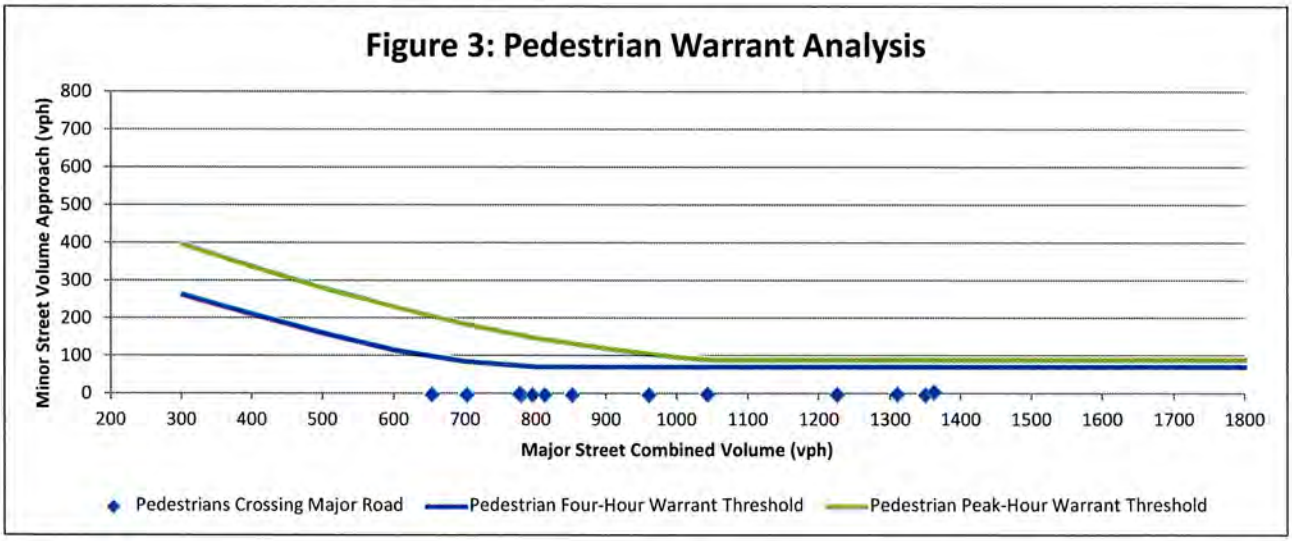
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	0	Minor App2:	(NB)
		30	Minor App4:	E Dual Blvd (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	557	294	851	0
7:00 AM - 8:00 AM	734	491	1225	1
8:00 AM - 9:00 AM	444	334	778	0
9:00 AM - 10:00 AM	363	289	652	1
10:00 AM - 11:00 AM	364	337	701	0
11:00 AM - 12:00 PM	396	398	794	0
12:00 PM - 1:00 PM	384	428	812	0
1:00 PM - 2:00 PM	369	406	775	3
2:00 PM - 3:00 PM	410	550	960	0
3:00 PM - 4:00 PM	545	804	1349	0
4:00 PM - 5:00 PM	510	851	1361	8
5:00 PM - 6:00 PM	524	785	1309	2
6:00 PM - 7:00 PM	445	598	1043	2
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A

Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A

Part B

Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	557	0	557	294	103	X/X	/	X/X	**X/X**
7:00 AM - 8:00 AM	734	0	734	491	113	X/X	/	X/X	**X/X**
8:00 AM - 9:00 AM	444	0	444	334	116	X/X	/	X/X	**X/X**
9:00 AM - 10:00 AM	363	0	363	289	90	X/X	/	X/X	**X/X**
10:00 AM - 11:00 AM	364	0	364	337	101	X/X	/	X/X	**X/X**
11:00 AM - 12:00 PM	396	0	396	398	114	X/X	/	X/X	**X/X**
12:00 PM - 1:00 PM	384	0	384	428	123	X/X	/	X/X	**X/X**
1:00 PM - 2:00 PM	369	0	369	406	104	X/X	/	X/X	**X/X**
2:00 PM - 3:00 PM	410	0	410	550	114	X/X	/	X/X	**X/X**
3:00 PM - 4:00 PM	545	0	545	804	170	X/X	/	X/X	**X/X**
4:00 PM - 5:00 PM	510	0	510	851	142	X/X	/	X/X	**X/X**
5:00 PM - 6:00 PM	524	0	524	785	142	X/X	/	X/X	**X/X**
6:00 PM - 7:00 PM	445	0	445	598	118	X/X	/	X/X	**X/X**
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	**13**	8
Warrant 7 (Cond B)	**13**	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

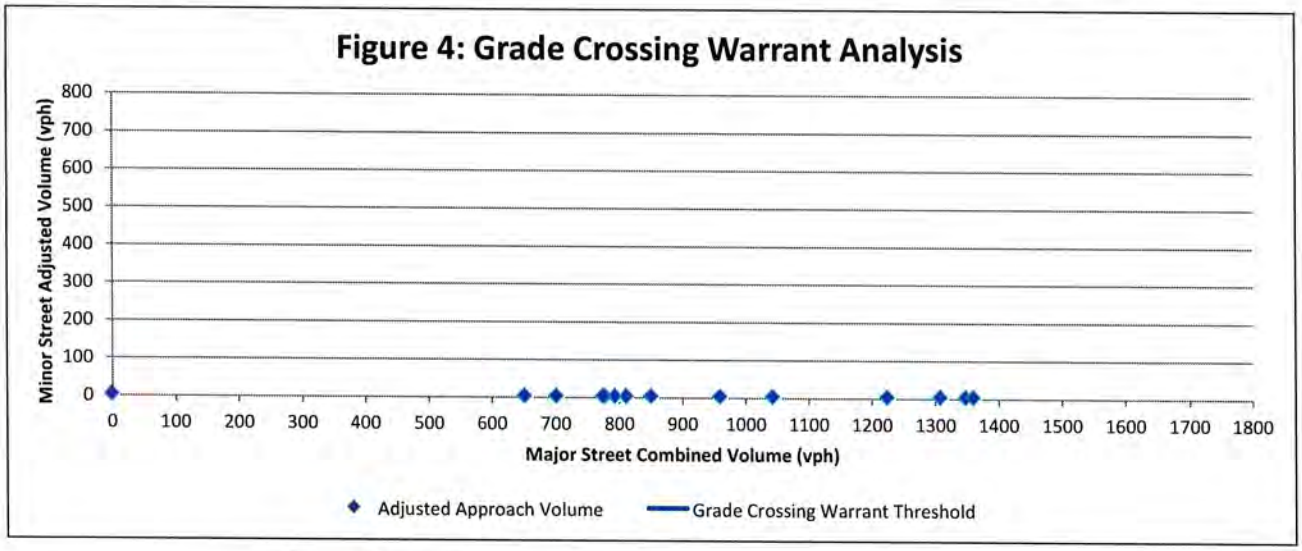
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	Met
Condition A	Met
Condition B	Met
Condition C	Met
Warrant 2	Met
Warrant 3	Met
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

SIGNAL WARRANTS ANALYSIS

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 1 - EIGHT HOUR VOLUME

POPULATION < 10,000?	Yes
0.70 FACTOR USED?	Yes
EXISTING SIGNAL ?	No
0.80 FACTOR USED?	No

Speed	Approach Description		Lanes
30	Major App 1	CSAH 5 (EB)	3
30	Major App 3	CSAH 5 (WB)	2
30	Minor App 2	Credit Union Dr (NB)	1
30	Minor App 4	Kwik Trip (SB)	1

Notes:

						THRESHOLDS 1A/1B/1C:	420/630	105/53	105/53		336/504	84/42	84/42	
HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 1A/1B	MINOR 2 1A/1B	MINOR 4 1A/1B	MET SAME 1A/1B	MAJOR 1C A/B	MINOR 2 1C A/B	MINOR 4 1C A/B	MET SAME 1C (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/
6:00 AM - 7:00 AM	529	288	817	9	5	X/X	/	/	/	X/X	/	/	/
7:00 AM - 8:00 AM	713	488	1201	57	0	X/X	/X	/	/X	X/X	/X	/	/X
8:00 AM - 9:00 AM	415	325	740	47	1	X/X	/	/	/	X/X	/X	/	/X
9:00 AM - 10:00 AM	344	286	630	69	4	X/X	/X	/	/X	X/X	/X	/	/X
10:00 AM - 11:00 AM	321	331	652	83	1	X/X	/X	/	/X	X/X	/X	/	/X
11:00 AM - 12:00 PM	351	388	739	95	5	X/X	/X	/	/X	X/X	X/X	/	X/X
12:00 PM - 1:00 PM	344	420	764	95	1	X/X	/X	/	/X	X/X	X/X	/	X/X
1:00 PM - 2:00 PM	323	403	726	104	2	X/X	/X	/	/X	X/X	X/X	/	X/X
2:00 PM - 3:00 PM	362	544	906	107	2	X/X	X/X	/	X/X	X/X	X/X	/	X/X
3:00 PM - 4:00 PM	512	800	1312	106	3	X/X	X/X	/	X/X	X/X	X/X	/	X/X
4:00 PM - 5:00 PM	455	842	1297	108	2	X/X	X/X	/	X/X	X/X	X/X	/	X/X
5:00 PM - 6:00 PM	462	777	1239	87	1	X/X	/X	/	/X	X/X	X/X	/	X/X
6:00 PM - 7:00 PM	375	595	970	81	5	X/X	/X	/	/X	X/X	/X	/	/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/	/	/	/	/

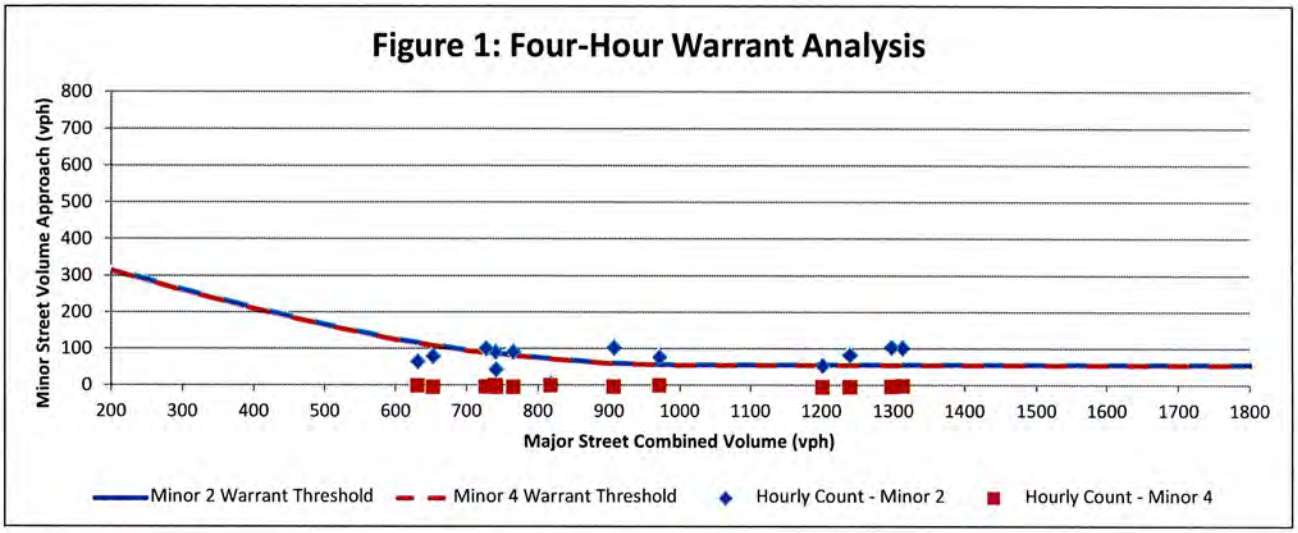
	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 1A	3	8	Not Satisfied
Warrant 1B	11	8	Satisfied
Warrant 1C (Cond A)	7	8	Not Satisfied
Warrant 1C (Cond B)	12	8	

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

		Speed	Approach Description		Lanes
		30	Major App1:	CSAH 5 (EB)	3
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)	2
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)	1
		30	Minor App4:	Kwik Trip (SB)	1

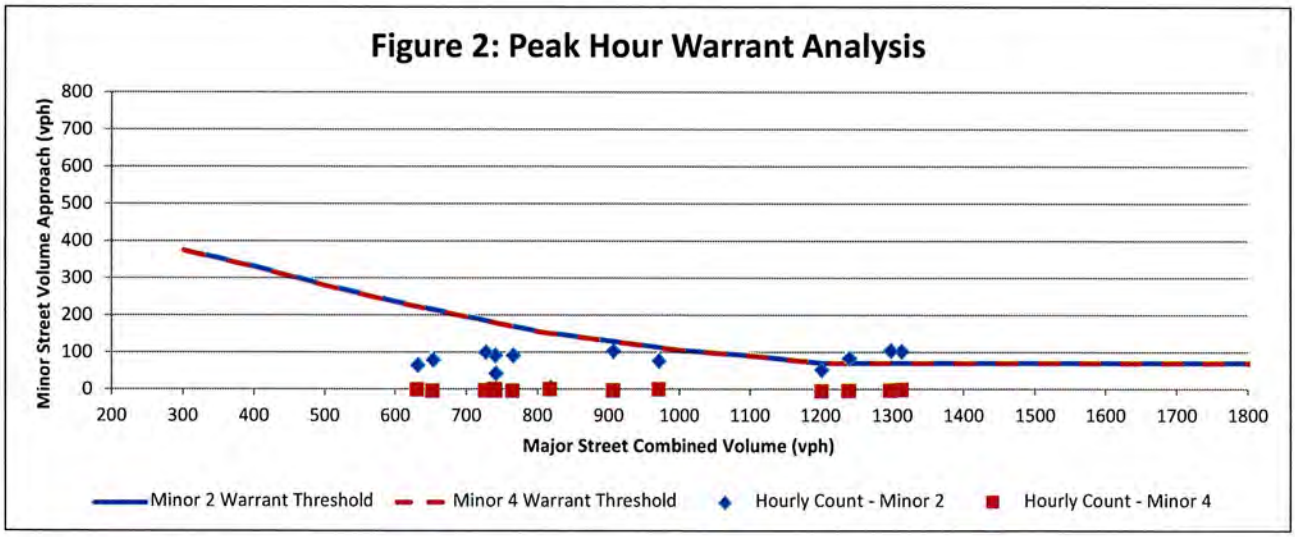
Notes:

WARRANT 2 - FOUR HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 2	8	4	Satisfied

WARRANT 3 - PEAK HOUR VOLUME



	Met (Hr)	Required (Hr)	Warrant Satisfied?
Warrant 3	3	1	Satisfied

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 4 - PEDESTRIAN VOLUME

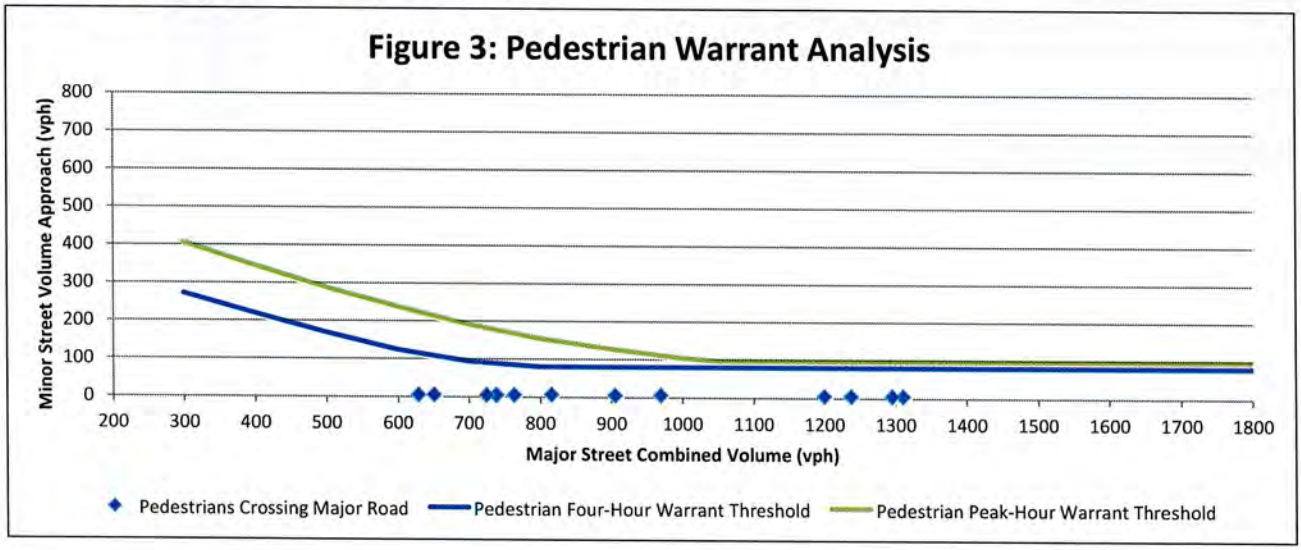
		Speed	Approach Description	
		30	Major App1:	CSAH 5 (EB)
0.70 FACTOR USED?	Yes	30	Major App3:	CSAH 5 (WB)
POPULATION < 10,000?	Yes	30	Minor App2:	Credit Union Dr (NB)
		30	Minor App4:	Kwik Trip (SB)

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	PEDS X-ING MAJOR
12:00 AM - 1:00 AM	0	0	0	0
1:00 AM - 2:00 AM	0	0	0	0
2:00 AM - 3:00 AM	0	0	0	0
3:00 AM - 4:00 AM	0	0	0	0
4:00 AM - 5:00 AM	0	0	0	0
5:00 AM - 6:00 AM	0	0	0	0
6:00 AM - 7:00 AM	529	288	817	2
7:00 AM - 8:00 AM	713	488	1201	0
8:00 AM - 9:00 AM	415	325	740	0
9:00 AM - 10:00 AM	344	286	630	0
10:00 AM - 11:00 AM	321	331	652	0
11:00 AM - 12:00 PM	351	388	739	0
12:00 PM - 1:00 PM	344	420	764	0
1:00 PM - 2:00 PM	323	403	726	0
2:00 PM - 3:00 PM	362	544	906	0
3:00 PM - 4:00 PM	512	800	1312	0
4:00 PM - 5:00 PM	455	842	1297	0
5:00 PM - 6:00 PM	462	777	1239	0
6:00 PM - 7:00 PM	375	595	970	1
7:00 PM - 8:00 PM	0	0	0	0
8:00 PM - 9:00 PM	0	0	0	0
9:00 PM - 10:00 PM	0	0	0	0
10:00 PM - 11:00 PM	0	0	0	0
11:00 PM - 12:00 AM	0	0	0	0

	Met (Hr)	Required (Hr)
Warrant 4 (4-Hour Pedestrian Vol.)	0	4
Warrant 4 (Peak Pedestrian Vol.)	0	1

Is crossing within 300' of other signal or stop sign controlling the major approach?	No
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A

Warrant 4 Satisfied?	Not Satisfied



LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 5 - SCHOOL CROSSING

Is the principal reason for the signal to accommodate the movement of schoolchildren across the major road?	No
Are there at least 20 schoolchildren crossing the major road in the highest crossing hour?	N/A

If both above questions are answered yes, calculate the available gaps below:

Are needed gaps greater than available gaps?	N/A
Is crossing within 300' of other signal or stop sign controlling the major approach?	N/A
If Yes, will proposed signal inhibit the progression of traffic on the major approach?	N/A
Warrant 5 met?	No

WARRANT 6 - COORDINATED SIGNAL SYSTEM

Part A	
Is the street a one-way street or a street that has traffic predominately in one direction?	No
Do adjacent traffic control signals provide adequate platooning?	N/A
Part B	
Is the street a two-way street?	Yes
Do adjacent traffic control signals provide adequate platooning?	Yes
Will proposed signal provide for progressive operation of traffic?	N/A
Will proposed signal spacing be less than 1000 feet?	N/A

Provide proof of platooning issues:

N/A

Warrant 6 met?	No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT 7 - CRASH EXPERIENCE

THRESHOLDS 1A/1B/1C: 336/504 84/42 84/42

HOUR	MAJOR APP 1	MAJOR APP. 3	TOTAL 1+3	MINOR APP. 2	MINOR APP. 4	MAJOR 7 A/B	MINOR 2 7 A/B	MINOR 4 7 A/B	MET SAME 7 (A/B)
12:00 AM - 1:00 AM	0	0	0	0	0	/	/	/	/
1:00 AM - 2:00 AM	0	0	0	0	0	/	/	/	/
2:00 AM - 3:00 AM	0	0	0	0	0	/	/	/	/
3:00 AM - 4:00 AM	0	0	0	0	0	/	/	/	/
4:00 AM - 5:00 AM	0	0	0	0	0	/	/	/	/
5:00 AM - 6:00 AM	0	0	0	0	0	/	/	/	/
6:00 AM - 7:00 AM	529	9	538	288	5	X/X	/	/	/
7:00 AM - 8:00 AM	713	57	770	488	0	X/X	/X	/	/X
8:00 AM - 9:00 AM	415	47	462	325	1	X/X	/X	/	/X
9:00 AM - 10:00 AM	344	69	413	286	4	X/X	/X	/	/X
10:00 AM - 11:00 AM	321	83	404	331	1	X/X	/X	/	/X
11:00 AM - 12:00 PM	351	95	446	388	5	X/X	X/X	/	X/X
12:00 PM - 1:00 PM	344	95	439	420	1	X/X	X/X	/	X/X
1:00 PM - 2:00 PM	323	104	427	403	2	X/X	X/X	/	X/X
2:00 PM - 3:00 PM	362	107	469	544	2	X/X	X/X	/	X/X
3:00 PM - 4:00 PM	512	106	618	800	3	X/X	X/X	/	X/X
4:00 PM - 5:00 PM	455	108	563	842	2	X/X	X/X	/	X/X
5:00 PM - 6:00 PM	462	87	549	777	1	X/X	X/X	/	X/X
6:00 PM - 7:00 PM	375	81	456	595	5	X/X	/X	/	/X
7:00 PM - 8:00 PM	0	0	0	0	0	/	/	/	/
8:00 PM - 9:00 PM	0	0	0	0	0	/	/	/	/
9:00 PM - 10:00 PM	0	0	0	0	0	/	/	/	/
10:00 PM - 11:00 PM	0	0	0	0	0	/	/	/	/
11:00 PM - 12:00 AM	0	0	0	0	0	/	/	/	/

	Met (Hr)	Required (Hr)
Warrant 7 (Cond A)	7	8
Warrant 7 (Cond B)	12	8

Has there been an adequare trial of alternatives that has failed to reduce the crash frequency? No

Crash History (within a 12-month period)

	Number of Crashes:
Right Angle:	2
Left Turn:	
Pedestrian:	

TOTAL: 2
Required: 5

Warrant 7 met? No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

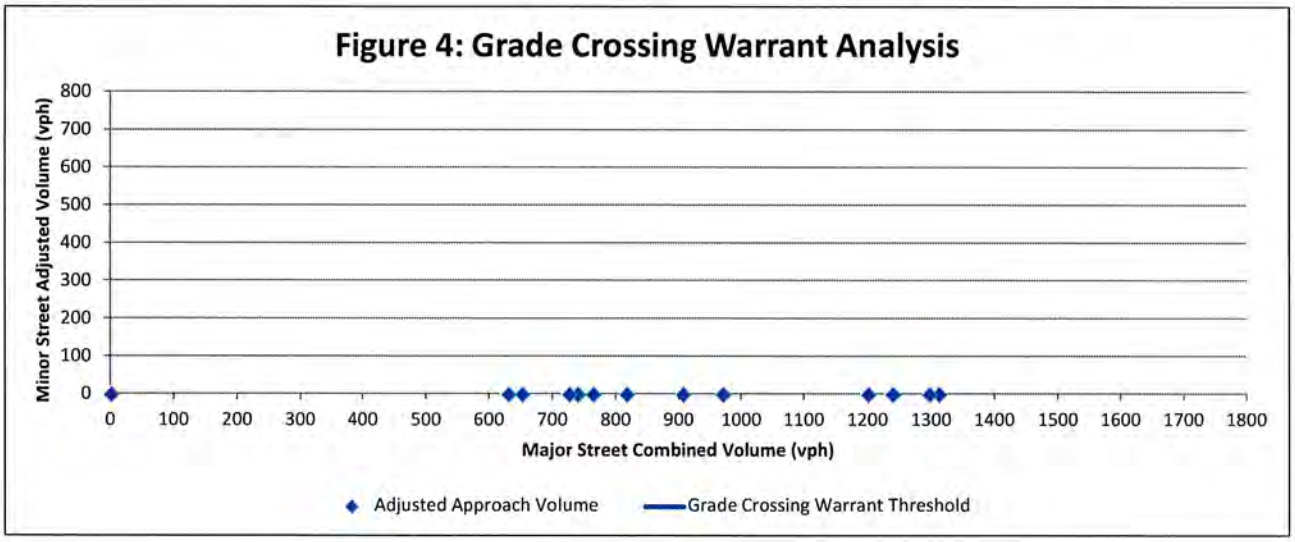
WARRANT 8 - ROADWAY NETWORK

	Major Approach Road	Minor Approach Road
Part of street or highway system that serves as the principal roadway network for through traffic flow	No	No
Rural or suburban highway outside, entering, or traversing a city	No	No
Appears as a major route on an official plan	No	No

Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	Yes
Does the intersection have 5-Year projected traffic volumes that meet Warrants 1, 2, or 3?	Yes
Does the intersection have a total existing or immediately projected entering volume of at least 1,000 vehicles per	No
Warrant 8 met?	No

WARRANT 9 - INTERSECTION NEAR GRADE CROSSING

Is the principal reason for installation of a signal the proximity of the intersection to a grade crossing controlled by a stop or yield control?	No
Is the center of the railroad track less than 140 feet from the stop line or yield line?	N/A
Clear storage distance (closest to)	N/A
Approach crossing grade	N/A
Rail traffic per day	0
Percent of high-occupancy buses on minor-street approach	0%
Percent of tractor-trailer trucks on minor-street approach	0%



	Met (Hr)	Required (Hr)
Warrant 9	0	1

Warrant 9 met?	No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

WARRANT SUMMARY

Warrant 1	**Met**
Condition A	Not Met
Condition B	**Met**
Condition C	Not Met
Warrant 2	**Met**
Warrant 3	**Met**
Warrant 4	Not Met
Warrant 5	Not Met
Warrant 6	Not Met
Warrant 7	Not Met
Warrant 8	Not Met
Warrant 9	Not Met

Notes:

APPENDIX D

All-Way Stop Warrant Analysis

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop (combined intersections)

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	2
30	Major App3: CSAH 5 (WB)	2
30	Minor App2: Credit Union Dr (NB)	1
30	Minor App4: E Dual Blvd (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	557	294	10	103	851	113	X/	X/
7:00:00 AM	734	491	57	113	1225	170	X/	X/X
8:00:00 AM	444	334	47	116	778	163	X/	X/X
9:00:00 AM	363	289	69	90	652	159	X/	X/
10:00:00 AM	364	337	83	101	701	184	X/	X/X
11:00:00 AM	396	398	96	114	794	210	X/X	X/X
12:00:00 PM	384	428	95	123	812	218	X/X	X/X
1:00:00 PM	369	406	105	104	775	209	X/X	X/X
2:00:00 PM	410	550	107	114	960	221	X/X	X/X
3:00:00 PM	545	804	106	170	1349	276	X/X	X/X
4:00:00 PM	510	851	108	142	1361	250	X/X	X/X
5:00:00 PM	524	785	87	142	1309	229	X/X	X/X
6:00:00 PM	445	598	81	118	1043	199	X/	X/X
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:	7	8
All Way Stop 80% Volume Warrant:	11	8

Minor road peak hour delay (seconds): 26

Volume warrant met? No

LOCATION: CSAH 5 & E Dual Blvd/Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?		Yes
Amount of correctible crashes:		2
Right-Turn		
Left-Turn		
Right-Angle	2	
Other		
Is there a need to control left-turn conflicts?		No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?		No
Are there sight issues (inability to see conflicting traffic) at the intersection?		No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?		No

Notes/explanations:

Other warrants met?	Yes (Signal Justified

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	2
30	Major App3: CSAH 5 (WB)	2
	Minor App2: (NB)	
30	Minor App4: E Dual Blvd (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	557	294		103	851	103	X/	X/
7:00:00 AM	734	491		113	1225	113	X/	X/
8:00:00 AM	444	334		116	778	116	X/	X/
9:00:00 AM	363	289		90	652	90	X/	X/
10:00:00 AM	364	337		101	701	101	X/	X/
11:00:00 AM	396	398		114	794	114	X/	X/
12:00:00 PM	384	428		123	812	123	X/	X/
1:00:00 PM	369	406		104	775	104	X/	X/
2:00:00 PM	410	550		114	960	114	X/	X/
3:00:00 PM	545	804		170	1349	170	X/	X/X
4:00:00 PM	510	851		142	1361	142	X/	X/
5:00:00 PM	524	785		142	1309	142	X/	X/
6:00:00 PM	445	598		118	1043	118	X/	X/
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:		8
All Way Stop 80% Volume Warrant:	1	8

Minor road peak hour delay (seconds) 15

Volume warrant met? No

LOCATION: CSAH 5 & E Dual Blvd
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?	Yes
Amount of correctible crashes:	
Right-Turn	
Left-Turn	
Right-Angle	
Other	
Is there a need to control left-turn conflicts?	No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?	No
Are there sight issues (inability to see conflicting traffic) at the intersection?	No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?	No

Notes/explanations:

Other warrants met? Yes (Signal Justified

ALL WAY STOP WARRANT

Year: 2019
Condition: Thru-Stop

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019
OPERATOR: Mallori

0.70 FACTOR USED? No

Speed	Approach Description	Lanes
30	Major App1: CSAH 5 (EB)	3
30	Major App3: CSAH 5 (WB)	2
30	Minor App2: Credit Union Dr (NB)	1
30	Minor App4: Kwik Trip (SB)	1

VOLUME WARRANT

VOLUME THRESHOLDS: 300 200 240/160

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL Σ (APP. 2 & APP. 4)	100% VOLUME WARRANT MET	80% VOLUME WARRANT MET
							/	/
1:00:00 AM							/	/
2:00:00 AM							/	/
3:00:00 AM							/	/
4:00:00 AM							/	/
5:00:00 AM							/	/
6:00:00 AM	529	288	9	5	817	14	X/	X/
7:00:00 AM	713	488	57		1201	57	X/	X/
8:00:00 AM	415	325	47	1	740	48	X/	X/
9:00:00 AM	344	286	69	4	630	73	X/	X/
10:00:00 AM	321	331	83	1	652	84	X/	X/
11:00:00 AM	351	388	95	5	739	100	X/	X/
12:00:00 PM	344	420	95	1	764	96	X/	X/
1:00:00 PM	323	403	104	2	726	106	X/	X/
2:00:00 PM	362	544	107	2	906	109	X/	X/
3:00:00 PM	512	800	106	3	1312	109	X/	X/
4:00:00 PM	455	842	108	2	1297	110	X/	X/
5:00:00 PM	462	777	87	1	1239	88	X/	X/
6:00:00 PM	375	595	81	5	970	86	X/	X/
7:00:00 PM							/	/
8:00:00 PM							/	/
9:00:00 PM							/	/
10:00:00 PM							/	/
11:00:00 PM							/	/

	Met (Hr)	Required (Hr)
All Way Stop 100% Volume Warrant:		8
All Way Stop 80% Volume Warrant:		8

Minor road peak hour delay (seconds): 26

Volume warrant met? No

LOCATION: CSAH 5 & Credit Union Dr
COUNTY: Isanti
REF. POINT:
DATE: 9/27/2019

OPERATOR: Mallori

OTHER WARRANTS

Is a traffic control signal justified?		Yes
Amount of correctible crashes:		2
Right-Turn		
Left-Turn		
Right-Angle	2	
Other		
Is there a need to control left-turn conflicts?		No
Is there a need to control vehicle/pedestrian conflicts near a high pedestrian generator?		No
Are there sight issues (inability to see conflicting traffic) at the intersection?		No
Is the intersection between two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection?		No

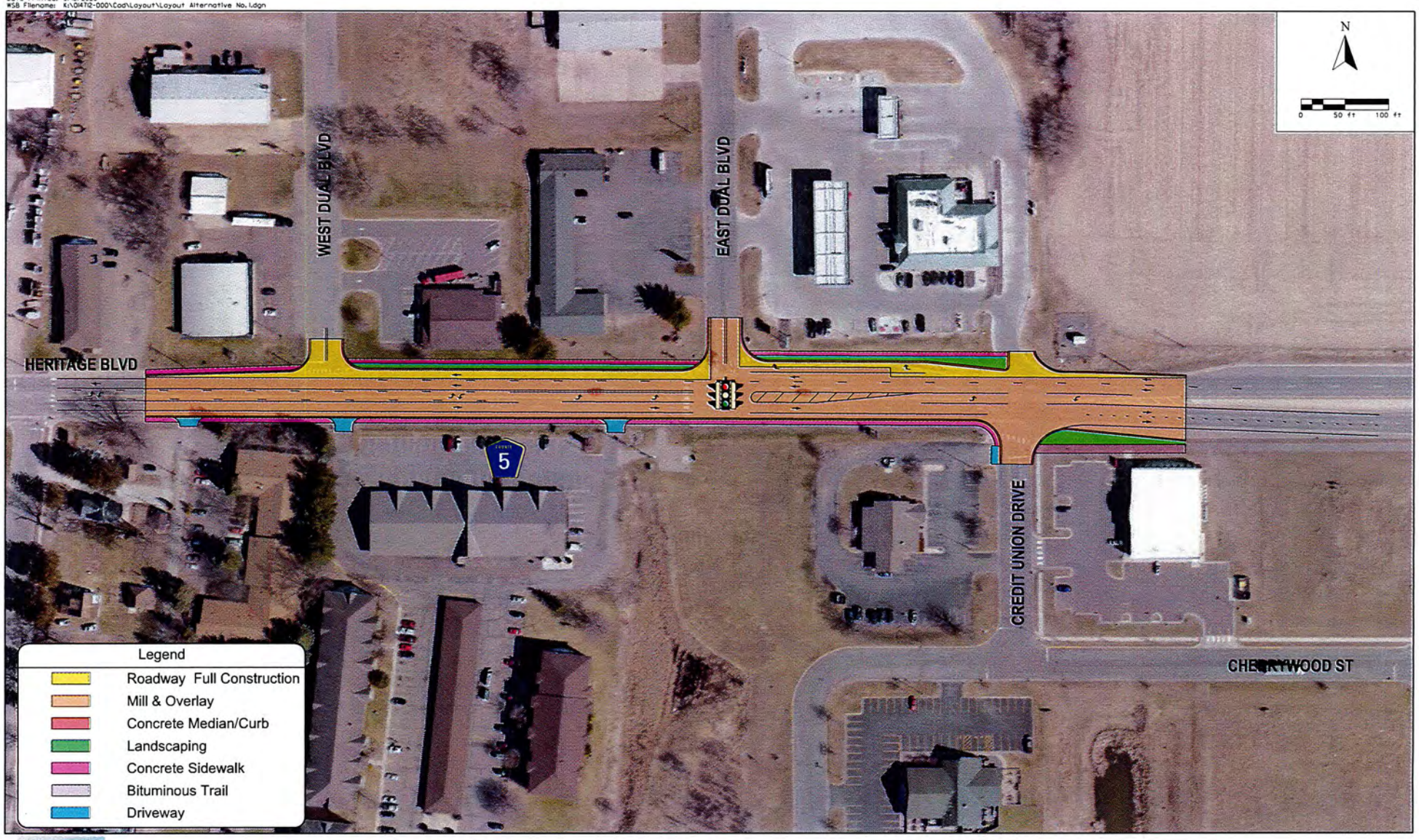
Notes/explanations:

Other warrants met?	Yes (Signal Justified

APPENDIX E1

Alternative Layouts 1-4

Date Printed: 9/16/2020
WSB Filename: K:\014712-000\Cad\Layout\Layout Alternative No. 1.dgn



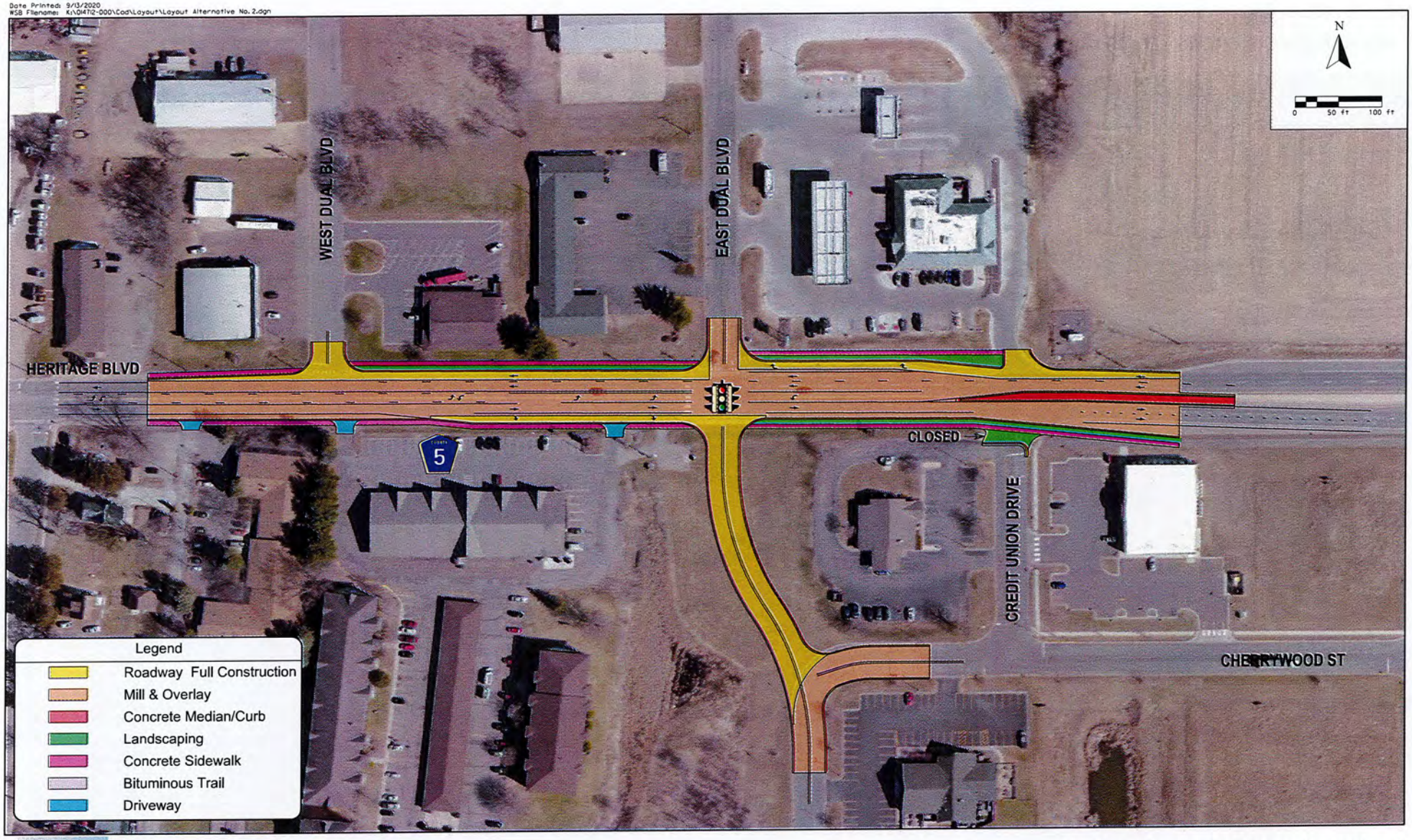
ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 1

September 14, 2020

Date Printed: 9/13/2020
WSB Filename: K:\014712-000\Cad\Layout\Layout Alternative No. 2.dgn



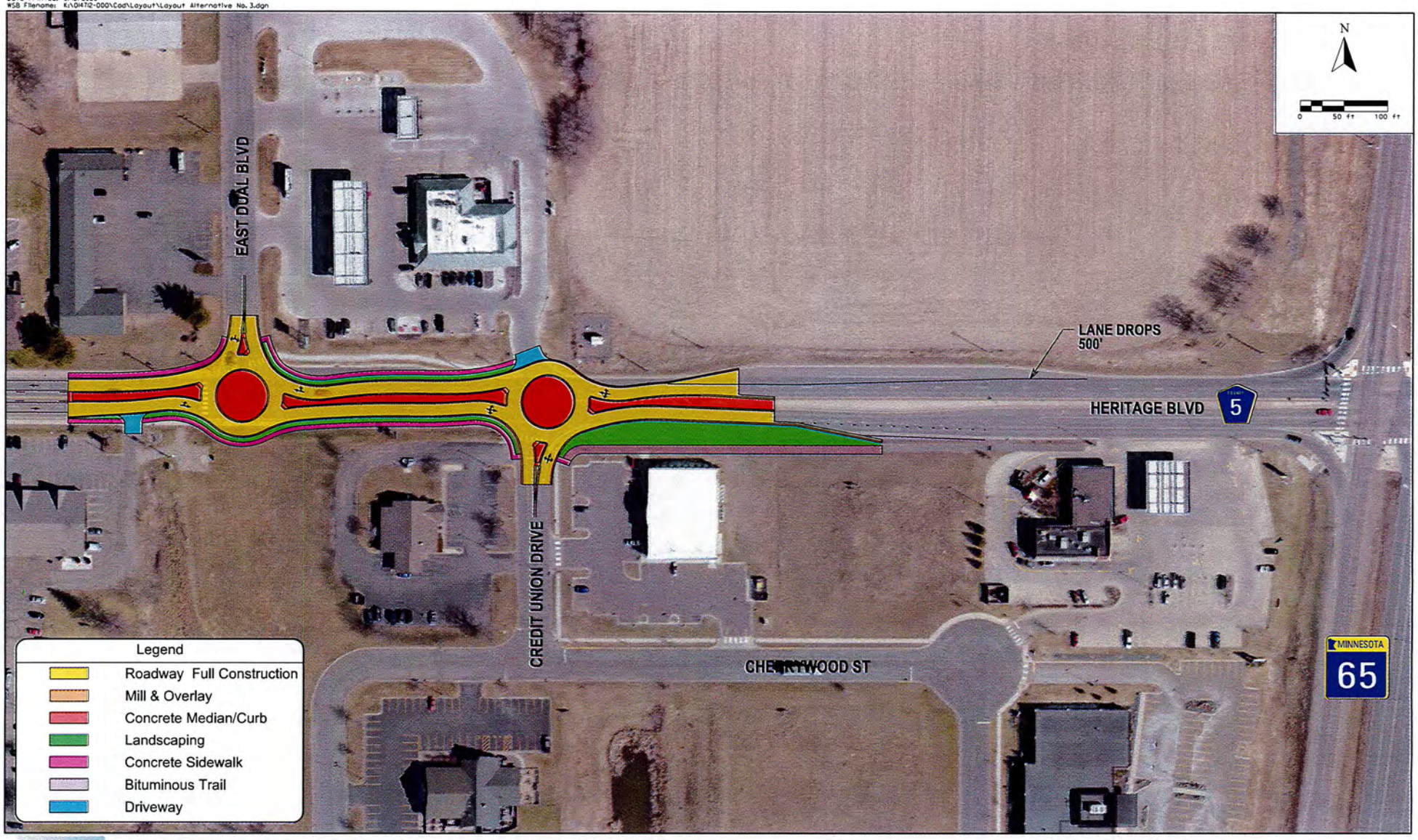
ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 2

September 14, 2020

Date Printed: 9/16/2020
WSB Filename: K:\014712-000\Cad\Layout\Layout Alternative No. 3.dgn



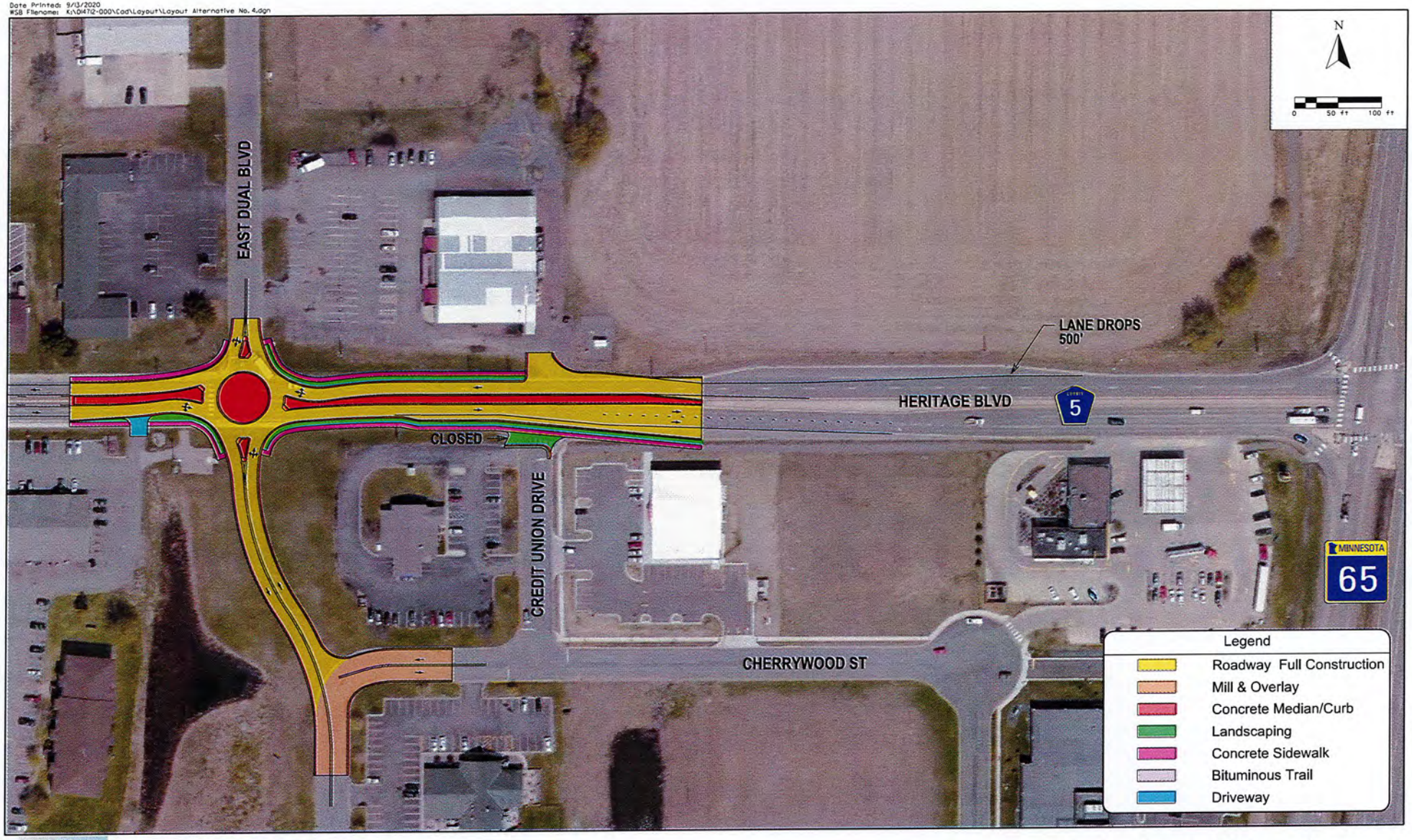
ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 3

September 14, 2020

Date Printed: 9/13/2020
WSB Filename: K:\DI4712-000\Cad\Layout\Layout Alternative No. 4.dgn



ISANTI COUNTY

CSAH 5 & East Dual Boulevard Improvements
City of Isanti, Minnesota

Project Layout Alternative No. 4

September 14, 2020

APPENDIX E2

Alternative Cost Estimates

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 1
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/7/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	930	$1,860.00	930	$1,860.00		
2104.502	REMOVE SIGN	EACH	$35.00	26	$910.00	26	$910.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	25	$125.00	25	$125.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	2755	$5,510.00	2755	$5,510.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2485	$9,940.00	2485	$9,940.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	1125	$1,125.00	1125	$1,125.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	9400	$14,100.00	9400	$14,100.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	9620	$19,240.00	9620	$19,240.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	350	$3,500.00	350	$3,500.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	1000	$14,000.00	1000	$14,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	1000	$18,000.00	1000	$18,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	100	$1,000.00	100	$1,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	800	$20,800.00	800	$20,800.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	7500	$22,500.00			7500	$22,500.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00						
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3:B)	TON	$72.00	360	$25,920.00	360	$25,920.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3.C)	TON	$76.00	1150	$87,400.00	300	$22,800.00	850	$64,600.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	250	$15,500.00	250	$15,500.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	100	$8,650.00	100	$8,650.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00	2	$3,800.00	2	$3,800.00		
2506.502	CASTING ASSEMBLY	EACH	$850.00	7	$5,950.00	7	$5,950.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00	2	$500.00	2	$500.00		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	30	$12,600.00	30	$12,600.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	10100	$50,500.00	10100	$50,500.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00	1700	$6,800.00	1700	$6,800.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	2600	$57,200.00	2600	$57,200.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00						
2531.618	TRUNCATED DOMES	SQ FT	$62.00	100	$6,200.00	100	$6,200.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$15,000.00	1	$15,000.00	1	$15,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	235	$11,750.00	235	$11,750.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$7,000.00	1	$7,000.00	1	$7,000.00		
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$250,000.00	1	$250,000.00	1	$250,000.00		
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	5	$1,375.00	5	$1,375.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	2370	$7,110.00	2370	$7,110.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	2370	$7,110.00	2370	$7,110.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	150	$7,800.00	150	$7,800.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	160	$160.00	160	$160.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1400	$2,100.00	1400	$2,100.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1400	$2,100.00	1400	$2,100.00		
2575.505	SEEDING	ACRE	$330.00	1	$165.00	1	$165.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	55	$220.00	55	$220.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	550	$385.00	550	$385.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	3500	$7,000.00	3500	$7,000.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	435	$870.00	435	$870.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	755	$2,265.00	755	$2,265.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	315	$9,450.00	315	$9,450.00		
	CONTINGENCY 15%				$121,498.00		$108,433.00		$13,065.00
	ROADWAY CONSTRUCTION TOTAL				**$931,480.00**		**$831,315.00**		**$100,165.00**

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 2
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/7/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	930	$1,860.00	930	$1,860.00		
2104.502	REMOVE SIGN	EACH	$35.00	26	$910.00	26	$910.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	40	$200.00	40	$200.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	1955	$3,910.00	1955	$3,910.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2970	$11,880.00	2970	$11,880.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	1125	$1,125.00	1125	$1,125.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	9400	$14,100.00	9400	$14,100.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	10320	$20,640.00	10320	$20,640.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	2000	$28,000.00	2000	$28,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	2000	$36,000.00	2000	$36,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	1300	$33,800.00	1300	$33,800.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	7800	$23,400.00			7800	$23,400.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00						
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3;B)	TON	$72.00	760	$54,720.00	760	$54,720.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$76.00	1460	$110,960.00	600	$45,600.00	860	$65,360.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	400	$24,800.00	400	$24,800.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	150	$12,975.00	150	$12,975.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00	2	$3,800.00	2	$3,800.00		
2506.502	CASTING ASSEMBLY	EACH	$850.00	11	$9,350.00	11	$9,350.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00	2	$500.00	2	$500.00		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	45	$18,900.00	45	$18,900.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	13250	$66,250.00	13250	$66,250.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00						
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	4285	$94,270.00	4285	$94,270.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00						
2531.618	TRUNCATED DOMES	SQ FT	$62.00	100	$6,200.00	100	$6,200.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$15,000.00	1	$15,000.00	1	$15,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	160	$8,000.00	160	$8,000.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$8,500.00	1	$8,500.00	1	$8,500.00		
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$300,000.00	1	$300,000.00	1	$300,000.00		
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	11	$3,025.00	11	$3,025.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	3230	$9,690.00	3230	$9,690.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	3230	$9,690.00	3230	$9,690.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	250	$13,000.00	250	$13,000.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	185	$185.00	185	$185.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1800	$2,700.00	1800	$2,700.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1800	$2,700.00	1800	$2,700.00		
2575.505	SEEDING	ACRE	$330.00	1	$165.00	1	$165.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	65	$260.00	65	$260.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	430	$301.00	430	$301.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	2895	$5,790.00	2895	$5,790.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	290	$580.00	290	$580.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	1385	$4,155.00	1385	$4,155.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	525	$15,750.00	525	$15,750.00		
	CONTINGENCY 15%				$157,880.00		$144,566.00		$13,314.00
	ROADWAY CONSTRUCTION TOTAL				**$1,210,413.00**		**$1,108,339.00**		**$102,074.00**

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 3
Project Location: CITY OF ISANTI, MN
WSB Project No.: 014712-000
Date: 1/8/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Notes	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
					Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION		LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL		LIN FT	$2.00	1530	$3,060.00	1530	$3,060.00		
2104.502	REMOVE SIGN		EACH	$35.00	12	$420.00	12	$420.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	$5.00	60	$300.00	60	$300.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		LIN FT	$2.00	450	$900.00	450	$900.00		
2104.503	REMOVE CURB AND GUTTER		LIN FT	$4.00	1805	$7,220.00	1805	$7,220.00		
2104.518	REMOVE BITUMINOUS WALK		SQ FT	$1.00	3610	$3,610.00	3610	$3,610.00		
2104.518	REMOVE CONCRETE WALK		SQ FT	$1.50	5570	$8,355.00	5570	$8,355.00		
2104.518	REMOVE BITUMINOUS PAVEMENT		SQ FT	$2.00	49800	$99,600.00	49800	$99,600.00		
2106.507	EXCAVATION - COMMON		CU YD	$10.00	1000	$10,000.00	1000	$10,000.00		
2106.507	EXCAVATION - SUBGRADE		CU YD	$14.00	3000	$42,000.00	3000	$42,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)		CU YD	$18.00	3000	$54,000.00	3000	$54,000.00		
2106.507	COMMON EMBANKMENT (CV)		CU YD	$10.00	500	$5,000.00	500	$5,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5		CU YD	$26.00	1500	$39,000.00	1500	$39,000.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")		SQ YD	$3.00						
2301.504	CONCRETE PAVEMENT 7.0"		SQ YD	$68.00	630	$42,840.00	630	$42,840.00		
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3;B)		TON	$72.00	815	$58,680.00	815	$58,680.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)		TON	$76.00	625	$47,500.00	625	$47,500.00		
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V		LIN FT	$62.00	400	$24,800.00	400	$24,800.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III		LIN FT	$86.50	150	$12,975.00	150	$12,975.00		
2503.602	CONNECT TO EXISTING STORM SEWER		EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	$1,900.00						
2506.502	CASTING ASSEMBLY		EACH	$850.00	15	$12,750.00	15	$12,750.00		
2506.502	ADJUST FRAME AND RING CASTING		EACH	$250.00						
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	$420.00	60	$25,200.00	60	$25,200.00		
2521.518	4" CONCRETE WALK		SQ FT	$5.00	13000	$65,000.00	13000	$65,000.00		
2521.518	3" BITUMINOUS WALK		SQ FT	$4.00	3650	$14,600.00	3650	$14,600.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN B618		LIN FT	$22.00	2000	$44,000.00	2000	$44,000.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524		LIN FT	$23.00	1800	$41,400.00	1800	$41,400.00		
2531.618	TRUNCATED DOMES		SQ FT	$62.00	65	$4,030.00	65	$4,030.00		
2545.502	LIGHTING UNIT TYPE SPECIAL 1		EACH	$11,000.00	18	$198,000.00	18	$198,000.00		
2563.601	TRAFFIC CONTROL		LUMP SUM	$30,000.00	1	$30,000.00	1	$30,000.00		
2564.518	SIGN PANELS TYPE C		SQ FT	$50.00	110	$5,500.00	110	$5,500.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM		LUMP SUM	$7,000.00						
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM		SYSTEM	$250,000.00						
2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION		EACH	$275.00	5	$1,375.00	5	$1,375.00		
2573.502	CULVERT END CONTROLS		EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS		LIN FT	$3.00	1830	$5,490.00	1830	$5,490.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST		LIN FT	$3.00	1830	$5,490.00	1830	$5,490.00		
2574.507	COMMON TOPSOIL BORROW		CU YD	$52.00	200	$10,400.00	200	$10,400.00		
2574.508	FERTILIZER TYPE 3		POUND	$1.00	130	$130.00	130	$130.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N		SQ YD	$1.50	210	$315.00	210	$315.00		
2575.504	RAPID STABILIZATION METHOD 4		SQ YD	$1.50	210	$315.00	210	$315.00		
2575.505	SEEDING		ACRE	$330.00	0	$132.00	0	$132.00		
2575.508	SEED MIXTURE 25-151		POUND	$4.00	45	$180.00	45	$180.00		
2575.508	HYDRAULIC MULCH MATRIX		POUND	$0.70	1110	$777.00	1110	$777.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	$2.00	1765	$3,530.00	1765	$3,530.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN		LIN FT	$2.00	75	$150.00	75	$150.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	$3.00	225	$675.00	225	$675.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN		SQ FT	$30.00	435	$13,050.00	435	$13,050.00		
	CONTINGENCY 15%					$151,087.00		$151,087.00		
	ROADWAY CONSTRUCTION TOTAL					**$1,158,328.00**		**$1,158,328.00**		

OPINION OF PROBABLE COST

WSB Project: CSAH 5 & EAST DUAL BOULEVARD IMPROVEMENTS: ALTERNATIVE NO. 4

Project Location: CITY OF ISANTI, MN

WSB Project No.: 014712-000

Date: 1/8/2020

STATEMENT OF ESTIMATED QUANTITIES

Item No.	Description	Unit	Unit Price	PROJECT TOTAL		ROADWAY CONSTRUCTION		MILL AND OVERLAY	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	$60,000.00	1	$60,000.00	1	$60,000.00		
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	$2.00	1135	$2,270.00	1135	$2,270.00		
2104.502	REMOVE SIGN	EACH	$35.00	12	$420.00	12	$420.00		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$5.00	40	$200.00	40	$200.00		
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.00	860	$1,720.00	860	$1,720.00		
2104.503	REMOVE CURB AND GUTTER	LIN FT	$4.00	2305	$9,220.00	2305	$9,220.00		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	$1.00	2410	$2,410.00	2410	$2,410.00		
2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	1560	$2,340.00	1560	$2,340.00		
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	47680	$95,360.00	47680	$95,360.00		
2106.507	EXCAVATION - COMMON	CU YD	$10.00	1250	$12,500.00	1250	$12,500.00		
2106.507	EXCAVATION - SUBGRADE	CU YD	$14.00	4000	$56,000.00	4000	$56,000.00		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	$18.00	4000	$72,000.00	4000	$72,000.00		
2106.507	COMMON EMBANKMENT (CV)	CU YD	$10.00	1500	$15,000.00	1500	$15,000.00		
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$26.00	2000	$52,000.00	2000	$52,000.00		
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$3.00	1100	$3,300.00			1100	$3,300.00
2301.504	CONCRETE PAVEMENT 7.0"	SQ YD	$68.00	350	$23,800.00	350	$23,800.00		
2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (3,B)	TON	$72.00	1055	$75,960.00	1055	$75,960.00		
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$76.00	920	$69,920.00	805	$61,180.00	115	$8,740.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	$62.00	500	$31,000.00	500	$31,000.00		
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	$86.50	200	$17,300.00	200	$17,300.00		
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$1,700.00	2	$3,400.00	2	$3,400.00		
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,900.00						
2506.502	CASTING ASSEMBLY	EACH	$850.00	17	$14,450.00	17	$14,450.00		
2506.502	ADJUST FRAME AND RING CASTING	EACH	$250.00						
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	$420.00	68	$28,560.00	68	$28,560.00		
2521.518	4" CONCRETE WALK	SQ FT	$5.00	14800	$74,000.00	14800	$74,000.00		
2521.518	3" BITUMINOUS WALK	SQ FT	$4.00						
2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	$22.00	2655	$58,410.00	2655	$58,410.00		
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	$23.00	1620	$37,260.00	1620	$37,260.00		
2531.618	TRUNCATED DOMES	SQ FT	$62.00	65	$4,030.00	65	$4,030.00		
2545.502	LIGHTING UNIT TYPE SPECIAL 1	EACH	$11,000.00	12	$132,000.00	12	$132,000.00		
2563.601	TRAFFIC CONTROL	LUMP SUM	$30,000.00	1	$30,000.00	1	$30,000.00		
2564.518	SIGN PANELS TYPE C	SQ FT	$50.00	110	$5,500.00	110	$5,500.00		
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	$7,000.00						
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	$250,000.00						
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	$1,000.00	1	$1,000.00	1	$1,000.00		
2573.502	STORM DRAIN INLET PROTECTION	EACH	$275.00	11	$3,025.00	11	$3,025.00		
2573.502	CULVERT END CONTROLS	EACH	$92.00	1	$92.00	1	$92.00		
2573.503	SILT FENCE, TYPE MS	LIN FT	$3.00	2250	$6,750.00	2250	$6,750.00		
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	$3.00	2250	$6,750.00	2250	$6,750.00		
2574.507	COMMON TOPSOIL BORROW	CU YD	$52.00	350	$18,200.00	350	$18,200.00		
2574.508	FERTILIZER TYPE 3	POUND	$1.00	160	$160.00	160	$160.00		
2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	SQ YD	$1.50	1300	$1,950.00	1300	$1,950.00		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	$1.50	1300	$1,950.00	1300	$1,950.00		
2575.505	SEEDING	ACRE	$330.00	0	$132.00	0	$132.00		
2575.508	SEED MIXTURE 25-151	POUND	$4.00	55	$220.00	55	$220.00		
2575.508	HYDRAULIC MULCH MATRIX	POUND	$0.70	500	$350.00	500	$350.00		
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	2185	$4,370.00	2185	$4,370.00		
2582.503	4" BROKEN LINE MULTI-COMPONENT GROUND IN	LIN FT	$2.00	210	$420.00	210	$420.00		
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	$3.00	760	$2,280.00	760	$2,280.00		
2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	SQ FT	$30.00	510	$15,300.00	510	$15,300.00		
	CONTINGENCY 15%				$157,992.00		$156,186.00		$1,806.00
	ROADWAY CONSTRUCTION TOTAL				**$1,211,271.00**		**$1,197,425.00**		**$13,846.00**

APPENDIX F

SimTraffic/HCS Operations Results

Table F1. 2019 Existing AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	360	37	397	0	0	0	A	A	A	0	A	3	A	WB									
		SB	70	0	43	113	12	0	6	B	A	A	10	B			SB	49	96							
		EB	57	677	0	734	7	3	0	A	A	A	3	A			EB				21	73				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	12	2	43	57	13	0	4	B	A	A	6	A	1	A	NB				27	53				
		WB	68	384	39	491	5	1	0	A	A	A	1	A			WB				32	96				
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	723	22	749	4	1	0	A	A	A	1	A			EB				3	31				

Table F2. 2019 Existing PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	696	51	747	0	1	0	A	A	A	1	A	2	A	WB					11				
		SB	59	0	88	147	15	0	6	C	A	A	10	B			SB	47	103							
		EB	49	484	0	533	7	2	0	A	A	A	2	A			EB				24	70				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	32	8	73	113	24	26	10	C	D	B	15	C	2	A	NB				48	151				
		WB	91	700	41	832	5	1	0	A	A	A	1	A			WB				43	118				
		SB	0	0	2	2	0	0	3	A	A	A	3	A			SB				2	22				
		EB	1	491	55	547	8	1	0	A	A	A	1	A			EB				1	23				

Table F3. 2019 Build-Alternative 1 AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	360	37	397	0	9	2	A	A	A	8	A	12	B	WB				69	122		14	55	200
		SB	70	0	43	113	14	0	5	B	A	A	11	B			SB	35	97							
		EB	57	677	0	734	10	15	0	B	B	A	15	B			EB	27	59		166	329				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	12	2	43	57	20	20	4	C	C	A	8	A	2	A	NB				27	58				
		WB	68	384	39	491	9	0	0	A	A	A	1	A			WB	27	69	100						
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	723	22	749	6	3	2	A	A	A	3	A			EB	2	23	100	1	18				

Table F4. 2019 Build-Alternative 1 PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	696	51	747	0	11	3	A	B	A	10	B	11	B	WB				105	187		18	48	200
		SB	59	0	88	147	12	0	5	B	A	A	8	A			SB	36	108							
		EB	49	484	0	533	12	12	0	B	B	A	12	B			EB	29	64		116	217				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	32	8	73	113	22	16	7	C	C	A	12	B	3	A	NB				43	90				
		WB	91	700	41	832	6	1	0	A	A	A	1	A			WB	26	71	100		6				
		SB	0	0	2	2	0	0	4	A	A	A	4	A			SB				2	30				
		EB	1	491	55	547	6	3	2	A	A	A	3	A			EB	1	22	100		6				

Table F7. 2019 Build-Alternative 3 AM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		386	31	417		3	3		A	A	3	A	3	A	WB				3	156		3	156	
		SB	60		52	112	3		2	A		A	3	A			SB	0	62					0	62	
		EB	48	684		732	2	3		A	A		3	A			EB	2	161		2	142				
Roundabout	CSAH 5 & Credit Union Dr	NB	10	2	40	52	5	6	4	A	A	A	4	A	3	A	NB	1	34		1	34		1	34	
		WB	44	409	62	515	3	5	3	A	A	A	4	A			WB	5	257		5	257		5	257	
		EB	48	684	21	753	2	2	2	A	A	A	2	A			EB				2	142		2	142	

Table F8. 2019 Build-Alternative 3 PM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		694	44	738		3	2		A	A	3	A	4	A	WB				5	240				
		SB	43		102	145	7		6	A		A	7	A			SB	3	98							
		EB	44	493		537	4	4		A	A		4	A			EB	3	431		6	169				
Roundabout	CSAH 5 & Credit Union Dr	NB	26	10	78	114	5	2	3	A	A	A	4	A	5	A	NB	1	98		1	98		1	98	
		WB	44	713	86	843	5	6	4	A	A	A	6	A			WB	15	431		15	431		15	431	
		EB	44	493	54	591	4	4	5	A	A	A	4	A			EB				6	169		6	169	

Table F10. 2039 No-Build AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)	
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	396	41	437	0	0	0	A	A	A	0	A	2	A
		SB	77	0	47	124	14	0	6	B	A	A	11	B		
		EB	63	745	0	808	6	2	0	A	A	A	2	A		
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	13	2	47	62	18	25	7	C	D	A	10	B	2	A
		WB	75	422	43	540	7	1	0	A	A	A	2	A		
		SB	0	0	0	0	0	0	0	A	A	A	0	A		
		EB	4	795	24	823	4	1	0	A	A	A	1	A		

Appr	Average & Maximum Traffic Queueing (feet)								
	Left-Turn			Through			Right-Turn		
	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
WB					11				
SB	49	107							
EB				20	51				
NB				34	84				
WB				42	136				
SB									
EB				1	29				

Table F11. 2039 No-Build PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Thru-Stop	1: CSAH 5 & East Dual Blvd	WB	0	766	56	822	0	1	1	A	A	A	1	A	3	A	WB				1	11				
		SB	65	0	97	162	20	0	10	C	A	B	14	B			SB	62	136							
		EB	54	532	0	586	8	2	0	A	A	A	3	A			EB				26	72				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	35	9	80	124	39	30	17	E	D	C	24	C	3	A	NB				64	190				
		WB	100	770	45	915	6	2	0	A	A	A	2	A			WB				51	127				
		SB	0	0	2	2	0	0	5	A	A	A	5	A			SB				2	22				
		EB	1	540	61	602	6	1	0	A	A	A	1	A			EB				2	40				

Table F12. 2039 Build-Alternative 1 AM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	396	41	437	0	9	3	A	A	A	8	A	14	B	WB				71	122		18	52	200
		SB	77	0	47	124	15	0	6	B	A	A	12	B			SB	40	90							
		EB	63	745	0	808	11	17	0	B	B	A	17	B			EB	30	105		205	390				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	13	2	47	62	23	25	6	C	D	A	10	B	3	A	NB				32	65				
		WB	75	422	43	540	11	0	0	B	A	A	2	A			WB	32	84	100		10				
		SB	0	0	0	0	0	0	0	A	A	A	0	A			SB									
		EB	4	795	24	823	6	3	2	A	A	A	3	A			EB	2	23	100		5				

Table F13. 2039 Build-Alternative 1 PM MOEs

Intersection		Appr	Forecast Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
Control	Location																	Left-Turn			Through			Right-Turn		
			L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Signalized	1: CSAH 5 & East Dual Blvd	WB	0	766	56	822	0	11	3	A	B	A	10	B	11	B	WB				114	189		24	55	200
		SB	65	0	97	162	12	0	6	B	A	A	8	A			SB	40	91							
		EB	54	532	0	586	13	12	0	B	B	A	12	B			EB	29	64		129	283				
Thru-Stop	2: Credit Union Dr & CSAH 5	NB	35	9	80	124	27	32	11	D	D	B	17	C	3	A	NB				53	136				
		WB	100	770	45	915	7	1	0	A	A	A	2	A			WB	31	80	100		5				
		SB	0	0	2	2	0	0	3	A	A	A	3	A			SB				1	30				
		EB	1	540	61	602	0	3	2	A	A	A	3	A			EB				1	16				

Table F16. 2039 Build-Alternative 3 AM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		424	32	456		4	4	A	A	A	4	A	5	A	WB				6	233		6	233	
		SB	65		60	125	5		3	A		A	4	A			SB	1	42					1	42	
		EB	59	757		816	4	5		A	A		5	A			EB	9	384		10	369				
Roundabout	CSAH 5 & Credit Union Dr	NB	10	2	45	57	4	6	4	A	A	A	4	A	5	A	NB	0	37		0	37		0	37	
		WB	48	447	70	565	5	6	7	A	A	A	6	A			WB	11	241		11	241		11	241	
		EB	59	757	24	840	4	3	2	A	A	A	3	A			EB				10	369		10	369	

Table F17. 2039 Build-Alternative 3 PM MOEs

Intersection		Appr	Modeled Volumes				Total Delay by Movement			LOS by Movement			LOS by Approach (Sec/Veh)		LOS by Intersection (Sec/Veh)		Appr	Average & Maximum Traffic Queueing (feet)								
																		Left-Turn			Through			Right-Turn		
Control	Location		L	T	R	Total	L	T	R	L	T	R	Delay	LOS	Delay	LOS		Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage	Ave Queue	Max Queue	Storage
Roundabout	CSAH 5 & East Dual Blvd	WB		763	47	810		5	4		A	A	5	A	5	A	WB				11	254				
		SB	56		110	166	9		7	A		A	8	A			SB	4	62							
		EB	49	544		593	4	5		A	A		5	A			EB	5	317		13	221				
Roundabout	CSAH 5 & Credit Union Dr	NB	28	13	88	129	4	3	4	A	A	A	4	A	7	A	NB	1	62		1	62		1	62	
		WB	47	783	92	922	8	9	8	A	A	A	9	A			WB	21	317		21	317		21	317	
		EB	49	544	60	653	4	6	6	A	A	A	6	A			EB				13	221		13	221	

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey - Parks, Recreation and Culture Manager
Date: October 6th, 2020
Subject: Resolution Approving a Special Event Application for Rum River BMX for MN State Series Finals

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The MN State Series Finals weekend is scheduled for October 23rd -25th, 2020.

- Hours of the event are Friday October 23rd from 4:00 p.m. to 9:00 p.m., Saturday October 24th from 1:00 p.m. to 6:00 p.m. and Sunday October 25th from 9:00 a.m. to 5:00 p.m.
- Estimates the number of individuals in attendance is 1,000-2,000 per day.
- Team canopies may be put up on the grass outside the arena (to the east and south), all canopies must use weights to secure canopies, the Association will notify participants to not use stakes to protect the irrigation lines.
- The Association is planning for spectator parking to take place at the Indoor Arena and within the Bluebird Park lots as overflow parking, along with the soccer field parking lot.
- Daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs.
- Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas.
- The standard public addressing system would be used throughout the event.
- Association is not requesting that any roads be closed.

Attachments

- Resolution 2020-XXX
- Special Event Application
    - Application Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION 2020-XXX

APPROVING A SPECIAL EVENT APPLICATION FOR RUM RIVER BMX MN STATE SERIES FINALS

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the MN State Series Finals; and,

WHEREAS, the event is scheduled to take place on Friday October 23rd from 4:00 p.m. to 9:00 p.m., Saturday October 24th from 1:00 p.m. to 6:00 p.m. and Sunday October 25th from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities;

WHEREAS, the canopy users must use weights and not stakes in the ground to secure canopies; and,

WHEREAS, the estimated number of people to be in attendance is 1,000-2,000 per day; and,

WHEREAS, daily event and camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, the applicant is required to follow all applicable governor orders and their COVID plan;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Special Event Permit request for the MN State Series Finals race,

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 was duly adopted by the Isanti City Council this 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

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 a 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. **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.

---

nicd 9/18/2020 dw

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 9/14/2020

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: [redacted] E-mail: [redacted]

EVENT INFORMATION

Event Name: Minnesota State Series Finals

Date(s) of Event: October 23rd, 24th and 25th of 2020

Hours of Event: Friday 4pm-9pm Saturday 1pm-6pm and Sunday 9am - 5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Finals race for the Minnesota State BMX Championship.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Thursday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,000-1,200

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 20' X 20'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

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.

Absolute Portable Restrooms, Cambridge MN. will supply four portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

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 alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

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?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers and daily parking shall pay the required camping fees per City and Rum River BMX Association agreement.

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: Larry MacDavitt

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

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

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief *
✓ Approved _____ Denied _____ N/A Signature: per email

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

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [signature]

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

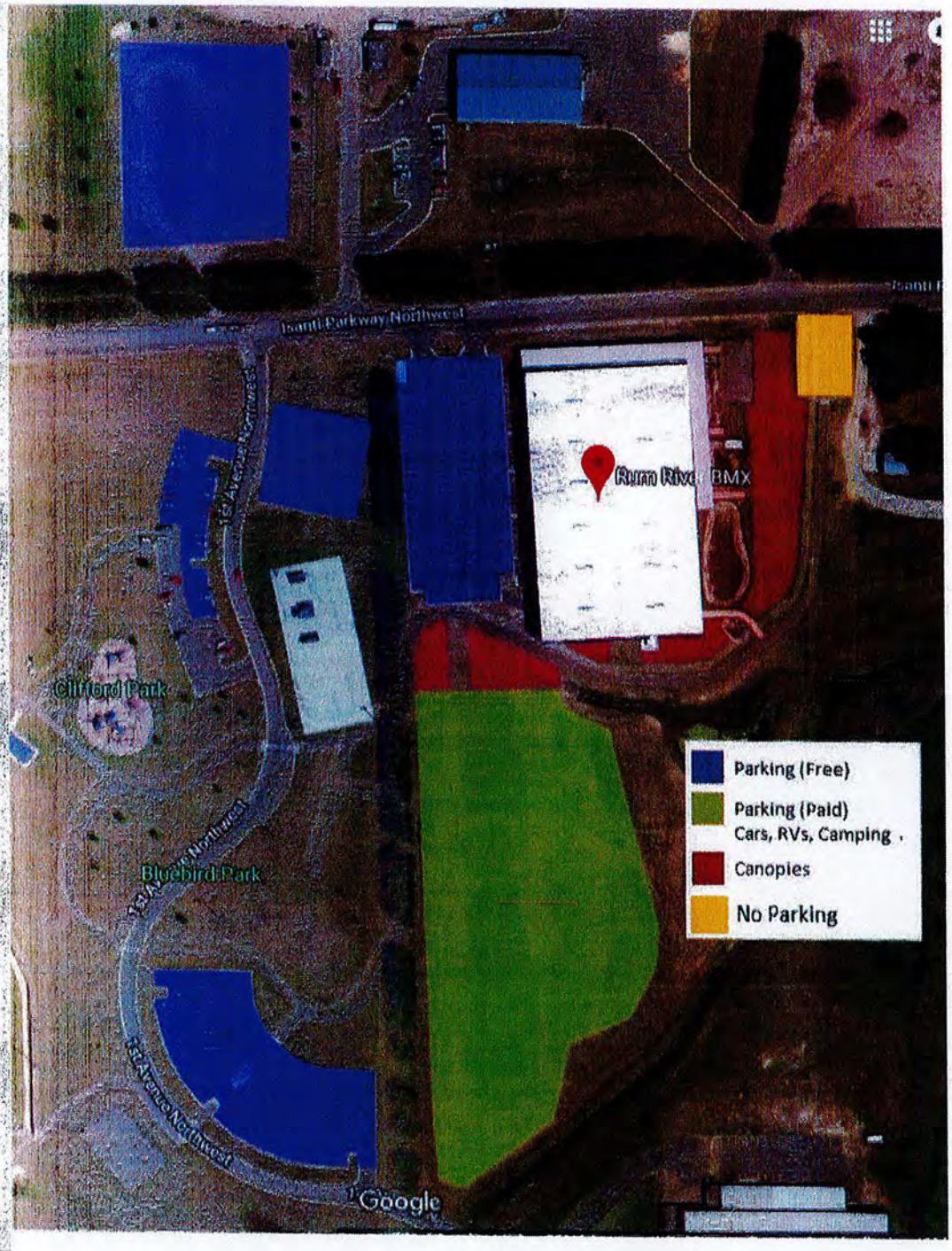
City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* Note: follow Covid plan and applicable executive orders

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
No Parking
Clifford Park
Bluebird Park
Google

A Community For Generations.
Isanti

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

Special Event Equipment Request Form

Event Name: Minnesota BMX State Finals

Date(s) of Event: October 23rd, 24th and 25th of 2020

Contact Person: Larry Merchlewitz [redacted]

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: October 22nd

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

Picnic Tables: 0

Barricades: 5

Stage: 0

Road Closed Signs: 0

No Parking Signs: 30 small sign

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

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

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Minnesota State Series Finals Located at the Isanti Indoor Arena on October 23rd, 24th and 25th of 2020.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) Tom

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LM

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LM

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 9/15/2020

K.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: September 29, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation
Public Hearing on Proposed Assessments
City of Isanti, MN
Project No.: R13.120122

The 6th Avenue SW Rehabilitation project has followed the MS 429 Special Assessment procedure. A feasibility report was completed, an Improvement Hearing was held, the project was publicly bid and awarded to the low responsible bidder. The project is scheduled to be completed on time and on budget.

A public hearing is required to be held on the proposed assessment finalizing the assessment process and recording the assessments. At this time, the council needs to call for the public hearing which would be scheduled to be held on November 4, 2020.

Attached is the resolution finalizing the assessment roll and calling for the public hearing on the proposed assessment.

Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND ORDERING HEARING ON PROPOSED ASSESSMENT – 6th AVENUE SW REHABILITATION PROJECT

WHEREAS, a contract has been let for the 2020 6th Avenue SW Rehabilitation Project and described herein the improvement of 6th Avenue SW, from the intersection of South Brookview Lane SW to the intersection of Edgewood Street SW. Project work also included, but not assessed, includes installation of a new watermain and sidewalk construction. The contract (bid) price for such improvement is $538,044.14, and the expenses incurred or to be incurred in the making of such improvement will amount to approximately $126,494.96 so that the total cost of the improvement will be $664,539.10.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $590,259.97 and the portion of the cost to be assessed against benefited property owners is declared to be $74,279.13.

2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the 15th day of May, 2021, and shall bear interest at the rate of 1.71% percent per annum from the date of the adoption of the assessment resolution.

3. The city clerk, with the assistance of the consulting city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and a copy of such proposed assessment shall be filed in the city office for public inspection.

AND FUTHERMORE, NOW THEREFORE, BE IT RESOLVED by the City Council of Isanti, Minnesota:

1. The City Clerk hereby notifies that such proposed assessment has been completed and filed in the city office for public inspection.

2. A hearing shall be held on **the 4th day of November, 2020** in the city hall at 7:00 pm. to pass upon such proposed assessment and at such time and place all persons owning

property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

3. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the total cost of the improvement shall be stated. The Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing date.

4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Isanti, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. They may at any time thereafter, pay to the City of Isanti the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020

Attest :

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 9/14/2020 - 9/16/2020 | Sep 16, 2020 07:11AM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/16/2020	54360	494	ALLINA HEALTH SYSTEM	101-20200	852.96
09/20	09/16/2020	54361	9	BERNICKS PEPSI-COLA	609-20200	1,011.88
09/20	09/16/2020	54362	368	BILLS QUALITY CLEANING	101-20200	521.00
09/20	09/16/2020	54363	1474	CDW GOVERNMENT INC	101-20200	561.10
09/20	09/16/2020	54364	1198	CENTER POINT ENERGY	601-20200	458.07
09/20	09/16/2020	54365	1822	CENTURYLINK BUSINESS SERVICES	101-20200	49.70
09/20	09/16/2020	54366	918	CRYSTAL SPRINGS ICE	609-20200	261.63
09/20	09/16/2020	54367	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,730.05
09/20	09/16/2020	54368	833	DIAMOND VOGEL PAINT	101-20200	663.16
09/20	09/16/2020	54369	55	ECM PUBLISHERS INC	609-20200	161.00
09/20	09/16/2020	54370	2480	INTECTURAL, INC.	101-20200	1,078.00
09/20	09/16/2020	54371	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,597.57
09/20	09/16/2020	54372	2647	JOHNSON CONTROLS	920-20200	534.33
09/20	09/16/2020	54373	136	LEAGUE OF MN CITIES	101-20200	6,642.00
09/20	09/16/2020	54374	17	MCDONALD DISTRIBUTING CO	609-20200	9,633.62
09/20	09/16/2020	54375	616	MENARDS - CAMBRIDGE	101-20200	196.94
09/20	09/16/2020	54376	2953	MIDCONTINENT COMMUNICATIONS	108-20200	138.35
09/20	09/16/2020	54377	2116	MINUTEMAN PRESS	101-20200	1,994.36
09/20	09/16/2020	54378	176	MN DEPT OF REVENUE	101-20200	35,385.00
09/20	09/16/2020	54379	1845	MN DEPT OF TRANSPORTATION	444-20200	1,359.15
09/20	09/16/2020	54380	2842	MN PEIP	861-20200	23,240.70
09/20	09/16/2020	54381	617	PAUSTIS & SONS	609-20200	412.00
09/20	09/16/2020	54382	2341	RED BULL DISTRIBUTION	609-20200	176.50
09/20	09/16/2020	54383	73	STAR	609-20200	219.65
09/20	09/16/2020	54384	554	STEVES TIRE INC	101-20200	127.80
09/20	09/16/2020	54385	2879	TACTICAL ADVANTAGE, LLC	101-20200	523.50
09/20	09/16/2020	54386	1354	TAPES PLUS ADVERTISING	609-20200	295.00
09/20	09/16/2020	54387	626	THE WINE COMPANY	609-20200	101.00
09/20	09/16/2020	54388	1740	TOSHIBA FINANCIAL SERVICES	108-20200	273.98
09/20	09/16/2020	54389	1820	URBANS HARDWARE INC	101-20200	60.74
09/20	09/16/2020	54390	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/20	09/16/2020	54391	2027	US INTERNET	603-20200	57.80
09/20	09/16/2020	54392	42	VIKING COCA-COLA BOTTLING CO	609-20200	257.30
09/20	09/16/2020	54393	4	WATSON CO INC	609-20200	3,141.48
09/20	09/16/2020	54394	1922	WEX BANK	609-20200	2,506.56
09/20	09/16/2020	54395	1129	ZARNOTH BRUSH WORKS INC	603-20200	2,084.00
Grand Totals:						118,370.88

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/22/2020 - 9/23/2020 | Sep 23, 2020 11:34AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/23/2020	54399	127	ABDO, EICK & MEYERS, LLP	411-20200	1,500.00
09/20	09/23/2020	54400	2689	ADVANCED POWER SERVICES INC	602-20200	835.00
09/20	09/23/2020	54401	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	583.23
09/20	09/23/2020	54402	53	BELLBOY CORPORATION	609-20200	6,694.97
09/20	09/23/2020	54403	9	BERNICKS PEPSI-COLA	609-20200	684.80
09/20	09/23/2020	54404	1500	BOLTON & MENK INC	601-20200	15,712.95
09/20	09/23/2020	54405	2221	C & L DISTRIBUTING	609-20200	392.45
09/20	09/23/2020	54406	1474	CDW GOVERNMENT INC	101-20200	39.00
09/20	09/23/2020	54407	1815	CENTURYLINK	609-20200	887.44
09/20	09/23/2020	54408	2751	CMS MONITORING	101-20200	60.00
09/20	09/23/2020	54409	918	CRYSTAL SPRINGS ICE	609-20200	263.52
09/20	09/23/2020	54410	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,150.52
09/20	09/23/2020	54411	2478	EAST CENTRAL ENERGY	101-20200	42.85
09/20	09/23/2020	54412	55	ECM PUBLISHERS INC	609-20200	161.00
09/20	09/23/2020	54413	16	ELECTRO WATCHMAN INC	609-20200	272.53
09/20	09/23/2020	54414	2933	FALCON NATIONAL BANK	101-20200	3,239.22
09/20	09/23/2020	54415	1682	FERGUSON WATERWORKS	601-20200	29.75
09/20	09/23/2020	54416	2028	FURTHER	101-20200	31.40
09/20	09/23/2020	54417	1009	GAMETIME	101-20200	1,990.76
09/20	09/23/2020	54418	160	HAWKINS INC	601-20200	1,829.72
09/20	09/23/2020	54419	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	51.58
09/20	09/23/2020	54420	114	ISANTI COUNTY RECORDER	505-20200	46.00
09/20	09/23/2020	54421	1563	ISANTI ELECTRIC INC	101-20200	1,072.67
09/20	09/23/2020	54422	113	ISANTI TIRE & AUTO CARE INC	101-20200	20.00
09/20	09/23/2020	54423	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,459.89
09/20	09/23/2020	54424	5	KAWALEK TRUCKING	609-20200	459.20
09/20	09/23/2020	54425	2345	LARSEN DIRT WORKS, LLC	101-20200	5,500.00
09/20	09/23/2020	54426	17	MCDONALD DISTRIBUTING CO	609-20200	7,469.92
09/20	09/23/2020	54427	1536	MINNESOTA DEED	219-20200	833.33
09/20	09/23/2020	54428	2080	MVTL LABORATORIES INC	602-20200	147.69
09/20	09/23/2020	54429	2018	NORTH FOLK WINERY	609-20200	348.00
09/20	09/23/2020	54430	2553	O'REILLY	101-20200	37.14
09/20	09/23/2020	54431	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,791.89
09/20	09/23/2020	54432	2954	SAVVIK BUYING GROUP	101-20200	4,604.42
09/20	09/23/2020	54433	808	SHERMIK TREE FARMS	101-20200	600.00
09/20	09/23/2020	54434	2396	SOUTHERN GLAZERS OF MN	609-20200	14,837.69
09/20	09/23/2020	54435	1442	ST. LOUIS MRO INC	101-20200	45.00
09/20	09/23/2020	54436	1361	STAPLES ADVANTAGE	609-20200	803.87
09/20	09/23/2020	54437	97	TOTAL CONTROL SYSTEMS INC	602-20200	8,715.00
09/20	09/23/2020	54438	42	VIKING COCA-COLA BOTTLING CO	609-20200	141.15
09/20	09/23/2020	54439	1286	VINOCOPIA INC	609-20200	273.00
09/20	09/23/2020	54440	4	WATSON CO INC	609-20200	1,709.56
09/20	09/23/2020	54441	2955	WELFRING, JEREMY	101-20200	5.88
Grand Totals:						126,373.99

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/30/2020	54442	1503	7-UP BOTTLING	609-20200	209.90
09/20	09/30/2020	54443	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	375.00
09/20	09/30/2020	54444	2873	ADAPCO, LLC	101-20200	577.65
09/20	09/30/2020	54445	953	ALL AMERICAN TITLE CO,INC.	601-20200	94.41
09/20	09/30/2020	54446	2582	ARTS & SCIENCE ACADEMY	101-20200	5,000.00
09/20	09/30/2020	54447	2975	ASCENSION ROOFING & SIDING	101-20200	80.00
09/20	09/30/2020	54448	9	BERNICKS PEPSI-COLA	609-20200	896.74
09/20	09/30/2020	54449	2020	BOYLE, EUGENE	101-20200	2,942.40
09/20	09/30/2020	54450	2319	BREAKTHRU BEVERAGE	609-20200	18,190.43
09/20	09/30/2020	54451	2956	CAMBRIDGE ISANTI ICE ARENA CORP	101-20200	5,000.00
09/20	09/30/2020	54452	1474	CDW GOVERNMENT INC	101-20200	7,590.77
09/20	09/30/2020	54453	120	CONNEXUS ENERGY	101-20200	18,815.80
09/20	09/30/2020	54454	918	CRYSTAL SPRINGS ICE	609-20200	212.76
09/20	09/30/2020	54455	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,062.28
09/20	09/30/2020	54456	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16.80
09/20	09/30/2020	54457	2720	DEFIANT DISTRIBUTORS	609-20200	482.87
09/20	09/30/2020	54458	1941	DELTA DENTAL	861-20200	3,006.20
09/20	09/30/2020	54459	2957	DISRUD, BOBBI	101-20200	5,000.00
09/20	09/30/2020	54460	2973	EBERHARDT, DAVID & SUSAN	601-20200	83.94
09/20	09/30/2020	54461	2904	EDGEWATER TITLE GROUP	601-20200	74.30
09/20	09/30/2020	54462	1519	EVER CAT FUELS, LLC	101-20200	5,000.00
09/20	09/30/2020	54463	385	FEDERATED CO-OPS INC	602-20200	210.86
09/20	09/30/2020	54464	2972	FRITZ, NEVIN	601-20200	12.16
09/20	09/30/2020	54465	2830	GDO LAW	101-20200	4,083.33
09/20	09/30/2020	54466	739	HACH COMPANY	601-20200	819.31
09/20	09/30/2020	54467	2970	HANNAM, JAMES & RUTH	601-20200	92.74
09/20	09/30/2020	54468	2958	HOCKERT SALES, INC.	101-20200	5,000.00
09/20	09/30/2020	54469	2967	IDLE HANDS TATTOO	101-20200	3,892.00
09/20	09/30/2020	54470	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	91.19
09/20	09/30/2020	54471	2959	ISANTI BARBER SHOP	101-20200	5,000.00
09/20	09/30/2020	54472	252	ISANTI REDBIRDS	104-20200	48.55
09/20	09/30/2020	54473	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,304.08
09/20	09/30/2020	54474	5	KAWALEK TRUCKING	609-20200	237.00
09/20	09/30/2020	54475	1170	LAND TITLE INC	601-20200	77.88
09/20	09/30/2020	54476	2974	LANGERMANN, MICHAEL & PATRICIA	601-20200	25.59
09/20	09/30/2020	54477	2961	LONGLEY, SHERRY	101-20200	3,387.00
09/20	09/30/2020	54478	17	MCDONALD DISTRIBUTING CO	609-20200	14,496.75
09/20	09/30/2020	54479	616	MENARDS - CAMBRIDGE	101-20200	31.43
09/20	09/30/2020	54480	870	M-R SIGN CO INC	101-20200	543.00
09/20	09/30/2020	54481	2080	MVTL LABORATORIES INC	602-20200	130.96
09/20	09/30/2020	54482	2960	NORTHERN PAWN, INC.	101-20200	5,000.00
09/20	09/30/2020	54483	617	PAUSTIS & SONS	609-20200	2,763.75
09/20	09/30/2020	54484	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,548.09
09/20	09/30/2020	54485	12	POSTMASTER	603-20200	240.00
09/20	09/30/2020	54486	2130	PROGRESSIVE BUILDERS	601-20200	98.89
09/20	09/30/2020	54487	2969	PUTMAN, JOHN	601-20200	22.12
09/20	09/30/2020	54488	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,649.12
09/20	09/30/2020	54489	1013	RENDEZVOUS COFFEE SHOP	101-20200	5,000.00
09/20	09/30/2020	54490	2625	RESULTS TITLE	601-20200	36.09
09/20	09/30/2020	54491	1373	RUM RIVER BMX ASSOCIATION	101-20200	5,000.00
09/20	09/30/2020	54492	2968	RUM RIVER MALLARDS	101-20200	4,098.00
09/20	09/30/2020	54493	2963	SCHEID, RACHEL A.	101-20200	1,000.00
09/20	09/30/2020	54494	2156	SUMMIT COMPANIES	101-20200	8.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/20	09/30/2020	54495	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	818.50
09/20	09/30/2020	54496	1290	THE AMBLE GROUP	602-20200	314.96
09/20	09/30/2020	54497	2962	THUNDER BROTHERS BREWERY, INC.	101-20200	5,000.00
09/20	09/30/2020	54498	2964	TRANS MISSISSIPPI BIOLOGICAL SUPPLY INC	101-20200	5,000.00
09/20	09/30/2020	54499	42	VIKING COCA-COLA BOTTLING CO	609-20200	324.95
09/20	09/30/2020	54500	2965	VILLAGE HAIR PARLOR	101-20200	5,000.00
09/20	09/30/2020	54501	4	WATSON CO INC	609-20200	1,504.79
09/20	09/30/2020	54502	2966	WILLOW BRIDGE, INC.	101-20200	5,000.00
09/20	09/30/2020	54503	780	WINE MERCHANTS	609-20200	88.00
09/20	09/30/2020	54504	2971	WINTERS, DEAN & LAURI	601-20200	8.27
Grand Totals:						196,719.61

Dated: _____

Mayor: _____

City Council: _____

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_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	87,835.54
Social Security & Medicare	5,002.40
Public Employees Retirement	9,031.47
Total City Expense	101,869.41

Pay Date 9/18/2020

Pay Period 19 (8/30-9/12/20)

City of Isanti

Gross Payroll	94,532.59
Social Security & Medicare	5,178.91
Public Employees Retirement	9,446.86
Total City Expense	109,158.36

Pay Date 10/2/2020

Pay Period 20 (9/13-9/26/20)

City of Isanti

Gross Payroll	7,994.25
Social Security & Medicare	611.57
Total City Expense	8,605.82

Pay Date 9/30/2020

Pay Period: Q3CCPay20 (7/1-9/30/20)

RESOLUTION 2020-XXX

AGREEMENT ESTABLISHING A REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the Parties have a duty to create a safe workplace for their employees, officials and volunteers; and,

WHEREAS, the Isanti City Council finds that it is in the best interest of the City to create a Regional Safety Group ("RSG") formed by agreements from other nearby cities/entities; and,

WHEREAS, the Parties desire to create a safety group that is innovative and different from a traditional safety and health committee pursuant to Minnesota Rule 5208.0070; and,

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) has developed the Regional Safety Group Initiative to facilitate safety training for cities/entities; and,

WHEREAS, the governing bodies of the Parties believe it is in the best interests of the Parties to cooperatively promote safety and health in the workplace by participating in the Regional Safety Group Initiative; and,

WHEREAS, the Establishing Agreement allows the City of Isanti to begin a new RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement; and,

WHEREAS, Minnesota Statutes, §471.59, authorizes the Parties by agreement of their governing bodies to jointly or cooperatively exercise any power common to them.

NOW, THEREFORE, in consideration of the mutual covenants made herein, the undersigned Parties agree as follows:

1. Purpose. The purpose of this Agreement is to promote workplace safety and health through the sharing of ideas and knowledge among the Parties and by holding regular joint safety and health training, educational programs, and meetings.

2. Name. The Parties hereby establish a safety group to be known as the CIMM Regional Safety Group (the "RSG").

3. Membership.

   A. LMCIT Members. All member cities/entities of the RSG are members in LMCIT's workers' compensation program.

   B. Initial Members. The initial member cities/entities of the RSG shall be the undersigned Parties executing this Agreement upon the approval of their governing bodies.

   C. New Members. A new member city/entity, that is a member of LMCIT's workers' compensation program, may be added to the RSG upon approval of a majority of the current members, as evidenced by a vote of the group members. Each member city/entity of the RSG

shall be entitled to one vote. Following the approval by the RSG, membership in the RSG is effective upon approval and execution of this Agreement, by a prospective member's governing body and its authorized representatives.

D. Termination of Membership. Any member city/entity may terminate its membership in the RSG upon written notification indicating its intent to withdraw not less than 90 days prior to the end of a current year. Terms will be on an annual calendar basis. Termination takes effect at the end of a current calendar year. A copy of the written termination notice must be sent to the safety coordinator of each member city/entity and to Kris LeRoy, LMCIT Program Manager, or other staff person as designated by LMCIT. Any terminated member shall remain responsible for its share of any costs incurred prior to the effective date of termination. A member city/entity shall also be terminated from the RSG if it is no longer a member of LMCIT's workers' compensation program.

4. Officers and Bylaws: The RSG may adopt bylaws or other rules governing the group that are not inconsistent with this Agreement. The RSG and its officers are not authorized to do any of the following: (a) to receive and expend funds; (b) to enter contracts; (c) to hire employees; (4) to purchase or otherwise acquire and hold real or personal property; or (5) to bring a lawsuit in the name of the RSG.

5. LMCIT Sponsored Training/Meetings. LMCIT offers the RSG safety training/meetings.

   A. Number of Training/Meeting Sessions. The RSG is entitled to twelve (12) training sessions per calendar year with a maximum of 1 per month and a minimum of 1 every-other month. Each training session will be at a site to be determined by the RSG. The date of each training session shall coordinate with the designated training representative.

   B. LMCIT Cost. LMCIT will pay one-half of the cost of each training session up to the maximum of twelve (12) sessions per calendar year. LMCIT will not reimburse members for travel, meals, or other charges.

   C. Member Cost. The remaining cost of each training session shall be paid in equal proportions by each RSG member to LMCIT.* Each member city/entity agrees to pay its share of training costs after receiving an invoice from LMCIT. No member shall be responsible for the unpaid costs of another member. Each member is responsible for its cost even if it does not have a representative attend the training session.

   D. Program Changes. RSG members acknowledge that LMCIT may, at any time, change its obligations to RSG members. Any changes made in the RSG program will be communicated to RSG members within thirty (30) days of the change.

6. Education and Training.

   A. Online Education and Training. LMCIT has established an interactive web-based training program in cooperation with FirstNet Learning. RSG members and their employees, officers, and volunteers are entitled to free access to this online training.

   B. Safety Data Sheet Management service. LMCIT has established an interactive web-based service in cooperation with SDS Access, powered by Damarco Solutions, LLC. RSG members and their employees are entitled to free access to this program to manage their cities safety data sheets.

C. Other Education and Training. An RSG may hold other training and educational sessions or meetings as determined by the group at the members' expense. Approval from LMCIT is not needed for training or meetings for which no LMCIT subsidy is requested.

D. Value Added Time. Each member city will utilize the safety trainer on an alternating basis with each of the members within the RSG. The member will work directly with or instruct the trainer on city-specific needs or records that require reviewing. The subject of this time will be determined by the city in coordination with the trainer.

7. Safety Committee Meetings. As a part of any training session, the members may discuss any matters that would typically be discussed in a "joint labor-management safety and health committee" meeting under Minnesota Statutes, Section 182.676 and take any action authorized under Minnesota Rules, Chapter 5208. LMCIT requires each RSG to hold a joint Safety Committee Meeting every-other-month at a minimum.

8. General Provisions.

A. Modification. No provision of this Agreement may be modified, altered, or rescinded except by a vote of the governing body of a majority of all members. Approved modifications take effect thirty (30) days after the date of approval by the last member approving the modification.

B. Effective Date. This Agreement shall be effective after approval by the governing body of the last initial member to approve this Agreement and execution by that member's authorized representatives.

C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

D. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.

E. Savings Clause. If any court finds any provision of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

NOW, THEREFORE, IT IS HEREBY RESOLVED, the Parties, by action of their respective governing bodies, caused this Agreement to be approved by the City of Isanti Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO MEGHAN GLASSEL

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Meghan Glassel was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Meghan Glassel for the City of Isanti and that she shall be eligible to start in that position on or after October 6th, 2020.
2. This position is part time and not eligible for benefits.
3. That Meghan Glassel shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

ACCEPTING PARKS, RECREATION AND CULTURE BOARD MEMBER BRIAN THUM'S RESIGNATION

WHEREAS, Brian Thum was appointed by the City Council to serve as a member of the Parks, Recreation and Culture Board for a term that expires on December 31, 2020; and,

WHEREAS, Brian Thum has provided notice of resignation as a member of the Parks, Recreation and Culture Board effective September 15, 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Brian Thum's resignation as a member of the Parks, Recreation and Culture Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

L.5.

RESOLUTION 2020-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK TERMINATION FOR ELIZABETH KERR

WHEREAS, part-time Liquor Store Clerk, Elizabeth Kerr was unable to meet the minimum requirements of the position and asked to be taken off the schedule; and,

WHEREAS, Elizabeth Kerr was directed on August 18, 2020 to contact Human Resources or the Liquor Store Manager to discuss a work schedule; and,

WHEREAS, Elizabeth Kerr has made no contacted the Liquor Store Manager or Human Resources since August 18, 2020; and,

WHEREAS, Elizabeth Kerr is being terminated from employment effective October 6, 2020; and,

WHEREAS, Elizabeth Kerr is not leaving employment in good standing;

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

1. That the resignation of Elizabeth Kerr is hereby accepted effective October 6, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.6.

MEMO for CITY COUNCIL

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public Services Director
Date: October 6, 2020
Subject: Resolution 2020-XXX Snow Plowing Policy

Background:
Every year the snow plowing policy is reviewed by Committee of the Whole and brought to City Council. Staff has reviewed the policy and is recommending the following changes:

Article II. Procedures

K. Sidewalk Routes to Schools
Whiskey Road - Heritage Blvd to Isanti Parkway West- **to read**
Whiskey Road - Heritage Blvd to the Villages on the Rum Association.

At that point it is the Villages on the Rum Associations sidewalk and their responsibility to clear of snow and ice to Isanti Parkway.

Article V. Administration

A. Council Review
Staff will review the Snow Plowing Policy and Operational Guidelines prior to the next year's snow season and make any recommendations for amendments to the City Council.

Action:
Staff is requesting City Council action on this item.

Attachment:
1. Resolution 2020-XXX Snow Plowing Policy

RESOLUTION 2020-XXX

APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.
After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area

2) Police Department Access Area
3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.
5) Sidewalk Routes to Schools –Primary sidewalks listed in this resolution.
6) Residential Streets
7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
8) Municipal Liquor Store Parking Lot
9) Alleys
10) Eagle Park Parking Lot
11) Isanti Indoor Arena
12) All Other Sidewalks – Secondary sidewalks (except exempt sidewalks)
13) River Bluff Preserve and Bluebird Park Parking Lots
14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. **Snow Hauling**

Snow may be hauled from streets where snow accumulation has created limited visibility near intersections. Snow may be hauled away in areas, such as cul-de-sacs,

where there is limited space to wing back snow to accommodate for more snow accumulation. Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.

Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Snow Plowing Cul-de-Sacs

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

G. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

H. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

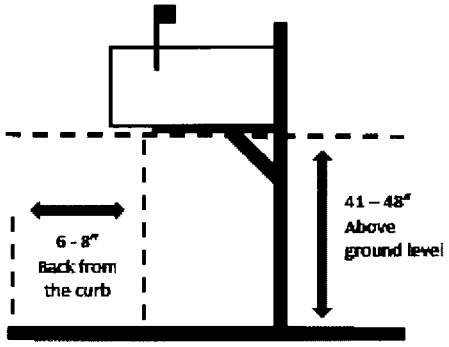
1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

I. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

   Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to these USPS guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.



2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage or recycling receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. Receptacles are also not to be placed on the sidewalk. The City is not responsible for damage of receptacles or clean-up of waste.

J. Snow Emergency Routes

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

K. Sidewalk Routes to Schools

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to the Villages on the Rum Association

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

7th Ave NE – North of Cajima Street

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5

2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Services Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

Staff will review the Snow Removal Policy and Operational Guidelines prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plow policies.

This Resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: October 6, 2020
Subject: RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 3, VILLAGES ON THE RUM ADDITION WITH J ROBINSON CONSTRUCTION, INC

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for 1004 Pleasant View Court described as Lot 6, Block 3, Village on the Rum Addition, for the construction of a single-family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of September 29, 2020.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2020-XXX
- Repayment Agreements

RESOLUTION 2020-XXX

AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 6, BLOCK 3, VILLAGES ON THE RUM ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and,

WHEREAS, A boiler plate Repayment Agreement was drafted by the City Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and,

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 6, Block 3, Villages on the Rum Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and,

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and,

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and,

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 29, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of October, 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2020, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 6,071.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,692.00** in Water Availability Charges and **$ 3,379.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2020 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $6,071.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 1004 Pleasant View Court, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2020, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 6, Block 3, Villages on the Rum Addition, Isanti County, Minnesota

L.8.

RESOLUTION 2020-XXX

RECOGNIZING NATIONAL PREGNANCY AND INFANT LOSS REMEMBRANCE DAY

WHEREAS, Infants Remembered In Silence, Inc. (IRIS) and many other nonprofit organizations work with thousands of parents all over Minnesota and across the United States who have experienced the death of a child during pregnancy through early childhood; and,

WHEREAS, many of these parents live in, deliver in, have a child die in, or bury a child in our community; and,

WHEREAS, Infants Remembered In Silence (IRIS) a 501(c)(3) nonprofit organization was founded in 1987, 33 years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents and all other types of infants and early childhood death; and,

WHEREAS, Bereaved parents around the world remember their children annually on October 15 with a candle lighting at 7 p.m. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and,

WHEREAS, In 1988 President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. (IRIS) respectfully requests that October 15th, 2020 be recognized as Pregnancy and Infant Loss Remembrance Day.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: **Matt Sylvester, Public Services Director**

Date: October 6, 2020

Subject: Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal

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Public Works has accumulated miscellaneous items that need to be disposed of. These items are as follows:

Scrap

Iron and Steel leftover from repairs
Old Signs
Old Sign Posts
Old Meter Bodies

Per policy, Resolution 2009-078, based on current pricing, Public Services Director obtained quotes and recommends taking the scrap metal to Midway Iron and Metal in St. Cloud for the best prices on scrap metals. Any items that cannot be taken as scrap will be disposed of.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2020-XXX – Resolution to Declare Metal as Scrap and Authorize Its' Disposal

RESOLUTION 2020-XXX

DECLARING METAL AS SCRAP AND AUTHORIZING ITS DISPOSAL

WHEREAS, it has been determined that the Public Works Department has scrap metal that is of no use to the City; and,

WHEREAS, Resolution No. 2009-078 provides guidelines for the disposal of scrap metal; and,

WHEREAS, among solicited quotations, current pricing yields highest with Midway Iron and Metal in St. Cloud;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize the following:

1. To declare scrap metal which includes but not limited to: old iron from repairs, aluminum signs, steel signs and old meter parts, located at the Public Works Facility as surplus property and authorize for its disposal.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for the disposal of scrap metal identified per this Resolution.

This Resolution was duly adopted by the Isanti City Council the 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: October 6, 2020
Subject: Resolution 2020-XXX Entering into an Agreement with Civic Systems, LLC for Caselle Connect Software Modules

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The City currently uses Caselle Clarity management system for our accounting software. Due to COVID-19, staff has explored options to enhance what we currently use to limit person to person contact and add efficiency with access online for tasks such as taking payments from customers and processing building permits and inspections. The best option staff found was to upgrade our current system to Caselle Connect and add modules to provide the best customer service during this time.

Staff received a proposal from Civic Systems, LLC for a total amount of $20,460.00. The breakdown costs for each module will be funded through the following:

- Coronavirus Relief Funds - $15,780.00 - Accounts Payable, Building Permits, Citizen Portal, Mobile App, Cash Receipting, General Ledger, and Payroll
- Fund 614 Technology - $1,760.00 - Accounts Receivable and Asset Management
- Water 601 and Sewer 602 - $2,920.00 - Utility Billing

Recommendation:
Staff is recommending to enter into an agreement with Civic Systems, LLC for Caselle Connect and modules defined within the proposal.

Attachments:

- Resolution 2020-XXX Entering into an Agreement with Civic Systems, LLC
- Civic Systems, LLC Proposal (Exhibit A)

RESOLUTION 2020-XXX

AUTHORIZING TO ENTER INTO AN AGREEMENT WITH CIVIC SYSTEMS LLC FOR CASELLE CONNECT SOFTWARE MODULES

WHEREAS, the current accounting software system used for Utility Billing, AP, AR, Payroll, Cash Receipting and other operating functions is Caselle Clarity through Civic Systems, LLC; and,

WHEREAS, due to COVID-19, it is in the best interest of the City to add additional modules to allow for Building Permitting/ Inspection processing online with access to a customer portal, and upgrades to Payroll, AP, Cash Receipting, and the General Ledger to minimize person to person contact; and,

WHEREAS, an upgrade to our AR, Asset Management and Utility Billing modules to Caselle Connect is beneficial for enhanced functions which will be funded through Technology, Water and Sewer; and,

WHEREAS, the proposal received by Civic Systems, LLC for such modules was $20,460.00; and,

WHEREAS, funding for modules are identified as follows:

- Coronavirus Relief Funds – Accounts Payable, Building Permits, Citizen Portal, Mobile App, Cash Receipting, General Ledger, and Payroll
- Fund 614 Technology - Accounts Receivable and Asset Management
- Water 601 and Sewer 602 – Utility Billing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, approve the following:

1. Use of Coronavirus Relief Funds for modules defined per this Resolution in the amount of $15,780.00.
2. Use of Funds from 614 Technology for modules defined per this Resolution in the amount of $1,760.00.
3. Use of Funds split from Water and Sewer for modules defined per this Resolution in the amount of $2,920.00
4. The City Administrator or designee is hereby authorized to enter into an agreement and sign corresponding documents with Civic Systems for Caselle Connect with modules for a total amount of $20,460.00 plus annual support fees; referenced as Exhibit A.

This resolution was duly adopted by the Isanti City Council this 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Computer Software and Conversion Services Proposal

City of Isanti

Prepared by Civic Systems, LLC

civicsystems

strong software, strong community

A SUBSIDIARY OF BAKER TILLY US, LLP

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

September 30, 2020

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Isanti
110 1st Ave NW
Isanti, MN 55040

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

Investment Summary

Connect License Fees (7 Concurrent Users)	$	64,800
Less Connect Upgrade Discount		*(47,040)*
Setup/Training New Modules		2,700
Connect Upgrade Training		0
TOTAL INVESTMENT	**$**	**20,460**
ANNUAL SUPPORT INCREASE NEW MODULES	**$**	**1,125**

SOFTWARE FOR LIFE: Software for Life provides the assurance that the City will never have to purchase another upgrade at any point in the future. As a result, the City will always be on the latest version of the software. To attain the Software for Life Premium, annual support will increase $900 each of the next three (3) years.

*Travel costs are not included.

Signature Agreement

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

CITY OF ISANTI, MN

Signature: _____

Title: _____

Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____

civicsystems
strong software, strong community
A SUBSIDIARY OF BAKER TILLY US, LLP

Selected Modules Detailed Costs

License Fees (7 Concurrent Users)

Connect Upgrade Modules	License Fee	Setup/ Training	Connect Upgrade Discount	Total Investment	Annual Support Increase New Modules
Based on 7 Concurrent User Licenses	$ 0	$ 0	$ --	**$ 0**	--
Accounts Payable	5,500	Included	(4,400)	**1,100**	--
Accounts Receivable	5,500	Included	(4,400)	**1,100**	--
Asset Management	3,300	Included	(2,640)	**660**	--
Building Permits	8,000	Included	(6,400)	**1,600**	--
Code Enforcements (No Longer Using)	--	--	--	--	(500)
Citizen Portal (Online Applications)	3,500	1,800	--	**5,300**	**875**
Mobile App	2,500	900	--	**3,400**	**750**
Cash Receipting	4,500	Included	(3,600)	**900**	--
General Ledger	5,500	Included	(4,400)	**1,100**	--
Activity Reporting	Included	Included	--	--	--
Bank Rec	Included	Included	--	--	--
Budgeting	Included	Included	--	--	--
miExcel GL	FREE	Included	--	**FREE**	--
miViewPoint	FREE	Included	--	**FREE**	--
Payroll	11,900	Included	(9,520)	**2,380**	--
Direct Deposit	Included	Included	--	--	--
Electronic Submittals	Included	Included	--	--	--
miExcel PR	FREE	Included	--	**FREE**	--
miPay Online (Electronic W2s and Paystubs)	FREE	Included	--	**FREE**	--
Utility Billing	14,600	Included	(11,680)	**2,920**	--
ACH Direct Pay	Included	Included	--	--	--
Electronic Read Interface	Included	Included	--	--	--
PSN Online Interface Batch	Included	Included	--	--	--
Splitter (UB Bill Attachments)	Included	Included	--	--	--
Tax Certification	Included	Included	--	--	--
Conversion And Setup Estimates	Included	Included	--	--	--
TOTALS COSTS	**64,800**	**2,700**	(47,040)	**20,460**	**1,125**

*Training for the modules upgrading to Connect is done through videos and ½ day of support walkthrough of changes.

Optional Module Detailed Costs

Optional Modules

Selected Product Descriptions	License Fee 7 Concurrent	One-Time conversion/ setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
Concurrent Users Above 7 (each)	$ 2,000	$ 0	$ 0	**$ 2,000**	$ 500
Additional Training (Daily/ Online)	--	1,000	--	**1,000**	--
Additional Report Conversion if Needed (2 Hrs)	--	--	300	**300**	--

*Above amounts do not include travel expenses

HARDWARE REQUIREMENTS

Network System Requirements – Caselle® Connect – Network

Important! Using servers or workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft ® Windows 2012, 2012 R2, 2016 Server (64-bit) or 2019 (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher |Minimum 16 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred | Color SVGA .28 Monitor | 1 GB Ethernet Network Card | 1 GB Ethernet Switch | DVDRW Drive All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Database Server Equipment and Operating System	• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server). • Networks with more than ten workstations may require faster processors and/or more memory than the recommended.
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64- bit) or 2016 (64-bit), or 2019 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher) | 8 GB of available RAM | 30 GB available disk space for Caselle Connect applications (180 MB) and data | LCD Monitor All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.
Workstation Operating System	Windows 10™ Professional (32-bit or 64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca 9000 and 1500 Series Printers | Star TSP100 | Epson TM – U325, TM-U675, and Epson TM – H6000IV
Internet Access	DSL, ISDN, or T1 Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint Only needed if miViewPoint is being installed.	IIS 7 or later | 30 GB of available disk space for miViewPoint on the IIS and SQL Servers | Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.

Attachment A – Caselle Software License Agreement

Caselle
1656 S East Bay Blvd, Ste 100
Provo, UT 84606
CASELLE, INC.
SOFTWARE LICENSE AGREEMENT

Caselle Agrees to provide the software to you, subject to the following terms and conditions.

1. GRANT OF LICENSE

Caselle, Inc. and its Licensors agrees to grant, and You agree to accept a limited, non-transferable, non-exclusive license ("License") to use the computer programs, with the accompanying manuals, literature and other materials ("Software") as detailed under Items, subject to the terms and conditions of this Software License Agreement and subject to termination as provided herein. The term Software shall also include all revisions, updates, enhancements and new modules or add-ons to the existing Software as detailed under Items.

2. TITLE AND CONFIDENTIALITY

Title and full ownership rights to the Software licensed under this agreement, including, without limitation, all intellectual property rights therein and thereto, and any copies You make, remain with Caselle. It is agreed the Software is the proprietary, confidential, trade secret property of Caselle, whether or not any portions thereof are or may be copyrighted and You shall take all reasonable steps necessary to protect the confidential nature of the Software as You would take to protect Your own confidential and trade secret information. You further agree that You shall not make any disclosure of any or all such Software (including methods or concepts utilized therein) to anyone, except to employees, agents, or contractors working for You to whom such disclosure is necessary to the use for which rights are granted hereunder. You shall appropriately notify all employees, agents, and contractors to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by them. Upon Caselle's request, such employees, agents, and contractors shall enter into an appropriate confidentiality agreement for secrecy and nonuse of such information which by its terms shall be enforceable by injunctive relief at the request of Caselle. If Caselle makes such a request, it shall provide You with the appropriate confidentiality agreements. The obligations imposed by this section upon You, Your employees, agents, and contractors, shall survive and continue after any termination of rights under this Agreement. It shall not be a breach of this agreement if you are required to disclose or make the Software available to a third party or to a court if the Software is required to be disclosed pursuant to a state's "open records" law, or is subpoenaed or otherwise ordered by an administrative agency or court of competent jurisdiction to be produced.

3. LICENSE

You may:

A. Use the Software on a single CPU or network ("System") for the appropriate number of users. The Software may be moved to and used on another System, but shall under no circumstances be used on more than one System at a time.

B. Make System readable copies of the software media provided with the Software as required for backup protection. Such copies may only be used in support of Your use of the Software on the System and may not be used for any other purpose. Each of these copies must have a label placed on the media indicating the Software is a proprietary product of Caselle.

You may not:

A. Rent, lease, sublicense, assign, sell, loan or otherwise transfer this Software, in whole or in part, except as expressly permitted by this Agreement.

B. Inspect, disassemble, decompile, reverse engineer or in any way attempt to determine the internal methods of the Software.

C. Modify the Software or merge it into any other product without the express written consent of Caselle.

D. Reproduce, prepare derivative works based upon, transmit or distribute the Software, or any part of it, in any form or by any means except as expressly permitted in this Agreement.

E. Permanently transfer or assign the Software and the rights under this License to another party without the express written consent of Caselle.

F. Use the Software to provide accounting services to multiple government agencies other than Your own.

Any attempt to do any of the above (A to F) shall void and terminate this Agreement.

4. TERM

This Software License Agreement is and shall be effective from the date of full execution and shall remain in force until terminated. You may terminate this Agreement at any time by notifying Caselle in writing and returning all copies and modifications of the Software within 30 days of such notification. Your License terminates automatically if you materially fail to comply with any terms or conditions of this Agreement and You must return all copies and modifications of the Software to Caselle or its agent within 30 days of receipt of written notification of such termination. For each day You retain the Software without a valid License You agree to pay Caselle $100.

Attachment A – Caselle Software License Agreement

5. WARRANTY

Caselle warrants that it has sufficient right and title to the Software to grant You this License. For one (1) year from the date of receipt of the Software ("Warranty Period"), Caselle also warrants the Software media to be free from defects in materials and workmanship under normal use, and Software operation will substantially conform to the specification published by Caselle. If an error or a defect in the Software or its media becomes apparent within the Warranty Period, You must promptly notify Caselle, in writing, describing the defect. Upon confirming the error or defect Caselle will, at its exclusive option, repair or replace the item or refund the price paid for the defective item. Caselle does not warrant that the functions contained in the Software will meet Your requirements or that the operation of the Software will be uninterrupted or error free. The entire risk as to the results and performance of the Software is assumed by You. The warranty does not cover Software modified by anyone other than Caselle and problems with, or caused by, computer hardware or non-Caselle software.

6. DISCLAIMERS AND LIMITATIONS OF REMEDIES

Except as specifically stated in this Agreement, the Software is Licensed "as is" without warranty of any kind, either express or implied, including, but not limited to implied warranties of merchantability and fitness for a particular purpose. In no event shall Caselle be liable for any indirect, special or consequential damages, including, but not limited to, loss of anticipated profits, revenue or savings, business interruption or loss of business information arising from the use of or inability to use the Software or breach of any expressed or implied warranty, even if Caselle or its agent has been advised of the possibility of such damages. These limitations shall apply notwithstanding the failure of an essential purpose of any limited remedy. Caselle's aggregate liability under this agreement for damage will not, in any event, whether based upon contract, negligence, strict liability in tort, warranty or any other basis, exceed the License fees paid by You for the Software.

7. ADDITIONAL SERVICES

Support, Training and Data Conversion for the Software will be provided directly by Caselle, or its authorized agent, and are subject to separate agreements.

8. GENERAL

A. The Warranty and Limitation of Remedies gives You specific legal rights. You may also have other rights, which vary from state to state, in which case the greater right will apply.

B. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin and You hereby consent to the jurisdiction of State and Federal courts in Wisconsin. If any part of this Agreement violates applicable law, that part shall be deemed to be amended to the extent necessary to comply with the law.

C. This Agreement constitutes the entire Agreement between Caselle and You and supersedes any prior Agreement or understanding, written or oral. Except as provided herein, this Agreement may not be amended or supplemented except in writing and properly executed by both parties.

D. If any provision of this Agreement shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or the enforceability of this Agreement.

E. All rights and remedies provided herein are cumulative and are in addition to all other rights and remedies available at law or equity.

F. In the event that either party successfully takes legal action to enforce any provision of this Agreement the unsuccessful party shall pay full costs and expenses of such action, including reasonable attorney's fees.

G. Any notice required by this Agreement shall be deemed to have been properly given if sent by registered or certified mail.

H. The waiver of any breach or default of this Agreement shall constitute a waiver only as to such particular breach or default and shall not constitute a waiver of any other breach or default. Failure to act by either party in exercising any right, power, or remedy under this Agreement, except as specifically provided herein, shall not operate as a waiver of any such right, power or remedy, and will not affect the validity of the whole or any part of this Agreement, or prejudice such party's right to take subsequent action.

I. Neither party shall be held liable for delays in any of its performance resulting from acts of God, war, civil disturbance, court order, labor dispute or any other cause beyond its control.

J. The relationship of the Parties shall be solely that of independent contractors. No partnership, joint venture, employment, agency or other relationship is formed, intended or to be inferred under this Agreement. Neither party to this Agreement shall attempt to bind the other, incur liabilities on behalf of the other, act as agent of the other, or authorize any representation contrary to the foregoing.

K. This Agreement is binding upon and shall inure to the benefit of the parties, their successors and assigns. However, this Agreement is not assignable by you. This Agreement is personal to you and neither the Agreement, nor the rights or duties hereunder, may be voluntarily or involuntarily, directly or indirectly, assigned or otherwise transferred without the prior written consent of Caselle. Any unauthorized assignment or transfer shall constitute a breach hereof and shall be voidable by Caselle.

Attachment B – Support Agreement

CIVIC SUPPORT AGREEMENT

This Support Agreement is made by and between the CITY OF ISANTI (client), 110 1st Ave NW, Isanti, MN 55040, and CIVIC SYSTEMS, LLC (Civic), Ten Terrace Court, Madison, Wisconsin 53707-7398.

TERMS AND CONDITIONS

1. DEFINITIONS

For purposes of this Civic Support Agreement, the subsequent capitalized terms will have the following meanings:

A. "Client" – Will denote the CITY OF ISANTI, MN.
B. "Civic" – Will denote Civic Systems, LLC.
C. "Services" – Will denote services related to software training, onsite implementation assistance, and conversion services, as more specifically set forth in the "Conversion Services" attached hereto as Attachment "B".
D. "Software" – Will denote end user computer programs and modules purchased by the Client from Civic, as more specifically set forth in the "Cost Detail" attached hereto as Attachment "A".
E. "Product" – Will denote any goods or services produced by a third-party entity other than Civic.

2. TERM

The initial term of this Support Agreement is for a period of 1 year(s) from the effective date. The effective date is defined as the date the first module is implemented and considered "live". Upon expiration of the initial term of the Support Agreement, it shall be deemed renewed with the same terms and conditions for further successive periods of one (1) year(s) unless either party has given the other party written notice not less than thirty (30) days prior to the expiration of the initial term or subsequent renewal term(s).

3. CHARGES

Civic will invoice client on the effective date and semi-annually thereafter. Invoices are sent in December for Support services rendered in the subsequent six (6) months for January through June. Invoices are sent in June for Support services rendered in the subsequent six (6) months for July through December. All invoices are due within 30 days of the invoice date. Invoices not paid within 30 days are subject to 1.5% interest per month or an annual interest rate of 18% per year. Civic will cease any and all Support services for any invoice not paid within 90 days until payment is made in full. Civic has the right to increase support charges at each anniversary or the effective date. Written notice of such increases shall be given to client not less than thirty (30) days before the anniversary of the effective date.

4. SERVICE HOURS

Civic will provide telephone and web support service five business days a week, from 8 AM to 5 PM Central Standard Time, excluding nationally recognized holidays. Annual support charges do not cover on-site support.

5. SERVICE NOTIFICATION

Client shall notify Civic of support tickets, by contacting Civic support and identifying the issue and symptoms. Notification may be made to Civic via telephone, web, e-mail or fax, as outlined below and in any of the methods outlined in the **SOFTWARE SUPPORT** section below.

Telephone:	608 240 2600
Toll-Free:	800 241 1517
Fax:	608 249 1050
E-mail:	support@civicsystems.com
Website:	http://www.civicsystems.com

6. TERMINATION OF AGREEMENT

This Support Agreement may be terminated as outlined under the **TERM** section above. In addition, Civic or client shall terminate this agreement immediately upon written notice thereof to the other party, in the event the other party shall have breached a material provision of this Support Agreement, which breach shall not have been cured within a thirty (30) day period. If breach is not capable of being cured within such thirty (30) day period, this Support Agreement shall not be terminable so long as the party committing such breach shall have established to the reasonable satisfaction of the other party that it is using all diligent efforts to effect such cure.

This Support Agreement may be terminated by either party effective immediately and without notice, upon: (i) the dissolution, termination of existence, liquidation or insolvency of the other party, (ii) the appointment of a custodian or receiver for the other party, (iii) the institution by or against the other party of any proceeding under the United States Bankruptcy Code or any other foreign, federal or state bankruptcy, receivership, insolvency or other similar law affecting the rights of creditors generally, or (iv) the making by the other party of any assignment for the benefit of creditors.

7. ASSIGNMENTS

Civic shall not assign, transfer or pledge this Support Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of client. A consent to assign shall be subject to such conditions and provisions as client may deem necessary, accomplished by execution of a form signed by client, Civic, and the assignee.

8. PLACE OF USE

The Customer shall provide a suitable, clean location for the installation and operation of the Product, including adequate surge protection on the electrical supply source.

9. RISK OF LOSS

This Support Agreement does not cover service, maintenance or repair necessitated by loss or damage resulting from any cause beyond the control of Civic, including, but not limited to loss or damage due to fire, water, lightning, earthquake, riot, unauthorized service or modifications, theft, or any other cause originating outside the Product.

10. PERFORMANCE

Civic shall exercise its best efforts in performing services covered under this Support Agreement, but shall not be liable for damages, direct or otherwise, for failure to perform services at a location deemed hazardous to health or safety or arising out of delays or failure in furnishing parts or services caused by Acts of God, Acts of Government, labor disputes or difficulties, failure of transportation or other causes beyond its control, or for any consequential damage whatsoever.

11. LIABILITY

Civic is only obligated to provide software support services for the most currently released version of the Software, and the immediately preceding version. Civic shall not be responsible, nor incur liability of any kind, nature or description to client, its agents or employees or any other firm or corporation, whether direct or consequential, in event of failure or fault in condition or operation of the Product or for errors of omission in the transmission or display of information arising from the actual or alleged use of operation of the Product.

Attachment B – Support Agreement

11. Warranty

A. Each party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each party hereto has been properly authorized and empowered to enter into this Agreement.

B. Client warrants that it has the legal right and authority, and will continue to have the legal right and authority during the term of this Agreement, to operate, configure, provide, place, install, upgrade, add, maintain and repair (and authorize Civic to do any of the foregoing to the extent the same are included in the Services) the hardware, software and data that comprises any of client's information technology system upon which or related to which Civic provides Services under this Agreement.

C. Civic represents and warrants that materials produced or used under this contract, including but not limited to software hardware, documentation, and/or any other item, do not and will not infringe upon any intellectual property rights of another, including without limitation patents, copyrights, trade secrets, trade names, and service marks and names.

D. If a third party claim that the Software infringes upon any intellectual property rights of another which causes client's reasonable use of the software or other material supplied under this contract to be seriously endangered or disrupted, Civic shall promptly, without additional charge to client either procure for client the right to continue using the software or other material, or replace or modify that software or material so that it becomes non-infringing, provided that such replacement or modified software or material has the same functional characteristics as the infringing software or material. If none of the foregoing alternatives are possible even after Civic's best efforts, client shall have the right at its election, to terminate the license to the infringing software and Civic shall promptly refund to client all fees, costs, and charges paid by client to Civic for that software or material and any other software or material reasonably rendered ineffective as the result of said infringement.

E. Civic warrants that any Services that it provides to client under this Agreement will be performed in accordance with generally accepted industry standards of care and competence. Client's sole and exclusive remedy for a breach of Civic's warranty will be for Civic, in its sole discretion, to either: (i) use its reasonable commercial efforts to re-perform or correct the Services, or (ii) refund the fee client paid for the Services that are in breach of Civic's warranty. Client must make a claim for breach of warranty in writing within thirty (30) days of the date that the Services that do not comply with Civic's warranty are performed. This warranty is voided in the event that client makes alterations to the Services provided by Civic or to the environment in which Services are used (including the physical, network and systems environments). If client does not notify Civic of a breach of Civic's warranty during that 30-day period, client will be deemed to have irrevocably accepted the Services.

F. Civic does not warrant any third-party product (each, a "Product"). All Products are provided to client by Civic "AS IS." Civic will, to the extent it is allowed to by its vendors, pass through any warranties and indemnifications provided by the manufacturer of the Product. Client acknowledges that no employee of Civic or any other party is authorized to make any representation or warranty on behalf of Civic that is not in this Agreement.

12. LIMITATION ON LIABILITY

In no event will Civic's liability exceed the license fees, services, and support fees paid to date by the Customer to Civic. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. In no event shall either party be liable for ANY lost profits, LOST Business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages arising out of or related to this Agreement.

Customer will indemnify Civic, its parent company (Baker Tilly) and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the Services of this Agreement.

In the event Civic is requested by the Customer; or required by government regulation, subpoena, or other legal process to produce its engagement working papers or its personnel as witnesses with respect to its Services rendered for the Customer, so long as Civic is not a party to the proceeding in which the information is sought, Customer will reimburse Civic for its professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

Civic will indemnify Customer against any damage or expense relating to bodily injury or death of any person or tangible damage to real and/or personal property incurred while Civic is performing the Services to the extent such damage is caused solely by the negligent acts or willful misconduct of Civic's personnel or agents in performing the Services.

Customer accepts and acknowledges that any legal proceedings arising from or in connection with the services provided under this Agreement must be commenced within twelve (12) months after the performance of the Services for which the action is brought, without consideration as to the time of discovery of any claim.

13. DEFAULT

In the event of payment default by client, Civic shall be entitled to collect interest and collection costs, including court costs and reasonable attorney fees. In the event of default by the Customer in any term or condition herein, Civic may, at its option, refuse service or terminate its obligations under this Agreement.

14. FORCE MAJEURE

In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any act of God, fire, casualty, flood, war, strike, lock out, failure of public utilities, injunction or any act, exercise, assertion or requirement of any governmental authority, epidemic, destruction of production facilities, insurrection, inability to obtain labor, materials, equipment, transportation or energy sufficient to meet needs, or any other cause beyond the reasonable control of the party invoking this provision ("Force Majeure Event"), and if such party shall have used reasonable efforts to avoid such occurrence and minimize its duration and has given prompt written notice to the other party, then the affected party's failure to perform shall be excused and the period of performance shall be deemed extended to reflect such delay as agreed upon by the parties.

Attachment B – Support Agreement

15. NOTIFICATION

All notices or communications required or permitted as a part of the Agreement shall be in writing (unless another verifiable medium is expressly authorized) and shall be deemed delivered when:

A. Actually received, or

B. Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party, or

C. If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth below or

D. Upon delivery by client of the notice to an authorized Civic representative while at client site.

The addresses of the parties to this Agreement are as follows:

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Isanti
110 1st Ave NW
Isanti, MN 55040

16. WAIVER

This instrument contains the entire Agreement for support of the parties. It cannot be changed, altered or modified orally. All changes or modifications must be in writing by the parties hereto.

17. SOFTWARE SUPPORT

The customer will supply the conditions and data which caused the malfunction and help reproduce the failure. The following services are part of the Support Agreement:

A. Telephone and Internet Support – Unlimited and reasonable telephone technical support is provided during the hours specified in the **Service Hours** section above. In addition, client has the ability to log support issues and search a knowledge base utilizing Civic's customer support portal over the internet twenty-four (24) hours a day, seven (7) days a week. Technical support history, including issue and resolution, shall be available to client via the customer support portal over the internet for a period of three (3) years. Civic shall, on occasion, employ software tools that utilize the internet to troubleshoot technical support issues.

B. Bug fixes and Updates – Civic shall provide client with all bug fixes and updates within twenty (20) days of receiving bug fixes and updates upon satisfactory software testing by Civic. Documentation communicating bug fixes, updates, and changes to the database schema shall be sent to client.

C. Software Upgrades – Civic shall provide client with upgrades to the current platform when available. Civic shall provide client with all upgrades within thirty (30) days of satisfactory software testing by Civic. All relevant documentation communicating enhancements, changes to user manuals, changes to the database schema, etc. shall be sent to client.

D. Trained Employees – Support will be provided to any employee that has completed formal training with Civic. Client shall notify Civic of any new employees requiring software support. New employees must schedule formal training with Civic at the current daily rate before support services are provided under the Support Agreement. If software support is required before training takes place, Civic will provide support as long as training has been scheduled with Civic

18. MISCELLANEOUS

This Support Agreement covers those services rendered for pre and post "go-live".

A Community For Generations.

Isanti

L.11.

Request for City Council Action - MEMO

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: September 28th, 2020

Subject: Donation Request for 13th Annual MMBA "Food Drive" promotion in-store

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Background:
Each year the MMBA supports a Food Drive for the sole purpose of raising funds as well as supplying donations to help support local food shelves in our area. I am requesting that we promote this program in-store and customers can donate nonperishable food items or make a cash donation in any amount that they wish to help support this program. The dates of the Food Drive are October 6th through October 31st, 2020.

Action
Staff is requesting City Council action on this item.

Attachment:

- Resolution 2020-xxx Approving Donation Box at Liquor Store

RESOLUTION 2020-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2nd, 2009 City Council approved a donation box policy; and,

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Food Drive"; and,

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Food Drive" at the Isanti Liquor Store from October 6th, 2020 through October 31st ,2020.

Adopted by the Isanti City Council this 6th day of October 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

13th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in a new partnership with Miller Lite is coordinating the *Thirteenth Annual Municipal Liquor Food Drive* **benefiting your local food shelf.**

As in previous years, there will be two competition brackets, based on 2018 annual sales:

$1,000,000 and Above & Below $1,000,000

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf from Miller Lite and MMBA.

In addition:

Through a random drawing, ten $100 donations will be made to food shelves of participating facilities, other than the category winners. So, everyone has a chance to win!

Here are additional details:

- The food drive will run from October 1 – October 31, 2020.
- Each participating MMBA member will collect dry food, can goods & cash for donation to your local food shelf of choice. **Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.**

NOTE:

Each $1 in cash donations will be counted as 3 pounds of food.

- At the end of the event (November 1), please take the collected food and cash to the food shelf to be weighed. (Contact the MMBA office if you need assistance locating your local food shelf.)

  A week or so after the conclusion of the event, send the MMBA office the information at: kaspszak@outlook.com.

- Coordinate signs with your Miller Lite Distributor.

- Here are some successful ideas to promote the event:

  - ✓ Facility product discount for those donating food
  - ✓ Stapling a flyer to carry-out bags
  - ✓ Displaying the food in the front of the store to catch customer eyes
  - ✓ Reference or total focus in advertising mediums
  - ✓ Miller wholesaler could build a platform of Miller Lite cases for the food to display on, or a wall of cases around an area where donations will be placed.
  - ✓ Local newspaper story
  - ✓ Collect contributions by participating in other community events

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jonathan.chance@molsoncoors.com

Thanks for your participation!!!!!

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Jaden Moore, Deputy City Clerk/ Human Resources
Date: October 6, 2020
Subject: Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services

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Background:
Council authorized staff on July 7th, 2020 to advertise an RFP (Request for proposal) for codification services. Staff received two proposals; General Code and American Legal Publishing for such services. The City currently uses General Code for codification services.

Request:
Staff is recommending to enter into a contract to continue receiving services from General Code for codification services as they are lower overall for services per the specifications outlined in the request for proposal. The contract would begin October 7th, 2020 and can end at any time.

Attachments:
- Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Codification Services
- Proposals received

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR CODIFICATON SERVICES

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for codification services; and,

WHEREAS, the Council authorized staff to request proposals for codification services on July 7th, 2020; and,

WHEREAS, the request for proposals for codification was published in the City's official newspaper; and,

WHEREAS, two proposals were received and are attached; and,

Consultant	Base Quotation not including optional/ additional expenses
General Code	**$5,220**
American Publishing	$8,800

WHEREAS, General Code was found to best fit the needs of the City given all rates and services considered;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota the following:

1. Hereby award the contract for codification services to General Code.
2. Hereby authorize staff to enter into and sign a contract with General Code starting October 7th, 2020 and can end at any time.

This resolution was duly adopted by the Isanti City Council this 6th day of October 2020.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

General Code

VI. Pricing Quotation Sheet

I. Base Cost City Code (493 pages) Includes $5,220

(A) Number of Copies (5 requested)

(B) General Code recommends that the City reuse their existing Binders for each Code, three ring or post (5 requested)

(C) Legal Analysis, as described in Duties of Publisher

(D) Special Features; List Below

(E) Estimated Number of Pages (number of pages included in base rate) 8½" x 11" Format

1) 340 Single column pages plus an additional 20 pages added to the Code for supplementation

II. Base Cost Zoning Code Includes (Optional) $4,550

(A) Number of Copies (5 requested)

(B) General Code recommends that the City reuse their existing Binders for each Code, three ring or post (5 requested)

(C) Legal Analysis, as described in Duties of Publisher

(D) Special Features; List Below

(E) Estimated Number of Pages (number of pages included in base rate) 8½" x 11" Format

1) 253 Single column pages

III. Variable Cost

(A) Per Page (Above/Below) 340-page estimate 8½" x 11" Format	
1) Single Column	$14.00
(B) Freight/Shipping	20.00

IV. Time to Completion

Number of Months Until Manuscript and Editorial and Legal Analysis	3 months
Number of Months Until Completed Code (after return of manuscript)	7 months
Number of Days for Updated Supplements	20-30 days

V. Optional Services

(A) Reorder Extra Copies of Extra Code Minimum Number of Copies

1) Cost per Extra Code with Binder $350

2) Cost per Extra Code without Binder $28

3) Cost per Extra Chapter, separately bound $0.15 per page
Includes trimming, drilling and binding

(B) Updating ordinances in conflict with state and federal statutes
Describe: As part of ongoing supplementation, adopted ordinances will be incorporated into the Code, as applicable. As part of the editorial work on the supplement, conflicts with state or federal statutes may be identified and brought to the attention of the City to address and potentially adopt new legislation. Subsequent amendments shall be included as supplementation to the Code, at the per-page rate noted below.

(C) Providing model ordinances when requested Included
Describe: Sample legislation is available to the City 24/7/365 using our Multicode Search functionality on *eCode360*. General Code is also happy to provide sample legislation upon request.

(D) Cost for information retrieval software for the Code (*eCode360*) $0
eCode360 Annual Maintenance Fee is $995 for our Premium package at your next anniversary date.

(E) Supplement Service (8 ½ 11" format)
1) Single-column $17.50 Per Page

American Legal Publishing

QUOTATION SHEET
CITY OF ISANTI, MN RECODIFICATION OF MUNICIPAL CODE

I) Base Cost City Code (Includes) — Zoning by reference: $ 8,800

(A) Five Copies of Code
(B) Five Binders - one for each Code
(C) Legal Analysis, as described in Agreement
(D) Special Features: No additional charge for tables/graphics
(E) Estimated Number of Pages (included in Base Cost)
8½" x 11" Format

Zoning by reference:
1) Single column — 442 pages
2) Dual column — 375 pages

II) Base Cost Zoning Code (Includes) — $ 4,700

(City Code with Zoning Code included in full: $8,800 + $4,700 = $13,500)

(A) Five Copies of Code
(B) Five Binders - one for each Code
(C) Legal Analysis, as described in Agreement
(D) Special Features: No additional charge for tables/graphics
(E) Estimated Number of Pages (included in Base Cost)
8½" x 11" Format

Zoning in full:
1) Single column (pages in addition to City Code) — 250 pages
2) Dual column — 210 pages

(City Code with Zoning Code included in full: 442 pages + 250 pages = 692 Total Pages)

III) Variable Cost

(A) Per Page Increase Rate above 442 pages in base cost (or 692 if zoning included);
8½" x 11" Format
1) Single Column — $ 18
2) Dual Column — $ 21

(B) Freight/Shipping

IV) Time to Completion

Number of Months Until Manuscript finished — 4-6 months
Number of Months Until Completed Code (after return of manuscript) — 3 months
Number of Days for Updated Supplement — 45 days for annual updates (quicker for more frequent updates)

V) Optional Services
(A) Reorder Extra Copies of Complete Code.
1) Minimum Number of Copies — None
2) Cost per Extra Code with Binder — $60
3) Cost per Extra Code without Binder — $40

(B) Updating ordinances in conflict with state and federal statutes:
This is offered as part of legal review included with the recodification

(C) Providing model ordinances when requested:
Publisher can provide model ordinances at no cost; city can also view and search all codes posted on Publisher's website at no cost.

(D) Search and Retrieval Software (Online Code)

1)	Conversion of Code (one-time setup fee)	$ 585 ($725 if zoning included)
2)	Future Online update fee	$ 1.75/page
3)	Online annual hosting fee	$ 450

(E) Supplement Service; 8½" x 11" Format

1)	Single-column	$18 Per Page
2)	Dual-column	$21 Per Page

No additional charge for pages with tables or graphics

RESOLUTION 2020-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for exempt gambling permit from Rum River BMX to hold an event on October 25th, 2020 at Rum River BMX, Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,800 for the event and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the applications for an exempt gambling permits is approved for the following date: October 25th, 2020 at Rum River BMX;

This Resolution is hereby approved by the Isanti City Council this 6th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti Pkwy NW. Isanti MN. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan 1018 Bellaire Blvd NW. Isanti MN. 55040
Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle (50/50) Date of event: Oct 25th 2020

Use of Proceeds: Proceeds shall be use to offset cost of awards and event

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti

Estimated value of prizes to be awarded: $1,800.00

Name of applicant: Sean Wilson Applicant's phone number:

Signature of applicant:

Date:

Approved by City Council Resolution #

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION 2020-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES

WHEREAS, Level Contracting LLC, (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of the remaining balance less the 10% required for the warranty period, leaving a balance of $41,500; and,

WHEREAS, the developer has successfully completed improvements for this development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

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 6th day of October, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/Commendations/Certificate Awards

G. Approve City Council Minutes
1. October 6, 2020- Regular Meeting of the City Council
2. August 5, 2020- EDA Meeting Minutes
3. August 18, 2020- EDA Meeting Minutes

H. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, October 27, 2020 at 6:00 p.m.
2. City Council Meeting	Wednesday, November 4, 2020 at 7:00 p.m.
3. EDA Meeting	Wednesday, November 4, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Compensation Study Presentation (*Leah Davis*)
2. Interview Applicant for Park Recreation and Culture Board

Chief of Police Travis Muyres
3. Ordinance-XXX Chapter 87 Keeping of Certain Animals

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $381,242.79 Payroll in the Amount of $106,525.85
2. Resolution 2020-XXX Appointing Election Judges for the 2020 General Election
3. Resolution 2020-XXX Approving Acceptance of Grant Funds and Agreement with Grant Terms
4. Resolution 2020-XXX Authorizing Purchase of Vanguard Sanitizing System
5. Resolution 2020-XXX Approving a Memorandum of Understanding with Isanti County Sheriffs Office for LETG Office for LETG Records Management System
6. Resolution 2020-XXX A Joint Resolution with Isanti Township for Road Maintenance of Split Jurisdiction Roads

M. Other Communications
1. September Police Department Reports
2. September Code Enforcement Officer Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 6, 2020 – 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: Jimmy Gordon (arrived at 7:02 p.m.), Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

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

D. Public Comment
None

E. Adopt Agenda
Addendum:
Remove L.14. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates

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

F. Proclamations/Commendations/Certificate Award
1. Mayors Proclamation- MN Manufacturer's Week
2. IRIS Infants Remembered in Silence

Mayor Johnson read each proclamation.

G. Approve City Council Minutes
1. September 15, 2020- Regular Meeting of the City Council
2. September 15, 2020- Committee of the Whole Meeting

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

H. Announcements

1. City Hall Closed Observance of Columbus Day	Monday, October 12, 2020
2. Committee of the Whole	Tuesday, October 20, 2020 at 5:00 p.m.
3. City Council Meeting	Tuesday, October 20, 2020 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, October 20, 2020

(Immediately following the City Council Meeting)

I. Council Committee Reports

Councilmember Lundeen shared that the fire district had their budget session which included a discussion of a 3% COLA increase and purchasing the fire station. Lundeen further shared that their new fire truck was at the meeting for people to see.

Councilmember Collison shared that last weekend's event at Rum River BMX was very successful and busy. Collison also shared that there was some people camping, but the National event had more.

J. Public Hearings

None

K. Business Items

City Administrator Josi Wood

1. Discussion on Study of CSAH 5 Intersections with East Dual Blvd and Credit Union Drive

City Engineer Jason Cook, shared 4 potential alternative intersection designs. Option one; a stoplight on East Dual Blvd, option two; a stoplight on East Dual with a reroute, option three; two mini roundabouts at East Dual Blvd and Credit Union Drive and option 4; single roundabout at East Dual with a reroute.

Councilmembers Bergley, Gordon and Collison recommended option 3 and Mayor Johnson and Councilmember Steve Lundeen recommended option 1.

2. Isanti Business Relief Grant Program Update and Small Business Coaching Discussion *(Steve Fredlund)*

City Administrator Josi Wood shared that the $77,377.00 that city council allocated to the Small Business Relief grant program had great feedback and people were appreciative. Wood continued to share that there were 17 recipients that received funds through the program. The recipients received anywhere from $1,000 to $5,000. Wood further shared that there were only a few applicants who were turned away and all the funds that were allocated to the grant program were used.

Wood stated that there are still some things in the works from the Cares Act funding. Everything has been purchased except two things. One is potentially adding accessibility to the Community Center as there is currently no automatic door openers which would fit into the Cares Act funding. Wood shared that automatic door openers would lower touch points with an approximate cost of $6,500. Also, purchasing air filters for city facilities for $1,700 to enhance air quality. Wood stated the remaining balance after purchasing automatic door openers and air filters is approximately $7,700.

Councilmember Collison stated a lot of places are installing touch free sinks.

Wood stated that city facilities do not have any touchless soup dispensers either and other cities have installed a grab bar to open doors with an individual's foot for bathrooms instead of grabbing a handle.

Councilmember Lundeen stated that touchless faucets and soup dispensers should be looked into for city facilities.

Collison asked Steve Fredlund if businesses could reach out to him directly.

Fredlund confirmed that businesses can reach out to him directly.

Wood stated that the Small Small Business Coaching information can be shared on the covid page on the city's website.

Recommendation from council is to use the remaining Cares Act funding to go towards touchless sinks, soap dispensers and foot pullers for doors.

3. **Resolution 2020-178** Approving a Special Event Permit Application for Rum River BMX for MN State Series Finals *(Larry Merchlewitz)*

Larry Merchlewitz from Rum River BMX shared that the state series final is an accumulation of what has happened since the first race earlier this year. The rider that gets a state plate will go to Tulsa, Oklahoma and will represent Minnesota.

Merchlewitz shared that Detroit Lakes thanked Isanti for holding the Qualifier event.

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

City Engineer Jason Cook

4. **Resolution 2020-179** Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering Hearing on Proposed Assessment – 6th Avenue SW Rehabilitation Project

City Engineer Jason Cook shared the final step to the project is to hold the public hearing to finalize the assessments. At the public hearing, residents would have the opportunity to challenge the assessments or get them officially levied on their tax record for the next 10 years at an interest rate of 1.71%.

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

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $441,464.48 Payroll in the Amount of $211,027.77 and Q3 Council Pay in the Amount of $8,605.82
2. **Resolution 2020-180** Accepting New Contract for Regional Safety Group 2021
3. **Resolution 2020-181** Offering the Position of Part-Time Liquor Store Clerk to Meghan Glassel
4. **Resolution 2020-182** Accepting Parks, Recreation and Culture Board Member Brian Thum's Resignation
5. **Resolution 2020-183** Accepting Part-Time Liquor Store Clerk Termination for Elizabeth Kerr
6. **Resolution 2020-184** Approving Snow Plowing Policy and Operational Guidelines
7. **Resolution 2020-185** Execution of Repayment Agreement on Lot 6, Block 3 Villages on the Rum
8. **Resolution 2020-186** Recognizing National Pregnancy and Infant Loss Remembrance Day
9. **Resolution 2020-187** Declaring Metal as Scrap and Authorizing its Disposal
10. **Resolution 2020-188** Authorizing to Enter into an Agreement with Civic Systems for Caselle Connect Software Modules
11. **Resolution 2020-189** Approving Donation Box at Liquor Store
12. **Resolution 2020-190** Awarding Quote and Authorizing to Enter into a Contract for Codification Services
13. **Resolution 2020-191** Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle

~~14. Resolution 2020-XXX Authorizing a Reduction in the Letter of Credit for Heritage Estates~~

Motion by Lundeen, second by Collison to approve Consent Agenda with the modification of removal of L.14. Motion passed 5-0. Motion carried.

M. Other Communications

None

N. Closed Session

Mayor Johnson announced the Council was going into closed sessions at 8:09 p.m. regarding consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960 and consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.

1. Closed Session for consideration of sale of City owned Real Property pursuant to Minnesota Statutes Section 13D.05 Subd3 (c) for PID 16.040.1030 and 16.040.0960.

2. Discussion Regarding Consideration to Purchase Real Property pursuant to Minn. Stat. 13D.05, subd. 3(c) for PID 16.029.2100 and 16.029.2400.

Upon reopening of the meeting, no further action was taken.

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 9:09 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Strand
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
August 5, 2020

1. **Call to Order:** President Johnson called the meeting to order at 7:47pm
   a. **Pledge of Allegiance**
   b. **Roll Call:** Jeff Johnson, Steve Lundeen, Dan Collison, Paul Bergley, Jimmy Gordon, Luke Merrill. Absent: Justin Neilson. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood, Finance Director Mike Betker, Assistant Finance Director Pam Dahlheimer, and Chief Muyres.
   c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Lundeen, second by Collison to approve. Motion passed 6-0

3. Approve Minutes of July 7, 2020 Regular Economic Development Authority Meeting: Motion by Merrill to approve, second by Collison to approve. Motion passed 6-0.

4. Business Items
   a. **Resolution 2020-XXX 2021 crop lease award:** Sellman presented the bids, there was one bid, Calander Farms bid $5,210 for the 2021 crop year. The board discussed that this is the parcel they would like to sell. Sellman indicated that the appraisal has been ordered and should be available at the next meeting. Motion by Lundeen, second by Collison to approve, motion passed 6-0.
   b. **Discussion on subdividing a 15-acre lot the EDA owns 16.124.0020:** Sellman was seeking direction from the EDA on the possibility of subdividing this parcel into 5-acre lots. She mentioned there is a potential buyer if it is subdivided into smaller lots. The EDA agreed it would be good to subdivide if people are looking for smaller lots. Sellman suggested they can advertise "lots can be subdivided" and then the option is there but not to actually subdivide until there is a user. Motion by Lundeen, second by Collison to advertise "lots can be subdivided" motion approved 6-0. Sellman will reach out to the potential user.
   c. **Call a public hearing for August 18, 2020:** Sellman explained there is a proposed buyer for the 2.5 acre EDA lot on East Dual, however the applicant wasn't submitted in time to advertise for a public hearing therefore the request is for the EDA to call a public hearing to consider the sale. Motion by Lundeen, second by Collision to call for the public hearing, motion passed 6-0.
   d. **Discussion on BP Metals:** Sellman explained that the owner of BP Metals has indicated due to Covid-19 he has laid off staff and therefore can't meet the minimum job requirement of 20 employees as required by the subsidy agreement. The Board discussed that he will still bring 15 new jobs to the city and it will get the property back on the tax rolls. Collison stated that 15 jobs is still a good number. Merrill had concerns that everyone will want to make changes and he doesn't want to see that happen with other agreements. The consensus was to allow the change and to bring the amended agreement to City Council.

5. Other Business / Updates / Communications

6. **Adjournment:** Motion by Bergley, second my Lundeen to adjourn. Motion passed 6-0 meeting adjourned at 8:01pm

Respectfully submitted
Sheila Sellman Community Development Director/EDA Secretary

Economic Development Authority
Minutes August 18, 2020

1. **Call to Order:** Chair Johnson opened the meeting at 8:07pm.
   a. **Pledge of Allegiance**
   b. **Roll Call:** EDA Members present: Jeff Johnson, Jimmy Gordon, Steve Lundeen, Dan Collison, Paul Bergley, Luke Merrill, Justin Neilson. Staff present: Community Development Director Sheila Sellman.
   c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by:

3. **Public Hearing**
   a. Sale of EDA owned land located at XXX East Dual BLVD NE PID 16.125.0020 to Swanees Trucking LLC: Sellman reviewed the proposed development of Swanee Trucking who proposes to locate their trucking operations to Isanti. The request is to buy the shovel ready site for this development. Motion by Lundeen second by Collison to approve the sale of EDA owned land PID 16.125.0020, motion passed 7-0.
4. **Adjournment:** Motion by Lundeen, second by Bergley to adjourn, motion passed 7-0, meeting adjourned at 8:20pm.

Respectfully submitted EDA Secretary/Community Development Director Sheila Sellman.

RESOLUTION 2020-XXX
Amending Resolution 2020-063

K.2.

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2020

WHEREAS, the City is required to make certain official appointments at the beginning of each year and throughout the year as needed; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

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

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2020:

Committee of the Whole	Mayor and Council
Economic Development Authority	Mayor and Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Bergley
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor- Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen

3. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2020:

Open Seat	*(Appointed 8-7-2019; term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2022)*
James Witte	*(Appointed 7-5-2016; term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2022)*
James Gordon	**Council Representative** *(term expiration 12-31-2020)*
Open Seat	**Student Representative** *(term expiration 12-31-2020)*

4. That the City Council designates the following individuals to the Planning Commission for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Alexander Collins	*(Appointed 5-7-2019; term expiration 12-31-2021)*
Arissya Simon	*(Appointed 1-7-2020; term expiration 12-31-2022)*

5. That the City Council Economic Development Authority Board membership terms are as follows for year 2020:

Mayor and City Council:	
Jeffrey Johnson	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Dan Collison	*(Appointed 1-7-2020; term expiration 12-31-2020)*
James Gordon	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Paul Bergley	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Steve Lundeen	*(Appointed 1-7-2020; term expiration 12-31-2020)*
Appointed Members:	
Justin Nielsen	*(Appointed 2-18-2020; term expiration 12-31-2024)*
Luke Merrill	*(Appointed 3-17-2020; term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Michael Becker E-mail:

Address:

Phone Number:

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

Lived in the community for 13+ years, know a lot of people in town
Take kids to local Park & Trails often

Why you are interested on being on the Board?

To help improve Parks and share ideas related to
Kid Activites, Street dances Etc.

What is your vision of Isanti?

Friendly, happy community Your family would love to live in.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 20, 2020
Subject: ORD 2020-XXX - Chapter 87 Keeping of livestock and poultry

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Background:

Chapter 87 prohibits the keeping of certain animals within city limits. Committee of the Whole reviewed the request to include racing pigeons at their August 18th meeting and recommended adding racing pigeons as a permitted animal.

Staff drafting language for inclusion by adding Section 87-1.2. The City Attorney has reviewed the Ordinance and it has been posted for the required 10- day notice period.

Request:
Staff is requesting action on this item.

Attachment:
- ORD 2020-XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING THE CITY CODE AMENDING CHAPTER 87 ARTICLE 1 KEEPING OF CERTAIN ANIMALS

THE CITY OF ISANTI DOES ORDAIN AS FOLLOWS:

I. AMENDMENT

Article I, Section 87-1 are hereby amended as follows:

§ 87-1 **Prohibited animals.**

No person, firm or corporation shall keep, harbor, feed or raise cows, horses, hogs or any other livestock, chicks or poultry~~, or pigeons~~, not in accordance with this chapter, in the City of Isanti.

§ 87-1.2 **Racing Pigeons.**

The City allows the keeping of racing pigeons on residential properties in the R1A zoning district, subject to the following requirements:

A. Racing Pigeon means a pigeon which, through selective breeding, developed the distinctive physical and mental characteristics to enable it to return to its home after having been released a considerable distance therefore, and which is accepted as such by the American Racing Pigeon Union, Inc. or the International Federation of Racing Pigeon Fanciers. Also, commonly known as Racing Homer, Homing Pigeon, or Carrier Pigeon.

B. Lofts, coops or enclosures are required and shall:

(1) Meet all setback requirements for the zoning district of the property or be at least 10 feet from a side or rear property line, whichever is greater.
(2) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.
(3) Be at least 30 feet from any residential dwelling on any adjacent property.
(4) Comply with accessory structure zoning requirements.
(5) Be located 10 feet or further from any primary structure on the subject property.
(6) Be located in the rear yard only.
(7) Provide a minimum of one square foot of floor space per bird.
(8) Are prohibited on properties with multifamily structures.

C. Lofts or coops are allowed only on properties within the R1A zoning district.

D. The property owner shall maintain the lofts or coops and/or enclosures such that they are in good condition, not unsightly and free from major defects, and reasonably clean from filth, garbage and any substance that attracts rodents.

E. The property owner shall properly store all animal feed in a rodent proof container.

F. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.

G. All pigeons must be banded with owner's information at all times.

H. Only owners in good standing with a pigeon club can allow their birds to fly.

I. The maximum total number of pigeons shall not exceed 100.

J. All persons possessing pigeons shall register and show proof of club membership to the Police Department on an annual basis.

II EFFECTIVE DATE

This ordinance shall take effect upon adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 15th day of October, 2020.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks, Human Resources/ City Clerk

Date Posted: 10/1/2020

Date Adopted:

Date Published:

Effective Date:

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/7/2020 - 10/7/2020 | Oct 07, 2020 03:22PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/07/2020	54510	598	ASPEN MILLS INC	101-20200	2,039.55
10/20	10/07/2020	54511	9	BERNICKS PEPSI-COLA	609-20200	866.51
10/20	10/07/2020	54512	2627	CAMBRIDGE-ISANTI COMMUNITY EDUCATION	101-20200	505.00
10/20	10/07/2020	54513	2487	CAPITOL BEVERAGE SALES	609-20200	124.87
10/20	10/07/2020	54514	2610	CINTAS	101-20200	3,008.84
10/20	10/07/2020	54515	1629	CITY OF ISANTI	101-20200	16,395.24
10/20	10/07/2020	54516	2977	COLLINS, JOHN	101-20200	1,200.00
10/20	10/07/2020	54517	1736	COMM OF MMB, TREAS DIV	101-20200	1,100.00
10/20	10/07/2020	54518	1472	CRAWFORDS EQUIPMENT INC	603-20200	59.03
10/20	10/07/2020	54519	918	CRYSTAL SPRINGS ICE	609-20200	194.94
10/20	10/07/2020	54520	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,511.90
10/20	10/07/2020	54521	2807	DAUDT, BRANDON	101-20200	99.99
10/20	10/07/2020	54522	1682	FERGUSON WATERWORKS	603-20200	47.65
10/20	10/07/2020	54523	2028	FURTHER	861-20200	4,437.50
10/20	10/07/2020	54524	134	GOPHER STATE ONE-CALL INC	601-20200	155.25
10/20	10/07/2020	54525	949	GRAINGER INC	101-20200	695.75
10/20	10/07/2020	54526	160	HAWKINS INC	601-20200	442.99
10/20	10/07/2020	54527	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	7.99
10/20	10/07/2020	54528	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,810.62
10/20	10/07/2020	54529	2647	JOHNSON CONTROLS	920-20200	1,823.67
10/20	10/07/2020	54530	5	KAWALEK TRUCKING	609-20200	375.60
10/20	10/07/2020	54531	17	MCDONALD DISTRIBUTING CO	609-20200	10,588.85
10/20	10/07/2020	54532	2978	MILBANK WINWATER WORKS	601-20200	3,394.32
10/20	10/07/2020	54533	2208	MINNESOTA EQUIPMENT INC	101-20200	114.19
10/20	10/07/2020	54534	194	MN DEPT OF HEALTH	601-20200	5,377.00
10/20	10/07/2020	54535	1945	MN DEPT OF LABOR	101-20200	5,193.38
10/20	10/07/2020	54536	2080	MVTL LABORATORIES INC	602-20200	43.20
10/20	10/07/2020	54537	2976	PAGGEN, JOE	101-20200	25.00
10/20	10/07/2020	54538	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,456.25
10/20	10/07/2020	54539	12	POSTMASTER	603-20200	1,500.00
10/20	10/07/2020	54540	2979	RECHER HVAC LLC	101-20200	152.00
10/20	10/07/2020	54541	2396	SOUTHERN GLAZERS OF MN	609-20200	23,322.56
10/20	10/07/2020	54542	2156	SUMMIT COMPANIES	101-20200	16.00
10/20	10/07/2020	54543	1290	THE AMBLE GROUP	101-20200	161.29
10/20	10/07/2020	54544	2944	UNIFIRST CORPORATION	101-20200	1,555.39
10/20	10/07/2020	54545	1820	URBANS HARDWARE INC	101-20200	157.26
10/20	10/07/2020	54546	686	VERIZON WIRELESS	101-20200	1,294.11
10/20	10/07/2020	54547	427	VESSCO INC	601-20200	1,287.94
10/20	10/07/2020	54548	42	VIKING COCA-COLA BOTTLING CO	609-20200	193.40
10/20	10/07/2020	54549	4	WATSON CO INC	609-20200	2,684.12
10/20	10/07/2020	54550	1922	WEX BANK	101-20200	2,637.09
10/20	10/07/2020	54551	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00
10/20	10/07/2020	54552	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						112,162.24

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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10/20	10/14/2020	54557	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,063.30
10/20	10/14/2020	54558	53	BELLBOY CORPORATION	609-20200	8,063.48
10/20	10/14/2020	54559	9	BERNICKS PEPSI-COLA	609-20200	2,152.25
10/20	10/14/2020	54560	368	BILLS QUALITY CLEANING	101-20200	521.00
10/20	10/14/2020	54561	2814	BROWN, BRANDON	601-20200	10.54
10/20	10/14/2020	54562	2221	C & L DISTRIBUTING	609-20200	262.15
10/20	10/14/2020	54563	1198	CENTER POINT ENERGY	601-20200	668.97
10/20	10/14/2020	54564	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.94
10/20	10/14/2020	54565	1985	CIVIC SYSTEMS, LLC	602-20200	20,460.00
10/20	10/14/2020	54566	2234	COMPLETE INTEGRATED SOLUTIONS, LLC	101-20200	8,511.00
10/20	10/14/2020	54567	918	CRYSTAL SPRINGS ICE	609-20200	252.72
10/20	10/14/2020	54568	918	CRYSTAL SPRINGS ICE	609-20200	116.64
10/20	10/14/2020	54569	187	CRYSTEEL TRUCK EQUIPMENT INC	101-20200	417.39
10/20	10/14/2020	54570	8	DAHLHEIMER DISTRIBUTING CO	609-20200	25,983.50
10/20	10/14/2020	54571	2807	DAUDT, BRANDON	601-20200	35.92
10/20	10/14/2020	54572	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.85
10/20	10/14/2020	54573	2028	FURTHER	101-20200	32.35
10/20	10/14/2020	54574	596	GRAFIX SHOPPE	920-20200	740.00
10/20	10/14/2020	54575	949	GRAINGER INC	101-20200	1,911.12
10/20	10/14/2020	54576	2761	GRATITUDE FARMS	101-20200	500.00
10/20	10/14/2020	54577	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	96.03
10/20	10/14/2020	54578	188	ISANTI COUNTY SHERIFF	101-20200	2,291.92
10/20	10/14/2020	54579	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,651.25
10/20	10/14/2020	54580	2647	JOHNSON CONTROLS	101-20200	578.40
10/20	10/14/2020	54581	5	KAWALEK TRUCKING	609-20200	189.80
10/20	10/14/2020	54582	2676	LEVEL CONTRACTING	505-20200	6,000.00
10/20	10/14/2020	54583	130	MARCO TECHNOLOGIES LLC	101-20200	371.92
10/20	10/14/2020	54584	871	MARTIN-MCALLISTER	101-20200	1,100.00
10/20	10/14/2020	54585	17	MCDONALD DISTRIBUTING CO	609-20200	13,185.55
10/20	10/14/2020	54586	616	MENARDS - CAMBRIDGE	920-20200	2,874.75
10/20	10/14/2020	54587	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
10/20	10/14/2020	54588	2826	MINOKAW VAR SERVICES	614-20200	29,535.60
10/20	10/14/2020	54589	33	MN CHIEFS OF POLICE	101-20200	62.50
10/20	10/14/2020	54590	2829	MN DEPT OF COMMERCE	101-20200	86.02
10/20	10/14/2020	54591	2842	MN PEIP	861-20200	26,561.86
10/20	10/14/2020	54592	2597	MNSPECT, LLC.	101-20200	52,073.50
10/20	10/14/2020	54593	2080	MVTL LABORATORIES INC	601-20200	165.54
10/20	10/14/2020	54594	279	NORTHLAND LANDSCAPING	101-20200	26.00
10/20	10/14/2020	54595	617	PAUSTIS & SONS	609-20200	538.50
10/20	10/14/2020	54596	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,573.49
10/20	10/14/2020	54597	2488	RANGER CHEVROLET	101-20200	43,224.00
10/20	10/14/2020	54598	2341	RED BULL DISTRIBUTION	609-20200	65.00
10/20	10/14/2020	54599	315	ST.PAUL STAMP WORKS	101-20200	14.95
10/20	10/14/2020	54600	73	STAR	101-20200	5.50
10/20	10/14/2020	54601	2156	SUMMIT COMPANIES	101-20200	54.40
10/20	10/14/2020	54602	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
10/20	10/14/2020	54603	427	VESSCO INC	601-20200	1,441.89
10/20	10/14/2020	54604	42	VIKING COCA-COLA BOTTLING CO	609-20200	316.70
10/20	10/14/2020	54605	4	WATSON CO INC	609-20200	3,902.03
Grand Totals:						269,080.55

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	91,697.99
Social Security & Medicare	4,999.98
Public Employees Retirement	9,827.88
Total City Expense	106,525.85

Pay Date 10/16/2020

Pay Period 21 (9/27-10/10/20)

RESOLUTION 2020-XXX

L.2.

APPOINTING ELECTION JUDGES FOR THE 2020 GENERAL ELECTION

WHEREAS, the General Election shall be held on November 3rd, 2020; and,

WHEREAS, the City of Isanti must appoint election judges for both precincts for the City of Isanti;

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

1. The following persons shall be appointed to serve as election judges and/or as alternates for the City of Isanti precinct at the Primary Election to be held on November 3rd, 2020:

Laureen Simons	Allen Garber
Katie Brooks	Ed Honzik
Jaden Moore	Pamela Dahlheimer
Lorraine Torpy	Margaret Engquist
Leroy Johnson	Jensine Ahlberg
Kris Gaffaney	Margaret Johnson
Tabitha Peltier	David Rysted
Ryan Saltis	Elizabeth Anderson
Laura Holmberg	Elaine Fischer
Connie Anderson	Dan Balk
Carter Fournier	

2. Election Judges (non-staff) shall be compensated for mileage to and from training, for election training, and for the hours served as an Election Judge.
3. The Head Judge (non-staff) shall be compensated at a rate of $13.25/hr and Election Judges (non-staff) shall be compensated at $11.25/hr.
4. City Staff is authorized to provide reasonably priced snacks to election judges and to purchase any additional supplies needed in order to ensure elections run efficiently and effectively.
5. The Election Administrator is authorized to train and appoint election judges as necessary.

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

_____
Katie Brooks
Human Resources/City Clerk

_____
Mayor Jeff Johnson

RESOLUTION 2020-XXX

APPROVING ACCEPTANCE OF GRANT FUNDS AND AGREEMENT WITH GRANT TERMS

WHEREAS, the COVID-19 pandemic requires additional efforts and costs to make the election process safe, sanitary, and effective; and,

WHEREAS, the Office of the Minnesota Secretary of State solicited grant applications from counties for grant funding pursuant to Minnesota Laws 2020, chapter 77, section 4 and the federal CARES Act to offset the increased election costs related to the COVID-19 pandemic; and,

WHEREAS, Isanti County received a grant from the Office of the Minnesota Secretary of State in the amount of $32,936.36 for this purpose; and,

WHEREAS, the Office of the Minnesota Secretary of State provided a default allocation for the distribution of the $32,936.36 in grant funds between Isanti County and its municipalities;

NOW, THEREFORE, IT IS HEREBY RESOLVED the governing body of City of Isanti hereby accepts its allocation of grant funds in the amount of $2,243.34 as listed in the "Default Allocation of Secretary of State CARES Grants" document; and,

BE IT FURTHER RESOLVED, the governing body of the City of Isanti hereby agrees to use the funds subject to the provisions of paragraphs 1 through 5, 7 through 11, and 13 through 16 of the 2020 CARES Act Grant Agreement between the State of Minnesota and Isanti County as if it were the grantee.

This Resolution is hereby approved by the Isanti City Council this 20th day of October 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

0000197329

STATE OF MINNESOTA
2020 CARES ACT GRANT AGREEMENT

This Agreement (hereinafter "Agreement") is made between the State of Minnesota, (hereinafter, "State") acting through its Secretary of State, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299 ("State") and Isanti County, 555 18th Avenue SW, Cambridge, MN 55008. ("Grantee").

Recitals

1 Under Minnesota Laws 2020, Chapter 77, section 4, Grantee is empowered to apply for the funds requested in this Agreement, and submitted a grant application under subdivision 6 of that section, and State is empowered to enter into this grant.
2 Grantee represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of State and in accordance with all federal and state laws authorizing this grant. Pursuant to Minn.Stat.§16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this grant.
3 Federal funds for this agreement are provided pursuant to the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, hereinafter the CARES Act.
4 State is in need of assistance to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 election cycle.
5. Grantee is responsible for elections within their county and is in need of funds to take the necessary steps to so respond in a complete manner.
6. Grantee represents that it has insufficient resources to respond in a complete manner without the grant amount provided pursuant to this agreement.

Agreement

1 ***Effectiveness of Agreement***

1.1 ***Effective date:*** September 1, 2020, or the date all required signatures, including those required by Minnesota Statutes, § 16B.98, Subd. 5, have been affixed to the agreement by Grantee and State, whichever is later. Per Minnesota Statutes.§16B.98, Subd. 11, Grantee submitted and State approved a work plan and budget as part of the Grant Application, incorporated herein. Per Minnesota Statutes §16B.98 Subd. 7, no payments will be made to Grantee until this Agreement is fully approved and executed, and Grantee has been notified by State's Authorized Representative that they are in compliance with the terms of this Agreement.

1.2 ***Expiration date:*** December 31, 2020, or when all funds applied for and provided to Grantee by State have been expended, or returned pursuant to paragraph 4.4, whichever occurs first.

1.3 ***Survival of Terms.*** The following clauses survive the fulfillment of this Agreement: 4. Consideration and Payment; 8. Liability; 9. Audits and Reports; 10. Government Data Practices; 12. Property and Casualty Insurance; 13. Governing Law, Jurisdiction, and Venue; and 14. Data Disclosure.

2 ***Grantee's Duties***

2.1 ***Activities.*** Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97,Subd. 4 (a) (1) and will use all funds provided as a result of this Agreement for the federal and state purposes permitted under Public Law 116-136 and Minnesota Laws 2020, chapter 77, section 4, subdivision 4, which are incorporated into this Agreement, and as set forth in the Grant Application previously submitted by Grantee, incorporated herein, and attached hereto. As Chief County Election Official, the County Auditor or Election Director is responsible for fulfilling all requirements of Grantee under this agreement.

2.2 ***Award and Matching Funds.*** Grantee is hereby awarded $32,936.36. Grantee must match the funds expended from this grant with local funds equivalent to 20% of the grant, or 25% of the funds expended on electronic roster systems.

2.3 ***Expenditures.*** Grantee will expend the funds only for the federal and state purposes and as described in the Grant Application submitted by Grantee, which is incorporated into this Agreement, except as set forth in paragraph 2.4 of this Agreement.

Grantee will expend funds granted by this Agreement as well as the required match, on preparations for and the necessary events connected with the primary election to be held August 11, 2020 and the general election to be held November 3, 2020, at which federal offices are on the ballot, no later than November 16, 2020, and will return all unspent grant funds to the State by December 31, 2020.

2.4 ***Municipalities.*** Grantee must work with municipalities within Grantee's jurisdiction to determine a fair, equitable, and mutually agreeable method for allocating grant funds within Grantee's jurisdiction and between municipalities. Grantee and municipalities must enter into an agreement stating the allocation and that the municipality is subject to the same terms as Grantee with respect to these funds. If no agreement is reached by September 8, 2020, Grantee must allocate and distribute the funds based on the default allocation contained in Section G of the Grant Agreement in Exhibit A. If the default allocation is used, the governing body of both Grantee and each municipality receiving funds must approve a resolution setting forth the allocation, and that by accepting the funds, the municipality is subject to the terms set forth in paragraphs 1 through 5; 7 through 11; and 13 through 16 of this Agreement as if it were the Grantee.

Grantee must report the allocation to municipalities within Grantee's jurisdiction to State by September 15, 2020. At the time of that report, Grantee must also certify that they have written agreements with municipalities regarding the allocation and terms, or that the County has utilized the default allocation.

2.5 ***Reporting Requirements.*** Grantee shall report to the State as specified in this Agreement.

2.5.1 Progress Reporting. Grantee shall submit, by November 16, 2020, a financial reporting form to the State utilizing the format identified by the State, stating the amount spent from this grant in calendar year 2020 for authorized expenses or electronic roster systems, a description of each expense or purchase, and how much of the grant award is unexpended and is being returned, if any, and the total of the proportionate match required by Minnesota Laws 2020, Chapter 77, section 4.

2.5.2 Other Requirements. Grantee must maintain financial records for each grant sufficient to satisfy audit standards or other reporting requirements and must transmit those records to the secretary of state upon request of the secretary of state.

2.5.3 Evaluation. State shall have the authority, during the course of this grant period, to conduct an evaluation of the performance of Grantee.

2.5.4 Requirement Changes. State may modify or change all reporting forms at their discretion during the grant period.

2.5.5 Special Requirements. The State reserves the right to append to the Agreement terms, at any time before all grant funds have been expended, special administrative requirements deemed necessary to assure Grantee's successful implementation of the program. The State will notify the Grantee in writing of any special administrative requirements.

2.6 *Accounting Requirements - Fiscal Control and Accounting Procedures.*

Grantee's fiscal control and accounting procedures must be sufficient to:

(a) Permit preparation of reports required by this Agreement,

(b) Permit the tracing of funds to a level of expenditures adequate to determine that funds have not been used in violation of this agreement, and

(c) Support accounting records through source documents, such as: cancelled checks, invoices and paid bills, agreement and sub award documents, and records sufficient to detail history of procurements.

2.7 *Alterations in Spending Plan.*

Any changes in the purposes for which this grant is spent that are still within the federal and state purposes, or adjustments in local allocations, from those set forth in the grant application, must be agreed to by the State.

3 *Time*

Grantee must comply with all the time requirements described in this Agreement. In the performance of matters funded pursuant to this Agreement, time is of the essence.

4 *Consideration and Payment*

4.1 Consideration. The State will make an award to Grantee under this Agreement as follows:

(1) *Grant Award.* Grantee will be awarded the amount listed in paragraph 2.2 of this Agreement.

(2) *Total Obligation.* The total obligation of State to Grantee under this Agreement will not exceed the amount listed in paragraph 2.2 of this Agreement.

4.2 *Fiscal Requirements.* Grantee shall report to the State as provided by paragraph 2.5 of this Agreement.

4.2.1 Financial Guidelines. Grantee's eligible expenditures under this Agreement must be specifically incurred by Grantee or municipalities with an agreement with Grantee. Grantee will report on all expenditures pertaining to this Agreement as provided in paragraph 2.5.

4.2.2 Records. Grantee must retain all financial records for a minimum of six (6) years after the date of submission of the final financial report, or until completion of an audit which has commenced before the expiration of this six-year period, or until any audit findings and/or recommendations from prior audit(s) have been resolved between the Grantee and State, whichever is later, and comply with all other retention and access requirements for records provided in the jurisdiction's retention schedules. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General. In addition, Grantee must maintain records sufficient to report expenditures made during the term of this Agreement upon request of the State, including but not limited to a final report prior to the end of the term of the Agreement

4.3 *Payment Invoices.* State will pay the grant amount to an account of Grantee within 30 days after the effective date of this Agreement.

4.4 *Conditions.*

(1) Payments under this Agreement will be made from federal and state match funds appropriated by Minnesota Laws, 2020, Chapter 77, section 4. Grantee is responsible for compliance with all requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by Grantee's failure to comply with statutory or Agreement requirements.

(2) Grant funds must be used only to increase the funds that would, in the absence of this grant, be made available for the federal and state purposes.

(3) Grantee assures that these grant funds are required for the federal and state purposes because Grantee has insufficient funds to respond completely to the coronavirus pandemic.

(4) Grantee will return all funds unexpended for the federal and state purposes on November 16, 2020 to OSS no later than December 31, 2020,

5 *Satisfaction*

All duties required and agreements or assurances provided by Grantee in this Agreement must be performed to State's satisfaction, as determined at the sole discretion of State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations.

6 *Authorized Representative*

State's Authorized Representative is David Maeda, Director of Elections, 180 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Boulevard, Saint Paul, MN 55155-1299, 651-556-0612, or his successor, and has the responsibility to monitor Grantee's performance and compliance with this Agreement.

Grantee's Authorized Representative is Chad Struss, Auditor-Treasurer, 555 18th Avenue SW, Cambridge, MN 55008 763-689-8209 chad.struss@co.isanti.mn.us .
Grant payment will be made to:
Isanti County
Federal ID Number: 41-6005808

Grantee must be registered as a vendor in the SWIFT system, or must provide a W-9 form with this executed agreement, in order for State to register Grantee in the SWIFT system.

If Grantee's Authorized Representative changes at any time before the funds provided for in this Agreement are fully expended, Grantee must immediately notify the State.

7 *Assignment Amendments, Waiver, and Agreement Complete*

7.1 **Assignment**

Grantee shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of State, approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 **Amendments**

Any amendments to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 **Waiver**

If State fails to enforce any provision of this Agreement, that failure does not waive the provision or State's right to enforce it.

7.4 **Agreement Complete**

This Agreement contains all negotiations and agreements between State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8 *Liability*

Grantee must indemnify, save, and hold State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by State, arising from the expenditures of the funds provided by this Agreement by Grantee or Grantee's agents or employees.

9 ***Audits and Reports***

Under Minnesota Statutes, § 16C.05, subd. 5, and 16B.98, subd. 8, Grantee's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee must cooperate with any audits related to the use of these funds conducted by the United States Election Assistance Commission, Office of the Inspector General. In addition, Grantee must report expenditures made during the term of this Agreement upon request of the State, including but not limited to a final report prior to the end of the term of the Agreement.

10 ***Government Data Practices***

Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Ch. 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of Minnesota Statutes, § 13.08 apply to the release of the data referred to in this clause by either Grantee or State.

If Grantee receives a request to release the data referred to in this Clause, Grantee must immediately notify State. State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

11 ***Workers' Compensation***

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 ***Property and Casualty Insurance***

Grantee is required to maintain a property and casualty insurance policy covering "All Risk" (or equivalent) of direct physical loss or damage, including, but not limited to, the perils of transit (if applicable), theft, and flood for devices or systems acquired using funds granted under the Agreement. The insurance limit shall be equal to the replacement cost of any electronic roster systems purchased with funds from this grant. Any deductible shall be the sole responsibility of Grantee.

13 ***Governing Law, Jurisdiction, and Venue***

Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 ***Data Disclosure***

Under Minnesota Statutes, § 270.66, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities.

15 ***Termination.***
State may immediately terminate this Agreement with or without cause, upon 30 days' written notice to Grantee.

16 ***Grantee Procurement***
Grantee certifies that it will use the procurement processes applicable in Grantee's jurisdiction in purchasing items or equipment with funds subject to this Agreement.

1. ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes, §§ 16A.15 and 16C.05.

Signed: [signature]

Date: 9/4/2020

Agreement No. 182718/PO 3335

2. GRANTEE (County)
Grantee certifies that the appropriate person(s) have executed the Agreement t on behalf of Grantee as required by applicable resolutions or ordinances.

By: [signature]

Title: ISANTI COUNTY AUDITOR - TREASURER

Date: 9/16/2020

By: _____

Title: _____

Date: _____

3. STATE (Office of the Secretary of State)

By: [signature]
(with delegated authority)

Title: Director of Elections

Date: 9/8/20

Distribution: Grantee
State's Authorized Representative

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: October 20, 2020

Subject: Consider Resolution to Purchase a Vanguard Sanitizing System

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Background:

Public Works will jet approximately one third of the sewer mains in town every year. While jetting staff is continually being exposed to raw sewage on the jetter hose. The raw sewage contains an abundance of Dangerous Bacteria, Viruses, and Parasites. Staff recently discovered a Vanguard Sanitizing System that will remove up to 98% of the Bacteria and Viruses found on the jetter hose. The unit wraps around the jetter hose and sprays the hose with a sanitizer during its retrieval. The unit can also be used to disinfect touch points on the truck as well as tools. The cost for the unit is $10,490.00 from MacQueen Equipment. The funding source for the unit would come from Coronavirus Relief Funds as a necessary expenditure due to the public health emergency with respect to the Coronavirus Disease (Covid 19).

Recommendation:

Staff is recommending to purchase the Vanguard Sanitizing System from MacQueen Equipment in the amount of $10,490.00. The funding source would come from the Coronavirus Relief Funds.

Requests:

Staff is requesting action on this item.

Attachment:

- Resolution 2020-XXX – Authorizing Purchase of Vanguard Sanitizing System

RESOLUTION 2020-XXX

AUTHORIZING PURCHASE OF VANGAURD SANITIZING SYSTEM

WHEREAS, the City of Isanti received $454,377.00 in Coronavirus Relief Funds (CRF) due to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act; and,

WHEREAS, the funding from the Coronavirus Relief Funds is required to be used for expenditure that:

- Are necessary expenditure incurred due to the public health emergency with respect to the Coronavirus Disease (COVID-19)
- We're not accounted for in the budget most recently approved as of March 27, 2020
- Were incurred during the period that begins on March 1, 2020 and ends on December 31, 2020

WHEREAS, the purchase of Vanguard Sanitizing System for sanitizing the jetter hose and touch points on the truck; and,

WHEREAS, the cost for the Vanguard Sanitizing system is $10,490.00; and,

WHEREAS, staff has determined the purchase to ensure Public Health and Safety are in the best interest of the city;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. The purchase of a Vangaurd Sanitizing System.
2. Funding source identified as Coronavirus Relief Funds.
3. Authorize staff to sign required documentation for the purchase.
4. Authorize payment, if needed at the time of delivery prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council the 20th day of October 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

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Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: October 20, 2020
Subject: LETG Records Management System Agreement

Background:

All Law Enforcement agencies within Isanti County share a common records management system that is hosted by the Isanti County Sheriff's Office. For past upgrades there has not been an agreed upon financing mechanism for funding.

Recommendation:
Staff is recommending authorization to enter into Memorandum of Understanding formalizing the financing mechanism and guidelines which will govern the City of Isanti Police Departments use of the Isanti County Sheriff's Department LETG Records Management System.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Authorize staff to sign Memorandum of Understanding with Isanti County Sheriffs Office.
2. Approve Resolution as written.

Attachments:

- Res 2020-XXX
- Memorandum of Understanding

RESOLUTION 2020 -XXX

APPROVING A MEMORANDUM OF UNDERSTANDING WITH ISANTI COUNTY SHERIFFS OFFICE FOR LETG RECORDS MANAGEMENT SYSTEM

WHEREAS, Isanti Police has utilized the LETG records management system hosted by the Isanti County Sheriff's Office since 2007; and,

WHEREAS, the records management system requires system upgrades and maintenance; and,

WHEREAS, staff has determined that a formalized financing mechanism and guidelines are in the best interest of the city; and,

WHEREAS, City staff has authorization to sign related documents;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve a Memorandum of Understanding, Exhibit A, formalizing the financing mechanism and guidelines which will govern the City of Isanti Police Departments use of the Isanti County Sheriff's Department LETG Records Management System.

This Resolution hereby approved by the Isanti City Council this 20th day of October 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

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Isanti

MEMORANDUM OF UNDERSTANDING

The purpose of this Memorandum of Understanding is to formalize the financing mechanism and guidelines which will govern the City of Isanti Police Departments use of the Isanti County Sheriff's Department LETG (Law Enforcement Technology Group) Records Management System.

Upon approval by both governing boards, The City of Isanti Police Department agrees to pay the Isanti County Sheriff's Office a pro rata share of the total cost to update servers associated with the LETG Records Management System based upon the mutually agreed upon number of users. The useful life of the upgraded servers is expected to be 3.5 years.

Costs associated with future LETG server/technology upgrades will also be shared pro rata with other benefitted agencies based on the number of users. Isanti County agrees to provide details of this and any future calculations used to determine the City of Isanti's financial obligation. The City of Isanti and Isanti County reserve the right to end this agreement and hence, use of the County maintained LETG Records Management System at any time with 60 days written notice.

Furthermore the City understands that no reimbursement will be made to the City by the County based on remaining useful life of the servers or associated hardware if the City terminates this agreement. Should the County terminate this agreement and hence the City's use of the LETG Records Management System the city shall be reimbursed for the City's pro rata share of the remaining useful life.

For the City of Isanti:

_____

Josi Wood, City Administrator

Dated _____

For the County of Isanti:

_____

Julia Lines, County Administrator

Dated _____

110 1st Ave N, PO Box 428 * Isanti, MN 55040
763-444-5512 * fax 763-444-5560
www.cityofisanti.us

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Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester, Public Services Director
Date: October 20, 2020
Subject: Resolution 2020-XXX A Joint Resolution With Isanti Township For Road Maintenance Of Split Jurisdiction Roads

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Background:
Staff and Members of Isanti Township Board have discussed a Joint Resolution for Road Maintenance of roads that share half City/ County. The Resolution for Road Maintenance will include 3rd Ave NW between Isanti Parkway and Jackson St NW/ 299th Ave NW, 299th Ave NW between Jackson St NW and the Railroad Tracks, Polk St SW between South Passage SE to the Athens Township line, and Hastings St NE and 279th Ave NE. Both parties agree that annual minor road maintenance will include but is not limited to winter plowing, salt/sanding, pothole patching, grading, ditch mowing, brush cutting and shouldering work. Both parties also agree that at which time there are major repairs or road maintenance to which the addition of gravel, bituminous overlay such as crack filling and chip sealing, and culvert work to Joint Jurisdiction Roads it will be agreed upon separate from this agreement.

Recommendation:
Staff is recommending to accept the joint Resolution with Isanti Township for road maintenance.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2020-XXX

A JOINT RESOLUTION

CITY OF ISANTI, MN RESOLUTION 2020-XXX

ISANTI TOWNSHIP RESOLUTION: _____

This Joint Road Maintenance Agreement (the "Agreement") is made and entered into as of this 13 day of October, by and between the City of Isanti, a Minnesota municipal corporation ("City") and the Township of Isanti ("Township").

WHEREAS, there are presently, and may be in the future, certain roadways where both the City and the Township abut or include in their jurisdiction, portions of the right of way or traveled surface hereafter referred to as "Split Jurisdiction Roads:"; and,

WHEREAS, pursuant to and in accordance with the provisions of Minnesota Statutes Section 471.59, the City and Township wish to establish certain agreements and understandings concerning maintenance and repair of these Split Jurisdiction Roads;

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Isanti and the Township Board of Isanti Township as follows:

1) *Agreements Relating to Specific Roadways.* The following terms and conditions shall apply to the following specific roads:
   a. *3rd Avenue NW between Isanti Parkway NW and intersection of Jackson St NW/ 299th Ave NW.* The City shall maintain this Split Jurisdiction Road to include all road maintenance. The Township shall be responsible for ditch maintenance, shouldering and signage repair on the West side of the roadway.
   b. *299th Ave NW between Jackson St NW and the Railroad Tracks.* The Township shall maintain this Split Jurisdiction Road to include all road maintenance. The City shall be responsible for ditch maintenance and signage repair on the South side of the roadway.
   c. *Polk St SW between South Passage SE to Athens Township line.* The City shall be responsible for all annual maintenance of this section of roadway. The City shall only be responsible for signage repair on the West side of the roadway where the City owns the right-of-way.
   d. *Hastings St NE and 279th Ave NE.* The Township shall be responsible for all annual maintenance of these roadways. The Township shall only be responsible for the signage on the West side of Hastings St NE and the South side of 279th Ave NE.

2) *Annual Minor Road Maintenance.* Annual minor road maintenance includes but is not limited to winter plowing, salt/sanding for ice control, pothole patching, grading, ditch mowing, brush cutting and shouldering work.

3) *Major Repairs or Road Improvements.* Major repairs or road improvements, which include addition of gravel, bituminous overlay methods such as chip sealant and crack filling, and culvert work, to Joint Jurisdiction Roads will be agreed upon by the City of Isanti and Isanti Township separate from this agreement.

4) *Good Faith Reasonable Efforts*. The City and the Township agree to use reasonable and good faith efforts to accomplish their respective responsibilities as set forth in this Agreement, except where such efforts are impeded by forces beyond the reasonable control of the party required to perform.

5) *Amending Terms*. This Agreement contains all the agreements relating to the subjects addressed herein, an officially adopted amendment is required to amend or vary any of the terms of this Agreement, and any failure to enforce a portion of this Agreement shall not constitute a waiver of any terms of this Agreement.

ISANTI TOWNSHIP BOARD

Adopted by Resolution of the Isanti Township Board this 13 day of October 2020.

By: _____
ITS: Chairman

By: _____
ITS: Township Clerk

CITY OF ISANTI CITY COUNCIL

Adopted by Resolution of the City Council of Isanti this __ day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

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Isanti

Isanti Police Department Monthly Report

September 2020

Reported Crime	Month to Date	Year to Date
Theft	22	104
Assault	3	22
Vandalism/Damage to Property	8	35
Narcotics	1	26
Burglary	2	4
Domestics	4	56
Crim Sex	1	4
Robbery	0	0
Loud Party/Disturbance	4	127
Medical	36	305
Permit to Purchase	15	102
Security Check / Extra Patrol	308	3,300

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	43
DUI	0	10
Accidents	10	63
Hit & Run	1	4
Warrant P/U	1	17
Speed	26	223
DAR/DAS	2	42
Administrative Citations (Including Speed)	11	107

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	93,436	497	9,993
Ford Explorer 224	Not Available	#VALUE!	#VALUE!
Ford F150 225	38,428	1,261	11,776
Chevy Impala 223	97,601	249	2,879
Dodge Durango 226	20,286	1,284	12,503
Dodge Durango 227	26,124	2,472	21,239
Dodge Durango 228	1,280	1,280	1,280

M.2.

CEZT REPORT SEPTEMBER 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD				83	72	60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD				3	0	1	1	1	1	1		
CITATIONS OPEN (End of month)				6	5	5	4	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)					3	6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD				10	12	8	7	9	5	7	5	
NEW CASES THIS PERIOD				11	12	15	10	10	7	10	8	
CAN-Proh Animals				2	1	1						
CCV-Comm Vehicle Storage												
CDO--Dogs						2		1	2	4	5	
CPA-Park & Store. 227				1	3	7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216					7	7	3	2				
Nuisance Junk/rubbish/salvage 216				3	5		2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds				6								
NUV-Unlicensed vehicle or missing plates				1		6	2			1		
RNT-Unlicensed rental												
SGN-Signs				1								
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period				15	6	11	4	7	3	8	6	
Administrative Citations Issues/period				1	0	1	1	1	1	1		
Criminal Citations Issued/period				3							1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

September 2020

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		
ROOF / SIDING	97	309	$0.00	$0.00	$97.00	$260.00	$8,530.00	$25,490.00		
DECK	4	46	$24,462.00	$311,724.04	$17.24	$96.57	$1,183.05	$12,255.30		
LL FINISH	0	16	$0.00	$221,555.13	$0.00	$27.63	$0.00	$7,104.25		
REMODEL / ADDITION	0	9	$0.00	$12,008.70	$0.00	$0.00	$0.00	$1,027.78		
GARAGE / SHED	0	3	$0.00	$31,564.00	$0.00	$5.85	$0.00	$1,029.60		
MISCELLANEOUS	31	148	$3,033.00	$15,015.40	$32.42	$86.58	$4,046.40	$19,878.28		
SINGLE DWELLINGS	8	73	$1,680,253.42	$13,420,915.16	$839.64	$3,530.18	$22,581.70	$191,129.20		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	13	115	$0.00	$0.00	$13.00	$44.00	$975.00	$8,775.00		
PLUMBING	17	111	$0.00	$0.00	$19.50	$48.50	$1,597.25	$9,113.25		
RESIDENTIAL TOTAL	**170**	**830**	**$1,707,748.42**	**$14,012,782.43**	**$1,018.80**	**$4,099.31**	**$38,913.40**	**$275,802.66**		
COMMERCIAL										
NEW BUILDINGS	1	1	$3,323,000.00	$3,323,000.00	$1,264.60	$1,264.60	$25,231.80	$25,231.80		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	0	2	$0.00	$18,000.00	$0.00	$0.00	$0.00	$165.00		
MECHANICAL	0	4	$0.00	$70,475.00	$0.00	$0.00	$0.00	$1,744.26		
ROOF / SIDING	1	2	$0.00	$6,000.00	$50.00	$50.00	$1,815.00	$2,042.70		
MISCELLANEOUS	1	23	$0.00	$127,890.00	$0.25	$15.00	$82.50	$4,514.20		
COMMERCIAL TOTAL	**3**	**35**	**$3,323,000.00**	**$3,861,885.00**	**$1,314.85**	**$1,329.60**	**$27,129.30**	**$39,152.86**		
RESIDENTIAL/COMMERCIAL TOTAL	**173**	**865**	**$5,030,748.42**	**$17,874,667.43**	**$2,333.65**	**$5,428.91**	**$66,042.70**	**$314,955.52**	**$48,568.00**	**$430,870.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 9/30/2020

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	26	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	185	22	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	158	17	0	0	$4,192,779.60	$70,262.86	$99,854.00
2020	865	73	0	1	$17,874,667.43	$314,955.52	$430,870.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	66	$1,636,592.28	$30,690.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,638,828.37	$46,050.95
August	230	$2,753,544.10	$60,994.10
September	173	$5,030,748.42	$66,042.70
October	63	$417,967.48	$10,892.70
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	865	$17,874,667.43	$314,955.52

M.3.

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Real People. Real Solutions.

7533 Sunwood Drive NW
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Ramsey, MN 55303-5119

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MEMORANDUM

Date: October 14, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) 6th Avenue Rehabilitation

The contractor plans to complete this project in the coming month. The final assessment hearing is scheduled for November 4, 2020.

2) TH 65 & Cajima Street RCUT Improvements

Minor punchlist items will be wrapped up this month.

3) 2020 Pavement Management Project

Minor punchlist items will be wrapped up this month.

4) 2020 Storm System Management Project

Minor remaining items will be completed this fall.

5) Legacy Pines 2nd Addition

Minor Punchlist Items will be addressed this month.

6) Legacy Pines 3rd Addition – Phase 1

Street construction is scheduled to be completed this month.

7) Legacy Pines 3rd Addition – Phase 2

Utilities have been installed, and street construction is scheduled to be completed this month.

8) MS4 Implementation

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, NOVEMBER 4, 2020 – 7:00 P.M.
CITY HALL

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. October 20, 2020- Regular Meeting of the City Council
2. October 20, 2020- Committee of the Whole Meeting
3. August 18, 2020- Planning Commission Meeting
4. August 25, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

1. Committee of the Whole	Tuesday, November 17, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, November 17, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, November 17, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2020-XXX Adopting Assessment for the 6th Avenue Rehabilitation Project

K. Business Items
1. Compensation Study Presentation (*Leah Davis*)

City Administrator Josi Wood
2. Resolution 2020-XXX Approving Purchase of Property Owned by Kristine L. Yerigan Trust

Community Development Director Sheila Sellman
3. Ordinance-XXX Amending the City Code, Chapter 253 Rental Dwellings
4. Ordinance-XXX Amending the City Code, Chapter 536 Subdivision

L. Approve Consent Agenda
1. Accounts Payable in the Amount of $1,720,329.80 Payroll in the Amount of $110,888.22
2. Resolution 2020-XXX Accepting Liquor Store Clerk III Letter of Resignation for Danyette Phelps
3. Resolution 2020-XXX Approving Survey or Parcels Identified as 16.029.2100 and 16.209.2400
4. Resolution 2020-XXX Offering the Position of Building Official to Steven Thorp

M. Other Communications
1. Draft Minutes from the October 27, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 20, 2020 – 7:00 P.M.
CITY HALL

G.1.

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

The Pledge of Allegiance was recited.

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

Members Absent: Dan Collison

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

D. Public Comment
None

E. Adopt Agenda
Addendum:
Remove K.1 Compensation Study Presentation

Motion by Lundeen, second by Bergley to approve agenda with the modification listed above. Motion passed 4-0. Motion carried.

F. Proclamations/Commendations/Certificate Awards
None

G. Approve City Council Minutes
1. October 6, 2020- Regular Meeting of the City Council
2. August 5, 2020- EDA Meeting Minutes
3. August 18, 2020- EDA Meeting Minutes

Motion by Bergley, second by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

H. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, October 27, 2020 at 6:00 p.m.
2.	City Council Meeting	Wednesday, November 4, 2020 at 7:00 p.m.
3.	EDA Meeting	Wednesday, November 4, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items

~~1. Compensation Study Presentation (*Leah Davis*)~~

1. **Resolution 2020-192** Interview Applicant for Park Recreation and Culture Board

Applicant Michael Becker was interviewed by Mayor Johnson for the open Parks, Recreation and Culture Board seat. Johnson asked questions specific to Parks, Recreation and Culture.

Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 4-0. Motion carried.

Chief of Police Travis Muyres

2. **Ordinance-738** Chapter 87 Keeping of Certain Animals

Chief of Police Travis Muyres shared that there was discussion at the August 18th Committee of the Whole for allowing race pigeons in Chapter 87 of City Code and the recommendations were drafted into the draft ordinance shared in that evening's agenda with the allowance of race pigeons. Muyres continued to share that Community Development Director Sheila Sellman has reviewed to ensure coop was allowed in zoning. Staff recommended approval.

Motion by Lundeen, second by Bergley to approve the ordinance as presented. Motion passed 4-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $381,242.79 Payroll in the Amount of $106,525.85
2. **Resolution 2020-193** Appointing Election Judges for the 2020 General Election
3. **Resolution 2020-194** Approving Acceptance of Grant Funds and Agreement with Grant Terms
4. **Resolution 2020-195** Authorizing Purchase of Vanguard Sanitizing System
5. **Resolution 2020-196** Approving a Memorandum of Understanding with Isanti County Sheriffs Office for LETG Office for LETG Records Management System
6. **Resolution 2020-197** A Joint Resolution with Isanti Township for Road Maintenance of Split Jurisdiction Roads

Motion by Bergley, second by Gordon to approve the Consent Agenda. Motion passed 4-0. Motion carried.

M. Other Communications

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

Adjournment

Motion to adjourn by Bergley, second by Gordon. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 20, 2020 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:19 p.m.) and Steve Lundeen

Members Absent: Dan Collison

D. Public Comment
None

E. Committee Meeting Items

1. Police Updates

- The Police Department recently hired two new Full-Time Police Officers. Both Officers came with years of experience from other departments. They are currently in field training and expected to be on solo patrol in early November.
- The 2021 Dodge Durango was put into service in August.
- All 3 of the Dodge Durango patrol vehicles are operated hours every day of the week. The older Ford Explorers are operated by the SRO and CSO.
- All evidence and property located at the Police Department was audited and entered into records management system. This was the first time that the audit and items were recorded into the records management system.
- Evidence property room was updated with key fob access (in addition to analog key) in 2019. CCTV camera was installed on evidence/property room in September 2020. These upgrades enhance the integrity and security of property.

2. Water and Sewer Rate Studies

- Finance Director Mike Betker discussed the water and sewer rate studies.
- Recommendation from Committee is to move forward with option 2 to reduce the water consumption rates in 2021 by 5% and leave unchanged in 2022 and 2023.
- Water base rate would be unchanged in all 3 years and water access charge would go up by 5% each year.
- Recommendation from Committee is to move forward with option 2 to reduce the sewer consumption rates in 2021 by 15% and leave unchanged in 2022 and 2023.
- Sewer base rate would be reduced by 5% in 2021 then unchanged in 2022 and 2023 and sewer access charge would go up by 5% each year.

3. Liquor Store Preliminary Plans

- The proposed layout design of the liquor store was shared.
- The highlights to the design included:
    - A twenty-six-door rail cooler
    - A large beer cave to guarantee cold case beer on demand, without having to spend a lot of staff time re-stocking

- A larger area for backstock, which will not only allow for bigger buys and better deals, but increase staff safety as well
- A designated area to stage curbside pickup orders
- Adequate warm shelf space to stock wider selection of product
- Promo/ Display/ Give Away/ Tasting area will allow the flexibility to promote sales items, display give away items, hold tasting events, etc.
- The proposed location of the sales counter will still allow greeting every customer as they enter the store
- Exterior to match existing city buildings.

- Staff continue to work hard to find the least expensive, yet appropriate interior and exterior options.
- Pallet racking will be used on the sales floor to merchandise beer below, and overstock above.
- The design will allow selection expansion and services as well.

4. 207 Richard Ave- *Update*

- A letter was sent to the lean holder of the property since there is no next of kin or co-owner listed.
- It was stated that either the City or the County may move forward with an abatement.
- Isanti County has statutory authority

5. Draft ORD Chapter 216

- Staff has drafted changes they are recommending to Chapter 216 to be consistent with the League of Minnesota Cities' model policy, policies that were previously adopted by resolution and for Code Enforcement to have more definition of what is considered a nuisance violation.
- Significant changes include:
  - Detailed definitions of noxious weeds, grass and other rank growths.
  - Nuisance for grass over 8".
  - Inclusion of snow and sidewalk clearing to be consistent with the snow plowing policy.
  - Inclusion of objects causing obstructions, wire and limbs that are hazards, obstructing water flow, and building condition.
  - Detailed language for the notice and abatement process and procedures.
- The City Attorney will be reviewing the draft prior to being presented to Council.
- Recommendation from Committee is to move forward and post for the required 10 days and bring to Council for consideration.

6. Pedestrian Overpass/ Underpass- Possible Funding Sources- *Update*

- It has been brought to City staff and City Engineer's attention that $2.15 million was awarded to the City of Isanti through Omnibus Appropriations Act in 2010 and is still available for the City to use on the pedestrian overpass project that was last evaluated in 2010-2011.
- The overpass was proposed to cross TH 65 at Broadway Street and extend a trail across a wetland to 8th Avenue SE. With the completion of the hotel at this location, the alignment and design of the trail and overpass/ underpass may need to be re-evaluated.
- The trail alignment will require easement acquisitions and wetland mitigation to construct the eastern trail section.
- The original concept was to construct a pedestrian overpass. It has been requested to evaluate the possibility of constructing and underpass as an alternative. Until a full study is completed, both options appear viable.
- The extent of retaining walls and ramp lengths will determine which is most cost effective, and the City will need to make a determination as to which type of crossing, they prefer once the feasibility of each has been studied.

- The pedestrian overpass cost estimate has been updated to current 2020 construction costs and is estimated at a total project cost of $4.25 million dollars. The underpass option may prove to have a cost savings, depending on the crossing location selected.
- 2025 is the earliest anticipated fiscal year the below funding sources could all apply and meet all application deadlines. The application year listed below is the anticipated year the application would need to be submitted to request funds for a 2025 construction project.
- The initial estimated cost to the City in 2021, to begin the evaluation of the project, is estimated at $64,000 which includes the creation of a feasibility report and the first three funding applications that would be needed in 2021.
- Depending on which applications are successful, 2022 there would be 1 to 3 more applications to complete for $6,000-$26,000.
- It is highly unlikely to succeed in receiving all the below funds. It is anticipated a best-case scenario would be to receive approximately $1,700,000 in additional funds, leaving $400,000 in local funds required to cover ineligible project costs such as right of way acquisition and design fees plus the cost of the feasibility report ($42,000) and funding applications ($48,000) for a total estimated minimum cost to the City of $490,000.
- Recommendation from Committee is to not move forward with the project at this time.

7. School for All Season Request

- Mayor Johnson received letters from Sharon Grace, a teacher from A School for All Seasons, and her 3rd grade students where they asked for a community center such as a YMCA facility for the community.
- The Mayor and Council appreciated the requests made and discussed potential future options.
- No further recommendations were made from the Committee.

8. Traffic Control at the Intersection of Rum River Drive SW/ Birch St.

- The surrounding homes of the intersection of Rum River Drive SW and Birch St are requesting a stop sign to replace the yield sign.
- Recommendation from Committee is to install 3 stops signs at the intersection of Rum River Drive SW and Birch St

9. Railroad Quiet Zone Estimate

- Trains are required to blow their horns as they cross roadways that do not meet their quiet zone intersection controls, such as raised medians, ped crossing maze, additional crossing arms, new planking and Continuous Warning System Controls.
- The Continuous Warning System is needed at all quiet zone crossings and is part of the control system used at the crossing.
- If the existing controls do not already have the Continuous Warning System it would need to be added for an estimated cost of $100,000 per intersection where it is needed.
- To determine if this is needed at each crossing an initial onsite diagnostic meeting would nee to be held with the Railroad.
- There are 4 railroad crossings within City limits. Each crossing will need different improvements to meet quiet zone requirements. The estimated cost of this project anticipated at each intersection:
    - **South Passage:** $225,000- Ped Maze, Additional Arms, Raised Median, Continuous Warning System
    - **Main Street:** $350,000- Close 1 Ped Crossing, Ped Maze, Raised Median, New Planking, Continuous Warning System
    - **Heritage Boulevard:** $225,000- Raised Median, Continuous Warning System
    - **Isanti Parkway:** $225,000- Raised Median, Continuous Warning System

- Total project cost is estimated at $1,025,000. If all 4 intersections already have the Continuous Warning System the estimated cost would be $625,000.
- No further recommendations were made from the Committee.

10. Mainstreet Speed Discussion

- The speed limit on Main Street from 3rd Avenue to Elim Lane is currently 30 mph. This segment of roadway is treated as the City's downtown with an emphasis on pedestrian walkability throughout this downtown overlay district.
- It has been requested to evaluate the speed limit through this area to determine if a reduced speed is warranted.
- The City of Isanti, Pursuant to Minnesota Statute 169.14 Subd 5h, is authorized to establish speed limits as long as it is implemented in a consistent and understandable manner and communicated through the placement of appropriate signs.
- The City must develop procedures based on safety, engineering and traffic analysis to identify the appropriate speed limit for a Main Street study area.
- The evaluation would consist of reviewing existing traffic speed and volume, identify any safety issues, review crash history, identify any recommendations for crossing enhancements and conduct an engineering study to establish the appropriate speed limit.
- Bolten & Menk can complete the evaluation for an hourly, not to exceed fee of $8,000.
- Should a speed limit of 25 mph be the recommended speed, the council will simply need to pass a resolution adopting this speed limit and post the speed limit at all cross streets, this would include the installation of approximately 11 speed limit signs and 2 end speed limit signs.
- Should the recommendation be to reduce the speed limit below 25 mph, the resolution would need to be submitted to the Commissioner of Transportation for approval before it can be posted and enforced.
- Recommendation from Committee is for Chief of Police Travis Muyres to look into speed limit signs and bring back to Committee of the Whole for further discussion.

F. Adjournment

Meeting was adjourned at 6:39 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
TUESDAY, August 18, 2020

1. **Meeting Opening**
   A. Call to Order: Chair Johnson called the meeting to order at 7:29 p.m.
   B. Pledge of Allegiance
   C. Roll Call: Members present: Jeff Johnson, Dan Collison, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon.
   Members Absent: Alexander Collins
   Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis
   D. Agenda Modifications: None

2. **Meeting Minutes**

   A. Approval of Minutes from July 21, 2020 Planning Commission Meeting motion by Collison, second by Lundeen motion passes 6-0.

3. **Public Hearing**

   A. Request from Scott Zimprich for a garage to exceed 580 square feet and to be larger than the house at 201 Broadway. Sellman explained the variance request in which the applicant proposes to construct a larger detached garage than the allowable square footage based on the lot size and would exceed the size of the principal structure on the lot. The applicant has started to pour a concrete slab for the detached garage without approval of the building permit application and a stop work order was issued to the homeowner. The applicant, Scott Zimprich was present at the meeting and available for questions. There was one person, Luke Merrill, present from the public to speak at the public hearing. Luke explained that the homeowner does not currently have a garage on his property, and by allowing the variance, it would increase the property values of neighboring homes as well. The Planning Commission discussed whether a variance should be granted due to the applicant starting the project without City approval, and if the Planning Commission would have to grant all similar applications in the future. Motion for denial of the variance request by Johnson, 2nd by Collison, motion passed 4-2.

4. **Other Business:** None

5. **Discussion Item:** None

6. **Adjournment:** Motion by Bergley, 2nd by Collison to adjourn, motion passed 6-0 meeting adjourned at 8:02 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
August 25, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:01 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon
Members Absent: Brian Thum
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with no modifications. Motion passed 3-0

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from July 28, 2020. Motion passed 3-0.

3. Park Visits Reports Review: Garvey explained that at the July 28, 2020 PRC Board meeting, all board members handed in their assigned park visits and staff has drafted a compilation of each members parks for review and to further discuss items and invited the PRC Board for their input and for prioritization of projects. Aaron Zdon reviewed Academy and Whisper Ridge. His findings for Academy was an overall rating of 5 and items he noted were to rake at landings of swings and slides. Garvey noted that this is battle at most of our playgrounds and that some of them have rubber mats at the slide to assist with this item. Zdon also noted another item is possible better ADA access from the road. Staff noted that they will look at this into more detail as this was not done with the original project as the park area was first developed for the school and that has ADA access via the sidewalk into the park area. Zdon noted for Whisper Ridge an overall rating of 2 and items noted were surface cracks on court, ridges and cracks from roots along trails leading into park area he also wants to ensure we discuss the future of the park in more detail in the near future on the cost to repair vs. cost to remove and replace with green space. Witte asked about a rubberized option for courts and the cost and longevity. Zdon stated we hasn't sure what that would be, Garvey also noted she was not aware of what that cost or option would entail. For tennis court repair the subsurface is what would also need to be replaced to ensure a better surface area. Garvey noted that the Whisper Ridge has a CIP plan and wasn't sure what the timeframe or items were on this park. Brian Thum had reviewed Legacy, Mattson and VFW parks. Thum noted for Legacy an overall rating of a 5 and noted these items of encroaching vegetation by FV overlook bench and stairs. Tree limb by Sunnyside landing had fallen and he requests to move the large park sign closer to the parking lot. Garvey noted that these items will be addressed by public works and are in the short-term plan and the sign was actually in the process of getting moved into the new location now that the parking lot is nearly finished. Garvey also noted that we had a map sign and that has also been returned to the park entrance along the trailhead. Thum also visited Mattson and gave an overall rating of a 3 and had nothing to note for this park. The board wondered the rating of a 3 as they all felt the park was in pretty good shape. For VFW park Thum gave an overall rating of a 4 and had nothing to note for this park. James Witte reviewed River Bluff Preserve, Rum River Meadows, and Isanti Hills Neighborhood (IHN) parks. Witte's findings for River Bluff Preserve were an overall rating of a 4 and items noted were the trails need a good cleaning, as habitat starts to move in on trails in between the steps and s curve. Steps could use the blower for debris. Witte inquired what rock base they use on the steps and to note that this shouldn't be removed when cleaning up the stairs. Branch on south zig/zag trail to look at for possible falling hazard. He noted for Rum River Meadows an overall rating of a 4 and items noted are wood chips kicked out by bench swing. Witte recommend a concrete border around playground. Garvey added that this project was actually completed two weeks ago and was our last playground area to have this completed, which we had on our project list to do. Witte also noted weed control in wood chips. Witte noted for IHN an overall rating of a 3, and items noted were outdated park, damage to end slide piece. Various carving and scratches on equipment due to vandalism, the mulch looked aged and the pavilion showed no signs of damage. Garvey noted that this park is an example of what staff has mentioned at previous meetings regarding outdated playground equipment and that we can no longer get replacement parts

for this playground. Witte added a comment about the volleyball net at Rum River Meadows has a hole and this court does not seem to get used. Garvey added that a volleyball court too often is not on a grass surface and that when Bluebird park was developed this park had that as an option and wasn't installed, and then when the additional lots were secured for RRM it was decided that one could be added to this park area to have one within our park system. Jimmy Gordon reviewed Bluebird, Riverside and Unity parks. Gordon findings for Bluebird were an overall rating of a 5 and items noted were swing chair could use some oil/grease, repaint hopscotch, missing garbage can by pavilion, and a merry-go-round addition was suggested. Garvey noted that many swings in the system squeak and have added this to the maintenance list, and continued that the city has stencils for the other items but not the hopscotch one and will look at end of year budget to see if we can purchase one to have. Gordon reviewed Riverside with an overall rating of a 4 and items noted were black residue on sides of stairs and platform and weeds in tot area in wood chips. Gordon noted for Unity an overall rating of a 4 and items noted were bleachers should be painted and/or boards replaced. Garvey indicated that the bleachers are in the 2021 CIP and will get replaced next year. Garvey then reviewed these items for prioritization:

Short-Term and Immediate Maintenance Projects:

- Academy: Rake mulch
- Bluebird: swing grease/oil, garbage can replacement(ongoing)
- Isanti Hills Neighborhood: mulch
- Legacy: sign to be moved when parking lot is complete and additional map sign to be brought back (completed August)
- Riverside: weeds removed from tot area and residue removal.
- Rum River Bluff Preserve: cut vegetation along trails, debris removal from steps
- Rum River Meadows: concrete edging project completed Aug 10; weeds removed from mulch.

Long-Term Projects:

- Ramp access at Academy from road
- Unity: Bleachers – 2021 CIP
- Discuss future of Whisper Ridge – resurface courts? Larger park overhaul?
- Bluebird Hopscotch – new stencil needed, end of year budget item to review

4. Tree Plan Review- Garvey reviewed the city does not have a tree plan in place, but staff is in the process of researching this in more detail and will bring back to a future meeting. The city has 11 parks and several of these parks are newer and have less trees than other more established parks. The parks that staff recommends to look at in more detail are: Academy, Bluebird, Riverside and Rum River Meadows. This fall PW will be creating the sledding hill in the northwest corner of Bluebird park on the existing hillside. With the addition to the hillside, trees need to be removed on the top of the hill and moved to a new location. Tree moving cost is estimated at $600 for the three trees. Staff is requesting recommendations for tree movement within Bluebird of the three trees that need to be moved for the sledding hill. Garvey reviewed the options within Bluebird to move the trees to bench areas to provide shade and provided pictures for the board to review. Zdon added that when Bluebird was first planned there was a tree plan put in place and it stopped with the crash in the market and to review this plan and the budget implications. Zdon added that they be moved to the play area and the bench areas. Witte asked about Rum River Meadows and that this has a couple of trees within the park area but on the north side of the park and inquired if that moving one to RRM be an option. Zdon asked the budgeting and plan for future years, Garvey noted that she has not started that process and that this was the start and we needed to just move these three trees at this time. It was noted that the bench in RRM on the west end would be the most beneficial to have a tree placed to provide shade. The board reviewed the Bluebird park option to move the tree to the north bench and the west bench. Staff added that the west bench may not have enough space to plant a new tree, so asked if that was not an option what the next option they would like to see a tree be placed. Zdon suggested to shade the biffys on the north end. Gordon asked if bringing another tree to RRM would be an option. Zdon asked if it was still well used and indicated to add the other tree to provide a shade tree for the picnic tables. Direction was to have two trees at RRM, if the tree on the west side of BB playground would not be a viable option.

5. Department Updates – Garvey reviewed she does not have any updates at this time on the Fir Street item. Garvey created a new promotional event flyer that she gave to the board. Curious Creatures was held on August 11 with the Ice Creme theme with 10 kids at Mattson Park. Street Dance was held August 8th with Brat Pack Radio with 10 vendors and an additional alcohol vendor that was approved by city council. Attendance was a bit more than July's and this dance followed the Rum River Rods Car Show that was during the day. The dog park is being well used and new amenities have been added from our donation from the Rotary Club of Cambridge & Isanti. Staff is making a plaque to be place within the park. Bluebird park has had some vandalism in the past few weeks. A tunnel piece on the playground was damaged and a replacement part has been ordered and hope to have by end of September. The bathrooms on the south end of the BMX building have been vandalized twice in the last couple of weeks and they have been temporarily closed as we fix the hand dryer. The skate park had a few boards replaced that were damaged. The movie schedule has been created and movies picked the schedule will be Nov 6 – The Mighty Ducks 2; Dec 11 – The Polar Express; which we will include a Santa visit this night before the movie, which council approved at their Aug 5 meeting; Jan 22 – Frozen II; Feb 19 – Cars; and Mar 26- The Sandlot which I was not able to show this past March so bringing it back. The Isanti Family Farmers Market continues through Sept 25, Friday's from 2-6pm. The other upcoming events and projects are: the sledding hill project starting Sept 8; Family Day at Legacy Park – Sunday Sept 27 from 3-5pm to include, hiking, smores, and family photos and prize drawings from C-I Hockey Assc, CMK Financial Services, Connexus Energy, Coborn's Marketplace, Isanti Physical Therapy, Rockstad and Co. Relics & Wares); new event of a Candy Cane Flashlight Hunt – Sunday Dec 13 from 5-6:30pm at Legacy Park and the monthly Curious Creatures 9-10am Sept 15 – Back to School at Isanti Hills Neighborhood Park; Oct 6 - Police/Fire, Nov 10 – Gobble, Gobble and Dec 8 – Santa Fun all at Isanti Community Center. Garvey added that she creates Facebook events for the department on the city page. Legacy park parking lot is nearly completed. The community garden's sunflower maze is in full bloom and the maze is available for the gardeners to walk through.

Adjournment: Motion by Witte, second by Gordon to adjourn the August 25, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 3-0, meeting adjourned at 6:48 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

J.1.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: October 26, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: 6th Avenue SW Rehabilitation Project – Final Assessment Hearing
City of Isanti, MN
BMI Project No. R13.120122

Attached is the final assessment roll for the 6th Avenue SW Rehabilitation project.

The assessments for this project are based on 25% of the assessable street cost in accordance with City code 276. The watermain was not assessed as the work was performed to improve city wide water distribution by enlarging the watermain size. The sidewalk was not assessed as it was a new sidewalk not petitioned for by the residents. No work was done on the sanitary sewer.

The final assessments, based on the amount bid and quantities constructed, is $32.55 per assessable front footage. This is an average of $2,751.08 per parcel. The previous assessment project completed in Isanti had an average assessment of $3,298.20 per parcel. The average assessment on this project is $547.12 less per parcel on average.

It is proposed to do a 10-year payment schedule levied on the property taxes with a 1.71% interest rate. beginning in 2021. This comes out to an average parcel cost per year of approximately $300.

The total cost proposed to be assessed to benefiting properties is $74,279.13.

Please contact me at (763) 200-2444 if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

ADOPTING ASSESSMENT FOR THE 6th AVENUE SW REHABILITATION PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and considered any and all objections to the proposed assessment for the 6th Avenue SW Rehabilitation Project, consisting of the improvement of: 6th Avenue SW, from the intersection of South Brookview Lane SW to South of Dogwood Street SW. Said improvement consisted of the reconstruction of street, curb and gutter, and watermain as well as the construction of a new sidewalk. The proposed assessments are for the above described work excluding the watermain and sidewalk work.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2021, and shall bear interest at the rate of 1.71 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from January 1, 2021 until December 31, 2021. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days and may, at any time thereafter, pay to the County of Isanti the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 4th day of November, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

6th Avenue SW Rehabilitation
Final Assessment Roll
Bolton & Menk Project # R13.120122
10/05/20

No.	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Assessable Frontage (LF)	Improvement Frontage (LF)	Side Frontage (LF)	Notes	Assessed Street Cost Per Front Footage $32.55
1	16-063-0120	KRISTEN LENDWAY & MARK LORSUNG	311 6TH AVENUE SW		75.0	125.0	85.0	2	$2,441.25
2	16-065-0120	BCC HOLDINGS LLC	405 6TH AVENUE SW	PO BOX 1361, MINNETONKA, MN 55345	82.0	82.0			$2,669.10
3	16-068-0190	BRUCE SPILMAN	408 6TH AVENUE SW		75.0	125.0	87.0	2	$2,441.25
4	16-065-0210	MEGAN OLSON	501 6TH AVENUE SW		75.0	116.0	103.0	1, 2	$2,441.25
5	16-066-0110	JEROME COLE	505 6TH AVENUE SW	1104 BIRCH STREET SW, ISANTI, MN 55040	75.0	106.0	99.5	1, 2	$2,441.25
6	16-068-0210	URSULA REINHART	600 6TH AVENUE SW		88.0	88.0		1	$2,864.40
7	16-068-0200	RYAN L GALLMEIER	602 6TH AVENUE SW		85.0	85.0			$2,766.75
8	16-045-0650	MARILYN & RAYMOND LANCASTER	704 6TH AVENUE SW	PO BOX 484, ISANTI, MN 55040	110.0	110.0			$3,580.50
9	16-045-0660	ROY E & R A WADEWITZ	706 6TH AVENUE SW	317 KNOPP VALLEY DRIVE, WINONA, MN 55987	95.0	95.0			$3,092.25
10	16-071-0190	LEIGH DULON	800 6TH AVENUE SW		102.0	102.0			$3,320.10
11	16-071-0200	JOHN BELLRICHARD	804 6TH AVENUE SW		103.0	103.0			$3,352.65
12	16-068-0090	SCOTT HOFFMAN	513 MARION STREET SW	23239 HIGHWAY 65 NE, EAST BETHEL, MN 55005	75.0	128.0	87.0	2	$2,441.25
13	16-068-0010	DENISE LINDBERG	514 MARION STREET SW		75.0	122.0	90.0	2	$2,441.25
14	16-063-0180	SARAH SCHOENING	601 MARION STREET SW		81.0	81.0	135.0		$2,636.55
15	16-068-0220	CREATE-N-RENOVATE LLC	519 NINA STREET SW	35974 NACRE STREET NW, PRINCETON, MN 55371	78.5	157.0	75.0	1, 2	$2,555.18
16	16-065-0110	JASON & KAREN IVERSON	600 NINA STREET SW		84.0	84.0	124.0		$2,734.20
17	16-066-0200	TYLER TAPPLIN	601 PAGE STREET SW		75.0	140.0	89.0	2	$2,441.25
18	16-070-0080	KEITH CARLSON	523 BIRCH STREET SW		90.0	180.0	106.0	2	$2,929.50
19	16-070-0060	BREANN PADDEN	524 BIRCH STREET SW		82.5	165.0	106.0	2	$2,685.38
20	16-070-0050	GERALD VENBURG	600 BIRCH STREET SW		83.5	167.0	80.0	2	$2,717.93
21	16-045-0200	GARY & SHERRY SONNESON	601 BIRCH STREET SW		84.5	169.0	104.0	2	$2,750.48
22	16-045-0210	RYAN & JENNIFER INGBERG	600 CEDAR STREET SW		82.0	164.0	103.0	2	$2,669.10
23	16-071-0180	LEVI E KLANDE	601 CEDAR STREET SW		83.5	167.0	81.0	2	$2,717.93
24	16-073-0270	MARILYN PELZ	523 DOGWOOD STREET SW		100.0	200.0	105.0	2	$3,255.00
25	16-073-0130	NEVIN FRITZ	524 DOGWOOD STREET SW		75.0	143.0	104.0	2	$2,441.25
26	16-073-0120	ZACHARY & HELINA SCHMITT	600 DOGWOOD STREET SW		84.0	168.0	89.0	2	$2,734.20
27	16-073-0260	KENNETH & TAMMY BECK	601 DOGWOOD STREET SW		83.5	167.0	82.0	2	$2,717.93
				Totals	**2,282.0**	**3,539.0**			**$74,279.13**

NOTES:

(1) Odd Shaped Lot, Frontage Calculation
(2) Corner Lot with Long Side on Improvement

Assessed Street Cost

AVERAGE	$2,751.08
HIGH	$3,580.50
LOW	$2,441.25

Total Assessed Cost	$74,279.13
Total Street Cost	$297,159.66
Percent Assessed	25%

K.1.

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: November 4, 2020
Subject: Resolution to Approve Purchase of Property Owned by Kristine L. Yerigan Trust

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Background:
The City Council has held multiple discussions regarding the municipal liquor store and the potential for relocation of a new store. The site identified as 16.029.2100 and 16.029.2400 which are in one Deed was chosen as the ideal location. The purchase price was negotiated to be $425,000.00 which includes all demolition of buildings, removal of debris, capping of any wells on site, decommissioning of the septic on site and restoring the site to matching grade of the topography.

The attached Purchase Agreement has been reviewed by the City Attorney and trustees, Kristine L. Yerigan and Bruce D. Yerigan, of the land owned by Kristine L. Yerigan Trust.

Request:
Staff is requesting action on this item to approve the purchase of land identified within the Resolution for the purchase price of $425,000.00 plus closing costs.

Attachments:
- Resolution 2020-XXX
- Purchase Agreement

RESOLUTION 2020-XXX

APPROVING PURCHASE OF PROPERTY OWNED BY KRISTINE L. YERIGAN TRUST

WHEREAS, the City is interested in purchasing the property legally described as:
ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER; THENCE NORTH ALONG THE WEST LINE OF SAID NORTHWEST QUARTER OF SOUTHEAST QUARTER A DISTANCE OF 375 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 50 SECONDS EAST 580.8 FEET; THENCE SOUTH 1 DEGREE 16 MINUTES 15 SECONDS EAST 375 FEET AND TO THE SOUTH LINE OF SAID NORTHWEST QUARTER OF SOUTHEAST QUARTER; THENCE WEST ALONG SAID SOUTH LINE 580.8 FEET, MORE OR LESS, AND TO THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER, BEING. THE POINT OF BEGINNING AND THERE TO TERMINATE.

TOGETHER WITH A NONEXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILl1Y PURPOSES OVER AND ACROSS THE SOUTH 295 FEET OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23 (AS MEASURED AT RIGHT ANGLES TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF SOUTHEAST QUARTER), LYING EASTERLY OF THE EASTERLY RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65 AND WESTERLY OF A LINE DRAWN PARAUEL WITH AND DISTANT 66 FEET EASTERLY OF SAID EASTERLY RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65 (AS MEASURED AT RIGHT ANGLES TO SAID EASTERLY RIGHT-OF-WAY LINE).

AND, ALSO, INCLUDING A NONEXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITY PURPOSES OVER AND ACROSS THE SOUTH 66 FEET OF THAT PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, LYING EASTERLY OF THE EAST RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65, AS MEASURED AT RIGHT ANGLES TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF SOUTHWEST QUARTER.

within Isanti County, Minnesota identified as tax ID number 16.029.2100 and 16.029.2400 (the "Property") for use as a new municipal liquor store location; and,

WHEREAS, the owner of the Property, Kristine L. Yerigan Trust, has offered to sell the Property to the City for the purchase price of $425,000.00 which includes demolition of the house and any structures, removal of any waste and debris, and decommissioning of the well and septic on site; and,

WHEREAS, the City Council discussed this purchase in closed session on October 6, 2020; and,

WHEREAS, the Purchase Agreement for said purchase is referenced hereto attached as Exhibit A;

WHEREAS, the Property is comparable to other similar lot properties that recently sold within the past few years near the TH 65 corridor; therefore, the asking price of $425,000.00 including cleanup of the site is deemed to be a reasonable and appropriate price for the purchase of the Property;

NOW, BE IT HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that funding identified as Fund 609-16500 in an amount not to exceed $425,000.00 to purchase the Property, together with payment of such incidental and necessary costs of closing as may be incurred relative to purchase of the Property identified by tax ID number 16.029.2100 and 16.029.2400 is hereby authorized;

IT IS HEREBY FURTHER RESOLVED that City Staff and Officials shall proceed with the acquisition of said parcel as herein provided, and the Mayor and City Administrator are authorized to sign any and all documents necessary or convenient to complete the acquisition subject to the satisfactory review of title work and transfer documents by City Attorney, or designee.

This Resolution is hereby approved by the Isanti City Council this 4th day of November, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Exhibit A

PURCHASE AGREEMENT

THIS AGREEMENT is made as of October 28, 2020 (the "Effective Date") between **Kristine L. Yerigan as trustee of the Kristine L. Yerigan Trust Dated October 4, 2000**, ("Seller"), and the City of Isanti, a Minnesota municipal corporation ("Buyer").

RECITALS:

A. Seller is the fee owner of the parcel of property located in Isanti County, Minnesota ("Property"), the legal description of which is as follows:

See attached Exhibit A.

B. Seller wishes to convey, and Buyer wishes to purchase the Property, as illustrated in the attached Exhibit B, together with all rights, privileges, easements, and appurtenances belonging thereto.

AGREEMENT:

In consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Purchase of Property.** Seller hereby agrees to sell and Buyer hereby agrees to purchase the Property including all easements and rights of every kind and nature benefiting or appurtenant to the Property, subject to the Permitted Encumbrances as provided herein.

2. **Purchase Price and Manner of Payment.** The total purchase price ("Purchase Price") to be paid by Buyer to Seller for the Property shall be $425,000.00), and shall be paid to Seller at closing, subject to the terms of this Agreement.

Earnest Money. Within 14 business days after the Effective Date, Buyer must deposit the sum of $10,000.00 (the "Earnest Money) with a title company of its choice ("Escrow Agent"). At Closing, Escrow Agent shall disburse to Seller the Earnest Money and Buyer shall receive a credit against the Purchase Price in an amount equal to the amount of the Earnest Money.

3. **Buyer Contingencies.** The obligations of Buyer under this Agreement are contingent upon each of the following:

a. **Representation and Warranties.** The representations and warranties of Seller contained in this Agreement must be accurate in all material respects now and on the Closing Date as if made on the Closing Date.

b. **Title**. Title shall have been found marketable, or been made marketable, in accordance with the requirements and terms of Section 6 below.

c. **Performance of Seller's Obligations**. Seller shall have performed all of the obligations required to be performed by Seller under this Agreement as and when required by this Agreement.

d. **Inspection**. Buyer shall have the right to enter the Property through December 1, 2020 (the "Due Diligence Period") and perform such surveys, tests and investigations as Buyer deems advisable, all at Buyer's sole expense. Buyer shall keep the Property free from mechanic's liens arising from such work. Buyer shall be responsible for any property damage or personal injury arising from such work. Buyer shall determine, in its sole judgment, whether the condition of the Property is suitable for Buyer's intended use, and may terminate this Agreement without liability through the end of the Due Diligence Period

If any contingency set forth above has not been satisfied on or before the Closing Date, then this Agreement may be terminated, at Buyer's option, by written notice from Buyer to Seller. Upon such termination, the Earnest Money shall be refunded to Buyer and neither party will have any further rights or obligations regarding this Agreement or the Property. All the contingencies set forth in this Section are for the sole and exclusive benefit of the Buyer and the Buyer shall have the right to waive any contingency by written notice to Seller.

4. **Closing**. The closing of the purchase and sale contemplated by this Agreement ("Closing") shall be held at such place as may be agreed upon by the parties, on or before, December 31, 2021 ("Closing Date"). At the Closing, Buyer shall pay the Purchase Price to Seller and the following closing documents shall be executed and delivered.

a. Seller shall deliver a warranty deed conveying the Property to Buyer, free and clear of all encumbrances, except the following "Permitted Encumbrances":

(1) Property taxes and special assessments to be paid in accordance with this Agreement; and

(2) Building codes and laws and ordinances relating to zoning and land use.

b. A title insurance policy, or a suitably marked-up commitment for title insurance initialed by the Title Insurer, in the form required by this Agreement.

c. An Affidavit by Seller indicating no adverse matters.

d. A closing statement detailing the financial terms of the closing.

e. All other documents necessary to transfer the Property to Buyer free and clear of all

encumbrances except the Permitted Encumbrances.

5. **Costs and Prorations**. Seller and Buyer agree to the following prorations and allocation of costs:

a. **Title Insurance and Closing Fee**. Seller will pay all costs of issuing the title insurance commitment. Buyer will pay all title insurance premiums and surcharges required for the issuance of any title insurance policy. Buyer and Seller will each pay one half of all reasonable and customary closing fees charged by the Title Insurer.

b. **Documentary Taxes**. Seller shall pay the state tax for the deed to be delivered by Seller under this Agreement.

c. **Real Estate Taxes and Levied and Pending Assessments**. General real estate taxes due and payable in 2020 shall be prorated by Seller and Buyer to the Closing Date based upon a calendar fiscal year. Any deferred property taxes or otherwise unpaid taxes, penalties and interest accrued prior to 2020 shall be paid by Seller. Seller shall pay all special assessments levied or pending against the Property as of the date of this Agreement.

d. **Attorney's Fees**. Each party will pay its own attorney's fees, except that a party defaulting under this Agreement or any closing document will pay the reasonable attorney's fees and court costs incurred by the non-defaulting party to enforce its rights regarding such default.

6. **Title**.

a. **Quality of Title**. Seller shall convey good and marketable fee title to the Property to Buyer, subject to no liens, easements, encumbrances, conditions, reservations or restrictions other than the Permitted Encumbrances.

b. **Title Evidence**. Seller shall obtain a commitment ("Title Commitment") for the most current form of ALTA owner's policy of insurance in the amount of the Purchase Price insuring title to the Property subject only to the Permitted Encumbrances. In the event a Survey, or any recertification thereof, shows any encroachments or any improvements upon, from, or onto the Property, or on or between any building setback line, lot line, or any easement, or other condition unacceptable to Buyer, in Buyer's sole discretion, said encroachment, easement, or other condition shall be treated in the same manner as Title Defect(s).

c. **Buyer's objections**. Within twenty days after receiving the last of the Title Evidence, Buyer shall make written objections ("Objections") to the form and or contents of the Title Evidence. Buyer's failure to make Objections within such time period will constitute waiver of Objections. Any matter shown on such Title

Evidence and not objected to by Buyer shall be deemed an additional "Permitted Encumbrance" hereunder. Seller shall have 30 days after receipt of the Objections to cure the objections, during which period the Closing will be postponed as necessary. Seller shall use its best efforts to correct any Objections. If the Objections are not cured within such 30-day period, Buyer will, in addition to any other remedy available at law or under this Agreement, have the option to do either of the following:

(1) Terminate this Agreement; or

(2) Waive the objections and proceed to close, in which case such matters shall be deemed Permitted Encumbrances hereunder.

d. **Title Policy**. Title Insurer shall deliver to Buyer at the closing a title policy issued pursuant to the commitment, or a suitably marked–up commitment initialed by the Title Insurer undertaking to issue such a title policy in the form required by the commitment as approved by Buyer.

7. **Representations and Warranties by Seller**. Seller represents and warrants to Buyer as follows:

a. **Authority**. Seller has the requisite power and authority to enter into and perform this Agreement.

b. **Title to Property**. Seller owns the Property and will deliver it free and clear of all encumbrances except the Permitted Encumbrances.

c. **Rights of Others to Purchase Property**. Seller has not entered into any other contracts for the sale of the Property.

d. **FIRPTA**. Seller is not a "foreign person," "foreign partnership," "foreign trust" or "foreign state" as those terms are defined in § 1445 of the Internal Revenue Code.

e. **Proceedings**. To the best knowledge of Seller, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against Seller or the Property.

f. **Hazardous Materials**. To Seller's actual knowledge, without duty to investigate, no toxic or hazardous substances (including, with limitation, asbestos, urea foam formaldehyde, the group of organic compounds known as polychlorinated biphenyls, and any hazardous substance as defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980 ("CERCLA"), 42 U.S.C. § 9601-9657, as amended) have been generated, treated, stored, released, or disposed of, or otherwise deposited in or located on the Property, including with limitation, the surface or subsurface waters of the Property, nor has any activity been

undertaken on the Property which would cause (i) the Property to become a hazardous waste treatment, storage or disposal facility within the meaning of, or otherwise bring the Property within the ambit of the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. § 6901, et. seq., or any similar state law or local ordinance or any other environmental law; (ii) a release or threatened release of hazardous waste from the Property within the meaning of, or otherwise bring the Property within the ambit of CERCLA, or any similar state law or local ordinance, or any other environmental law; or (iii) the discharge of pollutants or effluents into any water source or system, or the discharge into the air or any emissions, which would require a permit under the Federal Water Pollution Control Act, 33 U.S.C. § 7401, et.seq., or any similar state law or local ordinance or any other environmental law. To the best of Seller's knowledge: (i) there are no substances or conditions in or on the Property which may support a claim or cause of action under RCRA, CERCLA, or any other federal, state, or local environmental statutes, regulations, ordinances, or other environmental regulatory requirements, and (ii) no underground deposits which cause hazardous wastes or underground storage tanks are located on the Property.

g. **Wells and Septic Systems**. Seller shall provide Buyer with a well disclosure statement and a septic system disclosure statement, which disclosure statements are incorporated in this Section by reference.

Seller will defend, indemnify and hold harmless Buyer from and against any expenses or damages, including reasonable attorney's fees that Buyer incurs because of the breach of any of the above representations and warranties. Consummation of this Agreement by Buyer with knowledge of any such breach by Seller will constitute a waiver or release by Buyer of any claims due to such breach. Each of the representations and warranties contained herein shall survive the Closing.

8. **Representations and Warranties by Buyer**. Buyer has the requisite power and authority to enter into and perform this Agreement. This Agreement is subject to formal approval of the Isanti City Council.

9. **Control of Property**. Subject to the provisions of this Agreement, until the Date of Closing, Seller shall have full responsibility and the entire liability for any and all damages or injuries of any kind whatsoever to the Property, to any and all persons, whether employees or otherwise, and to any other property from and connected to the Property, except liability arising from the negligence or willful acts of Buyer, its agents, contractors, or employees, and except as may otherwise be provided by separate agreement between the Parties.

10. **Demolition of Existing Structures**. Seller acknowledges that the Property contains a house, one or more sheds or garages, a well and a septic system. As a condition of this Agreement, prior to Closing, Seller agrees to demolish and remove all structures on the Property, including basements and foundations, electrical service to the structures, any existing appurtenant structures (e.g., decks, porches, satellite dishes), sidewalks, and impervious driveways (but not including culverts for existing driveways). All holes, pits, depressions and low areas created by removal of

the structures shall be filled and compacted with clean fill to the level of the surrounding topography. In addition, all water wells shall be sealed in accordance with Minnesota Department of Health requirements, with water lines removed, and any existing Subsurface Sewage Treatment System shall be removed (not abandoned), including drain lines, in accordance with Minnesota Pollution Control Agency requirements, with any resulting holes, pits and trenches filled to grade with compacted clean fill. Proof of well sealing and SSTS removal shall be provided to Buyer prior to Closing. Any debris, junk, vehicles, machinery and similar items on site shall also be removed by Seller prior to Closing.

11. **Broker's Commission**. Seller and Buyer represent and warrant to each other that they have dealt with no broker, finder or other person entitled to a commission, finder's fee or similar fee in connection with this transaction.

12. **Assignment**. Neither party may assign its rights under this Agreement without prior written consent of the other party. Any such assignment will not relieve such assigning party of its obligations under this Agreement.

13. **Survival**. All of the terms of this Agreement will survive and be enforceable after the Closing.

14. **Notices**. Any notice required or permitted to be given by any party to the other shall be given in writing, and shall be (i) hand delivered to the specified addressee, or (ii) mailed in a sealed wrapper by United States registered or certified mail, return receipt requested, postage prepaid, or (iii) properly deposited with a nationally recognized, reputable overnight courier, properly addressed as follows:

If to Seller: Kristine L. Yerigan
University Ave. N.E. 27585
Isanti, MN 55040

If to Buyer: Josi Wood
City of Isanti
110 1st Ave. N.W.
P.O. Box 428
Isanti, MN 55040

With copy to: Ratwik, Roszak & Maloney, P.A.
Attention: Joseph Langel
730 Second Avenue South, Suite 300
Minneapolis, MN 55402

Notices shall be deemed effective on the earlier of the date of receipt, or in the case of such deposit in the mail or with an overnight courier, on the first business day following such deposit. Any party may change its address for the service of notice by giving written notice of such change to the other party.

15. **Entire Agreement**. This written Agreement constitutes the complete agreement between the parties and supersedes any and all other oral or written agreements, negotiations, understandings and representations between the parties regarding the Property.

16. **Amendment; Waiver**. No amendment of this Agreement, and no waiver of any provision of this Agreement, shall be effective unless set forth in a writing expressing the intent to so amend or waive, and the exact nature of such amendment or waiver, and signed by both parties (in the case of amendment) or the waiving party (in the case of waiver). No waiver of a right in any one instance shall operate as a waiver of any other right, nor as a waiver of such right in a later or separate instance.

17. **Governing Law**. This Agreement is made and executed under and in all respects is to be governed and construed under the laws of the State of Minnesota.

18. **Binding Effect**. This Agreement binds and benefits the parties and their respective successors and assigns.

19. **Remedies**.

a. **Default by Buyer**. If Buyer defaults under this Agreement, Seller shall have the right to terminate this Agreement by giving a 30-day written notice to Buyer pursuant to Minnesota Statutes § 559.21. If Buyer fails to cure such default within 30 days of the date of such notice, this Agreement will terminate or Seller may sue for specific performance of this Agreement or actual damages caused by Buyer's default.

b. **Default by Seller**. If Seller defaults under this Agreement, Buyer may sue for specific performance of this Agreement or actual damages caused by Seller's default.

SELLER: **Kristine L. Yerigan as trustee of the Kristine L. Yerigan Trust Dated October 4, 2000**

By: _____ Date: _____
Its: Trustee, Kristine L. Yerigan

BUYER: **City of Isanti**

By: _____ Date: _____
Its: Mayor

By: _____ Date: _____
Its: City Administrator

EXHIBIT A
TO PURCHASE AGREEMENT

Legal Description

ALL THAT PART OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER; THENCE NORTH ALONG THE WEST LINE OF SAID NORTHWEST QUARTER OF SOUTHEAST QUARTER A DISTANCE OF 375 FEET; THENCE SOUTH 89 DEGREES 57 MINUTES 50 SECONDS EAST 580.8 FEET; THENCE SOUTH 1 DEGREE 16 MINUTES 15 SECONDS EAST 375 FEET AND TO THE SOUTH LINE OF SAID NORTHWEST QUARTER OF SOUTHEAST QUARTER; THENCE WEST ALONG SAID SOUTH LINE 580.8 FEET, MORE OR LESS, AND TO THE SOUTHWEST CORNER OF SAID NORTHWEST QUARTER OF SAID SOUTHEAST QUARTER, BEING. THE POINT OF BEGINNING AND THERE TO TERMINATE.

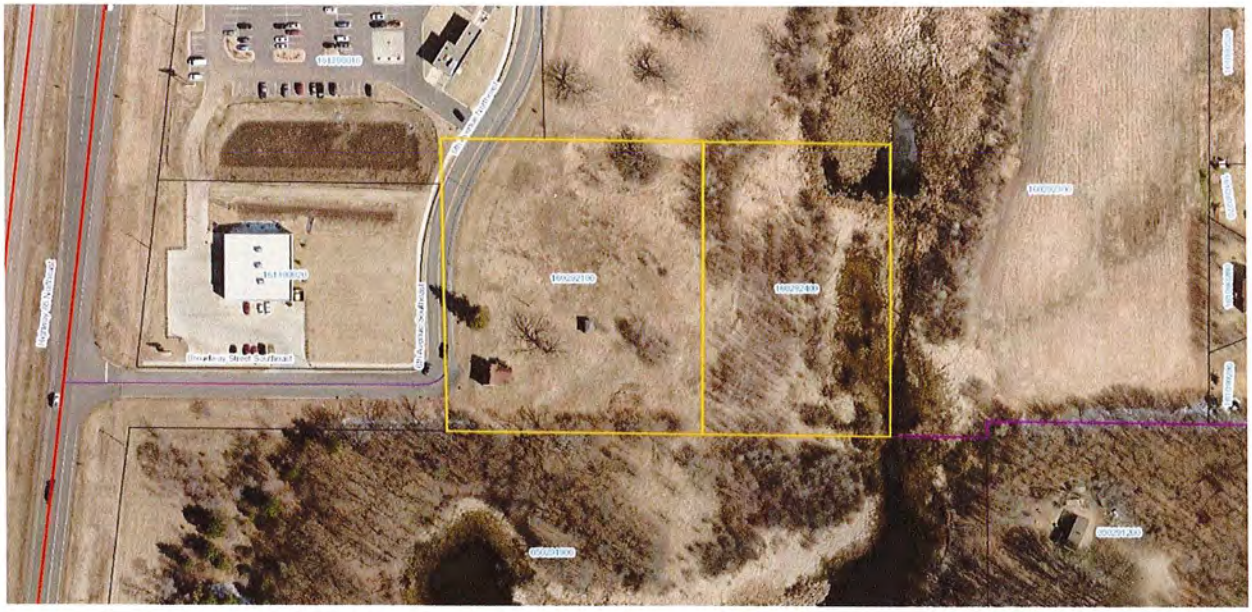
TOGETHER WITH A NONEXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITY PURPOSES OVER AND ACROSS THE SOUTH 295 FEET OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23 (AS MEASURED AT RIGHT ANGLES TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF SOUTHEAST QUARTER), LYING EASTERLY OF THE EASTERLY RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65 AND WESTERLY OF A LINE DRAWN PARAUEL WITH AND DISTANT 66 FEET EASTERLY OF SAID EASTERLY RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65 (AS MEASURED AT RIGHT ANGLES TO SAID EASTERLY RIGHT-OF-WAY LINE).

AND, ALSO, INCLUDING A NONEXCLUSIVE EASEMENT FOR INGRESS, EGRESS AND UTILITY PURPOSES OVER AND ACROSS THE SOUTH 66 FEET OF THAT PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, LYING EASTERLY OF THE EAST RIGHT-OF-WAY LINE OF STATE TRUNK HIGHWAY NO. 65, AS MEASURED AT RIGHT ANGLES TO THE SOUTH LINE OF SAID NORTHEAST QUARTER OF SOUTHWEST QUARTER.

Property IDs are 16.029.2100 and 16.029.2400.

EXHIBIT B
TO PURCHASE AGREEMENT

Illustration



A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: November 4, 2020
Subject: Ordinance XXX Amending the City Code, Chapter 253 Rental Dwellings.

Overview/Background:
In February of 2020, a rental ordinance study was conducted by City Staff members to determine what sections of City Code needed to be updated to reflect warranted changes to the rental license process. The amendments proposed to Chapter 53 of City Code include rental license fees, and residency requirements for owners.

The proposed amendments and ordinance were brought to the October 20, 2020 Planning Commission meeting and a public hearing was held. No one from the public spoke on this item at the public hearing. The Planning Commission recommended approval of the ordinance as written and passed 6-0.

Amendment to Section 253-4. Residency Requirements
Currently, code requires owners or their designee live within Isanti County or an adjacent county. Adjacent counties to Isanti County include: Sherburne, Mille Lacs, Kanabec, Pine, and Chisago. According to the current code, someone who lives in Vineland, MN (72.5 miles away, 1 hour, 13 minute drive) or someone lives in Nickerson, MN (89.4 miles away, 1 hour, 26 minute drive) could be a landlord or designee while someone in Hugo, MN (35.7 miles away, 36 minutes away) or Champlin, MN (27.6 miles away, 38 minutes away) cannot due to the counties in which they are located.

Proposed Amendment: Remove Section 253-4 Residency Requirements:
This section should be removed altogether, allowing owners/landlords/agents to reside wherever. This current section to the code might restrict or prevent owners/landlords from owning property in the City that is intended to generate rental income. With the advancements of technology as well as the availability of local contractors to perform maintenance work on rental properties, it is fairly easy for owners/landlords to operate a rental property remotely.

Amendment to Section 253-6 Fees
Currently in City Code, it is written that applicants have a 30-day window (no less than 60, not more than 90) to get their paperwork and fees in to City Staff. In 2019, only 40% of applicants submitted their application and fees in time for renewal of a rental license. Fees for Rental

dwellings have been loosely followed in the past, and it would be beneficial if the city enforced penalties for late submittals by increasing the license fee total in increments of when the paperwork was turned in to City Staff. The chart below resembles what this would look like.

DATES	FEE	Example
Sept. 1 or next business day (nbd)	Renewals are sent	*(single family home)*
Submitted Sept. 1/nbd to 60 days	100% base fee	$150
Submitted 61 days to 90	125% base fee	$175
Submitted 91 days to Dec 31	150% of license base fee	$200
Submitted after December 31	200% of license base fee	$300

Request:
Consider adopting the ordinance amendment

Attachments:
Ordinance XXX

ORDINANCE NO._____

AN ORDINANCE TO AMEND CITY CODE CHAPTER 253 RENTAL DWELLINGS, SECTION 253-4 RESIDENCY REQUIREMENTS, AND SECTION 253-6 FEES

The City Council of the City of Isanti does ordain:

Section 1 – Amendment. Ordinance 434, and Ordinance 438, codified in Chapter 253 of the City Code, Rental Dwellings are hereby amended as follows:

~~**Section 253-4 Residency requirements is removed from City Code**:~~

~~Owners of property for rent must reside within Isanti County or a county adjacent to Isanti County. The owner of the property whether individual, partnership, corporation, etc., must reside within Isanti County or a county adjacent to Isanti County or shall have an appointed and authorized agent that resides within Isanti County or a county adjacent to Isanti County. The agent shall have full authorization to care for all matters pertaining to operations, maintenance, etc., of the subject property and grounds.~~

Section 253-6. Fees is amended and replaced with the following:

A. License fees.

(2) Filing due date and penalty. ~~An applicant shall have an application window from not more than 90 days before the beginning of the licensing period to not less than 60 days before the beginning of the license period to submit the completed application, fees and relevant items. If an application is made less than 60 days before the beginning date of the license period applied for, then the fee shall be accompanied by an additional amount equal to 100% of such license fee. The additional amount shall be a penalty for a late application, with the exception of the first year of the adoption of this chapter. In no case shall there be a lapse in the license period. Failure to maintain the license on a current basis shall constitute a violation of this chapter. The late penalty is established for those licensees who have failed to submit an application as specified in this chapter. All new owners must submit an application, pass an inspection and obtain a new rental license; the old license is not transferable.~~

<u>License renewal letters shall be sent to license holders 90 days before the expiration date of the license. An applicant shall have 30 days from the date stated in the letter to submit a completed application. A completed application includes all fees and relevant items. If the completed application is received in a time period after the 30-day window, in the time period of 60 to 30 days before the expiration date of the license, the fee shall be 125% of the original fee charged for license renewal. If the completed application is</u>

received with less than 30 days before the expiration date of the license, the fee shall be 150% of the license renewal fee. If the application fee is received after the expiration date of the license, the fee shall be 200% of the license fee. Failure to maintain the license on a current basis shall constitute a violation of this Chapter.

EFFECTIVE DATE:

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

Adopted by the Isanti City Council this ____day of _____, 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

Posting Date:

CC Reading Date:

Publication Date:

Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 4, 2020
Subject: Ordinance XXX Amending the City Code, Chapter 536

Background:
Staff proposes to update the Subdivision ordinance by removing City Planner and Zoning Administrator and replacing with "Community Development Director or designee" and to remove final plat review for the Planning Commission. The final plat should only be reviewed by the City Council since the Council is the only body of approval, in addition adding a planning commission review of the final plat add one month onto the development process.

The Planning Commission held a public hearing at their October 20, 2020 meeting. No one from the public spoke on this item. The Planning Commission recommends approval as drafted.

Request:
Consider adopting the ordinance amendment

Attachments:
- Ordinance XXX

ORDINANCE NO. _____

AN ORDINANCE AMENDMENT TO AMEND CITY CODE CHAPTER 536 SUBDIVISION

The City Council of the City of Isanti does ordain:

Section 1 – Amendment Chapter 536 of the City Code, Subdivision is hereby amended as follows:

ARTICLE 1. IN GENERAL

Subdivision 1. Purpose and Scope.

A. Purpose. It is the intent of this Ordinance to safeguard the best interests of the City and to assist the subdivider in harmonizing his or her interests with those of the City of Isanti. Because each subdivision becomes a permanent unit in the legal and physical structure of the community and because piecemeal planning will result in a disconnected patchwork of plats, increased operation costs, and oftentimes a poorly designed system of lots, blocks, public open spaces, and roads; it is the purpose of this Ordinance to set platting regulations and minimum requirements to protect the public health, safety, and general welfare of the community. The City of Isanti deems it necessary to provide regulations requiring platting, and for subdividing of property within the City for the following purposes:

1. To encourage well-planned, efficient, and attractive construction and design; and to prevent the use of land that is not feasible for subdivision;
2. To provide for the health and safety of City residents by requiring necessary services, to include but is not limited to, properly designed and located streets, drainage ways, and through the provision of adequate sewage disposal and water supply systems;
3. To place the cost of improvements against those benefitting from their construction;
4. To make all subdivision of property conform to the Comprehensive Plan and the overall development objectives of the City;
5. To establish procedures and standards for the review of all subdivision plats;
6. To set forth rules and regulations for the subdivision, re-subdivision, or consolidation of real property; and
7. To assure the general design of subdivisions complies with Zoning, Building Code requirements, and other pertinent regulations of the City of Isanti, Isanti County, and the State of Minnesota.

B. Scope. The rules and regulations governing plats and subdivision of land contained herein shall apply throughout the corporate boundaries of the City and within those areas as identified as Tier One. All land subdivisions shall meet or exceed the standards as set forth in this Ordinance. Except in the case of re-subdivision; this Chapter shall not apply to any lot or lots forming a part of a subdivision recorded in the County Offices prior to the effective date of this Ordinance. It is not intended by this Ordinance to repeal, annul, or in any way impair or interfere with, existing provisions or other laws or City Code provisions, except those specifically repealed by, or in conflict with this Chapter, or with restrictions on the land that is imposed or required by such existing provision of law, City Code provision, contract or deed; the provisions of this Ordinance shall control.

C. Applicability. No person shall:

1. Divide or further divide land, or
2. Consolidate residentially zoned lots which come under common ownership after July 17, 2012, or
3. Otherwise alter the boundaries of lots or parcels of land; or,

4. Dedicate land for use as streets, alleys, sidewalks, trails, or other public purposes, except in compliance with the provisions of this Ordinance.

Subdivision 2. Compliance.
Upon adoption of this Ordinance, no lot in a subdivision shall be sold, no permit shall be issued to alter or erect any building upon land in a subdivision, and no building shall be erected in a subdivision unless the subdivision plat has been approved and recorded and until the improvements by the City Council relative to the subdivision have been constructed or arranged for as provided within this Ordinance. Any subdivision creating parcels, tracts, or lots after the adoption of these regulations shall be platted, except for those parcels meeting the requirements of an Administrative Subdivision.

Subdivision 3. Registered Land Surveys and Conveyance by Metes and Bounds.

A. Registered Land Surveys.
All registered land surveys in the City shall be presented to the Planning Commission in the form of a Preliminary Plat in accordance with the standards set forth in this Ordinance for Preliminary Plats. The Planning Commission shall first approve the arrangement, sizes, and relationship of the proposed tracts in such registered land surveys, and those tracts to be used as easements or roads should be so designated. Unless such Planning Commission recommendation and City Council approval in accordance with the City standards set forth in this Ordinance have been obtained, building permits will be withheld for buildings on tracts which have been subdivided by registered land surveys and the City may refuse to take over tracks as streets or roads to improve, repair, or maintain any such tracts unless so approved.

B. Conveyance by Metes and Bounds.
No conveyance of one (1) or more parcels in which the land is described by metes and bounds or by reference to an unapproved registered land survey made after the effective date of this Ordinance shall be filed or recorded except in certain cases of Administrative Subdivisions as defined by this Ordinance. The following conveyances shall be exempt from the provisions of this Ordinance and shall not constitute a subdivision:

1. The parcel was a separate lot of record prior to December 16, 1986.
2. The parcel was the subject of a written agreement to convey, which was entered into prior to the effective date of this Ordinance.
3. The parcel is a single parcel of land of not less than five (5) acres and having a width of not less than three hundred (300) feet and its conveyance does not result in the division of the parcel into two (2) or more lots or parcels, any one of which is less than five (5) acres in area or three hundred (300) feet in width and all parcels have frontage on a public right-of-way.
4. The parcel relates to a division of a lot, which is part of a recorded plat where the division is to permit the adding of a parcel of land to an abutting lot or to create two (2) lots, and the newly created lot will not cause the other remaining portion of the lot to be in violation of this Ordinance or the Zoning Ordinance.
5. Cemetery lots.
6. Parcels resulting from court orders or the adjustments of a lot line by the relocation of a common boundary as the result of a correctional survey of a previously recorded parcel, or an instrument of conveyance to correct a faulty description in a previously recorded instrument of conveyance.
7. Lot line adjustments.

Subdivision 4. Definitions.
For the purpose of this Ordinance, the following words and terms shall be interpreted as herein defined. Words in the present tense include the future; words in the singular include the plural; words in the plural include the singular; the word "shall" is mandatory; and the word "may" is permissive.

Administrative Subdivision means a subdivision whereby the intent is to permit the addition of a parcel of land to an abutting lot, to adjust a lot line or to divide an existing lot into two (2) lots.

Alley means a public thoroughfare which provides secondary access to abutting property.
Block means a tract of land bounded by streets or a combination of streets or public parks, cemeteries, railroad right-of-way, shorelines, unsubdivided acreage, or boundary lines of the corporate limits of the city.

Boulevard means the portion of the street right-of-way between the curb line or edge of the paved roadway and the property line.

Buildable Land means a contiguous land area occurring within the property lines of a parcel or lot; excluding wetlands, steep slopes, flood hazard areas, storm water retention/detention areas, or any other man-made or natural feature that may restrict development.

Caliper Inches means the diameter, in inches, of the trunk of a tree taken six (6) inches above the ground up to and including four (4) inch caliper size, and twelve (12) inches above the ground for larger sizes.

CIC Plat means a Common Interest Community Plat as described in Section 515B.2 – 110 of the Minnesota State Statutes.

City Council means the City Council of the City of Isanti.

City Engineer means the City Engineer for the City of Isanti or their authorized representative.

~~**City Planner** means the City Planner for the City of Isanti or their authorized representative.~~

Cluster Development means a subdivision development that is planned and constructed, so as to arrange residential housing units into compact groupings, in an effort to preserve the natural amenities of the land and provide a unified network of open spaces; which meets the overall density requirements of the Zoning District in which the parcel is located and the Comprehensive Plan.

Common Open Space means any open space; including but not limited to, parks, native areas, playgrounds, trails, and recreational facilities that are owned in common by a group of property owners.

Community Development Director means the Community Development Director for the City of Isanti

Comprehensive Plan means the Comprehensive Land Use Plan prepared and adopted by the City of Isanti, indicating the general locations recommended for major land uses, streets, parks, public buildings, and other public improvements.

Conservancy means the implementation of policies for the protection and preservation of the natural character of lands for their value to scenic enjoyment, native vegetation, wildlife, water and soil conservation, floodplain management, forestry, and other such purposes.

Conservation Easement means a non-possessory interest in real property that imposes limitations or affirmative obligations, the purpose of which include retaining and protecting natural, scenic, or open space values of real property; assuring its availability for agricultural, forest, recreational, or open space use; protecting natural resources; or maintaining air or water quality.

Conservation Land means any parcel or area of undeveloped land conserved in its natural state for perpetuity through deeds or other legal means.

Consolidation means the combining of two (2) or more lots or portions of two (2) or more lots into a lesser number of lots for the purpose of creating a single unified development.

Critical Root Zone means an imaginary circle surrounding the tree trunk with a radius distance of one (1) foot per one (1) inch of tree diameter. Example, a twenty (20) inch diameter tree has a critical root zone with a radius of twenty (20) feet.

Crown means the leaves and branches of a tree or shrub; the upper portion of a tree from the lowest branch on the trunk to the top.

Cul-de-sac means a minor street with only one (1) outlet and having an appropriate turn-around for the safe and convenient reversal of traffic movement.

Design Standards means the specifications for land owners or subdividers for the preparation of plats, both preliminary and final, indicating among other things, the minimum or maximum dimensions of such items as right-of-way, blocks, easements, and lots.

Developer means any person or entity other than a builder who undertakes to improve a parcel of land, by platting, grading, installing utilities, or constructing or improving any building thereon.

Development Agreement means a formal agreement with the City that clearly establishes the developer's responsibility regarding project phasing, the provision of public and private facilities and improvements, and any other mutually agreed to terms and requirements.

Drip Line means an imaginary vertical line that extends from the outermost branches of the tree's canopy to the ground.

Easement means authorization by a property owner to the use of land by the public, a corporation, or persons for specific purposes such as the construction of utilities, drainage ways, or roadways.

Lot means a parcel of land of sufficient size to meet zoning and platting requirements for use, coverage, and buildable area, and to provide such yards, setbacks, parking, landscaping, and other open spaces as are required by this Ordinance and the Zoning Ordinance for the zoning district in which said parcel is located.

Lot Combination means the combining of two (2) or more contiguous lots having the same property owner.

Lot, Flag means a lot not directly fronting or abutting a public right-of-way and where access to the roadway is limited to a narrow private right-of-way.

Metes and Bounds means a description of land prepared by a state registered land surveyor providing measured distances and courses (metes) from known or established points on the surface of the earth (bounds).

Minor Subdivision means a subdivision that result in the creation of four (4) or fewer lots that is processed in a compressed timeframe.

Owner means the person or persons having the right of legal title to, beneficial interest in, or a contractual right to purchase a lot or parcel of land.

Pedestrian Way means public or private right-of-way across a block or within a block to provide access for pedestrians and which may be used for the installation of utility lines, to include but is not limited to, sidewalks and trails.

Percentage of Grade means the distance vertically (up or down) from the horizontal in feet and decimals of a foot for each one hundred (100) feet of horizontal distance.

Planned Unit Development means a large lot or tract of land developed as a unit rather than as an individual development wherein two (2) or more buildings may be located in relationship to each other rather than to lot lines or zoning district boundaries.

Planning Commission means the Planning Commission of the City of Isanti.

Plat, Final means a drawing or map of a subdivision, meeting all the requirements of the City and in such form as required by Isanti County for purposes of recording.

Plat, Preliminary means the preliminary map, drawing, or chart indicating the proposed layout of the subdivision to be submitted to the Planning Commission for consideration and recommendation; and to the City Council for approval.

Protective covenants means contracts made between private parties as to the manner in which land may be used, with the view of protecting and preserving the physical, social, and economic integrity of a given area.

Resubdivision means a consolidation, as defined in this Ordinance, or the division of land which was previously subdivided by means of platting through the Isanti approval process.

Right-of-Way means a strip of public land occupied or intended to be occupied by a road, crosswalk, utility line, railroad, electric transmission line or other similar use.

Root Crown means the point at which the root and stem of a plant meet and primary vascular anatomy changes from that of a stem to that of a root.

Sketch Plan means a generalized plan of a proposed subdivision indicating lot layouts, streets, park areas, and water and sewer systems presented to City officials for discussion purposes prior to the submittal of a Preliminary Plat.

Street means a thoroughfare which affords a principal means of access to abutting property and which has been accepted by the City as a public way.

Street, Collector means a street that serves a dual purpose of accommodating traffic and the provision of more direct access to adjacent properties. Major collectors connect to minor arterials and services shorter trips within the City or County. Minor collector streets provide the connection between neighborhoods and commercial / industrial areas and the major collector / minor arterial system.

Street, Dead-End means a local street that is open at one end only and without special provisions for vehicles turning around. Such street may be intended to connect with another street at the closed end for future development.

Street, Half means any public right-of-way having only one-half the required right-of-way width.

Street, Local means a street designed to provide vehicular access to abutting properties. Such streets are designed for short trips at low speeds.

Street, Minor Arterial means a street that connects urban service areas to cities / towns inside and outside of the region, which services medium to short range trips. Such streets provide connections to collector roads. Land access is restricted to concentrations of commercial or industrial land uses.

Street, Principal Arterial means a street that provides higher speed travel and mobility for long distance trips. These roads function to carry larger volumes of traffic to minor arterials and collectors. Access along such facilities is extremely limited.

Street, Private means a road or street that is not publically owned and maintained and is used by occupants of the development, their guests, and the general public.

Street Width means the street right-of-way width measured at right angles to the centerline of the street.

Subdivider means the owner, or any other person, firm or corporation authorized by the owner undertaking proceedings under the provisions of this Ordinance for the purpose of subdividing or re-subdividing land

Subdivision means the division of a lot, parcel, or tract of land into two (2) or more lots, parcels, or tracts of land for the purpose of transferring ownership or building development; or if a new street is involved, any division or development of a parcel of land. The term includes re-subdivision.

Tangent means a straight line which is perpendicular to the radius of a curve where a tangent meets a curve.

Tree Canopy means the horizontal extension of a tree's branches in all directions from its trunk.

Tree Protection means the measures taken to protect existing trees from damage or loss before, during, and after project construction.

Tree, Significant means any healthy mature tree measuring a minimum of eight (8) inches in tree diameter or greater or any healthy coniferous tree measuring eight (8) feet or more in height. Boxelder, cottonwood, and popular shall not be considered to be significant trees.

Vertical Curve means the surface curvature connecting lines of different percentage of grade.

Viewshed means an area of land, water, or other environmental element that is visible from one (1) or more vantage points.

Woodland means a grouping or cluster of coniferous and / or deciduous trees with contiguous crown cover, occupying five hundred (500) or more square feet of property, which are comprised of primarily deciduous trees between four (4) and twelve (12) caliper inches or coniferous trees between four (4) feet and twelve (12) feet in height.

Zoning Administrator means the ~~City Planner~~ Community Development Director for the City of Isanti and / or their authorized designee.

Zoning Ordinance means the Ordinance adopted by the City of Isanti, which controls the use of land as well as regulates lot size, building bulk and location, and other development standards within the City.

Subdivision 5. Platting Required.
All subdivisions that create five (5) or more parcels or consolidate residentially zoned lots which come under common ownership after July 17, 2012 shall be platted, except as provided otherwise within this Ordinance.

Subdivision 6. Land Suitability.

A. No land shall be subdivided which is held unsuitable for its intended use by the City Council for reasons of flooding, inadequate drainage, soil and rock formations with severe limitations for development, severe erosion potential, unfavorable topography, inadequate water supply or sewage disposal capabilities or any other feature harmful to the health, safety, or welfare of the future residents of the proposed subdivision or community.

B. The City Council may approve the Preliminary and Final Plats if the subdivider improves the land consistent with the standards of this Ordinance and other applicable Ordinances in order to make the area, in the opinion of the City Council, suitable for its intended use. Should the City Council determine that only part of the proposed subdivision can be safely developed, it shall limit development to that part and require that the specifications for development be consistent with such determination.

Subdivision 7. Premature Subdivision.

A subdivision shall be considered premature if any of the following exists:

A. Lack of adequate storm water drainage.

B. Lack of dedicated and improved public streets.

C. Lack of adequate sanitary sewer systems. ISTS shall not be deemed adequate unless consisting of a cluster system designed to connect at a future date to the City's sanitary sewer system, as reviewed and approved by the City Engineer.

D. Lack of adequate off-site public improvements and support systems.

E. Lack of adequate public water supply.

Subdivision 8. Variances.

A. The Planning Commission may recommend a variance from the provisions of this Ordinance when, in its opinion, undue hardship may result from strict compliance. In granting any variance, the City Council shall prescribe any conditions it deems necessary to or desirable for the public interest. In making its findings, as required in this Subdivision, the Planning Commission shall take into account the nature of the proposed use of land and the existing use of land in the vicinity, the number of persons to reside or work in the proposed subdivision and the probable effect of the proposed subdivision upon traffic conditions within the vicinity. No variance shall be granted unless the Planning Commission and City Council find that:

1. There are special circumstances or conditions affecting such property, in which the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of his land.
2. The variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same district and vicinity. The possibility of increased financial return shall not in itself be deemed sufficient to warrant a variance.
3. The granting of the variance will not be detrimental to the public welfare or injurious to the other property in the immediate area, and will not have an adverse effect upon traffic or public safety.
4. The relief sought from this Ordinance would not in any manner affect the provisions of the Zoning Ordinance and Map or Comprehensive Plan, except that those documents may be amended in the manner prescribed by law.

B. Applications for any variance shall be submitted in writing on the appropriate application form with the required application fee, as provided by the City at the time when the Preliminary Plat is filed for consideration by the Planning Commission. Such application shall fully and clearly state all facts relied upon by the petitioner and shall be supplemented by maps, plans, or other additional data which may aid the Planning Commission in the analysis of the proposed project. The plans for such development shall include such covenants, restrictions, or other legal provisions necessary to guarantee the full achievement of the plan.

C. A Variance from the Subdivision Ordinance shall require the same information and shall follow the same process as outlined within Section 21 of the Zoning Ordinance.

Subdivision 9. Street, Alley, and Utility Vacations.
No public utility easement, street, or alley within the corporate limits of the City shall be vacated or discontinued except in conformity with the following procedural requirements:

A. Petition. Proceedings to vacate a public utility easement, street, or alley shall be commenced by action of the City Council on its own motion / Resolution, or by a petition in writing filed with the ~~City Planner~~ Community Development Director or designee and signed by a majority of the owners of property abutting upon the portion of the public utility easement, highway, street, or alley to be vacated.

B. Reference of Petition to City Administrator. The ~~City Planner~~ Community Development Director or designee shall furnish copies of the petition to the City Administrator and to the Planning Commission for recommendation.

C. Notice of Hearing. A notice shall be published in the official newspaper specifying the date and place of a hearing. Such notice shall not be published less than two (2) weeks prior to the public hearing. A copy of the notice shall be sent at least ten (10) days prior to the public hearing to each abutting property owner. The notice shall contain the time, place, and date of the hearing as well as contain a copy of the petition or proposed Resolution, if Council initiated.

D. Hearing. At the time and place specified in such notice, the City Council shall conduct a public hearing on the petition or proposal, and, at any time following such hearing, the City Council may vacate or discontinue the public utility easement, street, or alley, or portion thereof, in accordance with the petition or proposal, upon adoption of an ordinance to that effect by vote of at least four members of the Council, if Council initiated. If such request is initiated by petition of the majority of abutting property owners, then a simple majority of the quorum is needed.

E. Notice of Completion. Upon the adoption of such Resolution, the City Clerk shall prepare and file with the Isanti County Recorder's Office a notice as required by law. If the petition is denied, a Resolution setting forth the reasons for denial and written findings of fact shall be created.

F. Fee. The application fee as established by City Council Resolution shall be paid at the time of application.

Subdivision 10. Certification of Taxes.
Prior to approving an application for Preliminary Plat, Final Plat, Minor Subdivision, Lot Splits, Preliminary or Final Plat Extension requests, Variances from this Ordinance, and Vacation requests; the applicant shall provide as part of the application request, certification to the City that there are no delinquent property taxes, special assessments, penalties, interest, and municipal utility fees outstanding on the parcel(s) to which the application relates.

Subdivision 11. CIC Plats.
A CIC Plat shall be considered a Final Plat. Application requirements and filing procedures for a CIC Plat shall be filed and processed in the same manner as a Final Plat.

Subdivision 12. Violations and penalties.
Violation of any part of this Ordinance is a misdemeanor, and upon conviction thereof, shall be fined and / or imprisoned as provided for misdemeanor violations under Minnesota State Law.

ARTICLE 2. ADMINISTRATIVE SUBDIVISION

Subdivision 1. Purpose. The provisions of this Section shall apply only to those subdivisions defined as Administrative Subdivisions, where the intent is to adjust a lot line or divide an existing platted lot into two (2) lots, or to add area from an existing abutting lot in an effort to bring the lot receiving additional area further towards compliance with the minimum lot size, lot depth, lot width, or road frontage. While the Administrative Subdivision is an abbreviated review process; standards and requirements of this Ordinance shall apply to the proposed subdivision.

Subdivision 2. Applicability. The following may be considered an Administrative Subdivision. In the event circumstances warrant platting of the following, the ~~City Zoning Administrator~~ Community Development Director or designated representative shall require that subdivision to be processed through the Preliminary and Final Plat processes as identified within this Ordinance. The ~~City Zoning Administrator~~ Community Development Director or designee ~~designated representative~~ may authorize approval of the Administrative Subdivision upon finding:

A. The parcel of land has not previously been the subject of division by the Administrative Subdivision procedure.

B. The division will not result in more than two (2) lots.

C. All newly created lots meet the minimum requirements of the Zoning District in which they are located.

D. The subdivision will not cause any structure on the land to be in violation of the Zoning or Subdivision Ordinance.

E. Any drainage, utility, trail, right-of-way or access easements required by the City shall be granted.

F. Lots shall have the minimum required frontage upon a public roadway.

G. Lots that will not be receiving urban services shall provide evidence that septic system and water supply systems meet requirements. The Building Official shall review such information and may require further documentation.

Subdivision 3. Application Requirements.
Whenever any subdivision of land as outlined within this Section is proposed, and before any contract is made for sale of any part of the parcel, and before any building permit has been issued for the erection of a structure on such proposed subdivision shall be granted, the subdividing owner or his authorized agent, shall file an application and secure approval of an Administrative Subdivision. Such application shall be considered to be officially filed and complete when the ~~Zoning Administrator or their~~ Community Development Director designee has received all of the following items:

A. Complete application form.

B. Application fee and escrow (if required).

C. Acreage calculations for proposed lots.

D. Certification of taxes paid, in accordance with the requirements of this Ordinance.

E. A Certificate of Survey (full size and 11" x 17" reduction) prepared by a licensed land surveyor identifying the following:
   1. A graphic scale not less than one inch to 100 feet.
   2. Name and address of legal owner and / or agent of the property.

3. North arrow.
4. Boundaries, dimensions, and area of existing lots being subdivided and new lots to be created.
5. Legal descriptions of existing lot(s) and legal description of proposed new lots.
6. Easements of record.
7. Water courses, including delineated wetlands.
8. All encroachments, easements, and right-of-way encumbering the property.
9. Existing buildings, structure, and improvements within the parcel(s) to be platted.
10. Locations, widths, and names of all public streets, right-of-way or railroad right-of-way showing type, width, and condition of the improvements.
11. Proposed driveway locations and locations of existing driveways.
12. Location of any abandoned or existing private wells and septic systems.
13. Additional data requirements as determined appropriate by the Zoning Administrator to ensure compliance with City requirements.
14. Drainage and utility easements, along all lot lines.
15. Any required right-of-way dedication.

Section 4. Procedure.

A. Upon submittal of a complete Administrative Subdivision Application, the ~~Zoning Administrator~~ Community Development Director or designee shall request input from the City's planning, engineering, and legal staff, as appropriate.

B. The Administrative Subdivision of land abutting upon any existing or proposed trunk highway, county road or highway or county state-aid highway shall be subject to review by the Minnesota Department of Transportation and / or Isanti County Highway Department. Written notice and a copy of the proposed Administrative Subdivision shall be filed with either or both entities, as deemed appropriate.

C. The Administrative Subdivision of land located within a Floodplain District shall be subject to the review of the Minnesota Department of Natural Resources and / or Watershed District. Written notice and a copy of the proposed subdivision shall be filed with either or both entities, as deemed appropriate.

D. The ~~Zoning Administrator~~ Community Development Director or designee shall have the authority to request additional information pertinent to the Administrative Subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.

E. The ~~Zoning Administrator~~ Community Development Director or designee shall reach a decision on the requested Administrative Subdivision within one hundred twenty (120) days upon receipt of a complete application, unless the applicant agrees to an extension of the review period.
   1. The ~~Zoning Administrator~~ Community Development Director or designee may approve the Administrative Subdivision with conditions that must be met to ensure that the subdivision is compliant with the regulations of the zoning and subdivision ordinances, as amended, and any other applicable requirements.
   2. The ~~Zoning Administrator~~ Community Development Director or designee may deny the Administrative Subdivision and prepare findings that the subdivision is found to be premature or fails to comply with the regulations of the zoning and subdivision ordinances, as amended, and any other applicable requirements. The applicant may appeal an Administrative Subdivision denial following the procedures as outlined within the Zoning Ordinance.

F. Prior to certification by the City, approving the Administrative Subdivision, the applicant shall supply the deed(s), which grant to the City the easements and / or right-of-way required by this Ordinance.

Subdivision 5. Recording. Upon approval of an Administrative Subdivision, the applicant shall record the deed and the accompanying survey with the Office of the Recorder for Isanti County within ninety (90) days after the date of approval; otherwise the approval of the Administrative Subdivision will be considered void. Verification of such recording shall be provided to the City by the applicant.

ARTICLE 3. MINOR SUBDIVISION PLAT

Subdivision 1. Purpose. The Minor Subdivision Plat procedure for processing applications for the division of land or re-subdivision, including consolidation of land, is to provide for an expedited procedure in those limited cases where strict adherence to the standard platting process is not required. The Minor Subdivision Plat is not intended to be a substitute for the standard platting process set forth in this Ordinance. A Concept Plan is not required. The Planning Commission shall hold the public hearing for both the Preliminary Plat and the Final Plat to be reviewed at the same meeting.

Subdivision 2. Applicability. The Minor Subdivision Plat may be utilized where the following circumstances exist:

A. The property to be divided will result in four (4) or fewer lots.

B. The property has not previously been subject to division by either an Administrative Subdivision or Minor Subdivision Plat.

C. The property to be divided is not part of a Planned Unit Development (PUD).

D. The newly created lots shall meet the requirements of the underlying zoning district; and shall not cause any structure on the land to be in violation of the Zoning Ordinance.

E. No variances are required to complete the subdivision as proposed.

F. All standards, requirements, and improvements required of a standard subdivision are required for a Minor Subdivision.

G. For residentially zoned lots, the proposed lot area of each lot within a re-subdivision or consolidation is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot area on that same frontage.

H. For residentially zoned lots, the proposed lot width of each lot is no more than twenty (20) percent greater or ten (10) percent less than the average zoning lot width on the same frontage.

Subdivision 3. Application Requirements. All data required for Preliminary and Final Plats are required for the Minor Subdivision Plat. All data shall be submitted to the ~~Zoning Administrator~~ Community Development Director or designee, along with the appropriate application form, filing fees, and escrows (if required).

Subdivision 4. Procedures.

A. Upon submittal of a complete Minor Subdivision Application, the ~~Zoning Administrator~~ Community Development Director or designee shall request input from the City's planning, engineering, and legal staff, as appropriate. The subdivider shall reimburse the City for any legal or engineering costs associated with the review of the Minor Subdivision Plat.

B. The Minor Subdivision of land abutting upon any existing or proposed trunk highway, county road or highway or county state-aid highway shall be subject to review and approval of the Minnesota Department of Transportation and / or Isanti County Highway Department. Written notice and a copy of the proposed Minor Subdivision Plat shall be filed with either or both entities, as deemed appropriate. Access to local collector, minor or arterial roadways is subject to review and approval by the City Engineer.

C. The Minor Subdivision of land located within a Floodplain District shall be subject to the review of the Minnesota Department of Natural Resources and / or Watershed District, as deemed appropriate. Written notice and a copy of the proposed subdivision shall be filed with either or both entities, if necessary.

D. The ~~Zoning Administrator~~ Community Development Director or designee shall have the authority to request additional information pertinent to the Administrative Subdivision. Failure to provide the necessary supportive information may be grounds for denial of the request.

E. The ~~Zoning Administrator~~ Community Development Director or designee shall forward the Minor Subdivision (Preliminary and Final Plat) submittals to the Park and Recreation Board for consideration at their regularly scheduled meeting, if applicable. The applicant is required to attend all meetings with advisory boards and the City Council. Failure of the applicant to attend a meeting may result in the tabling of or denial of the application.

F. The Planning Commission shall hold a public hearing on the proposed Minor Subdivision Plat. Notice of the public hearing shall be published in the City's official newspaper at least ten (10) days before the hearing. The City shall mail written notification of the proposed Minor Subdivision Plat to property owners located within three hundred fifty (350) feet of the subject site. Failure to give mailed notice to individual property owner shall not invalidate the proceedings, provided a bona fide attempt to comply has been made.

G. At the public hearing, the Planning Commission shall receive the written report of the ~~City Planner~~ Community Development Director or designee and shall take testimony from the subdivider and all other interested parties. At the close of the public hearing, the Planning Commission shall consider all the written reports and materials, and the oral testimony, and make a recommendation on the Minor Subdivision Plat to the City Council. The Planning Commission may recommend approval, approval subject to modifications or conditions, or denial. If denial is recommended, the reasons for such recommendation shall be stated in the record.

H. The City Council shall consider the plat at its next meeting following receipt of the Planning Commission recommendation. The City Council shall take action on the application ~~which shall include findings of fact~~, which shall be entered in the proceedings of the City Council and transmitted to the applicant in writing. The lack of a simple majority to approve a Preliminary or Final Plat shall be a denial of the requested application.

I. Upon approval of the Final Plat by the City Council, the applicant ~~City Clerk or their designee~~ shall record it with the Isanti County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

J. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the ~~City Planner~~, Community Development Director or designee, ~~the City Clerk,~~ and Isanti County. No building permits shall be issued until these conditions have been complied with.

K. Record plans and electronic copies of all final plan documents shall be submitted to the ~~Zoning Administrator~~ Community Development Director or designee and City Engineer.

ARTICLE 4. PRE-APPLICATION MEETING AND SKETCH PLAN

Subdivision 1. Pre-Application Meeting.

A. Prior to the preparation of a preliminary plat, the subdividers or owners shall meet with the ~~City Planner,~~ Community Development Director or designee, City Administrator and other appropriate ~~officials~~ staff in order to be made fully aware of all applicable ordinances, regulations and plans in the area to be subdivided. At this time or at subsequent informal meetings, subdividers shall be invited to submit a sketch plan in simple form showing that consideration has been given to the relationship of the proposed subdivision to existing community facilities that would serve it, to neighboring subdivisions and development, and to the topography of the site.

B. The sketch plan shall be considered as the basis for discussion between the subdivider, City staff, and Planning Commission. Submission of the sketch plan shall not constitute formal filing of a preliminary plat. The Planning Commission shall, on the basis of the sketch plan, unofficially advise the subdivider of the extent to which the proposed subdivision conforms to the design standards of this Ordinance, and the City's Comprehensive Plan and shall discuss possible modifications. The City Council may also review the sketch plan. Any comments provided by the Planning Commission or City Council shall not constitute plat approval and are considered non-binding.

C. Escrow Required for Professional Services. The subdivider or owners shall enter into an escrow agreement and file funds with the City before any review or work can be completed by a consultant for the City, which includes but is not limited to engineering and legal services. Escrow fees are determined by Resolution of the City Council.

Subdivision 2. Content of the Sketch Plan.

The sketch plan should contain the following information:

A. A site location map showing major streets, parks, community facilities, and other significant developments within the subject area.

B. Tract boundaries.

C. North point and scale.

D. Topography and physical features, including lakes, ponds, wetlands, and wooded areas.

E. Proposed uses, to include parks and open spaces.

F. Streets within and adjacent to the tract.

G. Proposed general street layout and design.

H. Proposed lot size and orientation.

I. Proposed zoning change, if any proposed.

J. If the project will be a Planned Unit Development, then such development is subject to the regulations and procedures as presented within Ordinance No. 445, Zoning Ordinance.

K. Any additional items that may aid the Planning Commission in the review of the subdivision request.

ARTICLE 5. PRELIMINARY PLAT

Subdivision 1. Filing Procedures.

A. After the pre-application meeting and review of the sketch plan, the subdivider or owner shall file with the ~~City Planner~~ Community Development Director or designee a completed and signed application for Preliminary Plat Approval on a form provided by the City, along with four (4) full size copies of plans, one (1) 11" x 17" reproducible copy of the plans, and an electronic copy (pdf) of the plans; in accordance with the regulations set forth within this Ordinance. All plats and subdivisions presented for recommendation by the Planning Commission and approval by the City Council shall be accompanied by the filing and escrow fees as established by Resolution of the City Council and by an escrow agreement that the subdivider reimburse the City for its costs to review the Preliminary Plat. The application for Preliminary Plat shall not be deemed complete until all data and supplementary information required by this Ordinance has been received by the City.

B. The Preliminary Plat will be reviewed by all affected City departments to determine whether the subdivision complies with the requirements of this Ordinance and the City of Isanti Zoning Ordinance (Ordinance No. 445), and to determine how the proposed development will affect traffic, utilities, drainage, community facilities, public safety, surrounding developments, natural features, historic sites, open space, etc. Developments meeting the requirements for an Environment Assessment Worksheet (EAW) or Environmental Impact Statement (EIS) shall file the appropriate information for review, distribution, and approval in accordance with Minnesota State Statute requirements, prior to review and approval of the proposed plat by the City.

C. The ~~City Planner~~ Community Development Director or designee shall compile comments from the other City departments and prepare a written report. A copy of that report shall be sent to the subdivider.

D. The ~~City Planner~~ Community Development Director or designee shall also submit copies of the Preliminary Plat to the County Highway Department, State Department of Transportation, Department of Natural Resources Commissioner, and Watershed District, where applicable.

E. Upon receipt by the City of a complete application for Preliminary Plat Approval, including all required supporting documentation, the Planning Commission shall hold a public hearing on the proposed subdivision. The required legal publication shall be made and notices shall be sent to all property owners of record within three hundred fifty (350) feet of the exterior boundaries of the proposed plat. The subdivider is required to obtain the list of property owner's from the County Auditor's Office.

F. The subdivider or duly authorized representative shall attend the Planning Commission meetings at which the proposal is scheduled for consideration.

G. At the public hearing, the Planning Commission shall receive the written report of the ~~City Planner~~ Community Development Director or designee and shall take testimony from the subdivider and all other interested parties. At the close of the public hearing, the Planning Commission shall consider all the written reports and materials, and the oral testimony, and make a recommendation on the Preliminary Plat to the City Council. The Planning Commission may recommend approval, approval

subject to modifications or conditions, or denial. If denial is recommended, the reasons for such recommendation shall be stated in the record.

H. The City Council shall consider the preliminary plat and shall approve or deny the plat within one hundred twenty (120) days of receipt of a complete application. The City Council shall either approve with or without modification or conditions, refer the Preliminary Plat back to the Planning Commission or City staff for further review, or deny the Preliminary Plat. The City shall notify the applicant in writing of the City Council's action stating the conditions of approval or reasons for disapproval of the Preliminary Plat. If approved, the City shall send the applicant a copy of the approval with items requiring modification noted.

I. Conditional approval of a Preliminary Plat shall not constitute approval of the Final Plat. Rather, it shall be deemed to be an expression of approval of the layout submitted on the Preliminary Plat and act as an authorization and guide to proceed with the preparation of the Final Plat. This approval of the Preliminary Plat shall be effective for a period of one (1) year, unless a phasing plan has been approved or an extension is granted by the City Council prior to the termination of such one (1) year period. The developer or applicant must submit the extension request in writing. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension.

J. The subdivider may file a final plat limited to a portion of the Preliminary Plat that they propose to record and develop at that time; provided that such portion must conform to all requirements of this Ordinance.

K. If the subdivider should desire to amend the Preliminary Plat as approved, the subdivider shall resubmit the amended Preliminary Plat, which shall follow the same procedure except for the public hearing. If the amendment, in the opinion of the City, is of such scope that it would constitute a new Preliminary Plat, then such Preliminary Plat shall be refilled and a new public hearing be called.

Subdivision 2. Data Required for Preliminary Plat.
Unless otherwise exempted within this Ordinance, the owner or subdivider shall prepare and submit a Preliminary Plat containing the following information:

A. Identification and description.
   1. Proposed name of subdivision, which shall not duplicate or be similar in pronunciation or spelling to the name of any other plat in the City.
   2. Legal description.
   3. Names and addresses of the record owner, subdivider, land surveyor, engineer, designer of the plat, and any agent having control of the land.
   4. Graphic scale not less than one (1) inch to one hundred (100) feet.
   5. North arrow.
   6. Key map including area within one (1) mile radius of plat.
   7. Date of preparation.

B. Existing conditions.
   1. Boundary lines of proposed subdivision.
   2. Existing zoning classifications for land within and abutting the subdivision.
   3. Acreage and lot dimensions.
   4. Location, right-of-way width, and names of existing or platted streets; locations of parks, buildings and structures, railroad right-of-way, easements, section lines and corporate boundaries within the proposed subdivision and to a distance one hundred fifty (150) feet beyond.

5. Boundary lines of adjoining platted or subdivided land, within one hundred fifty (150) feet, identified by name and ownership including all contiguous land owned or controlled by the subdivider.
6. Topographic data within the property to be subdivided and one hundred (100) feet beyond the property boundary, showing contours as follows: two-foot intervals where slope is ten (10) percent or less; five-foot intervals where slope is ten (10) to fifteen (15) percent; ten-foot intervals where slope is greater than fifteen (15) percent. All areas of the subdivision to be platted with a slope greater than twenty-five (25) percent must be clearly indicated. However, on undevelopable sections or larger acre lots topographic data may be reduced to significant physical characteristics, such as top and toe of slope, if in the opinion of the city the area is viewed as unsuitable for future subdivision. Location and elevations of on-site and abutting water courses, lakes, wetlands, rivers, streams, and marshes at date of survey and their ordinary high water mark plus approximate high and low water elevations shall also be shown. Where the subdivision borders a lake, river or stream, a meander line shall be established at an elevation two (2) feet above the recorded high water elevation of the lake, river or stream. Flood plain areas, location of wooded areas, rocky outcrops, power transmission poles and lines and other significant physical features shall also be shown.
7. An accurate soil report indicating soil conditions, permeability and slope.
8. Utilities on or adjacent to the property, including location, size and invert elevation of public sanitary and storm sewers, catch basins and manholes; location and size of water mains and hydrants; location of gas mains, high pressure lines, fire hydrants, electric and telephone lines, and street lights. The direction, distance to, and size of such facilities shall be indicated.
9. Location of any wetlands.

C. Proposed design features.
1. Layout of proposed streets showing the proposed names, the right-of-way widths, centerline gradients and typical cross sections. Street names shall be assigned or approved by the city. Turn lanes must be shown on collector and minor/major arterial streets.
2. Location and width of proposed pedestrian ways, to include both sidewalks and trails; and utility easements.
3. Lot sizes, layout, numbers and preliminary dimensions of lots and blocks.
4. Minimum building setback lines as required by the zoning ordinance.
5. Areas other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use, including the size of such areas.
6. Location, size and approximate grade of proposed public sewer and water mains. If public sewer and water are not available the developer shall provide site evaluation data required by Minnesota Pollution Control Agency Individual Sewage Treatment Standards (WPC 409) to determine the suitability of the site for individual sewage systems. References shall be made to "The Isanti County's Policies for Individual Sewage Systems", and the U.S. Department of Agriculture, Soil Conservation Service, and any other available sources. The data required shall be determined by the city. If cluster systems are provided, such systems shall be reviewed and approved by the City Engineer.
7. If the preliminary plat is a rearrangement of a recorded plat, the lot and block arrangement of the original plat, its original name, and all revised or vacated right-of-ways and easements shall be shown by dotted or dashed line.
8. Location, width and height of landscaped buffers between collector and arterial streets as described later in this ordinance. Landscaping must be approved by the ~~City Planner~~ Community Development Director or designee with a minimum of 1 tree per 20 feet of frontage.

D. Supplementary information.

1. Statement of the proposed use of lots stating type of buildings with number of proposed dwelling units or type of business or industry to reveal the effect of the proposed development on traffic, fire hazards, and density of population.
2. Any proposed protective covenants.
3. A drainage plan for the area indicating the direction and rate of natural storm water runoff and those unaltered areas where storm water collects and percolates into the ground. A proposed drainage plan for the developed site indicating the direction and rate of runoff and those areas where storm water will collect and percolate into the ground shall also be included. Storm water plans shall be consistent with the storm water management ordinance (Ord. No. 420).
4. A proposed finished grading plan shown at contour intervals appropriate to the topography or spot elevations indicating the relationship of proposed changes to existing topography and remaining features.
5. If any zoning changes are contemplated, the proposed zoning plans for the areas. A proposed rezoning of property must be reviewed and approved at the time of Preliminary Plat Approval.
6. Where the subdivider owns property adjacent to that proposed for the subdivision, a general development plan of the remaining property depicting the possible relationships between the proposed subdivision and the future subdivision must be provided. The plan shall address the overall land use, traffic circulation, utility easement configurations, and general lot layouts. Note, an Environmental Assessment Review of the project or the cumulative effects of projects may be necessary and must be completed before a preliminary plat is accepted.
7. A soil erosion and sediment control plan. The plan shall include a timing schedule and sequence of operation indicating the anticipated starting and completion dates of the particular development segment and the estimated time of exposure of each area prior to completion of effective erosion and sediment control measures. Gradients of waterways, design of velocity and erosion control measures, and landscaping of the erosion and sediment control system shall also be shown.
8. A vegetation preservation and protection plan to provide stabilization of erosion or sediment-producing areas. This area shall start at the curb line and end six (6) feet from the curb, planted with grass in efforts to protect the storm sewer system.
9. Required variances.
10. Water distribution system.
11. Proposals for street lighting; curb and gutters, sidewalks and boulevard improvements.
12. Such other information as may be requested by the city.
13. A plan showing the locations and "footprints" of houses as described later in this Ordinance.
14. A tree survey and preservation plan, in accordance with the provisions of this Ordinance.

ARTICLE 6. FINAL PLAT

Subdivision 1. Filing Procedures for Final Plat.

A. The owner or subdivider shall file four (4) full size copies, one (1) 11" x 17" reproducible copy, and an electronic copy (pdf version) of the Final Plat not later than one (1) year after the date of approval of the preliminary plat; otherwise, the preliminary plat shall be considered void unless an extension is requested in writing by the subdivider and for good cause granted by the City Council. The City Council may approve up to two (2) extensions, not to exceed two (2) additional years for each extension. It shall be the responsibility of the subdivider to request such extension prior to the expiration of the Preliminary Plat Approval. Such request for extension shall include the following:
   1. An explanation for why the final plat has yet to be applied for;
   2. What good faith efforts have been made to further the platting process; and
   3. The anticipated date of completion.

B. The owner or subdivider shall also submit at the same time an up-to-date certified abstract of title or registered property report and such other evidence as the City Attorney may require showing title or control by the applicant.

C. The Final Plat shall have incorporated all changes or modifications required by the City Council; in all other respects it shall conform to the Preliminary Plat. It may constitute only that portion of the approved preliminary plat which the subdivider proposed to record and develop at the time, provided that the portion conforms to all requirements of this Chapter.

D. The City Council shall consider the Final Plat officially filed after the City Administrator or their designee has examined it and deemed complete. ~~and advised the Planning Commission and City Council that it is in proper form.~~

E. On the same date that it places the Final Plat on file, the ~~City Planner~~ Community Development Director or ~~their~~ designee shall refer copies of the Final Plat ~~to the Planning Commission and one (1) copy~~ to the City Engineer. The abstract of title or registered property report shall be referred to the City Attorney for his or her examination and report. The City Attorney shall report all findings to the City Council within thirty (30) days. ~~The Planning Commission shall review the Final Plat submittal and make recommendations to the City Council.~~ The City Engineer shall review the proposal and report all findings within thirty (30) days of receiving the plat. The City Council shall review the Final Plat and shall approve or disapprove the plat within sixty (60) days of receipt of the completed application.

F. One (1) copy of the Final Plat shall be submitted to the County by the subdivider for purposes of mathematical checking and compliance with State and County law; a certificate of compliance shall be returned to the City prior to final approval by the City and all fees imposed for checking and certification shall be paid for by the subdivider.

G. Upon receiving approval of a Final Plat for a portion of the approved Preliminary Plat the subdivider shall not be required to request a continuation of the City's recognition of the Preliminary Plat so as to maintain its approval, as outlined within the Development Agreement or Resolution. However, the Final Plat application for subsequent phases, unless described otherwise by an approved phasing plan, shall be submitted within one (1) year of approval of the Final Plat for the previous phase. If such time line cannot be met, an extension may be requested in writing for City Council approval.

H. The City Council may either approve or disapprove the Final Plat. If the Final Plat is not approved, the reasons for such action shall be recorded in the official proceedings and shall be transmitted to the applicant. If the Final Plat is approved, such approval shall constitute final acceptance of the subdivision. Should the City Council determine that the Final Plat is inconsistent with the approved Preliminary Plat or requirements of the Preliminary Plat approval are not resolved, the City Council may refer the Final Plat to the Planning Commission for review and recommendation. If there are inconsistencies between the Preliminary and Final Plats, the subdivider shall submit an amended Preliminary Plat, which shall follow the same procedures as the original Preliminary Plat.

I. Upon approval of the Final Plat by the City Council, the applicant ~~City Clerk or his/her designee~~ shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

J. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. ~~Three (3)~~ One (1) additional 11 inch by 17 inches mylar transparencies shall be given to the ~~City Planner~~, ~~the City Clerk~~, Community Development Director or designee and Isanti County. No building permits shall be issued until these conditions have been complied with.

Subdivision 2. Data Required for Final Plat.

A. The Final Plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall be prepared and conform to all State requirements, applicable County regulations, and this Ordinance.

B. The following items shall be included with the Final Plat:

1. Surveying requirements for the Final Plat shall be under the regulation of the County Surveyor. The County Surveyor shall submit a report to the City regarding the conformance of the proposed Final Plat to the County requirements and all provisions of State law for platting.
2. All information required on the Preliminary Plat shall be accurately shown on the Final Plat. Final plans of all improvements to be installed by the subdivider shall be submitted with grades and profiles.
3. Names of new streets and roadways, ~~in accordance with the City's street naming policy~~ shall be provided.
4. Copies of permits granted by other government agencies and regulatory bodies shall be provided.
5. A Tile Opinion, Certificate of Title, or up-to-date abstract showing ownership must be provided.
6. Execution by all owners having interest in the land to be subdivided and any holders of a mortgage therein of deeds or easements for any area to be conveyed for public use and any covenants or association documents shall be required, in such form as shall be approved by the City Attorney.
7. The applicant shall provide all required cash contributions, and conveyances and / or dedication of land, in accordance with earlier City approvals. The applicant shall submit all other data, certificates, affidavits, and endorsements that may be required by the Planning Commission or City Council.
8. Final plat information shall be submitted be submitted with a signed application form, as provided by the City, with four (4) full size copies, one (1) 11" x 17" reproducible copy, and in electronic format (pdf version).

Subdivision 3. As-Built Plans.

A complete set of as-built construction drawings and an electronic copy of such drawings, in a format acceptable to the City Engineer, for public improvements constructed in the subdivision shall be furnished as soon as the construction is complete and has been approved by the City.

Subdivision 4. Development Agreement.

A. As a condition of approval of the Final Plat and prior to the installation of any required improvements, the subdivider shall enter into a Development Agreement with the City requiring the subdivider, at his sole expense, to furnish and construct such improvements as shall be required by the City. Such improvements may include, but are not limited to, streets, sidewalks, public water systems, sanitary sewer systems, surface and storm water drainage systems, and public utility services. The installation of said improvements shall be in conformity with approved construction plans and specifications and all applicable standards and City Code provisions approved by the City Council.

B. Said contract shall provide for the supervision of construction by the City Engineer and shall require that the City be reimbursed for all costs incurred by the City for engineering and legal fees and all other expenses in connection with such improvements. An escrow shall be provided, as stipulated within the Development Agreement, to pay for such costs.

C. No subdivider shall be permitted to start work on any other subdivision without special approval of the City Council, if he or she has previously defaulted on work or commitments within the City or has failed to provide payment on any delinquent accounts associated with prior developments.

Subdivision 5. Performance Bond.

A. The Development Agreement provided for herein shall require the subdivider to provide an irrevocable letter of credit filed with the City or make a cash deposit to be held by the City for required improvements from a financial institution that is FDIC insured. Said insurance must be adequate to cover the full amount of the required surety and shall guarantee conformance and compliance with the conditions placed upon the Subdivision Approval and as defined within the Development Agreement. An amount equal to 125% of the estimated cost of labor and materials for the proposed improvements or development shall be collected. Said project can be handled in stages at the discretion of the City Council. The City shall hold the security until completion of the proposed improvements or development and until all warranty time periods have ended and any delinquent accounts have been paid in full. Failure to comply with the conditions of the Subdivision Approval or the Developer's Agreement and / or the policies and ordinances of the City shall result in the City's ability to draw upon the irrevocable letter of credit or cash deposit, so as to ensure the conditions, policies, and ordinances applicable to the development are implemented and / or constructed.

ARTICLE 7. DESIGN STANDARDS

Subdivsion 1. Generally.

The proposed subdivision shall conform to the comprehensive plan, zoning ordinance, and subdivision ordinance; and any other regulations as deemed appropriate and applicable to the development proposal. The design features set forth in this article are minimum requirements. Subdivision developments shall meet the requirements as provided within the City of Isanti Engineering Design Standards and the Stormwater Management Ordinance (Ord. No. 420). The city may impose additional or more stringent requirements concerning lot size, streets and overall design as deemed appropriate considering the property being subdivided, local traffic patterns (current and projected) and any other City concern.

Subdivision 2. Streets.

A. Streets shall be dedicated as public right-of-way on the plat. The location and design of streets shall consider existing and future street locations, traffic circulation, topographic conditions, storm water run-off, public convenience and safety, and the existing and proposed land uses to be served.

B. Street right-of-way widths shall be consistent with the comprehensive plan and official map, and shall conform to county and state standards. If no such plans or standards are applicable, right-of-way widths shall be not less than the following:

Street Classification	R-O-W Width (Feet)	Pavement Width (Feet)
Minor Arterial	100	36 to 44
Collector	80	36
Local Street (Rural Residential)	60	28
Local Street (Urban Residential)	60	28 to 32
Local Street (Commercial / Industrial)	60	36

Cul-de-sac, turn-around radius (Rural Residential)	60	40
Cul-de-sac, turn-around radius (Urban Residential)	60	45
Cul-de-sac, turn-around radius (Commercial / Industrial)	60	48

C. Insofar as practical, streets shall intersect at right angles. In no case shall the angle formed by the intersection of two (2) streets be less than sixty (60) degrees. Intersections having more than four (4) corners are prohibited.

D. A tangent of at least three hundred (300) feet shall be introduced between reverse curves on arterial and collector streets.

E. When connecting street lines deflect from each other at one (1) point by more than ten (10) degrees they shall be connected by a curve with a radius adequate to ensure a sight distance within the right-of-way of not less than five hundred (500) feet for arterials, three hundred (300) feet for collectors, and one hundred (100) feet for all other streets.

F. Proper design shall consider required turning radius of vehicles for access points or entrances to and from a highway using standards adopted by the Minnesota Department of Transportation (MNDOT).

G. All centerline grades shall be at least five-tenths percent and shall not exceed five (5) percent, for arterial and seven (7) percent for all other streets and alleys. Whenever possible, grades within thirty (30) feet of intersections or railroad crossings shall not exceed three (3) percent.

H. Different connecting street grades shall be connected with vertical curves. Minimum length, in feet, of the vertical curves shall be twenty (20) times the algebraic difference in the percentage of grade of the two (2) adjacent slopes.

I. Local streets shall have a centerline offset of not less than three hundred (300) feet. Offset intersections shall be avoided.

J. The alignment shall discourage through traffic on local streets.

K. The maximum length of a street terminating in a cul-de-sac shall be five hundred (500) feet measured from the center of the adjoining road.

L. Where a proposed subdivision is adjacent to a limited access highway, arterial or collector street, there shall be no direct vehicular or pedestrian access from individual lots to such highways or streets. To the extent feasible access to arterial streets shall be at intervals of not less than one-fourth mile and through existing and established crossroads. Access along collector streets will be restricted and controlled on the final plat.

M. Half streets shall be prohibited except where it will be practical to require the dedication of the other half when the adjoining property is subdivided, in which case the dedication of a half street may be permitted or required. The probable length of time elapsing before dedication of the remainder shall be a factor considered in making this determination.

N. Public streets shall be constructed to design and construction standards as prepared by the City Engineer.

O. Streets may be designed so as to include traffic calming measures to help reduce traffic speeds.

P. Private streets / access drives may be permitted in Residential Districts, providing that the following standards are met:

1. Extension of the public street is not physically feasible as determined by the City. If the City determines that there is need for such extension, this provision shall not apply, and the right-of-way for a public street shall be provided by dedication in the plat;
2. Severe grades make it infeasible according to the City to construct a public street to minimum City standards;
3. The City determines that a public road extension would adversely impact natural amenities, including wetlands or stands of mature trees containing deciduous trees;
4. There is no feasible present or future means of extending right-of-way from other directions;
5. The number of lots to share a common private street does not exceed three (3); and
6. Covenants which assign driveway installation and future maintenance responsibility are submitted and recorded with the titles of the parcels which are benefitted.

Private street / access drive design standards, include:

1. Common sections of a private street serving two (2) units or more must be built to a seven-ton design, paved to a minimum width of twenty (20) feet, utilize a maximum grade of ten (10) percent, and provide a turnaround area acceptable to the Fire Chief or their designee based upon guidelines provided by applicable fire codes. Plans for the street shall be submitted to the city engineer. Upon completion of the driveway, the applicant shall submit a set of "as-built" plans signed by a registered civil engineer.
2. Private streets and access driveways must be located within a private easement of at least thirty (30) feet wide which extends out to the public right-of-way.
3. Private streets must be maintained in good condition and plowed within twenty-four (24) hours of a snowfall greater than two (2) inches. Covenants concerning maintenance shall be filed against all benefiting properties. Parking on the private street or otherwise blocking all or part of the private street shall be prohibited.
4. Private streets that are not usable by emergency vehicles because of obstructions, snow accumulation, or poor maintenance are a public safety hazard. The city may remedy such conditions and assess the cost back to the property pursuant to Minnesota Statutes section 429.101, Subdivision 1(C).
5. The private street shall be provided with adequate drainage facilities to convey storm runoff which may require hydrologic calculations for a ten-year storm should be included. In all zoning districts, these improvements shall include concrete curb and gutter.
6. Street addresses or city approved street name sign, if required, must be posted at the point where the private street intersects the public right-of-way.
7. The private street shall be designed to minimize impacts upon adjoining parcels. The city may require revised alignments and landscaping to minimize impacts. An erosion control plan should be completed and approved prior to construction.
8. Maintenance and repair of utilities located within the private driveway easement shall be the responsibility of the benefiting property.
9. Private reserve strips controlling public access to streets shall be prohibited.

Subdivision 3. Alleys.

Alleys are prohibited, except when utilized as a fire lane in a commercial or industrial development. Alleys may be permitted as a part of a Planned Unit Development, upon approval by the City Council.

Subdivision 4. Blocks.

The length and width of blocks shall be sufficient to provide convenient and safe access, circulation, control and street design. Blocks shall not be longer than one thousand eight hundred (1,800) feet or shorter than three hundred (300) feet except where topography or surrounding development limits the ability to strictly comply or as specifically approved by the City Council to foster innovative design consistent with sound planning principles.

Subdivision 5. Pedestrian Ways.

Pedestrian ways will be required on all blocks. Easements for pedestrian ways shall be at least twenty (20) feet wide for trails only and shall be required in locations deemed necessary to public health, convenience, and necessity. Sidewalks and trails shall meet the location and construction requirements established by this Ordinance.

A. Sidewalks.

1. Location. Sidewalks shall be placed on the west side and the north side of every street, cul-de-sac, or other roadway as identified by the City.
   a. The City may modify the location of sidewalks when necessary, to form a contiguous sidewalk system.
   b. Parcels located within Industrial Districts are exempt from these requirements.
   c. All new subdivision / developments shall install sidewalks at the developer's expense.
2. Construction Standards.
   a. Sidewalks shall be five (5) feet in width with six (6) foot boulevards.
   b. Sidewalks shall be constructed of concrete five (5) inches thick. Where the sidewalk is part of a driveway, it shall be six (6) inches thick.
   c. Sidewalks shall be constructed on a three (3) inch sand cushion. The sand shall meet MNDOT requirements and the Isanti Engineering Design Standards.
   d. Pedestrian curb ramps shall be installed on all corners according to MNDOT standards and City Engineer specifications.
   e. The City Engineer shall inspect sidewalk construction.
   f. All materials, workmanship, and details of the construction of sidewalks on the public right-of-way shall be in accordance with approved plans and specifications by the City Engineer.

B. Trails.

1. Location. Trails shall be placed in accordance with the 2008 Comprehensive Plan and Parks, Trails and Open Space Plan.
   a. The City may modify the location of trails when necessary, to form a contiguous trail system.
   b. All new subdivision / developments shall install trails at the developer's expense.
2. Construction Standards.
   a. Trails shall be at least eight (8) feet in width.
   b. Trails shall be constructed of concrete or bituminous. In some instances, the City may permit a wood chip trail, if located within an environmentally sensitive area.
   c. Trails through wetland areas may be constructed to boardwalk / bogwalk requirements as indicated in the City Engineering Design Standards, in lieu of filling wetlands or wetland mitigation.
   d. Trails shall meet the specifications of the City Engineer.
   e. Concrete pedestrian curb ramps shall be installed on all corners according to MNDOT standards and City Engineer specifications.
   f. The City Engineer shall inspect trail construction.

Subdivision 6. Lots.

A. All lots shall have frontage upon a public street or upon an approved private street or common access road.

B. The lot size, width, shape, and orientation shall be appropriate for the proposed type of development and shall meet the minimum requirements of the Zoning Ordinance.

C. Flag lots shall have a minimum of thirty (30) feet of frontage.

D. Side lines of lots shall be substantially at right angles to straight street lines or substantially radial to curved street lines.

E. Lots shall be graded to drain away from building locations.

F. Lots shall be placed to preserve and protect natural amenities, such as vegetation, wetlands, steep slopes, water courses and historic areas.

G. Lot remnants are prohibited.

H. Street arrangements for the proposed subdivision shall not cause undue hardship to owners of adjoining property in subdividing their own land.

I. Double frontage lots with frontage on two (2) parallel streets or reverse frontage shall not be permitted except where lots back on an arterial or collector street. Such lots shall require additional depth of up to twenty-five (25) percent over the zoning district standards, so as to accommodate adequate vegetative screening along the back lot line. Wherever possible, structures on double frontage lots should face the front of existing structures across the street. If this cannot be achieved, then such lots shall have an additional depth of up to twenty-five (25) percent over the zoning district standards, so as to accommodate vegetation screening along the back lot line.

J. A residential lot will be permitted to have stormwater holding ponds with the following conditions:
   1. Pond area cannot be used in the minimum lot size square footage.
   2. Pond(s) shall be at least 30 feet from a primary structure.

Subdivision 7. Driveways.

A. Driveway grades shall be a minimum of one-half (1/2) percent and a maximum grade of eight (8) percent.

B. Driveway widths and setbacks shall meet the requirements of the Zoning Ordinance for the district in which the parcel is located.

C. No driveway or driveway extension shall be constructed within a required side yard easement.

Subdivision 8. Easements.

A. All easements shall be dedicated by appropriate language on the final plat in accordance with this section.

B. Easements shall be provided that are at least ten (10) feet wide along all street right-of-way lines and five (5) feet along the rear and side lot lines for utilities. If appropriate, easements of lesser or greater width may be required by the city. All utility easements shall have continuity of alignment from block to block.

C. Easements shall be provided along each side of the centerline of any water course or drainage channel, to a width sufficient to provide proper maintenance and protection and to provide for storm water run-off from a 100-year, and twenty-four (24) hour rain event . Where necessary, drainage easements corresponding to lot lines shall be provided. Such easements for drainage purposes shall not be less than ten (10) feet in width.

Subdivision 9. Landscaping Requirements.

A. Landscaping shall meet the requirements as established within Section 15, Subdivision 5 of the City of Isanti Zoning Ordinance.

B. Landscaping must be installed prior to receiving a certificate of occupancy or financial guarantees acceptable to the city must be provided to ensure timely installation.

C. All areas disturbed by site grading and/or construction must be seeded or sodded immediately upon completion of work to minimize erosion. When certificates of occupancy are requested prior to the satisfaction of this requirement, financial guarantees acceptable to the city, must be provided.

D. No dead trees or uprooted stumps shall remain after development. On-site burial is not permitted.

E. Landscaped buffers around the exterior of a residential subdivision shall be required by the city when the Plat is contiguous to collector or arterial streets as defined in the comprehensive plan or when the subdivision plat is adjacent to more or less intensive land uses.

1. Required buffering may consist of berms and/or landscape material consisting of a mix of trees and shrubs and/or tree preservation areas.
2. Fencing may be permitted between the required buffer and the collector or arterial street; providing a combination of coniferous and deciduous trees is planted to soften the appearance of the fence or wall from adjacent properties and the public street.
3. Where appropriate, the city may require additional lot depth and area on lots containing the buffer so that it can be adequately accommodated and the homes protected from impacts. Lot depths and areas may be increased by twenty-five (25) percent over zoning district standards.
4. The landscape plan must be developed with the preliminary and final plat submittals for city approval.
5. Appropriate financial guarantees acceptable to the city shall be required.

F. It is the policy of the City to preserve existing trees and natural woodland areas and with respect to specific site development to retain as far as practical, substantial tree stands which can be incorporated into the overall landscape plan.

G. No clear-cutting of woodland areas shall be permitted except as approved in a subdivision, planned unit development or site plan application.

Subdivision 10. Erosion and Sediment Control.

A. The development shall conform to the topography and soils to create the least potential for soil erosion.

B. Detailed requirements for each plat shall be set forth in the development agreement.

C. Erosion and Sediment Control Plans shall be submitted to the City Engineer for approval. All plans shall be in accordance with MPCA NPDES Phase 2 Permit requirements.

ARTICLE 8. CONSERVATION SUBDIVISION

Subdivision 1. Purpose.

The purpose of the Conservation Subdivision is to protect and retain significant natural areas, as identified in the Natural Resources Analysis and Inventory prepared and adopted in the Comprehensive Plan. The City has identified preservation and enhancement of natural areas of significant importance in the process of planning for future growth and development; and as such, has established the Conservation Subdivision regulations as a tool for encouraging the sustainability of the City's natural resources for future generations.

Subdivision 2. Intent.

It is the intent of the Conservation Subdivision method to:

A. Provide for the unified and planned development of clustered residential uses which are designed and located, in an effort to reduce the perceived density of development, provide privacy for residential dwellings, and to incorporate large tracts of predominantly protected common open space in perpetuity.

B. Allow for the continuation of agricultural uses in those areas best suited for such activities and when adjacent to residential uses are made compatible with such uses.

C. Maintain and protect the City of Isanti's natural character by preserving areas containing such unique and environmentally sensitive natural features such as woodlands, river and stream corridors, drainage ways, wetlands, floodplains, prairies, steep slopes, critical species habitats, and productive agricultural land by setting them aside from development.

D. Connect common open space areas, wetlands, and identified natural areas between adjacent parcels to create environmental corridors throughout the City of Isanti.

E. Preserve scenic views and minimize the views of new development from existing homes and roadways.

F. Allow for greater design flexibility in the siting of residential dwellings and other types of development features than would be permitted by the application of standard regulations; in order to minimize disturbance of landscape elements and sensitive areas, scenic quality, and the overall aesthetic value of the landscape.

G. Increase flexibility in the siting of services and infrastructure through the alteration of road length, utility requirements, drainage requirements, and the amount of paving required for residential development, when possible.

H. Reduce erosion and sedimentation by retaining existing vegetation.

I. Permit various means for owning common open space, preserved landscape elements, agricultural land, and to protect such areas from development in perpetuity.

Subdivision 3. Applicability.

The Conservation Subdivision provides an alternative set of design objectives and standards for subdivision and residential development.

Subdivision 4. Residential Cluster Development.

The purpose of the residential cluster development method seeks to maintain the rural character associated with the outlying areas of the City of Isanti through the preservation of agricultural land, woodlands, natural corridors, and other significant natural features and areas while allowing residential development that is consistent with the goals and objectives of the City Comprehensive Plan. This type of development will allow an alternative to large lot single-family housing and will reduce the cost of constructing and maintaining public facilities and infrastructure. Protected open space will enhance and preserve the natural character of the community and create distinct neighborhoods for future residents.

Subdivision 5. Development Standards.

Conservation Subdivision developers shall comply with the following minimum standards, unless otherwise modified by the City Council based upon a record of findings that the proposed modification(s) would better enhance the natural character more so than the strict interpretation of the Conservation Subdivision regulations of the City of Isanti and would otherwise be consistent with the purpose and intent of the Comprehensive Plan and Conservation Subdivision.

A. Land Area. The minimum land area required for a Conservation Subdivision is five (5) acres.

B. Density Standards. The total number of dwelling units permitted within a Conservation Subdivision may not exceed the density limitation contained within the underlying zoning district. If the following additional standards are met, then the following density bonuses may apply. Density bonuses shall not exceed thirty (30) percent and must be approved and granted by the City Council.

1. A ten (10) percent increase for preserving land in open space with a conservation easement by a qualified land trust.
2. A ten (10) percent increase for the development of common gardens and / or a village green.
3. Developments which preserve additional open space beyond the minimum requirements of this Section may be qualified for a density bonus. The developments shall receive a density bonus of half the additional percentage of open space preserved. For example, each development is required to preserve thirty (30) percent of the land in open space. If the development has fifty (50) percent of its land in open space, the developer is qualified for an additional ten (10) percent density bonus. (½ * (50%-30%)) = 10%

C. Open Space.

1. The total open space area within a Conservation Subdivision shall be at least thirty (30) percent of the total buildable land area. Land that is not buildable shall be considered open space but shall not count towards the buildable land area. Dwelling units shall be grouped so that at least thirty (30) percent of the buildable land of the proposed development remains open space in a large contiguous pattern. The open space shall consist of agricultural lands, natural habitats, pedestrian corridors, neighborhood or community recreation areas, and other environmentally significant areas.
2. Each open space outlot shall be classified as natural habitat, neighborhood recreation, or pedestrian corridor open space, and shall conform to the type of use, location criteria, and deed restrictions of that classification.
   a. Natural Habitat. The development shall preserve the maximum quantity of natural habitat open spaces in contiguous, connected configuration. Natural habitat open spaces may include, but are not limited to fields, wetlands, slopes, bluffs, dense woods, lakes, ponds, streams, shorelands, and other environmentally sensitive areas or desirable viewsheds.
   b. Pedestrian Corridors. The development shall locate pedestrian corridor open spaces in strategic places such that larger open space outlots and designated places of destination both on the development tract and adjacent tracts are connected with one another. Pedestrian corridor open spaces may include, but are not limited to established regional trails, local pathways, paved walkways, and shorelines. Pedestrian corridor outlots shall be a minimum of twenty (20) feet in width. Motorized vehicles shall be prohibited.
   c. Neighborhood Recreation. The development shall locate neighborhood recreation open spaces such that they are an integral part of the neighborhood of surrounding homesites, at an elevation appropriate to their intended recreational use, defined by coherent boundaries, and accessible to all neighborhood residents. Neighborhood recreation open spaces may include, but are not limited to greens, commons, playgrounds, ballfields, gardens, or other recreational areas.
3. All open space shall be subject to conservation easements and used for the purposes as defined within its open space classification section. Habitable structures shall not be permitted in any open space outlot. Ownership of common open space and facilities shall not be transferred to another entity except in conformance with this subdivision. Documentation of the proposed ownership arrangement for common facilities and open space shall accompany the Preliminary Plat, including draft contracts, articles of incorporation, by-laws, etc. The land shall be controlled in one (1) or more of the following manners, as determined by the City.
   a. Homeowner's Association.

Open spaces may be owned in common by the property owners created through the subdivision of the original tract. Management shall be the responsibility of that subdivision's homeowners association. In the case where at least one (1) open space is held in common ownership, a homeowner association shall be established for that subdivision. Membership in the association by all property owners in the subdivision is mandatory. The homeowner association documents or the declaration of covenants, conditions and restrictions shall contain the following information:

(1) The legal description of the common lands and facilities.

(2) The restrictions placed upon the use and enjoyment of the lands or facilities including the persons or entities entitled to enforce the restrictions.

(3) A mechanism for resolving disputes among the owners or association members.

(4) A mechanism to assess and enforce the common expenses for the land or facilities including upkeep and maintenance expenses, real estate taxes, and insurance premiums.

(5) The conditions and timing of the transfer of ownership and control of land or facilities to the association or to common ownership.

b. Land Trust or Private / Non-Profit Conservation Organization. Open space may be deeded to an established land trust or private / non-profit conservation organization. Management shall be the responsibility of the land trust or private / non-profit conservation organization. Maintenance may be performed by the neighborhood homeowners association, through written agreement between the association and the land trust or private / non-profit conservation organization.

(1) Open space may be protected by establishing conservation easements in perpetuity in favor of an established land trust or private / non-profit conservation organization as provided within Minnesota Statutes 84.64 – 84.65. Unless the document establishing the restrictions specifically provides to the contrary, the City shall have no responsibility for the maintenance or management of the area subject to the restrictions. The form and content of the deed or other instrument establishing the restrictions must be approved by the City prior to the execution and delivery thereof.

(2) Stormwater drainage systems located within open spaces or the residential lots shall be covered by utility and drainage easements dedicated on the Final Plat to the City.

c. City of Isanti.

(1) Open space may be deeded to the City of Isanti for open space purposes or conveyed by easement to the City. Open space areas shall be in accordance with the 2008 Comprehensive Plan and the Parks, Trails, and Open Space Plan, subject to City Council Approval.

(2) Open space may be protected by establishing conservation restrictions in perpetuity in favor of the City as provided within Minnesota Statutes 84.64 – 84-65. Unless the document establishing the restrictions specifically provides to the contrary, the City shall have no responsibility for the maintenance or management of the area subject to the restrictions. The form and content of the deed or other instrument establishing the restrictions must be approved by the City prior to the execution and delivery thereof. Notwithstanding any provision of this Ordinance to the contrary, the City may, in cases where conservation restrictions are utilized to meet open space dedication requirements of this Ordinance, waive the requirement that the area subject to the restrictions be platted as a separate outlot.

d. Ownership retained by original landowner. Ownership of common open space may be retained by the original landowner or developer provided that:
   (1) Resident access to the open space is limited by agreement between the owner of the common open space and property owners of the development, as indicated by documents signed at the time of purchase of said lots or dwelling units.
   (2) The open space may be retained by the owner for agricultural purposes.
   (3) The original landowner or legal representative may transfer ownership to another person in compliance with this subsection.

4. Common open space shall be restricted in perpetuity from further subdivision or land development by conservation easement pursuant to Minnesota Statutes, and such conservation easement shall be recorded in the office of the Isanti County Recorder.

D. Lot Design.

Lots shall be sited so as to achieve the following objectives:

1. Lots shall be laid out to receive City services in the most efficient manner and as to maintain the largest portion of contiguous land for open space.
2. Residential lot areas shall consist of buildable land as defined by this Ordinance.
3. Residential lots shall be located in a manner that preserves existing significant trees and woodlands on the site.
4. Lots shall be arranged such that a majority of the principle structures will take visual advantage of an identifiable feature, building, structure, greenway, wetland, woods, lake, stream, or other open space which could be described as a view shed.
5. Lots may be arranged such that the principle structure faces a local street enhanced with landscaping, street trees, boulevards, medians, or other landscaping techniques appropriate to the City's Street Design Standards.
6. Lot size and setbacks shall be consistent with the regulations stated in the zoning district in which the parcel(s) are located. Such standards may be departed from upon approval of the City Council.
7. Lots shall be located in cluster groups and a plat may contain more than one (1) cluster group.
8 In order to establish a cohesive neighborhood, clusters shall include five (5) lots or twenty-five (25) percent of the allowable number of lots on the parcel to be subdivided, whichever is greater. An efficiency of land utilization should be encouraged by maximizing the number of lots in any one cluster development, while adhering to density and open space requirements.

E. Structures.

The structures within the neighborhoods should convey a particular architectural style with similar building materials, components, and roof pitches.

F. Buffer Zones.

1. In conservation subdivisions, buffer zones from the outer boundaries of the lot lines of each cluster group shall conform to the separation distances as provided:
   (a) From other cluster group boundaries, existing and proposed right-of-ways for arterial and collector roadways, agricultural uses, and subdivision site boundaries; a fifty (50) foot buffer zone is required.
   (b) From wetlands, floodplains, water courses, and drainage ways; a seventy-five (75) foot buffer zone is required.
2. Separation distances may be reduced up to fifty (50) percent, if the applicant can demonstrate that such reduced setbacks are more appropriate for the site and will improve the project's conformance with the design objectives, the intent of this Ordinance, and the goals, policies, and objectives of the City of Isanti Comprehensive Plan.

(a) All buffer zones shall be planted with native grasses, shrubs, and trees.
(b) Roads may be substituted for the buffer zone, if it creates an effective barrier between yards and agricultural fields and pastures.

G. Landscaping.
1. Tree preservation and reforestation requirements of this Ordinance shall apply.
2. Existing trees and vegetation considered indigenous and appropriate to the natural landscape shall be preserved to the extent reasonably possible.
3. Landscaping is required along all streets outside of the designated right-of-way to consist of at least one (1) tree for every thirty (30) feet of frontage or placed in clusters at the same ratio.
4. A landscape plan is required for the entire site. Residential lots shall meet the landscaping requirements as provided within the Zoning Ordinance.
5. The overall landscape plan will be given flexibility, if the plan incorporates the placement of buildings on sites to minimize and preserve existing landscaping and trees.

H. Pathways.
Trails and sidewalks shall be identified, which extend through buildable land area or through the open space land to connect to other planned or existing trails and sidewalks on adjacent parcels or along local roadways.

I. Streets.
1. All new roadways shall be constructed and maintained in accordance with this Ordinance and the City of Isanti Design Standards.
2. Dead-end streets are prohibited, unless such street will connect with another street at the closed end with future development, and cul-de-sacs shall be permitted only where topography or other physical conditions justify their use.
3. Roads shall be designed to minimize the visual size and scale of the development and help discourage excessive speeds.
4. Street widths and alignments should be carefully scaled to neighborhood size and be patterned after the character of existing residential streets. Future connections shall be identified and platted as an easement to encourage future connections so as to avoid long cul-de-sacs and potential congestion as development and density increases throughout the City.
5. The applicant shall demonstrate that access from a primary road to the site is adequate and has the capacity to handle traffic generated by the proposed project and will not endanger the safety of the general public.

J. Storm water Management.
1. Storm water management shall meet the requirements established within this Ordinance.

Subdivision 6. Submittals and Review Process.

A. Plans required and submitted under this Section must be submitted in a form which will satisfy the requirements of this Ordinance for Concept, Preliminary and Final Plats.

B. It is the intent of this Section that the requirements of the Subdivision Ordinance be carried out simultaneously with the review of a Planned Unit Development under the Zoning Ordinance.

ARTICLE 9. TREE PRESERVATION

Subdivision 1. Findings and Purpose Statement.

The City recognizes that the preservation and replanting of trees is important in maintaining a healthy and desirable community and finds that it is in the best interest of the City to protect, preserve, and enhance the

natural environment of the community. The City encourages a resourceful and sensible approach to development, redevelopment, and alteration of trees and / or wooded areas. The City also recognizes that a certain amount of tree loss is an inevitable consequence of the development process. The City Council finds that these tree preservation regulations will help to establish a balance between an individual's rights to develop a parcel(s) and the needs of the community to protect aspects of the natural environment. The purpose of the tree preservation regulations include, but are not limited to, the following:

A. Prevention of soil erosion and sedimentation from storm water runoff;

B. Protection and preservation of the environment;

C. Improve air quality and control the urban heat island effect;

D. Protect and increase property values;

E. Assure the orderly development and redevelopment of areas with trees or wooded areas, so as to minimize tree and habitat loss;

F. Improve energy conservation through natural insulation, wind breaks, and shading;

G. Establish natural buffers between conflicting land uses;

H. Provide incentives for creative land use and environmentally compatible site design, which preserves trees and minimizes tree removal and clear cutting during development;

I. Reduce noise pollution;

J. Reforestation of open lands;

K. Establish minimum standards for tree preservation and the mitigation of environmental impacts that result from tree removal; and

L. Enforce tree preservation and protection standards that promote and protect the public health, safety, and welfare of the City.

Subdivision 2. Tree Survey and Preservation Plan.

A. Scope of Application. A tree survey and preservation plan shall be submitted to, approved by the City Council, and implemented in connection with the following:

1. Grading or excavation permit.
2. New development in any zoning district.
3. New building construction in any zoning district.
4. Expansion of any existing commercial, industrial, or institutional building or impervious surface area by 10% or greater of the gross floor area, where an approved tree preservation plan is not on file with the City and trees may be affected by the proposed expansion.

B. Exemptions. The provisions of this Section shall not apply to trees removed as a result of additions to existing structures or construction of new accessory structures for single-family, two-family, or three-family parcels.

C. Tree Survey. Upon submittal of a Preliminary Plat application; a tree survey of the site shall be prepared by a registered landscape architect or licensed forester. This survey shall include the following information: species, size, condition and location of all significant, damaged or diseased trees on site. All significant, damaged or diseased trees shall be tagged and identified by number on the survey. A delineation of the existing canopy coverage area(s) which outlines all areas covered by

tree canopy shall be included as part of the survey. Additionally, all damaged and diseased trees shall be cataloged with the nature and extent of any damage or disease specified.

D. Tree Preservation Plan Requirements.

The tree preservation plan may be submitted or incorporated with a grading, drainage and erosion control plan. All tree preservation plans must be certified by a licensed forester or landscaped architect. To the extent practical, site design shall preserve significant trees as well as woodland areas. Special priority for tree preservation shall be given to areas within floodplains, wetlands, stream corridors, wooded slopes, and along collector and arterial roadway corridors. The tree preservation plan, a narrative and map or series of maps, shall include the following information:

1. A Certificate of Survey, prepared in accordance with City specifications;
2. Information obtained within the tree survey should be presented in both graphic and tabular form;
3. Areas to be graded and limits of land disturbance should be delineated;
4. All significant trees to be removed within the construction area should be identified in both graphic and tabular form;
5. Measures to protect significant trees and woodlands should be noted; and,
6. Signature of the person(s) preparing the plan.

E. Reforestation Plan.

In accordance with this Article, if significant trees and woodlands are removed from the parcel(s) to be developed, the applicant shall provide a reforestation plan. A reforestation plan shall be prepared and signed by a licensed landscape architect or forester and shall contain the following information and adhere to the following criteria:

1. Location and diameter or height of all trees to be planted;
2. List of all replacement trees including species, caliper; and planting method;
3. Statement explaining why replacement trees are necessary; and
4. Rationale for selection of placement/forestation trees.
5. The replacement trees shall be at least two and a half (2 1/2) inches caliper and will be species that conform to the tree list as provided within Section 15, Subdivision 5 of the Zoning Ordinance.
6. No more than one-third (1/3) of the trees may be from any one (1) tree species.
7. Plantings shall be of similar vegetation as found on the site and shall be appropriate for the soil conditions found on the site.
8. Trees to be planted shall be from certified nursery stock.

Subdivision 3. Protective Measures.

A. Required Protective Measures. The tree preservation plan shall identify and require the following measures to be utilized during construction to protect significant trees and woodland areas:

1. Installation of snow fencing or polyethylene laminar safety netting placed at the drip line or at the Critical Root Zone, whichever is greater. No grade change, construction activity, or storage of materials shall occur within the fenced area.
2. Placement of fill against the trunk of the tree, on the root crown, and under the drip line of the tree is prohibited.
3. Prevention of change in soil chemistry due to concrete washout and leakage or spillage of toxic materials such as fuels or paints.
4. Pruning of oak trees must not take place from April 15 through July 1. If wounding of oak trees occurs, a non-toxic tree wound dressing must be applied immediately.

B. Additional Protective Measures. The following tree protection measures are suggested to protect significant trees and woodland areas that are intended to be preserved according to the submitted tree preservation plan and may be required by the City:

1. Installation of retaining walls or tree wells to preserve trees.
2. Placement of utilities in common trenches outside of the drip line of significant trees, or use of tunneled installation.
3. Use of tree root aeration, fertilization, and / or irrigation systems.
4. Transplanting of significant trees into a protected area for later moving into permanent sites within the construction area.
5. Therapeutic pruning of diseased tree branches or damaged and exposed root systems.
6. Installation of root severing protection barriers along Critical Root Zones.
7. Designation of areas for soil and equipment storage to prevent soil compaction in Critical Root Zones.

Subdivision 4. Tree Replacement Ratio

Significant trees or woodlands that are lost and / or removed as defined within this Subdivision shall be replaced in accordance with the requirements as identified below:

A. Significant deciduous trees eight (8) inches or greater shall be replaced by two (2), two and one-half (2.5) inch caliper or greater deciduous trees or two (2), six (6) foot high coniferous trees.

B. Significant deciduous trees twelve (12) inches or greater shall be replaced by three (3), two and one-half (2.5) inch caliper or greater deciduous trees or three (3), six (6) foot high coniferous trees.

C. Significant coniferous trees eight (8) feet high or greater shall be replaced by one (1), six (6) foot high or greater coniferous tree.

D. Significant coniferous trees twelve (12) feet high or greater shall be replaced by two (2), six (6) foot high or greater coniferous trees.

E. In no case will the total number of replacement trees exceed eight (8) trees per acre. Parking lots, driveways, and accessory uses should take existing trees into account prior to construction.

F. Trees Not Counted. The caliper inches of significant trees to be removed for water quality treatment ponds, public trails or sidewalks, and right-of-way for arterial and collector roadways shall be exempt from the calculation of total significant caliper inches on a development site.

Subdivision 5. Compliance with Tree Preservation and Reforestation Plan.

A. The applicant shall implement the tree preservation and reforestation plan prior to and during any construction. The tree protection measures shall remain in place until all grading and construction activity is completed or until a request is made to and approved by the City Administrator or their designee.

B. No significant trees or woodland areas shall be removed until a tree preservation plan is approved and such removals shall be in accordance with the approved plan.

C. The City shall have the right to inspect the development and / or building site in order to determine compliance with the approved tree preservation and reforestation plans.

Subdivision 6. Amendments Tree Preservation and Reforestation Plan.

A. The tree preservation and reforestation plan may be amended after it has been approved by the City Council. The City Administrator or their designee shall have the authority to approve amendments, except that a change resulting in removal of more than ten (10) percent of the significant tree inches

that were shown as preserved on a City Council approved tree preservation plan shall require further review by the City Council.

B. As part of any amendment to a tree preservation plan, the required reforestation and / or restitution shall be increased or decreased as appropriate. Requests for amendments shall be submitted prior to removal of any trees shown as preserved on the approved plan.

Subdivision 7. Performance Guarantee.

A. Upon approval of the tree preservation and reforestation plan, the City shall require an irrevocable letter of credit or cash deposit prior to the issuing of building permits or initiation of work on the proposed improvements or development. Said security shall guarantee conformance and compliance with the conditions of the approval. An amount equal to 125% of the estimated costs to furnish and replace the trees shall be provided to the City.

B. Following written request from the applicant for acceptance, the performance guarantee will be released upon verification by the City that the tree preservation and reforestation plan was followed. In no event shall the performance guarantee be released earlier than two (2) growing seasons after the date of approval of final inspection.

Subdivision 8. Removal of Diseased Trees Required.

Prior to any grading, all diseased, hazardous, and nuisance trees on the subject property shall be identified by the City in accordance with the tree disease control and prevention regulations of the City Code. Any and all diseased or hazardous trees as identified in other sections of this Ordinance shall be removed from the property at the expense of the property owner, at the time of grading, if so directed.

Subdivision 9. Inspection.

The City shall have the right to inspect the development and / or building site in order to determine compliance with the approved tree preservation and reforestation plan. The City shall determine whether the tree preservation and reforestation plan has been implemented as approved.

Subdivision 10. Warranty Requirement.

Any replacement tree(s) which is not alive or healthy, as determined by the City, or which subsequently dies due to construction activity within two (2) growing seasons after the date of project closure shall be removed by the developer and replaced with a new healthy tree meeting the same minimum size requirements within eight (8) months of the tree(s) removal.

Subdivision 11. Public Trees.

A. Authority. The City shall have the right, but does not have the obligation, to plant, prune, maintain and remove trees, plants and shrubs within the public right-of-way of all streets, alleys, avenues, and lanes as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds, pursuant to City Code. The City shall be responsible for the planting and maintenance of public trees, which are located within parks, outlots, and other properties owned by the City.

B. Removal and Installation of Public Trees.

1. No trees, bushes, vines, shrubs, and/or ground cover are to be removed by anyone, including adjacent landowners, from any City-owned land or public right-of-way without the permission of the City of Isanti; unless said tree, bush, vine, shrub, and/or ground cover was planted within the public right-of-way by the adjacent property owner, pursuant to City Code.
2. Street trees, which are located in the public right-of-way or boulevard that die of disease, insects, or natural disaster may be removed by the City. The City shall have the right to remove trees within the boulevard, so as to protect the public health, safety, and welfare.

The City is not responsible for ongoing maintenance and replacement of trees planted within the boulevard by private parties.

C. No person shall intentionally damage, cut, carve, transplant, or remove any public tree; attach any rope, wire, nails, advertisements, or other contrivance to any public tree; allow any gaseous liquid, or solid substance which is harmful to such trees to come into contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any public tree.

D. Each tree shall be planted a minimum of five (5) feet from the public right-of-way.

ARTICLE 10. PARK DEDICATION

Subdivision 1. Intent.

The City Council recognizes that it is essential to the health, safety, and general welfare of the citizens of the City of Isanti that the character and quality of the natural environment be of major importance in the planning and development of the City, both now and into the future. The preservation of land for public use as parks (active and passive), recreational facilities, playgrounds, trails, wetlands, natural and scenic areas, and public open spaces; are essential for maintaining a healthful and desirable environment for the citizens of the community. The City must provide these amenities, to not only present residents, but future residents that may choose to live, work, and recreate within the community. It is recognized by the City Council that the need for these amenities and natural areas are directly related to the density and intensity of population and development permitted within the City. Increased population, intensity of uses, and the types of development permitted result in greater demands for these types of amenities and facilities. To disregard these principles would result in the deterioration of public spaces, facilities, and the natural environment; which would diminish the quality of life that residents have come to expect within the community.

Subdivision 2. Park Land Dedication Requirements.

A. As a prerequisite to subdivision approval, subdividers shall dedicate land for parks, playgrounds, public open spaces and trails and/or shall make a cash contribution to the city's park fund and trail fund as provided by this section.

B. The park and recreation committee shall recommend to the city council the land dedication and cash contribution requirements for proposed subdivisions. Land dedication shall be consistent with the 2008 Comprehensive Plan and 2030 update and the Parks, Trails, and Open Space Plan.

C. If the property being subdivided was previously subdivided, a credit will be given for similar requirements satisfied in conjunction with the previous subdivision.

D. Land area conveyed or dedicated to the city shall not be used in calculating density requirements of the city zoning ordinance and shall be in addition to and not in lieu of open space requirements for planned unit developments.

E. Where private open space for park and recreation purposes is provided in a proposed subdivision, such areas may be used for credit, at the discretion of the city council, against the requirement of dedication for park and recreation purposes, provided the city council finds it is in the public interest.

F. The city, upon consideration of the particular type of development, may require larger or lesser parcels of land to be dedicated if the city determines that present or future residents would require greater or lesser land for park and playground purposes.

G. In residential plats either a cash donation equal to fifteen (15) percent of the fair market value of the undeveloped property or fifteen (15) percent of the gross land being platted or a combination thereof shall be conveyed to the City.

H. In plats other than residential plats, either a cash donation equal to ten (10) percent of the fair market value of the undeveloped property or ten (10) percent of the gross area of land being platted or a combination thereof shall be conveyed to the city.

I. In lieu of a park land donation, the city may require an equivalent cash donation based upon average undeveloped land value in the city. The cash dedication requirement shall be established annually by the city council.

J. In lieu of a trail donation, trail construction, or trail easement dedication, the city may require a cash donation for the trail system. The cash dedication requirement shall be established annually by the city council.

K. The city may elect to receive a combination of cash, land, and development of the land for park use. The fair market value of the land the city wants and the value of the development of the land shall be calculated. That amount shall be subtracted from the cash contribution required by subsection (k) above. The remainder shall be the cash contribution requirement.

L. "Fair market value" shall be determined as of the time of filing the final plat in accordance with the following:

1. The city and the developer may agree as to the fair market value, or
2. The fair market value may be based upon a current appraisal submitted to the city by the subdivider at the subdivider's expense.
3. If the city disputes such appraisal the city may, at the subdivider's expense, obtain an appraisal of the property by a certified real estate appraiser, which appraisal shall be conclusive evidence of the fair market value of the land.

M. Planned developments with mixed land uses shall make cash and/or land contributions in accordance with this section based upon the percentage of land devoted to the various uses.

N. One hundred percent (100%) of the park and trail cash contribution shall be paid immediately upon approval and execution of the Development Agreement.

O. The cash contributions for parks and trails shall be deposited in either the city's park and recreation development fund or multipurpose pedestrian trail fund and shall be used only for park acquisition or development and trail acquisition or development.

P. Wetlands, ponding areas and drainage ways accepted by the city shall not be considered in the park land and/or cash contribution to the city.

Q. Subdividers of land abutting streets that have been designated in the city's comprehensive plan for the installation of a trail shall be required to dedicate the land for the trail to the city and construct the trail.

Subdivision 3. Determination of Land to be Dedicated.

A. Land to be dedicated shall be reasonably suitable for its intended use and shall be at a location convenient to the people to be served. Factors used in evaluating the adequacy of proposed park and recreation areas shall include size, shape, topography, geology, hydrology, tree cover, access and location.

B. When a proposed park, playground, recreational area, school site or other public ground has been indicated in the city's official map or comprehensive plan and is located in whole or in part within a proposed plat, it shall be designated as such on the plat and shall be dedicated to the appropriate governmental unit.

C. Land dedication shall be selected based upon the policies and recommendations provided within the Comprehensive Plan. Active parkland areas shall be exclusive of wetlands, slopes exceeding twelve (12) percent, ponding areas, or other features unsuitable for active park development. The City may accept natural open space or passive parks containing unique natural environmental features as part of the parkland dedication. Selection of park land for dedication shall be at the discretion of the City Council based upon the policies and recommendations of the Comprehensive Plan and Comprehensive Park, Trails, and Open Space Plan. The City Council may vary from these requirements if a development demonstrates unique attributes sufficient for parks and open space included in the development.

D. Lands to be dedicated shall not be located in drainage ways, floodplains, or ponding areas after the site has been developed.

Subdivision 4. Land in Excess of Dedication Requirements.
Where land requested for public use exceeds the amount legally and reasonably required by the City and the developer will not dedicate the additional amount, the City may consider an option or purchase of said additional amount of land.

Subdivision 5. Standards for Accepting Dedication of Land.
In addition to all the other requirements of this Section, all land to be dedicated to satisfy the park dedication requirements shall meet the following standards:

A. The area dedicated shall meet the needs of the City as identified within the Comprehensive Plan and Comprehensive Parks, Trails, and Open Space Plan;

B. The applicant, prior to Final Plat Approval, deliver to the City Attorney an Abstract of Title or Registered Property Abstract for all land to be dedicated, evidencing good marketable title without liens or encumbrances of any kind. It shall have a marketable title, free and clear of any mortgages, liens, encumbrances, assessments and taxes. The conveyance documents shall be in a form acceptable to the City;

C. The required conveyance of land to be dedicated and any payment of cash equivalency in lieu of land dedication shall be made prior to filing of the final plat or granting of final approval;

D. The removal of trees, topsoil, storage of construction equipment, burying of construction debris, or stockpiling of surplus soil on dedicated land is strictly forbidden without the written approval of the City.

Subdivision 6. Required Improvements to Dedicated Lands.

A. Applicants shall provide finished grading and ground cover for all park, playground, and public open spaces within their development contract; and,

B. Where dedicated park areas fall outside a developer's plat or subdivision, the developer shall establish monumental irons on all dedicated park properties for the purpose of identifying park boundaries. The developer shall also provide a certificate of survey, prepared by a registered land surveyor to the park and recreation department.

ARTICLE 11. REQUIRED IMPROVEMENTS

Subdivision 1. Dedication of Land or Contribution in Cash for Public Purposes.

In every plat or subdivision the developer may be required to dedicate land or make cash contributions for public streets, easements for sewers, electric, gas, water facilities, storm water drainage, holding ponds and similar utilities and improvements.

Subdivision 2. Required Improvements.

A. The subdivider shall submit engineering plans and specifications satisfactory to the city for all required improvements, as listed or as specified in this chapter. These improvements must be initiated within one (1) year of final plat approval and completed within two (2) years.

B. The following public improvements are required in every plat:

1. All subdivision boundary corners, block and lot corners, road intersection corners and points of tangency and curvature shall be marked with durable iron or steel monuments meeting the minimum requirements of state law. The city may, when a subdivision is essentially complete, require a development to have the plat re-staked to replace the original monuments destroyed or obliterated during the construction process.
2. As a rule, the surface water discharge rate from the subdivision is to be retained at the predevelopment rate for a 2-year, 24 -hour; 10-year, 24-hour; and 100-year, 24-hour rain events through the use of surface water detention/retention facilities or other appropriate means as approved by the city engineer. All stormwater requirements are outlined within the Stormwater Management Ordinance.
3. Every street shall have an adequate sub-base and shall be improved with a bituminous or concrete surface in accordance with the design standards specified by the city for urban or rural sections. Except in areas where lot widths exceed one hundred (100) feet or topography or tree cover dictates otherwise, grading shall provide for easy installation of sidewalks.
4. Concrete curb and gutter shall be required for all urban street sections.
5. Sidewalks and trails shall be required, in accordance with the standards presented herein.
6. The subdivider shall be required to provide a connection to the public water system for every lot in the subdivision.
7. Street lighting shall meet the following requirements:
   a. Street lighting type and design shall be approved by the city prior to installation.
   b. 100w High Pressure Sodium (HPS) lights shall be placed at intersections, cul-de-sacs and a maximum of 300 feet in-between.
   c. All County Road intersections require a 150w HPS light.
   d. All commercial lighting shall consist of 250w HPS lights. Total cut-off lighting fixtures (i.e. shoebox design) shall be used in commercial areas.
8. If available, public sanitary sewer main and service connections shall be approved by the city engineer and installed to serve all lots in the subdivision.
9. A system that will adequately accommodate the surface water runoff within the subdivision, as required by this chapter, shall be provided.
10. Street signs of standard design approved by the city shall be installed at each street intersection before building permits will be issued. Regulatory signs shall be installed as required.
11. Where any proposed plat adjoins a natural lake, pond, river or stream, including streams which flow only intermittently, the city may require that a strip of land running along all sides thereof which are contiguous to such lake, pond or stream, be dedicated to the city for public use, or subject to a perpetual easement in favor of the city for the purpose of protecting its hydraulic efficiency and natural character and beauty.
12. All utility lines for telephone, cable tv, internet and electrical service shall be placed underground or where this is not feasible shall be placed in rear lot line easements when carried on overhead poles.

C. Prior to the city signing the final plat and prior to the construction of any improvements, the developer shall provide the city with an irrevocable letter of credit or cash escrow to insure that all improvements required by this chapter will be installed and paid for at no expense to the City. For improvements to be installed by the developer, the developer is obligated to install and complete all such improvements at his own expense and under the supervision and inspection of the city. For improvements which the city agrees to install, the developer shall pay the cost of such improvements through payment of special assessments. As security to the city for installation of the improvements or the payment of the special assessments, the developer shall be required to file a cash escrow or an irrevocable letter of credit in an amount and form acceptable to the city to cover the cost of all public improvements and special assessments. All financial sureties shall be from a financial institution that is FDIC insured.

ARTICLE 12. REPEAL

Isanti Ordinance No. 254, as amended, entitled "An Ordinance Establishing Rules and Regulations of Plats and the Installation of Streets and Other Improvements Establishing Procedures for the Approval and Recording of Plats, and Regulating Subdivisions", is hereby repealed as of the effective date of this Ordinance No. 536

ARTICLE 13. EFFECTIVE DATE

Isanti Ordinance No.536 shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the Isanti City Council this ____ day of _____ 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks Human Resources/City Clerk

Public Hearing Date: 10.20.20
Publication Date:
Effective Date:

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/20	10/21/2020	54471	2959	ISANTI BARBER SHOP	101-20200	5,000.00-	V
10/20	10/21/2020	54606	2980	AEM WORKFORCE SOLUTIONS LLC	101-20200	16,100.00	
10/20	10/21/2020	54607	1059	ANOKA COLLISION CENTER	101-20200	6,596.73	
10/20	10/21/2020	54608	598	ASPEN MILLS INC	101-20200	322.39	
10/20	10/21/2020	54609	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	632.23	
10/20	10/21/2020	54610	9	BERNICKS PEPSI-COLA	609-20200	996.60	
10/20	10/21/2020	54611	2319	BREAKTHRU BEVERAGE	609-20200	5,263.06	
10/20	10/21/2020	54612	2981	CANNON RIVER WINERY	609-20200	156.00	
10/20	10/21/2020	54613	1792	CARLOS CREEK WINERY	609-20200	297.00	
10/20	10/21/2020	54614	1241	CENTRAL WOOD PRODUCTS	101-20200	50.00	
10/20	10/21/2020	54615	1815	CENTURYLINK	609-20200	1,182.78	
10/20	10/21/2020	54616	918	CRYSTAL SPRINGS ICE	609-20200	131.76	
10/20	10/21/2020	54617	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,198.90	
10/20	10/21/2020	54618	1941	DELTA DENTAL	861-20200	3,535.30	
10/20	10/21/2020	54619	2478	EAST CENTRAL ENERGY	101-20200	42.85	
10/20	10/21/2020	54620	55	ECM PUBLISHERS INC	609-20200	161.00	
10/20	10/21/2020	54621	424	H&L MESABI COMPANY	101-20200	849.87	
10/20	10/21/2020	54622	739	HACH COMPANY	601-20200	572.69	
10/20	10/21/2020	54623	160	HAWKINS INC	601-20200	4,111.18	
10/20	10/21/2020	54624	2110	INDIAN ISLAND WINERY	609-20200	240.96	
10/20	10/21/2020	54625	2959	ISANTI BARBER SHOP	101-20200	5,000.00	
10/20	10/21/2020	54626	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,790.78	
10/20	10/21/2020	54627	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,767.49	
10/20	10/21/2020	54628	5	KAWALEK TRUCKING	609-20200	176.20	
10/20	10/21/2020	54629	1282	LEAF TOWING AND	220-20200	300.00	
10/20	10/21/2020	54630	130	MARCO TECHNOLOGIES LLC	101-20200	185.96	
10/20	10/21/2020	54631	771	MATEJCEKS	101-20200	216.60	
10/20	10/21/2020	54632	17	MCDONALD DISTRIBUTING CO	609-20200	10,593.65	
10/20	10/21/2020	54633	616	MENARDS - CAMBRIDGE	101-20200	940.72	
10/20	10/21/2020	54634	176	MN DEPT OF REVENUE	101-20200	31,828.00	
10/20	10/21/2020	54635	2408	MOTOROLA SOLUTIONS INC	101-20200	292.50	
10/20	10/21/2020	54636	2080	MVTL LABORATORIES INC	601-20200	188.74	
10/20	10/21/2020	54637	1165	NORTHLAND TRUST	602-20200	720,360.00	
10/20	10/21/2020	54638	617	PAUSTIS & SONS	609-20200	308.25	
10/20	10/21/2020	54639	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,221.40	
10/20	10/21/2020	54640	2982	REED, DON	101-20200	80.00	
10/20	10/21/2020	54641	2473	RITEWAY BUSINESS FORMS	603-20200	1,994.81	
10/20	10/21/2020	54642	1113	RJM DISTRIBUTING INC	609-20200	259.80	
10/20	10/21/2020	54643	2001	SHRED-N-GO INC	101-20200	90.29	
10/20	10/21/2020	54644	1361	STAPLES ADVANTAGE	101-20200	39.99	
10/20	10/21/2020	54645	73	STAR	101-20200	276.20	
10/20	10/21/2020	54646	1740	TOSHIBA FINANCIAL SERVICES	108-20200	216.51	
10/20	10/21/2020	54647	1151	TURFWERKS	101-20200	296.73	
10/20	10/21/2020	54648	2944	UNIFIRST CORPORATION	101-20200	832.54	
10/20	10/21/2020	54649	2027	US INTERNET	101-20200	57.80	
10/20	10/21/2020	54650	1286	VINOCOPIA INC	609-20200	472.20	
10/20	10/21/2020	54651	2983	WIENS, MEREDITH	101-20200	295.28	
Grand Totals:						835,523.74	

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/26/2020 - 10/29/2020 | Oct 29, 2020 09:35AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/29/2020	54654	1503	7-UP BOTTLING	609-20200	185.50
10/20	10/29/2020	54655	2504	ANCONA TITLE & ESCROW	601-20200	12.84
10/20	10/29/2020	54656	598	ASPEN MILLS INC	101-20200	208.90
10/20	10/29/2020	54657	1549	ASTECH CORP INC	425-20200	570,949.08
10/20	10/29/2020	54658	1485	BECKER, JOSH	101-20200	204.98
10/20	10/29/2020	54659	53	BELLBOY CORPORATION	609-20200	4,109.71
10/20	10/29/2020	54660	9	BERNICKS PEPSI-COLA	609-20200	1,084.75
10/20	10/29/2020	54661	1500	BOLTON & MENK INC	101-20200	42,892.50
10/20	10/29/2020	54662	157	BOYER TRUCKS	101-20200	61.54
10/20	10/29/2020	54663	2537	BROOKS, KATIE	101-20200	10.99
10/20	10/29/2020	54664	2987	BRUCE, MICHAEL	601-20200	48.87
10/20	10/29/2020	54665	120	CONNEXUS ENERGY	101-20200	19,108.18
10/20	10/29/2020	54666	918	CRYSTAL SPRINGS ICE	609-20200	62.10
10/20	10/29/2020	54667	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,464.30
10/20	10/29/2020	54668	2809	DAHLHEIMER, PAMELA	101-20200	7.99
10/20	10/29/2020	54669	2794	EMERGENCY EQUIPMENT CONNECTION, INC	101-20200	14,204.20
10/20	10/29/2020	54670	2933	FALCON NATIONAL BANK	601-20200	5,839.26
10/20	10/29/2020	54671	2986	GLAVAN, MICHAEL	101-20200	176.00
10/20	10/29/2020	54672	2988	GOSLEE, CHRIS	601-20200	242.16
10/20	10/29/2020	54673	2209	INNOVATIVE OFFICE SOLUTIONS, INC	603-20200	296.93
10/20	10/29/2020	54674	1891	ISANTI AREA JOINT	101-20200	59,519.38
10/20	10/29/2020	54675	1563	ISANTI ELECTRIC INC	101-20200	225.00
10/20	10/29/2020	54676	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,150.23
10/20	10/29/2020	54677	5	KAWALEK TRUCKING	609-20200	282.40
10/20	10/29/2020	54678	1338	KNIFE RIVER	101-20200	579.60
10/20	10/29/2020	54679	2989	KVAMME, ERIK & HANNAH	601-20200	67.88
10/20	10/29/2020	54680	1170	LAND TITLE INC	601-20200	83.28
10/20	10/29/2020	54681	340	LARSON, DARLENE	101-20200	107.38
10/20	10/29/2020	54682	136	LEAGUE OF MN CITIES	614-20200	92.04
10/20	10/29/2020	54683	2727	LEGACY TITLE	601-20200	84.55
10/20	10/29/2020	54684	131	MACQUEEN EQUIPMENT INC	603-20200	89.60
10/20	10/29/2020	54685	17	MCDONALD DISTRIBUTING CO	609-20200	12,093.90
10/20	10/29/2020	54686	616	MENARDS - CAMBRIDGE	101-20200	187.08
10/20	10/29/2020	54687	1536	MINNESOTA DEED	219-20200	833.33
10/20	10/29/2020	54688	194	MN DEPT OF HEALTH	601-20200	46.00
10/20	10/29/2020	54689	2408	MOTOROLA SOLUTIONS INC	101-20200	82,958.73
10/20	10/29/2020	54690	2553	O'REILLY	101-20200	23.97
10/20	10/29/2020	54691	44	PHILLIPS WINE & SPIRITS INC	609-20200	9,209.40
10/20	10/29/2020	54692	2551	POLLARD WATER	101-20200	87.45
10/20	10/29/2020	54693	12	POSTMASTER	101-20200	120.00
10/20	10/29/2020	54694	2985	PROGRAPHICS	101-20200	731.80
10/20	10/29/2020	54695	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,560.00
10/20	10/29/2020	54696	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,839.75
10/20	10/29/2020	54697	2341	RED BULL DISTRIBUTION	609-20200	173.00
10/20	10/29/2020	54698	2625	RESULTS TITLE	601-20200	190.80
10/20	10/29/2020	54699	2613	Servion Title	601-20200	78.76
10/20	10/29/2020	54700	2396	SOUTHERN GLAZERS OF MN	609-20200	10,888.49
10/20	10/29/2020	54701	2554	SPECIALTY SOLUTIONS	101-20200	1,449.76
10/20	10/29/2020	54702	1442	ST. LOUIS MRO INC	101-20200	50.00
10/20	10/29/2020	54703	2834	SUN MECHANICAL, INC.	101-20200	8,139.32
10/20	10/29/2020	54704	2598	T.A.SCHIFSKY & SONS INC.	101-20200	212.29
10/20	10/29/2020	54705	2441	TACTICAL SOLUTIONS	101-20200	220.00
10/20	10/29/2020	54706	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	4,262.50

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/20	10/29/2020	54707	1290	THE AMBLE GROUP	101-20200	24.78
10/20	10/29/2020	54708	626	THE WINE COMPANY	609-20200	668.00
10/20	10/29/2020	54709	2544	TIERNEY BROTHERS, INC	101-20200	3,479.28
10/20	10/29/2020	54710	2990	USI INSURANCE SERVICES, LLC	609-20200	6,500.00
10/20	10/29/2020	54711	2984	UTILITY LOGIC	601-20200	121.78
10/20	10/29/2020	54712	42	VIKING COCA-COLA BOTTLING CO	609-20200	204.95
10/20	10/29/2020	54713	4	WATSON CO INC	609-20200	3,998.85
Grand Totals:						884,806.09

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	95,292.72
Social Security & Medicare	5,171.74
Public Employees Retirement	10,423.76
Total City Expense	110,888.22

Pay Date 10/30/2020

Pay Period 22 (10/11-10/24/20)

L.2.

RESOLUTION 2020-XXX

ACCEPTING LIQUOR STORE CLERK III LETTER OF RESIGNATION FOR DANYETTE PHELPS

WHEREAS, Liquor Store Clerk III, Danyette Phelps has submitted a letter of resignation to the Liquor Store Manager, John Jacobi on October 25th, 2020; and,

WHEREAS, the effective date of this resignation is October 31st, 2020; and,

WHEREAS, Danyette Phelps is leaving employment in good standing;

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

1. That the resignation of Danyette Phelps is hereby accepted effective October 31st, 2020.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 4th day of November 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: November 4, 2020
Subject: Resolution to Approve Survey

Background:
The City Council is voting whether or not to approve the purchase of land for a new municipal liquor store at the November 4th meeting. If the purchase is approved, Staff requests to conduct a survey of the property identified as 16.029.2100 and 16.029.2400 in the amount, not to exceed, $5000.00. The funding source is identified as Fund 609-16500. The benefits to completing a survey prior to ownership is to show possible encroachments, easements, and potential issues that may need to be resolved.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2020-XXX
- Bolton and Menk Fee Proposal

RESOLUTION 2020-XXX

APPROVING SURVEY OR PARCELS IDENTIFIED AS 16.029.2100 and 16.029.2400

WHEREAS, the City is interested in purchasing the property identified as tax ID number 16.029.2100 and 16.029.2400 for use as a new municipal liquor store location; and,

WHEREAS, a survey should be completed to show potential encroachment, easement or other possible issues that should be cleared prior to purchase; and,

WHEREAS, Bolton and Menk, Inc. has submitted a fee proposal in the amount, not to exceed, $5000.00 to complete the survey; and,

NOW, BE IT HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a survey is in the best interest of the City and to accept the proposal from Bolton and Menk, Inc. in the amount, not to exceed, $5000.000 with funding identified as Fund 609-16500.

This Resolution is hereby approved by the Isanti City Council this 4th day of November, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: October 28, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Surveying Services Proposal to Complete Liquor Store Property Survey
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for surveying services for the topographic survey of the future liquor store site.

In order to keep the proposed schedule on track a site survey is needed as soon as feasible to verify the site conditions and determine the limits of the buildable area.

The proposed scope of survey services will include the following:

- Survey the existing site conditions
- Determine right-of-way limits
- Determine property lines
- Determine easement lines
- Create existing surface of the site in AutoCAD
- Create base linework in AutoCAD

We propose to complete the described scope of work for an hourly, not to exceed, fee of $5,000.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer

RESOLUTION 2020-XXX

OFFERING THE POSITION OF BUILDING OFFICIAL TO STEVEN THORP

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

WHEREAS, the City Council approved to advertise and accept applications to fill a full-time, exempt, Building Official position with full benefit package; and,

WHEREAS, the wage scale is $33.78- $42.36 per hour; and,

WHEREAS, Steven Thorp is selected as the most qualified candidate for the open Building Official position; and,

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check;

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

1. That Human Resources has offered the Building Official position to Steven Thorp and that he is eligible to start in that position on or after November 4th, 2020.
2. That Steven Thorp must successfully pass a background and reference check as required as a condition of the offer before starting.
3. That Steven Thorp shall start at Step 6 of the wage scale at $85,134.40 annually, $40.93 per hour.
4. That Steven Thorp will bank 3 weeks' vacation and accrue at year 2 in the current Personnel Policy.
5. That Human Resources is directed to complete all required documentation for the completion of employment offer and place a copy of this resolution in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4th day of November 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

M.1.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
October 27, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon, Michael Becker
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with modification of swearing in new board member. Motion passed 3-0

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from August 25, 2020. Motion passed 4-0.

3. Public Hearing: Dan Balk – 411 Hillock St NE – came to request for the city to add pickleball lines to existing tennis courts, in particular Mattson tennis courts. Mike Mueller resident of Cambridge also came to speak about pickleball, and is President of the Cambridge Area Pickleball Assc, a non-profit group which promotes healthy living, with 140 members, and has several areas in Cambridge and Isanti that they can play indoor and outdoor. Pickleball is played on a court surface and is similar to tennis, however the court itself is smaller and a different net and equipment is used. 20x44 is the court size, other outdoor courts in the surrounding area have line for pickleball use. Zdon asked how many people in the league and that the board has discussed this in the past. Witte asked if there has been push back regarding to the different lines on the courts and any confusion regarding playing. Mueller replied that in Cambridge there are dedicated courts for pickleball, at this area there is not. Zdon asked for clarification of what is preferred, and Balk reiterated that they are interested in having lines on a court for practice. Zdon stated that Whisper Ridge is one option to add lines or to add at other court areas. Witte added that we would have to consider resurfacing Whisper Ridge. Zdon stated that this is something that the board has discussed and will have to make some decisions in the very near future and what the future of that area will be. Mueller added that 4 courts can be on a tennis court, if they are placed sideways on the tennis court. Gordon asked the cost of adding lines or courts to, Mueller added that it was about $11,000 which involved new courts and lines. He was not aware what the cost of just adding lines would be to a court. Mueller added that Cambridge added the courts into their street project. Balk added that the lines would be a narrow line to be added, a temporary tape option that could be added. Zdon and Witte added that is something that we can look into. Zdon asked if Balk was familiar with Whisper Ridge and added that parking is very limited and only on street parking is available. Zdon would like to see Mattson as the option. Mueller added that Badminton court lines is the same as pickleball court lines. Motion by Witte for staff to research further on the pickleball court option at either Mattson or Whisper Ridge, seconded by Becker. Motion passed: 4-0

4. New Development Concept Review – Garvey reviewed that a new housing development is being proposed on the east side of Hwy 65, just northeast of the Arts and Science Middle School off of Cajima and 7th Ave NE. The developer met with city staff and has provided a preliminary concept for the PRC board to review, in particular to the park area. The attachments include the proposed park areas for this preliminary proposed development. This is being brought to the PRC Board in the very early steps in the process for review. Garvey added that staff's recommendation is to not accept the land for park dedication and a fee credit. Staff views this land as unusable for the city. Garvey added asked does the PRC Board accept recommending the land/area's as part of their Park Dedication within this new proposed housing development? Garvey added that when a new development is added to the city an option is for park dedication land or a fee based on each lot in

that development, which is $1,500 per lot, and in this development of about 160 lot could be about $224,000 in park dedication fund fees. Garvey added that the two areas being proposed, the larger area of about 12 acres is wetland area and the almost 3 acres is unknown at this time as staff has not gone to this area to view. Zdon asked for clarification on the area and that the current Academy Park is just to the south of this development and just east of the Arts and Science Middle School. Zdon also added that he would not want to accept this land area, especially if they are wetland, and that we would put a park in the north area of the development and close to an existing park and this size development to have some type of park. Zdon asked staff to remind all what Park dedication funds can be used for. Garvey added that the funds can be used for anything new, it cannot be used on any maintenance or existing, anything that is new, land acquisitions or capital improvements. It can be used for capital improvement and purchasing new land. Zdon asked what the balance of the Park dedication fund amount was... Garvey was not sure what the balance was at and didn't want to provide something that was incorrect. Zdon asked if the new Legacy development was platted years ago. Garvey added that the development fees would be current as they are just adding those now. Gordon added that staff is suggesting that staff is recommending to not accept either of these parcels and asked for reiteration. Garvey added that the park dedication fee is $1,500 per lot and with this potentially to be about $224,000 with the approximate 160 lots vs the land being proposed for park area. Gordon added that does the north area to be used for the park, and Zdon added that he didn't want to offset the fees provided over the land. Witte asked about the pond areas within the proposal and specific areas they would like to see a park area. Zdon reiterated that he would rather have the fee's over the land area being proposed so we could build them a park. Motion by Gordon to not accept the land in exchange for the fees, seconded by Witte. Motion passed 4-0.

5. Fir Street Update- Garvey explained that at the July 28 meeting staff reviewed an update on this item and that staff has been able to gather more information from the state on these two parcels. After further information gathering from the state it has been determined that the city has 15 years from the 2015 purchase to have these parcels as a completed park. The planning process will need to continue and staff will bring this back to a future meeting for more detailed planning, and it was brought to the board in 2018 and will revamp it at a future meeting and will discuss this at that time. Zdon added that this area could use park dedication funds for this park.

6. Sledding Hill Rules Signage- Garvey reviewed that the sledding hill was completed in October by Public Works in Bluebird Park. Staff had researched other communities' rules and the League of Mn Cities signage rules and has included a draft rule sign. Staff is recommending to have two signs back to back be installed on an existing 4x4 post close to the flag in the northwest corner of the park, which would be adjacent to the sledding hill. One sign would face the street corner and one sign would face the hillside. The draft rules are as follows:1. Users assume risk of injury, 2. Adults must supervise children, 3. Use caution, 4. Be considerate of others, 5. Do not sled when icy, 6. Do not alter sledding hill and 7. Sled in designated areas only. The sign would be about 18" by 18". Witte asked about combing rule 3 and 4. Becker added that something should be added about horseplay. Witte added sledding prohibited when icy as an option and walk up the side of the hill. Witte added would the hill be open during daylight hours only. Zdon added that during park hours. Garvey added that it would be open during park hours, but it is not lite. Witte added to have it as during daylight hours only. Gordon added that its dark after 5. Witte asked about the type of items to sled with and asked about ski's or snowboard. Are we allowing that? Gordon and Zdon added why not, Zdon stated we would be snowboarding down the hill. Zdon added to watch up the hill, for people coming down the hill. Some type of language to add. Gordon reiterated that the side of the hill verbiage was good and asked if this was run by the city attorney. Garvey added that it was run by League of Mn Cities and past city attorney, but has not by the new attorney, and Gordon

added that it may not be necessary. Witte added about the alterations and adding to that more. Zdon added that the signs need to be made quickly. Zdon agreed to combine 3 and 4 to walk on side and watch those coming down type of language and to add at bottom Have Fun, the most important rule for a sledding hill and Gordon agreed to add it. Witte asked about parking close by. Motion by Witte, seconded by Becker to adjust rules and to combine 3 and 4, walk alongside hill and to have fun. Motion passed 4-0.

7. Tree Plan- Update- Garvey reviewed that staff was able to research and find the original Bluebird Park development plans along with the tree plan that was started and then stopped in 2009, as a result of the economy at that time. The tree plan was just for Bluebird Park and did not include any of the other city parks. The PRC board discussed the Bluebird Park tree plan again in 2015, which they approved staff to move forward with again for Bluebird Park by contacting a college student or arborist to assist with this project. There was also direction to accept donated trees from a local business to be used for parks. A few trees are still at PW growing but not quite ready to be transplanted to a park and they are still small. A plan has not been developed. Staff will continue to work on developing a plan, along with budget/costs and bring this item back to the board in 2021 for further direction and attached was the original tree plan and there are some areas that were crossed off on the plan for trees that were planted and many trees that were planted did not survive.

8. Department Updates – Garvey reviewed that Curious Creatures was held on September 15 at Isanti Hills Neighborhood Park with 15 kids with a Back to School theme and on October 6 17 kids at Isanti Community Center with a Police/Fire theme the police department send two officers to talk about safety and hand out goodie bags to the kids and the fire department dropped off goodie bags with fire hats for staff to hand out as they couldn't make it. The last Street Dance was held September 12 with The Farmer's Daughters. The event went well with about 400 in attendance, which was lower than expected with the Rum River National Race in town, but the pandemic health issue that surrounds us I feel is still affecting attendance for events. The dog park has the new plaque in place for the donation from the Rotary Club of Cambridge & Isanti. Garvey continued that Bluebird Park had the tunnel piece that was damaged earlier in the summer replaced, along with Rum River Meadows swing bracket replaced. The swings are back up. Isanti Family Farmers Market is done for the season as of September 25. Staff conducted a short wrap up meeting after the last day and the vendors mentioned they enjoyed the season and did well, especially consider how 2020 has been. Family Day was September 27 at Legacy Park with self-guided nature hikes, smores and a photo booth were the day's events. We also had a prize drawing this year with items that were from the medallion hunt we had an overwhelming response from. C-I Hockey Assc. (Jumping Jack's, Wintergreens and Pizza Pub gift certificate) – value $150; Coborn's Marketplace - $50 gift certificate; CMK Financial Services gift basket – value $60; Connexus Energy gift basket - value $100; Isanti Physical Therapy massage gift certificate – value $80; Rockstad and Co. Relics & Wares gift basket – value $35. Thank you to these generous local businesses/organizations for supporting our community. Staff handed out 60 tickets to people coming to the Family Day event. Three prizes remain to be picked up, those not picked up by the November 1 deadline, will be drawn at the upcoming movie nights. The community garden closed up October 18 for the season. Sunflowers were planted this past summer and will remain in the garden until next spring for birds and animals to enjoy a meal during the winter months. Our upcoming events are; sledding hill grand opening TBD, Movie Nights will be limited to 15 families until restrictions update on November 6 – The Mighty Ducks 2, December 11 – The Polar Express along with Santa Visit 5-6:45pm and limited to 25 families for the timing with amount of families we can accommodate in that time frame. The Candy Cane Flashlight Hunt will be Sunday December 13 from 5-6:30pm at

Legacy Park; Curious Creatures for November 10 – Gobble, Gobble and December 8 – Santa Fun at Isanti Community Center. Witte asked when the dock would be removed as he noticed it last week when he was there and Garvey added that it was removed late last week.

9. Tobacco Free Policy Review – Garvey reviewed that the City Council adopted Resolution No. 2013-158, which established a Tobacco Free Park Policy. The Council had approved that all youth playground areas, picnic shelters or park buildings, and organized sporting areas, complexes, and facilities located on City-owned park land be included under the policy. A copy of the Resolution and policy has been attached. All city parks and grounds have the specific tobacco free signs or parks signage that states no tobacco use or no tobacco products. Ordinance 295 went in to affect in 2014 which states Smoking on municipal property prohibited. No person shall smoke a cigarette, cigar, pipe or other lighted tobacco-related device, or use a nicotine or lobelia delivery device or other electronic delivery device, or chew or otherwise use tobacco within any municipally owned building or municipally owned vehicle, within or without the City of Isanti municipal limits. The Ordinance will supersede the policy. Staff is requesting for the PRC board to review the policy and provide staff direction of any changes they see are needed and does the PRC Board want to include language that covers parking lots or other specific areas to the ordinance? Gordon and Zdon discussed that the parking lot does not need to be included into the language and should be left as is and technically the parking lot is included in the current language as its written. Motion by Witte and seconded by Becker to approve the Tobacco Free Policy as it is written and not changes.

Adjournment: Motion by Gordon, second by Witte to adjourn the October 27, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:53 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA

CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL
TUESDAY, NOVEMBER 17, 2020
Immediately following the City Council Meeting
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the Canvass Board meeting via telephone, by using Zoom.

The public can comment at the Canvass Board meeting by visiting this website:
https://zoom.us/j/96857932523?pwd=V1k0MkROSk92VVNTVHMwZVN5Vzd2Zz09

or by calling into this number +1 (646) 558-8656 with this meeting ID: 968 5793 2523
and passcode 435435

To mute and unmute during meeting press *6

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Business Items
1. Resolution 2020-XXX Canvassing Returns for the Municipal General Election

Adjournment

RESOLUTION 2020-XXX

CANVASSING RETURNS
FOR THE MUNICIPAL GENERAL ELECTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it is hereby found and determined and declared that the general municipal election held in and for said City on November 3, 2020 was in all respects duly and legally held and the returns thereof have been duly canvassed, and the votes cast at said election were as follows:

For a Council-at-large, (two) four-year terms:

City of Isanti General Election 11/3/2020			
Unofficial Totals			
	P-1	P-2	Total
Steve Lundeen- Council	1,058	814	**1,872**
Jimmy Gordon- Council	892	710	**1,602**
Total Votes Cast			**3,474**

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the Abstract of Votes Cast attached as Exhibit 'A' is hereby approved; and

FURTHERMORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that Steve Lundeen and Jimmy Gordon are duly elected to the City Council, each for a four-year term.

This resolution is duly adopted by the Isanti City Council this 17th day of November 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Abstract of Votes Cast
In the Precincts of the City of Isanti
State of Minnesota
at the State General Election
Held Tuesday, November 3, 2020

as compiled from the official returns.

Summary of Totals
City of Isanti
Tuesday, November 3, 2020 State General Election

Number of persons registered as of 7 a.m.	3757
Number of persons registered on Election Day	474
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1219
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	3423

Summary of Totals
City of Isanti
Tuesday, November 3, 2020 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Council Member (Isanti) (Elect 2)

NP Jimmy Gordon 1602	NP Steven Lundeen 1872	WI WRITE-IN 72

Detail of Election Results
City of Isanti
Tuesday, November 3, 2020 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
30 0035 : ISANTI P-1	2108	284	1904
30 0037 : ISANTI P-2	1649	190	1519
City of Isanti Total:	3757	474	3423

Detail of Election Results
City of Isanti
Tuesday, November 3, 2020 State General Election

Office Title: Council Member (Isanti) (Elect 2)

Precinct	NP Jimmy Gordon	NP Steven Lundeen	WI WRITE-IN
30 0035 : ISANTI P-1	892	1058	45
30 0037 : ISANTI P-2	710	814	27
Total:	**1602**	**1872**	**72**

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 3, 2020

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Isanti Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2020.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Isanti

I, _____, Clerk of the City of Isanti do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Isanti State General Election held on Tuesday, November 3, 2020.

Witness my hand and official seal of office this _____ day of _____, 2020.

_____

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 17, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/92292157674?pwd=R2ZOSHJwVktnMXNkdGpFM2ZGZndNZz09

or by calling into this number +1 (646) 558-8656 with this meeting ID: 922 9215 7674 and passcode 350559

To mute and unmute during meeting press *6

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards

G. Approve City Council Minutes
1. November 4, 2020- Regular Meeting of the City Council
2. October 6, 2020- Economic Development Authority

H. Announcements

CITY OFFICES CLOSED — Thursday, November 26 and Friday November 27
(In Observance of Thanksgiving and Day After Thanksgiving)

1. Park, Recreation, & Culture Board Meeting — Tuesday, November 26, 2020 at 6:00 p.m.
2. City Council Meeting — Tuesday, December 1, 2020 at 7:00 p.m.
3. EDA Meeting — Tuesday, December 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Finance Director Mike Betker
1. Resolution 2020-XXX Approving Certification of Delinquent Charges for City Services Collectible in 2021

Community Development Director Sheila Sellman
2. Sale of EDA and City Land PID 16.029.1400 and 16.053.0151 to UPS

City Engineer Jason Cook
3. Liquor Store Engineering & Architectural Services Proposal

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $466,656.57 Payroll in the Amount of $116,584.10
2. Resolution 2020-XXX Approving the Engagement Letter for the 2020 Audit

3. Resolution 2020-XXX Offering the Position of Part-Time Liquor Store Clerk to Jennafer Horgen
4. Resolution 2020-XXX Approval of Promotion for Liquor Store Clerk III to Christy Bonczek
5. Accepting 2020 Position Classification and Compensation Study Report Presented 11.4.2020

M. Other Communications

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

Adjournment

G.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, NOVEMBER 4, 2020 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

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

D. Public Comment
None

E. Adopt Agenda
Revised Agenda:
Add K.1 Compensation Study

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

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. October 20, 2020- Regular Meeting of the City Council
2. October 20, 2020- Committee of the Whole Meeting
3. August 18, 2020- Planning Commission Meeting
4. August 25, 2020- Parks, Recreation and Culture Board Meeting

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

H. Announcements
1. Committee of the Whole — Tuesday, November 17, 2020 at 5:00 p.m.
2. City Council Meeting — Tuesday, November 17, 2020 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, November 17, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Mayor Johnson shared his concerns about the article that was published in the Isanti-Chisago Star regarding the discussion that was held at the October 6th City Council meeting concerning the projected 4-way intersection by Minnco Credit Union. The Star news said Minnco Credit Untion is unwilling to work with City, but Mayor Johnson clarified that Minnco Credit Union is willing to work with the City but likely the project will be cost prohibitive.

Mayor Johnson congratulated Councilor Steve Lundeen and Councilor Jimmy Gordon on their reelection to the City Council.

J. Public Hearings

1. Resolution 2020-198 Adopting Assessment for the 6th Avenue Rehabilitation Project

City Engineer Jason Cook shared that this is the final assessment hearing for the 6th Avenue SW Rehabilitation Project. There were a couple open houses before the rehabilitation project began as well as an improvement hearing. Cook continued to share that the construction process is wrapping up and it is time to finalize the assessments. The rehabilitation project is from 6th Avenue SW to South Brookview Lane to South of Dogwood Street. The existing street has been reclaimed, replaced failed sections that needed to be repaired, installed the new sidewalk on the West side and enlarging the watermain size while maintaining the existing storm and sanitary sewer. The assessments for the project are based on 25% of the assessable street cost in accordance with City code 276 with the total amount assessable of $74,279.13. The watermain was not assessed as the work was performed to improve city wide water distribution by enlarging the watermain size. The sidewalk was also not assessed as it was a new sidewalk not petitioned for by the residents. The final assessments, based on the amount bid and quantities constructed, is $32.55 per assessable front footage. This is an average of $2,751.08 per parcel. The previous assessment project completed in Isanti had an average of $3,298.20 per parcel. The average assessment on this project is $547.12 less per parcel on average. It is proposed to do a 10-year payment schedule levied on the property taxes with a 1.71% interest rate beginning in 2021. This comes out to an average parcel cost per year of approximately $300.

Mayor Johnson opened the public hearing at 7:16 p.m.

Nicholas Izzo, 1107 Maplewood Ave SW, asked if the assessment is only assessed to those on 6th Avenue or is it to all residents within the City of Isanti.

City Engineer Jason Cook responded by affirming that only those on 6th Avenue would be assessed.

Megan Olson, 501 6th Avenue, asked for clarification to how she is being assessed.

Finance Director Mike Betker stated that for those living on a corner lot, the assessment has been calculated the full length of the short side of the property owners' lot and half of the long portion of the lot.

Megan Olson asked who is responsible for shoveling the sidewalk.

Mayor Johnson responded that the city will shovel it but it is the property owner's responsibility to maintain it.

Marilyn Pelz, 523 Dogwood Street, asked how the assessment will affect her.

City Engineer Jason Cook responded that she is a corner lot and she has been assessed for the full length of the short side of her lot and half of the long portion of the lot.

Levi Klande, 601 Cedar Street SW, shared his frustration and concerns for the failure of maintaining 6th Avenue.

Mayor Johnson closed the public hearing at 7:59 p.m.

Motion by Lundeen, second by Bergley to approve the resolution as presented.

K. Business Items

1. Compensation Study Presentation (*Leah Davis*)

Information was shared with City Council.

City Administrator Josi Wood

2. Resolution 2020-199 Approving Purchase of Property Owned by Kristine L. Yerigan Trust

City Administrator Josi Wood shared that the council has discussed a potential new liquor store many times with the potential for the relocation and where that facility would be. Held a closed session with negotiations for consideration of purchase price for the two parcels. The purchase price was negotiated to be $425,000.000 and has already been

accepted by Kristine and Bruce Yerigan. The purchase price does include all demolition of buildings, removal of debris, capping of any wells on site, decommissioning of the septic on site and restoring the site to matching grade of the topography.

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

Community Development Director Sheila Sellman

3. **Ordinance-739** Amending the City Code, Chapter 253 Rental Dwellings

Community Development Director Sheila Sellman shared that the Planning Commission reviewed the proposed ordinance amendment at the October 20th meeting and no one from the public spoke on this item. Sellman stated that the amendment is removing the residency requirements so that owners, landowners and agents are allowed to live wherever. Currently, City Code requires owners or their designee to live within Isanti County or an adjacent county. Additionally, the amendment includes a sliding scale where currently in City Code, it is written that applicants have a 30-day window to get their paperwork and fees in to City Staff. In 2019, only 40% of applicants submitted their application and fees on time for renewal of a rental license. Sellman further shared that this will give an incentive to the applicant for getting their stuff submitted in a timely manner.

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

4. **Ordinance-740** Amending the City Code, Chapter 536 Subdivision

Community Development Director Sheila Sellman shared that this ordinance amendment is proposing to update the Subdivision ordinance by removing City Planner and Zoning Administrator and replacing with "Community Development Director or designee" and to remove final plat review for the Planning Commission. The final plat should only be reviewed by the City Council since the Council is the only body of approval, in addition adding a planning commission review of the final plat add one month on to the development process. The Planning Commission held a public hearing at their October 20, 2020 meeting and no one from the public spoke on this item. The Planning Commission recommends approval as drafted.

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

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $1,720,329.80 Payroll in the Amount of $110,888.22
2. **Resolution 2020-200** Accepting Liquor Store Clerk III Letter of Resignation for Danyette Phelps
3. **Resolution 2020-201** Approving Survey or Parcels Identified as 16.029.2100 and 16.209.2400
4. **Resolution 2020-202** Offering the Position of Building Official to Steven Thorp

Motion by Lundeen, second by Gordon to approve the consent agenda as presented. Motion passed 5-0. Motion carried.

M. Other Communications

1. Draft Minutes from the October 27, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 9:08 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes October 6, 2020

1. **Call to Order:** EDA President Johnson called the meeting to order at 9:10pm
    a. **Pledge of Allegiance**
    b. **Roll Call:** Jeff Johnson, Steve Lundeen, Dan Collison, Paul Bergley, Jimmy Gordon, Luke Merrill, Justin Nielson. Staff present: Community Development Director Sheila Sellman, City Administrator Josi Wood.
    c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Collison, second by Bergley to approve the agenda, motion passed 7-0.
3. **Approve minutes of August 5, 2020 regular meeting and August 18, 2020 special meeting**: Motion by Merrill, second by Collision to approve, motion passed 7-0.

4. **Business Items**
    a. **Presentation from Retail Strategies – Retail Academy:** A presentation was given by Retail Strategies for their Retail Academy program. This program provides a real estate education course tailored to your community which covers retail trends, retail expansion, site selection, development process and best practices for retail recruitment They will provide a custom marketing guide, market analysis, demographic reports, peer analysis and identify retailers for the community to target. The EDA discussed sending Community Development Director Sellman to the academy. The consensus was for Sellman to reach out to communities similar in size to Isanti and get testimony on the program, bring back to the next meeting with that information and how this will be funded.
    b. **Appraisal EDA land 16.090.0140:** Sellman reviewed the appraisal with the board. The Board would like to actively list this property for sale.
    c. **Purchase commercial land discussion:** The board had general discussion about buying commercial land. Gordon was not in favor of buying land and to let the market play out. Collison stated the land is an incentive for development. The consensus was to have staff reach out and see if the owners are willing to sell and at what price.

5. **Other Business/Updates/ Communications**
    a. **Isanti Business Relief Grant Program:** Sellman reported the City has given out 17 grants in the amount of $77,377.00.
    b. **Update on Sale to BP Metals:** The sale should close by the end of the month.
    c. **Update on sale to UPS:** Sellman updated the board that negotiations have started up with UPS again and a public hearing to sell the land will likely be at the next meeting.

6. **Closed Session**
    a. **Consideration of sale of EDA land pursuant to Minnesota Statutes Section 13D.05 Subd 3(c) and Subdivision of land for PID 16.124.0020:** EDA Member Neilson excused himself from the room.

7. **Adjournment:** The EDA resumed after closed session. Lundeen motioned staff to start negotiations as discussed in closed session, second by Collision, motion passed 6-0 with Neilson abstaining. Motion by Collision, second by Lundeen to adjourn, motion passed 7-0 meeting adjourned at 10:17pm

Respectfully submitted Sheila Sellman Community Development Director/EDA Secretary

A Community For Generations.

Isanti

K.1.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Finance Director Betker
Date: November 17th, 2020
Subject: Certification of Delinquent Charges to be Payable in 2021

Background:
Unpaid delinquent charges for city services is listed in Attachment A. Pursuant to City Code the attached delinquent charges may be certified as unpaid and delinquent to the County Auditor. Final assessment amounts are to include a $30 assessment fee per account per parcel.

Current Action:
Consider resolution certifying the delinquent amounts to Isanti County to be collected with taxes payable in 2021.

RESOLUTION 2020-XXX

APPROVING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES PAYABLE IN 2021

WHEREAS, pursuant to City Code § 262-7 B. and City Code § 281-5 A. (2), all accounts more than 30 days past due as of September 30, 2019, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the list of delinquent charges for city services (Attachment 'A'), a copy of which is attached hereto and made a part hereof, identifies the amount of the delinquent water, sewer, and storm water charges that are to be levied against said properties for taxes payable year 2021.

2. The City Clerk shall forthwith transmit a certified duplicate of these listings (delinquent charges for city services) to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution was duly adopted by the Isanti City Council this 17th day of November 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

Delinquent Charges for City Services to be Certified Payable 2021

Attachment A

Customer Number	Customer Name	Property Address	Tax Parcel	Amount	Assessment Fe	Total to be Assessed
1-001-040-02	JOHNSON, BRIAN	404 10TH AVE NW	16.084.0100	$ 352.92	$ 30.00	$ 382.92
1-002-080-01	LORR, JACK	409 11TH AVE NW	16.084.0450	$ 313.07	$ 30.00	$ 343.07
1-007-050-09	BONE M E	201 3RD AVE NW	16.040.0110	$ 284.67	$ 30.00	$ 314.67
1-007-070-04	HENDRICKSON, STEPHANIE & STEVE	205 3RD AVE NW - SOUTH	16.040.0101	$ 816.39	$ 30.00	$ 846.39
1-008-130-03	PUCHALLA, JAMES	311 4TH AVE NW	16.042.0080	$ 52.68	$ 30.00	$ 82.68
1-019-185-02	BEIMERT, MARIE	1014 BELLAIRE BLVD NW	16.149.0200	$ 270.44	$ 30.00	$ 300.44
1-024-070-00	CHULLA, ANTHONY	1102 BLOSSOM BLVD NW	16.092.1420	$ 515.43	$ 30.00	$ 545.43
1-024-080-00	COX, FLOYD F	1103 BLOSSOM BLVD NW	16.092.0180	$ 282.07	$ 30.00	$ 312.07
1-032-150-00	TSCHIDA, RICHARD	419 CARDINAL CT NW	16.104.0830	$ 754.41	$ 30.00	$ 784.41
1-059-060-05	PASCH, EMMA	826 GOLDEN WAY NW	16.092.2640	$ 51.58	$ 30.00	$ 81.58
1-059-260-03	HOME PRIDE INC	945 GOLDEN WAY NW	16.092.2560	$ 38.72	$ 30.00	$ 68.72
1-064-080-01	VYRLAN, YEVGENIY	1006 HILLOCK ST NW	16.084.0770	$ 45.69	$ 30.00	$ 75.69
1-068-010-04	OLSON, ANTHONY	700 ISANTI PKWY NW	16.096.0850	$ 408.53	$ 30.00	$ 438.53
1-068-050-01	KANDEL, STEVE	708 ISANTI PKWY NW	16.096.0810	$ 547.78	$ 30.00	$ 577.78
1-068-100-03	FLEMISTER, BEN W	709 ISANTI PKWY NW	16.096.0050	$ 903.75	$ 30.00	$ 933.75
1-068-500-00	OLSON, ROGER	908 ISANTI PKWY NW	16.096.0620	$ 73.82	$ 30.00	$ 103.82
1-068-450-00	LAUSENG, BRANDON & TERESA	1110 ISANTI PKWY NW	16.096.0550	$ 31.48	$ 30.00	$ 61.48
1-083-637-01	TRACY, BRENDEN	807 PARK BROOK RD NW	16.122.0130	$ 316.08	$ 30.00	$ 346.08
1-090-030-01	GRELL, MATTHEW	921 ROBIN RD NW	16.119.0190	$ 501.31	$ 30.00	$ 531.31
1-091-050-01	HOVEN, SHANNON	401 RODEO DR NW	16.104.0980	$ 216.78	$ 30.00	$ 246.78
1-096-030-03	RANDALL, ASHLEY	922 UNITY BLVD NW	16.059.0050	$ 418.44	$ 30.00	$ 448.44
1-099-200-02	CIELUCH, RICK	809 WHISKEY RD NW	16.096.0880	$ 1,338.68	$ 30.00	$ 1,368.68
1-099-890-01	ROSARNE, GERALDINE	905 WHISKEY RD NW	16.123.0020	$ 386.38	$ 30.00	$ 416.38
1-099-640-04	JOHNSON, CHAD	935 WHISKEY RD NW	16.123.0120	$ 744.59	$ 30.00	$ 774.59
2-012-050-01	PDH PROPERTIES LLC	906 6TH AVE CT NE	16.113.0040	$ 180.36	$ 30.00	$ 210.36
2-097-180-00	LEWELLIN, JEREMY	1003 WENDOVER ST NE	16.113.0630	$ 788.95	$ 30.00	$ 818.95
2-100-060-04	FAUE, SCOTT	814 WINSOME WAY NE	16.113.0100	$ 225.27	$ 30.00	$ 255.27
3-003-045-01	HALL, DAVID	208 11TH AVE CT SE	16.117.0190	$ 307.98	$ 30.00	$ 337.98
3-018-060-02	KELLER, KEITH A	309 ARABIAN LN SE	16.081.0170	$ 320.07	$ 30.00	$ 350.07
3-018-120-03	HEATON, JACQUELINE	315 ARABIAN LN SE	16.081.0200	$ 483.92	$ 30.00	$ 513.92
3-025-210-00	JOHNSON, BERNICE	231 BROADWAY ST SE	16.040.0360	$ 169.67	$ 30.00	$ 199.67
3-045-050-01	SUNDERLAND, CHARLES	1305 DEER HAVEN CT SE	16.105.0100	$ 163.32	$ 30.00	$ 193.32
3-082-173-09	HEMEN, GEORGE	16.032.1200	16.032.1200	$ 118.24	$ 30.00	$ 148.24
3-082-175-00	HEMEN, GEORGE	123 PALOMINO RD SE	16.032.1700	$ 161.98	$ 30.00	$ 191.98
3-085-060-04	THUM, BRIAN	6 PINTO LN SE	16.052.0310	$ 28.81	$ 30.00	$ 58.81
3-085-140-02	MALIK, JAMISON	15 PINTO LN SE	16.052.0080	$ 359.74	$ 30.00	$ 389.74
3-087-010-00	THORPE, LARRY	10 POND ST SE	16.051.0020	$ 215.09	$ 30.00	$ 245.09
3-088-100-00	ZEHMS, MARY	705 RAILROAD AVE SE	16.031.0500	$ 210.57	$ 30.00	$ 240.57
3-089-070-02	SCHLEICHER, JACOB	207 RICHARD AVE SE	16.049.0190	$ 42.10	$ 30.00	$ 72.10
3-089-050-00	CARDENAS, LORI	215 RICHARD AVE SE	16.049.0180	$ 170.77	$ 30.00	$ 200.77
3-096-010-00	FERDELMAN, JAMES & CHRISTINE	1010 TYLER AVE SE	16.031.3501	$ 39.40	$ 30.00	$ 69.40
4-002-260-03	JORGENSON, PAUL & LAURIE	804 11TH AVE SW	16.076.0580	$ 314.91	$ 30.00	$ 344.91
4-005-040-02	WENGEL, ASHLEY	111 1ST AVE SW	16.050.0680	$ 381.98	$ 30.00	$ 411.98
4-005-110-00	REICHEL, DANIEL	401 1ST AVE SW	16.050.1110	$ 291.74	$ 30.00	$ 321.74
4-007-010-02	LOFQUIST, ZACHARY	101 3RD AVE SW	16.046.0040	$ 257.87	$ 30.00	$ 287.87
4-007-140-01	PAULSON, PHIL	812 3RD AVE SW	16.082.0350	$ 237.68	$ 30.00	$ 267.68
4-007-160-01	PRIMROSE, MELISSA DEMETED & PAUL	903 3RD AVE SW	16.085.0020	$ 263.10	$ 30.00	$ 293.10
4-007-300-02	LAMOUNTAIN, WALTER	1106 3RD AVE SW	16.085.0230	$ 159.24	$ 30.00	$ 189.24
4-008-030-01	VILLELLA, JOSHUA	101 4TH AVE SW	16.043.0080	$ 1,082.91	$ 30.00	$ 1,112.91
4-008-500-00	COLBAUGH, AMY	1207 4TH AVE SW	16.031.1510	$ 265.08	$ 30.00	$ 295.08
4-009-190-02	HINKEL, MATT	708 5TH AVE SW	16.083.0170	$ 305.98	$ 30.00	$ 335.98
4-009-230-02	SUEHLER, NICHOLAS & JENNIFER	804 5TH AVE SW	16.083.0130	$ 98.28	$ 30.00	$ 128.28
4-009-750-00	LARSON, KEVIN	808 5TH AVE SW	16.083.0090	$ 447.30	$ 30.00	$ 477.30
4-011-020-03	MAGAARD, NICOLE	405 6TH AVE SW	16.065.0120	$ 435.22	$ 30.00	$ 465.22
4-014-054-01	VANG, PA	1005 8TH AVE SW	16.103.0120	$ 833.25	$ 30.00	$ 863.25
4-014-140-01	SLAYOSKY, SHERRY	1109 8TH AVE SW	16.103.0210	$ 1,003.66	$ 30.00	$ 1,033.66
4-022-040-00	BERGMAN, JESSE R	303 BIRCH CT SW	16.094.0150	$ 676.07	$ 30.00	$ 706.07
4-023-150-00	LARSON, IMOGENE	520 BIRCH ST SW	16.070.0070	$ 83.67	$ 30.00	$ 113.67
4-027-220-00	WRIGHT, LINDA AND GEORGE	719 N BROOKVIEW LN SW	16.041.0080	$ 727.47	$ 30.00	$ 757.47
4-027-330-02	AMMANN, MATT	608 S BROOKVIEW LN SW	16.041.0141	$ 324.75	$ 30.00	$ 354.75
4-027-350-03	ALEXANDER, JUSTINE MEHLE & KESTON	612 S BROOKVIEW LN SW	16.041.0140	$ 501.49	$ 30.00	$ 531.49
4-034-030-01	BLAIDO, NOAH	608 CEDAR ST SW	16.045.0220	$ 102.36	$ 30.00	$ 132.36
4-034-130-08	JONES, CLAYTON RAINEY & RHONDA	805 CEDAR ST SW	16.071.0120	$ 288.23	$ 30.00	$ 318.23
4-034-210-08	LEWIS, JOSEPH	821 CEDAR ST SW	16.071.0080	$ 47.29	$ 30.00	$ 77.29
4-039-100-04	WEBBER, MICHELLE	1114 CIMARRON TRL SW	16.101.0030	$ 113.36	$ 30.00	$ 143.36
4-047-070-04	ARNOLD, CASSIE	309 DOGWOOD ST SW	16.082.0350	$ 164.30	$ 30.00	$ 194.30
4-047-320-01	FELZ, MARILYN	523 DOGWOOD ST SW	16.073.0270	$ 242.48	$ 30.00	$ 272.48
4-047-340-00	SCHMITT, ZAC	600 DOGWOOD ST SW	16.073.0170	$ 467.53	$ 30.00	$ 497.53
4-047-450-01	DALRYMPLE, THOMAS	809 DOGWOOD ST SW	16.073.0150	$ 819.94	$ 30.00	$ 849.94
4-047-510-00	BERRY, JILL	813 DOGWOOD ST SW	16.073.0160	$ 254.72	$ 30.00	$ 284.72
4-049-075-01	SEDERSTROM, SAMANTHA	700 EDGEWOOD ST SW	16.103.0040	$ 27.65	$ 30.00	$ 57.65
4-050-090-01	ROTTELO, JOE	112 ELIZABETH ST SW	16.050.0870	$ 984.82	$ 30.00	$ 1,014.82
4-052-060-03	MCCAULEY, RICK	306 ELM ST SW	16.085.0050	$ 589.97	$ 30.00	$ 619.97
4-052-130-02	RICKEY, ADAM	413 ELM ST SW	16.085.0330	$ 207.09	$ 30.00	$ 237.09
4-054-040-01	GREGORY, BLAKE & KASSIE	1107 EVERGREEN ST SW	16.076.0690	$ 99.70	$ 30.00	$ 129.70
4-056-090-01	SEIBERT, JEFF	704 FIR ST SW	16.103.0470	$ 214.75	$ 30.00	$ 244.75
4-057-080-01	STRIKE, JENNI	808 FLINTWOOD ST SW	16.085.0430	$ 295.69	$ 30.00	$ 325.69
4-058-010-06	STROMDAHL, CHAD GENZLER & SHERRY	803 GLENWOOD ST SW	16.085.0290	$ 231.69	$ 30.00	$ 261.69
4-060-006-01	GILBERTSON, DAVID	701 GREENWOOD ST SW	16.103.0720	$ 269.67	$ 30.00	$ 299.67
4-066-010-03	SAVAGE, CHRISTOPHER	1100 IRONWOOD AVE SW	16.111.0400	$ 248.27	$ 30.00	$ 278.27
4-069-015-00	TOWNSWICK, MARK	1107 MADISON AVE SW	16.031.2600	$ 260.12	$ 30.00	$ 290.12
4-072-080-01	JOHNSON, DANIELLE	1110 MAPLEWOOD CT SW	16.095.0300	$ 237.80	$ 30.00	$ 267.80
4-073-150-02	SCHOENING, SARAH	601 MARION ST SW	16.063.0180	$ 404.77	$ 30.00	$ 434.77
4-078-240-00	HANSON, JEANNETTE L	801 NINA ST SW	16.065.0160	$ 272.74	$ 30.00	$ 302.74
4-081-010-02	TAPPLIN, TYLER	601 PAGE ST SW	16.066.0200	$ 47.11	$ 30.00	$ 77.11
4-081-160-01	LEE, KIM	808 PAGE ST SW	16.066.0030	$ 642.73	$ 30.00	$ 672.73
4-084-013-00	ANDERSON, THOMAS & DAWN	503 S PASSAGE SW	16.031.0910	$ 231.23	$ 30.00	$ 261.23
5-070-480-01	THERY, TIFFANY	718 MAIN ST W	16.079.0090	$ 385.05	$ 30.00	$ 415.05
9-000-260-00	HALVORSON TRUSTEE, DUANE M & JEANNINE I	PARCEL ID - 16.029.2300	16.029.2300	$ 259.56	$ 30.00	$ 289.56
9-000-460-00	FLAHERTY REYES LLC	403 RAILROAD AVE SE	16.030.3500	$ 58.71	$ 30.00	$ 88.71
9-000-480-00	COLBAUGHS COUNTRY CRAFTS	PARCEL ID - 16.030.4100	16.030.4100	$ 202.28	$ 30.00	$ 232.28
9-000-570-01	GRAVEM, JONATHAN	304 TOWNSEDGE RD SE	16.032.0702	$ 128.18	$ 30.00	$ 158.18
9-000-630-00	LAROWE, SCOTT D & KRISTI L	PARCEL ID - 16.033.0500	16.033.0500	$ 224.28	$ 30.00	$ 254.28
9-000-900-00	HARRIS, JAMES C	459 3RD AVE NW	16.040.0941	$ 128.18	$ 30.00	$ 158.18
9-001-240-00	ZEHMS, MARY	PARCEL ID - 16.051.0060	16.051.0060	$ 128.18	$ 30.00	$ 158.18
9-001-450-01	CREEKSIDE TOWNHOUSES & ASSOCIATION	PARCEL ID - 16.057.0110	16.057.0110	$ 38.55	$ 30.00	$ 68.55
9-001-550-00	EDGERTON, JOHN V & AMY M	208 TOWNSEDGE RD SE	16.064.0040	$ 128.18	$ 30.00	$ 158.18
9-001-560-00	GODDEN, AARON T & COURTNEY J	204 TOWNSEDGE RD SE	16.064.0050	$ 27.29	$ 30.00	$ 57.29
9-003-520-01	DAVIS, ERIC	PARCEL ID - 16.106.0120	16.106.0120	$ 114.20	$ 30.00	$ 144.20
9-003-570-01	FUSION NAILS	PARCEL ID - 16.108.0050	16.106.0050	$ 67.64	$ 30.00	$ 97.64
9-004-400-01	FEIG, TSANN CREW & STEVEN	PARCEL ID - 16.112.0240	16.112.0240	$ 46.75	$ 30.00	$ 76.75
9-004-670-01	PD & H PROPERTIES	PARCEL ID - 16.113.0740	16.113.0740	$ 536.83	$ 30.00	$ 566.83
9-004-680-01	PD & H PROPERTIES LLC	PARCEL ID - 16.113.0750	16.113.0750	$ 58.30	$ 30.00	$ 88.30
9-005-750-01	LAROWE, SCOTT	PARCEL ID - 16.503.0020	16.503.0020	$ 152.92	$ 30.00	$ 182.92
				$ 37,794.47	$ 1,120.00	$ 35,914.47

A Community For Generations

Isanti

Request for City Council Action

To: Mayor and City Council
From: Sheila Sellman, Community Development Director
Date: November 17, 2020
Subject: Sale of EDA and city land PID 16.029.1400 and 16.053.0151 to UPS

Background:
In May 2019, the EDA directed staff to start negotiations with UPS to sell the EDA owned land east of UPS (PID 16.029.1400) and city owned land 16.053.0151. UPS plans to expand their existing facility. The city attorney and UPS are negotiating the details of the sale and land combination with a sales price of $165,000.00 The city attorney has recommended that the EDA DEED their land to the City and the City will work out the subdivision/land combination with UPS.

At the November 4, 2020 EDA meeting the EDA held a public hearing on the sale. The EDA approved the sale.

Recommendation:
Staff recommends approving the purchase agreement for the sale.

Attachments:

- Purchase Agreement

AGREEMENT FOR PURCHASE AND SALE

THIS AGREEMENT FOR PURCHASE AND SALE (this "Agreement") is made and entered into as of the ____ day of November, 2020, (the "Effective Date") by the City of Isanti Economic Development Authority, Minnesota, a public body corporate and politic and political subdivision of the State of Minnesota ("Authority"), and the City of Isanti, a municipal corporation of the State of Minnesota ("City"), both with an address at 110 1st Avenue NW, Isanti, Minnesota 55040, Attn: Ms. Sheila Sellman, email: ssellman@cityofisanti.us (collectively hereinafter, Authority and City are referred to as "Seller"), and BT Property, LLC, a Delaware limited liability company, having a business address at 55 Glenlake Parkway, NE, Atlanta, GA 30328, Attn: Real Estate Dept./Contract Administrator, emails: bharder@ups.com and rrubin@ups.com ("Buyer").

RECITALS:

A. Buyer owns that certain real property consisting of approximately 2.46+/- acres of land with the improvements thereon, with an address of 500 East Dual Boulevard NE, in the City of Isanti, Isanti County, Minnesota (Parcel I.D. #16.053.0130) (the "Buyer Property").

B. Authority owns that certain unimproved land, the "EDA Parcel" (Parcel I.D. #16.029.1400) in fee simple located nearby the Buyer Property (which is adjacent to and contiguous with the City Parcel defined immediately below), and as more particularly described on Exhibit "A" which is attached hereto and made a part hereof. Seller has agreed to convey the EDA Parcel to Buyer in accordance with the terms and conditions set forth herein below. The EDA Parcel includes approximately 4.0 acres of land as described and shown on Exhibit "A".

C. This purchase shall also include certain other real property owned by City consisting of an approximately .45 acre portion of the tract of land labeled as the "City Parcel" which is contiguous with the Buyer Property and the EDA Parcel, is shown on Exhibit "A", which Seller has also agreed to convey to Buyer (the City Parcel is a portion of Parcel I.D. #16.053.0151) in accordance with the terms and conditions set forth herein below. The EDA Parcel and the City Parcel are sometimes collectively hereinafter referred to as the "City Property").

D. City has agreed to file a re-plat in the real estate records of Isanti County, Minnesota, combining the City Parcel and the EDA Parcel (as described on Exhibit "A") on or before closing.

E. Buyer desires to purchase the City Property from the Seller, and Seller desires to sell the City Property to Buyer in accordance with the terms and conditions contained in this Agreement.

AGREEMENT:

NOW, THEREFORE, for and in consideration of the sum of Eight Thousand Two Hundred Fifty Dollars ($8,250.00) to be paid by Buyer to Stewart Title Guaranty Company as "Escrow Agent" as earnest money and deposited into an interest bearing account as set forth in Section 2 below (the "Deposit'), and in further consideration of the premises, the mutual promises, covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. AGREEMENT TO SELL AND PURCHASE. Seller agrees to sell, transfer and convey to Buyer, and Buyer agrees to purchase from Seller, the City Property, for the "Purchase Price," as such term is defined in Section 2 hereof, and in accordance with the terms and subject to the conditions hereinafter set forth. The City Property shall include the real property as described in Exhibit "A" together with all buildings and

other improvements located on and all easements, rights and privileges appurtenant to the foregoing (the "Real Property"); all of Seller's right, title and interest in and to all fixtures attached to the City Property, plus all of Seller's personal property located thereon except that listed on Exhibit "B" attached hereto (the fixtures and the specific personal property are herein called the "Personal Property"); all of Seller's interest as landlord in all leases, subleases and other occupancy agreements for any portion of the Real Property, and all guaranties thereof, if any (the "Leases"); all of Seller's right, title and interest in and to all contracts and agreements relating to the ownership, operation or maintenance of the Real Property that Buyer notifies Seller in writing prior to the Closing, as herein defined, that Buyer desires that Seller not terminate (the "Contracts"); and all certificates of occupancy, zoning variances, building, use or other permits, approvals, authorizations, licenses and consents obtained from any governmental authority or other person in connection with the development, use, operation or management of the Real Property, including, without limitation, any of the foregoing relating to the undeveloped portion of the Real Property (the "Permits"); all land development plans, as-built plans, surveys, drawings and other plans and specifications relating to the land or buildings comprising the Real Property (the "Plans"); and all payment and performance bonds or warranties or guarantees relating to the Real Property in favor of Seller, including, without limitation, warranties on all of the buildings in the Real Property (the "Warranties"). Notwithstanding the foregoing, Seller shall only be required to transfer Contracts, Permits and Warranties that are transferable without the consent of any third party and those for which any required consents to transfer are obtained by Buyer.

Seller agrees to sell, transfer and convey to Buyer, and Buyer agrees to purchase from Seller, the City Property, for the "Purchase Price," as such term is defined in Section 2 hereof, and in accordance with the terms and subject to the conditions hereinafter set forth.

2. PURCHASE PRICE. Buyer shall pay as the purchase price (the "Purchase Price") to Seller for the City Property the sum of One Hundred Sixty-Five Thousand Dollars ($165,000.00):

(a) Within five (5) business days after the full execution of this Agreement by Buyer and Seller and the delivery of the fully executed Agreement to Buyer (the "Effective Date"), Buyer shall wire transfer the Deposit to Escrow Agent (hereafter identified), to be held in an interest bearing account as earnest money. If this Agreement is terminated herein for any reason other than as a result of Buyer's default pursuant to Section 11.2 herein, the Deposit and all interest earned thereon shall be returned to Buyer. If the Escrow closes, the Deposit and the interest earned thereon, shall be credited against the total Purchase Price, and the Deposit, and any interest earned thereon, shall be paid to Seller. If Buyer is entitled at any time to the return of the Deposit as provided in this Agreement, any interest thereon shall be paid to Buyer. If Seller is entitled to the Deposit due to a Buyer default hereunder, any interest thereon shall be paid to Seller.

(b) The Purchase Price less the Deposit (and any interest earned thereon) and less all other credits due Buyer shall be paid by Buyer to Seller by wire transfer of federal funds at the closing of the sale of the City Property to Buyer (the "Closing").

(c) Notwithstanding anything to the contrary, One Hundred and No/100 Dollars ($100.00) of the Deposit shall be independent consideration ("Independent Consideration") for Seller's execution and delivery of this Contract and shall be non-refundable under all circumstances.

3. ENTRY UPON PROPERTY. Seller agrees that Buyer and its agents and employees shall have the right to enter upon the City Property after the date hereof for the purposes of making inspections of the City Property, obtaining surveys of the City Property, performing soil and environmental testing, or for any other purposes as are deemed necessary or appropriate by Buyer. Buyer shall provide Seller with written notice

prior to commencing any Phase II environmental assessment and shall provide Seller with a copy of all reports generated from such testing. Buyer will indemnify and hold Seller harmless from and against any loss, claim, cause of action or actions to the City Property, that result from Buyer's negligent acts, or those of Buyer's agents, on the City Property prior to the Closing. Buyer shall not be responsible for any loss, claim, cause of action or actions resulting, directly or indirectly, from a pre-existing condition on or about the City Property. In the event that the Closing does not occur, Buyer shall repair any damage to the City Property caused by Buyer's acts as may be practicable to place the City Property in a substantially similar condition as it was prior to such inspections and testing.

Within five (5) days of the date of this Agreement, Seller will provide Buyer with copies of any environmental studies and reports, plans, specifications, drawings, surveys, documents and other information pertaining to the City Property in the possession of Seller or available to Seller. In the event that this Agreement is terminated for any reason, Buyer shall promptly return such information to Seller or destroy the same.

4. CLOSING. 4.1. The Closing shall take place no later than thirty (30) days after the end of the "Investigation Period" (as defined in Section 9.2 hereof, and please see Section 9.2(a) with regard to Buyer's right to accelerate Closing) on a date (the "Closing Date") selected by Buyer. The Closing shall take place in escrow at the offices of the Escrow Agent. Unless otherwise agreed in writing between the parties, the Closing shall take place in escrow. It is agreed that time is of the essence.

4.2 Seller shall deliver to Escrow Agent on or before the Closing Date the following documents duly executed and acknowledged where required by Seller:

(A) Warranty Deed (the "Deed") in proper form for recording in substantially the same form as Exhibit "C" which is attached hereto and made a part hereof conveying good and marketable fee simple title to the City Property to Buyer or to Buyer's nominee subject only to the Permitted Exceptions;

(B) Non-foreign Certification by Seller reasonably acceptable to Buyer and the title company and/or Escrow Agent (the "FIRPTA");

(C) Evidence reasonably satisfactory to Buyer and Escrow Agent that the person executing the documents is duly authorized by Seller to act on its behalf and a certified copy of the ordinances and/or resolutions authorizing the transactions that Seller is obligated for under this Agreement;

(D) Seller's Affidavit in the standard form required by the Escrow Agent;

(E) A Closing Statement as prepared by the Escrow Agent consistent with the terms of this Agreement;

(F) A termination of the farm lease or license, if any, affecting the City Property.

(G) Such other documents as may be reasonably required by Buyer or the Escrow Agent.

4.3 Buyer shall deliver to Escrow Agent on or before the Closing Date, the Purchase Price and the following documents duly executed and acknowledged where required by Buyer:

(A) A Closing Statement as prepared by the Escrow Agent consistent with the terms of this Agreement; and

(B) Such other documents as may be reasonably required by the Escrow Agent.

The delivery to the Escrow Agent by the Buyer of the Purchase Price, and by Seller of the duly executed Deed conveying title to Buyer or its nominee in the condition as required herein together with all other documents and instruments required to be delivered and signed by the terms of this Agreement shall be deemed to be a good and sufficient tender of performance of the terms hereof.

5. TITLE TO THE CITY PROPERTY; RE-PLATTING .

(a) Fee simple title to the City Property shall be conveyed at the time of Closing by the Deed from Seller to Buyer, free of liens, encumbrances, judgments, tenancies, covenants, conditions, restrictions, easements and rights-of-way, whether recorded or unrecorded; subject, however, to (i) those matters (if any) which are not Impermissible Exceptions and which Seller is not required to clear from its title pursuant to the terms of this Section 5 (collectively, the "Permitted Exceptions"). At the Closing, title is to be marketable, good of record and insurable without exception, other than the Permitted Exceptions, at standard market rates by the Title Company.

(b) Buyer shall order a title commitment for the City Property. The cost of such commitment and a standard coverage owner's policy of title insurance in the amount of the Purchase Price shall be at Buyer's expense. Prior to the expiration of the Investigation Period, Buyer shall give notice to Seller of any limitations upon, or defects in, the City Property which Buyer, in Buyer's sole discretion, finds unacceptable (collectively, the "Impermissible Exceptions"). Within ten (10) days after Buyer delivers said list to the Seller, Seller shall deliver to Buyer a written response designating those Impermissible Exceptions (except deeds of trust, mortgages, security interests, judgments, fines, violations, liens and other monetary encumbrances or matters which by their terms can be cured solely by the payment of money, all of which must be cleared and removed from the record by Seller at Seller's expense prior to or at Closing) that Seller elects not to, or is not able to, clear from its title to the City Property on or before the Closing. If any of the Impermissible Exceptions which Seller elects not to cure are unacceptable to Buyer, Buyer in its sole discretion shall be entitled to terminate this Agreement within the fifteen (15) day period following Buyer's receipt of written notice from Seller that Seller elects not to cure such Impermissible Exceptions. If Buyer chooses to terminate this Agreement, Buyer shall be entitled to receive a full refund of the Deposit plus any interest earned thereon. If Buyer does not elect to terminate this Agreement within the time period provided herein, the Impermissible Exceptions that Seller elected not to cure shall become Permitted Exceptions. Notwithstanding anything to the contrary herein, by or at the Closing, Seller shall at Seller's own cost and expense clear title to the City Property of and from all Impermissible Exceptions which consist of deeds of trust, mortgages, security interests, judgments, fines, violations, liens, and other monetary encumbrances or other matters which by their terms may be cured solely by the payment of money and those items which Seller elects to cure.

(c) Seller hereby agrees to cause the EDA Parcel to be deeded to the City, obtain an administrative split of the property constituting Parcel I.D. #16.053.0151 to enable the conveyance of the vertical portion of the City Parcel, as contemplated herein, and as described on Exhibit "A", and obtain all necessary governmental approvals for and prepare a preliminary draft of a plat combining and re-platting

the City Parcel and the EDA Parcel on or before the end of the Investigation Period, for Buyer's approval, such approval not to be unreasonably withheld.

6. REPRESENTATIONS AND WARRANTIES AND OTHER OBLIGATIONS OF SELLER. Seller hereby represents and warrants to Buyer in connection with the City Property, which representations and warranties shall be automatically deemed to be restated on and as of the Closing, and all of which shall survive the Closing:

6.1 Title, Authority and Conflict Matters, Condition.

(a) Seller has, and at the Closing will have, good, fee simple marketable title to the City Property, free and clear of all covenants, conditions, restrictions, easements, liens, charges, mortgages, deeds of trust or other security interests and encumbrances of every nature, kind or character whatsoever, subject only to the Permitted Exceptions.

(b) There are no condemnation or similar proceedings which are pending or, to Seller's actual knowledge, threatened against the City Property or any part thereof, nor to Seller's actual knowledge are there any governmental plans to appropriate or purchase any portion of the City Property.

(c) There are no leases affecting any portion of the City Property, nor are there any parties entitled to be in possession of the City Property.

(d) Seller has not received any written notification from any governmental agency, authority or instrumentality of any pending or threatened assessments on or against the City Property to secure or pay the cost of public improvements to be made with respect to the City Property or any part thereof nor has the Seller issued any such notification nor does Seller have any knowledge of the issuance of any such notification by any other governmental agency.

(e) Seller has all requisite power and authority to execute, deliver and perform this Agreement and all documents and instruments referred to herein to be executed, delivered and performed by Seller, and all necessary or appropriate consents, authorizations or approvals required in connection with the execution, delivery and performance by Seller of this Agreement and the other documents and instruments referred to herein have been duly obtained by Seller.

(f) The conveyance of the City Property to Buyer pursuant hereto will not violate any applicable statute, ordinance, resolution, governmental restriction or regulation, or any private restriction or agreement binding upon or otherwise applicable to Seller or the City Property.

(g) Seller has not received any written notice of nor has any actual knowledge of any contemplated or actual reassessment of the value of the City Property for ad valorem real estate tax purposes, other than any such reassessment which may occur by virtue of the sale of the City Property to Buyer and recordation of the Deed to the City Property, and the City Property will be separately assessed with the Buyer Property for ad valorem real estate tax assessment purposes and shall not be combined with any other real property for such tax assessment purposes.

(h) Seller has not granted or entered into any commitments or other agreements, including, without limitation, any right of first refusal or option to purchase, with or in favor of any third party, which would or could prevent the Seller from consummating the sale of the City Property to Buyer pursuant to

this Agreement or which would bind Buyer subsequent to the consummation of the purchase of the City Property by Buyer.

(i) Improvements. To the best of Seller's knowledge, the improvements on the City Property, if any, are in good repair.

(j) The present zoning classification of the EDA Parcel is I-1, Industrial Park District, and the City Parcel is not zoned. The City Parcel shall be rezoned by the City to the following zoning classification such that Buyer's use of the City Property as a parcel distribution center and for all related and ancillary purposes shall be permitted as of right thereon: I-1, Industrial Park District.

(k) Seller has disclosed to the Buyer the existence of a drainage ditch located on the City Parcel. In the event that Buyer elects to close on the City Property, Seller hereby represents, warrants and agrees that Seller will reasonably cooperate with Buyer with respect to the approval of plans, providing and obtaining governmental approvals, modifying any existing easements, and as otherwise may reasonably be necessary, if the Buyer elects to relocate the drainage ditch. Seller's obligation to cooperate with any election by Buyer to relocate the drainage ditch shall survive Closing.

*6.2 **Environmental Matters***. To Seller's actual knowledge:

(a) No portion of the City Property constitutes "wetlands" under the Clean Water Act, applicable regulations or other state or federal law.

(b) The City Property, including, but not limited to, the soil, groundwater and soil vapor of the City Property does not contain a Hazardous or Toxic Substance (as defined below).

(c) During the time which Seller has owned the City Property, neither Seller nor any third party, has used, generated, manufactured, stored or disposed of on, under, or about the City Property or transported to or from the City Property nor has there been or is there on the City Property, any Hazardous or Toxic Substances.

(d) Neither Seller nor the City Property is subject to any existing, pending or threatened investigation by any governmental authority under any applicable federal, state or local law, regulation or ordinance pertaining to air and water quality, the handling, transportation, storage, treatment, usage, or disposal of Hazardous or Toxic Substances, air emissions, and other environmental matters.

(e) No leak, spill, release, discharge, emission, or disposal of Hazardous or Toxic Substances has occurred on the City Property.

(f) No conditions exist on the City Property which would necessitate remedial action by Seller under any environmental law.

(g) No liens have been asserted against the City Property or the buildings, improvements or fixtures located thereon, for all or any portion of the costs or expenses associated with the reclamation or clean-up of any waste disposal site or other City Property under any environmental laws.

(h) No restrictions or covenants have been placed on the City Property or which restrictions or covenants are threatened to be imposed on the City Property which arise from or are attributable to any Hazardous Substances or any environmental agency having jurisdiction over the City Property.

For the purposes of this Agreement, "Hazardous or Toxic Substances" shall be interpreted broadly to include, but not be limited to, any material or substance that is defined or classified under federal, state, or local laws as: (a) a "hazardous substance" pursuant to section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601(14), section 311 of the Federal Water Pollution Control Act, 33 U.S.C. §1321, as now or hereafter amended; (b) a "hazardous waste" pursuant to section 1004 or section 3001 of the Resource Conservation and Recovery Act, 42 U.S.C. §§6903, 6921, as now or hereafter amended; (c) a toxic pollutant under section 307(a)(1) of the Federal Water Pollution Control Act, 33 U.S.C. §1317(a)(1); (d) a "hazardous air pollutant" under section 112 of the Clean Air Act, 42 U.S.C. §7412, as now or hereafter amended; (e) a "hazardous material" under the Hazardous Materials Transportation Uniform Safety Act of 1990, 49 U.S.C. App. §1802(4), as now or hereafter amended; (f) toxic or hazardous pursuant to regulations promulgated now or hereafter under the aforementioned laws; or (g) presenting a risk to human health or the environment under other applicable federal, state or local laws, ordinances, or regulations, as now or as may be passed or promulgated in the future. "Hazardous Substances" shall also include all garbage fill material and waste, whether or not hazardous, and shall also mean any substance that after release into the environment and upon exposure, ingestion, inhalation, or assimilation, either directly from the environment or directly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavior abnormalities, cancer, or genetic abnormalities. "Hazardous or Toxic Substances" specifically includes, but is not limited to, asbestos, polychlorinated biphenyl's ("PCBs"), petroleum and petroleum-based derivatives, and urea formaldehyde.

All representations, warranties, covenants and obligations in this Agreement, and any other certificate or document delivered pursuant to this Agreement, shall survive the date of the Agreement and the delivery of the deed to Buyer. To the extent allowed by law, Seller shall indemnify Buyer, its successors and assigns against, defend, and hold all of them harmless from, all damages and liabilities arising, directly or indirectly, from or in connection with (a) any breach by Seller of any representation or warranty, covenant, agreement or obligation made by Seller in this Agreement, or (b) the ownership, operation, or condition at any time on or prior to Buyer's original occupancy of the City Property.

If this transaction closes and Buyer purchases the City Property from Seller, the fact that Buyer has purchased the City Property shall not be deemed evidence or an indication that the City Property purchased at the time of Closing, was free from all Hazardous Substances, debris or waste, or that Buyer has waived any of Seller's representations in that regard.

7. COVENANTS OF SELLER. In addition to the other covenants and agreements contained in this Agreement, Seller hereby covenants with Buyer that from and after the date of this Agreement and through the date of Closing, Seller:

(a) shall not sell, grant, convey, mortgage, lease, encumber or dispose of the City Property or any part thereof or the improvements located thereon or the appurtenances thereunto belonging;

(b) shall not allow any lien, claim, demand or encumbrance of any nature, kind or character to be asserted against the City Property or any part thereof, other than the lien of City Property taxes and assessments not yet then delinquent;

(c) shall not grant any easement, license or right-of-way in, to or through the City Property or any part thereof, or any leases with respect to the City Property;

(d) shall not create, nor allow to be created, any condition, restriction or covenant of any kind, character or nature whatsoever with respect to the City Property;

(e) shall not seek any change in the zoning of, or conditional use for, the City Property, except as may be requested by Buyer or as otherwise set forth in this Agreement;

(f) until the date of the Closing, at its sole cost and expense shall maintain the City Property and the improvements thereon in good and proper repair; and

(g) during the Investigation Period, Seller has agreed to re-plat the City Parcel and the EDA Parcel, as described in Exhibit A, at Seller's sole cost and expense, in accordance with Section 5(c) and to the satisfaction of Buyer, and in compliance with all applicable legal requirements.

8. INTENTIONALLY OMITTED

9. CONTINGENCIES.

9.1 Buyer's Contingencies. Buyer's obligations to purchase the City Property under this Agreement are expressly made subject to the conditions precedent hereinafter enumerated (all of which are for the sole benefit of Buyer and not of Seller) (the "Buyer's Contingencies"), which must have either been met or expressly waived in writing by Buyer on or before the Closing:

(a) Buyer shall have obtained a commitment from Stewart Title Guaranty Company (the "Title Insurance Company") for an Owner's Policy of Title Insurance with respect to the City Property, in the amount of the Purchase Price, which shall be subject only to the Permitted Exceptions. Such commitment may also show mortgages, deeds of trusts, security interests, judgments, fines, violations, liens or other monetary encumbrances, all of which shall be deemed Impermissible Exceptions, and must be removed from the record and the Owner's Policy of Title Insurance by Seller at its expense at Closing.

(b) The survey obtained by Buyer herein shall be satisfactory to Buyer in Buyer's sole discretion and the re-plat to be prepared and filed by Seller in accordance with the terms and conditions of Section 5(c) above shall also be satisfactory to Buyer in Buyer's sole discretion.

(c) Buyer shall have determined to its complete satisfaction that no portion of any of the City Property constitutes "wetlands" under the Clean Water Act.

(d) Buyer shall have verified to its complete satisfaction the truthfulness and accuracy of all the representations and warranties contained in Section 6 hereof.

(e) Buyer shall have verified to its complete satisfaction that all necessary utilities, water rights, fire, police protection and access are or will be available for Buyer's intended use of the City Property.

(f) Buyer shall be satisfied with the zoning of the City Property in Buyer's sole discretion.

(g) Buyer shall have determined to its complete satisfaction that there are no easements, ordinances, codes, covenants, restrictions, rules, or regulations, either existing or proposed, that would preclude or interfere with Buyer's intended use of the City Property.

(h) Buyer received any approvals necessary for its use of the City Property and all appeal periods shall have expired and any appeals shall have been resolved in favor of Buyer.

(i) Buyer has performed to its satisfaction any and all testing Buyer desires to undertake on the City Property including but not limited to environmental testing and Buyer elects not to terminate the Agreement.

(j) Intentionally deleted.

(k) The City Property shall be otherwise acceptable to Buyer in Buyer's sole discretion.

9.2 Investigation Period.

(a) Buyer shall have the period of ninety (90) days after the Effective Date of this Agreement within which to satisfy the foregoing contingencies and to perform any tests on the City Property that Buyer believes, in its sole discretion, are appropriate or which Buyer desires. If Buyer has been unable to satisfy any of the contingencies set forth herein above within such time period, upon giving Seller written notice of such prior to the expiration of said 90 day period or prior to the end of any of the following extension periods, Buyer shall have three (3) additional thirty (30) day periods within which to satisfy the foregoing contingencies (collectively referred to herein as the "Investigation Period"). During the Investigation Period, Seller shall complete the re-zoning of the Middle Property. Notwithstanding anything to the contrary contained herein, from and after the 60th day of the Effective Date, Buyer shall have the right on no less than fifteen (15) days advance written notice to Seller to cause the Closing of the City Property to occur in accordance with the terms and conditions of this Agreement.

(b) In the event any of the Buyer's Contingencies have not been met on or before the last day of the Investigation Period or Buyer is not satisfied, in its own discretion, with the results of its due diligence with respect to the City Property, at Buyer's sole option, this Agreement shall become null and void, neither party hereto shall have any liability to or recourse against the other pursuant to this Agreement, except with respect to obligations that expressly survive the termination of this Agreement, and the Escrow Agent shall return the Deposit and all interest earned thereon to Buyer.

10. OBLIGATIONS AT CLOSING; PRORATIONS.

10.*1 Obligations at Closing*. At the Closing, the following shall occur:

(a) Buyer shall deliver the Purchase Price to Escrow Agent, in immediately available funds, provided, however, Seller hereby irrevocably authorizes Escrow Agent and the closing attorney, if any, to apply (by paying such amount directly to the holder of such lien) so much of the Purchase Price as is necessary to pay off and discharge of record all mortgages, liens and encumbrances on the City Property.

(b) Seller shall execute, acknowledge and deliver to Buyer the Deed in substantially the same form as Exhibit "C" which is attached hereto and made a part hereof, conveying good and marketable, fee

simple title to the City Property, free and clear of all liens, encumbrances and defects other than City Property taxes and assessments not yet then due and payable and the Permitted Exceptions.

(c) Seller shall pay all assessments and real estate taxes due and owing against the City Property, its attorneys' fees, all costs and fees to prepare and file the re-plat described in Section 5(c) above, costs to record any documents to satisfy title matters, transfer tax and state documentary fee, if any, all title search and examination fees, and all deed preparation costs. Buyer shall pay the recording fees for the Deed, Buyer's attorney's fees, the cost of the survey of the City Property, if so ordered by Buyer and the cost of the title commitment (unless there is no separate charge for the commitment and/or the charge therefore is for the title search and examination fees, which shall be borne by City) and Buyer shall bear the cost of Buyer's title policy and State deed tax. The parties shall split equally any escrow and closing fees. All other costs shall be paid by the party as is customary in the jurisdiction in which the City Property is located.

(d) Seller shall deliver complete and unconditional releases of any and all mortgages or other encumbrances creating liens on the City Property.

(e) Seller shall also execute and deliver the FIRPTA and a form W-9 setting forth Seller's social security number and address.

(f) Seller shall deliver possession of the City Property to Buyer at the Closing, free of the possession of all persons or entities and of all debris and trash.

(g) Seller shall execute and deliver to the Title Insurance Company such affidavits, consents, resolutions or other agreements as may be required to delete all Impermissible Exceptions to title as may be set forth in the title commitment.

(h) Seller will file the plat described in Section 5(c) above in the real estate records of Isanti County, Minnesota.

(i) Seller shall deliver all other documents duly executed and acknowledged by Seller which are required to be delivered by Seller at Closing pursuant to this Agreement including but not limited to those required to be delivered and duly executed in Section 4 herein.

10.*2* Prorations. The parties shall prorate, on the basis of a three hundred sixty-five (365) day year, and in the manner customarily followed in Isanti County, Minnesota through the actual date of the Closing, all rent, taxes and assessments on the City Property that are due and payable in the calendar year in which the Closing occurs.

11. DEFAULT.

11.1 In the event that Seller fails to carry out the terms of this Agreement or refuses to perform any Seller's obligations hereunder, Buyer may, at Buyer's option, treat this Agreement as null and void. If Buyer terminates this Agreement, Buyer shall be entitled to receive a prompt refund of the entire Deposit and any interest thereon. Further, Seller hereby acknowledges that the legal remedy for breach by Seller of this Agreement shall be inadequate and that Buyer shall be entitled to a decree of specific performance

compelling the sale and conveyance of the City Property, or any portion thereof, to Buyer. In addition to all of the foregoing remedies, in the event of a breach of this Agreement by Seller, Buyer shall have all other rights and remedies against Seller as permitted by law or equity.

11.2 . In the event Buyer materially breaches this Agreement, Seller's sole remedy as a consequence thereof shall be to retain the Deposit, and Buyer shall have no further liability, responsibility or obligation to Seller under this Agreement or in connection with the subject matter hereof, except for its indemnification obligations described in Section 3 hereof and any other obligations of Buyer under this Agreement that expressly survive any termination of this Agreement.

12. RISK OF LOSS. All risks of loss of any kind with respect to the City Property, including, but not limited to, damage or destruction of the City Property and improvements thereon and condemnation of the City Property, shall remain upon Seller until the Closing. In the event any portion of the City Property is damaged by fire or other casualty at any time after the date hereof and prior to the Closing, Buyer may, at its sole election, either: (i) terminate this Agreement, whereupon the Deposit shall be returned to Buyer; or (ii) elect to purchase the City Property, whereupon Seller shall assign, transfer and set over unto Buyer at the Closing all of Seller's right, title and interest in and to all insurance proceeds payable in connection with such casualty and shall pay over to Buyer all such proceeds that already have been paid to Seller or on Seller's behalf and Buyer shall receive a credit equal to the deductible amount under Seller's insurance policy. In the event that, prior to the Closing Date, a governmental entity shall commence, or give written notice of its intent to commence, any condemnation proceeding to take any portion of the City Property, Buyer shall have the option either to (a) elect to terminate this Agreement, in which case the Deposit will be returned to Buyer within three (3) days, or (b) complete the acquisition of the City Property, in which case Buyer shall be entitled to the proceeds of such taking, and shall have the right to negotiate and/or litigate the award and Seller shall take such further actions as reasonably may be requested by Buyer in connection therewith. Seller shall promptly notify Buyer of any condemnation proceedings that Seller becomes aware of during the pendency of this Agreement.

13. INTENTIONALLY DELETED.

14. COMMISSIONS. Seller and Buyer each represent and warrant to the other that no real estate commission, broker's fee or other similar fee or commission is now or shall at any time be due with respect to this Agreement except for a brokerage fee due Jupiter Realty Services, LLC ("Buyer's Broker"), the commission of which will be paid for by Seller pursuant to a separate agreement. If any claims for such fees or commissions are made against any of the parties in connection with this transaction (other than the commission due Buyer's Broker), all such claims shall be handled and paid by the party whose actions or alleged commitments formed the basis of such claim, and such party further agrees to indemnify and hold harmless the other party from and against any and all such claims or demands.

15. MISCELLANEOUS.

(a) Assignment of Agreement. Buyer may assign this Agreement to an entity owned in whole or in part by Buyer or an owner of Buyer without the prior written consent of Seller.

(b) Binding Effect. This Agreement shall run to the benefit of Buyer, its successors and assigns, and shall be binding upon Seller and Seller's successors and assigns. All representations, covenants and warranties herein shall survive the Closing and delivery of the Deed.

(c) Notices. All notices or other communications required or permitted hereunder shall be in writing and shall be effective upon receipt whether delivered by personal delivery, email or UPS Next Day Air® delivery or sent by United States registered or certified mail, return receipt requested, postage prepaid, addressed to the respective parties as follows:

If to Buyer:

-See address at top of Page 1-

AND:

If to Seller:

-See address at top of Page 1-

Notices shall be deemed received upon the (a) the date of delivery if personally delivered or delivered via UPS Next Day Air® delivery, or (b) when sent, as shown on the sent receipt, if sent by email, or (c) if mailed, upon the date of receipt as disclosed on the return receipt. Notice of change of address shall be given by written notice in the manner detailed in this paragraph. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent.

(d) Headings. Descriptive headings herein are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

(e) Time of Essence. Time shall be of the essence with respect to the performance of all obligations of the parties hereunder.

(f) Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Minnesota.

(g) Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. .Pdf copies of the executed signature pages transmitted by email shall be effective and binding upon the parties as if such signatures were original signatures.

(h) Severability. If any part of this Agreement should be determined to be invalid, unenforceable, or contrary to law, that part shall be amended, if possible, to conform to law, and if amendment is not possible, that part shall be deleted and other parts of this Agreement shall remain fully effective, but only if, and to the extent, such modification or deletion would not materially and adversely frustrate the parties' essential objectives as expressed in this Agreement.

*(i) **Entire Agreement; Exhibits.*** This Agreement and all Exhibits attached hereto constitute the entire agreement among the parties as it relates to the subject matter hereof, and no amendment, alteration or modification of this Agreement shall be valid unless in each instance such amendment, alteration or modification is expressed in a written instrument duly executed by all of the parties to this Agreement. All Exhibits to this Agreement shall constitute part of this Agreement and shall be deemed to be incorporated in this Agreement by reference and made a part of this Agreement as if set out in full at the point where first mentioned.

*(j) **1031 Exchange.*** Either party may desire to exchange its fee title interest in the City Property for other City Property of like kind and qualifying use within the meaning of Section 1031 of the Internal Revenue Code of 1986, as amended and the regulations, promulgated thereunder. Each party expressly reserves their right to assign its rights under this Agreement to a Qualified Intermediary as provided in Internal Revenue Code Reg. 1.1031(k) - 1(g)(4) on or before the Closing Date. Each party agrees to cooperate reasonably with the other and to execute any documents reasonably necessary to effectuate such an exchange provided such documents do not in any manner increase the liabilities of the other party. For instance, Buyer shall not be required to execute any documents whereby Buyer enters into the chain of title of any City Property other than the City Property.

*(k) **Waiver of Jury Trial.*** To the extent permitted by law, each of Seller and Buyer hereby expressly waives any right to trial by jury of any action, cause of action, claim, demand, or proceeding arising under or with respect to this Agreement, or in any way connected with, related to, or incidental to the dealings of Seller and Buyer with respect to this Agreement and in each case, whether or not existing or hereafter arising, and whether sounding in contract, tort or otherwise. To the extent permitted by law, each of Buyer and Seller hereby agrees that any such action, cause of action, claim, demand, or proceeding shall be decided by a court trial without jury and that Seller or Buyer may file a copy of this Agreement with any court other tribunal as written evidence of the consent of each of Seller and Tenant to the waiver of its right to trial by jury.

*(l) **Performance.*** When the last day prescribed for performance hereunder falls on Saturday, Sunday, or a legal holiday, the performance of such act shall be considered timely if it is performed on the next succeeding day which is not a Saturday, Sunday, or a legal holiday.

16. ACCEPTANCE. This Purchase Agreement shall be binding on Buyer only if a fully-executed copy is delivered to Buyer on or before 5:00 p.m. on _____, 2020. Unless such delivery is made, this document shall be null and void.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

("Seller")

City of Isanti Economic Development Authority

By: _____
Its: _____
Date: _____ __, 2020

City of Isanti

By: _____
Its: _____

By: _____
Its: _____

Date: _____ __, 2020

("Buyer")

BT Property, LLC

By: _____
Its: _____
Date: _____ __, 2020

EXHIBIT "A"
LEGAL DESCRIPTION

EDA Parcel – PID 16.029.1400

The West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SE ¼ of NW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows, to-wit:

Commencing at the intersection of the North line of said forty acres and the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence west and along said North line a distance of 1036 feet, thence South and parallel with the East line of said forty acres a distance of 425 feet, thence East and parallel with the North line of said forty acres a distance of 977 feet, more or less, and to the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence Northeasterly and along said Westerly right-of-way line of Minnesota Trunk Highway No. 65 to the point of beginning and there to terminate.

Excepting the South 33' of the above described parcel.

City Parcel – PID: portion of 16.053.0151

The East 48 feet (E 48') of Lot One (1), Block Five (5), Dual Industrial Park, as measured at right angles to the East line of said Lot One (1), Isanti County, excepting therefrom the South 66 feet of said East 48 feet of said Lot One (1).

EXHIBIT "B"

SELLER'S PERSONAL PROPERTY

NONE

EXHIBIT "C"

[To be provided.]

BOLTON & MENK

Real People. Real Solutions.

K.3.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 10, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Services Proposal to Complete Liquor Store Design & Construction
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for engineering services for the building and site design of the proposed liquor store at 10 6th Avenue SE.

The proposed parking lot and building will meet City zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities depicted in the initial layout sketch attached.

Site Design & Construction:

We propose for Bolton & Menk to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store building.

We propose to complete the site design and specifications, through bidding, for an hourly, not to exceed, fee of $35,000.

We propose to complete site construction staking, project management, and site inspection services, for an hourly, not to exceed, fee of $30,000. This does not include building inspections.

Building Design & Construction:

We proposed to bring Brunton Architects onto the project team to perform the building design through construction. Their proposed scope of work and lump sum fee is attached and includes cost estimating, interior design, structural, mechanical, plumbing, electrical, and fire sprinkling design services from pre-design to project construction and project close out. Bolton & Menk will not add on any overhead fees to take on Brunton Architects as a sub-consultant.

Assumptions made in determining the scope of Brunton Architect's fees:

- Prefabricated concrete walls will be used to reduce project cost and engineering design costs.
- A non-pitched deck roof will be used as the base design.
  - A pitched metal roof would add approximately $300,000 in total project cost and require space inside the building to be taken up by typically roof mounted equipment such as HVAC.

Brunton Architects scope and fees in the attached document are proposed as a lump sum fee of $192,000. These fees are at industry standard and include interior design and alternate building renderings.

The proposed total engineering fees are significantly lower than the budgeted amount for these services.

Please contact me at (763) 200-2444 if you have any questions or need additional information.

BRUNTON
ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

HOPKINS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

November 10, 2020

Mr. Jason Cook, PE
Bolton & Menk, Inc.
7533 Sunwood Drive, NW
Suite #206
Ramsey, MN 55303
Jason.Cook@Bolton-Menk.com

RE: Professional Design Services for a New Retail/Municipal Liquor Store in Isanti, MN

Dear Jason:

All of us at Brunton Architects & Engineers are truly honored to be submitting a proposal that encompasses the extent of our professional design services offered. We believe it is the attention to detail that determines the difference between a good project and a great one. Our staff of architects, interior designers, and engineers are dedicated to working side by side with our clients while guiding them through the entire design process from beginning to end.

Brunton Architects & Engineers has assembled a design team with skills best suited for the municipal liquor store project planned for Isanti, Minnesota. Our team is ready and excited to provide architectural design, interior design, mechanical engineering, plumbing design, electrical engineering and structural design engineering services to ensure that the project is custom tailored to your client's specific needs. It is our understanding that the civil design engineering will be provided by Bolton & Menk and are not included as a part of this fee proposal.

Project Understanding

Design services included in this proposal are for an architectural precast concrete building with one steel beam and column line in the middle of the building to help reduce total construction costs. The building is being planned as having 23 ft sidewall heights, steel bar joist roof structure, metal deck, sloped structure with rigid insulation, and polished concrete floors in the retail areas of the building. The proposed building size is approximately 11,750 SF in its footprint. The building will be used as Municipal Liquor Store located in Isanti, MN and is to be located on a City owned commercial

lot. Design services included in this proposal are Architectural, Interior Design (color and material selections), Structural, Mechanical, & Electrical engineering. Preliminary cost estimating will also be provided by Brunton for use in helping to establish construction and FF&E Budgets. Civil design services will be employed directly by the City of Isanti.

At Brunton Architects & Engineers, we look at all design projects from owner, end user, and contractor viewpoints. We pride ourselves on being a design driven firm that is detail oriented in everything we do.

Below is a brief summary of our understanding of the project;

Project Description – Municipal Liquor Store

1. Number of Buildings:	One
2. Size:	roughly 11,750 SF
3. Height/Stories:	One Story
4. Construction Type:	Precast Concrete Walls and bar joist and deck roof**
5. Use:	Retail
6. Location:	Isanti, Minnesota

**An optional metal joist and standing seam metal roofing system can be explored for additional design fees as it greatly increases the design requirements of the project. Its estimated that the increase in construction costs for the different roof structure and roofing system, along with HVAC design requirements might be around $250,000-$350,000. As previously mentioned, the HVAC systems would need to convert to an air handling system and be ground mounted requiring more site area for the units to sit within in an enclosed area. If chosen, the design fee will increase by $36,000 due to additional detailing and engineering needed for all the trades effected.

ARTICLE 1 Scope of Services

1.1 Schematic Design Phase

1.11 The development of refined concept floor plans, a site plan, and exterior/design aesthetics will be developed based on the approved scope. In addition, design solutions will be provided for various exterior elevation studies that face the street.

1.12 Exterior renderings will be produced for review and approval by the City.

1.13 Building code analysis and review of site requirements.

1.14 Hold a meeting for review and approval of the Schematic Design Phase documents and drawings with associated costs.

1.2 Design Development Phase

1.21 Prepare necessary drawings to convey the next level of detail based on the approved Schematic Design Phase. Brunton Architects & Engineers will refine the design and our interior design department will prepare color and material options for your review and approval.

1.22 Coordination with civil, architectural, structural, mechanical, electrical, and plumbing design teams.

1.3 Construction Document Phase

1.31 Preparation and coordination of detailed civil, architectural, interiors, structural, mechanical, and electrical specifications and drawings in preparation for permit review and City approval.

1.32 Final construction documents meeting for review and approval with you and the City.

1.33 Final Review of the International Building Code and Minnesota State Building and ADA accessibility code compliance.

1.4 Bidding & Construction Administration Phase

1.41 Provide Bidding & Construction Administration services for overseeing the construction phase and for compliance with the approved building permit and construction documents.

1.42 Prepare required addendums, as necessary, during bidding.

1.43 Assist in the review of bid results from General Contractors (GC) and/or value engineering. Make recommendation for award of bid to a GC.

1.44 Perform site visits to ensure compliance with construction documents.

1.45 Provide a review of all submitted architectural and engineering shop drawing submittals.

1.46 Generate a list of items in need of repair / replacement at project close out.

1.47 Perform 1-year walk-through with you (12 months from date of completion) to verify that the finished product continues to meet your expectations.

ARTICLE 2 COMPENSATION

2.1 Total fee for project phases listed below.

Professional Fee = $192,000 Lump sum/Not to Exceed*
(*includes Pre-design cost estimating, architectural, interior design, mechanical, plumbing, fire sprinkling, structural, and electrical design engineering)

Schematic Design	25% of Professional Fee
Design Development	20% of Professional Fee
Construction Documentation	45% of Professional Fee
Bidding and Negotiating	5% of Professional Fee
Construction Administration	5% of Professional Fee

ARTICLE 3 REIMBURSABLE EXPENSES

3.1 Reimbursable expenses shall include postage, shipping, messenger services, printing, and reproduction (printing for in-house use by architect and engineer is included).

3.2 All other requested services shall be billed at the following rates.

Senior Architect/Principal	$194.00
Project Architect 2	$142.00

Project Architect 1	$131.00
Project Manager	$132.00
Sr. Mechanical Engineer 2	$168.00
Sr. Mechanical Engineer 1	$157.00
Architectural Technician 2	$115.00
Architectural Technician 1	$105.00
Interior Designer 2	$125.00
Interior Designer 1	$110.00
Interior Design Intern	$ 65.00
Mechanical Technician	$105.00
Clerical	$ 68.00
Mileage Charge	$ 00.58 per mile
Consultants	1.10 times cost
Printing Reproduction	1.10 times cost
Postage	1.10 times cost

*Rates are valid for the 2020/2021 calendar year and are adjusted annually as dictated by market conditions.

ARTICLE 4 PAYMENT

4.1 Billing shall be monthly based on the percentage of the work complete on the last day of the month. Payment shall be due no later than 30 days after the statement date.

4.2 Late charges shall be added at a rate of 1-1/2 percent of the past due amount beginning on the thirty-first day after the statement date.

4.3 A retainer payment of $5,000.00 shall be made upon execution of this agreement and is the minimum payment under this agreement. The retainer amount shall be credited to the Owner's account in the final invoice. Remit all payments to the office of Brunton Architects & Engineers in North Mankato, MN.

ARTICLE 5 MISCELLANEOUS PROVISIONS

5.1 The prices quoted herein shall be in effect until thirty days past the date of the proposal and are subject for review and revision for any work not authorized to be completed after that date.

5.2 Drawings shall remain the property of Brunton Architects and are to be used for the construction of this project only.

ARTICLE 6 MECHANIC'S LIENS

6.1 Any person or company supplying labor or materials for this project may file a lien against your property if that person or company is not paid for the contributions.

6.2 Under Minnesota law, you have the right to pay persons who supplied labor or materials for this project directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the project unless we give you a lien waiver signed by persons who supplied any labor or material for the project and who gave you timely notice.

Thank you again for the opportunity to present this proposal for your consideration. Please call our office at 507.386.7996 with any questions or concerns regarding the information contained in this document.

Sincerely,

Corey Brunton

Corey Brunton, AIA / Principal / Owner
Brunton Architects & Engineers

_____

Signature of Authorization & Date

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
11/20	11/05/2020	54698	2625	RESULTS TITLE	601-20200	190.80-	V
11/20	11/05/2020	54714	2290	AMERICAN FLAGPOLE &	101-20200	56.73	
11/20	11/05/2020	54715	598	ASPEN MILLS INC	101-20200	2,434.35	
11/20	11/05/2020	54716	2850	BEAUDRY OIL & PROPANE INC	920-20200	2,744.17	
11/20	11/05/2020	54717	9	BERNICKS PEPSI-COLA	609-20200	893.30	
11/20	11/05/2020	54718	2221	C & L DISTRIBUTING	609-20200	719.65	
11/20	11/05/2020	54719	2487	CAPITOL BEVERAGE SALES	609-20200	181.50	
11/20	11/05/2020	54720	1474	CDW GOVERNMENT INC	614-20200	14.74	
11/20	11/05/2020	54721	1629	CITY OF ISANTI	226-20200	13,795.24	
11/20	11/05/2020	54722	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,215.05	
11/20	11/05/2020	54723	1708	DAVE LILLEBOE	101-20200	132.00	
11/20	11/05/2020	54724	2991	DOG WASTE DEPOT	101-20200	144.83	
11/20	11/05/2020	54725	2933	FALCON NATIONAL BANK	101-20200	6,570.43	
11/20	11/05/2020	54726	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	133.83	
11/20	11/05/2020	54727	2028	FURTHER	861-20200	52.98	
11/20	11/05/2020	54728	2830	GDO LAW	101-20200	4,083.33	
11/20	11/05/2020	54729	134	GOPHER STATE ONE-CALL INC	601-20200	205.20	
11/20	11/05/2020	54730	2898	HANSON, NATE	101-20200	137.97	
11/20	11/05/2020	54731	2209	INNOVATIVE OFFICE SOLUTIONS, INC	603-20200	94.66	
11/20	11/05/2020	54732	268	ISANTI COUNTY	505-20200	46.00	
11/20	11/05/2020	54733	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,212.81	
11/20	11/05/2020	54734	5	KAWALEK TRUCKING	609-20200	154.00	
11/20	11/05/2020	54735	394	LMCIT	101-20200	1,350.00	
11/20	11/05/2020	54736	131	MACQUEEN EQUIPMENT INC	603-20200	11,363.78	
11/20	11/05/2020	54737	17	MCDONALD DISTRIBUTING CO	609-20200	15,106.55	
11/20	11/05/2020	54738	616	MENARDS - CAMBRIDGE	101-20200	12.96	
11/20	11/05/2020	54739	2978	MILBANK WINWATER WORKS	601-20200	10,902.93	
11/20	11/05/2020	54740	2112	MINNESOTA SHERIFFS ASSN	101-20200	750.00	
11/20	11/05/2020	54741	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,448.44	
11/20	11/05/2020	54742	2625	RESULTS TITLE	601-20200	.00	V
11/20	11/05/2020	54743	315	ST.PAUL STAMP WORKS	101-20200	38.25	
11/20	11/05/2020	54744	73	STAR	108-20200	5.00	
11/20	11/05/2020	54745	1290	THE AMBLE GROUP	101-20200	113.59	
11/20	11/05/2020	54746	42	VIKING COCA-COLA BOTTLING CO	609-20200	232.95	
11/20	11/05/2020	54747	361	VINTAGE LOCK	101-20200	4,500.00	
11/20	11/05/2020	54748	1922	WEX BANK	101-20200	2,730.57	
11/20	11/05/2020	54749	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00	
11/20	11/05/2020	54750	780	WINE MERCHANTS	609-20200	312.00	
11/20	11/05/2020	54751	2872	WINEBOW	609-20200	431.75	
11/20	11/05/2020	54752	2067	ZABINSKI BUSINESS	609-20200	70.45	
11/20	11/05/2020	54753	2625	RESULTS TITLE	601-20200	95.03	
11/20	11/05/2020	54754	2625	RESULTS TITLE	601-20200	95.77	
Grand Totals:						110,293.99	

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/20	11/12/2020	54760	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	625.00
11/20	11/12/2020	54761	2689	ADVANCED POWER SERVICES INC	602-20200	163,515.00
11/20	11/12/2020	54762	494	ALLINA HEALTH SYSTEM	101-20200	65.00
11/20	11/12/2020	54763	1549	ASTECH CORP INC	444-20200	36,739.96
11/20	11/12/2020	54764	1858	ASTLEFORD INTERNATIONAL	101-20200	96.97
11/20	11/12/2020	54765	9	BERNICKS PEPSI-COLA	609-20200	732.60
11/20	11/12/2020	54766	368	BILLS QUALITY CLEANING	101-20200	446.00
11/20	11/12/2020	54767	2319	BREAKTHRU BEVERAGE	609-20200	17,106.39
11/20	11/12/2020	54768	1198	CENTER POINT ENERGY	609-20200	1,815.40
11/20	11/12/2020	54769	1047	CENTRAL TRUCK SERVICE INC	602-20200	573.76
11/20	11/12/2020	54770	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.50
11/20	11/12/2020	54771	918	CRYSTAL SPRINGS ICE	609-20200	252.99
11/20	11/12/2020	54772	8	DAHLHEIMER DISTRIBUTING CO	609-20200	27,801.42
11/20	11/12/2020	54773	2720	DEFIANT DISTRIBUTORS	609-20200	644.87
11/20	11/12/2020	54774	1840	DIRTWORKS INC	603-20200	21,674.88
11/20	11/12/2020	54775	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	440.35
11/20	11/12/2020	54776	2028	FURTHER	101-20200	32.35
11/20	11/12/2020	54777	526	GENERAL REPAIR SERVICE	602-20200	683.58
11/20	11/12/2020	54778	949	GRAINGER INC	101-20200	192.20
11/20	11/12/2020	54779	2761	GRATITUDE FARMS	101-20200	250.00
11/20	11/12/2020	54780	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	294.75
11/20	11/12/2020	54781	188	ISANTI COUNTY SHERIFF	101-20200	311.25
11/20	11/12/2020	54782	1563	ISANTI ELECTRIC INC	101-20200	782.00
11/20	11/12/2020	54783	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,917.11
11/20	11/12/2020	54784	5	KAWALEK TRUCKING	609-20200	262.40
11/20	11/12/2020	54785	131	MACQUEEN EQUIPMENT INC	602-20200	258.95
11/20	11/12/2020	54786	17	MCDONALD DISTRIBUTING CO	609-20200	13,749.27
11/20	11/12/2020	54787	616	MENARDS - CAMBRIDGE	101-20200	214.11
11/20	11/12/2020	54788	2500	METRO SALES INC.	101-20200	148.39
11/20	11/12/2020	54789	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
11/20	11/12/2020	54790	2978	MILBANK WINWATER WORKS	601-20200	776.16
11/20	11/12/2020	54791	2116	MINUTEMAN PRESS	101-20200	681.14
11/20	11/12/2020	54792	1180	MLB PRINTING INC	101-20200	140.00
11/20	11/12/2020	54793	479	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
11/20	11/12/2020	54794	2842	MN PEIP	861-20200	24,901.28
11/20	11/12/2020	54795	2080	MVTL LABORATORIES INC	601-20200	174.16
11/20	11/12/2020	54796	2992	NEXTERA COMMUNICATIONS	101-20200	6,626.99
11/20	11/12/2020	54797	617	PAUSTIS & SONS	609-20200	845.50
11/20	11/12/2020	54798	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,012.97
11/20	11/12/2020	54799	2406	QUALITY FLOW SYSTEMS INC	602-20200	740.50
11/20	11/12/2020	54800	2341	RED BULL DISTRIBUTION	609-20200	153.50
11/20	11/12/2020	54801	1361	STAPLES ADVANTAGE	609-20200	318.91
11/20	11/12/2020	54802	73	STAR	609-20200	304.20
11/20	11/12/2020	54803	554	STEVES TIRE INC	603-20200	1,482.04
11/20	11/12/2020	54804	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	618.50
11/20	11/12/2020	54805	1290	THE AMBLE GROUP	101-20200	202.98
11/20	11/12/2020	54806	2544	TIERNEY BROTHERS, INC	101-20200	9,709.65
11/20	11/12/2020	54807	97	TOTAL CONTROL SYSTEMS INC	602-20200	973.74
11/20	11/12/2020	54808	1820	URBANS HARDWARE INC	602-20200	156.24
11/20	11/12/2020	54809	2027	US INTERNET	603-20200	57.80
11/20	11/12/2020	54810	686	VERIZON WIRELESS	609-20200	1,235.62
11/20	11/12/2020	54811	42	VIKING COCA-COLA BOTTLING CO	609-20200	341.05
11/20	11/12/2020	54812	4	WATSON CO INC	609-20200	4,111.61

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						356,362.58

Dated: _____

Mayor: _____

City Council: _____

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_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	101,052.15
Social Security & Medicare	5,161.31
Public Employees Retirement	10,370.64
Total City Expense	116,584.10

Pay Date 11/13/2020

Pay Period 23 (10/25-11/7/20)

A Community For Generations

Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 17th 2020
Subject: Resolution Approving 2020 Audit Engagement Letter

Background:
Resolution 2016-298 designated Abdo, Eick & Meyers, LLP as the City's audit firm for 2020. The attached audit engagement letter documents and confirms the auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the auditor's responsibilities to the client and the form of any reports.

Finance Director Betker has reviewed the engagement letter and is recommending acceptance.

Request:
Consider resolution approving engagement letter for 2020 audit.

Attachment(s):
- Resolution 2020-XXX – Approving the Engagement Letter for the 2020 Audit
- 2020 Audit Engagement Letter

RESOLUTION 2020-XXX

APPROVING THE ENGAGEMENT LETTER FOR THE 2020 AUDIT

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, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Engagement Letter for the 2020 Audit in the amount of $31,700, with funding as follows:

1. 50.0% 101-41500-301 Financial Administration
2. 12.5% 601-49400-301 Water Utility
3. 12.5% 602-49450-301 Sanitary Sewer Utility
4. 12.5% 603-49500-301 Storm Water Utility
5. 12.5% 609-49750-301 Liquor Store

This Resolution is hereby approved by the Isanti City Council this 17th day of November, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

October 29, 2020

Management, Honorable Mayor and City Council
City of Isanti
Isanti, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Isanti (the City) for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Schedule of Funding Progress and Employer's Contributions
3) Schedule of Net OPEB Liability, Employer Contributions and Investment Returns

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Financial Statements and Schedules
2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting abuse

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of certain assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will also enter the current year capital asset transactions into our software based on information you provide. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

You are responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide referenced in the Other Services paragraph above. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February 2021 and to issue our reports no later than June 30, 2021. Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	$ 29,900
GASB 75 Implementation	1,000
2020 Office of the State Auditor's Reporting Form	800
Total	$ 31,700
2020 TIF Reporting Forms	$ 500/District

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged $150 for a set-up fee. Additional paper copies will be charged at the rate of $50 per report.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

Should the City of Isanti desire to employ the Firm's partner(s) or employee(s) involved in the performance of any audit, review or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year, it must have the written consent of the Firm to enter into an employment contract with the Firm partner or employee. Should the Firm agree to such arrangement, the agreement will include a payment equal to 200% of the partner or employee's current annual salary.

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to the City in the performance of our services. The City shall not, during the term of this agreement and for the twelve months following its termination for any reason, without the prior written consent of the Firm, solicit for employment, or hire any current or former partner or professional employee of the Firm, or any affiliate thereof, if such partner or professional employee has been involved in the performance of any audit, review, or attest service for or relating to the City at any time during the then current fiscal year of the City up to and including the date of the audit report for that year, or in the twelve months preceding the audit report date for the immediately preceding year.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2017 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

RESPONSE:

This letter correctly sets forth the understanding of the **City of Isanti**

By _____

Title: _____

BRADY MARTZ

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA and an examination of a SOC 2 service organization.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick & Meyers, LLP has received a peer review rating of *pass*.

Brady Martz

Brady Martz and Associates, P.C.

RESOLUTION 2020-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO JENNAFER HORGEN

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

WHEREAS, the staff was directed to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, Jennafer Horgen was selected as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

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

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Jennafer Horgen for the City of Isanti and that she shall be eligible to start in that position on or after November 17th, 2020.
2. This position is part time and not eligible for benefits.
3. That Jennafer Horgen shall start at Step 1 of the Wage Scale at $11.89 per hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
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 is hereby approved by the Isanti City Council this 17th day of November 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.4.

RESOLUTION 2020-XXX

APPROVING THE INTERNAL PROMOTION OF LIQUOR STORE CLERK III TO CHRISTY BONCZEK

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

WHEREAS, the Liquor Store Clerk III posting was made available to all internal Liquor store staff; and,

WHEREAS, Human Resources and the Liquor Store Manager deemed current Part-time Liquor Store Clerk employee Christy Bonczek to be the best candidate for the position; and,

WHEREAS, the position of Liquor Store Clerk III is a part-time and non- benefit eligible position; and,

WHEREAS, the promotion for Christy Bonczek will open a position for a part-time Liquor Store Clerk that staff is directed to fill;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That Human Resources has offered the Liquor Store Clerk III position to Christy Bonczek for the City of Isanti and that she will be eligible to start in that position effective November 18, 2020.
2. That Christy Bonczek shall start at step 1 of the wage scale at $14.60 per hour.
3. Human Resources are authorized to complete any required documentation for the position change.
4. 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 17th day of November 2020.

Attest:

_____
Katie Brooks
Human Resources/City Clerk

_____
Mayor Jeff Johnson

Position Classification & Compensation Study Report

City of Isanti

Isanti, Minnesota
October 30, 2020

ABDO EICK & MEYERS LLP
AEM Workforce Solutions™

People + Process. Going Beyond the Numbers

ABDO
EICK &
MEYERS LLP

AEM Workforce Solutions™

October 30, 2020

City of Isanti
Josi Wood
City Administrator
110 1st Ave NW
Isanti, MN 55040

Executive Summary

Our firm was contracted by the City of Isanti to provide a complete position classification and compensation study for the 2021 budget year. The City has never conducted a formal independent position classification and compensation study but has experienced population growth, organizational changes, changing position responsibilities, and the addition of new positions in recent years. This independent study was viewed by City leadership as an opportunity for Isanti to accomplish a variety of important strategic priorities, including job description updates and review, an analysis of the current municipal and private compensation markets, a review of current and potential Minnesota Pay Equity compliance requirements, a review of current active collective bargaining agreements, and an evaluation of current length of service and performance based step increase award policies.

As part of our study, AEMWS relied upon the accuracy of updated position descriptions provided by the City, however, as part of the job description analysis, we have provided a Fair Labor Standards Act (FLSA) review checklist to support the overtime exemption election for all applicable existing positions. The updated Job Descriptions are included as **Appendix A** of this report. FLSA testing checklists were provided to the City separate from this report.

To achieve the objectives set forth in our project scope of work, we completed a scoring exercise using a model similar to the State of Minnesota Hay Study. Using this model, each position was given a score in the following categories; know-how, problem solving, accountability and special conditions. These categories are intended to measure and rank the level of knowledge, skills, and impact on City operations for each position.

To complete the evaluation and scoring of Isanti positions, we reviewed the organizational structure, job descriptions and requested additional information and clarification from City leadership, as needed. Upon completing the scoring of positions to determine pay equity, our firm also completed a market wage analysis to compare the City's current wage scale, by position, to the overall public employee wage market in Minnesota.

The market analysis consisted of analyzing salary data from comparable local governments in Minnesota by reviewing municipal salary data published by the League of Minnesota Cities (LMC) through their 2020 annual salary survey and by directly soliciting wage data from two (2) municipalities that did not participate in the LMC survey. Private sector wage information, provided by the Minnesota Department of Employment and Economic Development, was also referenced for several positions, as identified by the City, with comparable and/or competitive private sector positions.

The results of both the classification (position scoring) and compensation analysis follow.

Methodology

Historically, the City has relied upon an internally developed step and grade compensation model for positions not governed by a collective bargaining agreement and has performed its own informal compensation analysis on a regular basis to remain competitive. While some positions may have been paid higher or lower than the predicted pay scale, the City has maintained consistent compliance with the Minnesota Pay Equity Act, submitting it's most recent reporting in 2018. The City will be required to submit their next Pay

Equity Report in 2021.

In recent years, the City has experienced population growth, employee turnover, changing position responsibilities, and the addition of new positions which have impacted both the job duties and wage demands for many positions. City leadership is also anticipating population growth of up to 61% over the next 5-10 years. In light of these organizational changes and significant projected growth, the City of Isanti determined that an formal, independent, system-wide position reclassification and market wage analysis was necessary to assist executive leadership in establishing a new, logical and justifiable employee wage and salary framework to build upon in the future.

Scoring Analysis

This section reflects the review and analysis of all Isanti job descriptions. To complete this task AEM Workforce Solutions, LLC used existing and updated job description information for current positions, based on direction from the City. Our firm reviewed the changes and solicited necessary feedback from City representatives to gain the insight needed to score the various positions. The positions were scored using a plan adapted from the Hay method. The model assigned each position a score in the following categories (adapted from the State of Minnesota 2009 Hay Manual): Know-How, Problem Solving, Accountability, and Special Conditions.

Know-How represents the knowledge, skills and abilities (KSAs) an employee needs to be successful in a particular job. The Hay evaluation method places the greatest emphasis on Know-How. Know-How is defined as an expert skill, information or body of knowledge that imparts an ability to cause a desired result. The Know-How category is the most heavily weighted category. If a position is more easily learned, the position will point toward the lower end of the scale.

Know-How category is further divided into three parts: Depth and Breadth of Job-Specific Knowledge (aka Technical and Specialized Know-How and Job-Specific Knowledge); Integrating Know-How (aka Managerial Breadth or Know-How); and Human Relation Skills (aka Human Relations Know-How). A number is assigned for total Know-How points by making several separate choices for each of the three elements described and an overall assessment.

Job-Specific Knowledge includes the position's requirements for knowledge and skills related to practices, procedures, specialized techniques and professional disciplines. It also includes basic and job-specific supervisory and managerial knowledge, skills, and abilities (KSAs), when appropriate. This aspect of Know-How does not make distinctions among differently-sized managerial jobs nor does it include human relation skills. It is important to remember that this element measures the requirements of the position, not the qualifications of an incumbent.

Integrating Know-How considers the need to integrate and manage progressively more diverse functions and is used to rank managerial breadth and scope, from similar to very different functions. When required, basic and job-specific supervisory and managerial knowledge, skills and abilities are included in the Job-Specific part of a Know-How rating. The overall size of an organization directly influences the number of managerial breath categories, because the organizational size often reflects requirements for increased managerial complexity and diversity.

Human Relation Skills is the third element of a job's Know-How rating. It is the active, practicing interpersonal skills typically required for productive working relationships to work with, or through, others inside and/or outside of the organization to get work accomplished. It assumes that each job requires a foundation of basic human relations skills. To be effective, an employee must typically be proficient at the highest level of Human Relations Skill regularly required for the position.

Problem Solving is the process of working through details of a problem to reach a solution. Problem solving may include mathematical or systematic operations and can be a gauge of an individual's critical thinking skills. Problem Solving measures the intensity of the mental process that uses Know-How to: (1) identify, (2) define, and (3) resolve problems. It is a percentage of Know-How, reflecting the fact that "you think with what you know." This is true of even the most creative work. Ideas are put together from something already there. The raw material of any thinking is knowledge of facts, principles and means.

Context includes the influences or environment that limit or guide decision-making such as rules, instructions, procedures, standards, policies, principles from fields of science and academic disciplines. Positions are guided by organizational, departmental or functional goals, policies, objectives and practices circumscribed by procedures and instructions. In general, policies describe the "what" of a subject matter, procedures detail the steps needed to follow through on a policy (i.e., how, where, when, by whom) and instructions outline the specific aspects of how to perform the tasks, such as the operation of a machine or how to select the appropriate letters to use in particular situations.

Thinking Challenge includes the nature of the problems encountered and the mental processes used to resolve the problems. The scale ranges from simple problems to very complex issues, with the premise that simple issues recur regularly in the same form and after a while are resolved by rote or instinct, but very difficult issues require substantial thinking and deliberation. The types of situations encountered and the processes involved in identifying, defining or resolving related problems are considered. Thinking Challenge reflects the degree of difficulty in finding improvements and adapting to changes.

Accountability does not mean being responsible for getting one's own work done. Rather, it reflects responsibility for actions and their consequences and the measured effect of the job on end results for the organization. Accountability includes three factors: Freedom to Act/Empowerment, Magnitude, and Job Impact.

Freedom to Act/Empowerment involves the degree of personal or procedural control or guidance exercised over the position. For example, what constraints are put on an employee in this job? How closely supervised is the position? What kinds of decisions are made higher up in the organization?

Magnitude is the portion of the total organization encompassed by the position's primary purpose. It's most typically indicated by the general dollar size of the area(s) most directly affected by the job, i.e., the resources over which the position has control or influence. A variety of factors are considered such as size of budget is employee responsible for, what degree of influence is held and is this person a decision maker.

Job Impact is considered to be indirect (indirect or contributory) or direct and measurable (shared or primary). It involves the way in which the position's actions affect end results in the agency. For example, how does the employee influence the business - directly or indirectly? Does the employee provide advisory or interpretive services for others to use in making decisions? Is the job an information-recording one? Does it provide a necessary service with a relatively small effect on the business of the agency? "Contributory" and "primary" are, by far, the most frequently used options."

Special Conditions consider the physical effort, environmental conditions, hazard exposure, and sensory attention demands that an employee is commonly subject to in the position. For example, two positions may be assigned identical points in all other areas but the position that is regularly required to work in extreme outdoor conditions (i.e. heat or extreme cold) would receive additional points for these factors.

The work associated with this scoring represents the primary work conducted for this assignment, which is to review positions and functions and provide a consistent measurement and "scoring" of functions and responsibilities within the municipality.

Findings and Recommendations

Position Points

Table 1 represents the total score assigned to each position based on the Methodology discussed.

Table 1: Position Classification and Point Assignment

Position	Department	Points
Liquor Store Clerk II	Liquor	101
Administrative Intern	Administration	110
Economic Development / Marketing Intern	Community Development	110
Custodian	Public Services	117
Parks, Recreation, and Culture Intern	Public Services	118
Seasonal Maintenance Worker	Public Services	121
Liquor Store Clerk I	Liquor	124
Police Data Clerk	Police	135
Receptionist/Utility Billing Clerk	Administration	135
Background Investigator	Police	145
Community Service Officer	Police	149
Police Secretary	Police	162
Utility Billing/Accounting Clerk	Administration	180
Maintenance Technician I	Public Services	200
City Clerk	Administration	215
Maintenance Technician II	Public Services	225
Community Development Specialist	Community Development	235
Assistant Liquor Store Manager	Liquor	236
Parks, Recreation, and Culture Coordinator	Public Services	250
Equipment Mechanic	Public Services	256
Assistant Finance Director	Administration	265
Utility Lead	Public Services	285
Parks, Recreation, and Culture Manager	Public Services	312
Police Officer - Full Time	Police	315
Police Officer - Part Time	Police	315
Police Investigator	Police	339
Building Official	Community Development	346
Foreman	Public Services	348
Liquor Store Manager	Liquor	364
Lieutenant	Police	380
Human Resources Director	Administration	449
Community Development Director	Community Development	474
Public Services Director	Public Services	478
Police Chief	Police	518
Finance Director	Administration	529
City Administrator	Administration	717

Market Analysis

This section documents a sample of the wages offered to the employees of comparable local governmental units in Minnesota. The comparable government entities identified for this study were communities of comparable size, complexity, geographic location, and proximity to the metro area.

The City of Isanti is within 30 miles of several communities with populations of over 10,000, including North Branch, Wyoming, and Ramsey, and is within 40 miles of the inner-metro. As a result, the City is likely competing for talented employees with these larger out-state and northern metro communities. The City should consider a competitive compensation scale to attract and retain qualified employees that have the knowledge, skills and abilities to provide service levels expected within the community, particularly considering the significant population growth expected in the next 5-10 years. These factors, coupled with the demand of specific technical and multi-faceted positions within the City, have resulted in the recommendations provided in this survey.

The wages of the comparable positions for the municipalities listed in **Table 2** were compared with those at the City of Isanti. **It should be noted that the governments listed do not always have the exact type or number of positions as Isanti and, in these cases, assumptions about duties and levels of responsibilities were made based on job titles and supervisory reporting information and were used to identify comparable positions.**

Table 2 - Market Survey

The Market Survey lists government agencies that were included in standard demographics for at least one existing position in the market analysis.

Statewide Analysis

Albertville
Alexandria
Arden Hills
Becker
Belle Plaine
Bemidji
Big Lake
Big Stone County
Blaine
Brainerd
Buffalo
Byron
Cambridge
Centennial Lakes Police Department
Chippewa County
Circle Pines
Clearwater County
Cloquet
Columbus
Cook County
Cottonwood County
Crookston
Dayton
Delano
Detroit Lakes
East Bethel
Fairmont
Faribault County
Fergus Falls
Glencoe
Grand Rapids
Grand Rapids Public Utilities
Grant County
Hermantown
Hugo
Hutchinson
International Falls
Jackson County
Jordan
Kasson
Kittson County
Koochiching County
La Crescent
Lake City
Lake County
Lake Elmo
Le Sueur
Lincoln County
Lino Lakes
Little Canada
Little Falls
Luverne
Mahnomen County
Mahtomedi
Marshall
Marshall County
Medina
Mendota Heights
Montevideo
Monticello
Morris
Mounds View
Murray County
New Prague
New Ulm
Norman County
North Mankato
North Oaks
North St. Paul
Nowthen
Oak Grove
Oak Park Heights
Orono
Otsego
Pennington County
Pipestone County
Pope County
Princeton
Ramsey
Red Lake County
Rice Lake
Robbinsdale
Rock County
Rockford
Rogers
Scandia
Shorewood
South Lake Minnetonka Police Dept
Spring Lake Park
St. Anthony Village
St. Francis
St. Paul Park
St. Peter
Stevens County
Stewartville
Vadnais Heights
Victoria
Virginia
Virginia Public Utilities
Waconia
Wadena
Wadena County
Watertown
Watonwan County
Wayzata
Wilkin County
Windom
Worthington
Wyoming
Yellow Medicine County

Metro & Central Minnesota Analysis

Alexandria
Arden Hills
Belle Plaine
Big Lake
Blaine
Brainerd
Buffalo
Cambridge
Centennial Lakes Police Department
Circle Pines
Columbus
Dayton
East Bethel
Fergus Falls
Hugo
Hutchinson
Jordan
Lake Elmo
Lino Lakes
Little Canada
Mahtomedi
Medina
Mendota Heights
Monticello
Morris
Mounds View
New Prague
North Oaks
North St. Paul
Nowthen
Oak Grove
Oak Park Heights
Orono
Ramsey
Robbinsdale
Rockford
Rogers
Scandia
Shorewood
South Lake Minnetonka Police Dept
Spring Lake Park
St. Anthony Village
St. Francis
St. Paul Park
Vadnais Heights
Victoria
Waconia
Watertown
Wayzata

The market analysis has been adjusted to reflect comparable 2020 wages for the local governments analyzed. Results, by individual position, of the market wage study is reflected in ***Table 3a & 3b.***

Table 3a - Market Analysis – Statewide

2020 Market Analysis - Statewide								
Position Title	Market Min Salary (2020 Rates)		City Over / (Under) Current Market Minimum	%	Market Max Salary (2020 Rates)		City Over / (Under) Current Market Maximum	%
Administrative Intern	$ 19.35	$ 40,248.00	*	*	$ 24.55	$ 51,064.00	*	*
Assistant Finance Director	$ 28.82	$ 59,945.60	$ (2.24)	-8%	$ 38.85	$ 80,808.00	$ (6.03)	-18%
Assistant Liquor Store Manager	$ 23.87	$ 49,649.60	$ (1.81)	-8%	$ 32.23	$ 67,038.40	$ (4.99)	-18%
Background Investigator	$ 17.66	$ 36,732.80	*	*	$ 19.60	$ 40,768.00	*	*
Building Official	$ 33.41	$ 69,492.80	$ (6.83)	-26%	$ 41.98	$ 87,318.40	$ (9.16)	-28%
City Administrator	$ 49.47	$ 102,897.60	$ 0.50	1%	$ 62.68	$130,374.40	$ (0.98)	-2%
City Clerk	$ 30.38	$ 63,190.40	*	*	$ 37.93	$ 78,894.40	*	*
Community Development Director	$ 40.53	$ 84,302.40	$ (3.61)	-10%	$ 51.38	$106,870.40	$ (5.80)	-13%
Community Development Specialist	$ 25.67	$ 53,393.60	$ (0.75)	-3%	$ 32.22	$ 67,017.60	$ (1.46)	-5%
Community Service Officer	$ 18.83	$ 39,166.40	$ (1.20)	-7%	$ 23.26	$ 48,380.80	$ (1.49)	-7%
Custodian	$ 14.66	$ 30,492.80	$ (2.77)	-23%	$ 18.46	$ 38,396.80	$ (3.79)	-26%
Deputy City Clerk/Human Resources	$ 23.33	$ 48,526.40	$ (4.57)	-24%	$ 29.80	$ 61,984.00	$ (6.64)	-29%
Economic Development / Marketing Intern	$ 21.42	$ 44,553.60	*	*	$ 28.09	$ 58,427.20	*	*
Equipment Mechanic	$ 23.39	$ 48,651.20	$ 1.07	4%	$ 29.84	$ 62,067.20	$ 0.35	1%
Finance Director	$ 41.26	$ 85,820.80	$ 0.93	2%	$ 53.24	$110,739.20	$ (1.15)	-2%
Foreman	$ 30.83	$ 64,126.40	$ (2.45)	-9%	$ 38.03	$ 79,102.40	$ (4.13)	-12%
Human Resources Director	$ 35.38	$ 73,590.40	*	*	$ 47.95	$ 99,736.00	*	*
Human Resources/City Clerk	$ 28.65	$ 59,592.00	$ 1.44	5%	$ 36.33	$ 75,566.40	$ 0.82	2%
Lieutenant	$ 38.28	$ 79,622.40	$ 0.81	2%	$ 45.71	$ 95,076.80	$ (4.82)	-12%
Liquor Store Clerk I	$ 14.53	$ 30,222.40	$ 1.48	9%	$ 18.71	$ 38,916.80	$ 1.06	5%
Liquor Store Clerk II	$ 14.03	$ 29,182.40	$ 0.57	4%	$ 18.71	$ 38,916.80	$ (0.68)	-4%
Liquor Store Manager	$ 30.06	$ 62,524.80	$ 0.60	2%	$ 39.07	$ 81,265.60	$ (1.22)	-3%
Maintenance Technician II	$ 22.76	$ 47,340.80	$ (0.43)	-2%	$ 29.44	$ 61,235.20	$ (1.88)	-7%
Parks, Recreation, and Culture Coordinator	$ 25.50	$ 53,042.87	$ 0.49	2%	$ 33.11	$ 68,876.72	$ (1.02)	-3%
Parks, Recreation, and Culture Intern	$ 17.72	$ 36,857.60	*	*	$ 23.73	$ 49,358.40	*	*
Parks, Recreation, and Culture Manager	$ 28.82	$ 59,945.60	$ (2.83)	-11%	$ 36.48	$ 75,878.40	$ (4.39)	-14%
Police Chief	$ 42.75	$ 88,920.00	$ (3.17)	-8%	$ 53.38	$111,030.40	$ (4.52)	-9%
Police Data Clerk	$ 20.36	$ 42,338.45	$ (2.32)	-13%	$ 26.27	$ 54,650.44	$ (4.00)	-18%
Police Investigator	$ 28.95	$ 60,216.00	$ 0.64	2%	$ 36.61	$ 76,148.80	$ (0.48)	-1%
Police Officer - Full Time	$ 26.34	$ 54,787.20	$ 2.84	10%	$ 34.64	$ 72,051.20	$ 1.00	3%
Police Officer - Part Time	$ 27.53	$ 57,262.40	$ 1.13	4%	$ 36.64	$ 76,211.20	$ (1.52)	-4%
Police Secretary	$ 20.00	$ 41,600.00	$ 1.58	7%	$ 25.77	$ 53,601.60	$ 0.87	3%
Public Services Director	$ 40.34	$ 83,907.20	$ (2.39)	-6%	$ 51.24	$106,579.20	$ (4.38)	-9%
Receptionist/Utility Billing Clerk	$ 18.29	$ 38,043.20	$ 0.47	3%	$ 25.63	$ 53,310.40	$ (2.47)	-11%
Seasonal Maintenance Worker	$ 12.40	$ 25,792.00	*	*	$ 15.85	$ 32,968.00	*	*
Utility Billing/Accounting Clerk	$ 21.25	$ 44,200.00	$ (0.86)	-4%	$ 28.03	$ 58,302.40	$ (2.86)	-11%
Utility Lead	$ 27.69	$ 57,595.20	$ (4.61)	-20%	$ 34.19	$ 71,115.20	$ (5.88)	-21%
Blank fields indicate that position is currently open/unfilled or not necessarily comparable to the market data								
		AVERAGE	$ (0.94)	-3%			$ (2.72)	-8%

Table 3b – Market Analysis – Metro & Central Minnesota

2020 Wage Analysis - Metro & Central Minnesota								
Position Title	Market Min Salary (2020 Rates)		City Over / (Under) Current Market Minimum	%	Market Max Salary (2020 Rates)		City Over / (Under) Current Market Maximum	%
Administrative Intern	$ 21.72	$ 45,168.91	*	*	$ 27.41	$ 57,017.54	*	*
Assistant Finance Director	$ 30.52	$ 63,473.60	$ (3.93)	-15%	$ 41.73	$ 86,807.12	$ (8.91)	-27%
Assistant Liquor Store Manager	$ 25.10	$ 52,205.69	$ (3.04)	-14%	$ 34.52	$ 71,810.84	$ (7.28)	-27%
Background Investigator	$ 17.88	$ 37,190.40	*	*	$ 20.60	$ 42,841.07	*	*
Building Official	$ 34.64	$ 72,045.83	$ (8.05)	-30%	$ 43.70	$ 90,888.27	$ (10.88)	-33%
City Administrator	$ 52.00	$ 108,152.48	$ (2.02)	-4%	$ 66.05	$137,384.97	$ (4.35)	-7%
City Clerk	$ 31.43	$ 65,372.18	*	*	$ 39.01	$ 81,145.24	*	*
Community Development Director	$ 43.17	$ 89,790.29	$ (6.25)	-17%	$ 53.90	$112,120.00	$ (8.33)	-18%
Community Development Specialist	$ 25.17	$ 52,361.07	$ (0.26)	-1%	$ 31.47	$ 65,458.27	$ (0.71)	-2%
Community Service Officer	$ 18.87	$ 39,241.80	$ (1.23)	-7%	$ 22.85	$ 47,535.80	$ (1.08)	-5%
Custodian	$ 15.51	$ 32,260.80	$ (3.62)	-30%	$ 18.80	$ 39,093.60	$ (4.12)	-28%
Deputy City Clerk/Human Resources	$ 24.22	$ 50,378.13	$ (5.46)	-29%	$ 29.45	$ 61,249.73	$ (6.28)	-27%
Economic Development / Marketing Intern	$ 21.48	$ 44,671.47	*	*	$ 26.79	$ 55,730.13	*	*
Equipment Mechanic	$ 27.19	$ 56,549.93	$ (2.73)	-11%	$ 32.45	$ 67,500.46	$ (2.26)	-7%
Finance Director	$ 45.28	$ 94,187.42	$ (3.09)	-7%	$ 58.39	$121,458.37	$ (6.30)	-12%
Foreman	$ 32.36	$ 67,298.41	$ (3.98)	-14%	$ 38.74	$ 80,575.73	$ (4.84)	-14%
Human Resources Director	$ 40.00	$ 83,204.80	*	*	$ 56.69	$117,918.08	*	*
Human Resources/City Clerk	$ 29.88	$ 62,159.76	$ 0.20	1%	$ 37.56	$ 78,126.88	$ (0.41)	-1%
Lieutenant	$ 43.34	$ 90,155.40	$ (4.26)	-11%	$ 52.18	$108,531.38	$ (11.29)	-28%
Liquor Store Clerk I	$ 14.33	$ 29,810.18	$ 1.68	11%	$ 18.30	$ 38,054.55	$ 1.48	7%
Liquor Store Clerk II	$ 11.74	$ 24,419.20	$ 2.86	20%	$ 15.90	$ 33,066.06	$ 2.13	12%
Liquor Store Manager	$ 33.28	$ 69,216.46	$ (2.62)	-9%	$ 43.21	$ 89,878.19	$ (5.36)	-14%
Maintenance Technician I	$ 22.05	$ 45,861.84	$ (4.02)	-22%	$ 29.09	$ 60,513.44	$ (6.85)	-31%
Maintenance Technician II	$ 24.43	$ 50,815.27	$ (2.11)	-9%	$ 31.04	$ 64,558.68	$ (3.48)	-13%
Parks, Recreation, and Culture Coordinator	$ 26.23	$ 54,566.29	$ (0.24)	-1%	$ 34.12	$ 70,977.23	$ (2.03)	-6%
Parks, Recreation, and Culture Intern	$ 18.70	$ 38,903.80	*	*	$ 26.01	$ 54,090.40	*	*
Parks, Recreation, and Culture Manager	$ 29.33	$ 60,998.27	$ (3.33)	-13%	$ 36.88	$ 76,701.97	$ (4.79)	-15%
Police Chief	$ 45.23	$ 94,079.92	$ (5.65)	-14%	$ 57.73	$120,085.92	$ (8.87)	-18%
Police Data Clerk	$ 20.83	$ 43,332.46	$ (2.79)	-15%	$ 27.65	$ 57,511.40	$ (5.38)	-24%
Police Investigator	$ 32.18	$ 66,937.00	$ (2.59)	-9%	$ 40.89	$ 85,046.58	$ (4.76)	-13%
Police Officer - Full Time	$ 28.86	$ 60,022.25	$ 0.32	1%	$ 39.06	$ 81,242.69	$ (3.42)	-10%
Police Officer - Part Time	$ 27.79	$ 57,804.00	$ 0.87	3%	$ 40.15	$ 83,520.00	$ (5.03)	-14%
Police Secretary	$ 22.12	$ 45,999.37	$ (0.53)	-2%	$ 27.84	$ 57,898.37	$ (1.19)	-4%
Public Services Director	$ 42.36	$ 88,115.85	$ (4.41)	-12%	$ 53.32	$110,898.43	$ (6.46)	-14%
Receptionist/Utility Billing Clerk	$ 18.87	$ 39,244.34	$ (0.11)	-1%	$ 26.84	$ 55,831.03	$ (3.68)	-16%
Seasonal Maintenance Worker	$ 11.67	$ 24,266.67	*	*	$ 15.10	$ 31,408.00	*	*
Utility Billing/Accounting Clerk	$ 21.89	$ 45,528.51	$ (1.50)	-7%	$ 29.35	$ 61,042.72	$ (4.17)	-17%
Utility Lead	$ 28.86	$ 60,034.47	$ (5.79)	-25%	$ 34.71	$ 72,206.25	$ (6.41)	-23%
**Blank fields indicate that position is currently open/unfilled or not necessarily comparable to the market data*								
		AVERAGE	$ (2.58)	-9%			$ (4.78)	-14%

Key market wage analysis considerations and findings include:

- All market and City of Isanti wage data is based on 2020 compensation scales.
- Private market wage data, collected from the Minnesota Department of Economic Development's 1st Quarter 2020 report, was used for the following positions:
  - City Administrator (CEO)
  - Assistant Finance Director
  - Assistant Liquor Store Manager
  - Finance Director
  - Human Resources Director
  - Liquor Store Clerk I
  - Liquor Store Clerk II
  - Liquor Store Manager
  - Receptionist/Utility Billing Clerk
  - Utility Billing/Accounting Clerk
- All City of Isanti union agreements are in place through December 31, 2022. Covered positions have been included in the market study but are not included in the proposed step/grade compensation model.
- A negative average market variance indicates that the current City of Isanti wages fall **BELOW** the market
- A positive average market variance indicates that the current City of Isanti wages fall **ABOVE** the market
- Current pay range MINIMUMS for each position were, on average, 3% - 9% below the market minimum pay for similar positions. It is important to note, however, that this is only an average.
- Current pay range MAXIMUMS for each position were, on average, 8% - 14% below the market minimum pay for similar positions. In some cases where Cities are awarding step increases primarily based on length of service, this lower than average maximum pay can create challenges related to retention of experienced employees.
- The significant market variances for many positions typically indicates that either the position wage range is well above or below the market or that the position within the City of Isanti is not comparable, in regard to duties, experience requirements, and responsibilities, to other positions with similar titles in comparable cities.
- Intern positions were very difficult to establish realistic comparable positions for market wage analysis. As a result, our findings reflect preliminary market minimum and maximum wages but, to avoid these outliers from skewing organizational totals, the Intern position variances (current wages compared to market data) were not used when calculating City averages.
- The Background Investigator position was assigned a point classification, based on the job description provided, but was not included in the overall market wage average due to a lack of relevant market comparables.
- Overall, a reevaluation of the existing position classification and wage scale will assist in realigning all positions in relation to the City's internal organizational structure and to the market. Doing so will, presumably have a positive impact on future employee recruitment and current employee satisfaction and retention.
- The League of Minnesota Cities Survey and other Market Survey results are reflective of 2020 wage data. It is important to consider that many cities approve annual Cost of Living Adjustments (COLA) and will plan to do so for a January 1, 2021, effective date. As a result, it should be noted that, should the City not elect to apply a 2021 COLA adjustment to their current compensation model or implement the proposed compensation scale updates, current market variances, as reflected in the following table, may continue to grow.
- Many of our clients are budgeting 2021 cost of living adjustments between 1.5% – 3.0%. Examples of approved 2020 Cost of Living Adjustments, which we anticipate to be somewhat higher than 2021 approved adjustments due to COVID-19 related budget impacts, for several comparable cities are listed below.

Blaine	*3.0%*	*Mounds View*	*3.0%*
Shorewood	*3.0%*	*Becker*	*2.5%*
Orono	*2.5%*	*Oak Park Heights*	*3.0%*
Arden Hills	*2.5%*		

Compensation Plan

During initial discussions with City leadership, it was clear that the following key strategic goals and assumptions applied:

- The City of Isanti, in anticipation of continued and significant growth over the next 5-10 years, is motivated to attract and retain qualified talent to facilitate successful City operations and leadership. In order to do this effectively, wage scales must be extremely competitive, preferably slightly above, comparable public employee market averages.
- The City is interested and open to implementing a more performance/merit based step increase award program, rather than awarding steps primarily based on length of service. This change is motivated by the desire to provide better incentives and opportunities to the City's highest performers and it is assumed that doing so would require changes and improvements to the current performance evaluation and management program.
- While employees represented by collective bargaining agreements are not subject to the City of Isanti's internal step and grade compensation program, they still have a desire to evaluate the marketability of current agreed upon wage scales.
- The current Deputy Clerk/Human Resources and Human Resources/City Clerk positions will be reallocating duties and transitioning to City Clerk and Human Resources Director positions, per approved 2020 City staffing plan.
- The current Parks, Recreation, and Culture Manager position, while still included in the study, will likely be transitioned to the Parks, Recreation, and Culture Coordinator during 2021.

The proposed compensation model reflects the following structural components:

- Step and grade model utilizes a total of 12 steps, including the start step, to achieve maximum compensation within a total of 21 grade levels.
- The first 9 steps are intended to be used as the "standard" compensation scale, to be awarded using the City's current step award process, primarily length of service and acceptable performance. The minimum and maximum pay levels for the "Standard" compensation scale are both, on average, within 2% of market minimum and maximums for each position.
- The top 3 steps of the scale are intended to be used as a 100% performance based Bonus Scale. These additional 3 steps could be used to offer compensation levels slightly above the market maximums (on average, 14% above the average market maximum) for the City's highest performers and most impactful employees. Effective implementation and management of the use of this Bonus Scale, including an effective performance management program to consistently identify and motivate high performers, is key to the success of this feature.
- The proposed scale includes a 8.50% adjustment between grades
- The Standard Scale reflects a 3.00% adjustment between steps.
- The Bonus Scale reflects a 4.25% adjustment between steps
- The range within each Standard Scale grade (Step 1 through Step 9) is 26.64%.
- The range within each Bonus Scale grade (step 9 through step 12) is 13.28%

Table 4 - Step and Grade Scale – Proposed Compensation Model

Points		Grade	Standard Steps									BONUS PERFORMANCE STEPS		
			1	2	3	4	5	6	7	8	9	10	11	12
0	75	1	$ 11.00	$ 11.33	$ 11.67	$ 12.02	$ 12.38	$ 12.75	$ 13.13	$ 13.52	$ 13.93	$ 14.52	$ 15.14	$ 15.78
76	81	2	11.94	12.30	12.67	13.05	13.44	13.84	14.26	14.69	15.13	$ 15.77	$ 16.44	$ 17.14
82	88	3	12.95	13.34	13.74	14.15	14.57	15.01	15.46	15.92	16.40	$ 17.10	$ 17.83	$ 18.59
89	102	4	14.05	14.47	14.90	15.35	15.81	16.28	16.77	17.27	17.79	$ 18.55	$ 19.34	$ 20.16
103	124	5	15.24	15.70	16.17	16.66	17.16	17.67	18.20	18.75	19.31	$ 20.13	$ 20.99	$ 21.88
125	129	6	16.54	17.04	17.55	18.08	18.62	19.18	19.76	20.35	20.96	$ 21.85	$ 22.78	$ 23.75
130	134	7	17.95	18.49	19.04	19.61	20.20	20.81	21.43	22.07	22.73	$ 23.70	$ 24.71	$ 25.76
135	155	8	19.48	20.06	20.66	21.28	21.92	22.58	23.26	23.96	24.68	$ 25.73	$ 26.82	$ 27.96
156	181	9	21.14	21.77	22.42	23.09	23.78	24.49	25.22	25.98	26.76	$ 27.90	$ 29.09	$ 30.33
182	209	10	22.94	23.63	24.34	25.07	25.82	26.59	27.39	28.21	29.06	$ 30.30	$ 31.59	$ 32.93
210	238	11	24.89	25.64	26.41	27.20	28.02	28.86	29.73	30.62	31.54	$ 32.88	$ 34.28	$ 35.74
239	258	12	27.01	27.82	28.65	29.51	30.40	31.31	32.25	33.22	34.22	$ 35.67	$ 37.19	$ 38.77
259	316	13	29.31	30.19	31.10	32.03	32.99	33.98	35.00	36.05	37.13	$ 38.71	$ 40.36	$ 42.08
317	374	14	31.80	32.75	33.73	34.74	35.78	36.85	37.96	39.10	40.27	$ 41.98	$ 43.76	$ 45.62
375	405	15	34.50	35.54	36.61	37.71	38.84	40.01	41.21	42.45	43.72	$ 45.58	$ 47.52	$ 49.54
406	466	16	37.43	38.55	39.71	40.90	42.13	43.39	44.69	46.03	47.41	$ 49.42	$ 51.52	$ 53.71
467	514	17	40.61	41.83	43.08	44.37	45.70	47.07	48.48	49.93	51.43	$ 53.62	$ 55.90	$ 58.28
515	618	18	44.06	45.38	46.74	48.14	49.58	51.07	52.60	54.18	55.81	$ 58.18	$ 60.65	$ 63.23
619	681	19	47.81	49.24	50.72	52.24	53.81	55.42	57.08	58.79	60.55	$ 63.12	$ 65.80	$ 68.60
682	750	20	51.87	53.43	55.03	56.68	58.38	60.13	61.93	63.79	65.70	$ 68.49	$ 71.40	$ 74.43
751	826	21	56.28	57.97	59.71	61.50	63.35	65.25	67.21	69.23	71.31	$ 74.34	$ 77.50	$ 80.79

Conclusion

Table 5 – Position Point & Grade Assignment with Minimum, Midpoint, Standard Maximum and Bonus Maximum Salary

Position	Department	Points	New Grade	Current Rate	Standard Min Step 1	Standard Midpoint 5	Standard Max Step 9	Bonus Max Step 12
Liquor Store Clerk II	LIQUOR	101	4	$ 15.17	$ 14.05	$ 15.81	$ 17.79	$ 20.16
Administrative Intern	ADMINISTRATION	110	5	$ 14.00	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Economic Development / Marketing Intern	COMMUNITY DEVELOPMENT	110	5	$ -	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Custodian	PUBLIC SERVICES	117	5	$ 11.89	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Parks, Recreation, and Culture Intern	PUBLIC SERVICES	118	5	$ -	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Seasonal Maintenance Worker	PUBLIC SERVICES	121	5	$ -	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Liquor Store Clerk I	LIQUOR	124	5	$ 17.26	$ 15.24	$ 17.16	$ 19.31	$ 21.88
Police Data Clerk	POLICE	135	8	$ 22.27	$ 19.48	$ 21.92	$ 24.68	$ 27.96
Receptionist/Utility Billing Clerk	ADMINISTRATION	135	8	$ 23.16	$ 19.48	$ 21.92	$ 24.68	$ 27.96
Community Service Officer	POLICE	149	8	$ 17.63	$ 19.48	$ 21.92	$ 24.68	$ 27.96
Police Secretary	POLICE	162	9	$ 26.64	$ 21.14	$ 23.78	$ 26.76	$ 30.33
Utility Billing/Accounting Clerk	ADMINISTRATION	180	9	$ 22.78	$ 21.14	$ 23.78	$ 26.76	$ 30.33
City Clerk	ADMINISTRATION	215	11	$ -	$ 24.89	$ 28.02	$ 31.54	$ 35.74
Community Development Specialist	COMMUNITY DEVELOPMENT	235	11	$ 24.92	$ 24.89	$ 28.02	$ 31.54	$ 35.74
Assistant Liquor Store Manager	LIQUOR	236	11	$ 23.79	$ 24.89	$ 28.02	$ 31.54	$ 35.74
Parks, Recreation, and Culture Coordinator	PUBLIC SERVICES	250	12	$ 28.03	$ 27.01	$ 30.40	$ 34.22	$ 38.77
Assistant Finance Director	ADMINISTRATION	265	13	$ 27.84	$ 29.31	$ 32.99	$ 37.13	$ 42.08
Parks, Recreation, and Culture Manager	PUBLIC SERVICES	312	13	$ 28.03	$ 29.31	$ 32.99	$ 37.13	$ 42.08
Building Official	COMMUNITY DEVELOPMENT	346	14	$ -	$ 31.80	$ 35.78	$ 40.27	$ 45.62
Liquor Store Manager	LIQUOR	364	14	$ 37.85	$ 31.80	$ 35.78	$ 40.27	$ 45.62
Human Resources Director	ADMINISTRATION	449	16	$ -	$ 37.43	$ 42.13	$ 47.41	$ 53.71
Community Development Director	COMMUNITY DEVELOPMENT	474	17	$ 42.69	$ 40.61	$ 45.70	$ 51.43	$ 58.28
Public Services Director	PUBLIC SERVICES	478	17	$ 42.40	$ 40.61	$ 45.70	$ 51.43	$ 58.28
Police Chief	POLICE	518	18	$ 48.86	$ 44.06	$ 49.58	$ 55.81	$ 63.23
Finance Director	ADMINISTRATION	529	18	$ 50.44	$ 44.06	$ 49.58	$ 55.81	$ 63.23
City Administrator	ADMINISTRATION	717	20	$ 61.70	$ 51.87	$ 58.38	$ 65.70	$ 74.43

*Indicates position(s) where current rate exceeds the recommended pay scale

When comparing the proposed step and grade scale to the current pay structure, the proposed scale incorporates five (5) additional steps, including the Bonus Scale, within each grade to provide more upward wage opportunity while still aligning within market and budget considerations. The proposed compensation model also has two (2) additional grade levels compared to the existing scale and the range between grades has gone from a variable percentage rate change to a standard 8.50% change. These changes allow for increased consistency and provide additional incentive for employees who are promoted into new positions to have future advancement opportunity within the standard scale. It also expands the scale to allow for future growth.

It is important to note that most non-managerial public services and police department positions are represented by unions and would not be subject to the proposed compensation model if implemented for 2021. The information provided, however, should be useful when evaluating the marketability of current union contract negotiations and agreements.

When comparing the proposed scale to market, the proposed scale is, on average, 2% above market averages on the Minimum Salary, equal to market averages for the Standard Scale Maximum Salary, and 14% above market averages for the Bonus Scale Maximum Salary, in the top 40% of the market. If the City of Isanti proceeds with implementing a more performance driven step increase award program, leaving the Bonus Scale maximum pay step slightly above market averages should assist in retaining and motivating key performers and the talent necessary to guide the City through future growth.

In light of our comprehensive study, our recommendation would be as follows:

- Adopt the proposed step and grade plan, effective January 1, 2021, moving each individual employee to the next salary step, without a decrease in salary, and
- Utilize the step and grade scale to calculate and apply all future annual approved cost of living increases (COLA) for all positions; and
- Utilize the step and grade scale to calculate and consistently apply all future performance and/or longevity based increases (above cost of living amounts); and
- If moving to a performance/merit based step increase award program, develop and document a consistent and intentional performance management program and methodology to provide greater clarity and guidance to City Councilmembers, leadership, and employees related to when and how these increases should be approved and applied going forward.

It should also be noted that, if there were ever an instance that an employee were awarded a wage above their appropriate grade maximum step, the City should consider implementing a formal and documented longevity plan that meets the definition of exceptional service pay to accommodate these types of pay scale exceptions.

Pay Equity Compliance

The existing pay scale for the City of Isanti was tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated from the test have been included in **Appendix B** of the report

The proposed scale has also been tested in the Minnesota Pay Equity Compliance system and was found to be in compliance. The reports generated form the test have been included in **Appendix C** of the report. In addition, **Appendix D** includes a publication from the State of Minnesota providing guidance on interpreting and understanding the Minnesota Pay Equity System.

Implementation

The next step in this process is to consider implementation of the Compensation System. Before moving to this step there are several questions the Council will want to consider.

- Should the City adopt a new step and grade plan, including updated job descriptions and position point assignments for existing positions?
- What is the overall cost of implementation, assuming employees would move to the step and grade program and are placed at the step closest to, but not below, their current salary?
- If adopted, how will the existing collective bargaining agreements for the LELS and Local 49 align with the plan, if at all?
- Because the proposed compensation plan is based on 2020 wage data, will the City adopt the plan and apply a Cost of Living Adjustment (COLA) effective January 1, 2021, to ensure that the wages remain in line with the market?
- Does the City's current performance management process provide clear guidance to employees and supervisors as to how and when step increases are awarded? Is the current process what the City hopes to use going forward or are changes in philosophy and/or format expected?
- How should the City address potential future situations where individual employee longevity and/or performance warrants exceptional service pay above the maximum wage for the relevant grade?

If adopted, the proposed step and grade program would place employees at the step that is closest to their current salary, without a decrease in salary, and assumes that employees that are currently being compensated above the proposed wage scale would remain at their current rate of pay. Costs of adopting the proposed program for employees, including all union represented positions, with general increase and COLA variables, are:

Estimated Current Total Gross Payroll	Cost to Implement Proposed Step/Grade		Implement Step/Grade for 2021 with 2.0% COLA		Implement Step/Grade for 2021 with 3.0% COLA	
$ 2,394,000.00	$ 2,443,000.00		$ 2,451,900.00		$ 2,453,500.00	
	$ 49,000.00	Increase	$ 57,900.00	Increase	$ 59,500.00	Increase
	2.05%		2.42%		2.49%	

Closing

Should the City decide to move to the new step and grade plan, we recommend approval at a regular meeting of the City Council.

AEM Workforce Solutions, LLC would like to thank the City of Isanti for the opportunity to prepare and present this Position Classification and Compensation Analysis. We would especially like to thank the leadership team for their assistance in providing the necessary data to conduct the study.

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

October 2020

Reported Crime	Month to Date	Year to Date
Theft	16	120
Assault	3	25
Vandalism/Damage to Property	8	43
Narcotics	1	27
Burglary	1	5
Domestics	1	57
Crim Sex	2	6
Robbery	0	0
Loud Party/Disturbance	7	134
Medical	30	335
Permit to Purchase	12	114
Security Check / Extra Patrol	347	3,647

Traffic Offenses	Month to Date	Year to Date
No Insurance	2	45
DUI	1	11
Accidents	11	74
Hit & Run	0	4
Warrant P/U	2	19
Speed	17	240
DAR/DAC/DAS	1	43
Administrative Citations (Including Speed)	4	111

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	94,909	1,473	11,466
Ford Explorer 224	90,657	1,336	19,062
Ford F150 225	39,605	1,177	12,953
Chevy Impala 223	97,703	102	2,981
Dodge Durango 226	20,909	623	13,126
Dodge Durango 227	27,622	1,498	22,737
Dodge Durango 228	3,080	1,800	3,080

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CEZT REPORT OCTOBER 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD			93	83	72	60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD			0	3	0	1	1	1	1	1		
CITATIONS OPEN (End of month)			6	6	5	5	4	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)			2		3	6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD			11	10	12	8	7	9	5	7	5	
NEW CASES THIS PERIOD			10	11	12	15	10	10	7	10	8	
CAN-Proh Animals				2	1	1						
CCV-Comm Vehicle Storage												
CDO--Dogs			1			2		1	2	4	5	
CPA-Park & Store. 227			6	1	3	7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length 216					7	7	3	2				
Nuisance Junk/rubbish/salvage 216			4	3	5		2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds				6								
NUV-Unlicensed vehicle or missing plates			2	1		6	2			1		
RNT-Unlicensed rental												
SGN-Signs				1								
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period			8	15	6	11	4	7	3	8	6	
Administrative Citations Issues/period			0	1	0	1	1	1	1	1		
Criminal Citations Issued/period			0	3							1	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

October 2020

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		
ROOF / SIDING	60	331	$0.00	$0.00	$60.00	$60.00	$4,800.00	$27,250.00		
DECK	0	46	$0.00	$311,724.04	$0.00	$0.00	$0.00	$12,255.30		
LL FINISH	4	19	$54,993.00	$276,548.13	$30.00	$30.00	$1,738.28	$8,639.58		
REMODEL / ADDITION	1	9	$0.00	$12,008.70	$1.00	$1.00	$80.00	$1,027.78		
GARAGE / SHED	0	3	$0.00	$31,564.00	$0.00	$0.00	$0.00	$1,029.60		
MISCELLANEOUS	22	168	$1,232.40	$15,015.40	$20.62	$22.62	$2,047.45	$21,758.28		
SINGLE DWELLINGS	8	82	$1,545,222.90	$15,058,112.55	$772.62	$1,026.98	$21,925.20	$214,800.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	16	121	$0.00	$0.00	$16.00	$16.00	$1,200.00	$9,225.00		
PLUMBING	8	113	$0.00	$0.00	$8.00	$8.00	$672.00	$9,261.25		
RESIDENTIAL TOTAL	**119**	**892**	**$1,601,448.30**	**$15,704,972.82**	**$908.24**	**$1,164.60**	**$32,462.93**	**$305,246.89**		
COMMERCIAL										
NEW BUILDINGS	1	2	$178,000.00	$3,501,000.00	$89.00	$89.00	$2,587.20	$27,819.00		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	1	3	$103,000.00	$121,000.00	$51.50	$51.50	$2,549.25	$2,714.25		
MECHANICAL	0	4	$0.00	$70,475.00	$0.00	$0.00	$0.00	$1,744.26		
ROOF / SIDING	0	2	$0.00	$6,000.00	$0.00	$0.00	$0.00	$2,042.70		
MISCELLANEOUS	2	24	$0.00	$127,890.00	$2.00	$2.00	$100.00	$4,564.20		
COMMERCIAL TOTAL	**4**	**38**	**$281,000.00**	**$4,142,885.00**	**$142.50**	**$142.50**	**$5,236.45**	**$44,339.31**		
RESIDENTIAL/COMMERCIAL TOTAL	**123**	**930**	**$1,882,448.30**	**$19,847,857.82**	**$1,050.74**	**$1,307.10**	**$37,699.38**	**$349,586.20**	**$51,260.00**	**$488,201.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 10/31/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	404	37	0	0	$8,026,537.06	$147,002.54	$279,405.00
2016	500	59	0	4	$20,051,192.20	$285,254.82	$673,445.88
2017	604	82	0	3	$15,447,899.00	$260,533.88	$645,866.80
2018	581	77	0	2	$20,100,118.43	$313,634.08	$443,094.00
2019	627	70	0	2	$16,312,146.54	$280,671.03	$417,614.00
2020	930	82	0	2	$19,847,857.82	$349,586.20	$488,201.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	66	$1,636,592.28	$30,690.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,638,828.37	$46,050.95
August	230	$2,753,544.10	$60,994.10
September	173	$5,030,748.42	$66,042.70
October	123	$1,882,448.30	$37,699.38
November	5	$508,709.57	$7,824.00
December	0	$0.00	$0.00
Totals	930	$19,847,857.82	$349,586.20

BOLTON & MENK

Real People. Real Solutions.

M.4.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 9, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) **6th Avenue Rehabilitation**

All street work is complete. Final signage and punchlist items will be completed this month.

2) **TH 65 & Cajima Street RCUT Improvements**

This project is complete. Final closeout paperwork will be processed this month.

3) **2020 Pavement Management Project**

This project is complete. Final closeout paperwork will be processed this month.

4) **2020 Storm System Management Project**

This project is complete. Final closeout paperwork is also complete.

5) **Legacy Pines 2nd Addition**

Minor Punchlist Items will be addressed this month.

6) **Legacy Pines 3rd Addition – Phase 1**

The roadway surface is paved. The contractor will adjust manhole casting this week.

7) **Legacy Pines 3rd Addition – Phase 2**

The roadway surface is paved. The contractor will adjust manhole casting this week.

8) **MS4 Implementation**

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 1, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/94946586118?pwd=TUlrYmlhdEdyRkJUcWZ3UHc2R25qZz09

or by calling into this number +1 312 626 6799 US with this meeting ID: 949 4658 6118 and passcode 023560

To mute and unmute during meeting press *6

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. November 17, 2020- Regular Meeting of the City Council
2. November 17, 2020- Committee of the Whole Meeting
3. November 17, 2020- Canvass Board Meeting
4. October 20, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, December 15, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 15, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 15, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Finance Director Mike Betker
Truth-In-Taxation (Presentation, Public Comment)
1. Resolution 2020-XXX Adopting the 2021 Final Budget
2. Resolution 2020-XXX Adopting Final 2020 Tax Levy, Collectable 2021
3. Resolution 2020-XXX Adopting Final 2021 Enterprise Fund Budgets
4. Resolution 2020-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees
5. Consider Debt Levy Variance from Original Bond Register

A. Resolution 2020-XXX Reducing Debt Levy Requirements for GO Bond 2010B
B. Resolution 2020-XXX Reducing Debt Levy Requirements for GO Bond 2011A

City Administrator Josi Wood

6. Ordinance-XXX Amending City Code, Chapter 300 Trails
7. Ordinance-XXX Repealing and Replacing Chapter 230, Parks and Recreation Areas
8. Ordinance-XXX Amending City Code Chapter 65, Administrative Penalties
9. Ordinance-XXX Repealing and Replacing Chapter 216, Public Nuisances Affecting, Peace, Safety and General Welfare
10. Ordinance-XXX Amending City Code Chapter 284, Streets and Sidewalks
11. Liquor Store RFP Fee Proposal
12. Liquor Store Engineering & Architectural Services Proposal (Postponed from 11-17-2020 Meeting)

Community Development Director Sheila Sellman

13. Development Agreement Amendment Legacy Pines

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $285,240.16 Payroll in the Amount of $108,975.88
2. Sign Consideration for Best Western
3. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Copier Services

M. Closed Session

1. City Administrator Performance Review

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 17, 2020 – 7:00 P.M.
CITY HALL

G.1.

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 7:02 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

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

E. Adopt Agenda
Motion by Collison, second by Lundeen to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/ Commendations/ Certificate Awards
None

G. Approve City Council Minutes
1. November 4, 2020- Regular Meeting of the City Council
2. October 6, 2020- Economic Development Authority

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

H. Announcements

CITY OFFICES CLOSED *Thanksgiving)*	Thursday, November 26 and Friday November 27 *(In Observance of Thanksgiving and Day After*
1. Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, December 1, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, December 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Finance Director Mike Betker
1. **Resolution 2020-203** Approving Certification of Delinquent Charges for City Services Collectible in 2021
Finance Director, Mike Betker, shared that this is the annual assessment for delinquent utilities and this year is a longer list and a higher dollar amount than in the past due to no shutoffs and penalty fees. Betker shared that even if council approves the list for certification payable in 2021, a fair number of people will pay theirs before it

goes to the County or before the end of the year. He will update the County and the charges would not show up on their property tax statement.

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

Community Development Director Sheila Sellman

2. Sale of EDA and City Land PID 16.029.1400 and 16.053.0151 to UPS

Community Development Director, Sheila Sellman, shared that the Economic Development Authority (EDA) reviewed the purchase agreement at their last meeting and recommended approval. Per the City Attorney, the City is looking to sell two parcels of land to UPS so they can expand. During that process, EDA will need to deed land to the City and the City will do the land combination with UPS and sell it to them for their expansion.

Motion by Lundeen, second by Bergley to approve the sale of EDA and City land PID 16.029.1400 and 16.053.0151 to UPS. Motion passed 4-0. Motion carried. (Councilmember Collison exited room prior to Council action)

City Engineer Jason Cook

3. Liquor Store Engineering & Architectural Services Proposal

City Engineer Jason Cook shared that this is the next step in the Liquor Store process now that the land is purchased and it has began being surveyed. This proposal is for the site design and construction of the new store at 10- 6th Avenue SE. Bolten & Menk proposes for them to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store. Cook further shared at the last meeting it was discussed to have a pitched roof and the cost estimate from Brunton Architects for a pitched roof is roughly $150,000, but with a pitch the HVAC system cannot sit on the roof and has to move into the building and changes the site and all the engineering that goes with it is for an approximate $250,000-$300,000.

Councilmember Lundeen addressed his concerns regarding a flat roof in Minnesota. He also addressed his concern for the cost regarding the HVAC being put in a different location other than the roof due to a pitched roof.

Councilmember Collison stated that in the cities they put HVAC systems on the roof to reduce theft but he did not see the need for that in Isanti.

Motion by Lundeen, second by Collison to postpone to December 1st meeting for further discussion and for Bolten-Menk to bring proposal for RFP to the December 1st meeting. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $466,656.57 Payroll in the Amount of $116,584.10
2. **Resolution 2020-204** Approving the Engagement Letter for the 2020 Audit
3. **Resolution 2020-205** Offering the Position of Part-Time Liquor Store Clerk to Jennafer Horgen
4. **Resolution 2020-206** Approval of Promotion for Liquor Store Clerk III to Christy Bonczek
5. Accepting 2020 Position Classification and Compensation Study Report Presented 11.4.2020

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

M. Other Communications

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

Adjournment

Motion by Lundeen, second by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 17, 2020 – 5:00 P.M.
CITY HALL

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Public Comment

E. Committee Meeting Items

1. Liquor Updates
   - Gross profit for the months of August through October was approximately 27.23% sales during the same time frame have been continually above 30%. Sales have been over $300,000 every month since March.
   - Liquor Store Manager John Jacobi completed 6 years on the MMBA Board of Directors and 5 years as Vice President of the MMBA, John Jacobi has developed some great relationships with many stores.
   - Personal goals for 2020-2021 are as follows:
     - Continue working through wines, liquor and mixes that are not selling or out of stock and introduce new lines that have better movement.
     - Pull up movement reports and weed out slow sellers.
     - Plan for a larger online presence getting more involved with promotion and online email blasts.
     - Keep a consistent gross profit above 24% and continue to monitor monthly.
     - Plan to conduct online ordering for curbside ordering for curbside pickup abilities for the future location.
     - Work withy committee on Fall/ Holiday Tasting Events and continue doing an in-store tasting the first three Thursdays in October post Covid.
     - Conduct a wine and food pairing training for all employees post Covid.
     - Develop a "Holiday Focus Wine List" for employees to help customers with food and wine pairings.

- Plan on utilizing beer tastings with breweries to help promote new local craft beers post Covid.
- Plan and direct Full-Time department responsibilities utilizing department assignments for 2 Full-Time positions.
- Continue to run an ad in the Scotsman every month for 2021.
- Continue the Facebook page for the liquor store with some boosting opportunities in 2021.

- The MMBA Food Drive ran through the month of October. Customers donated over $200 in cash. Which will be donated to Family Pathways of Isanti County.

2. Proposed 2021 Fee Schedule Changes

- Highlighted changes to the fee schedule include:
  - Flat fees for deck permit and lower level finishes with deck a $300 flat fee and basement finish a $300 flat fee as well.
  - No investigation fee for a Non-profit Peddler's Permit.
  - No fee for a Non-profit Administrative Permit.
  - Councilmember $50 compensation per meeting and board member $25 compensation per meeting per.

3. Proposed 2021 Budget Updates

- The Isanti City Council approved the 2021 preliminary budget on September 1st, 2020. Since then a number of items have warranted further review and consideration. Changes recommended by the Committee will be represented in the 2021 final budget to be considered by the Council on December 1st, 2020.
- The following proposed changes have been broken down into two broad categories. The first is compensation related. These changes include proposed implementation of the compensation study and also hiring a Building Official and ending the contract with MNSpect.
- The second category is simply all other budget related items.
- Highlighted changes to the proposed budget include:
  - The second category is simply all other budget related items.
  - Portable radios will be taken off of the Capital Improvements plan for next year as Covid funds has allowed for them to be purchased. It will stay on the rotation so it is scheduled for its purchase at the end of its life cycle.
  - Towns Edge Road and Isanti Hills will be moved to 2026 and 2025.
  - Increase budget of $44,000 for Stormwater Maintenance Program.
  - Water Meter Network Infrastructure and Water Meter Radios on the existing meters to 2022.
  - Take out all of the old water meters in 2028.

4. Ordinance Drafts for Discussion and Consideration

- Chapter 284 Streets and Sidewalks proposed changes include:
  - Removal of the language referring to an official map as there is no official map. There is City maps such as streets map and addressing map that is updated by the Community Development Director or designee but no official map.

- Placement of numbers on buildings has been changed reflect fire code as the numbers were not large enough.
- Address numbers have been updated due to typos.
- Adding language to what the practice is for damaged sidewalks.
- Snow Removal section has been reevaluated for all chapters to say the same thing where Public Works does it then the resident needs to do it and also have align with Chapter 216, Nuisances.
- Materials on streets, alleys, sidewalks, or public way has language removed and simply references Chapter 216.

- Chapter 227 Parking and Storage proposed changes include:
  - Adjustments to definitions within the chapter.
  - Add parking along the East side of 9th Avenue from 8th Ave NE extending South 500 feet.
  - Add parking along both sides of 8th Avenue NE extending South from Heritage Blvd NE to the intersection of 8th Ave NE and 9th Ave NE
  - Add parking along both sides of 8th Avenue NE extending 300 feet Southwest from intersection of 9th.
  - Add Parking along the West side of 3rd Avenue NW extending 170 feet North from Heritage Blvd NW continuing along the West side of 3rd Avenue NW 550 feet North between the hours of 3:15 and 4:15 Monday thru Friday.
  - Add parking along the east side of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW.
  - Add Section 2, number 10 to include no motorized vehicle permitted to stay stationary on street, roadway or in a municipal parking lot for more than 7 consecutive days without prior approval from the City Administrator or Police Chief or designee.
- Chapter 270 Snowmobiles and Special Vehicles
  - Current Ordinance states that operation can only be done on private property with permission.
  - Recommendation from Committee is to include language to allow for snowmobiles to go to and from trails on roadways.
- Recommendation from Committee is to bring all 3 Ordinances back to Committee of the Whole with changes for further discussion.

5. Discussion on Isanti Community Center Phone

- The Isanti Community Center has a landline phone that is located in the kitchen. This phone is used for Senior Dining Program that is run by Catholic Charities.
- Catholic Charities advertises for people to call Monday-Friday 10:30 a.m.-1:30 p.m., however the phone rings at all hours of the day.
- The phone will ring during other renters' events and staff has received complaints.
- The phone line does have to remain for the fire system, but it does not need to be a line that rings out via a phone.
- With advanced technology and cell phones, this would be an alternative for Catholic Charities to have for their needs.
- The needs of the facility do not warrant a public phone to use.

- If the public phone does stay, Catholic Charities is requesting to place a phone with an answering machine in the kitchen. This will not eliminate the phone from ringing during any renters' event, this will only allow their staff to get messages from their users.
- Another alternative option would be to have their users call Catholic Charities phone number and they can relay the message to their own employees.
- Recommendation from Committee is to remove phone and transfer phone number to Catholic Charities.

6. Goal Setting
- Consensus from Committee is to have goal setting within the January Committee of the Whole meeting.

F. Adjournment
Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL
TUESDAY, NOVEMBER 17, 2020
Immediately following the City Council Meeting
CITY HALL

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 7:38 p.m.

The Pledge of Allegiance was recited.

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

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

D. Adopt Agenda
Motion by Bergley, second by Gordon to approve agenda as presented. Motion passed 5-0. Motion carried.

E. Business Items
1. **Resolution 2020-207** Canvassing Returns for the Municipal General Election

Mayor Johnson presented the Abstract of Votes Cast for the Municipal General Election held on August 3rd, 2020 and the Council review the results of the election.

Adjournment
Motion by Lundeen, second by Gordon to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/Human Resources

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, October 20, 2020

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:15 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon.
     Members Absent: Dan Collison, Alexander Collins
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
   - D. Agenda Modifications: None

2. **Meeting Minutes**

   A. Approval of Minutes from October 20, 2020 Planning Commission Meeting motion by Bergley, second by Collison motion passes 5-0.

3. **Public Hearing**

   A. Ordinance Amending the City Code, Chapter 253 Rental Dwellings. Saltis explained that the rental dwelling section of City Code needs to be amended to update residency requirements and introduce fees for late submitted rental paperwork. Currently the code restricts owners of rental properties or their agents to reside in adjacent counties to Isanti County. This requirement is proposed to be removed to allow owners, landlords and agents to reside wherever. The advancements of technology and availability of local contractors make it easy to maintain a rental property remotely. The next amendment to the rental dwelling section involved introducing fees for rental paperwork submitted past deadlines. Currently in code, there are no late fees for submitting rental license renewal applications past the deadline, and it is proposed to add these fees to enforce a penalty for late submissions of paperwork. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the ordinance amendments. Motion for approval of the ordinance amendments by Lundeen, 2nd by Gordon, motion passed 5-0.

   B. Ordinance Amending the City Zoning Code, Chapter 536 Subdivision. Sellman explained that the Subdivision ordinance should be amended to reflect current positions held by city staff. This would remove the language "City Planner and Zoning Administrator" and replace it with "Community Development Director or designee". The final plats for subdivisions should only be reviewed by the City Council for approval, as the ordinance currently states that the Planning

Commission has to review final plats, which delays the approval process by one month. No one from the public was present to speak at the public hearing. Motion for approval to amend the Subdivision ordinance by Bergley, 2nd by Lundeen, motion passed 5-0.

4. **Other Business:** None

5. **Discussion Item:** Concept Plan. Sellman introduced a concept plan for a possible development located on County Rd 5 that would accommodate home buyers at all stages of life. The lot breakdown as well as current and future zoning of the parcels was discussed. Jay Roos from Paxmar Land Development was present at the meeting and spoke on behalf of the project. The planning commission asked questions to the developer regarding the project and seemed open to allowing for the future land use for the parcels to change from commercial to residential.

6. **Adjournment:** Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 5-0 meeting adjourned at 7:31 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: December 1, 2020

Subject: 2021 Final Budget and Levy Adoption

Background:

The proposed final property tax levy is $3,025,763 and reflects an increase in the taxable market value for 2021 of 12.03%.

The proposed final property tax rate is 61.18%. An increase of 0.0% from 2020 and a decrease of 28.81% from the 2017 tax rate of 85.93%. The 15-year average tax rate from 2006 thru 2020 is 67.63%

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru October, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance premiums increased, depending on plan structure, between 13.6% and 14.3%.

Current Action:
Consider Final 2021 Budget and Associated Resolutions

Attachments:
2021 Final Operating and Capital Budgets
Resolution Adopting the 2021 Final Budget
Resolution Adopting the Final 2020 Tax Levy Collectible 2021
Resolution Adopting the Final 2021 Enterprise Fund Budgets
Resolution Approving Cost of Living Adjustment for Non-Union Employees

RESOLUTION NO. 2020-XXX

RESOLUTION ADOPTING THE 2021 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2021 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$4,094,505**
	COUNCIL	**38,719**
	ELECTIONS	**200**
	FINANCIAL ADMINISTRATION	**561,411**
	PLANNING AND ZONING	**150,093**
	MUNICIPAL BUILDING	**39,654**
	POLICE ADMINISTRATION	**1,743,608**
	FIRE PROTECTION	**257,990**
	BUILDING INSPECTION ADMIN	**192,707**
	CODE ENFORCEMENT	**12,383**
	CIVIL DEFENSE	**2,140**
	ANIMAL CONTROL	**3,091**
	GENERAL CITY MAINTENANCE	**58,436**
	HWYS, STREETS, & ROADS	**382,948**
	STREET LIGHTING	**51,130**
	SANITATION ADMINISTRATION	**24,875**
	PARK,REC,CULTURE	**371,307**
	TRANSFERS	**113,944**
	MISCELLANEOUS	**13,852**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 4,018,487**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

ADOPTING THE FINAL 2020 TAX LEVY, COLLECTIBLE IN 2021

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**1,919,300**
920	**Capital Maintenance**		**438,700**
425	**Street Construction**		**286,500**
108	**EDA**		**86,201**
101	**Abatement Levy**		**13,432**
930	**2011A GO Improvement Bond**		**9,367**
931	**2014A GO Tax Abatement Bond**		**222,036**
932	**2014B GO Improvement Bond**		**50,227**
	Total Levy	**$**	**3,025,763**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

ADOPTING THE FINAL 2021 ENTERPRISE FUND BUDGETS

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following budget for the year 2021 is approved:

Enterprise Fund	Revenues	Expenditures
Water Fund	**$ 1,575,139**	**$ 1,967,825**
Sewer Fund	**$ 1,985,609**	**$ 1,877,628**
Storm Water Fund	**$ 386,150**	**$ 456,684**
Liquor Fund	**$ 3,213,605**	**$ 3,244,519**

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION EMPLOYEES

WHEREAS, Section 6 of the Personnel Policy provides that employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year; and

WHEREAS, the 2021 budget includes a COLA of 3.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve a 3.0% Cost of Living Adjustment to all non-union employees for budget year 2021.

This resolution was duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 1st 2020
Subject: Debt Levy Variance from Original Bond Register

Background:

At its September 1st 2020 meeting the Isanti City Council approved the preliminary levies payable in 2021. Debt levies for two bond issues; 2010B and 2011A, were approved at levels that varied from the amounts detailed in the original bond documents. The two bond issues, the originally scheduled levy for 2021 and actual certified levy for 2021 are shown below.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	ORIGINAL 2021 DEBT LEVY	CERTIFIED 2021 DEBT LEVY	AMOUNT OF VARIANCE FROM ORIGINAL SCHEDULE
2010B GO Imp. Bonds	$ 1,825,000	12/1/2010	$ 205,884	$ -0-	$ (205,884)
2011A GO Imp. Bonds	$ 790,000	9/6/2011	$ 53,040	$ 9,367	$ (43,673)

County auditors are required to maintain bond registers that have information relating to any bonded debt issued by local taxing authorities in the county (Minnesota Statutes 475.62). For bonds that have tax levies pledged for payment of all or part of the debt, the county auditor must certify that the debt has been entered in the bond register and that any required tax levies have been made (Minnesota Statutes 475.63). It is the responsibility of the county auditor to make sure that debt levies as noted in the original bond resolution are made according to the levy schedule (Minnesota Statutes 475.64). If the municipality fails to make the needed debt service levy and has not provided a resolution to reduce/increase the levy as provided in statute, the county auditor has the obligation of making the levy for debt service.

To reduce/increase the debt levy, the taxing authority must certify that they are making an irrevocable appropriation of funds actually on hand to the debt service account or that there exists excess funds in the debt service account for payment of the debt (Minnesota Statutes 475.61, subd. 3). The certification should take the form of a resolution appropriating the funds and reducing/increasing the debt levy. The funds must already be on hand, it is not sufficient to anticipate receiving funds in the future.

Both levy amounts were the recommendation of a 2014/2015 Debt Service Financial Analysis by Northland Securities Inc. approved by resolution 2013-149.

Action Required:

Consider attached resolutions that will bring the City of Isanti into compliance with State Statutes 475.61, subd. 3 thru 475.64.

Attachments:

- Res 2020-XXX – Authorize Reduction of 2010B Scheduled Debt Levy
- Res 2020-XXX – Authorize Reduction of 2011A Scheduled Debt Levy

K.5. .A.

RESOLUTION NO. 2020-XXX

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2010B

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2010B on December 1st, 2010 in the amount of $1,825,000; and,

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2010B General Obligation Bonds in the amount of $205,884; and,

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2021 for the 2010B General Obligation Bonds was recommended in the amount of $0.00.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2021.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2021 for the 2010B General Obligation Bonds to $0.00.

This resolution is duly adopted by the Isanti City Council this 1st day of December 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2020-XXX **K.5. .B.**

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2011A

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2011A on September 6th, 2011 in the amount of $790,000; and

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2011A General Obligation Bonds in the amount of $50,040; and

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2021 for the 2011A General Obligation Bonds was recommended in the amount of $9,367.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2021.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2021 for the 2011A General Obligation Bonds to $9,367.

This resolution is duly adopted by the Isanti City Council this 1st day of December 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Trails, Amending Chapter 300

Background:

Chapter 300, Trails, has been drafted as an amendment with minor changes. The changes included bituminous trails will be plowed when snow is more than 2 inches per the Snow Policy and other minor revisions to clarify the chapter intent.

The Ordinance has been posted for the required 10- day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 273, ADOPTED ON NOVEMBER 6, 2002 AND ORDINANCE NO. 341, ADOPTED ON MAY 3, 2005 AND ORDINANCE NO. 524, ADOPTED ON FEBRUARY 8, 2012 AND TITLED TRAILS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 273, Ordinance 341, Ordinance 524, Ordinance codified in Chapter 300 of the City Code, are hereby amended as follows:

Chapter 300

TRAILS

§ 300-1. **Purpose.**

§ 300-2. **Trail location.**

§ 300-3. **Snow removal on trails.**

§ 300-4. **Construction.**

§ 300-4. **Motorized transportation prohibited.**

§ 300-5. **Cambridge-Isanti Bike/Walk Trail.**

§ 300-6. **Violations and penalties.**

§ 300-1. Purpose.

The purpose of this chapter is to ensure the proper location, construction, operation, and maintenance of both City and regional trails. This will allow our citizens the ability to walk, bicycle, and other means of nonmotorized use to go from place to place within the City and region. We recognize the importance of trails in and around our City for the safety of our citizens, the health of our citizens, and for the betterment of our community.

§ 300-2. Trail location.

Trails shall be placed as shown on the most current Trail Map. City staff can modify the location of trails to the other side of the roadway in order to promote contiguous nonmotorized movement. All new subdivisions/ developments are expected to install trails, at the developer's expense. Trails may be located in any zone.

§ 300-3. Snow removal on trails.

Snow removal on bituminous trails is the responsibility of the City Public Works Department. It is understood that snow removal along these routes does not take precedence to snow removal along streets. Trails will be plowed when snow is more than two (2) inches and in accordance with the City's Snow Plowing Policy by Resolution. Earthen, woodchip or gravel trails will not have snow removal.

§ 300-4. Construction.

A. Trails shall be at least eight feet wide.

B. Trails must be constructed of ~~portland~~ concrete or bituminous. In some instances, the City may allow for a wood chip trail especially along environmentally sensitive areas. Trails

through wetlands may be constructed to boardwalk/bogwalk requirements as indicated in the City Engineering standards in lieu of filling in wetlands or wetland mitigation.

C. Trails shall be constructed as the City Engineer dictates.

D. Concrete pedestrian curb ramps ~~for the handicapped~~ per ADA compliance shall be installed on all street corners according to MNDOT and City Engineer specifications.

E. The City Engineer and/or Building Official, or their designee, shall ~~must~~ inspect trail construction.

F. All materials, workmanship, and details of the construction of trails on the public rights-of-way of the City shall be in accordance with the current city engineering standards.~~plans and specifications of the Public Services Works Director or assigned personnel.~~

§ 300-5. Motorized transportation prohibited.

Due to the wear on the trail, ~~and the~~ noise they make, and dangers they induce to bikers and walkers, no motorized vehicles are allowed on City trails, such as, ~~to adjoining property owners, no~~ mopeds, four-wheelers, snowmobiles, motorcycles or similar types of motorized transportation. ~~are allowed on City trails~~. This does not refer to designated four-wheel or snowmobile trail routes on City streets.

§ 300-6. Cambridge-Isanti Bike/Walk Trail.

The implementation and enforcement of rules and regulations governing the use of the Cambridge-Isanti Bike/Walk Trail shall apply as approved by resolution of the City Council, as amended from time to time.

§ 300-7. Violations and penalties.

Violators of this chapter shall be guilty of a misdemeanor punishable by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 2 -Effective Date.

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

Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____

Katie Brooks

Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020-XXX Parks and Recreation Areas, Repealing and Replacing Chapter 230

Background:

Chapter 230, Parks and Recreation Areas, has been drafted as a repeal and replacement. The following significant changes are included in the draft:

- Include Sledding Hill rules.
- Simplify the Chapter to have one section on "Purpose; applicability", "Violations" and "Enforcement".
- Include language regarding special event permits.
- Include language for geocaching.
- Include language for not golfing in park areas.
- Include language for not interfering with games/recreation.
- Include language for not camping unless permitted with a permit.
- Include language for not destroying trees or plantings.
- Include language for not removing wood unless permitted by CA or designee.

The Ordinance has been posted for the required 10- day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 227, ADOPTED ON MARCH 4, 2003 AND ORDINANCE NO. 313, ADOPTED ON APRIL 6, 2004 AND ORDINANCE NO. 602, ADOPTED ON APRIL 21, 2015 AND ORDINANCE NO. 701, ADOPTED ON MAY 7, 2019 AND TITLED PARKS AND RECREATION AREAS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinances 273, 341, and 524, titled Parks and Recreation Areas, codified in Chapter 230 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 230 is hereby adopted:

Chapter 230
Parks and Recreation Areas

§ 230-1. **Purpose; applicability.**
§ 230-2. **Park rules and regulations.**
§ 230-3. **Dog park rules and regulations.**
§ 230-4. **Skatepark rules and regulations.**
§ 230-5. **Pleasure rink rules and regulations.**
§ 230-6. **Sledding hill rules and regulations.**
§ 230-7. **Violations.**
§ 230-8. **Enforcement.**

§ 230-1 Purpose; applicability.

A. The purpose of this chapter is to ensure the safety of people using the park system and their amenities.

B. This article shall apply to all park and recreation areas controlled by the City of Isanti.

§ 230-2 Park rules and regulations.

A. There shall be no alcoholic beverages, unless otherwise permitted by the City Clerk through the City Council of Isanti.

B. No littering. All refuse and trash related to park use shall be placed in trash and recycle receptacles; provided, however, that residential, commercial, or construction trash or debris shall in no event be placed in such receptacles.

C. There shall be no use of vehicles except on park roads unless otherwise authorized.

D. Pets must be leashed and in compliance with Chapter 87-4.

E. All pet owners are responsible for the proper disposal of pet waste.

F. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to use any restroom in any park in other than a clean and sanitary manner.

G. A permit is required if a person wants the exclusive use of a specific area, building, shelter, other park

facility or for a special event. Any person with a permit must follow rules and regulations within this Chapter as well as any special conditions listed on the permit.

H. Disturbing, harassing or interfering with any person in possession of a valid permit is prohibited.

I. A permit is required for the use of tents, large canopies, inflatables, large games and rides, dunk tanks, etc in park areas.

J. Registration is required for all caches placed in City parks related to a geocaching program.

K. Park hours are 7:00 a.m. to 10:00 p.m. unless posted otherwise.

L. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to:

(1) Possess or discharge firearms, air rifles, BB guns, sling shots, bows and arrows, other weapons, explosives or fireworks.

(2) Be present in a park or recreation area after 10:00 p.m. or before 7:00 a.m. on any day unless permitted through a special event permit issued by City Council.

(3) Camp in, or erect, a tent or other structure, unless permitted through a special event permit issued by the City Council.

(4) Bring in, dump, deposit, leave in or on, or burn on any park land or water or water contiguous to any park any glass bottles, broken glass, discarded vegetation, trash, waste, rubbish, etc.

(5) Advertise, sell or attempt to sell, or solicit for private gain or cause, or operate non-authorized commercial operations without the City's approval.

(6) Start or maintain a fire, except in grills provided as part of the park facility, unless permitted for a city sponsored event approved through City Council. A person responsible for a fire must safely and completely extinguish the fire before leaving.

(7) Possess controlled substances.

(8) Engage in offensive, obscene, or abusive language, or in boisterous or noisy conduct tending reasonably to arouse alarm, anger or resentment in others; or to engage in brawling or fighting; or to engage in conduct creating or tending to create a disturbance or annoyance to other park users, or that interferes with their use or enjoyment of park lands and waters.

(9) Remove, break, destroy, injure, mutilate, deface or in any way damage any structure, monument, fence, flagpole, vehicle, bench, natural growth, ruin, relic, geological formation, or any other City of Isanti park property located in or on City of Isanti parks and park system.

(10) Not clean up after pets.

(11) Injure, molest, pursue or endanger wildlife on any park land and park system land in the City of Isanti.

(12) Hunt or trap on any park land owned by the City of Isanti.

(13) Use of recreational vehicles, including, but not limited to, all-terrain vehicles, snowmobiles, and motorcycles, on parks or park system land.

(14) Non- motorized bicycles in park areas or trails, natural or paved, that are not signed as permitted.

(15) Use a golf club to hit, drive, or otherwise propel a golf ball or other object into or onto City park land.

(16) Interfere with the orderly conduct of games or other recreational activity in a park or park facility.

(17) Overnight parking unless permitted by the City Administrator or designee.

(18) Disturbing, damaging, or destroying any trees or planted areas.

(19) Removal of wood from natural park areas unless permitted by the City Administrator or designee.

(20) Park on grass or other non-designated parking areas unless requested and approved for special events.

§ 230-3 **Skatepark rules and regulations.**

A. Helmets are required to be worn at all times in the skatepark.

B. Knee and elbow pads are suggested to be worn at all times in the skatepark.

C. Altering of skatepark ramps or equipment is prohibited.

D. No bikes are allowed in the skatepark.

E. Users assume risk of injury

F. All other rules for park and recreation areas in the City apply to the skatepark facility.

§ 230-4 **Dog park rules and regulations.**

A. Dog park hours are 7:00 a.m. to 10:00 p.m.

B. Dogs must be in visual sight and voice control of their handler or owner at all times.

C. All pet waste must be cleaned up and disposed of in designated waste receptacles.

D. Dogs must be on leash when entering or exiting the fenced dog park facility.

E. No aggressive dogs are allowed in the dog park facility. At first sign of aggression, dogs must be leashed and removed.

F. Declared dangerous dogs are not allowed in the dog park facility.

G. Female dogs in heat and dogs under the age of four months are prohibited from the dog park facility.

H. Users of the dog park facility do so at their and their dog's own risk. The City is not responsible for any injury or damage caused by or to a person or their dog in the off-leash area.

I. The limit for dogs under one handler or owner is three dogs for each visit or use of the dog park facility.

J. All children under the age of 14 shall be supervised by an adult.

K. All personal property brought in the dog park facility shall be removed when the handler or owner has completed their visit or usage. In no case shall the personal property remain on site for over one day and must be removed by park closure at 10:00 p.m. that day.

L. Dogs are not permitted to dig or otherwise damage the dog park facility. Dogs identified performing this damage shall be prohibited from using the dog park facility.

M. All other rules for park and recreation areas in the City apply to the dog park facility.

§ 230-5 **Outdoor pleasure rink rules and regulations.**

A. Outdoor Pleasure rink hours are 7:00 a.m. to 10:00 p.m.

B. No offensive, obscene or abusive language.

C. No abusive behavior either verbal or physical.

D. No hockey or broomball while people are open skating.

E. No bikes, sleds, cars, or snowmobiles on the ice.

F. No fighting or snowball throwing.

G. No pushing other skaters.

H. Users assume risk of injury.

§ 230-6 **Sledding hill rules and regulations.**

A. Users assume risk of injury

B. Adults must supervise children

C. Use caution

D. Be considerate of others

E. Do not sled when icy

F. Do not alter sledding hill

G. Sled in designated areas only

§ 230 **Violations.**

Violators of this chapter shall be guilty of a misdemeanor.

§ 230-12 **Enforcement.**

A. The City Administrator and his/her designees may, in connection with their duties imposed by law, enforce the provisions of this chapter, and the City Administrator or his/her designees shall have the authority to:

(1) Eject from any park a person acting in violation of this chapter. In addition to immediate removal from a park following a chapter violation, the City Administrator or his/her designee may continually exclude

such person(s) from any or all City of Isanti park and park system areas.

(2) Seize and confiscate any property, animal, thing or device in any park used in violation of any of the provision in this chapter.

B. The City Administrator or his/her designees are specifically authorized to issue administrative citations, and City of Isanti Peace Officers may issue citations for violations of this chapter.

Section 3 -Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.
Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

K.8.

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020 - XXX Administrative Penalties, Amending City Code Chapter 65

Background:

Ordinances 576, 690, 705, codified in Chapter 65 of the City Code were amended to clarify the process and to be in compliance with State Laws.

The Ordinance has been posted for the required 10- day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- Ordinance 2020-XXX Administrative Penalties

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 576, ADOPTED ON APRIL 16, 2014 AND ORDINANCE NO. 690, ADOPTED ON JUNE 5, 2018 AND ORDINANCE NO. 705, ADOPTED ON JUNE 4, 2019 AND TITLED ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 576, Ordinance 690 and Ordinance 705, codified in Chapter 65 of the City Code, are hereby amended as follows:

Chapter 65

ADMINISTRATIVE PENALTIES

§66-1 Purpose
§65-2 Alternative methods of Enforcement
§65-3 General Provisions
§65-4 Authority to issue order to correct letters and administrative citations
§65-5 Administrative citations
§65-6 Administrative hearing
§65-7 Recovery of civil penalties

65-1. Purpose.
The City Council determined that there is a need for alternative methods of enforcing the City Code. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties a legitimate and necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

65-2. Alternative methods of enforcement.

A. The administrative hearing process provided for within this Article shall be in addition to any other legal or equitable remedy available to the City for City Code violations.

B. The City may initiate a civil enforcement action to obtain code compliance before, during or after an administrative enforcement proceeding.

C. If the final adjudication in the administrative penalty procedure is a finding of no violation, then the City may not prosecute a criminal violation in district court based on the same set of facts. This does not preclude the City from pursuing an administrative penalty or a criminal conviction for a violation of the same provision of the City Code based on a different set of facts. A different date of violation shall constitute a different set of facts and a separate offense.

65-3. General provisions.

A. A violation of a provision of the City Code or a violation of the terms and conditions of a City approval, including permits and licenses, required and granted under this Code is an

administrative offense that may be subject to an administrative citation and civil penalties. Each day a violation exists constitutes a separate offense.

B. An offense may be subject to a civil penalty not exceeding one thousand ($1,000) dollars per separate offense.

C. The City Council will adopt by Ordinance a schedule of penalties for offenses initiated by administrative citations. The City Council is not bound by the schedule when a matter is appealed to it for administrative review.

D. The City Council may adopt a schedule of fees to be paid to administrative hearing officers for their services.

65-4. Authority to issue order to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated Ordinances:

A. Licensed peace officers of the Isanti Police Department;

B. Reserve Officers of the Isanti Police Department;

C. Community Development Director;

D. Community Development Specialist;

E. Animal Control Officer;

F. Building Official;

G. MS4 Technician; or

H. Community Service Officer.

65-5. Administrative citations.

A. A person authorized to enforce provisions of the City Code may issue an administrative citation upon belief that a code violation has occurred. The citation must be issued in person or by first class mail to the person responsible for the violation. The citation must state the date, time, and nature of the offense, the identity of the person issuing the citation, the amount of the scheduled fine, and the manner for paying the fine or appealing the citation. The administrative citation shall be deemed served upon deposit in the U.S. mail to the address of the violator. A certificate of service shall be completed by the official issuing the citation. If the City seeks to impose more than one fine for a continuing violation, a separate citation shall be issued for each violation date.

B. The person responsible for the violation must either pay the scheduled fine or request a hearing within ten (10) calendar days after issuance of the citation. Payment of the fine constitutes admission of the violation. A late payment fee of ten (10%) percent of the scheduled fine amount will be imposed. The fines may be rescinded if compliance is achieved by the compliance date provided.

C. A hearing request must be made in writing and executed by the property owner or person with an ownership interest in the property. It must minimally state the name and mailing address of that person, the person's relationship to the property involved, and a brief statement why the citation is in error and a hearing is being requested. A filing fee, as set forth in the City Fee Schedule,

shall accompany the application. The application is not valid unless the fee is paid. The filing fee is non-refundable.

D. A property owner may request an extension to come into compliance, which may be granted or denied by the City. If an extension to come into compliance is requested and granted, and the property owner does not come into compliance by the extension date, the administrative fine imposed with the citation for the violation shall not be rescinded. Additionally, a request for an extension to the compliance deadline shall constitute an admission to the violation, and a waiver of a right to request a hearing under subpart C above.

65-6. Administrative hearing.

A. The hearing officer shall be a neutral third party appointed by the City Council. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses of the City Code.

B. Notice of the hearing must be served in person or by mail to the person responsible for the violation at least ten (10) calendar days in advance of the hearing, unless a shorter time is accepted by all parties.

C. The hearing officer shall conduct an informal hearing to determine if a violation occurred. The hearing may be recorded but official minutes of the proceeding will not be taken. At the hearing, the parties will have the opportunity to present testimony and question any witnesses, but strict rules of evidence will not apply. The hearing officer must receive testimony and exhibits. The officer must receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of affairs.

D. The hearing officer has the authority to determine that a violation occurred, to dismiss a citation, to impose or modify (increase or decrease) the scheduled fine, and to modify, stay, or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions. When imposing a penalty for a violation, the hearing officer may consider any or all of the following factors:

1. The duration of the violation;
2. The frequency or reoccurrence of the violation;
3. The history of the violation;
4. The seriousness of the violation;
5. The violator's conduct after issuance of the notice of hearing;
6. The good faith effort by the violator to comply;
7. The economic impact of the penalty on the violator;
8. The impact of the violation upon the community; and
9. Any other factors appropriate to a just result.

E. The hearing officer's decision and supporting reasons are final and as practically as possible be provided in writing to both parties within ten (10) days of the hearing. Any fines or penalties imposed must be paid no later than ten (10) days of the date of the Hearing Officer's order.

F. The failure to attend the hearing constitutes a waiver of the violator's rights to an administrative hearing and an admission of the violation. A hearing officer may waive this result upon good cause shown. Examples of "good cause" are death or incapacitating illness of the accused; a court order requiring the accused to appear for another hearing at the same time; and lack of proper service of the citation or notice of the hearing. "Good cause" does not include forgetfulness and intentional delay.

65-7. Recovery of civil penalties.

A. If a civil penalty is not paid within the time specified, it constitutes:

1. A personal obligation of the violator in all cases;

2. An obligation of the person or business conducting an activity on the property if the violation relates to that activity;

3. An obligation of the owner of the property on which the violation occurred; and

4. A lien upon the real property upon which the violation occurred, if the property owner was found responsible for that violation and the lien can be assessed under Minnesota Statutes 429.101, as amended from time to time. Prior to assessing the lien against the property, the City must attempt to obtain voluntary payment of the administrative penalty and provide the property owner listed on the tax record with notice and an opportunity to be heard.

B. The personal obligation or lien may include the administrative, collection agency and legal costs incurred by the City in connection with collecting the unpaid administrative penalty.

C. A personal obligation may be collected by any appropriate legal means, including use of a collection agency.

D. A late payment fee of ten (10%) percent of the fine will be assessed for each thirty (30) day period, or part thereof, that the fine remains unpaid after the due date.

E. During the time that a civil penalty remains unpaid, no City approval will be granted for a license, permit, or other City approval sought after by the violator or for the property.

F. Failure to pay a fine is grounds for suspending, revoking, denying, or not renewing a license or permit associated with the violation.

G. The City reserves the authority to use the abatement process as outlined within Chapter 216 Nuisances, in lieu of or in addition to the process outlined within this Chapter.

H. In the event of unpaid civil penalties, the City reserves the right to pursue a criminal penalty under the applicable section of the City Code.

EFFECTIVE DATE

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

Adopted by the City Council this ___day of _____, 2020.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.

Isanti

K.9.

MEMO for Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Public nuisances affecting, peace, safety and general welfare, Repealing and Replacing Chapter 216

Staff has drafted changes they are recommending to Chapter 216 to be consistent with the League's model policy, policies that were previously adopted by Resolution and for Code Enforcement to have more definition of what is considered a nuisance violation.

Significant changes include:

- Detailed definitions of noxious weeds, grass and other rank growths.
- Nuisance for grass over 8".
- Inclusion of snow and sidewalk clearing to be consistent with the snow plowing policy.
- Inclusion of objects causing obstructions, wire and limbs that are hazards, obstructing water flow, and building condition.
- Detailed language for the notice and abatement process and procedures.

The Ordinance has been reviewed by the City Attorney and has been posted for the required 10 – day notice.

Recommendation:
Committee of the Whole recommends approval as presented.

Attachment:

- ORD 2020-XXX

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 123, ADOPTED ON SEPTEMBER 18, 1984 AND ORDINANCE NO. 170, ADOPTED ON NOVEMBER 17, 1992 AND ORDINANCE NO. 209 ADOPTED ON FEBRUARY 17, 1998 AND ORDINANCE NO. 389 ON FEBRUARY 6, 2007 AND ORDINANCE NO. 411 ADOPTED ON AUGUST 30, 2007 AND ORDINANCE NO. 424 ADOPTED ON DECEMBER 27, 2007 AND ORDINANCE NO. 425 ADOPTED ON JANUARY 24, 2008 AND ORDINANCE NO. 431 ADOPTED ON FEBRUARY 19, 2008 AND ORDINANCE NO. 452 ADOPTED ON FEBRUARY 17, 2009 AND ORDINANCE NO. 538 ADOPTED ON AUGUST 8, 2012 AND ORDINANCE NO. 553 ADOPTED ON JUNE 4, 2013 AND ORDINANCE NO. 580 ADOPTED ON JUNE 17, 2014 AND ORDINANCE NO. 676 ADOPTED ON JUNE 20, 2017 AND ORDINANCE NO. 710 ADOPTED ON OCTOBER 1, 2019 AND TITLED NUISANCES.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinance 123, 170, 209, 389, 411, 424, 425, 431, 452, 538, 553, 580, 676 and 710, codified in Chapter 216 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 216 is hereby adopted:

Chapter 216

NUISANCES

§216-1. Definitions.
§216-2. Public nuisances affecting health, safety, comfort or repose.
§216-3. Public nuisances affecting morals and decency.
§216-4. Public nuisances affecting peace, safety and general welfare.
§216-5. Public Nuisance.
§216-6. Duties of City officers.
§216-7. Abatement.
§216-8. Recovery of cost.
§216-9. Violations and penalties

§ 216-1 **Definitions.**
As used in this chapter, the following terms shall have the meanings indicated:

DYNAMIC BRAKING DEVICE

Any device primarily used on trucks, for the conversion of the engine from an internal combustion engine to an air compressor for the purpose of braking without the use of wheel brakes; also commonly referred to as Jacob's brakes, Jake brakes, engine brakes, or compression brakes.

GRAFFITI

Any unauthorized inscription, work, figure, painting, symbol, or other defacement that is written, etched, marked, scratched, sprayed, drawn, or engraved upon any surface of public or private property.

NOISE

Any sound not occurring in the natural environment, which shall include, but is not limited to, sounds produced by aircraft, highways, motor vehicles, and/or emanating from residential, commercial, and industrial sources.

§ 216-2 **Public nuisances affecting health, safety, comfort or repose.**
The following are hereby declared to be nuisances affecting health:

A. Exposed accumulation of decayed or unwholesome food or vegetable matter. This includes all composting consisting of yard waste and/or kitchen waste which has been left unattended and which causes offensive odors, attracts rodents and/or pests or is unsightly and does not meet the requirements of Chapter 273, Article II.

B. All diseased animals running at large.

C. All ponds or pools of stagnant water.

D. Carcasses of animals not buried or destroyed within 24 hours after death.

E. Accumulations of manure, refuse, or other debris. An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, and other cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, or other material of any kind on private property.

F. Privy vaults and garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or to emit foul or disagreeable odors.

G. The pollution of any public well or cistern, stream, or body of water by sewage, industrial waste, or other substances.

H. All noxious weeds grass in excess of 8 inches and other rank growths of vegetation upon public or private property.

(1) Noxious weeds and rank vegetation shall include but not be limited to: alum (allium), Buckthorn, Bur Cucumber, Canada Thistle, Corncockle, Cressleaf Groundsel, Curly Dock, Dodder, Field Bindweed, French Weed, Hairy Whitetop, Hedge Bindweed, Hoary Cress, Horsenettle, Johnson grass, Leafy Spurge, Mile-A-Minute Weed, Musk Thistle, Oxeye Daisy, Perennial Sow thistle, Poison Hemlock, Purple Loosestrife, Quack grass, Russian Knapweed, Russian Thistle, Serrated Tussock, Shatter Cane, Sorghum, Wild Carrot, Wild Garlic, Wild Mustard, Wild Onion, Wild Parsnip;

(2) Grapevines when growing in groups of 100 or more and not pruned, sprayed, cultivated, or otherwise maintained for two consecutive years;

(3) Any weeds, grass, or plants, other than trees, bushes, flowers, or other ornamental plants, growing to a height exceeding 12 inches.

(4) Rank vegetation includes the uncontrolled, uncultivated growth of annuals and perennial plants.

(5) The term *Weeds* does not include shrubs, trees, cultivated plants or crops.

(6) In no event shall cultivated plants or crops include plants which have been defined by state statute or administrative rule as being noxious or detrimental plants.

(7) Property owners are responsible for mowing adjacent to their property in the right -of-way to the curb if there is a sidewalk or boulevard.

I. Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities.

J. All public exposure of persons having a contagious disease.

K. Any offensive trade or business as defined by statute not operating under local license.

L. Any outside storage of rubbish, salvage materials, junk, vehicles without current license plates, not in street operable condition, or not currently insured; or miscellaneous refuse when the same is construed by the City Council to be a menace or a nuisance to the public health, safety, or general welfare and to have a depressing influence on property values in the area.

M. Outdoor smoking near the entrances to buildings. Outdoor smoking areas shall meet the following regulations:

(1) Smoking is prohibited within 15 feet of any entrance, exit, or open window to a building and within 15 feet of a public sidewalk.

(2) Appropriate receptacles for rubbish, garbage, cigarette paraphernalia, etc., shall be provided.

N. Any obstruction to the free flow in a natural waterway or a public street drain, gutter, or ditch with trash, grass, other yard waste or other materials.

O. Depositing or storage of garbage or refuse on a public right-of-way, public property, or on adjacent private property.

Q. Snow clearing or removal from a private property must be contained within the property of which the snow originated or hauled and deposited in an approved location.

§ 216-3 **Public nuisances affecting morals and decency.**
The following are hereby declared to be nuisances affecting public morals and decency:

A. All gambling devices, slot machines, and punch boards, except as otherwise authorized by ordinance.

B. Betting, bookmaking, and all apparatus used in such occupations.

C. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses.

D. All places where intoxicating liquor is manufactured or disposed of in violation of law or where, in violation of law, persons are permitted to resort for the purpose of drinking intoxicating liquor, or where intoxicating liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining such a place.

E. Any vehicle used for the transportation of intoxicating liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

F. Graffiti.

(1) Use of graffiti prohibited. It shall be unlawful to apply graffiti to any natural or man-made surface on any publicly or privately owned property without the owner's permission.

(2) Graffiti as nuisance. The existence of graffiti on public or private property shall be declared a nuisance, which is destructive to the rights and values of property owners as well as the entire community and is subject to removal and abatement procedures.

(3) Removal by owner. It shall be the duty of the owner of the property upon which any graffiti is placed to remove such graffiti within 90 days upon written receipt of notice issued by the City to remove the graffiti.

(4) Removal by City. If the property owner fails to remove graffiti within the time allotted, the City shall abate and remove the graffiti. The property owner shall be billed for the cleanup.

G. Public urination – prohibited.

(1) Any person who urinates or defecates on any public street, alley, sidewalk or floor of any building or of any building where the public gathers or has access, or in any other place, whether public or private, where such act could be observed by any member of the public, except in such place that has been designated as a restroom, is guilty of a misdemeanor.

(2) The enforcement provision of this subsection shall not apply to the following individuals who may not be able to adequately control the bodily functions that control urination or defecation:

(a) Children five years of age or younger;

(b) Persons of any age who violate this section due to a verified medical condition.

§ 216-4 **Public nuisances affecting peace, safety and general welfare.**

A. Prohibited nuisances affecting public safety and peace.

(1) All snow and ice that is not removed from public sidewalks within 48 hours after public works has

completed removal of a snow event. It is the adjacent property owner's responsibility to keep the sidewalk clear of snow and hazardous ice and apply de-icing agents if necessary. Reference Chapter 284-14.

(2) Use of the municipal water system for lawn sprinkling in noncompliance with regulations regarding such usage.

(3) Any well, hole, or excavation left uncovered or in such condition as to constitute a hazard to a child or other person, being or coming upon the premises where the same is located, or any discarded or unused device formerly used for refrigeration purposes that restricts the free flow of air, or other similar device or object, which is left outside or in such condition as to be accessible to any child or other person being or coming upon the premises where the same is located.

(4) Materials placed on streets, alleyways, sidewalks, and other public ways which encumber, interfere with, or impede the free flow of pedestrian or vehicular traffic and/or impede the unobstructed lawful use thereof, as prohibited pursuant to § 284-16.

(5) All commercial parking lot facilities shall be maintained and operated in compliance with applicable engineering design and safety standards, including, but not limited to, applicable provisions of the Americans with Disabilities Act (ADA). Any such parking lot that fails to meet said standards as to surfacing, curbing, drainage system, lighting or accessibility, or is otherwise in such disrepair so as to be reasonably deemed to constitute a public safety hazard, as determined by the City Engineer or his or her designee, is hereby declared to be a nuisance. Nuisances constituting an immediate safety hazard shall be subject to immediate abatement. Otherwise, alleviation of nuisances shall be in conformance with timeframes set by the City Engineer or his or her designee.

(6) All trees, hedges, billboards, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection.

(7) All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.

(8) Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law.

(9) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk.

(10) All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance.

(11) The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk.

(12) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or

the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or other safety hazards from such accumulation.

(13) Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located.

(14) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.

(15) The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance.

(16) The depositing of garbage or refuse on a public right-of-way or on adjacent private property.

(17) Reflected glare or light from private exterior lighting exceeding 0.5 footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel, and one footcandle when abutting any commercial or industrial parcel.

(18) All other conditions or things that are likely to cause injury to the person or property of another.

(19) Building Maintenance and Appearance: Buildings, fences, and other structures which have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they: 1) are unsightly, 2) decrease adjoining landowners and occupant's enjoyment of their property and neighborhood, and 3) adversely affect property values and neighborhood pattern.

B. Prohibited noise affecting public health, peace, safety or welfare.

(1) General prohibition. It is unlawful for any person to make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort's repose, health, peace, safety, or welfare of any persons; precludes their enjoyment of property; affects their property's value; affects the peace and quiet of any neighborhood; or which cause discomfort or annoyance to any reasonable person of normal sensitivity residing in the area.

(2) All obnoxious noises in violation of Minnesota Rules Chapter 7030, as it may be amended from time to time, which are hereby incorporated by reference into this code, are declared to be nuisances affecting public peace and safety.

(3) Additional standards may be considered when determining a violation of this section, which include, but are not limited to, the following:

(a) Volume of the noise;

(b) Intensity of the noise;

(c) Whether the nature of the noise is usual or unusual;

(d) Volume and intensity of background noise, if any;

(e) Proximity of the noise to residential sleeping;

(f) Nature and zoning of the area within which the noise emanates;

(g) Density of inhabitation of the area within which the noise emanates;

(h) Time of day or night the noise occurs;

(i) Duration of the noise;

(j) Whether the noise is recurrent, intermittent, or constant; and

(k) Whether the noise is produced by a commercial or noncommercial activity.

(4) Specific noises prohibited. The following noises shall be declared to be nuisance noises in violation of this chapter. This listing shall not be deemed to be exclusive.

(a) Horns, signaling devices, sirens, etc. It is unlawful for any to sound any horn, siren, or other signaling device on any vehicle except as a warning sign or emergency.

(b) Radios, phonographs, television sets, and similar devices. It is unlawful for any person to use or operate or permit the use or operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for the production or reproduction of sound in a distinctly and audible manner as to disturb the peace, quiet and comfort of any person nearby. Operation of any such device as outlined within Subsection B in a manner as to be plainly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this section.

(c) Loudspeakers, amplifiers, and sound trucks. It is unlawful for any person to operate or permit the use or operation of any loudspeaker, sound amplifier or other device for the production or reproduction of sound on a street or other public place for the purpose of commercial advertising or attracting the attention of the public to any commercial establishment or vehicle.

(d) Human noise. Yelling, shouting, hooting, whistling, or singing at any time or place so as to annoy or disturb the quiet, comfort, or of persons in any office, or in any dwelling, hotel/motel, or other place of residence, or in the vicinity of the source.

(e) Exhaust. It is unlawful for any person to discharge the exhaust, or permit the discharge of the exhaust of any steam engine, stationary combustion engine, motor boat, motor vehicle or snowmobile, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.

(f) Defective vehicles or loads. It is unlawful for any person to use any vehicle so out of repair or so loaded as to create loud or unnecessary grating, grinding, rattling or any other noise.

(g) Loading, unloading, and packing. It shall be unlawful for any person to create loud or excessive noise in connection with loading or unloading or unpacking any vehicle; or the opening and destruction of bales, boxes, crates, and containers.

(h) Loud parties or gatherings. It shall be unlawful for any person to participate in any party or gathering of people giving rise to noise, disturbing the peace, quiet, or repose of another person during the hours of 10:00 p.m. to 7:00 a.m. weekdays and 11:00 p.m. and 8:00 a.m. weekends. It shall be prima facie evidence of a violation of this section if the sound of the party or gathering is clearly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a building, or if the noise meets the standards as presented in Subsection B(3). Any person who participates in a party or gathering which generates nuisance noise shall be guilty of maintaining a public nuisance. Every owner or tenant of the premises who has knowledge of the disturbance shall make every effort to see that the disturbance is stopped.

(i) Schools, courts, churches, hospitals. It is unlawful for any person to create any excessive noise on a street, alley or public grounds to any school, institution of learning, church or hospital when the noise unreasonably interferes with the working of the institution or disturbs or unduly annoys its occupants or residents and when conspicuous signs indicate the presence of the institution.

(j) Dynamic braking systems. No person shall use motor vehicle brakes that are in any way operated or activated by the compression of the engine in any motor vehicle upon any public ways located within the City limits of Isanti, including, but not limited to, highways, streets, alleys, easements, or right-of-way.

(k) Domestic power equipment. No person shall operate a power lawn mower, power hedge clipper, chainsaw, mulcher, garden tiller, edger, drill or similar domestic power maintenance equipment except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. to 9:00 p.m. on any weekend or holiday. Snow removal and street sweeping equipment is exempt from this subsection.

(l) Refuse handling. No person shall collect or remove garbage or refuse in any residential district except between the hours of 6:30 a.m. and 6:00 p.m. on any weekday or between the hours of 8:00 a.m. and 6:00 p.m. on any weekend or holiday.

(m) Construction activities. No person shall engage in or permit construction activities involving the use of any kind of electric, diesel, or gas powered machine or other power equipment, manual tools, movement of equipment, and other activities except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. and 8:00 p.m. on any weekend or holiday.

(5) Exceptions. The following shall be declared to be exceptions from the provisions of this Subsection

B. This listing shall not be deemed to be exclusive.

(a) Emergency work. Operations and acts performed exclusively for emergency work to preserve the safety, welfare or public health of the citizens of the City or for emergency work necessary to restore public service or to eliminate a public hazard shall be exempt from the provisions of this subsection. Persons having performed emergency work under this subsection shall inform the Police Department at the time of the need to initiate the work or if during nonbusiness hours of the City offices than upon resumption of business hours of the City. Any person responsible for emergency work shall take all reasonable actions to minimize the amount of noise pollution or vibration.

(b) Approved work. Upon timely application being made and the necessity therefore being established, the City Council may suspend the operation of this section for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of the suspension. The City Engineer may also authorize an exception for dewatering, mass grading, road construction, and other activities for Council approved projects.

C. Prohibited nuisances affecting general welfare.

(1) A violation of any provision of Ordinance No. 445, Zoning, or of a condition imposed under the authority of Ordinance No. 445, Zoning, is considered a public nuisance affecting the general welfare. Such public nuisance may be abated pursuant to the abatement provisions provided within this chapter.

(2) A violation of any provisions of Chapter 227, Parking and Storage, Article III, Parking and Storage of Vehicles and Other Equipment, is considered a public nuisance affecting the general welfare. Such public nuisance may be abated pursuant to the abatement provisions provided within this chapter.

§ 216-5 **Public Nuisance.**
Whoever, by act or omission, causes a nuisance as defined in sections 216-2, 216-3 or 216-4 is guilty of maintaining a public nuisance and may be subject to abatement and/or prosecution as provided herein.

§ 216-6 **Duties of City officers.**
City officials may apply and enforce any provision of this ordinance relating to public nuisances within this jurisdiction. Any peace officer, community service officer or other designated city official shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances. Except in emergency situations of imminent danger to human life and safety, no peace officer or designated city official will enter private property for the purpose of inspecting or preventing public nuisances without the permission of the owner, resident, or other person in control of the property, unless the officer or person designated has obtained a warrant or order from a court of competent jurisdiction authorizing entry.

§ 216-7 **Abatement Process.**

A. **Procedure**. Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the officer shall notify, in writing, the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the nuisance is to be abated. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council. Thereafter, the Council may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City.

B. **Notice**. Written notice of the violation; notice of the time, date, place, and subject of any hearing before the City Council; notice of the City Council order; and notice of motion for summary enforcement hearing shall be served by a peace officer or designated official on the owner of record and occupant of the premises either in person or by regular, certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by positing it on the premises. In the event a nuisance is abated to the satisfaction of the City but recurs within 180 days after such abatement, such recurrence shall be deemed to be a continuation of the same nuisance, and the council may proceed without additional notice or hearing to provide for abatement of said nuisance by the City. In such event, the City shall be entitled to recovery costs in the same manner as for the original abatement, as proved for in § **216-8** of this chapter.

C. **Emergency procedure; summary enforcement**. In cases of emergency, where delay in abatement required to complete the procedure and notice requirements as set forth in subdivisions A. and B. of this section will permit a continuing nuisance to unreasonably endanger public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the peace officer or other designated official shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement will unreasonably endanger public health, safety, or welfare. The officer or designated official shall notify in writing the occupant or owner of the premises of the nature of the nuisance, whether public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in subdivision A. of this section and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.

D. **Immediate abatement.** Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety. Property/item(s) valued over $100, as determined by the enforcing officer, will be held by the City for seven (7) days. Recovery of all costs incurred for the abatement must be paid by the owner prior to collecting any property/item(s).

E. **Unlawful parties or gatherings.** When law enforcement determines that a gathering is creating such a noise disturbance as prohibited under Section Four, Subdivision B, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to disburse immediately. No person shall refuse to leave after being ordered to do so by law enforcement. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

F. **Abatement of noxious weeds, rank vegetation, and tall grasses.**

(1) Notice. Written notice of the violation; notice of time, date, location, nuisance, which may include a height measurement of grass, will be sent to the property owner of record of the nuisance lot by posting a notice on the premise door and by mail. On identified foreclosed properties, a property contact will be attempted if the City has record of a party that is involved with the property. This contact is not necessary to effect establishment of a date certain for weed, vegetation, or grass nuisance abatement. The notice will identify a date certain for which the property must be mowed not to exceed 7 working days. The notice will also include the date of which a 7 working day re-inspection will occur.

(2) Abatement Process. If the owner of the property fails to comply within 7 days, the City shall provide for the abatement of the nuisance and authorize the City contracted mowing service or public works to mow the lot. The officer charged with enforcement shall keep records of the cost of abatement and shall provide information to the City Administrator or designee for assessment against the property in accordance with § 216-8.

(2) Reoccurrence. Once the nuisance has been abated on the property, the property will be monitored by re-inspection on a reoccurring 7 day cycle. If the property has no further noxious weed, rank vegetation or tall grass violations after being re-inspected twice, it will no longer be monitored. If the property continues to have the violation, the property will be abated every 7 days without written notification.

G. **Judicial remedy**. Nothing in this section shall prevent the city from seeking a judicial remedy when no other adequate administrative remedy exists.

§ 216-8 **Recovery of cost.**

A. Personal liability. The owner of the premises on which a nuisance has been abated by the City, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Administrator or other city official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Administrator.

B. Assessment. After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds and rank or tall vegetation on private property or outside the traveled portion of streets, or unsound or insect-infected trees, and noncompliant lawn sprinkling, the City Administrator or designee shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installment, not exceeding 10, as the Council may determine in each case.

§ 216-9 **Violations and penalties.**
Any person convicted of violating any provisions of this chapter is guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000 or imprisonment for not more than 90 days, or both, plus the costs of prosecution in either case.

Section 3 – Effective Date.

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

Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/ City Clerk

Date Posted:
Date Adopted:
Date Published:
Effective Date:

K.10.

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Streets and Sidewalks, Amending City Code Chapter 284

Background:

Staff has drafted changes to Chapter 284, Streets and Sidewalks. Significant changes are as follows:

- Clarify language to be consistent with process by Resolutions.
- Updated addressing language to be consistent with Fire Code.
- Updated staff titles.
- Materials on the street have been removed from this section and referenced within Ch 216.

The Ordinance has been posted for the required 10- day notice period.

Recommendation:
Committee of the Whole recommends approval as presented.

Request:
Staff is requesting action on this item.

Attachment:

- Ordinance 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 109, ADOPTED ON OCTOBER 20, 1984 AND ORDINANCE NO. 256, ADOPTED ON MAY 7, 2002 AND ORDINANCE NO. 502, ADOPTED ON MARCH 16, 2011 AND ORDINANCE NO. 553, ADOPTED ON APRIL 4, 2013 AND ORDINANCE NO. 549, ADOPTED ON APRIL 16, 2013 AND ORDINANCE NO. 600, ADOPTED ON APRIL 7, 2015 AND ORDINANCE NO. 605, ADOPTED ON APRIL 21, 2015 AND TITLED STREETS AND SIDEWALKS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 109, Ordinance 256, Ordinance 502, Ordinance 553, Ordinance 549, Ordinance 600, Ordinance codified in Chapter 284 of the City Code, are hereby amended as follows:

Chapter 284
Streets and Sidewalks

ARTICLE I
Street Naming and Numbering

§284-1. Treatment of existing street names.
§284-2. Official Map.
§284-3. Type and placement of numbering on buildings.
§284-5. Street naming plan to be shown on preliminary plats.
§284-6. Naming and numbering policy.
§284-7. Powers of the Zoning Administrator or his/her designee.
§284-8. Violations and penalties.

ARTICLE II
Location and Maintenance of Sidewalks

§284-9. Purpose.
§284-10. Sidewalk location; exemption.
§284-11. Maintenance required; replacement of damaged sidewalks.
§284-12. Notice to repair.
§284-13. Failure to repair; cost of repair made by City.
§284-14. Snow removal.
§284-15. Construction specifications.
§284-16. Materials on streets, alleys, sidewalks, or public way.
§284-17. Violations and penalties.

ARTICLE III
Traffic Regulations

§284-18. Minnesota Statutes adopted by reference.
§284-19. Exhibition driving.
§284-20. Violations and penalties.

Article I
Street Naming and Numbering

§ 284-1 Treatment of existing street names.
All of the present names of the streets and public ways within the corporate limits of the City of Isanti as assigned and the designations formerly applied to said streets and ways, and whether the same have been fixed by dedication of plats as they appear on file in the office of the County Recorder of Isanti County or by common consent, or otherwise, are hereby revoked, set aside, and extinguished to the extent they are in conflict with the City of Isanti Street Naming and Lot Number Map referenced below.

§ 284-2 Map.

A. From and after the adoption, approval, and publication of this article, there is hereby established a City of Isanti Street Naming and Lot Numbering Map (hereinafter sometimes referred to as the "map"), which will be updated from time to time and is the responsibility of the Community Development Director or his/her designee to maintain. This map will be on permanent file for public inspection in the office of the Community Development Director or his/her designee. It shall be the responsibility of the City to maintain said map

B.

§ 284-3 Type and placement of numbers on buildings.

A. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

B. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance of such principal building shall bear a separate number, to include a unit number or suite number, if so assigned.

§ 284-5 Street naming plan to be shown on preliminary plats.
The developer, builder, or person making application for preliminary plat shall submit a street naming plan as hereinabove set forth, for review by the Community Development Director or his/her designee. The assignment of names and numbers by the Community Development Director or his/her designee shall be final.

§ 284-6 Naming and numbering policy.

A. City streets shall not be required to fall into any pattern of alphabetical sequence.

B. Major emphasis shall be given to avoiding duplicate and similar sounding names.

C. For all future developments, east-west streets will be designated as streets, and north-south streets will be designated as avenues. Upon approval by the City Council, other designations may be approved, such as parkways, boulevards, trails, courts, etc.

D. Existing street names shall be extended where practical. Avenues shall be numbered and placed within sequential order from the zero starting point.

E. The intersection of the Burlington Northern Railroad line and Main Street shall be considered the zero starting point for the purpose of the lot-numbering system.

F. Numbers shall be assigned to each block in increments of 100 for each block progressing northerly, easterly, southerly, and westerly from said zero starting point.

G. Even numbers shall be assigned to lots on the north side of streets running east-west and on the east side of avenues running north-south.

H. Odd numbers shall be assigned to lots on the south side of streets running east-west and on the west side of avenues running north-south.

I. Where, in the past, odd and/or even numbers have already been assigned along the majority of a street segment and they are not in accordance with the regulations provided in this article, the Community Development Director or his/her designee may continue to assign numbers in accordance with the existing numbers provided.

J. Ordinals shall be placed at the end of each street name, to include NW, SW, NE, or SE, depending upon the location of the street within the City of Isanti street grid system.

K. Street names located on the east side of Trunk Highway 65 shall be consistent with those street names located on the west side of Trunk Highway 65.

L. The City of Isanti has been granted authority through joint resolution with Isanti County to re-address in accordance with this article any property in the Tier One Area. When it has been identified by the appropriate public safety authority that public safety will be enhanced by renumbering and establishing new street names in accordance with this article, the Planning Commission will hold a public hearing to consider such proposals and make recommendations to the City Council for re-addressing in the Tier One Area.

§ 284-7 Powers of the Community Development Director or his/her designee.

A. The Community Development Director or his/her designee shall keep an up-to-date record of all names and numbers assigned under this article.

B. The Community Development Director or his/her designee shall assign to any property owner in the City of Isanti, upon request, a number for each principal building or separate front entrance to such building. In doing so, he/she shall assign only those names and numbers assigned under the provisions of this article; provided, however, that the Community Development Director or his/her designee may assign additional names or numbers in accordance with the system established on the City of Isanti Street Naming and Lot Numbering Map whenever the property has been subdivided, a new front entrance opened, or undue hardship has been worked upon any property owner.

§ 284-8 Violations and penalties.

Violation of this ordinance shall be a misdemeanor and may be punishable by a fine not to exceed $1,000 or imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Article II

Location and Maintenance of Sidewalks

§ 284-9 Purpose.

The purpose of this article is to ensure the proper placement, location and maintenance of sidewalks. This will allow our citizens the ability to walk, bicycle, and other means of nonmotorized vehicle use to go from place to place within the City.

§ 284-10 Sidewalk location; exemption.

A. Sidewalks shall be placed on the west side and the north side of every street, cul-de-sac, or other necessary area within the City. City staff can modify the location of sidewalks to the other side of the roadway in order to promote contiguous sidewalks and safer pedestrian movement.

B. Industrial Zones are exempt from placing sidewalks, but placing City trails is allowed.

§ 284-11 Maintenance required; replacement of damaged sidewalks.
It is the duty of the property owner abutting on any sidewalk to maintain said sidewalk in a clear, safe and walkable condition.

§ 284-12 Notice to repair.
Whenever any public sidewalk becomes broken, cracked, raised or otherwise in disrepair so as to constitute a hazard to the public passage, the Public Works Department shall give notice in writing of such condition to the owner of the premises abutting the sidewalk. The owner of the property shall be given 30 days from the receipt of the notice to make repairs.

§ 284-13 Failure to repair; cost of repair made by City.
A. If the owner of the premises fails to make such repair within 30 days of being so notified, the Council shall order the necessary repairs made.
B. The cost of such repairs shall constitute a lien against the premises. If the cost of such repair is not paid to the City by September 15 following the making of repairs, the cost shall be certified to the County Auditor as a special assessment against the premises, to be collected in the same manner as any other special assessment.

§ 284-14 Snow removal.
Unless exempted by the City Council, no person shall permit an accumulation of snow or ice to build up or remain on any public sidewalk abutting or otherwise serving lots or parcels located in the City of Isanti 48 hours after public works has completed the removal of a snow event For the purposes of this section, "person" means the owner of record of the lots or parcels or in the event that the premises of any given parcel is under the control of a person other than the owner through a lease or rental agreement, then in that event the lessee or renter shall be responsible for the snow removal required in this article, unless by written agreement the owner is obligated to remove snow and ice from affected sidewalks. If snow or ice is not removed, the City will consider this a nuisance violation in accordance with Chapter § 216. Depending on the severity, the City may have public works or hire a company to remove the snow accumulation and/or ice and bill the property owner for such cost. Any snow and/ or ice events less than 2 inches, in which case the Public Works may not clear, is the property owner's responsibility.

§ 284-15 Construction specifications.
A. Sidewalks shall be five feet wide with six-foot boulevards.
B. Sidewalks must be constructed of portland concrete four inches thick; five inches thick where the sidewalk is part of the driveway.
C. Sidewalks shall be constructed on a three-inch sand cushion. The sand shall be equal to MNDOT regulations and the Isanti engineering design standards.
D. Pedestrian curb ramps for ADA compliance shall be installed on all corners according to MNDOT and City Engineer specifications.
E. The City Engineer and/or Building Official must inspect sidewalk construction.
F. All materials, workmanship, and details of the construction of sidewalks on the public rights-of-way of the City shall be in accordance with the current plans and specifications of the City Administrator or designee.

§ 284-16 Materials on streets, alleys, sidewalks, or public way.
A. No person shall encumber any street, alley, sidewalk, or other public way with barrels, boxes, cans, articles, or any other substances or objects that interfere with the free and unobstructed use thereof. For the purposes of this section, "person" means the responsible owner of record, renter, or occupant of the abutting lot parcel, or building. Such items shall be immediately removed, upon notice from the City to do so. Any such encumbrance shall be deemed a public nuisance in accordance with Chapter § 216 of City Code. Any items deemed to constitute a serious and immediate public health or safety concern may be immediately abated by removal by the City, without prior notice of such abatement, provided notice of such abatement shall be provided to the offending owner of record, renter or occupant of the adjacent lot, parcel or building as soon thereafter as reasonably practicable.
B. Exceptions. Authorized commercial loading zones and community events approved through the appropriate City process and which utilize public streets, alleys, sidewalks, or other public ways are exempt from these

provisions.

§ 284-17 Violations and penalties.
Violation of this article shall constitute a misdemeanor punishable by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Article III
Traffic Regulations

§ 284-18 Minnesota Statutes adopted by reference.
Except as otherwise provided in this chapter, the regulatory and procedural provisions of the Minnesota Statutes, Chapters 168 and 169 (commonly referred to as the "Highway Traffic Regulation Act") and Chapter 171 as amended are hereby incorporated herein and adopted by reference, including the penalty provisions hereof.

§ 284-19 Exhibition driving.

A. Prima facie evidence. It shall be prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates, or turns at an unnecessary rate of speed so as to cause the tires to squeal, or gears to grind, or sand, gravel or soil to be thrown or an engine to backfire or fishtailing or skidding, or as to two- three- or four-wheeled vehicles, the front tire(s) to lose contact with the ground or roadway surface.

B. Unlawful act. It shall be unlawful for any person to do any exhibition driving on any street, parking lot, or other public or private property, except when an emergency creates necessity for such operation to prevent injury to persons or damage to property; provided that this section does not apply to driving on a licensed racetrack with permission and under the auspices and direction of the licensee.

§ 284-20 Violations and penalties.
Violation of this article shall constitute a petty misdemeanor punishable by a fine not exceeding $300, plus the costs of prosecution.

Section 2 -Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.
Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

BOLTON & MENK

Real People. Real Solutions.

K.11.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 20, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Proposal to Write and Administer a Request For Proposals for General Architectural Services for the Liquor Store Building
City of Isanti, MN

As directed by the City Council at the November 17, 2020 council meeting, Bolton & Menk will write a Request for Proposal (RFP) to obtain general architectural design services for the proposed liquor store building. This will request general building design services, not actual construction services. The construction contractors will bid on the plans and specifications created by the selected design firm.

The proposed building will be designed to meet city zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities depicted in the initial layout sketch. Bolton & Menk will serve as the Civil Engineer on this project and complete the site and utility design through a separate proposal.

The proposed scope of work will be described in the RFP and a lump sum fee will be requested to include the following services: cost estimating, structural engineering design, mechanical engineering design, electrical engineering design, plumbing design, HVAC design, fire sprinkling design, exterior design & interior design, and other related design services from pre-design to project closeout.

Separate proposals for each individual design service will not be requested, as the City does not plan to act as the General Contractor on this project.

Our scope of work to solicit these proposals will include the following:

- Write a Request for Proposal detailing the specific needs and desired type of building the City has conceptualized.
    - Incorporate City Staff, City Council, and City Attorney comments into the RFP.
- Hold one pre-bid meeting to discuss specifics of the project with bidders.
- Respond to bidder questions.
- Issue addenda as needed to address bidder issues or requested changes.
- Receive and compile proposals.
- Compare and contrast proposals for Council to make a selection.
- Assist with contract documents between the City and the selected firm.
- Hold one kickoff meeting with the City and the selected firm.

Should the City elect to proceed with this request for proposal, we propose to complete the above tasks for a lump sum fee of $4,740.

The RFP will be brought to the December 15, 2020 council meeting for approval to be advertised. It is recommended to solicit proposals from up to 5 selected firms. Should the City elect to make this RFP

publicly available, it is recommended to advertise for a minimum of 3 weeks due to the upcoming holiday season.

The received proposals will be brought to the January 19, 2021 council meeting for consideration. Plans and specifications are estimated to be ready for construction contractors to bid in April 2021 with a bid opening in May and construction starting in June 2021 at the earliest.

The contract will be prepared by the City Attorney and be between the City and the selected firm. Bolton & Menk does not warrant the selected firm will meet budgeted project costs, timelines, or desired quality or results.

15 months from award of the contract is the earliest anticipated building occupancy date. Should the City elect to award the Brunton Architects fee proposal previously presented at the November 17, 2020 Council Meeting, the project schedule could be expedited by 3-4 months and the cost to go through this RFP process would not be incurred.

Please contact me at (763) 200-2444 if you have any questions or need additional information prior to the meeting.

BOLTON & MENK

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K.12.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 10, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Services Proposal to Complete Liquor Store Design & Construction
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for engineering services for the building and site design of the proposed liquor store at 10 6th Avenue SE.

The proposed parking lot and building will meet City zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities depicted in the initial layout sketch attached.

Site Design & Construction:

We propose for Bolton & Menk to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store building.

We propose to complete the site design and specifications, through bidding, for an hourly, not to exceed, fee of $35,000.

We propose to complete site construction staking, project management, and site inspection services, for an hourly, not to exceed, fee of $30,000. This does not include building inspections.

Building Design & Construction:

We proposed to bring Brunton Architects onto the project team to perform the building design through construction. Their proposed scope of work and lump sum fee is attached and includes cost estimating, interior design, structural, mechanical, plumbing, electrical, and fire sprinkling design services from pre-design to project construction and project close out. Bolton & Menk will not add on any overhead fees to take on Brunton Architects as a sub-consultant.

Assumptions made in determining the scope of Brunton Architect's fees:

- Prefabricated concrete walls will be used to reduce project cost and engineering design costs.
- A non-pitched deck roof will be used as the base design.
  - A pitched metal roof would add approximately $300,000 in total project cost and require space inside the building to be taken up by typically roof mounted equipment such as HVAC.

Brunton Architects scope and fees in the attached document are proposed as a lump sum fee of $192,000. These fees are at industry standard and include interior design and alternate building renderings.

The proposed total engineering fees are significantly lower than the budgeted amount for these services.

Please contact me at (763) 200-2444 if you have any questions or need additional information.

BRUNTON
ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

HOPKINS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

November 10, 2020

Mr. Jason Cook, PE
Bolton & Menk, Inc.
7533 Sunwood Drive, NW
Suite #206
Ramsey, MN 55303
Jason.Cook@Bolton-Menk.com

RE: Professional Design Services for a New Retail/Municipal Liquor Store in Isanti, MN

Dear Jason:

All of us at Brunton Architects & Engineers are truly honored to be submitting a proposal that encompasses the extent of our professional design services offered. We believe it is the attention to detail that determines the difference between a good project and a great one. Our staff of architects, interior designers, and engineers are dedicated to working side by side with our clients while guiding them through the entire design process from beginning to end.

Brunton Architects & Engineers has assembled a design team with skills best suited for the municipal liquor store project planned for Isanti, Minnesota. Our team is ready and excited to provide architectural design, interior design, mechanical engineering, plumbing design, electrical engineering and structural design engineering services to ensure that the project is custom tailored to your client's specific needs. It is our understanding that the civil design engineering will be provided by Bolton & Menk and are not included as a part of this fee proposal.

Project Understanding

Design services included in this proposal are for an architectural precast concrete building with one steel beam and column line in the middle of the building to help reduce total construction costs. The building is being planned as having 23 ft sidewall heights, steel bar joist roof structure, metal deck, sloped structure with rigid insulation, and polished concrete floors in the retail areas of the building. The proposed building size is approximately 11,750 SF in its footprint. The building will be used as Municipal Liquor Store located in Isanti, MN and is to be located on a City owned commercial

lot. Design services included in this proposal are Architectural, Interior Design (color and material selections), Structural, Mechanical, & Electrical engineering. Preliminary cost estimating will also be provided by Brunton for use in helping to establish construction and FF&E Budgets. Civil design services will be employed directly by the City of Isanti.

At Brunton Architects & Engineers, we look at all design projects from owner, end user, and contractor viewpoints. We pride ourselves on being a design driven firm that is detail oriented in everything we do.

Below is a brief summary of our understanding of the project;

Project Description – Municipal Liquor Store

1.	Number of Buildings:	One
2.	Size:	roughly 11,750 SF
3.	Height/Stories:	One Story
4.	Construction Type:	Precast Concrete Walls and bar joist and deck roof**
5.	Use:	Retail
6.	Location:	Isanti, Minnesota

**An optional metal joist and standing seam metal roofing system can be explored for additional design fees as it greatly increases the design requirements of the project. Its estimated that the increase in construction costs for the different roof structure and roofing system, along with HVAC design requirements might be around $250,000-$350,000. As previously mentioned, the HVAC systems would need to convert to an air handling system and be ground mounted requiring more site area for the units to sit within in an enclosed area. If chosen, the design fee will increase by $36,000 due to additional detailing and engineering needed for all the trades effected.

ARTICLE 1 Scope of Services

1.1 Schematic Design Phase

1.11 The development of refined concept floor plans, a site plan, and exterior/design aesthetics will be developed based on the approved scope. In addition, design solutions will be provided for various exterior elevation studies that face the street.

1.12 Exterior renderings will be produced for review and approval by the City.

1.13 Building code analysis and review of site requirements.

1.14 Hold a meeting for review and approval of the Schematic Design Phase documents and drawings with associated costs.

1.2 Design Development Phase

1.21 Prepare necessary drawings to convey the next level of detail based on the approved Schematic Design Phase. Brunton Architects & Engineers will refine the design and our interior design department will prepare color and material options for your review and approval.

1.22 Coordination with civil, architectural, structural, mechanical, electrical, and plumbing design teams.

1.3 Construction Document Phase

1.31 Preparation and coordination of detailed civil, architectural, interiors, structural, mechanical, and electrical specifications and drawings in preparation for permit review and City approval.

1.32 Final construction documents meeting for review and approval with you and the City.

1.33 Final Review of the International Building Code and Minnesota State Building and ADA accessibility code compliance.

1.4 Bidding & Construction Administration Phase

1.41 Provide Bidding & Construction Administration services for overseeing the construction phase and for compliance with the approved building permit and construction documents.

1.42 Prepare required addendums, as necessary, during bidding.

1.43 Assist in the review of bid results from General Contractors (GC) and/or value engineering. Make recommendation for award of bid to a GC.

1.44 Perform site visits to ensure compliance with construction documents.

1.45 Provide a review of all submitted architectural and engineering shop drawing submittals.

1.46 Generate a list of items in need of repair / replacement at project close out.

1.47 Perform 1-year walk-through with you (12 months from date of completion) to verify that the finished product continues to meet your expectations.

ARTICLE 2 COMPENSATION

2.1 Total fee for project phases listed below.

Professional Fee = $192,000 Lump sum/Not to Exceed*
(*includes Pre-design cost estimating, architectural, interior design, mechanical, plumbing, fire sprinkling, structural, and electrical design engineering)

Schematic Design	25% of Professional Fee
Design Development	20% of Professional Fee
Construction Documentation	45% of Professional Fee
Bidding and Negotiating	5% of Professional Fee
Construction Administration	5% of Professional Fee

ARTICLE 3 REIMBURSABLE EXPENSES

3.1 Reimbursable expenses shall include postage, shipping, messenger services, printing, and reproduction (printing for in-house use by architect and engineer is included).

3.2 All other requested services shall be billed at the following rates.

Senior Architect/Principal	$194.00
Project Architect 2	$142.00

Project Architect 1	$131.00
Project Manager	$132.00
Sr. Mechanical Engineer 2	$168.00
Sr. Mechanical Engineer 1	$157.00
Architectural Technician 2	$115.00
Architectural Technician 1	$105.00
Interior Designer 2	$125.00
Interior Designer 1	$110.00
Interior Design Intern	$ 65.00
Mechanical Technician	$105.00
Clerical	$ 68.00
Mileage Charge	$ 00.58 per mile
Consultants	1.10 times cost
Printing Reproduction	1.10 times cost
Postage	1.10 times cost

*Rates are valid for the 2020/2021 calendar year and are adjusted annually as dictated by market conditions.

ARTICLE 4 PAYMENT

4.1 Billing shall be monthly based on the percentage of the work complete on the last day of the month. Payment shall be due no later than 30 days after the statement date.

4.2 Late charges shall be added at a rate of 1-1/2 percent of the past due amount beginning on the thirty-first day after the statement date.

4.3 A retainer payment of $5,000.00 shall be made upon execution of this agreement and is the minimum payment under this agreement. The retainer amount shall be credited to the Owner's account in the final invoice. Remit all payments to the office of Brunton Architects & Engineers in North Mankato, MN.

ARTICLE 5 MISCELLANEOUS PROVISIONS

5.1 The prices quoted herein shall be in effect until thirty days past the date of the proposal and are subject for review and revision for any work not authorized to be completed after that date.

5.2 Drawings shall remain the property of Brunton Architects and are to be used for the construction of this project only.

ARTICLE 6 MECHANIC'S LIENS

6.1 Any person or company supplying labor or materials for this project may file a lien against your property if that person or company is not paid for the contributions.

6.2 Under Minnesota law, you have the right to pay persons who supplied labor or materials for this project directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the project unless we give you a lien waiver signed by persons who supplied any labor or material for the project and who gave you timely notice.

Thank you again for the opportunity to present this proposal for your consideration. Please call our office at 507.386.7996 with any questions or concerns regarding the information contained in this document.

Sincerely,

Corey Brunton

Corey Brunton, AIA / Principal / Owner
Brunton Architects & Engineers

_____

Signature of Authorization & Date

K.13.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 1, 2020
Subject: Development Agreement Amendment – Legacy Pines

Background:
The City has entered into a development agreement with Everpine Land Holdings, LLC (developer) for the development of Legacy Pines 2nd and 3rd Addition. As part of each development agreement a Letter of Credit (or cash) is collected as a financial guarantee for the project in the amount equal to 125% of the estimated amount of the required Developer Installed Improvements. According to the agreement "the City shall have the right to retain the financial guarantee until the Developer Installed Improvements have been completed to the satisfaction of the City. The Developer has a right to request reduction of the escrow, or letter of credit (LOC) amount as work on the Developer Installed Improvements progresses. Specifically, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow, or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether or not the escrow, or letter of credit should be reduced and if so, to what amount. The City shall then decide whether or not to reduce the escrow, or letter of credit. The City, however, will not reduce the escrow, or letter of credit, below 20% of the estimated cost of the Developer Installed Improvements until after submittal of record plan documents as required by paragraph 25, or below ten percent (10%) of the total construction cost of the Developer Installed Improvements until two (2) years following acceptance of the Developer Installed Improvements. At that point, the escrow, or letter of credit shall be released or refunded, as the case may be, assuming no warranty work remains to be done."

At the developers request the Letter of Credit for the 3rd Addition was broken into phases to reduce the cost of the LOC.

The developer has requested to reduce the LOC balance and amend the terms of the development agreement. The table below represents the current amount being held, City Engineers recommended amount to hold and the developers requested amount to hold:

Legacy Pines Phase	Current LOC/Cash	Engineer Recommendation	Developer Requested balance
2nd Addition	$84,006.42	$84,006.42	$20,000
3rd Addition Phase 1	$366,782.13	$172,787.35	$80,000
3rd Addition Phase 2	$351,025.72	139,946.89	$80,000
Total	$801,814.27	396,740.66	$180,000

Please refer to the City Engineer's memo dated November 19, 2020 for his recommendations. There is still outstanding work to be done in each phase. Going against the Engineer recommendation requires a

development agreement amendment for each phase and is not supported by staff. Reducing the LOC puts the city at risk. The LOC is for the city to complete the work if the developer does not.

Request:

Consider the LOC reduction presented in the table above. Staff is not in support of the proposed amendment. If Council would like to amend the agreements, the direction would be to direct staff to work with the City Attorney to draft the amendments.

Attachments:

- City Engineer's memo
- Everpine Land Holding Letter

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 19, 2020

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Legacy Pines Letter of Credit Adjustments
City of Isanti, MN
Project No.: R13.117438

Legacy Pines 2nd Addition:
The Developer has requested a reduction to the remaining Letter of Credit for Legacy Pines 2nd Addition.

We do not recommend reducing the Letter of Credit any further at this time as there are remaining items to complete (signage, striping, turf establishment, updated record drawings, contractor lien waivers) before the Letter of Credit should be lowered to the warranty period levels called out in the Development Agreement.

Legacy Pines 3rd Addition:
The Developer has requested a reduction to the Letters of Credit for Legacy Pines 3rd Addition Phase 1, Phase 2 Utilities, and Phase 2 Street.

They have paid Kuechle Underground for work completed to date, including the installation of all underground utility work, curb & gutter, and the first lift of pavement planned for Phase 1 and Phase 2 of this development. Remaining work items include wear course, sidewalk, lighting, signage & striping.

The work to date has been found to be in compliance with City standards and all tests have passed.

The Development Agreement requires the City retain 125% of any remaining work and 20% of all completed work to date on these phases until the warranty period begins where the Letter of Credit reduces to 10% of the construction cost.

We have calculated the required minimum balances for each Letter of Credit and have the following recommendations:

Phase 1 - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$172,787.35.**
- Hold 125% of remaining work ($111,150.25) and 20% of completed work ($61,637.10).

Phase 2 Utilities - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$44,285.14.**
- Hold 20% of completed work ($44,285.14).

Phase 2 Street - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$95,661.75.**
- Hold 125% of remaining work ($70,982.69) and 20% of completed work ($24,679.06).

The remaining balances of the Letters of Credit are in compliance with the Development Agreement and are anticipated to be sufficient to complete the project as proposed while covering any incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Everpine Land Holdings, LLC
4655 Nicols Road, Suite 106
Eagan, MN 55122

November 19, 2020

Sheila Sellman
City of Isanti
110 1st Avenue NW
P.O. Box 400
Isanti, MN 55040

RE: Legacy Pines Subdivision
Amendment Request to Development Agreement

Dear Sheila:

Please see the attached analysis and request concerning the cash sureties in relation to the Legacy Pines development.

I'm asking that this be put before the Isanti City Council at the earliest time possible. I believe that meeting will be December 1st. Just an advance notice for you – I would very much like to attend that meeting to answer any questions that may arise surrounding this request but I already know that I will be out of town that date. I can make myself available at any earlier date or time if that would work.

Please let me know if you require anything further from me or have any additional questions.

Thank you for your assistance with handling this request.

Sincerely,

EVERPINE LAND HOLDINGS, LLC

Robert J. Machacek
Chief Operating Officer

Legacy Pines Development
Summary of Cash Sureties

Development Addition/Phase	Amount Currently Being Held	Proposed - Your Review	Everpine Land Request
Legacy Pines 2nd Addition	$ 84,006.42	$ 84,006.42	$ 20,000.00
Legacy Pines 3rd Addition - Phase 1	$ 366,782.13	$ 172,787.39	$ 80,000.00
Legacy Pines 3rd Addition - Phase 2	$ 353,025.72	$ 139,946.85	$ 80,000.00
Totals	$ 803,814.27	$ 396,740.66	$ 180,000.00

Work Items Remaining - Per Email of November 17 from Jason Cook, Engineer for the City:

Legacy Pines 2nd Addition:

* Turf Establishment by the City Park parking lot
* Some striping
* Some signage missing

Legacy Pines 3rd Addition - Phases 1 & 2:

* Bituminous Wear Course
* Sidewalk & Ped Ramps
* Signage & Striping
* Turf Establishment & some erosion control
* 1/4 mobilization and traffic control items
* Street Lights (I have already paid for these - just waiting for Connexus Energy to install)

*** Jason's Email notes a total of approximately $145,000 of incomplete work exists**

MY REQUEST:

I have done what I said I would do.

We have made a huge investment in the City of Isanti and deployed a large amount of capital here. For the City to retain approximately $400,000 over the next 6 "dead" winter months (when there's not even $150,000 of work to complete per bids) is a very costly and unnecessary deployment of capital. I believe this project has benefited the City greatly.

We will complete all current incomplete work next Spring along with constructing the 3rd and final phase of the 3rd Addition.

I respectfully submit this request to the Isanti City Council and request an amendment to the current Development Agreement. I am requesting this change and am asking that the current amounts being held be reduced to the amounts shown above in the "Everpine Land Request" column. I hope that the City Council will consider all the various aspects surrounding this request.

Thank you for your consideration.

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/18/2020 - 11/18/2020 | Nov 18, 2020 04:21PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/20	11/18/2020	54813	1231	ACE SOLID WASTE INC	101-20200	545.95
11/20	11/18/2020	54814	692	ARC IRRIGATION LLP	104-20200	545.95
11/20	11/18/2020	54815	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	607.73
11/20	11/18/2020	54816	53	BELLBOY CORPORATION	609-20200	7,341.88
11/20	11/18/2020	54817	9	BERNICKS PEPSI-COLA	609-20200	852.14
11/20	11/18/2020	54818	2221	C & L DISTRIBUTING	609-20200	570.65
11/20	11/18/2020	54819	1815	CENTURYLINK	609-20200	775.54
11/20	11/18/2020	54820	1108	CITY OF BRAHAM	101-20200	5,107.88
11/20	11/18/2020	54821	309	CITY OF CAMBRIDGE	101-20200	1,851.04
11/20	11/18/2020	54822	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,158.24
11/20	11/18/2020	54823	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/20	11/18/2020	54824	912	FASTENAL COMPANY	920-20200	215.95
11/20	11/18/2020	54825	2028	FURTHER	861-20200	5,020.00
11/20	11/18/2020	54826	949	GRAINGER INC	101-20200	431.04
11/20	11/18/2020	54827	739	HACH COMPANY	601-20200	436.02
11/20	11/18/2020	54828	160	HAWKINS INC	602-20200	9,531.26
11/20	11/18/2020	54829	188	ISANTI COUNTY SHERIFF	101-20200	2,877.34
11/20	11/18/2020	54830	107	ISANTI COUNTY TREASURER	101-20200	12,564.41
11/20	11/18/2020	54831	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,164.57
11/20	11/18/2020	54832	2994	JONES, NICOLE	101-20200	53.69
11/20	11/18/2020	54833	2762	LEGACY SECURITY TECHNOLOGY INC	601-20200	3,569.80
11/20	11/18/2020	54834	131	MACQUEEN EQUIPMENT INC	603-20200	502.57
11/20	11/18/2020	54835	17	MCDONALD DISTRIBUTING CO	609-20200	12,503.65
11/20	11/18/2020	54836	616	MENARDS - CAMBRIDGE	101-20200	30.16
11/20	11/18/2020	54837	1536	MINNESOTA DEED	219-20200	833.33
11/20	11/18/2020	54838	176	MN DEPT OF REVENUE	101-20200	32,499.00
11/20	11/18/2020	54839	2080	MVTL LABORATORIES INC	602-20200	159.58
11/20	11/18/2020	54840	2450	NORTHERN HOLLOW WINERY	609-20200	240.48
11/20	11/18/2020	54841	2995	PARIS, JENAE	505-20200	250.00
11/20	11/18/2020	54842	617	PAUSTIS & SONS	609-20200	300.00
11/20	11/18/2020	54843	2993	PERRON, MARTIN	101-20200	107.38
11/20	11/18/2020	54844	44	PHILLIPS WINE & SPIRITS INC	609-20200	682.56
11/20	11/18/2020	54845	2341	RED BULL DISTRIBUTION	609-20200	144.00
11/20	11/18/2020	54846	2518	SEMLER CONSTRUCTION	505-20200	6,928.50
11/20	11/18/2020	54847	315	ST.PAUL STAMP WORKS	101-20200	19.40
11/20	11/18/2020	54848	73	STAR	101-20200	1,013.00
11/20	11/18/2020	54849	73	STAR	425-20200	16.50
11/20	11/18/2020	54850	1290	THE AMBLE GROUP	101-20200	65.45
11/20	11/18/2020	54851	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
11/20	11/18/2020	54852	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
11/20	11/18/2020	54853	42	VIKING COCA-COLA BOTTLING CO	609-20200	344.25
11/20	11/18/2020	54854	1286	VINOCOPIA INC	609-20200	1,302.40
11/20	11/18/2020	54855	4	WATSON CO INC	609-20200	2,162.70
11/20	11/18/2020	54856	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						130,825.72

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/24/2020 - 11/24/2020 | Nov 24, 2020 03:38PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/20	11/24/2020	54857	1503	7-UP BOTTLING	609-20200	258.90
11/20	11/24/2020	54858	2343	ADVANTAGE SIGNS INC	101-20200	111.90
11/20	11/24/2020	54859	953	ALL AMERICAN TITLE CO,INC.	601-20200	77.18
11/20	11/24/2020	54860	2999	ANDRUS, SCOTT &	601-20200	40.49
11/20	11/24/2020	54861	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,519.95
11/20	11/24/2020	54862	2998	BERGMAN, SHANNON MARIE	601-20200	107.91
11/20	11/24/2020	54863	9	BERNICKS PEPSI-COLA	609-20200	962.87
11/20	11/24/2020	54864	1500	BOLTON & MENK INC	101-20200	32,204.80
11/20	11/24/2020	54865	2020	BOYLE, EUGENE	101-20200	3,720.00
11/20	11/24/2020	54866	2319	BREAKTHRU BEVERAGE	609-20200	816.00
11/20	11/24/2020	54867	1474	CDW GOVERNMENT INC	614-20200	2,040.36
11/20	11/24/2020	54868	120	CONNEXUS ENERGY	101-20200	18,040.24
11/20	11/24/2020	54869	8	DAHLHEIMER DISTRIBUTING CO	609-20200	250.09
11/20	11/24/2020	54870	3000	DEMMON, DANIELLE	601-20200	12.68
11/20	11/24/2020	54871	897	DVS RENEWAL	101-20200	55.25
11/20	11/24/2020	54872	55	ECM PUBLISHERS INC	609-20200	216.00
11/20	11/24/2020	54873	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	127.49
11/20	11/24/2020	54874	352	ISANTI COUNTY PUBLIC HEALTH	609-20200	150.00
11/20	11/24/2020	54875	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,707.30
11/20	11/24/2020	54876	3002	JOHNSON, TRACY	601-20200	5.00
11/20	11/24/2020	54877	5	KAWALEK TRUCKING	609-20200	420.40
11/20	11/24/2020	54878	1338	KNIFE RIVER	920-20200	415.00
11/20	11/24/2020	54879	3004	LAKESIDE TITLE INC	601-20200	85.66
11/20	11/24/2020	54880	2435	LINDBERG LAW OFFICE PA	601-20200	21.74
11/20	11/24/2020	54881	17	MCDONALD DISTRIBUTING CO	609-20200	11,995.20
11/20	11/24/2020	54882	928	MINNEAPOLIS OXYGEN CO	101-20200	173.02
11/20	11/24/2020	54883	2116	MINUTEMAN PRESS	101-20200	495.18
11/20	11/24/2020	54884	2597	MNSPECT, LLC.	101-20200	32,693.98
11/20	11/24/2020	54885	3001	OHLSSON, LADD & LYNNE	601-20200	122.52
11/20	11/24/2020	54886	3003	PETERSON, JERALD & RENEE	601-20200	51.85
11/20	11/24/2020	54887	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,991.21
11/20	11/24/2020	54888	2996	PRUNICK, JESSICA	101-20200	107.38
11/20	11/24/2020	54889	2997	RETAIL STRATEGIES LLC	108-20200	10,000.00
11/20	11/24/2020	54890	1113	RJM DISTRIBUTING INC	609-20200	408.70
11/20	11/24/2020	54891	2614	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
11/20	11/24/2020	54892	2396	SOUTHERN GLAZERS OF MN	609-20200	8,586.40
11/20	11/24/2020	54893	2396	SOUTHERN GLAZERS OF MN	609-20200	641.13
11/20	11/24/2020	54894	1442	ST. LOUIS MRO INC	101-20200	22.50
11/20	11/24/2020	54895	1361	STAPLES ADVANTAGE	101-20200	89.18
11/20	11/24/2020	54896	73	STAR	108-20200	5.00
11/20	11/24/2020	54897	1290	THE AMBLE GROUP	101-20200	128.91
11/20	11/24/2020	54898	1762	THE TITLE GROUP	601-20200	18.71
11/20	11/24/2020	54899	2944	UNIFIRST CORPORATION	101-20200	866.08
11/20	11/24/2020	54900	4	WATSON CO INC	609-20200	2,650.28
Grand Totals:						154,414.44

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	93,687.00
Social Security & Medicare	5,095.94
Public Employees Retirement	10,192.94
Total City Expense	108,975.88

Pay Date 11/27/2020

Pay Period 24 (11/8-11/21/20)

A Community For Generations.

Isanti

L.2.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 1, 2020
Subject: Sign Consideration for Best Western

Background: Best Western is requesting consideration of a pylon sign that was denied by previous administration.

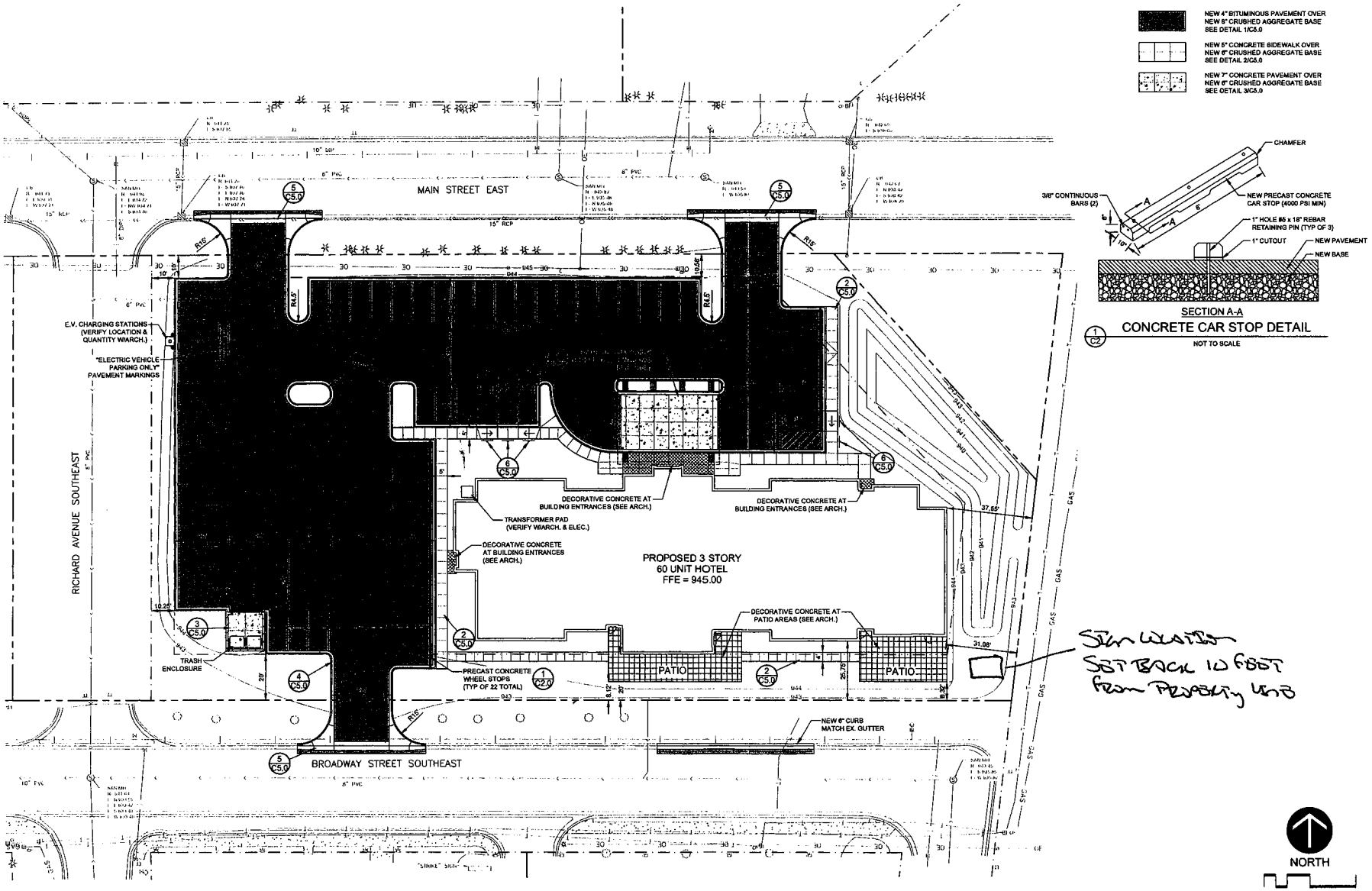
The Development Operations and Advisory Committee (DOAC) met in November 2019 to discuss Best Western's freestanding sign. The DOAC has since been dissolved but at that time they reviewed the pylon sign and denied the sign Best Western proposed. The memo is attached for reference. The memo is from the previous Community Development Director he states the Community Development Department "has enforced strict pylon sign regulations to enhance the aesthetics of the TH-65 corridor. All signs either have a brick base or a brick pole cover."

Best Western is located in the TH-65 Overlay District. Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features. However, the sign code does not provide design specifics. The code allows a 200 square foot freestanding sign with a maximum height of 45 feet. Based on the purpose of this district it makes sense to hold the signage to a higher standard. Past administration has required freestanding signage along the corridor to have a brick base or brick pole cover and required the same for Best Western.
Best Western recognizes the desire of the district but it is not a code requirement nor called out in their development agreement to provide a sign with a brick base. They have proposed a compromise with the proposed sign. They propose to do a pylon sign that has aluminum skirting on the base, not brick. This is similar in appearance to Strikes Funeral Home's sign.

Planning Commission: The Planning Commission reviewed this request at their November 17, 2020 meeting. No one from the public commented on this item. A representative for the hotel was present for the discussion. The Planning Commission in general liked the sign that was presented, but wanted to keep the signage more in-line with what was approved along TH 65, with a brick base. The Planning Commission asked the hotel to compromise and put a 3-4-layer brick base around the sign and landscaping. The Motion passed 4-2 Gordon and Bergley no.

Request:
Consider approving the sign as proposed with the Planning Commission's recommendation of adding 3-4-layers of brick at the base and landscaping.

Attachments:
- Proposed Sign



SYMBOL LEGEND

- NEW 4" BITUMINOUS PAVEMENT OVER NEW 8" CRUSHED AGGREGATE BASE SEE DETAIL 1/C5.0
- NEW 5" CONCRETE SIDEWALK OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 2/C5.0
- NEW 7" CONCRETE PAVEMENT OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 3/C5.0

SECTION A-A
CONCRETE CAR STOP DETAIL
1/C2
NOT TO SCALE

Larson Engineering, Inc.
816 West St. Germain Street
Suite 306
St Cloud, MN 56301
320.774.1944
www.larsonengr.com

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Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

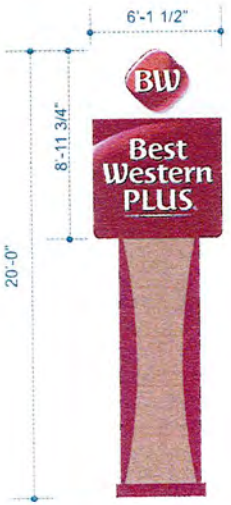
Thomas J. Heilenhoff, P.E.
Date: 10.20.17 Reg. No.: 25620

Rev.	Date	Description
1	11.21.17	City Comments
2	02.02.18	SW Comments

Project #: 12176124.000
Drawn By: BDN
Checked By: TJH
Issue Date: 10.20.17
Sheet Title:
PAVING AND DIMENSION PLAN

Sheet: C2.0

P:\Projects\Projects - 2017\12176124 - Isanti Best Western\C. Design\Drawing Files\12176124 C2.0 Paving.dwg



P-55

CUMMINGS

THIS DESIGN REMAINS OUR EXCLUSIVE PROPERTY AND CANNOT BE DUPLICATED WITHOUT WRITTEN CONSENT.

THIS IS AN ORIGINAL UNPUBLISHED DRAWING CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT PLANNED FOR YOU BY CUMMINGS. IT IS NOT TO BE SHOWN OUTSIDE YOUR ORGANIZATION NOR USED, REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION UNLESS AUTHORIZED IN WRITING BY AN OFFICER OF CUMMINGS.

CUSTOMER APPROVAL:

DATE:

	DATE	BY
Rev. #1		
Rev. #2		
Rev. #3		

	DATE	BY
Rev. #4		
Rev. #5		
Rev. #6		

BEST WESTERN PLUS 24145
409 MAIN STREET EAST
ISANTI, MN

DRAWING NO:
103605.00

ARTIST: AAJ DATE: 08-18-20

SHEET: 3 OF 3

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR COPIER SERVICES

WHEREAS, Staff solicited and received quotes for copier services from three companies supporting six different copier vendors due to extended service and performance concerns with the current copier provider; and,

WHEREAS, Staff evaluated the quotes received for costs of overall service and cost per page; and,

WHEREAS, the lowest overall monthly estimated cost is Loffler with the Canon unit which holds State Contract pricing; and,

WHEREAS, incorporation of the new unit will also allow for color printing of materials internally and decommissioning City Hall's current color printer which is cost prohibitive to maintain;

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

1. Hereby award the contract for copier services to Loffler.
2. That the City Administrator is hereby authorized to enter into an agreement with Canon for the copier unit and with Loffler for copier services for the City of Isanti for a five year period.
3. That the City Administrator is hereby authorized to terminate the current contract with Toshiba.

This resolution was duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

RESOLUTION ADOPTING THE 2021 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2021 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$4,094,505**
	COUNCIL	**38,719**
	ELECTIONS	**200**
	FINANCIAL ADMINISTRATION	**561,411**
	PLANNING AND ZONING	**150,093**
	MUNICIPAL BUILDING	**39,654**
	POLICE ADMINISTRATION	**1,743,608**
	FIRE PROTECTION	**257,990**
	BUILDING INSPECTION ADMIN	**192,707**
	CODE ENFORCEMENT	**12,383**
	CIVIL DEFENSE	**2,140**
	ANIMAL CONTROL	**3,091**
	GENERAL CITY MAINTENANCE	**58,436**
	HWYS, STREETS, & ROADS	**382,948**
	STREET LIGHTING	**51,130**
	SANITATION ADMINISTRATION	**24,875**
	PARK,REC,CULTURE	**371,307**
	TRANSFERS	**113,944**
	MISCELLANEOUS	**13,852**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 4,018,487**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

ADOPTING THE FINAL 2020 TAX LEVY, COLLECTIBLE IN 2021

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**1,919,300**
920	**Capital Maintenance**		**438,700**
425	**Street Construction**		**286,500**
108	**EDA**		**86,201**
101	**Abatement Levy**		**13,432**
930	**2011A GO Improvement Bond**		**9,367**
931	**2014A GO Tax Abatement Bond**		**222,036**
932	**2014B GO Improvement Bond**		**50,227**
	Total Levy	**$**	**3,025,763**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

ADOPTING THE FINAL 2021 ENTERPRISE FUND BUDGETS

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following budget for the year 2021 is approved:

Enterprise Fund	Revenues	Expenditures
Water Fund	**$ 1,575,139**	**$ 1,967,825**
Sewer Fund	**$ 1,985,609**	**$ 1,877,628**
Storm Water Fund	**$ 386,150**	**$ 456,684**
Liquor Fund	**$ 3,213,605**	**$ 3,244,519**

This resolution is duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2020-XXX

APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION EMPLOYEES

WHEREAS, Section 6 of the Personnel Policy provides that employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year; and

WHEREAS, the 2021 budget includes a COLA of 3.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve a 3.0% Cost of Living Adjustment to all non-union employees for budget year 2021.

This resolution was duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 1st 2020
Subject: Debt Levy Variance from Original Bond Register

Background:

At its September 1st 2020 meeting the Isanti City Council approved the preliminary levies payable in 2021. Debt levies for two bond issues; 2010B and 2011A, were approved at levels that varied from the amounts detailed in the original bond documents. The two bond issues, the originally scheduled levy for 2021 and actual certified levy for 2021 are shown below.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	ORIGINAL 2021 DEBT LEVY	CERTIFIED 2021 DEBT LEVY	AMOUNT OF VARIANCE FROM ORIGINAL SCHEDULE
2010B GO Imp. Bonds	$ 1,825,000	12/1/2010	$ 205,884	$ -0-	$ (205,884)
2011A GO Imp. Bonds	$ 790,000	9/6/2011	$ 53,040	$ 9,367	$ (43,673)

County auditors are required to maintain bond registers that have information relating to any bonded debt issued by local taxing authorities in the county (Minnesota Statutes 475.62). For bonds that have tax levies pledged for payment of all or part of the debt, the county auditor must certify that the debt has been entered in the bond register and that any required tax levies have been made (Minnesota Statutes 475.63). It is the responsibility of the county auditor to make sure that debt levies as noted in the original bond resolution are made according to the levy schedule (Minnesota Statutes 475.64). If the municipality fails to make the needed debt service levy and has not provided a resolution to reduce/increase the levy as provided in statute, the county auditor has the obligation of making the levy for debt service.

To reduce/increase the debt levy, the taxing authority must certify that they are making an irrevocable appropriation of funds actually on hand to the debt service account or that there exists excess funds in the debt service account for payment of the debt (Minnesota Statutes 475.61, subd. 3). The certification should take the form of a resolution appropriating the funds and reducing/increasing the debt levy. The funds must already be on hand, it is not sufficient to anticipate receiving funds in the future.

Both levy amounts were the recommendation of a 2014/2015 Debt Service Financial Analysis by Northland Securities Inc. approved by resolution 2013-149.

Action Required:

Consider attached resolutions that will bring the City of Isanti into compliance with State Statutes 475.61, subd. 3 thru 475.64.

Attachments:

- Res 2020-XXX – Authorize Reduction of 2010B Scheduled Debt Levy
- Res 2020-XXX – Authorize Reduction of 2011A Scheduled Debt Levy

K.5. .A.

RESOLUTION NO. 2020-XXX

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2010B

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2010B on December 1st, 2010 in the amount of $1,825,000; and,

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2010B General Obligation Bonds in the amount of $205,884; and,

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2021 for the 2010B General Obligation Bonds was recommended in the amount of $0.00.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2021.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2021 for the 2010B General Obligation Bonds to $0.00.

This resolution is duly adopted by the Isanti City Council this 1st day of December 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2020-XXX **K.5. .B.**

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2011A

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2011A on September 6th, 2011 in the amount of $790,000; and

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2011A General Obligation Bonds in the amount of $50,040; and

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2021 for the 2011A General Obligation Bonds was recommended in the amount of $9,367.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2021.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2021 for the 2011A General Obligation Bonds to $9,367.

This resolution is duly adopted by the Isanti City Council this 1st day of December 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Trails, Amending Chapter 300

Background:

Chapter 300, Trails, has been drafted as an amendment with minor changes. The changes included bituminous trails will be plowed when snow is more than 2 inches per the Snow Policy and other minor revisions to clarify the chapter intent.

The Ordinance has been posted for the required 10- day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 273, ADOPTED ON NOVEMBER 6, 2002 AND ORDINANCE NO. 341, ADOPTED ON MAY 3, 2005 AND ORDINANCE NO. 524, ADOPTED ON FEBRUARY 8, 2012 AND TITLED TRAILS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 273, Ordinance 341, Ordinance 524, Ordinance codified in Chapter 300 of the City Code, are hereby amended as follows:

Chapter 300

TRAILS

§ 300-1. **Purpose.**

§ 300-2. **Trail location.**

§ 300-3. **Snow removal on trails.**

§ 300-4. **Construction.**

§ 300-4. **Motorized transportation prohibited.**

§ 300-5. **Cambridge-Isanti Bike/Walk Trail.**

§ 300-6. **Violations and penalties.**

§ 300-1. Purpose.

The purpose of this chapter is to ensure the proper location, construction, operation, and maintenance of both City and regional trails. This will allow our citizens the ability to walk, bicycle, and other means of nonmotorized use to go from place to place within the City and region. We recognize the importance of trails in and around our City for the safety of our citizens, the health of our citizens, and for the betterment of our community.

§ 300-2. Trail location.

Trails shall be placed as shown on the most current Trail Map. City staff can modify the location of trails to the other side of the roadway in order to promote contiguous nonmotorized movement. All new subdivisions/ developments are expected to install trails, at the developer's expense. Trails may be located in any zone.

§ 300-3. Snow removal on trails.

Snow removal on bituminous trails is the responsibility of the City Public Works Department. It is understood that snow removal along these routes does not take precedence to snow removal along streets. Trails will be plowed when snow is more than two (2) inches and in accordance with the City's Snow Plowing Policy by Resolution. Earthen, woodchip or gravel trails will not have snow removal.

§ 300-4. Construction.

A. Trails shall be at least eight feet wide.

B. Trails must be constructed of ~~portland~~ concrete or bituminous. In some instances, the City may allow for a wood chip trail especially along environmentally sensitive areas. Trails

through wetlands may be constructed to boardwalk/bogwalk requirements as indicated in the City Engineering standards in lieu of filling in wetlands or wetland mitigation.

C. Trails shall be constructed as the City Engineer dictates.

D. Concrete pedestrian curb ramps ~~for the handicapped~~ per ADA compliance shall be installed on all street corners according to MNDOT and City Engineer specifications.

E. The City Engineer and/or Building Official, or their designee, shall ~~must~~ inspect trail construction.

F. All materials, workmanship, and details of the construction of trails on the public rights-of-way of the City shall be in accordance with the current city engineering standards.~~plans and specifications of the Public Services Works Director or assigned personnel.~~

§ 300-5. Motorized transportation prohibited.

Due to the wear on the trail, ~~and the~~ noise they make, and dangers they induce to bikers and walkers, no motorized vehicles are allowed on City trails, such as, ~~to adjoining property owners, no~~ mopeds, four-wheelers, snowmobiles, motorcycles or similar types of motorized transportation. ~~are allowed on City trails~~. This does not refer to designated four-wheel or snowmobile trail routes on City streets.

§ 300-6. Cambridge-Isanti Bike/Walk Trail.

The implementation and enforcement of rules and regulations governing the use of the Cambridge-Isanti Bike/Walk Trail shall apply as approved by resolution of the City Council, as amended from time to time.

§ 300-7. Violations and penalties.

Violators of this chapter shall be guilty of a misdemeanor punishable by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Section 2 -Effective Date.

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

Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____

Katie Brooks

Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020-XXX Parks and Recreation Areas, Repealing and Replacing Chapter 230

Background:

Chapter 230, Parks and Recreation Areas, has been drafted as a repeal and replacement. The following significant changes are included in the draft:

- Include Sledding Hill rules.
- Simplify the Chapter to have one section on "Purpose; applicability", "Violations" and "Enforcement".
- Include language regarding special event permits.
- Include language for geocaching.
- Include language for not golfing in park areas.
- Include language for not interfering with games/recreation.
- Include language for not camping unless permitted with a permit.
- Include language for not destroying trees or plantings.
- Include language for not removing wood unless permitted by CA or designee.

The Ordinance has been posted for the required 10- day notice period.

Request:

Staff is requesting action on this item.

Attachment:

- ORD 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 227, ADOPTED ON MARCH 4, 2003 AND ORDINANCE NO. 313, ADOPTED ON APRIL 6, 2004 AND ORDINANCE NO. 602, ADOPTED ON APRIL 21, 2015 AND ORDINANCE NO. 701, ADOPTED ON MAY 7, 2019 AND TITLED PARKS AND RECREATION AREAS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinances 273, 341, and 524, titled Parks and Recreation Areas, codified in Chapter 230 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 230 is hereby adopted:

Chapter 230
Parks and Recreation Areas

§ 230-1. **Purpose; applicability.**
§ 230-2. **Park rules and regulations.**
§ 230-3. **Dog park rules and regulations.**
§ 230-4. **Skatepark rules and regulations.**
§ 230-5. **Pleasure rink rules and regulations.**
§ 230-6. **Sledding hill rules and regulations.**
§ 230-7. **Violations.**
§ 230-8. **Enforcement.**

§ 230-1 Purpose; applicability.

A. The purpose of this chapter is to ensure the safety of people using the park system and their amenities.

B. This article shall apply to all park and recreation areas controlled by the City of Isanti.

§ 230-2 Park rules and regulations.

A. There shall be no alcoholic beverages, unless otherwise permitted by the City Clerk through the City Council of Isanti.

B. No littering. All refuse and trash related to park use shall be placed in trash and recycle receptacles; provided, however, that residential, commercial, or construction trash or debris shall in no event be placed in such receptacles.

C. There shall be no use of vehicles except on park roads unless otherwise authorized.

D. Pets must be leashed and in compliance with Chapter 87-4.

E. All pet owners are responsible for the proper disposal of pet waste.

F. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to use any restroom in any park in other than a clean and sanitary manner.

G. A permit is required if a person wants the exclusive use of a specific area, building, shelter, other park

facility or for a special event. Any person with a permit must follow rules and regulations within this Chapter as well as any special conditions listed on the permit.

H. Disturbing, harassing or interfering with any person in possession of a valid permit is prohibited.

I. A permit is required for the use of tents, large canopies, inflatables, large games and rides, dunk tanks, etc in park areas.

J. Registration is required for all caches placed in City parks related to a geocaching program.

K. Park hours are 7:00 a.m. to 10:00 p.m. unless posted otherwise.

L. In any park and recreation area, including trails, it shall be unlawful for any person, firm, company, or corporation to:

(1) Possess or discharge firearms, air rifles, BB guns, sling shots, bows and arrows, other weapons, explosives or fireworks.

(2) Be present in a park or recreation area after 10:00 p.m. or before 7:00 a.m. on any day unless permitted through a special event permit issued by City Council.

(3) Camp in, or erect, a tent or other structure, unless permitted through a special event permit issued by the City Council.

(4) Bring in, dump, deposit, leave in or on, or burn on any park land or water or water contiguous to any park any glass bottles, broken glass, discarded vegetation, trash, waste, rubbish, etc.

(5) Advertise, sell or attempt to sell, or solicit for private gain or cause, or operate non-authorized commercial operations without the City's approval.

(6) Start or maintain a fire, except in grills provided as part of the park facility, unless permitted for a city sponsored event approved through City Council. A person responsible for a fire must safely and completely extinguish the fire before leaving.

(7) Possess controlled substances.

(8) Engage in offensive, obscene, or abusive language, or in boisterous or noisy conduct tending reasonably to arouse alarm, anger or resentment in others; or to engage in brawling or fighting; or to engage in conduct creating or tending to create a disturbance or annoyance to other park users, or that interferes with their use or enjoyment of park lands and waters.

(9) Remove, break, destroy, injure, mutilate, deface or in any way damage any structure, monument, fence, flagpole, vehicle, bench, natural growth, ruin, relic, geological formation, or any other City of Isanti park property located in or on City of Isanti parks and park system.

(10) Not clean up after pets.

(11) Injure, molest, pursue or endanger wildlife on any park land and park system land in the City of Isanti.

(12) Hunt or trap on any park land owned by the City of Isanti.

(13) Use of recreational vehicles, including, but not limited to, all-terrain vehicles, snowmobiles, and motorcycles, on parks or park system land.

(14) Non- motorized bicycles in park areas or trails, natural or paved, that are not signed as permitted.

(15) Use a golf club to hit, drive, or otherwise propel a golf ball or other object into or onto City park land.

(16) Interfere with the orderly conduct of games or other recreational activity in a park or park facility.

(17) Overnight parking unless permitted by the City Administrator or designee.

(18) Disturbing, damaging, or destroying any trees or planted areas.

(19) Removal of wood from natural park areas unless permitted by the City Administrator or designee.

(20) Park on grass or other non-designated parking areas unless requested and approved for special events.

§ 230-3 **Skatepark rules and regulations.**

A. Helmets are required to be worn at all times in the skatepark.

B. Knee and elbow pads are suggested to be worn at all times in the skatepark.

C. Altering of skatepark ramps or equipment is prohibited.

D. No bikes are allowed in the skatepark.

E. Users assume risk of injury

F. All other rules for park and recreation areas in the City apply to the skatepark facility.

§ 230-4 **Dog park rules and regulations.**

A. Dog park hours are 7:00 a.m. to 10:00 p.m.

B. Dogs must be in visual sight and voice control of their handler or owner at all times.

C. All pet waste must be cleaned up and disposed of in designated waste receptacles.

D. Dogs must be on leash when entering or exiting the fenced dog park facility.

E. No aggressive dogs are allowed in the dog park facility. At first sign of aggression, dogs must be leashed and removed.

F. Declared dangerous dogs are not allowed in the dog park facility.

G. Female dogs in heat and dogs under the age of four months are prohibited from the dog park facility.

H. Users of the dog park facility do so at their and their dog's own risk. The City is not responsible for any injury or damage caused by or to a person or their dog in the off-leash area.

I. The limit for dogs under one handler or owner is three dogs for each visit or use of the dog park facility.

J. All children under the age of 14 shall be supervised by an adult.

K. All personal property brought in the dog park facility shall be removed when the handler or owner has completed their visit or usage. In no case shall the personal property remain on site for over one day and must be removed by park closure at 10:00 p.m. that day.

L. Dogs are not permitted to dig or otherwise damage the dog park facility. Dogs identified performing this damage shall be prohibited from using the dog park facility.

M. All other rules for park and recreation areas in the City apply to the dog park facility.

§ 230-5 **Outdoor pleasure rink rules and regulations.**

A. Outdoor Pleasure rink hours are 7:00 a.m. to 10:00 p.m.

B. No offensive, obscene or abusive language.

C. No abusive behavior either verbal or physical.

D. No hockey or broomball while people are open skating.

E. No bikes, sleds, cars, or snowmobiles on the ice.

F. No fighting or snowball throwing.

G. No pushing other skaters.

H. Users assume risk of injury.

§ 230-6 **Sledding hill rules and regulations.**

A. Users assume risk of injury

B. Adults must supervise children

C. Use caution

D. Be considerate of others

E. Do not sled when icy

F. Do not alter sledding hill

G. Sled in designated areas only

§ 230 **Violations.**

Violators of this chapter shall be guilty of a misdemeanor.

§ 230-12 **Enforcement.**

A. The City Administrator and his/her designees may, in connection with their duties imposed by law, enforce the provisions of this chapter, and the City Administrator or his/her designees shall have the authority to:

(1) Eject from any park a person acting in violation of this chapter. In addition to immediate removal from a park following a chapter violation, the City Administrator or his/her designee may continually exclude

such person(s) from any or all City of Isanti park and park system areas.

(2) Seize and confiscate any property, animal, thing or device in any park used in violation of any of the provision in this chapter.

B. The City Administrator or his/her designees are specifically authorized to issue administrative citations, and City of Isanti Peace Officers may issue citations for violations of this chapter.

Section 3 -Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.
Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.
Isanti

K.8.

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020 - XXX Administrative Penalties, Amending City Code Chapter 65

Background:

Ordinances 576, 690, 705, codified in Chapter 65 of the City Code were amended to clarify the process and to be in compliance with State Laws.

The Ordinance has been posted for the required 10- day notice period.

Request:
Staff is requesting action on this item.

Attachment:

- Ordinance 2020-XXX Administrative Penalties

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 576, ADOPTED ON APRIL 16, 2014 AND ORDINANCE NO. 690, ADOPTED ON JUNE 5, 2018 AND ORDINANCE NO. 705, ADOPTED ON JUNE 4, 2019 AND TITLED ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 576, Ordinance 690 and Ordinance 705, codified in Chapter 65 of the City Code, are hereby amended as follows:

Chapter 65

ADMINISTRATIVE PENALTIES

§66-1 Purpose
§65-2 Alternative methods of Enforcement
§65-3 General Provisions
§65-4 Authority to issue order to correct letters and administrative citations
§65-5 Administrative citations
§65-6 Administrative hearing
§65-7 Recovery of civil penalties

65-1. Purpose.
The City Council determined that there is a need for alternative methods of enforcing the City Code. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties a legitimate and necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

65-2. Alternative methods of enforcement.

A. The administrative hearing process provided for within this Article shall be in addition to any other legal or equitable remedy available to the City for City Code violations.

B. The City may initiate a civil enforcement action to obtain code compliance before, during or after an administrative enforcement proceeding.

C. If the final adjudication in the administrative penalty procedure is a finding of no violation, then the City may not prosecute a criminal violation in district court based on the same set of facts. This does not preclude the City from pursuing an administrative penalty or a criminal conviction for a violation of the same provision of the City Code based on a different set of facts. A different date of violation shall constitute a different set of facts and a separate offense.

65-3. General provisions.

A. A violation of a provision of the City Code or a violation of the terms and conditions of a City approval, including permits and licenses, required and granted under this Code is an

administrative offense that may be subject to an administrative citation and civil penalties. Each day a violation exists constitutes a separate offense.

B. An offense may be subject to a civil penalty not exceeding one thousand ($1,000) dollars per separate offense.

C. The City Council will adopt by Ordinance a schedule of penalties for offenses initiated by administrative citations. The City Council is not bound by the schedule when a matter is appealed to it for administrative review.

D. The City Council may adopt a schedule of fees to be paid to administrative hearing officers for their services.

65-4. Authority to issue order to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated Ordinances:

A. Licensed peace officers of the Isanti Police Department;

B. Reserve Officers of the Isanti Police Department;

C. Community Development Director;

D. Community Development Specialist;

E. Animal Control Officer;

F. Building Official;

G. MS4 Technician; or

H. Community Service Officer.

65-5. Administrative citations.

A. A person authorized to enforce provisions of the City Code may issue an administrative citation upon belief that a code violation has occurred. The citation must be issued in person or by first class mail to the person responsible for the violation. The citation must state the date, time, and nature of the offense, the identity of the person issuing the citation, the amount of the scheduled fine, and the manner for paying the fine or appealing the citation. The administrative citation shall be deemed served upon deposit in the U.S. mail to the address of the violator. A certificate of service shall be completed by the official issuing the citation. If the City seeks to impose more than one fine for a continuing violation, a separate citation shall be issued for each violation date.

B. The person responsible for the violation must either pay the scheduled fine or request a hearing within ten (10) calendar days after issuance of the citation. Payment of the fine constitutes admission of the violation. A late payment fee of ten (10%) percent of the scheduled fine amount will be imposed. The fines may be rescinded if compliance is achieved by the compliance date provided.

C. A hearing request must be made in writing and executed by the property owner or person with an ownership interest in the property. It must minimally state the name and mailing address of that person, the person's relationship to the property involved, and a brief statement why the citation is in error and a hearing is being requested. A filing fee, as set forth in the City Fee Schedule,

shall accompany the application. The application is not valid unless the fee is paid. The filing fee is non-refundable.

D. A property owner may request an extension to come into compliance, which may be granted or denied by the City. If an extension to come into compliance is requested and granted, and the property owner does not come into compliance by the extension date, the administrative fine imposed with the citation for the violation shall not be rescinded. Additionally, a request for an extension to the compliance deadline shall constitute an admission to the violation, and a waiver of a right to request a hearing under subpart C above.

65-6. Administrative hearing.

A. The hearing officer shall be a neutral third party appointed by the City Council. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses of the City Code.

B. Notice of the hearing must be served in person or by mail to the person responsible for the violation at least ten (10) calendar days in advance of the hearing, unless a shorter time is accepted by all parties.

C. The hearing officer shall conduct an informal hearing to determine if a violation occurred. The hearing may be recorded but official minutes of the proceeding will not be taken. At the hearing, the parties will have the opportunity to present testimony and question any witnesses, but strict rules of evidence will not apply. The hearing officer must receive testimony and exhibits. The officer must receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of affairs.

D. The hearing officer has the authority to determine that a violation occurred, to dismiss a citation, to impose or modify (increase or decrease) the scheduled fine, and to modify, stay, or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions. When imposing a penalty for a violation, the hearing officer may consider any or all of the following factors:

1. The duration of the violation;
2. The frequency or reoccurrence of the violation;
3. The history of the violation;
4. The seriousness of the violation;
5. The violator's conduct after issuance of the notice of hearing;
6. The good faith effort by the violator to comply;
7. The economic impact of the penalty on the violator;
8. The impact of the violation upon the community; and
9. Any other factors appropriate to a just result.

E. The hearing officer's decision and supporting reasons are final and as practically as possible be provided in writing to both parties within ten (10) days of the hearing. Any fines or penalties imposed must be paid no later than ten (10) days of the date of the Hearing Officer's order.

F. The failure to attend the hearing constitutes a waiver of the violator's rights to an administrative hearing and an admission of the violation. A hearing officer may waive this result upon good cause shown. Examples of "good cause" are death or incapacitating illness of the accused; a court order requiring the accused to appear for another hearing at the same time; and lack of proper service of the citation or notice of the hearing. "Good cause" does not include forgetfulness and intentional delay.

65-7. Recovery of civil penalties.

A. If a civil penalty is not paid within the time specified, it constitutes:

1. A personal obligation of the violator in all cases;

2. An obligation of the person or business conducting an activity on the property if the violation relates to that activity;

3. An obligation of the owner of the property on which the violation occurred; and

4. A lien upon the real property upon which the violation occurred, if the property owner was found responsible for that violation and the lien can be assessed under Minnesota Statutes 429.101, as amended from time to time. Prior to assessing the lien against the property, the City must attempt to obtain voluntary payment of the administrative penalty and provide the property owner listed on the tax record with notice and an opportunity to be heard.

B. The personal obligation or lien may include the administrative, collection agency and legal costs incurred by the City in connection with collecting the unpaid administrative penalty.

C. A personal obligation may be collected by any appropriate legal means, including use of a collection agency.

D. A late payment fee of ten (10%) percent of the fine will be assessed for each thirty (30) day period, or part thereof, that the fine remains unpaid after the due date.

E. During the time that a civil penalty remains unpaid, no City approval will be granted for a license, permit, or other City approval sought after by the violator or for the property.

F. Failure to pay a fine is grounds for suspending, revoking, denying, or not renewing a license or permit associated with the violation.

G. The City reserves the authority to use the abatement process as outlined within Chapter 216 Nuisances, in lieu of or in addition to the process outlined within this Chapter.

H. In the event of unpaid civil penalties, the City reserves the right to pursue a criminal penalty under the applicable section of the City Code.

EFFECTIVE DATE

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

Adopted by the City Council this ___day of _____, 2020.

Mayor Jeff Johnson

ATTEST:

Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.

Isanti

K.9.

MEMO for Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Public nuisances affecting, peace, safety and general welfare, Repealing and Replacing Chapter 216

Staff has drafted changes they are recommending to Chapter 216 to be consistent with the League's model policy, policies that were previously adopted by Resolution and for Code Enforcement to have more definition of what is considered a nuisance violation.

Significant changes include:

- Detailed definitions of noxious weeds, grass and other rank growths.
- Nuisance for grass over 8".
- Inclusion of snow and sidewalk clearing to be consistent with the snow plowing policy.
- Inclusion of objects causing obstructions, wire and limbs that are hazards, obstructing water flow, and building condition.
- Detailed language for the notice and abatement process and procedures.

The Ordinance has been reviewed by the City Attorney and has been posted for the required 10 – day notice.

Recommendation:
Committee of the Whole recommends approval as presented.

Attachment:

- ORD 2020-XXX

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 123, ADOPTED ON SEPTEMBER 18, 1984 AND ORDINANCE NO. 170, ADOPTED ON NOVEMBER 17, 1992 AND ORDINANCE NO. 209 ADOPTED ON FEBRUARY 17, 1998 AND ORDINANCE NO. 389 ON FEBRUARY 6, 2007 AND ORDINANCE NO. 411 ADOPTED ON AUGUST 30, 2007 AND ORDINANCE NO. 424 ADOPTED ON DECEMBER 27, 2007 AND ORDINANCE NO. 425 ADOPTED ON JANUARY 24, 2008 AND ORDINANCE NO. 431 ADOPTED ON FEBRUARY 19, 2008 AND ORDINANCE NO. 452 ADOPTED ON FEBRUARY 17, 2009 AND ORDINANCE NO. 538 ADOPTED ON AUGUST 8, 2012 AND ORDINANCE NO. 553 ADOPTED ON JUNE 4, 2013 AND ORDINANCE NO. 580 ADOPTED ON JUNE 17, 2014 AND ORDINANCE NO. 676 ADOPTED ON JUNE 20, 2017 AND ORDINANCE NO. 710 ADOPTED ON OCTOBER 1, 2019 AND TITLED NUISANCES.

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Repealer. Ordinance 123, 170, 209, 389, 411, 424, 425, 431, 452, 538, 553, 580, 676 and 710, codified in Chapter 216 of the City Code, are hereby repealed in their entirety and replaced with the ordinance set forth below.

Section 2 – Ordinance. The following Chapter 216 is hereby adopted:

Chapter 216

NUISANCES

§216-1. Definitions.
§216-2. Public nuisances affecting health, safety, comfort or repose.
§216-3. Public nuisances affecting morals and decency.
§216-4. Public nuisances affecting peace, safety and general welfare.
§216-5. Public Nuisance.
§216-6. Duties of City officers.
§216-7. Abatement.
§216-8. Recovery of cost.
§216-9. Violations and penalties

§ 216-1 **Definitions.**
As used in this chapter, the following terms shall have the meanings indicated:

DYNAMIC BRAKING DEVICE

Any device primarily used on trucks, for the conversion of the engine from an internal combustion engine to an air compressor for the purpose of braking without the use of wheel brakes; also commonly referred to as Jacob's brakes, Jake brakes, engine brakes, or compression brakes.

GRAFFITI

Any unauthorized inscription, work, figure, painting, symbol, or other defacement that is written, etched, marked, scratched, sprayed, drawn, or engraved upon any surface of public or private property.

NOISE

Any sound not occurring in the natural environment, which shall include, but is not limited to, sounds produced by aircraft, highways, motor vehicles, and/or emanating from residential, commercial, and industrial sources.

§ 216-2 **Public nuisances affecting health, safety, comfort or repose.**
The following are hereby declared to be nuisances affecting health:

A. Exposed accumulation of decayed or unwholesome food or vegetable matter. This includes all composting consisting of yard waste and/or kitchen waste which has been left unattended and which causes offensive odors, attracts rodents and/or pests or is unsightly and does not meet the requirements of Chapter 273, Article II.

B. All diseased animals running at large.

C. All ponds or pools of stagnant water.

D. Carcasses of animals not buried or destroyed within 24 hours after death.

E. Accumulations of manure, refuse, or other debris. An accumulation of tin cans, bottles, trash, uprooted tree stumps, logs, limbs, brush, and other cut vegetative debris, or other debris of any nature or description and the throwing, dumping or depositing of any dead animals, manure, garbage, waste, decaying matter, ground, sand, stones, ashes, rubbish, or other material of any kind on private property.

F. Privy vaults and garbage cans which are not rodent-free or fly-tight or which are so maintained as to constitute a health hazard or to emit foul or disagreeable odors.

G. The pollution of any public well or cistern, stream, or body of water by sewage, industrial waste, or other substances.

H. All noxious weeds grass in excess of 8 inches and other rank growths of vegetation upon public or private property.

(1) Noxious weeds and rank vegetation shall include but not be limited to: alum (allium), Buckthorn, Bur Cucumber, Canada Thistle, Corncockle, Cressleaf Groundsel, Curly Dock, Dodder, Field Bindweed, French Weed, Hairy Whitetop, Hedge Bindweed, Hoary Cress, Horsenettle, Johnson grass, Leafy Spurge, Mile-A-Minute Weed, Musk Thistle, Oxeye Daisy, Perennial Sow thistle, Poison Hemlock, Purple Loosestrife, Quack grass, Russian Knapweed, Russian Thistle, Serrated Tussock, Shatter Cane, Sorghum, Wild Carrot, Wild Garlic, Wild Mustard, Wild Onion, Wild Parsnip;

(2) Grapevines when growing in groups of 100 or more and not pruned, sprayed, cultivated, or otherwise maintained for two consecutive years;

(3) Any weeds, grass, or plants, other than trees, bushes, flowers, or other ornamental plants, growing to a height exceeding 12 inches.

(4) Rank vegetation includes the uncontrolled, uncultivated growth of annuals and perennial plants.

(5) The term *Weeds* does not include shrubs, trees, cultivated plants or crops.

(6) In no event shall cultivated plants or crops include plants which have been defined by state statute or administrative rule as being noxious or detrimental plants.

(7) Property owners are responsible for mowing adjacent to their property in the right -of-way to the curb if there is a sidewalk or boulevard.

I. Dense smoke, noxious fumes, gas and soot, or cinders, in unreasonable quantities.

J. All public exposure of persons having a contagious disease.

K. Any offensive trade or business as defined by statute not operating under local license.

L. Any outside storage of rubbish, salvage materials, junk, vehicles without current license plates, not in street operable condition, or not currently insured; or miscellaneous refuse when the same is construed by the City Council to be a menace or a nuisance to the public health, safety, or general welfare and to have a depressing influence on property values in the area.

M. Outdoor smoking near the entrances to buildings. Outdoor smoking areas shall meet the following regulations:

(1) Smoking is prohibited within 15 feet of any entrance, exit, or open window to a building and within 15 feet of a public sidewalk.

(2) Appropriate receptacles for rubbish, garbage, cigarette paraphernalia, etc., shall be provided.

N. Any obstruction to the free flow in a natural waterway or a public street drain, gutter, or ditch with trash, grass, other yard waste or other materials.

O. Depositing or storage of garbage or refuse on a public right-of-way, public property, or on adjacent private property.

Q. Snow clearing or removal from a private property must be contained within the property of which the snow originated or hauled and deposited in an approved location.

§ 216-3 **Public nuisances affecting morals and decency.**
The following are hereby declared to be nuisances affecting public morals and decency:

A. All gambling devices, slot machines, and punch boards, except as otherwise authorized by ordinance.

B. Betting, bookmaking, and all apparatus used in such occupations.

C. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses.

D. All places where intoxicating liquor is manufactured or disposed of in violation of law or where, in violation of law, persons are permitted to resort for the purpose of drinking intoxicating liquor, or where intoxicating liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining such a place.

E. Any vehicle used for the transportation of intoxicating liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

F. Graffiti.

(1) Use of graffiti prohibited. It shall be unlawful to apply graffiti to any natural or man-made surface on any publicly or privately owned property without the owner's permission.

(2) Graffiti as nuisance. The existence of graffiti on public or private property shall be declared a nuisance, which is destructive to the rights and values of property owners as well as the entire community and is subject to removal and abatement procedures.

(3) Removal by owner. It shall be the duty of the owner of the property upon which any graffiti is placed to remove such graffiti within 90 days upon written receipt of notice issued by the City to remove the graffiti.

(4) Removal by City. If the property owner fails to remove graffiti within the time allotted, the City shall abate and remove the graffiti. The property owner shall be billed for the cleanup.

G. Public urination – prohibited.

(1) Any person who urinates or defecates on any public street, alley, sidewalk or floor of any building or of any building where the public gathers or has access, or in any other place, whether public or private, where such act could be observed by any member of the public, except in such place that has been designated as a restroom, is guilty of a misdemeanor.

(2) The enforcement provision of this subsection shall not apply to the following individuals who may not be able to adequately control the bodily functions that control urination or defecation:

(a) Children five years of age or younger;

(b) Persons of any age who violate this section due to a verified medical condition.

§ 216-4 **Public nuisances affecting peace, safety and general welfare.**

A. Prohibited nuisances affecting public safety and peace.

(1) All snow and ice that is not removed from public sidewalks within 48 hours after public works has

completed removal of a snow event. It is the adjacent property owner's responsibility to keep the sidewalk clear of snow and hazardous ice and apply de-icing agents if necessary. Reference Chapter 284-14.

(2) Use of the municipal water system for lawn sprinkling in noncompliance with regulations regarding such usage.

(3) Any well, hole, or excavation left uncovered or in such condition as to constitute a hazard to a child or other person, being or coming upon the premises where the same is located, or any discarded or unused device formerly used for refrigeration purposes that restricts the free flow of air, or other similar device or object, which is left outside or in such condition as to be accessible to any child or other person being or coming upon the premises where the same is located.

(4) Materials placed on streets, alleyways, sidewalks, and other public ways which encumber, interfere with, or impede the free flow of pedestrian or vehicular traffic and/or impede the unobstructed lawful use thereof, as prohibited pursuant to § 284-16.

(5) All commercial parking lot facilities shall be maintained and operated in compliance with applicable engineering design and safety standards, including, but not limited to, applicable provisions of the Americans with Disabilities Act (ADA). Any such parking lot that fails to meet said standards as to surfacing, curbing, drainage system, lighting or accessibility, or is otherwise in such disrepair so as to be reasonably deemed to constitute a public safety hazard, as determined by the City Engineer or his or her designee, is hereby declared to be a nuisance. Nuisances constituting an immediate safety hazard shall be subject to immediate abatement. Otherwise, alleviation of nuisances shall be in conformance with timeframes set by the City Engineer or his or her designee.

(6) All trees, hedges, billboards, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection.

(7) All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles.

(8) Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law.

(9) Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk.

(10) All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance.

(11) The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to flow across any sidewalk.

(12) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or

the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or other safety hazards from such accumulation.

(13) Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located.

(14) Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials.

(15) The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance.

(16) The depositing of garbage or refuse on a public right-of-way or on adjacent private property.

(17) Reflected glare or light from private exterior lighting exceeding 0.5 footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel, and one footcandle when abutting any commercial or industrial parcel.

(18) All other conditions or things that are likely to cause injury to the person or property of another.

(19) Building Maintenance and Appearance: Buildings, fences, and other structures which have been so poorly maintained that their physical condition and appearance detract from the surrounding neighborhood are declared to be public nuisances because they: 1) are unsightly, 2) decrease adjoining landowners and occupant's enjoyment of their property and neighborhood, and 3) adversely affect property values and neighborhood pattern.

B. Prohibited noise affecting public health, peace, safety or welfare.

(1) General prohibition. It is unlawful for any person to make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort's repose, health, peace, safety, or welfare of any persons; precludes their enjoyment of property; affects their property's value; affects the peace and quiet of any neighborhood; or which cause discomfort or annoyance to any reasonable person of normal sensitivity residing in the area.

(2) All obnoxious noises in violation of Minnesota Rules Chapter 7030, as it may be amended from time to time, which are hereby incorporated by reference into this code, are declared to be nuisances affecting public peace and safety.

(3) Additional standards may be considered when determining a violation of this section, which include, but are not limited to, the following:

(a) Volume of the noise;

(b) Intensity of the noise;

(c) Whether the nature of the noise is usual or unusual;

(d) Volume and intensity of background noise, if any;

(e) Proximity of the noise to residential sleeping;

(f) Nature and zoning of the area within which the noise emanates;

(g) Density of inhabitation of the area within which the noise emanates;

(h) Time of day or night the noise occurs;

(i) Duration of the noise;

(j) Whether the noise is recurrent, intermittent, or constant; and

(k) Whether the noise is produced by a commercial or noncommercial activity.

(4) Specific noises prohibited. The following noises shall be declared to be nuisance noises in violation of this chapter. This listing shall not be deemed to be exclusive.

(a) Horns, signaling devices, sirens, etc. It is unlawful for any to sound any horn, siren, or other signaling device on any vehicle except as a warning sign or emergency.

(b) Radios, phonographs, television sets, and similar devices. It is unlawful for any person to use or operate or permit the use or operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for the production or reproduction of sound in a distinctly and audible manner as to disturb the peace, quiet and comfort of any person nearby. Operation of any such device as outlined within Subsection B in a manner as to be plainly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this section.

(c) Loudspeakers, amplifiers, and sound trucks. It is unlawful for any person to operate or permit the use or operation of any loudspeaker, sound amplifier or other device for the production or reproduction of sound on a street or other public place for the purpose of commercial advertising or attracting the attention of the public to any commercial establishment or vehicle.

(d) Human noise. Yelling, shouting, hooting, whistling, or singing at any time or place so as to annoy or disturb the quiet, comfort, or of persons in any office, or in any dwelling, hotel/motel, or other place of residence, or in the vicinity of the source.

(e) Exhaust. It is unlawful for any person to discharge the exhaust, or permit the discharge of the exhaust of any steam engine, stationary combustion engine, motor boat, motor vehicle or snowmobile, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations.

(f) Defective vehicles or loads. It is unlawful for any person to use any vehicle so out of repair or so loaded as to create loud or unnecessary grating, grinding, rattling or any other noise.

(g) Loading, unloading, and packing. It shall be unlawful for any person to create loud or excessive noise in connection with loading or unloading or unpacking any vehicle; or the opening and destruction of bales, boxes, crates, and containers.

(h) Loud parties or gatherings. It shall be unlawful for any person to participate in any party or gathering of people giving rise to noise, disturbing the peace, quiet, or repose of another person during the hours of 10:00 p.m. to 7:00 a.m. weekdays and 11:00 p.m. and 8:00 a.m. weekends. It shall be prima facie evidence of a violation of this section if the sound of the party or gathering is clearly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a building, or if the noise meets the standards as presented in Subsection B(3). Any person who participates in a party or gathering which generates nuisance noise shall be guilty of maintaining a public nuisance. Every owner or tenant of the premises who has knowledge of the disturbance shall make every effort to see that the disturbance is stopped.

(i) Schools, courts, churches, hospitals. It is unlawful for any person to create any excessive noise on a street, alley or public grounds to any school, institution of learning, church or hospital when the noise unreasonably interferes with the working of the institution or disturbs or unduly annoys its occupants or residents and when conspicuous signs indicate the presence of the institution.

(j) Dynamic braking systems. No person shall use motor vehicle brakes that are in any way operated or activated by the compression of the engine in any motor vehicle upon any public ways located within the City limits of Isanti, including, but not limited to, highways, streets, alleys, easements, or right-of-way.

(k) Domestic power equipment. No person shall operate a power lawn mower, power hedge clipper, chainsaw, mulcher, garden tiller, edger, drill or similar domestic power maintenance equipment except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. to 9:00 p.m. on any weekend or holiday. Snow removal and street sweeping equipment is exempt from this subsection.

(l) Refuse handling. No person shall collect or remove garbage or refuse in any residential district except between the hours of 6:30 a.m. and 6:00 p.m. on any weekday or between the hours of 8:00 a.m. and 6:00 p.m. on any weekend or holiday.

(m) Construction activities. No person shall engage in or permit construction activities involving the use of any kind of electric, diesel, or gas powered machine or other power equipment, manual tools, movement of equipment, and other activities except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. and 8:00 p.m. on any weekend or holiday.

(5) Exceptions. The following shall be declared to be exceptions from the provisions of this Subsection

B. This listing shall not be deemed to be exclusive.

(a) Emergency work. Operations and acts performed exclusively for emergency work to preserve the safety, welfare or public health of the citizens of the City or for emergency work necessary to restore public service or to eliminate a public hazard shall be exempt from the provisions of this subsection. Persons having performed emergency work under this subsection shall inform the Police Department at the time of the need to initiate the work or if during nonbusiness hours of the City offices than upon resumption of business hours of the City. Any person responsible for emergency work shall take all reasonable actions to minimize the amount of noise pollution or vibration.

(b) Approved work. Upon timely application being made and the necessity therefore being established, the City Council may suspend the operation of this section for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of the suspension. The City Engineer may also authorize an exception for dewatering, mass grading, road construction, and other activities for Council approved projects.

C. Prohibited nuisances affecting general welfare.

(1) A violation of any provision of Ordinance No. 445, Zoning, or of a condition imposed under the authority of Ordinance No. 445, Zoning, is considered a public nuisance affecting the general welfare. Such public nuisance may be abated pursuant to the abatement provisions provided within this chapter.

(2) A violation of any provisions of Chapter 227, Parking and Storage, Article III, Parking and Storage of Vehicles and Other Equipment, is considered a public nuisance affecting the general welfare. Such public nuisance may be abated pursuant to the abatement provisions provided within this chapter.

§ 216-5 **Public Nuisance.**
Whoever, by act or omission, causes a nuisance as defined in sections 216-2, 216-3 or 216-4 is guilty of maintaining a public nuisance and may be subject to abatement and/or prosecution as provided herein.

§ 216-6 **Duties of City officers.**
City officials may apply and enforce any provision of this ordinance relating to public nuisances within this jurisdiction. Any peace officer, community service officer or other designated city official shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances. Except in emergency situations of imminent danger to human life and safety, no peace officer or designated city official will enter private property for the purpose of inspecting or preventing public nuisances without the permission of the owner, resident, or other person in control of the property, unless the officer or person designated has obtained a warrant or order from a court of competent jurisdiction authorizing entry.

§ 216-7 **Abatement Process.**

A. **Procedure**. Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the officer shall notify, in writing, the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the nuisance is to be abated. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council. Thereafter, the Council may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City.

B. **Notice**. Written notice of the violation; notice of the time, date, place, and subject of any hearing before the City Council; notice of the City Council order; and notice of motion for summary enforcement hearing shall be served by a peace officer or designated official on the owner of record and occupant of the premises either in person or by regular, certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by positing it on the premises. In the event a nuisance is abated to the satisfaction of the City but recurs within 180 days after such abatement, such recurrence shall be deemed to be a continuation of the same nuisance, and the council may proceed without additional notice or hearing to provide for abatement of said nuisance by the City. In such event, the City shall be entitled to recovery costs in the same manner as for the original abatement, as proved for in § **216-8** of this chapter.

C. **Emergency procedure; summary enforcement**. In cases of emergency, where delay in abatement required to complete the procedure and notice requirements as set forth in subdivisions A. and B. of this section will permit a continuing nuisance to unreasonably endanger public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the peace officer or other designated official shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement will unreasonably endanger public health, safety, or welfare. The officer or designated official shall notify in writing the occupant or owner of the premises of the nature of the nuisance, whether public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in subdivision A. of this section and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.

D. **Immediate abatement.** Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety. Property/item(s) valued over $100, as determined by the enforcing officer, will be held by the City for seven (7) days. Recovery of all costs incurred for the abatement must be paid by the owner prior to collecting any property/item(s).

E. **Unlawful parties or gatherings.** When law enforcement determines that a gathering is creating such a noise disturbance as prohibited under Section Four, Subdivision B, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to disburse immediately. No person shall refuse to leave after being ordered to do so by law enforcement. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

F. **Abatement of noxious weeds, rank vegetation, and tall grasses.**

(1) Notice. Written notice of the violation; notice of time, date, location, nuisance, which may include a height measurement of grass, will be sent to the property owner of record of the nuisance lot by posting a notice on the premise door and by mail. On identified foreclosed properties, a property contact will be attempted if the City has record of a party that is involved with the property. This contact is not necessary to effect establishment of a date certain for weed, vegetation, or grass nuisance abatement. The notice will identify a date certain for which the property must be mowed not to exceed 7 working days. The notice will also include the date of which a 7 working day re-inspection will occur.

(2) Abatement Process. If the owner of the property fails to comply within 7 days, the City shall provide for the abatement of the nuisance and authorize the City contracted mowing service or public works to mow the lot. The officer charged with enforcement shall keep records of the cost of abatement and shall provide information to the City Administrator or designee for assessment against the property in accordance with § 216-8.

(2) Reoccurrence. Once the nuisance has been abated on the property, the property will be monitored by re-inspection on a reoccurring 7 day cycle. If the property has no further noxious weed, rank vegetation or tall grass violations after being re-inspected twice, it will no longer be monitored. If the property continues to have the violation, the property will be abated every 7 days without written notification.

G. **Judicial remedy**. Nothing in this section shall prevent the city from seeking a judicial remedy when no other adequate administrative remedy exists.

§ 216-8 **Recovery of cost.**

A. Personal liability. The owner of the premises on which a nuisance has been abated by the City, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the City of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the City Administrator or other city official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the City Administrator.

B. Assessment. After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds and rank or tall vegetation on private property or outside the traveled portion of streets, or unsound or insect-infected trees, and noncompliant lawn sprinkling, the City Administrator or designee shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The Council may then spread the charges against such property under that statute and other pertinent statutes for certification to the County Auditor and collection along with current taxes the following year or in annual installment, not exceeding 10, as the Council may determine in each case.

§ 216-9 **Violations and penalties.**
Any person convicted of violating any provisions of this chapter is guilty of a misdemeanor and shall be punished by a fine not to exceed $1,000 or imprisonment for not more than 90 days, or both, plus the costs of prosecution in either case.

Section 3 – Effective Date.

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

Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks, Human Resources/ City Clerk

Date Posted:
Date Adopted:
Date Published:
Effective Date:

K.10.

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: December 1, 2020
Subject: Ordinance 2020- XXX Streets and Sidewalks, Amending City Code Chapter 284

Background:

Staff has drafted changes to Chapter 284, Streets and Sidewalks. Significant changes are as follows:

- Clarify language to be consistent with process by Resolutions.
- Updated addressing language to be consistent with Fire Code.
- Updated staff titles.
- Materials on the street have been removed from this section and referenced within Ch 216.

The Ordinance has been posted for the required 10- day notice period.

Recommendation:
Committee of the Whole recommends approval as presented.

Request:
Staff is requesting action on this item.

Attachment:

- Ordinance 2020-XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING ORDINANCE NO. 109, ADOPTED ON OCTOBER 20, 1984 AND ORDINANCE NO. 256, ADOPTED ON MAY 7, 2002 AND ORDINANCE NO. 502, ADOPTED ON MARCH 16, 2011 AND ORDINANCE NO. 553, ADOPTED ON APRIL 4, 2013 AND ORDINANCE NO. 549, ADOPTED ON APRIL 16, 2013 AND ORDINANCE NO. 600, ADOPTED ON APRIL 7, 2015 AND ORDINANCE NO. 605, ADOPTED ON APRIL 21, 2015 AND TITLED STREETS AND SIDEWALKS

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance 109, Ordinance 256, Ordinance 502, Ordinance 553, Ordinance 549, Ordinance 600, Ordinance codified in Chapter 284 of the City Code, are hereby amended as follows:

Chapter 284
Streets and Sidewalks

ARTICLE I
Street Naming and Numbering

§284-1. Treatment of existing street names.
§284-2. Official Map.
§284-3. Type and placement of numbering on buildings.
§284-5. Street naming plan to be shown on preliminary plats.
§284-6. Naming and numbering policy.
§284-7. Powers of the Zoning Administrator or his/her designee.
§284-8. Violations and penalties.

ARTICLE II
Location and Maintenance of Sidewalks

§284-9. Purpose.
§284-10. Sidewalk location; exemption.
§284-11. Maintenance required; replacement of damaged sidewalks.
§284-12. Notice to repair.
§284-13. Failure to repair; cost of repair made by City.
§284-14. Snow removal.
§284-15. Construction specifications.
§284-16. Materials on streets, alleys, sidewalks, or public way.
§284-17. Violations and penalties.

ARTICLE III
Traffic Regulations

§284-18. Minnesota Statutes adopted by reference.
§284-19. Exhibition driving.
§284-20. Violations and penalties.

Article I
Street Naming and Numbering

§ 284-1 Treatment of existing street names.
All of the present names of the streets and public ways within the corporate limits of the City of Isanti as assigned and the designations formerly applied to said streets and ways, and whether the same have been fixed by dedication of plats as they appear on file in the office of the County Recorder of Isanti County or by common consent, or otherwise, are hereby revoked, set aside, and extinguished to the extent they are in conflict with the City of Isanti Street Naming and Lot Number Map referenced below.

§ 284-2 Map.

A. From and after the adoption, approval, and publication of this article, there is hereby established a City of Isanti Street Naming and Lot Numbering Map (hereinafter sometimes referred to as the "map"), which will be updated from time to time and is the responsibility of the Community Development Director or his/her designee to maintain. This map will be on permanent file for public inspection in the office of the Community Development Director or his/her designee. It shall be the responsibility of the City to maintain said map

B.

§ 284-3 Type and placement of numbers on buildings.

A. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

B. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance of such principal building shall bear a separate number, to include a unit number or suite number, if so assigned.

§ 284-5 Street naming plan to be shown on preliminary plats.
The developer, builder, or person making application for preliminary plat shall submit a street naming plan as hereinabove set forth, for review by the Community Development Director or his/her designee. The assignment of names and numbers by the Community Development Director or his/her designee shall be final.

§ 284-6 Naming and numbering policy.

A. City streets shall not be required to fall into any pattern of alphabetical sequence.

B. Major emphasis shall be given to avoiding duplicate and similar sounding names.

C. For all future developments, east-west streets will be designated as streets, and north-south streets will be designated as avenues. Upon approval by the City Council, other designations may be approved, such as parkways, boulevards, trails, courts, etc.

D. Existing street names shall be extended where practical. Avenues shall be numbered and placed within sequential order from the zero starting point.

E. The intersection of the Burlington Northern Railroad line and Main Street shall be considered the zero starting point for the purpose of the lot-numbering system.

F. Numbers shall be assigned to each block in increments of 100 for each block progressing northerly, easterly, southerly, and westerly from said zero starting point.

G. Even numbers shall be assigned to lots on the north side of streets running east-west and on the east side of avenues running north-south.

H. Odd numbers shall be assigned to lots on the south side of streets running east-west and on the west side of avenues running north-south.

I. Where, in the past, odd and/or even numbers have already been assigned along the majority of a street segment and they are not in accordance with the regulations provided in this article, the Community Development Director or his/her designee may continue to assign numbers in accordance with the existing numbers provided.

J. Ordinals shall be placed at the end of each street name, to include NW, SW, NE, or SE, depending upon the location of the street within the City of Isanti street grid system.

K. Street names located on the east side of Trunk Highway 65 shall be consistent with those street names located on the west side of Trunk Highway 65.

L. The City of Isanti has been granted authority through joint resolution with Isanti County to re-address in accordance with this article any property in the Tier One Area. When it has been identified by the appropriate public safety authority that public safety will be enhanced by renumbering and establishing new street names in accordance with this article, the Planning Commission will hold a public hearing to consider such proposals and make recommendations to the City Council for re-addressing in the Tier One Area.

§ 284-7 Powers of the Community Development Director or his/her designee.

A. The Community Development Director or his/her designee shall keep an up-to-date record of all names and numbers assigned under this article.

B. The Community Development Director or his/her designee shall assign to any property owner in the City of Isanti, upon request, a number for each principal building or separate front entrance to such building. In doing so, he/she shall assign only those names and numbers assigned under the provisions of this article; provided, however, that the Community Development Director or his/her designee may assign additional names or numbers in accordance with the system established on the City of Isanti Street Naming and Lot Numbering Map whenever the property has been subdivided, a new front entrance opened, or undue hardship has been worked upon any property owner.

§ 284-8 Violations and penalties.

Violation of this ordinance shall be a misdemeanor and may be punishable by a fine not to exceed $1,000 or imprisonment not to exceed 90 days, or both, plus costs of prosecution in either case.

Article II

Location and Maintenance of Sidewalks

§ 284-9 Purpose.

The purpose of this article is to ensure the proper placement, location and maintenance of sidewalks. This will allow our citizens the ability to walk, bicycle, and other means of nonmotorized vehicle use to go from place to place within the City.

§ 284-10 Sidewalk location; exemption.

A. Sidewalks shall be placed on the west side and the north side of every street, cul-de-sac, or other necessary area within the City. City staff can modify the location of sidewalks to the other side of the roadway in order to promote contiguous sidewalks and safer pedestrian movement.

B. Industrial Zones are exempt from placing sidewalks, but placing City trails is allowed.

§ 284-11 Maintenance required; replacement of damaged sidewalks.
It is the duty of the property owner abutting on any sidewalk to maintain said sidewalk in a clear, safe and walkable condition.

§ 284-12 Notice to repair.
Whenever any public sidewalk becomes broken, cracked, raised or otherwise in disrepair so as to constitute a hazard to the public passage, the Public Works Department shall give notice in writing of such condition to the owner of the premises abutting the sidewalk. The owner of the property shall be given 30 days from the receipt of the notice to make repairs.

§ 284-13 Failure to repair; cost of repair made by City.
A. If the owner of the premises fails to make such repair within 30 days of being so notified, the Council shall order the necessary repairs made.
B. The cost of such repairs shall constitute a lien against the premises. If the cost of such repair is not paid to the City by September 15 following the making of repairs, the cost shall be certified to the County Auditor as a special assessment against the premises, to be collected in the same manner as any other special assessment.

§ 284-14 Snow removal.
Unless exempted by the City Council, no person shall permit an accumulation of snow or ice to build up or remain on any public sidewalk abutting or otherwise serving lots or parcels located in the City of Isanti 48 hours after public works has completed the removal of a snow event For the purposes of this section, "person" means the owner of record of the lots or parcels or in the event that the premises of any given parcel is under the control of a person other than the owner through a lease or rental agreement, then in that event the lessee or renter shall be responsible for the snow removal required in this article, unless by written agreement the owner is obligated to remove snow and ice from affected sidewalks. If snow or ice is not removed, the City will consider this a nuisance violation in accordance with Chapter § 216. Depending on the severity, the City may have public works or hire a company to remove the snow accumulation and/or ice and bill the property owner for such cost. Any snow and/ or ice events less than 2 inches, in which case the Public Works may not clear, is the property owner's responsibility.

§ 284-15 Construction specifications.
A. Sidewalks shall be five feet wide with six-foot boulevards.
B. Sidewalks must be constructed of portland concrete four inches thick; five inches thick where the sidewalk is part of the driveway.
C. Sidewalks shall be constructed on a three-inch sand cushion. The sand shall be equal to MNDOT regulations and the Isanti engineering design standards.
D. Pedestrian curb ramps for ADA compliance shall be installed on all corners according to MNDOT and City Engineer specifications.
E. The City Engineer and/or Building Official must inspect sidewalk construction.
F. All materials, workmanship, and details of the construction of sidewalks on the public rights-of-way of the City shall be in accordance with the current plans and specifications of the City Administrator or designee.

§ 284-16 Materials on streets, alleys, sidewalks, or public way.
A. No person shall encumber any street, alley, sidewalk, or other public way with barrels, boxes, cans, articles, or any other substances or objects that interfere with the free and unobstructed use thereof. For the purposes of this section, "person" means the responsible owner of record, renter, or occupant of the abutting lot parcel, or building. Such items shall be immediately removed, upon notice from the City to do so. Any such encumbrance shall be deemed a public nuisance in accordance with Chapter § 216 of City Code. Any items deemed to constitute a serious and immediate public health or safety concern may be immediately abated by removal by the City, without prior notice of such abatement, provided notice of such abatement shall be provided to the offending owner of record, renter or occupant of the adjacent lot, parcel or building as soon thereafter as reasonably practicable.
B. Exceptions. Authorized commercial loading zones and community events approved through the appropriate City process and which utilize public streets, alleys, sidewalks, or other public ways are exempt from these

provisions.

§ 284-17 Violations and penalties.
Violation of this article shall constitute a misdemeanor punishable by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

Article III
Traffic Regulations

§ 284-18 Minnesota Statutes adopted by reference.
Except as otherwise provided in this chapter, the regulatory and procedural provisions of the Minnesota Statutes, Chapters 168 and 169 (commonly referred to as the "Highway Traffic Regulation Act") and Chapter 171 as amended are hereby incorporated herein and adopted by reference, including the penalty provisions hereof.

§ 284-19 Exhibition driving.

A. Prima facie evidence. It shall be prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates, or turns at an unnecessary rate of speed so as to cause the tires to squeal, or gears to grind, or sand, gravel or soil to be thrown or an engine to backfire or fishtailing or skidding, or as to two- three- or four-wheeled vehicles, the front tire(s) to lose contact with the ground or roadway surface.

B. Unlawful act. It shall be unlawful for any person to do any exhibition driving on any street, parking lot, or other public or private property, except when an emergency creates necessity for such operation to prevent injury to persons or damage to property; provided that this section does not apply to driving on a licensed racetrack with permission and under the auspices and direction of the licensee.

§ 284-20 Violations and penalties.
Violation of this article shall constitute a petty misdemeanor punishable by a fine not exceeding $300, plus the costs of prosecution.

Section 2 -Effective Date.
This ordinance shall take effect upon its passage and publication in the official City newspaper.
Adopted by the City Council this ___day of _____, 2020.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

BOLTON & MENK

Real People. Real Solutions.

K.11.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 20, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Proposal to Write and Administer a Request For Proposals for General Architectural Services for the Liquor Store Building
City of Isanti, MN

As directed by the City Council at the November 17, 2020 council meeting, Bolton & Menk will write a Request for Proposal (RFP) to obtain general architectural design services for the proposed liquor store building. This will request general building design services, not actual construction services. The construction contractors will bid on the plans and specifications created by the selected design firm.

The proposed building will be designed to meet city zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities depicted in the initial layout sketch. Bolton & Menk will serve as the Civil Engineer on this project and complete the site and utility design through a separate proposal.

The proposed scope of work will be described in the RFP and a lump sum fee will be requested to include the following services: cost estimating, structural engineering design, mechanical engineering design, electrical engineering design, plumbing design, HVAC design, fire sprinkling design, exterior design & interior design, and other related design services from pre-design to project closeout.

Separate proposals for each individual design service will not be requested, as the City does not plan to act as the General Contractor on this project.

Our scope of work to solicit these proposals will include the following:

- Write a Request for Proposal detailing the specific needs and desired type of building the City has conceptualized.
    - Incorporate City Staff, City Council, and City Attorney comments into the RFP.
- Hold one pre-bid meeting to discuss specifics of the project with bidders.
- Respond to bidder questions.
- Issue addenda as needed to address bidder issues or requested changes.
- Receive and compile proposals.
- Compare and contrast proposals for Council to make a selection.
- Assist with contract documents between the City and the selected firm.
- Hold one kickoff meeting with the City and the selected firm.

Should the City elect to proceed with this request for proposal, we propose to complete the above tasks for a lump sum fee of $4,740.

The RFP will be brought to the December 15, 2020 council meeting for approval to be advertised. It is recommended to solicit proposals from up to 5 selected firms. Should the City elect to make this RFP

publicly available, it is recommended to advertise for a minimum of 3 weeks due to the upcoming holiday season.

The received proposals will be brought to the January 19, 2021 council meeting for consideration. Plans and specifications are estimated to be ready for construction contractors to bid in April 2021 with a bid opening in May and construction starting in June 2021 at the earliest.

The contract will be prepared by the City Attorney and be between the City and the selected firm. Bolton & Menk does not warrant the selected firm will meet budgeted project costs, timelines, or desired quality or results.

15 months from award of the contract is the earliest anticipated building occupancy date. Should the City elect to award the Brunton Architects fee proposal previously presented at the November 17, 2020 Council Meeting, the project schedule could be expedited by 3-4 months and the cost to go through this RFP process would not be incurred.

Please contact me at (763) 200-2444 if you have any questions or need additional information prior to the meeting.

BOLTON & MENK

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K.12.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 10, 2020

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Services Proposal to Complete Liquor Store Design & Construction
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for engineering services for the building and site design of the proposed liquor store at 10 6th Avenue SE.

The proposed parking lot and building will meet City zoning requirements. The building can generally be described as a 11,750 square foot building housing the proposed liquor store facilities depicted in the initial layout sketch attached.

Site Design & Construction:

We propose for Bolton & Menk to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store building.

We propose to complete the site design and specifications, through bidding, for an hourly, not to exceed, fee of $35,000.

We propose to complete site construction staking, project management, and site inspection services, for an hourly, not to exceed, fee of $30,000. This does not include building inspections.

Building Design & Construction:

We proposed to bring Brunton Architects onto the project team to perform the building design through construction. Their proposed scope of work and lump sum fee is attached and includes cost estimating, interior design, structural, mechanical, plumbing, electrical, and fire sprinkling design services from pre-design to project construction and project close out. Bolton & Menk will not add on any overhead fees to take on Brunton Architects as a sub-consultant.

Assumptions made in determining the scope of Brunton Architect's fees:

- Prefabricated concrete walls will be used to reduce project cost and engineering design costs.
- A non-pitched deck roof will be used as the base design.
  - A pitched metal roof would add approximately $300,000 in total project cost and require space inside the building to be taken up by typically roof mounted equipment such as HVAC.

Brunton Architects scope and fees in the attached document are proposed as a lump sum fee of $192,000. These fees are at industry standard and include interior design and alternate building renderings.

The proposed total engineering fees are significantly lower than the budgeted amount for these services.

Please contact me at (763) 200-2444 if you have any questions or need additional information.

BRUNTON
ARCHITECTS & ENGINEERS

MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56001

HOPKINS
1040 SIXTH ST SOUTH
HOPKINS, MN 55343

November 10, 2020

Mr. Jason Cook, PE
Bolton & Menk, Inc.
7533 Sunwood Drive, NW
Suite #206
Ramsey, MN 55303
Jason.Cook@Bolton-Menk.com

RE: Professional Design Services for a New Retail/Municipal Liquor Store in Isanti, MN

Dear Jason:

All of us at Brunton Architects & Engineers are truly honored to be submitting a proposal that encompasses the extent of our professional design services offered. We believe it is the attention to detail that determines the difference between a good project and a great one. Our staff of architects, interior designers, and engineers are dedicated to working side by side with our clients while guiding them through the entire design process from beginning to end.

Brunton Architects & Engineers has assembled a design team with skills best suited for the municipal liquor store project planned for Isanti, Minnesota. Our team is ready and excited to provide architectural design, interior design, mechanical engineering, plumbing design, electrical engineering and structural design engineering services to ensure that the project is custom tailored to your client's specific needs. It is our understanding that the civil design engineering will be provided by Bolton & Menk and are not included as a part of this fee proposal.

Project Understanding

Design services included in this proposal are for an architectural precast concrete building with one steel beam and column line in the middle of the building to help reduce total construction costs. The building is being planned as having 23 ft sidewall heights, steel bar joist roof structure, metal deck, sloped structure with rigid insulation, and polished concrete floors in the retail areas of the building. The proposed building size is approximately 11,750 SF in its footprint. The building will be used as Municipal Liquor Store located in Isanti, MN and is to be located on a City owned commercial

lot. Design services included in this proposal are Architectural, Interior Design (color and material selections), Structural, Mechanical, & Electrical engineering. Preliminary cost estimating will also be provided by Brunton for use in helping to establish construction and FF&E Budgets. Civil design services will be employed directly by the City of Isanti.

At Brunton Architects & Engineers, we look at all design projects from owner, end user, and contractor viewpoints. We pride ourselves on being a design driven firm that is detail oriented in everything we do.

Below is a brief summary of our understanding of the project;

Project Description – Municipal Liquor Store

1.	Number of Buildings:	One
2.	Size:	roughly 11,750 SF
3.	Height/Stories:	One Story
4.	Construction Type:	Precast Concrete Walls and bar joist and deck roof**
5.	Use:	Retail
6.	Location:	Isanti, Minnesota

**An optional metal joist and standing seam metal roofing system can be explored for additional design fees as it greatly increases the design requirements of the project. Its estimated that the increase in construction costs for the different roof structure and roofing system, along with HVAC design requirements might be around $250,000-$350,000. As previously mentioned, the HVAC systems would need to convert to an air handling system and be ground mounted requiring more site area for the units to sit within in an enclosed area. If chosen, the design fee will increase by $36,000 due to additional detailing and engineering needed for all the trades effected.

ARTICLE 1 Scope of Services

1.1 Schematic Design Phase

1.11 The development of refined concept floor plans, a site plan, and exterior/design aesthetics will be developed based on the approved scope. In addition, design solutions will be provided for various exterior elevation studies that face the street.

1.12 Exterior renderings will be produced for review and approval by the City.

1.13 Building code analysis and review of site requirements.

1.14 Hold a meeting for review and approval of the Schematic Design Phase documents and drawings with associated costs.

1.2 Design Development Phase

1.21 Prepare necessary drawings to convey the next level of detail based on the approved Schematic Design Phase. Brunton Architects & Engineers will refine the design and our interior design department will prepare color and material options for your review and approval.

1.22 Coordination with civil, architectural, structural, mechanical, electrical, and plumbing design teams.

1.3 Construction Document Phase

1.31 Preparation and coordination of detailed civil, architectural, interiors, structural, mechanical, and electrical specifications and drawings in preparation for permit review and City approval.

1.32 Final construction documents meeting for review and approval with you and the City.

1.33 Final Review of the International Building Code and Minnesota State Building and ADA accessibility code compliance.

1.4 Bidding & Construction Administration Phase

1.41 Provide Bidding & Construction Administration services for overseeing the construction phase and for compliance with the approved building permit and construction documents.

1.42 Prepare required addendums, as necessary, during bidding.

1.43 Assist in the review of bid results from General Contractors (GC) and/or value engineering. Make recommendation for award of bid to a GC.

1.44 Perform site visits to ensure compliance with construction documents.

1.45 Provide a review of all submitted architectural and engineering shop drawing submittals.

1.46 Generate a list of items in need of repair / replacement at project close out.

1.47 Perform 1-year walk-through with you (12 months from date of completion) to verify that the finished product continues to meet your expectations.

ARTICLE 2 COMPENSATION

2.1 Total fee for project phases listed below.

Professional Fee = $192,000 Lump sum/Not to Exceed*
(*includes Pre-design cost estimating, architectural, interior design, mechanical, plumbing, fire sprinkling, structural, and electrical design engineering)

Schematic Design	25% of Professional Fee
Design Development	20% of Professional Fee
Construction Documentation	45% of Professional Fee
Bidding and Negotiating	5% of Professional Fee
Construction Administration	5% of Professional Fee

ARTICLE 3 REIMBURSABLE EXPENSES

3.1 Reimbursable expenses shall include postage, shipping, messenger services, printing, and reproduction (printing for in-house use by architect and engineer is included).

3.2 All other requested services shall be billed at the following rates.

Senior Architect/Principal	$194.00
Project Architect 2	$142.00

Project Architect 1	$131.00
Project Manager	$132.00
Sr. Mechanical Engineer 2	$168.00
Sr. Mechanical Engineer 1	$157.00
Architectural Technician 2	$115.00
Architectural Technician 1	$105.00
Interior Designer 2	$125.00
Interior Designer 1	$110.00
Interior Design Intern	$ 65.00
Mechanical Technician	$105.00
Clerical	$ 68.00
Mileage Charge	$ 00.58 per mile
Consultants	1.10 times cost
Printing Reproduction	1.10 times cost
Postage	1.10 times cost

*Rates are valid for the 2020/2021 calendar year and are adjusted annually as dictated by market conditions.

ARTICLE 4 PAYMENT

4.1 Billing shall be monthly based on the percentage of the work complete on the last day of the month. Payment shall be due no later than 30 days after the statement date.

4.2 Late charges shall be added at a rate of 1-1/2 percent of the past due amount beginning on the thirty-first day after the statement date.

4.3 A retainer payment of $5,000.00 shall be made upon execution of this agreement and is the minimum payment under this agreement. The retainer amount shall be credited to the Owner's account in the final invoice. Remit all payments to the office of Brunton Architects & Engineers in North Mankato, MN.

ARTICLE 5 MISCELLANEOUS PROVISIONS

5.1 The prices quoted herein shall be in effect until thirty days past the date of the proposal and are subject for review and revision for any work not authorized to be completed after that date.

5.2 Drawings shall remain the property of Brunton Architects and are to be used for the construction of this project only.

ARTICLE 6 MECHANIC'S LIENS

6.1 Any person or company supplying labor or materials for this project may file a lien against your property if that person or company is not paid for the contributions.

6.2 Under Minnesota law, you have the right to pay persons who supplied labor or materials for this project directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the project unless we give you a lien waiver signed by persons who supplied any labor or material for the project and who gave you timely notice.

Thank you again for the opportunity to present this proposal for your consideration. Please call our office at 507.386.7996 with any questions or concerns regarding the information contained in this document.

Sincerely,

Corey Brunton

Corey Brunton, AIA / Principal / Owner
Brunton Architects & Engineers

_____

Signature of Authorization & Date

K.13.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 1, 2020
Subject: Development Agreement Amendment – Legacy Pines

Background:
The City has entered into a development agreement with Everpine Land Holdings, LLC (developer) for the development of Legacy Pines 2nd and 3rd Addition. As part of each development agreement a Letter of Credit (or cash) is collected as a financial guarantee for the project in the amount equal to 125% of the estimated amount of the required Developer Installed Improvements. According to the agreement "the City shall have the right to retain the financial guarantee until the Developer Installed Improvements have been completed to the satisfaction of the City. The Developer has a right to request reduction of the escrow, or letter of credit (LOC) amount as work on the Developer Installed Improvements progresses. Specifically, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow, or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether or not the escrow, or letter of credit should be reduced and if so, to what amount. The City shall then decide whether or not to reduce the escrow, or letter of credit. The City, however, will not reduce the escrow, or letter of credit, below 20% of the estimated cost of the Developer Installed Improvements until after submittal of record plan documents as required by paragraph 25, or below ten percent (10%) of the total construction cost of the Developer Installed Improvements until two (2) years following acceptance of the Developer Installed Improvements. At that point, the escrow, or letter of credit shall be released or refunded, as the case may be, assuming no warranty work remains to be done."

At the developers request the Letter of Credit for the 3rd Addition was broken into phases to reduce the cost of the LOC.

The developer has requested to reduce the LOC balance and amend the terms of the development agreement. The table below represents the current amount being held, City Engineers recommended amount to hold and the developers requested amount to hold:

Legacy Pines Phase	Current LOC/Cash	Engineer Recommendation	Developer Requested balance
2nd Addition	$84,006.42	$84,006.42	$20,000
3rd Addition Phase 1	$366,782.13	$172,787.35	$80,000
3rd Addition Phase 2	$351,025.72	139,946.89	$80,000
Total	$801,814.27	396,740.66	$180,000

Please refer to the City Engineer's memo dated November 19, 2020 for his recommendations. There is still outstanding work to be done in each phase. Going against the Engineer recommendation requires a

development agreement amendment for each phase and is not supported by staff. Reducing the LOC puts the city at risk. The LOC is for the city to complete the work if the developer does not.

Request:

Consider the LOC reduction presented in the table above. Staff is not in support of the proposed amendment. If Council would like to amend the agreements, the direction would be to direct staff to work with the City Attorney to draft the amendments.

Attachments:

- City Engineer's memo
- Everpine Land Holding Letter

BOLTON & MENK
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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 19, 2020

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Legacy Pines Letter of Credit Adjustments
City of Isanti, MN
Project No.: R13.117438

Legacy Pines 2nd Addition:
The Developer has requested a reduction to the remaining Letter of Credit for Legacy Pines 2nd Addition.

We do not recommend reducing the Letter of Credit any further at this time as there are remaining items to complete (signage, striping, turf establishment, updated record drawings, contractor lien waivers) before the Letter of Credit should be lowered to the warranty period levels called out in the Development Agreement.

Legacy Pines 3rd Addition:
The Developer has requested a reduction to the Letters of Credit for Legacy Pines 3rd Addition Phase 1, Phase 2 Utilities, and Phase 2 Street.

They have paid Kuechle Underground for work completed to date, including the installation of all underground utility work, curb & gutter, and the first lift of pavement planned for Phase 1 and Phase 2 of this development. Remaining work items include wear course, sidewalk, lighting, signage & striping.

The work to date has been found to be in compliance with City standards and all tests have passed.

The Development Agreement requires the City retain 125% of any remaining work and 20% of all completed work to date on these phases until the warranty period begins where the Letter of Credit reduces to 10% of the construction cost.

We have calculated the required minimum balances for each Letter of Credit and have the following recommendations:

Phase 1 - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$172,787.35.**
- Hold 125% of remaining work ($111,150.25) and 20% of completed work ($61,637.10).

Phase 2 Utilities - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$44,285.14.**
- Hold 20% of completed work ($44,285.14).

Phase 2 Street - Letter of Credit: Recommend reducing Letter of Credit to a balance of **$95,661.75.**
- Hold 125% of remaining work ($70,982.69) and 20% of completed work ($24,679.06).

The remaining balances of the Letters of Credit are in compliance with the Development Agreement and are anticipated to be sufficient to complete the project as proposed while covering any incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Everpine Land Holdings, LLC
4655 Nicols Road, Suite 106
Eagan, MN 55122

November 19, 2020

Sheila Sellman
City of Isanti
110 1st Avenue NW
P.O. Box 400
Isanti, MN 55040

RE: Legacy Pines Subdivision
Amendment Request to Development Agreement

Dear Sheila:

Please see the attached analysis and request concerning the cash sureties in relation to the Legacy Pines development.

I'm asking that this be put before the Isanti City Council at the earliest time possible. I believe that meeting will be December 1st. Just an advance notice for you – I would very much like to attend that meeting to answer any questions that may arise surrounding this request but I already know that I will be out of town that date. I can make myself available at any earlier date or time if that would work.

Please let me know if you require anything further from me or have any additional questions.

Thank you for your assistance with handling this request.

Sincerely,

EVERPINE LAND HOLDINGS, LLC

Robert J. Machacek
Chief Operating Officer

Legacy Pines Development
Summary of Cash Sureties

Development Addition/Phase	Amount Currently Being Held	Proposed - Your Review	Everpine Land Request
Legacy Pines 2nd Addition	$ 84,006.42	$ 84,006.42	$ 20,000.00
Legacy Pines 3rd Addition - Phase 1	$ 366,782.13	$ 172,787.39	$ 80,000.00
Legacy Pines 3rd Addition - Phase 2	$ 353,025.72	$ 139,946.85	$ 80,000.00
Totals	$ 803,814.27	$ 396,740.66	$ 180,000.00

Work Items Remaining - Per Email of November 17 from Jason Cook, Engineer for the City:

Legacy Pines 2nd Addition:

* Turf Establishment by the City Park parking lot
* Some striping
* Some signage missing

Legacy Pines 3rd Addition - Phases 1 & 2:

* Bituminous Wear Course
* Sidewalk & Ped Ramps
* Signage & Striping
* Turf Establishment & some erosion control
* 1/4 mobilization and traffic control items
* Street Lights (I have already paid for these - just waiting for Connexus Energy to install)

*** Jason's Email notes a total of approximately $145,000 of incomplete work exists**

MY REQUEST:

I have done what I said I would do.

We have made a huge investment in the City of Isanti and deployed a large amount of capital here. For the City to retain approximately $400,000 over the next 6 "dead" winter months (when there's not even $150,000 of work to complete per bids) is a very costly and unnecessary deployment of capital. I believe this project has benefited the City greatly.

We will complete all current incomplete work next Spring along with constructing the 3rd and final phase of the 3rd Addition.

I respectfully submit this request to the Isanti City Council and request an amendment to the current Development Agreement. I am requesting this change and am asking that the current amounts being held be reduced to the amounts shown above in the "Everpine Land Request" column. I hope that the City Council will consider all the various aspects surrounding this request.

Thank you for your consideration.

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/18/2020 - 11/18/2020 | Nov 18, 2020 04:21PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/20	11/18/2020	54813	1231	ACE SOLID WASTE INC	101-20200	545.95
11/20	11/18/2020	54814	692	ARC IRRIGATION LLP	104-20200	545.95
11/20	11/18/2020	54815	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	607.73
11/20	11/18/2020	54816	53	BELLBOY CORPORATION	609-20200	7,341.88
11/20	11/18/2020	54817	9	BERNICKS PEPSI-COLA	609-20200	852.14
11/20	11/18/2020	54818	2221	C & L DISTRIBUTING	609-20200	570.65
11/20	11/18/2020	54819	1815	CENTURYLINK	609-20200	775.54
11/20	11/18/2020	54820	1108	CITY OF BRAHAM	101-20200	5,107.88
11/20	11/18/2020	54821	309	CITY OF CAMBRIDGE	101-20200	1,851.04
11/20	11/18/2020	54822	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,158.24
11/20	11/18/2020	54823	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/20	11/18/2020	54824	912	FASTENAL COMPANY	920-20200	215.95
11/20	11/18/2020	54825	2028	FURTHER	861-20200	5,020.00
11/20	11/18/2020	54826	949	GRAINGER INC	101-20200	431.04
11/20	11/18/2020	54827	739	HACH COMPANY	601-20200	436.02
11/20	11/18/2020	54828	160	HAWKINS INC	602-20200	9,531.26
11/20	11/18/2020	54829	188	ISANTI COUNTY SHERIFF	101-20200	2,877.34
11/20	11/18/2020	54830	107	ISANTI COUNTY TREASURER	101-20200	12,564.41
11/20	11/18/2020	54831	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,164.57
11/20	11/18/2020	54832	2994	JONES, NICOLE	101-20200	53.69
11/20	11/18/2020	54833	2762	LEGACY SECURITY TECHNOLOGY INC	601-20200	3,569.80
11/20	11/18/2020	54834	131	MACQUEEN EQUIPMENT INC	603-20200	502.57
11/20	11/18/2020	54835	17	MCDONALD DISTRIBUTING CO	609-20200	12,503.65
11/20	11/18/2020	54836	616	MENARDS - CAMBRIDGE	101-20200	30.16
11/20	11/18/2020	54837	1536	MINNESOTA DEED	219-20200	833.33
11/20	11/18/2020	54838	176	MN DEPT OF REVENUE	101-20200	32,499.00
11/20	11/18/2020	54839	2080	MVTL LABORATORIES INC	602-20200	159.58
11/20	11/18/2020	54840	2450	NORTHERN HOLLOW WINERY	609-20200	240.48
11/20	11/18/2020	54841	2995	PARIS, JENAE	505-20200	250.00
11/20	11/18/2020	54842	617	PAUSTIS & SONS	609-20200	300.00
11/20	11/18/2020	54843	2993	PERRON, MARTIN	101-20200	107.38
11/20	11/18/2020	54844	44	PHILLIPS WINE & SPIRITS INC	609-20200	682.56
11/20	11/18/2020	54845	2341	RED BULL DISTRIBUTION	609-20200	144.00
11/20	11/18/2020	54846	2518	SEMLER CONSTRUCTION	505-20200	6,928.50
11/20	11/18/2020	54847	315	ST.PAUL STAMP WORKS	101-20200	19.40
11/20	11/18/2020	54848	73	STAR	101-20200	1,013.00
11/20	11/18/2020	54849	73	STAR	425-20200	16.50
11/20	11/18/2020	54850	1290	THE AMBLE GROUP	101-20200	65.45
11/20	11/18/2020	54851	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
11/20	11/18/2020	54852	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
11/20	11/18/2020	54853	42	VIKING COCA-COLA BOTTLING CO	609-20200	344.25
11/20	11/18/2020	54854	1286	VINOCOPIA INC	609-20200	1,302.40
11/20	11/18/2020	54855	4	WATSON CO INC	609-20200	2,162.70
11/20	11/18/2020	54856	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						130,825.72

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/24/2020 - 11/24/2020 | Nov 24, 2020 03:38PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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11/20	11/24/2020	54857	1503	7-UP BOTTLING	609-20200	258.90
11/20	11/24/2020	54858	2343	ADVANTAGE SIGNS INC	101-20200	111.90
11/20	11/24/2020	54859	953	ALL AMERICAN TITLE CO,INC.	601-20200	77.18
11/20	11/24/2020	54860	2999	ANDRUS, SCOTT &	601-20200	40.49
11/20	11/24/2020	54861	2850	BEAUDRY OIL & PROPANE INC	101-20200	1,519.95
11/20	11/24/2020	54862	2998	BERGMAN, SHANNON MARIE	601-20200	107.91
11/20	11/24/2020	54863	9	BERNICKS PEPSI-COLA	609-20200	962.87
11/20	11/24/2020	54864	1500	BOLTON & MENK INC	101-20200	32,204.80
11/20	11/24/2020	54865	2020	BOYLE, EUGENE	101-20200	3,720.00
11/20	11/24/2020	54866	2319	BREAKTHRU BEVERAGE	609-20200	816.00
11/20	11/24/2020	54867	1474	CDW GOVERNMENT INC	614-20200	2,040.36
11/20	11/24/2020	54868	120	CONNEXUS ENERGY	101-20200	18,040.24
11/20	11/24/2020	54869	8	DAHLHEIMER DISTRIBUTING CO	609-20200	250.09
11/20	11/24/2020	54870	3000	DEMMON, DANIELLE	601-20200	12.68
11/20	11/24/2020	54871	897	DVS RENEWAL	101-20200	55.25
11/20	11/24/2020	54872	55	ECM PUBLISHERS INC	609-20200	216.00
11/20	11/24/2020	54873	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	127.49
11/20	11/24/2020	54874	352	ISANTI COUNTY PUBLIC HEALTH	609-20200	150.00
11/20	11/24/2020	54875	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,707.30
11/20	11/24/2020	54876	3002	JOHNSON, TRACY	601-20200	5.00
11/20	11/24/2020	54877	5	KAWALEK TRUCKING	609-20200	420.40
11/20	11/24/2020	54878	1338	KNIFE RIVER	920-20200	415.00
11/20	11/24/2020	54879	3004	LAKESIDE TITLE INC	601-20200	85.66
11/20	11/24/2020	54880	2435	LINDBERG LAW OFFICE PA	601-20200	21.74
11/20	11/24/2020	54881	17	MCDONALD DISTRIBUTING CO	609-20200	11,995.20
11/20	11/24/2020	54882	928	MINNEAPOLIS OXYGEN CO	101-20200	173.02
11/20	11/24/2020	54883	2116	MINUTEMAN PRESS	101-20200	495.18
11/20	11/24/2020	54884	2597	MNSPECT, LLC.	101-20200	32,693.98
11/20	11/24/2020	54885	3001	OHLSSON, LADD & LYNNE	601-20200	122.52
11/20	11/24/2020	54886	3003	PETERSON, JERALD & RENEE	601-20200	51.85
11/20	11/24/2020	54887	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,991.21
11/20	11/24/2020	54888	2996	PRUNICK, JESSICA	101-20200	107.38
11/20	11/24/2020	54889	2997	RETAIL STRATEGIES LLC	108-20200	10,000.00
11/20	11/24/2020	54890	1113	RJM DISTRIBUTING INC	609-20200	408.70
11/20	11/24/2020	54891	2614	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
11/20	11/24/2020	54892	2396	SOUTHERN GLAZERS OF MN	609-20200	8,586.40
11/20	11/24/2020	54893	2396	SOUTHERN GLAZERS OF MN	609-20200	641.13
11/20	11/24/2020	54894	1442	ST. LOUIS MRO INC	101-20200	22.50
11/20	11/24/2020	54895	1361	STAPLES ADVANTAGE	101-20200	89.18
11/20	11/24/2020	54896	73	STAR	108-20200	5.00
11/20	11/24/2020	54897	1290	THE AMBLE GROUP	101-20200	128.91
11/20	11/24/2020	54898	1762	THE TITLE GROUP	601-20200	18.71
11/20	11/24/2020	54899	2944	UNIFIRST CORPORATION	101-20200	866.08
11/20	11/24/2020	54900	4	WATSON CO INC	609-20200	2,650.28
Grand Totals:						154,414.44

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	93,687.00
Social Security & Medicare	5,095.94
Public Employees Retirement	10,192.94
Total City Expense	108,975.88

Pay Date 11/27/2020

Pay Period 24 (11/8-11/21/20)

A Community For Generations.

Isanti

L.2.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 1, 2020
Subject: Sign Consideration for Best Western

Background: Best Western is requesting consideration of a pylon sign that was denied by previous administration.

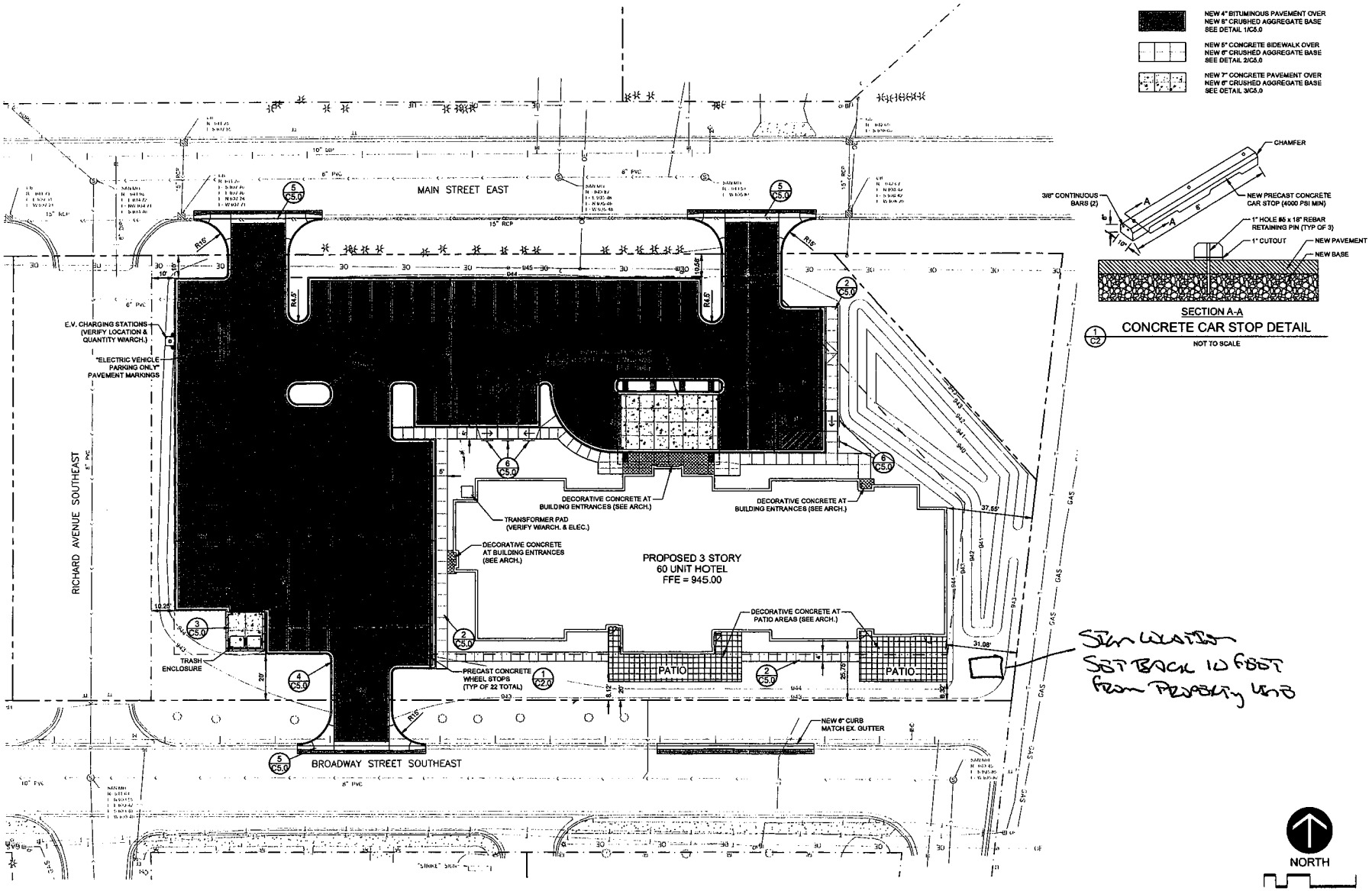
The Development Operations and Advisory Committee (DOAC) met in November 2019 to discuss Best Western's freestanding sign. The DOAC has since been dissolved but at that time they reviewed the pylon sign and denied the sign Best Western proposed. The memo is attached for reference. The memo is from the previous Community Development Director he states the Community Development Department "has enforced strict pylon sign regulations to enhance the aesthetics of the TH-65 corridor. All signs either have a brick base or a brick pole cover."

Best Western is located in the TH-65 Overlay District. Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features. However, the sign code does not provide design specifics. The code allows a 200 square foot freestanding sign with a maximum height of 45 feet. Based on the purpose of this district it makes sense to hold the signage to a higher standard. Past administration has required freestanding signage along the corridor to have a brick base or brick pole cover and required the same for Best Western.
Best Western recognizes the desire of the district but it is not a code requirement nor called out in their development agreement to provide a sign with a brick base. They have proposed a compromise with the proposed sign. They propose to do a pylon sign that has aluminum skirting on the base, not brick. This is similar in appearance to Strikes Funeral Home's sign.

Planning Commission: The Planning Commission reviewed this request at their November 17, 2020 meeting. No one from the public commented on this item. A representative for the hotel was present for the discussion. The Planning Commission in general liked the sign that was presented, but wanted to keep the signage more in-line with what was approved along TH 65, with a brick base. The Planning Commission asked the hotel to compromise and put a 3-4-layer brick base around the sign and landscaping. The Motion passed 4-2 Gordon and Bergley no.

Request:
Consider approving the sign as proposed with the Planning Commission's recommendation of adding 3-4-layers of brick at the base and landscaping.

Attachments:
- Proposed Sign



SYMBOL LEGEND

- NEW 4" BITUMINOUS PAVEMENT OVER NEW 8" CRUSHED AGGREGATE BASE SEE DETAIL 1/C5.0
- NEW 5" CONCRETE SIDEWALK OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 2/C5.0
- NEW 7" CONCRETE PAVEMENT OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 3/C5.0

SECTION A-A
CONCRETE CAR STOP DETAIL
1/C2
NOT TO SCALE

Larson Engineering, Inc.
816 West St. Germain Street
Suite 306
St Cloud, MN 56301
320.774.1944
www.larsonengr.com

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Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

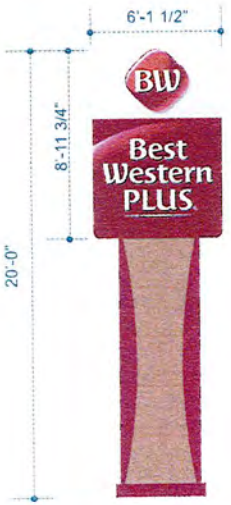
Thomas J. Heilenhoff, P.E.
Date: 10.20.17 Reg. No.: 25620

Rev.	Date	Description
1	11.21.17	City Comments
2	02.02.18	SW Comments

Project #: 12176124.000
Drawn By: BDN
Checked By: TJH
Issue Date: 10.20.17
Sheet Title:
PAVING AND DIMENSION PLAN

Sheet: C2.0

P:\Projects\Projects - 2017\12176124 - Isanti Best Western\C. Design\Drawing Files\12176124 C2.0 Paving.dwg



P-55

CUMMINGS

THIS DESIGN REMAINS OUR EXCLUSIVE PROPERTY AND CANNOT BE DUPLICATED WITHOUT WRITTEN CONSENT.

THIS IS AN ORIGINAL UNPUBLISHED DRAWING CREATED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT PLANNED FOR YOU BY CUMMINGS. IT IS NOT TO BE SHOWN OUTSIDE YOUR ORGANIZATION NOR USED, REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION UNLESS AUTHORIZED IN WRITING BY AN OFFICER OF CUMMINGS.

CUSTOMER APPROVAL:

DATE:

	DATE	BY
Rev. #1		
Rev. #2		
Rev. #3		

	DATE	BY
Rev. #4		
Rev. #5		
Rev. #6		

BEST WESTERN PLUS 24145
409 MAIN STREET EAST
ISANTI, MN

DRAWING NO:
103605.00

ARTIST: AAJ DATE: 08-18-20

SHEET: 3 OF 3

RESOLUTION 2020-XXX

AWARDING QUOTE AND AUTHORIZING TO ENTER INTO A CONTRACT FOR COPIER SERVICES

WHEREAS, Staff solicited and received quotes for copier services from three companies supporting six different copier vendors due to extended service and performance concerns with the current copier provider; and,

WHEREAS, Staff evaluated the quotes received for costs of overall service and cost per page; and,

WHEREAS, the lowest overall monthly estimated cost is Loffler with the Canon unit which holds State Contract pricing; and,

WHEREAS, incorporation of the new unit will also allow for color printing of materials internally and decommissioning City Hall's current color printer which is cost prohibitive to maintain;

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

1. Hereby award the contract for copier services to Loffler.
2. That the City Administrator is hereby authorized to enter into an agreement with Canon for the copier unit and with Loffler for copier services for the City of Isanti for a five year period.
3. That the City Administrator is hereby authorized to terminate the current contract with Toshiba.

This resolution was duly adopted by the Isanti City Council this 1st day of December, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 1, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/94946586118?pwd=TUlrYmlhdEdyRkJUcWZ3UHc2R25qZz09

or by calling into this number +1 312 626 6799 US with this meeting ID: 949 4658 6118 and passcode 023560

To mute and unmute during meeting press *6

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. November 17, 2020- Regular Meeting of the City Council
2. November 17, 2020- Committee of the Whole Meeting
3. November 17, 2020- Canvass Board Meeting
4. October 20, 2020- Planning Commission Meeting

H. Announcements

1. Committee of the Whole	Tuesday, December 15, 2020 at 5:00 p.m.
2. City Council Meeting	Tuesday, December 15, 2020 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, December 15, 2020 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

Finance Director Mike Betker
Truth-In-Taxation (Presentation, Public Comment)
1. Resolution 2020-XXX Adopting the 2021 Final Budget
2. Resolution 2020-XXX Adopting Final 2020 Tax Levy, Collectable 2021
3. Resolution 2020-XXX Adopting Final 2021 Enterprise Fund Budgets
4. Resolution 2020-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees
5. Consider Debt Levy Variance from Original Bond Register

A. Resolution 2020-XXX Reducing Debt Levy Requirements for GO Bond 2010B
B. Resolution 2020-XXX Reducing Debt Levy Requirements for GO Bond 2011A

City Administrator Josi Wood

6. Ordinance-XXX Amending City Code, Chapter 300 Trails
7. Ordinance-XXX Repealing and Replacing Chapter 230, Parks and Recreation Areas
8. Ordinance-XXX Amending City Code Chapter 65, Administrative Penalties
9. Ordinance-XXX Repealing and Replacing Chapter 216, Public Nuisances Affecting, Peace, Safety and General Welfare
10. Ordinance-XXX Amending City Code Chapter 284, Streets and Sidewalks
11. Liquor Store RFP Fee Proposal
12. Liquor Store Engineering & Architectural Services Proposal (Postponed from 11-17-2020 Meeting)

Community Development Director Sheila Sellman

13. Development Agreement Amendment Legacy Pines

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $285,240.16 Payroll in the Amount of $108,975.88
2. Sign Consideration for Best Western
3. Resolution 2020-XXX Awarding Quote and Authorizing to Enter into a Contract for Copier Services

M. Closed Session

1. City Administrator Performance Review

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 17, 2020 – 7:00 P.M.
CITY HALL

G.1.

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 7:02 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

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

E. Adopt Agenda
Motion by Collison, second by Lundeen to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/ Commendations/ Certificate Awards
None

G. Approve City Council Minutes
1. November 4, 2020- Regular Meeting of the City Council
2. October 6, 2020- Economic Development Authority

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

H. Announcements

CITY OFFICES CLOSED *Thanksgiving)*	Thursday, November 26 and Friday November 27 *(In Observance of Thanksgiving and Day After*
1. Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2020 at 6:00 p.m.
2. City Council Meeting	Tuesday, December 1, 2020 at 7:00 p.m.
3. EDA Meeting	Tuesday, December 1, 2020 *(Following the City Council Meeting)*

I. Council Committee Reports
None

J. Public Hearings
None

K. Business Items
Finance Director Mike Betker
1. **Resolution 2020-203** Approving Certification of Delinquent Charges for City Services Collectible in 2021
Finance Director, Mike Betker, shared that this is the annual assessment for delinquent utilities and this year is a longer list and a higher dollar amount than in the past due to no shutoffs and penalty fees. Betker shared that even if council approves the list for certification payable in 2021, a fair number of people will pay theirs before it

goes to the County or before the end of the year. He will update the County and the charges would not show up on their property tax statement.

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

Community Development Director Sheila Sellman

2. Sale of EDA and City Land PID 16.029.1400 and 16.053.0151 to UPS

Community Development Director, Sheila Sellman, shared that the Economic Development Authority (EDA) reviewed the purchase agreement at their last meeting and recommended approval. Per the City Attorney, the City is looking to sell two parcels of land to UPS so they can expand. During that process, EDA will need to deed land to the City and the City will do the land combination with UPS and sell it to them for their expansion.

Motion by Lundeen, second by Bergley to approve the sale of EDA and City land PID 16.029.1400 and 16.053.0151 to UPS. Motion passed 4-0. Motion carried. (Councilmember Collison exited room prior to Council action)

City Engineer Jason Cook

3. Liquor Store Engineering & Architectural Services Proposal

City Engineer Jason Cook shared that this is the next step in the Liquor Store process now that the land is purchased and it has began being surveyed. This proposal is for the site design and construction of the new store at 10- 6th Avenue SE. Bolten & Menk proposes for them to perform the site design, project management, construction surveying and construction inspection needed to facilitate the completion of the proposed parking lot and utility extension for the new liquor store. Cook further shared at the last meeting it was discussed to have a pitched roof and the cost estimate from Brunton Architects for a pitched roof is roughly $150,000, but with a pitch the HVAC system cannot sit on the roof and has to move into the building and changes the site and all the engineering that goes with it is for an approximate $250,000-$300,000.

Councilmember Lundeen addressed his concerns regarding a flat roof in Minnesota. He also addressed his concern for the cost regarding the HVAC being put in a different location other than the roof due to a pitched roof.

Councilmember Collison stated that in the cities they put HVAC systems on the roof to reduce theft but he did not see the need for that in Isanti.

Motion by Lundeen, second by Collison to postpone to December 1st meeting for further discussion and for Bolten-Menk to bring proposal for RFP to the December 1st meeting. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $466,656.57 Payroll in the Amount of $116,584.10
2. **Resolution 2020-204** Approving the Engagement Letter for the 2020 Audit
3. **Resolution 2020-205** Offering the Position of Part-Time Liquor Store Clerk to Jennafer Horgen
4. **Resolution 2020-206** Approval of Promotion for Liquor Store Clerk III to Christy Bonczek
5. Accepting 2020 Position Classification and Compensation Study Report Presented 11.4.2020

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

M. Other Communications

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

Adjournment

Motion by Lundeen, second by Collison to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 17, 2020 – 5:00 P.M.
CITY HALL

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

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

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Liquor Store Manager John Jacobi and Parks, Recreation and Culture Board Manager Jenny Garvey

D. Public Comment

E. Committee Meeting Items

1. Liquor Updates
   - Gross profit for the months of August through October was approximately 27.23% sales during the same time frame have been continually above 30%. Sales have been over $300,000 every month since March.
   - Liquor Store Manager John Jacobi completed 6 years on the MMBA Board of Directors and 5 years as Vice President of the MMBA, John Jacobi has developed some great relationships with many stores.
   - Personal goals for 2020-2021 are as follows:
     - Continue working through wines, liquor and mixes that are not selling or out of stock and introduce new lines that have better movement.
     - Pull up movement reports and weed out slow sellers.
     - Plan for a larger online presence getting more involved with promotion and online email blasts.
     - Keep a consistent gross profit above 24% and continue to monitor monthly.
     - Plan to conduct online ordering for curbside ordering for curbside pickup abilities for the future location.
     - Work withy committee on Fall/ Holiday Tasting Events and continue doing an in-store tasting the first three Thursdays in October post Covid.
     - Conduct a wine and food pairing training for all employees post Covid.
     - Develop a "Holiday Focus Wine List" for employees to help customers with food and wine pairings.

- Plan on utilizing beer tastings with breweries to help promote new local craft beers post Covid.
- Plan and direct Full-Time department responsibilities utilizing department assignments for 2 Full-Time positions.
- Continue to run an ad in the Scotsman every month for 2021.
- Continue the Facebook page for the liquor store with some boosting opportunities in 2021.

- The MMBA Food Drive ran through the month of October. Customers donated over $200 in cash. Which will be donated to Family Pathways of Isanti County.

2. Proposed 2021 Fee Schedule Changes

- Highlighted changes to the fee schedule include:
  - Flat fees for deck permit and lower level finishes with deck a $300 flat fee and basement finish a $300 flat fee as well.
  - No investigation fee for a Non-profit Peddler's Permit.
  - No fee for a Non-profit Administrative Permit.
  - Councilmember $50 compensation per meeting and board member $25 compensation per meeting per.

3. Proposed 2021 Budget Updates

- The Isanti City Council approved the 2021 preliminary budget on September 1st, 2020. Since then a number of items have warranted further review and consideration. Changes recommended by the Committee will be represented in the 2021 final budget to be considered by the Council on December 1st, 2020.
- The following proposed changes have been broken down into two broad categories. The first is compensation related. These changes include proposed implementation of the compensation study and also hiring a Building Official and ending the contract with MNSpect.
- The second category is simply all other budget related items.
- Highlighted changes to the proposed budget include:
  - The second category is simply all other budget related items.
  - Portable radios will be taken off of the Capital Improvements plan for next year as Covid funds has allowed for them to be purchased. It will stay on the rotation so it is scheduled for its purchase at the end of its life cycle.
  - Towns Edge Road and Isanti Hills will be moved to 2026 and 2025.
  - Increase budget of $44,000 for Stormwater Maintenance Program.
  - Water Meter Network Infrastructure and Water Meter Radios on the existing meters to 2022.
  - Take out all of the old water meters in 2028.

4. Ordinance Drafts for Discussion and Consideration

- Chapter 284 Streets and Sidewalks proposed changes include:
  - Removal of the language referring to an official map as there is no official map. There is City maps such as streets map and addressing map that is updated by the Community Development Director or designee but no official map.

- Placement of numbers on buildings has been changed reflect fire code as the numbers were not large enough.
- Address numbers have been updated due to typos.
- Adding language to what the practice is for damaged sidewalks.
- Snow Removal section has been reevaluated for all chapters to say the same thing where Public Works does it then the resident needs to do it and also have align with Chapter 216, Nuisances.
- Materials on streets, alleys, sidewalks, or public way has language removed and simply references Chapter 216.

- Chapter 227 Parking and Storage proposed changes include:
  - Adjustments to definitions within the chapter.
  - Add parking along the East side of 9th Avenue from 8th Ave NE extending South 500 feet.
  - Add parking along both sides of 8th Avenue NE extending South from Heritage Blvd NE to the intersection of 8th Ave NE and 9th Ave NE
  - Add parking along both sides of 8th Avenue NE extending 300 feet Southwest from intersection of 9th.
  - Add Parking along the West side of 3rd Avenue NW extending 170 feet North from Heritage Blvd NW continuing along the West side of 3rd Avenue NW 550 feet North between the hours of 3:15 and 4:15 Monday thru Friday.
  - Add parking along the east side of 6th Avenue SW from South Brookview Lane SW to Edgewood Street SW.
  - Add Section 2, number 10 to include no motorized vehicle permitted to stay stationary on street, roadway or in a municipal parking lot for more than 7 consecutive days without prior approval from the City Administrator or Police Chief or designee.
- Chapter 270 Snowmobiles and Special Vehicles
  - Current Ordinance states that operation can only be done on private property with permission.
  - Recommendation from Committee is to include language to allow for snowmobiles to go to and from trails on roadways.
- Recommendation from Committee is to bring all 3 Ordinances back to Committee of the Whole with changes for further discussion.

5. Discussion on Isanti Community Center Phone

- The Isanti Community Center has a landline phone that is located in the kitchen. This phone is used for Senior Dining Program that is run by Catholic Charities.
- Catholic Charities advertises for people to call Monday-Friday 10:30 a.m.-1:30 p.m., however the phone rings at all hours of the day.
- The phone will ring during other renters' events and staff has received complaints.
- The phone line does have to remain for the fire system, but it does not need to be a line that rings out via a phone.
- With advanced technology and cell phones, this would be an alternative for Catholic Charities to have for their needs.
- The needs of the facility do not warrant a public phone to use.

- If the public phone does stay, Catholic Charities is requesting to place a phone with an answering machine in the kitchen. This will not eliminate the phone from ringing during any renters' event, this will only allow their staff to get messages from their users.
- Another alternative option would be to have their users call Catholic Charities phone number and they can relay the message to their own employees.
- Recommendation from Committee is to remove phone and transfer phone number to Catholic Charities.

6. Goal Setting
- Consensus from Committee is to have goal setting within the January Committee of the Whole meeting.

F. Adjournment
Meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CANVASS BOARD OF THE CITY COUNCIL
TUESDAY, NOVEMBER 17, 2020
Immediately following the City Council Meeting
CITY HALL

This meeting was held virtually via Zoom.

Mayor Johnson called the meeting to order at 7:38 p.m.

The Pledge of Allegiance was recited.

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

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

D. Adopt Agenda
Motion by Bergley, second by Gordon to approve agenda as presented. Motion passed 5-0. Motion carried.

E. Business Items
1. **Resolution 2020-207** Canvassing Returns for the Municipal General Election

Mayor Johnson presented the Abstract of Votes Cast for the Municipal General Election held on August 3rd, 2020 and the Council review the results of the election.

Adjournment
Motion by Lundeen, second by Gordon to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/Human Resources

CITY OF ISANTI

PLANNING COMMISSION MEETING

TUESDAY, October 20, 2020

Immediately following the 7:00 P.M City Council Meeting;

1. **Meeting Opening**
   - A. Call to Order: Chair Johnson called the meeting to order at 7:15 p.m.
   - B. Pledge of Allegiance
   - C. Roll Call: Members present: Jeff Johnson, Steve Lundeen, Jimmy Gordan, Paul Bergley, Arissya Simon.
     Members Absent: Dan Collison, Alexander Collins
     Staff present: Community Development Director Sheila Sellman, Community Development Specialist Ryan Saltis, City Engineer Jason Cook
   - D. Agenda Modifications: None

2. **Meeting Minutes**

   A. Approval of Minutes from October 20, 2020 Planning Commission Meeting motion by Bergley, second by Collison motion passes 5-0.

3. **Public Hearing**

   A. Ordinance Amending the City Code, Chapter 253 Rental Dwellings. Saltis explained that the rental dwelling section of City Code needs to be amended to update residency requirements and introduce fees for late submitted rental paperwork. Currently the code restricts owners of rental properties or their agents to reside in adjacent counties to Isanti County. This requirement is proposed to be removed to allow owners, landlords and agents to reside wherever. The advancements of technology and availability of local contractors make it easy to maintain a rental property remotely. The next amendment to the rental dwelling section involved introducing fees for rental paperwork submitted past deadlines. Currently in code, there are no late fees for submitting rental license renewal applications past the deadline, and it is proposed to add these fees to enforce a penalty for late submissions of paperwork. No one from the public was present to speak at the public hearing. The Planning Commission recommended approval of the ordinance amendments. Motion for approval of the ordinance amendments by Lundeen, 2nd by Gordon, motion passed 5-0.

   B. Ordinance Amending the City Zoning Code, Chapter 536 Subdivision. Sellman explained that the Subdivision ordinance should be amended to reflect current positions held by city staff. This would remove the language "City Planner and Zoning Administrator" and replace it with "Community Development Director or designee". The final plats for subdivisions should only be reviewed by the City Council for approval, as the ordinance currently states that the Planning

Commission has to review final plats, which delays the approval process by one month. No one from the public was present to speak at the public hearing. Motion for approval to amend the Subdivision ordinance by Bergley, 2nd by Lundeen, motion passed 5-0.

4. **Other Business:** None

5. **Discussion Item:** Concept Plan. Sellman introduced a concept plan for a possible development located on County Rd 5 that would accommodate home buyers at all stages of life. The lot breakdown as well as current and future zoning of the parcels was discussed. Jay Roos from Paxmar Land Development was present at the meeting and spoke on behalf of the project. The planning commission asked questions to the developer regarding the project and seemed open to allowing for the future land use for the parcels to change from commercial to residential.

6. **Adjournment:** Motion by Lundeen, 2nd by Bergley to adjourn, motion passed 5-0 meeting adjourned at 7:31 p.m.

Respectfully submitted by Ryan Saltis, Community Development Specialist

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: December 1, 2020

Subject: 2021 Final Budget and Levy Adoption

Background:

The proposed final property tax levy is $3,025,763 and reflects an increase in the taxable market value for 2021 of 12.03%.

The proposed final property tax rate is 61.18%. An increase of 0.0% from 2020 and a decrease of 28.81% from the 2017 tax rate of 85.93%. The 15-year average tax rate from 2006 thru 2020 is 67.63%

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru October, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2021 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2020 and any necessary inflationary factor was applied. Health Insurance premiums increased, depending on plan structure, between 13.6% and 14.3%.

Current Action:
Consider Final 2021 Budget and Associated Resolutions

Attachments:
2021 Final Operating and Capital Budgets
Resolution Adopting the 2021 Final Budget
Resolution Adopting the Final 2020 Tax Levy Collectible 2021
Resolution Adopting the Final 2021 Enterprise Fund Budgets
Resolution Approving Cost of Living Adjustment for Non-Union Employees

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 15, 2020 – 7:00 P.M.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/97106250206?pwd=Q2poNVp5Zi9Wdk1EYUMzNjZ0M0poUT09

or by calling into this number +1 646 558 8656 US with this meeting ID: 971 0625 0206 and passcode 495830

To mute and unmute during meeting press *6

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Proclamations/ Commendations/ Certificate Awards
1. Years of service Awards

G. Approve City Council Minutes
1. December 1, 2020- Regular Meeting of the City Council
2. November 4, 2020- Economic Development Authority Meeting
3. October 27, 2020- Parks, Recreation and Culture Board Meeting

H. Announcements

CITY OFFICES CLOSED

Thursday, December 24, 2020	*(In Observance of Christmas Eve)*
Friday, December 25, 2020	*(In Observance of Christmas Day)*
Friday, January 1, 2021	*(In Observance of New Year's Day)*
City Council Meeting	Tuesday, January 5, 2021 at 7:00 p.m.
EDA Meeting	Tuesday, January 5, 2021 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Josi Wood
1. City Council and Commission Meeting Dates for 2021
2. Ordinance-XXX Amending City Code, Chapter 160, Fees
3. Ordinance-XXX Amending City Code Chapter 262, Sewer and Water Service Charges

Community Development Director Sheila Sellman
4. Ordinance-XXX Amending the City Zoning Ordinance, Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping
5. Subsidy Agreement for Light the Lamp LED

City Engineer Jason Cook

6. 2021 Pavement Management Engineering Services
7. 2021 Storm System Maintenance Engineering Services

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $303,970.06 Payroll in the Amount of $146,165.83
2. Development Agreement Amendment Legacy Pines
3. Resolution 2020-XXX Removing Part-Time Peace Officers from Roster
4. Resolution 2020-XXX Finalizing the Payment for the 2020 Pavement Management Project
5. Resolution 2020-XXX Authorization to Terminate an Employee
6. Resolution 2020-XXX 6th Avenue Rehabilitation Partial Payment No. 2
7. Resolution 2020-XXX Amendment to the 2020 Budget

M. Other Communications

1. November Police Department Reports
2. November Code Enforcement Officer Report
3. November Building Inspector Report
4. December Engineering Project Status Report
5. Draft Minutes from the November 24th, 2020 Parks, Recreation and Culture Board Meeting

Adjournment

F.1.

Years of Service Award

10 Years of Service

SCOT KLERSY
JOSH BECKER
NOAH BUECKSLER
BRANDON OLIVER

15 Years of Service

JIM MAGER
ADAM GAU

20 Years of Service

DUSTEN NOREEN

DECEMBER 15, 2020

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 1, 2020 – 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: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison (via Telephone)

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker, City Engineer Jason Cook, Assistant Finance Director Pam Dahlheimer, Chief of Police Travis Muyres and Liquor Store Manager John Jacobi

D. Public Comment
None

E. Adopt Agenda
Motion by Lundeen, second by Bergley to approve agenda as presented. Motion passed 5-0. Motion carried.

F. Proclamations/ Commendations/ Certificate Award
None

G. Approve City Council Minutes

1. November 17, 2020- Regular Meeting of the City Council
2. November 17, 2020- Committee of the Whole Meeting
3. November 17, 2020- Canvass Board Meeting
4. October 20, 2020- Planning Commission Meeting

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

H. Announcements

1. Committee of the Whole — Tuesday, December 15, 2020 at 5:00 p.m.
2. City Council Meeting — Tuesday, December 15, 2020 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, December 15, 2020

(Immediately following the City Council Meeting)

I. Council Committee Reports
Mayor Johnson shared that the Fire District is in the final stages of purchasing the building thanks to Administrator Wood.

J. Public Hearings

None

K. Business Items

Finance Director Mike Betker

Truth-In-Taxation (Presentation, Public Comment)

Finance Director, Mike Betker, shared a PowerPoint presentation in regards to the 2021 Budget. Highlights from the presentation include how property tax is calculated, a proposed tax rate for 2021 of 61.18% with 0.0% change from 2020. Betker continued to share the components of the municipal budget: Operating Revenue/ Expenditures, Intergovernmental Revenue/ Expenditures, Capital Projects and Capital Maintenance/ Replacement and an overview of the budget summary. The proposed Levy is $3,025,763. Betker stated it has gone up due to Public Works building, Amphitheater, Restrooms and Splash Pad projects. Even though the tax rate change is 0.0%, the tax rate has come down a lot with the average tax rate from 2016 to 2020 is 74.77% and the average tax rate from 2006 to 2020 is 67.63%.

Mayor Johnson opened the meeting for public input at 7:38 p.m.

No one from the public spoke.

Councilmember Bergley asked how much money was being saved by hiring a Building Official "in- house".

Betker stated at least $100,000.

Councilmember Lundeen mentioned that keeping the tax rate flat is huge.

Councilmember Gordon shared his concerns regarding building an Amphitheater.

1. **Resolution 2020-208** Adopting the 2021 Final Budget

Motion by Lundeen, second by Bergley. Motion passed 4-1 with Gordon voting nay. Motion carried.

2. **Resolution 2020-209** Adopting Final 2020 Tax Levy, Collectable 2021

Motion by Lundeen, second by Collison. Motion passed 4-1 with Gordon voting nay. Motion carried.

3. **Resolution 2020-210** Adopting Final 2021 Enterprise Fund Budgets

Motion by Collison, second by Bergley. Motion passed 5-0. Motion carried.

4. **Resolution 2020-211** Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Motion by Bergley, second by Collison. Motion passed 5-0. Motion carried.

5. Consider Debt Levy Variance from Original Bond Register
   A. **Resolution 2020-212** Reducing Debt Levy Requirements for GO Bond 2010B
   B. **Resolution 2020-213** Reducing Debt Levy Requirements for GO Bond 2011A

Motion by Begley to approve 5.A. and 5.B., second by Collison. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

6. **Ordinance-741** Amending City Code, Chapter 300 Trails

City Administrator, Josi Wood, shared that there were no major changes. The changes include bituminous trails will be plowed by Public Works when snow is more than 2 inches per the Snow Plowing Policy and minor revisions to clarify the intent of the chapter.

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

7. **Ordinance-742** Repealing and Replacing Chapter 230, Parks and Recreation Areas

City Administrator, Josi Wood, shared that the Ordinance was repealed because of significant changes. The chapter has been simplified to have one section on violations and enforcement. The most significant change to the chapter is adding in the sledding hill rules to be enforceable. Wood further shared that language was included regarding; special event permits, geocaching, golfing in park areas, interfering in games/ recreation, camping unless permitted by a permit, destroying plants/ trees and not removing wood unless permitted by City Administrator or designee.

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

8. **Ordinance-743** Amending City Code Chapter 65, Administrative Penalties

City Administrator, Josi Wood, shared that this was brought before Committee of the Whole a few months back but was not formalized by adopting the Ordinance because this chapter needed to be in conjunction with the fee schedule amendments which will be at the next City Council meeting. There were no major changes or than making sure the chapter was within State Statute compliance and allowing for a $75 Public Hearing fee which pays for the judge.

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

9. **Ordinance-744** Repealing and Replacing Chapter 216, Public Nuisances Affecting, Peace, Safety and General Welfare

City Administrator, Josi Wood, shared that this chapter was reviewed at the previous Committee of the Whole meeting. There were policies previously adopted by Resolution and for Code Enforcement to have more definition of what is considered a nuisance violation. Changes include detailed definitions of noxious weeds, grass and other rank growths, nuisance grass over 8", inclusion of snow and sidewalk clearing to be consistent with the snow plowing policy, inclusion of objects causing obstructions, wire and limbs that

are hazards, obstructing water flow, and building condition and detailed language for the notice and abatement process and procedures.

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

10. Ordinance-745 Amending City Code Chapter 284, Streets and Sidewalks
City Administrator, Josi Wood, shared that this was reviewed at the last Committee of the Whole meeting. Significant changes include clarified language to be consistent with process by Resolutions, updated addressing language to be consistent with Fire Code, updated staff titles and materials on the street have been removed from this section and referenced within Chapter 216.

Councilmember Bergley addressed concerns regarding violations and penalties.

Councilmember Gordon addressed concerns regarding section 12 of property owner making repairs to sidewalk.

Motion by Lundeen to approve resolution with added language if a property owner is at fault for damage, they will need to make repairs, second by Gordon. Motion passed 4-1 with Begley voting nay. Motion carried.

~~**11.** Liquor Store RFP Fee Proposal~~
~~**12.** Liquor Store Engineering & Architectural Services Proposal (Postponed from 11-17-2020 Meeting)~~

A motion was made by Lundeen to remove K.11 and K.12 and discuss at a later date, seconded by Bergley. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

13. Development Agreement Amendment Legacy Pines
Community Development Director, Sheila Sellman, shared that the developer has requested to reduce the letter of credit for Legacy Pines Development. When this is done, the City Engineer reviews the request and will bring any of the reductions to Council. In the developer's agreement there is a clause that the City needs to keep 125% of the Engineers estimate until the project is complete, but it can be reduced upon request. 20% is the lowest it can be reduced until it has been completed. The developer has requested lower than what is allowed in the developer's agreement and in order to do that the developers agreement will need to be amended. Staff does not recommend it as it has not been done in the past and holds the City with liability of any improvements that are not done. Sellman further shared that the Engineer's recommendation is to keep $396,740.66 and the Developer is requesting $180,000.

Legacy Pines Developer Bob Machacek stated that he understands the development agreement and he understands why City's do it; but when there is $150,000 of work left to do and the City want to hold almost $400,000 for the next 6 months, he's asking for reasonableness from the City.

Motion by Bergley to drop 10% on the accepted finished work and still stay at 20% for things that are installed that aren't accepted and hold 125% on things not completed by Bergley, second by Gordon. Motion passed 5-0. Motion carried.

L. Approve Consent Agenda

1. Accounts Payable in the Amount of $285,240.16 Payroll in the Amount of $108,975.88
2. Sign Consideration for Best Western
3. **Resolution 2020-214** Awarding Quote and Authorizing to Enter into a Contract for Copier Services

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

M. Closed Session

1. City Administrator Performance Review

At 9:25 p.m. the City Council went into closed session regarding performance of the City Administrator.

Upon reopening of the meeting at 9:53 p.m., no action was taken.

Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. Motion carried.

Meeting adjourned at 9:53 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/Human Resources

Economic Development Authority Meeting Minutes
November 4, 2020

1. **Call to Order:** President Johnson called the meeting to order at 9:11om.
   a. **Pledge of Allegiance**
   b. **Roll Call**: EDA Members present: Jeff Johnson, Steve Lundeen, Dan Collison, Jimmy Gordon, Justin Nielson. Staff present Community Development Director Sheila Sellman, City Administrator Josi Wood. Absent Luke Merrill.
   c. **Agenda Modifications:** None

2. **Approval of the Agenda:** Motion by Lundeen, Second by Nielson to approve, motion passed 6-0.
3. **Approve minutes of October 6, 2020 regular meeting:** Motion by Bergley, Second by Lundeen, motion passed 6-0.

4. **Public Hearing**
   a. Sale of EDA land PID 16.029.1400: Sellman explained that in May 2019 the EDA voted to sell EDA owned land to UPS for an expansion. The public hearing was held and no one from the public was present to speak on this item. The sales price of $165,000 was agreed upon and the purchase agreement was presented. The City Attorney and UPS' counsel is working out the details. Motion by Collins to approve the resolution of approval, second by Nielson motion passed 6-0.

5. **Business Items**

   a.Contract for Retail Academy Services: Sellman reviewed the proposed services indicating the following items will be included: Research-Custom demographic research – historical, current, and projected demographics – to include market trade areas by radius, drive times, and custom trade area. Custom Trade Area identified using Mobile Tracking Data. Retail Gap Analysis for trade area (i.e. leakage and surplus). Peer Market Identification. Trade Area Comparison Analysis. Tapestry Lifestyle Segmentation Analysis – psychographic profile of trade. Identification of priority retail categories for recruitment. Retail prospect identification of at minimum 10 retail prospects to be targeted for recruitment with discussion of site selection criteria. **Real Estate Analysis**: Retail Real Estate Analysis performed by licensed retail real estate professionals. Create Aerial imagery of trade area(s). Identify Target Zones for short- and long-term retail development **Marketing Materials**: Development of Customized Marketing Guide **Retail Academy**: Education on Retail Recruitment Implementation. And one Retail Academy Workshop, totaling six hours. Motion by Collins to approve the contract, second by Lundeen motion passed 5-1, Gordon Nay.

   b. Commercial land discussion: The EDA directed Sellman to come back with sales prices for some commercial land in town, specifically east of TH 65. The EDA discussed if they should own land to offer incentives, the land being the incentive like the Shovel Ready program. Gordon said that is not our place. Johnson asked what do we have to offer, land is a great incentive. Collins asked what it would cost

to make lots shovel ready. The board directed Sellman to discuss land purchase with the Finance director to see if there are even any funds and to find out what it takes to make a property shovel ready.

6. **Other Business/Updates/ Communications**: Sellman provided information on East Central Regional Development Commission COVID relief grant, a flyer was in the packet. The closing on BP metals happened on October 28th.

7. **Adjournment:** Motion by Bergley, second by Lundeen to adjourn, motion passed 6-0 meeting adjourned at 9:56pm

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
October 27, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon, Michael Becker
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Gordon with modification of swearing in new board member. Motion passed 3-0

2. Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from August 25, 2020. Motion passed 4-0.

3. Public Hearing: Dan Balk – 411 Hillock St NE – came to request for the city to add pickleball lines to existing tennis courts, in particular Mattson tennis courts. Mike Mueller resident of Cambridge also came to speak about pickleball, and is President of the Cambridge Area Pickleball Assc, a non-profit group which promotes healthy living, with 140 members, and has several areas in Cambridge and Isanti that they can play indoor and outdoor. Pickleball is played on a court surface and is similar to tennis, however the court itself is smaller and a different net and equipment is used. 20x44 is the court size, other outdoor courts in the surrounding area have line for pickleball use. Zdon asked how many people in the league and that the board has discussed this in the past. Witte asked if there has been push back regarding to the different lines on the courts and any confusion regarding playing. Mueller replied that in Cambridge there are dedicated courts for pickleball, at this area there is not. Zdon asked for clarification of what is preferred, and Balk reiterated that they are interested in having lines on a court for practice. Zdon stated that Whisper Ridge is one option to add lines or to add at other court areas. Witte added that we would have to consider resurfacing Whisper Ridge. Zdon stated that this is something that the board has discussed and will have to make some decisions in the very near future and what the future of that area will be. Mueller added that 4 courts can be on a tennis court, if they are placed sideways on the tennis court. Gordon asked the cost of adding lines or courts to, Mueller added that it was about $11,000 which involved new courts and lines. He was not aware what the cost of just adding lines would be to a court. Mueller added that Cambridge added the courts into their street project. Balk added that the lines would be a narrow line to be added, a temporary tape option that could be added. Zdon and Witte added that is something that we can look into. Zdon asked if Balk was familiar with Whisper Ridge and added that parking is very limited and only on street parking is available. Zdon would like to see Mattson as the option. Mueller added that Badminton court lines is the same as pickleball court lines. Motion by Witte for staff to research further on the pickleball court option at either Mattson or Whisper Ridge, seconded by Becker. Motion passed: 4-0

4. New Development Concept Review – Garvey reviewed that a new housing development is being proposed on the east side of Hwy 65, just northeast of the Arts and Science Middle School off of Cajima and 7th Ave NE. The developer met with city staff and has provided a preliminary concept for the PRC board to review, in particular to the park area. The attachments include the proposed park areas for this preliminary proposed development. This is being brought to the PRC Board in the very early steps in the process for review. Garvey added that staff's recommendation is to not accept the land for park dedication and a fee credit. Staff views this land as unusable for the city. Garvey added asked does the PRC Board accept recommending the land/area's as part of their Park Dedication within this new proposed housing development? Garvey added that when a new development is added to the city an option is for park dedication land or a fee based on each lot in

that development, which is $1,500 per lot, and in this development of about 160 lot could be about $224,000 in park dedication fund fees. Garvey added that the two areas being proposed, the larger area of about 12 acres is wetland area and the almost 3 acres is unknown at this time as staff has not gone to this area to view. Zdon asked for clarification on the area and that the current Academy Park is just to the south of this development and just east of the Arts and Science Middle School. Zdon also added that he would not want to accept this land area, especially if they are wetland, and that we would put a park in the north area of the development and close to an existing park and this size development to have some type of park. Zdon asked staff to remind all what Park dedication funds can be used for. Garvey added that the funds can be used for anything new, it cannot be used on any maintenance or existing, anything that is new, land acquisitions or capital improvements. It can be used for capital improvement and purchasing new land. Zdon asked what the balance of the Park dedication fund amount was… Garvey was not sure what the balance was at and didn't want to provide something that was incorrect. Zdon asked if the new Legacy development was platted years ago. Garvey added that the development fees would be current as they are just adding those now. Gordon added that staff is suggesting that staff is recommending to not accept either of these parcels and asked for reiteration. Garvey added that the park dedication fee is $1,500 per lot and with this potentially to be about $224,000 with the approximate 160 lots vs the land being proposed for park area. Gordon added that does the north area to be used for the park, and Zdon added that he didn't want to offset the fees provided over the land. Witte asked about the pond areas within the proposal and specific areas they would like to see a park area. Zdon reiterated that he would rather have the fee's over the land area being proposed so we could build them a park. Motion by Gordon to not accept the land in exchange for the fees, seconded by Witte. Motion passed 4-0.

5. Fir Street Update- Garvey explained that at the July 28 meeting staff reviewed an update on this item and that staff has been able to gather more information from the state on these two parcels. After further information gathering from the state it has been determined that the city has 15 years from the 2015 purchase to have these parcels as a completed park. The planning process will need to continue and staff will bring this back to a future meeting for more detailed planning, and it was brought to the board in 2018 and will revamp it at a future meeting and will discuss this at that time. Zdon added that this area could use park dedication funds for this park.

6. Sledding Hill Rules Signage- Garvey reviewed that the sledding hill was completed in October by Public Works in Bluebird Park. Staff had researched other communities' rules and the League of Mn Cities signage rules and has included a draft rule sign. Staff is recommending to have two signs back to back be installed on an existing 4x4 post close to the flag in the northwest corner of the park, which would be adjacent to the sledding hill. One sign would face the street corner and one sign would face the hillside. The draft rules are as follows:1. Users assume risk of injury, 2. Adults must supervise children, 3. Use caution, 4. Be considerate of others, 5. Do not sled when icy, 6. Do not alter sledding hill and 7. Sled in designated areas only. The sign would be about 18" by 18". Witte asked about combing rule 3 and 4. Becker added that something should be added about horseplay. Witte added sledding prohibited when icy as an option and walk up the side of the hill. Witte added would the hill be open during daylight hours only. Zdon added that during park hours. Garvey added that it would be open during park hours, but it is not lite. Witte added to have it as during daylight hours only. Gordon added that its dark after 5. Witte asked about the type of items to sled with and asked about ski's or snowboard. Are we allowing that? Gordon and Zdon added why not, Zdon stated we would be snowboarding down the hill. Zdon added to watch up the hill, for people coming down the hill. Some type of language to add. Gordon reiterated that the side of the hill verbiage was good and asked if this was run by the city attorney. Garvey added that it was run by League of Mn Cities and past city attorney, but has not by the new attorney, and Gordon

added that it may not be necessary. Witte added about the alterations and adding to that more. Zdon added that the signs need to be made quickly. Zdon agreed to combine 3 and 4 to walk on side and watch those coming down type of language and to add at bottom Have Fun, the most important rule for a sledding hill and Gordon agreed to add it. Witte asked about parking close by. Motion by Witte, seconded by Becker to adjust rules and to combine 3 and 4, walk alongside hill and to have fun. Motion passed 4-0.

7. Tree Plan- Update- Garvey reviewed that staff was able to research and find the original Bluebird Park development plans along with the tree plan that was started and then stopped in 2009, as a result of the economy at that time. The tree plan was just for Bluebird Park and did not include any of the other city parks. The PRC board discussed the Bluebird Park tree plan again in 2015, which they approved staff to move forward with again for Bluebird Park by contacting a college student or arborist to assist with this project. There was also direction to accept donated trees from a local business to be used for parks. A few trees are still at PW growing but not quite ready to be transplanted to a park and they are still small. A plan has not been developed. Staff will continue to work on developing a plan, along with budget/costs and bring this item back to the board in 2021 for further direction and attached was the original tree plan and there are some areas that were crossed off on the plan for trees that were planted and many trees that were planted did not survive.

8. Department Updates – Garvey reviewed that Curious Creatures was held on September 15 at Isanti Hills Neighborhood Park with 15 kids with a Back to School theme and on October 6 17 kids at Isanti Community Center with a Police/Fire theme the police department send two officers to talk about safety and hand out goodie bags to the kids and the fire department dropped off goodie bags with fire hats for staff to hand out as they couldn't make it. The last Street Dance was held September 12 with The Farmer's Daughters. The event went well with about 400 in attendance, which was lower than expected with the Rum River National Race in town, but the pandemic health issue that surrounds us I feel is still affecting attendance for events. The dog park has the new plaque in place for the donation from the Rotary Club of Cambridge & Isanti. Garvey continued that Bluebird Park had the tunnel piece that was damaged earlier in the summer replaced, along with Rum River Meadows swing bracket replaced. The swings are back up. Isanti Family Farmers Market is done for the season as of September 25. Staff conducted a short wrap up meeting after the last day and the vendors mentioned they enjoyed the season and did well, especially consider how 2020 has been. Family Day was September 27 at Legacy Park with self-guided nature hikes, smores and a photo booth were the day's events. We also had a prize drawing this year with items that were from the medallion hunt we had an overwhelming response from. C-I Hockey Assc. (Jumping Jack's, Wintergreens and Pizza Pub gift certificate) – value $150; Coborn's Marketplace - $50 gift certificate; CMK Financial Services gift basket – value $60; Connexus Energy gift basket - value $100; Isanti Physical Therapy massage gift certificate – value $80; Rockstad and Co. Relics & Wares gift basket – value $35. Thank you to these generous local businesses/organizations for supporting our community. Staff handed out 60 tickets to people coming to the Family Day event. Three prizes remain to be picked up, those not picked up by the November 1 deadline, will be drawn at the upcoming movie nights. The community garden closed up October 18 for the season. Sunflowers were planted this past summer and will remain in the garden until next spring for birds and animals to enjoy a meal during the winter months. Our upcoming events are; sledding hill grand opening TBD, Movie Nights will be limited to 15 families until restrictions update on November 6 – The Mighty Ducks 2, December 11 – The Polar Express along with Santa Visit 5-6:45pm and limited to 25 families for the timing with amount of families we can accommodate in that time frame. The Candy Cane Flashlight Hunt will be Sunday December 13 from 5-6:30pm at

Legacy Park; Curious Creatures for November 10 – Gobble, Gobble and December 8 – Santa Fun at Isanti Community Center. Witte asked when the dock would be removed as he noticed it last week when he was there and Garvey added that it was removed late last week.

9. Tobacco Free Policy Review – Garvey reviewed that the City Council adopted Resolution No. 2013-158, which established a Tobacco Free Park Policy. The Council had approved that all youth playground areas, picnic shelters or park buildings, and organized sporting areas, complexes, and facilities located on City-owned park land be included under the policy. A copy of the Resolution and policy has been attached. All city parks and grounds have the specific tobacco free signs or parks signage that states no tobacco use or no tobacco products. Ordinance 295 went in to affect in 2014 which states Smoking on municipal property prohibited. No person shall smoke a cigarette, cigar, pipe or other lighted tobacco-related device, or use a nicotine or lobelia delivery device or other electronic delivery device, or chew or otherwise use tobacco within any municipally owned building or municipally owned vehicle, within or without the City of Isanti municipal limits. The Ordinance will supersede the policy. Staff is requesting for the PRC board to review the policy and provide staff direction of any changes they see are needed and does the PRC Board want to include language that covers parking lots or other specific areas to the ordinance? Gordon and Zdon discussed that the parking lot does not need to be included into the language and should be left as is and technically the parking lot is included in the current language as its written. Motion by Witte and seconded by Becker to approve the Tobacco Free Policy as it is written and not changes.

Adjournment: Motion by Gordon, second by Witte to adjourn the October 27, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:53 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

K.1.

CITY OF ISANTI
2021 MEETING SCHEDULES
All meetings held at City Hall unless posted otherwise

Committee of the Whole (COW) meetings begin at 5:00 pm
City Council meetings begin at 7:00 pm
Planning Commission (PC) immediately follow City Council meetings
Economic Development Authority (EDA) immediately follow City Council meetings
Park Recreation and Culture Board (PRC) meetings begin at 6:00 pm

January

5th - City Council/ EDA

19th - COW/City Council/ PC/ Goal Setting

26th - Park, Recreation and Culture Board

February

2nd - City Council/ EDA

16th - COW/City Council/ PC

23rd - Park, Recreation and Culture Board

March

2nd - City Council, EDA

16th - COW/City Council/ PC

23rd - Park, Recreation and Culture Board

April

6th - City Council/ EDA

20th - COW/City Council/ PC

27th -Park, Recreation and Culture Board

May

4th - City Council/ EDA

18th - COW/City Council/ PC

25th - Park, Recreation and Culture Board

June

1st - City Council/ EDA

15th - COW/City Council/ PC

22nd - Park, Recreation and Culture Board

July

6th - City Council/ EDA

20th - COW/City Council/ PC

27th - Park, Recreation and Culture Board

August

4th (WED) City Council/ EDA

17th - COW/City Council/ PC

24th - Park, Recreation and Culture Board

September

7th - City Council/ EDA

21st - COW/City Council/ PC

28th - Park, Recreation and Culture Board

October

5th - City Council/ EDA

19th - COW/City Council/ PC

26th - Park, Recreation and Culture Board

November

2nd - City Council/ EDA

16th - COW/City Council/ PC

23rd - Park, Recreation and Culture Board

December

7th - City Council/ EDA

21st - COW/City Council/ PC

NO Park, Recreation and Culture Board Meeting

All meetings and times and locations are subject to change as necessary

K.2.

A Community For Generations.
Isanti

Memo for Council

To: Mayor Johnson and Members of the City Council
From: City Administrator Josi Wood
Date: December 15th 2020
Subject: Ordinance 2020-XXX Amending Chapter 160 Fees

Background:
The fee schedule is updated annually to reflect any changes proposed by Council, Staff and to accurately reflect costs incurred.

Recommendation:
The Committee of the Whole reviewed and approved the recommended changes and to include that the fees for shelter and athletic rentals for non-profits are 50% off regular fees.

Request:
Staff is requesting action on this item.

Attachment:
- Ord – 2020-XXX

ORDINANCE NO. XXX

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 Citations – City Code Violations	
(a) Chapter 87-5.1, Animal Litter	$75.00
(b) Chapter 216, Nuisances	$200.00
(c) Chapter 230, Park and Recreation Areas	$200.00
(d) Chapter 227, Parking and Storage	$200.00
(e) Chapter 256, Residential Property Maintenance Standards	$200.00
(f) Chapter 284, Streets and Sidewalks	$200.00
(g) Chapter 295, Tobacco, et al	$75.00
(h) Chapter 325, Water	$200.00
(i) Ordinance #445, Zoning Ordinance	$200.00
(j) Ordinance #445, Section 16 Signs	$100.00
(k) Ordinance #670, Storm Water 1st Time	$200.00
(l) Ordinance #670, Storm Water 2nd Time	$400.00
(m) Ordinance # 670, Storm Water 3rd Time	$600.00
2. Administrative Hearing Filing Fee	$75.00
3. Adult Use Fee	$2,500.00

4. Adult Use Investigation Fee	$300.00
5. Affidavit of Candidacy	$15.00
6. Copies – Standard Printed	$.25 per page
7. Copies – Large Format Printed	$5.00 per page $20.00 per plan set
8. Dog Bite	Actual cost
9. Dog Boarding (at Impound)	Per Contract
10. Dog Impound 1st Time	Per Contract
11. Dog Impound 2nd Time	Per Contract
12. Dog Impound 3rd Time	Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Per Contract
13. Dog License (Replacement)	$5.00
14. Dog License (Spay/Neutered)	$10.00
15. Dog License (Intact)	$15.00
16. Dog License Late Fee	$5.00
17. Dog License Lifetime	$50.00
18. Economic Development Authority Per Diem	$25.00 per meeting
19. Euthanasia / Disposal	Actual cost
20. FAX - in	$.25 per page
21. FAX - out	$.25 per page
22. Gambling Permits – Application & Gambling Investigative Fee	$50.00
23. Kennel License (Commercial)	$100.00 per year
24. Kennel License (Residential)	$50.00 per year
25. Lawn Sprinkling 1st Violation	$20.00
26. Lawn Sprinkling 2nd Violation	$35.00
27. Lawn Sprinkling 3rd Violation	$50.00
28. Meeting Minutes – Copy on Flash Drive	$10.00
29. Mowing Abatement	Per mowing contract
30. Non-Compliance Fee	$25.00
31. Notary	$5.00 per document
32. Pawnbroker/Shop	$1,500.00
33. Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
34. Pawnshop Transaction Fee	$1.30
35. Parks, Recreation and Culture Board Per Diem	$25.00 per meeting
36. Peddler & Mobile Food Unit Permit	
(a) Day	$25.00
(b) Month	$75.00
(b) Seasonal (6 months or less)	$200.00
37. Peddler or Mobile Food Unit Application Investigation Fee	$75.00
38. Peddler Permit and Investigation Fee – Nonprofit	No Charge
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 Wireless Facility Collocation Rental and Maintenance Fee
    (a) Annual Rent per Supplement $150.00
    (b) Annual Maintenance Fee per Supplement $25.00
48. Small 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. Special Assessment Fee $30.00 per assessment
    Unpaid Utility Bills, Code Enforcement Violations, Etc.
50. Special Meeting Request $500.00
51. Special Vehicle Permit $25.00
52. 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 *(Residential & Commercial)***
$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
(b) 2-4 Units	$175.00
(c) 5-12 Units	$225.00
(d) 13-20 Units	$240.00
(e) 21–50 Units	$250.00
(f) 51 + Units	$300.00
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 Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders 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

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 (Includes tripod stands if requested)	$15.00
(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 Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00

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 Department.

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 Department.

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 escrow
13. Development Agreement (Minor)	$5,000.00 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 Department.

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 Department.

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 1st 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. Street Department.

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

	Business Hours	Non-Business Hours
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 15th day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Date Posted: 12/1/2020
Date Adopted:
Date Published:
Effective Date:

K.3.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 15th 2020
Subject: Consider Amendments to City Code Chapter 262

Background:
Committee of the Whole has reviewed the 2020 water and sewer rate studies presented on October 20th 2020 and provided a recommendation for rates effective 2021 thru 2023. Attached is the draft Ordinance Amendment for City Code Chapter 262, Sewer and Water Service Charges that reflects that recommendation. The draft Ordinance was posted beginning December 3rd, meeting the 10-day posting requirement.

If adopted water consumption fees will be reduced 5% in 2021 and remain flat thru 2023. Water base fees will remain at 2020 levels thru 2023. Sewer consumption fess will be reduced 15% in 2021 and remain flat thru 2023. Sewer base fees will be reduced 5% in 2021 and remain flat thru 2023.

Request:
Staff is seeking consideration of the attached Draft Ordinance

Action Required:
Approval of Draft Ordinance

Attachments:
- Draft Ordinance Chapter 262 Sewer and Water Service Charges

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 717, ADOPTED ON JANUARY 7, 2020 AND TITLED SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance No. 717 is hereby amended to include tables set forth below.

Chapter 262

SEWER AND WATER SERVICE CHARGES

Water Rate Table

			Usage per 1,000 Gallons		
Year	**WAC Fee**	**Base Fee**	**Up to 10,000 gallons**	**10,001 to 25,000 gallons**	**Over 25,000 gallons**
2016	$ 3,677	$ 16.90	$ 2.99	$ 3.74	$ 4.67
2017	$ 3,787	$ 12.68	$ 2.99	$ 3.74	$ 4.67
2018	$ 2,537	$ 13.06	$ 3.08	$ 3.85	$ 4.81
2019	$ 2,613	$ 13.45	$ 3.17	$ 3.97	$ 4.95
2020	$ 2,692	$ 13.85	$ 3.27	$ 4.09	$ 5.10
2021	$ 2,827	$ 13.85	$ 3.11	$ 3.89	$ 4.85
2022	$ 2,968	$ 13.85	$ 3.11	$ 3.89	$ 4.85
2023	$ 3,116	$ 13.85	$ 3.11	$ 3.89	$ 4.85

Commercial Base Fee Consumption Schedule

Consumption	# of Base Fees
0 – 5,000 Gallons	1 Base Fee
5,001 – 15,000 Gallons	2 Base Fees
15,001 – 30,000 Gallons	3 Base Fees
30,001 – 50,000 Gallons	4 Base Fees
50,001 – 75,000 Gallons	5 Base Fees
75,001 – 105,000 Gallons	6 Base Fees
105,001 – 140,000 Gallons	7 Base Fees
140,001 – 180,000 Gallons	8 Base Fees
180,001 – 225,000 Gallons	9 Base Fees
225,001 – 275,000 Gallons	10 Base Fees

**Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base fees, 330,001 – 390,000 gallons would result in 12 base fees, and so on.

WATER AND SEWER SERVICE CHARGES

CHAPTER 262

Sewer Rate Table

Year	SAC Fee	Base Fee	Usage per 1,000 Gallons		
			Up to 10,000 gallons	10,001 to 25,000 gallons	Over 25,000 gallons
2016	$ 4,306	$ 22.86	$ 7.26	$ 9.08	$ 11.34
2017	$ 4,435	$ 11.43	$ 7.26	$ 9.08	$ 11.34
2018	$ 3,185	$ 11.77	$ 7.48	$ 9.35	$ 11.68
2019	$ 3,281	$ 12.13	$ 7.70	$ 9.63	$ 12.03
2020	$ 3,379	$ 12.49	$ 7.93	$ 9.92	$ 12.39
2021	$ 3,548	$ 11.87	$ 6.74	$ 8.43	$ 10.53
2022	$ 3,725	$ 11.87	$ 6.74	$ 8.43	$ 10.53
2023	$ 3,912	$ 11.87	$ 6.74	$ 8.43	$ 10.53

Commercial Base Fee Consumption Schedule

Consumption	# of Base Fees
0 – 5,000 Gallons	1 Base Fee
5,001 – 15,000 Gallons	2 Base Fees
15,001 – 30,000 Gallons	3 Base Fees
30,001 – 50,000 Gallons	4 Base Fees
50,001 – 75,000 Gallons	5 Base Fees
75,001 – 105,000 Gallons	6 Base Fees
105,001 – 140,000 Gallons	7 Base Fees
140,001 – 180,000 Gallons	8 Base Fees
180,001 – 225,000 Gallons	9 Base Fees
225,001 – 275,000 Gallons	10 Base Fees
**Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base	

fees, 330,001 – 390,000 gallons would result in 12 base fees, and so on.

Section 2- Effective Date.

This ordinance shall take effect upon its adoption and publication in the City's official newspaper.

Adopted by the City Council this 15th day of December 2020

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Adopted on:
Published on:
Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Ryan Saltis, Community Development Specialist
Date: December 15, 2020
Subject: Ordinance Amending the City Zoning Ordinance, Section 2: Definitions and Section 15: Fencing, Screening, and Landscaping

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Overview/Background: City Staff members have found language in the Fencing, Screening and Landscaping Section needed to be updated to reflect current job titles that the city holds and for soil requirements to refer to MNDOT Specifications. The definition for premium topsoil that is found in the Section 2 is accompanied by a premium topsoil chart, which could be updated by MNDOT periodically. Any updates for premium topsoil specifications from MNDOT would make this chart in the definitions section outdated.

Amendment to Section 2: Definitions Currently in the Definitions section of the City Zoning Ordinances, a chart for premium topsoil is provided with language referring to MNDOT specifications standards Section 3877. City staff would like to have the language refer to the MNDOT specifications while leaving out the Section number that these specifications are found. This will prevent the city from having to change the language in the future, in case this section number or specifications change from MNDOT for premium topsoil requirements.

The following definition for Premium Topsoil shall be amended, and the chart removed from Section 2: Definitions:

> Premium Topsoil
> As defined by MNDOT specifications. ~~standard Section 3877, shall meet the following requirements~~

TABLE 1: Premium Topsoil

	Minimum (% of weight)	Maximum (% of weight)
Material Passing 2.0 mm (#10) Sieve	95%	----
Clay	10%	25%
Silt	25%	60%
Sand and Gravel	25%	60%
Organic Matter	5%	15%
pH	6.0	7.1
Soluble Salts	----	0.15 siemens/m

Amendment to Section 15: Fencing, Screening, and Landscaping
Currently, the City Zoning Ordinance refers to the Zoning Administrator or his/her designee. This language should get amended to refer to the Community Development Director or his/her designee, as this current position title should be referenced in the Zoning Ordinances.

Planning Commission Recommendation: The Planning Commission held a public hearing regarding this Ordinance Amendment on November 17, 2020. No one from the public was present at the meeting for comment. The Planning Commission recommended approval of the Ordinance Amendment and the motion passed 6-0.

Request:
Consider adopting/approving the ordinance amending the City Zoning Ordinance Section 2: Definitions and Section 15: Fencing, Screening and Landscaping.

Attachments:
Ordinance- XXX

ORDINANCE NO._____

AN ORDINANCE TO AMEND CITY ZONING CODE, ORDINANCE 445 SECTION 2: DEFINITIONS AND SECTION 15: FENCING, SCREENING, AND LANDSCAPING

The City Council of the City of Isanti does ordain:

Section 1 – Amendment. Ordinance 445, Section 2: Definitions, and Section 15: Fencing, Screening and Landscaping are hereby amended as follows:

Section 2: Definitions is amended and replaced with the following:

Premium Topsoil

As defined by MNDOT specification standards. ~~Section 3877, shall meet the following requirements~~

~~**Table 1: Premium Topsoil**~~

	~~Minimum (% of weight)~~	~~Maximum (% of weight)~~
~~Material Passing 2.0 mm (#10) Sieve~~	~~95%~~	~~---~~
~~Clay~~	~~10%~~	~~25%~~
~~Silt~~	~~25%~~	~~60%~~
~~Sand and Gravel~~	~~25%~~	~~60%~~
~~Organic Matter~~	~~5%~~	~~15%~~
~~pH~~	~~6.0~~	~~7.1~~
~~Soluble Salts~~	~~---~~	~~0.15 siemens/m~~

Section 15: Fencing, Screening, and Landscaping is amended and replaced with the following:

Subdivision 1: General Provisions.

B. Maintenance. All fences shall be properly maintained, so as not to become unsightly, hazardous, or constitute a nuisance. Damaged and destroyed fences shall be removed and replaced within thirty (30) days upon written notice from the ~~Zoning Administrator~~ Community Development Director or his/her designee. All fences shall be maintained at the property owner's expense. The persons, firms, corporations, or individuals constructing or causing the construction of such fence shall be responsible for maintaining that part of the property between the fence and the property line.

Subdivision 2: Residential Fences

B. Exceptions. The following exceptions apply to residential fences.

4. Screening fences, as required by Chapter 227, Article II of the City Code of the City of Isanti; for screening of stored recreational vehicles within the side or rear yard shall meet one of the following acceptable screening options: (Ord. No. 608) a. A fencing screen per Subdivision 4(A) of this Section and shall obscure from view at ground level any neighboring property or public street by at least 80% of the area. b. Installation of a planting screen. Where natural materials, such as trees or hedges are approved in lieu of required screening by means of walls or fences, density and species of planting shall be such to achieve 80% opaqueness year-round from view at ground level at any neighboring property or public street.

(1) Acceptable plantings include arborvitae, upright juniper, upright yew, fountain hemlock, or other species approved by the ~~Zoning Administrator~~ Community Development Director or his/her designee.

(5) All planting screens shall be reviewed and approved by the ~~Zoning Administrator~~ Community Development Director or his/her designee.

(6) Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the ~~Zoning Administrator~~ Community Development Director or his/her designee.

Subdivision 4: Screening Fences and Planting Screens

B. Planting Screens.

3. Planting screens shall be maintained in a healthy condition. Dead material shall be removed and replaced within thirty (30) days upon written notice of the ~~Zoning Administrator~~ Community Development Director or his/her designee.

Subdivision 5: Landscaping Requirements

C. Residential Requirements. In addition to the general requirements noted, properties located within residential districts, shall be subject to the following regulations.

1. Soil Requirements. All disturbed areas that are not planned to receive an impervious surface shall be graded and finished with a minimum layer of four (4) inches of Premium Topsoil that is screened, pulverized and

incompliance with the requirements as defined by MNDOT specifications. ~~Section 3877 and as defined within Section 2 of this Ordinance.~~

a. The topsoil shall be hauled from a pre-approved source certified by the Minnesota Department of Transportation or the material shall be tested by an independent laboratory hired by the applicant. ~~and approved by the City prior to hauling any material within the City limits. Lists for both certified sites as well as testing facilities can be obtained from the Building Official or City Engineer.~~ Any material tested that is not within MNDOT Standards ~~the limits identified in the table provided in Section 2 of this Ordinance, thus meeting the definition of Premium Topsoil~~ will be considered not in compliance and rejected from use within the City limits.

EFFECTIVE DATE:

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

Adopted by the Isanti City Council this 15th day of December 2020.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

Posting Date: 11-24-2020

CC Reading Date: 12-15-2020

Publication Date:

Effective Date:

K.5.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 15, 2020
Subject: Development/Subsidy Agreement – LTL LED (Light the Lamp)

Background:
The EDA owns the 15-acre property located at XXX West Dual Blvd (PID 16.124.0020 and has this property for sale for $1. The subject property is a certified Shovel Reay Site. The subject site is zoned Industrial and is ready for development. Light the Lamp LED/Wolf River Electric is a lighting and electrical company looking to expand. They are currently located in Isanti and have outgrown their space. They plan to buy 10-acres from the EDA to develop with two 16,000 square foot buildings. They will be start out with 35 employees with the plan to increase to 55 employees with their expansions.

The EDA held a public hearing at the December 1, 2020 EDA meeting. There was no one from the public present for this item. The EDA recommends approval of the sale and for the city to enter into a development/subsidy agreement.

Request:
Approval of development/subsidy agreement

Attachments:
- Development/Subsidy Agreement

CITY OF ISANTI

DEVELOPMENT AND SUBSIDYAGREEMENT FOR LTD LED LLC.

This Agreement (hereinafter the "Agreement") is dated as of this 15th day of December, 2020 and is by and between the **City of Isanti**, a Minnesota municipal corporation (the "**City**") and **LTL LED LLC**, a limited liability corporation under the laws of Minnesota (the "**Developer**").

1. Subject Property. The City owns property legally described as Lot OOA of Isanti Centennial Complex 5th Rearrangement, County of Isanti, State of Minnesota, PID Number 16.124.0020, located on Dual Blvd. N.E. in Isanti. This property will be subdivided into three 5-acre parcels, two of which will be sold by the City to Developer (the Subject Property). The sale of the Subject Property at a price below market value is the subsidy contemplated by this Agreement.

2. Conditions of Approval. The City has approved development of the Subject Property, as subsidized by the City, subject to satisfaction of the following conditions:

   a. The Developer's Execution of this Agreement. That the Developer enter into this Agreement.

   b. Marketable Title. That the Developer obtain, and retain, title to the Subject Property.

   c. Proof of Authority. That the Developer provide proof that the respective governing boards of the Developer have authorized the Developer's execution of this Agreement. This proof of authority may be satisfied by providing the City with a certified copy of the minutes of the governing board of each entity which grants such authority.

   d. Site Plan. That Developer's site plans, as required by the Isanti City Code, be completed by Developer and reviewed and approved by the City.

3. The Plans. The term "Plans" as used in this Agreement means the Site Plans prepared by Developer. The Plans are subject to: (a) Planning Commission review; (b) approval of the City Council; and (c) such further revisions as the Developer may propose and the City approves. The Plans shall not be attached to this Agreement but are in the City's files.

4. Required Private Improvements. The private improvements the Developer will construct or install are as follows:

   a. Sanitary sewer
   b. Water
   c. Storm drainage facilities
   d. Stormwater maintenance
   e. Parking lot
   f. Concrete curb and gutter
   g. Lot grading
   h. Landscaping

5. Financial Guaranty for Required Private Improvements. The Developer shall provide a financial guarantee to the City guaranteeing the construction of the Required Private Improvements, and their timely completion. The Developer shall be responsible for a financial guarantee in the amount of **($_____.00),** which amount is 125% of the City Engineer's estimated cost of the Required Private Improvements. Upon completion of Improvements (including the removal of "temporary" erosion control measures as identified in the approved Grading Plan), acceptance by the City, supported by appropriate lien waivers, The Developer may request a reduction in the amount of the financial guarantee.

6. Inspection Fees for the Required Private Improvements. The Developer shall provide an inspection fee to the City to inspect the Required Private Improvements. The Developer shall be responsible for an inspection fee in the amount of **($_____.00)**, which amount is 5% of the City Engineer's estimated cost of the Required Private Improvements. The inspection fee must be in the form of a cash escrow. The Developer may request a refund of the remaining balance in the escrow upon completion of the Required Private Improvements, acceptance by the City.

7. Maintenance Guarantee for Landscaping. It is herein agreed that the Developer shall provide the City a maintenance guarantee to ensure the survival of the plantings. Said maintenance guarantee shall consist of cash or a Letter of Credit, approved as to form by the City, in the amount of $_____ [# plantings (XX trees) x cost/planting ($300/tree x 30% average non-survival rate, (XX shrubs) x cost/planting $75/shrub x 30% average non-survival rate], which

shall be in effect for a two-year period commencing on the date of the City's acceptance of said plantings as part of the Required Private Improvements.

At the end of the two-year period, the maintenance guarantee shall be returned to the Developer. The determination that all plantings that have been planted in accordance with the Site Plan have either survived or have been replaced shall be made by the City. In the event the Developer fails to maintain the required plantings for a two-year period, the City Council may order the replacement of plantings with City day labor and/or by letting contracts and draw upon the escrow for payment. Only the City Council shall have the authority to direct replacement of the plantings and withdraw from the escrow account. The Developer hereby grants permission and a license to the City and/or its contractors and assigns to enter upon the Site for the purpose of replacing plantings in the event of the Developer's default.

8. Payment of Development Fees. The Developer must pay to the City the fees described on Exhibit A which may include, but are not limited to, Sanitary Sewer Connection (Trunk) Fees, Water Connection (Trunk) Fees.

9. Developer Defaults. If the Developer defaults in the performance of one or more of the Developer's obligations under this Contract, i) the City gives the Developer 30 days written notice of the default and ii) the Developer fails to cure the default within said 30 days, then the City may pursue any and all remedies available at law or in equity including, but not limited to, the following:

a. The City may, at its option, perform or engage one or more third parties to perform the Developer's obligations. If, in the reasonable judgment of the City's staff, the Developer's default creates an immediate risk to public health or safety, the City may perform or engage one or more third parties to perform the work before the City provides the notice described in the initial paragraph of this Section, but the City must use commercially reasonable efforts to notify the Developer as promptly as possible that the City is undertaking to perform the Developer's obligation or obligations. If the City performs one or more obligations of the Developer, the Developer must reimburse the City for any costs or expenses the City incurs, including costs and expenses for City staff time, to perform the work within 30 days after the City notifies the Developer, in writing, of the costs and expenses the City incurred to perform the work. If the Developer does not reimburse the City within said 30 day period, the City may pursue any remedies available to the City either at law or in equity or, in the alternative, the City may draw on the financial guaranty the Developer has provided to the City pursuant to this Agreement to reimburse itself for the expenses the City incurs to perform the work. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court Order for permission to enter the Developer Property. As an alternative to seeking recovery from the Developer or the financial guaranty, the City may levy special assessments against the Developer Property in accordance with

Minnesota Statutes Section 429, and the Developer, for itself and its successors in title, hereby expressly waives any and all substantive and procedural objections or defenses the Developer may have to such special assessments;

b. The City may commence an action in Isanti County District Court to pursue any remedy available to the City at law or in equity including, but not limited to, injunctive relief;

c. The City may refuse to grant building permits for improvements to be constructed on the Subject Property until the Developer has cured all of its defaults; and

d. The City may draw upon all or any portion of the financial guaranty the Developer has provided to the City and (i) use all or any portion of the proceeds from the financial guaranty to reimburse the City pursuant to subsection (a) above; (ii) use all or any portion of the proceeds from the financial guaranty to satisfy any judgment the City obtains against the Developer pursuant to subsection (b) above; (iii) use all or any portion of the proceeds to reimburse the City pursuant to Section 11 (j) below; and (iv) hold all or any portion of the proceeds for a reasonable time for the future application as described in subsections (i), (ii) and (iii) of this paragraph.

10. Business Subsidy. As a condition of developing the Subject Property, Developer and City agree to the following terms:

a. Subsidy. Developer acknowledges and agrees that it received a business subsidy from the City in the form of a reduced purchase price for the Subject Property. Pursuant to the City's appraisal, the property prior to subdivision is valued at $505,000. The parties agree that, upon subdivision, the value of the two lots being sold are $168,333 each ($336,666 total). The City sold the two lots (Subject Property) to Developer for $2. The value of the subsidy is the difference between the appraisal value and the purchase price ($336,664).

b. Public Purpose. The public purposes for granting the subsidy are to create jobs within the City of Isanti and to increase the City's tax base.

c. Subsidy Goals. Developer shall create a minimum of 20 full-time, or full-time equivalent, jobs within two years of the date of this Agreement. All jobs shall meet or exceed State minimum wage requirements. Developer shall continue to meet or exceed said employment goals for at least five years after the date of this Agreement. In the event these requirements are not met, Developer shall pay the City the amount of the subsidy in a single lump sum payment or as otherwise agreed to in writing by the parties.

d. Statement of Need. Developer represents that without the business subsidy contemplated by this Agreement, Developer would not relocate its existing business to the City.

e. Reporting. Developer shall provide reports to the City as required by Minnesota Statutes section 116J.994, subdivision 7, on forms provided by the City.

11. Miscellaneous.

a. Invalidity of Any Section. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

b. Written Amendments Only. The action or inaction of the City or the Developer shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties, and approved by a resolution of the City Council. The City's or the Developer's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

c. Compliance with Laws and Regulations. The Developer represents to the City that the Plat complies with all City, County, State, and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances and environmental regulations. If the City determines that the site plan does not comply, the City may, at its option, refuse to allow any construction or development work on the Subject Property until the Developer does comply. Upon the City's demand Developer shall cease work until there is compliance.

d. Mailbox Locations. If the Developer desires to construct a mailbox within the public right of way, the Developer agrees that the placement of a mailbox along public streets is subject to the approval by the Postmaster. Utility locates will be necessary.

e. Boulevard and Wetland Restoration. The Developer shall be responsible for the cost of establishing seed in all boulevards within 30 days of the completion of the street improvements, and restoring all other areas disturbed by the development grading operation in accordance with the approved Grading and Erosion Control plan. The Developer shall be responsible for the cost of cleaning any soil, earth, or debris from the wetlands within and adjacent to this Plat resulting from grading performed in the development of the Plat.

f. Construction, Hours and Entrance Signs. The City restricts construction and delivery hours to Monday through Friday 7:00 a.m. to 9:00 p.m., weekends and holidays, 8:00 a.m. to 8:00 p.m. The Developer is required

to provide a sign at each entrance point stating delivery and construction operation hours. Said signs are not to exceed 80 square feet in size and must be clearly visible at all times during the construction period.

g. Construction Site Maintenance. The Developer shall adhere to all of the City ordinances relating to, but not limited to, dumping of garbage, site development, construction debris, open burning, etc. The City reserves the right to withhold permits, inspections, or certificates of occupancy to correct violations relating to construction site maintenance.

h. Estimated Cost. It is understood and agreed that cost amounts set forth in this Agreement as to Stage I, Stage II, and Required Private Improvements, unless qualified as fixed amounts, are estimated. The Developer agrees to pay the entire cost of said improvements including interest, engineering and legal fees related thereto.

i. Plat Approval Expenses. Not applicable.

j. Reimbursement to the City. The Developer agrees to reimburse the City for all costs incurred by the City in defense or enforcement of this Agreement, or any portion thereof, including court costs and reasonable engineering and attorney's fees.

k. Certificate of Occupancy. The term "Certificate of Occupancy" as used in this Agreement shall be defined as a document issued by the City'S Building Official, which authorizes the structure to be used for its intended purposes.

l. Notices. Required notices shall be in writing, and shall be either hand delivered to the Parties, its employees or agents, or mailed to them by certified or registered mail at the following address:

To Developer:
Justin Nielson
LTL LED LLC
2422 Arnold Palmer Drive
Blaine MN 55449

To The City:
Josi Wood
City Administrator
City of Isanti
110 1st Ave. N.W.
Isanti, MN 55040

The Developer:

LTL LED LLC

By:_____
Justin Nielson
Its: _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by Justin Nielson, _____ of LTL LED LLC, a limited liability corporation under the laws of the State of Minnesota on behalf of the corporation.

_____
Notary Public

The City:

City of Isanti

By:_____
Jeff Johnson

Its: Mayor

By:_____
Katie Brooks

Its: City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The forgoing instrument was acknowledged before me on this_____ day of_____ 2020, by Jeff Johnson and Katie Brooks, the Mayor and the City Clerk of the City of Isanti, a municipal corporation organized under the laws of the State of Minnesota on behalf of the City.

_____

Notary Public

This document drafted by:
Ratwik, Roszak & Maloney, P.A
730 Second Ave. S., Suite 300
Minneapolis, MN 55402

EXHIBIT A

Fees Payable to the City

K.6.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunw
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 11, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for the 2021 Pavement Management Project
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the 2021 Pavement Management Project.

Our scope of work will include the following:

- Evaluate the scope of constructing the needed improvements as shown in the 2019-2028 Capital Improvement Plan.
- Evaluate need for seal-coat vs mill & overlay & curb replacement
- Prepare construction plans and specifications
- Establish a Cost Estimate for the proposed improvements

Research, Plans, & Specifications	$24,500

Should the Council approve the Plans and Specifications, our scope also includes:

- Perform bidding and construction administration.
- Perform construction inspection.
- Perform final inspection and project close out.

Construction Administration	$7,200
Field Resident Project Representative	$20,900

We propose to complete the total described scope of work for an hourly, not to exceed, fee of $52,600.

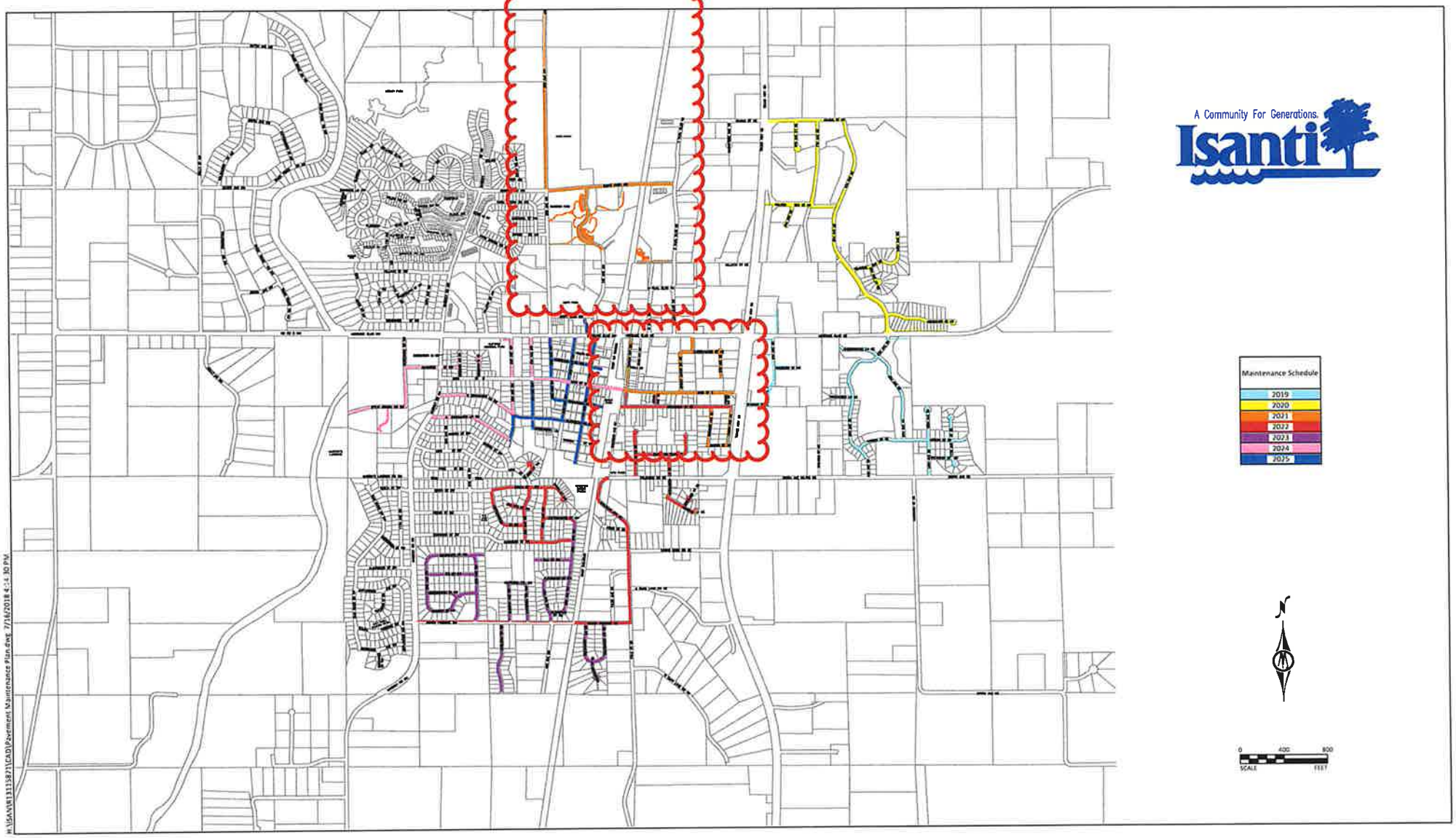
Attached is the Pavement Maintenance Plan map depicting the proposed 2021 maintenance area in the north and central regions of the City. This also includes the parking lots and trails in Bluebird Park.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

Figure 4: PAVEMENT MAINTENANCE SCHEDULE
JULY, 2018

BOLTON & MENK



RESOLUTION 2020-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE 2021 PAVEMENT MANAGEMENT PROJECT

WHEREAS, it is proposed to perform pavement maintenance on City streets and bituminous trails located north of Palomino Road, east of Highway 65 and west of Whiskey Rd; and,

WHEREAS, these pavement segments are in moderate to poor condition and in need of surface maintenance to extend the life of the pavement; and,

WHEREAS, the Comprehensive Pavement Management System Report, adopted by the City, identified these segments for maintenance; and,

WHEREAS, the 2019-2028 Capital Improvement Plan, adopted by the City, has these pavement segments scheduled for maintenance in 2021; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this project for an hourly, not to exceed, fee of $52,600; and,

WHEREAS, this project is scheduled to be funded by the Gas & Electric Franchise fees as approved in the 2021 budget;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $52,600.

This resolution was duly adopted by the Isanti City Council this 15th day of December 2020.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.7.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwi
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: November 11, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: 2021 Storm System Maintenance Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services for the 2021 Storm System Maintenance Project.

We are now on year 5 of the 5-year maintenance plan. Last year, the 2020 maintenance area was switched with the 2021 maintenance area to allow more time to coordinate work along the Whiskey Road County ditch. This year, it is now proposed to complete the 2020 maintenance area work as shown in the attached figure.

As discussed previously, A large majority of the aprons in the 2020 project area fall within the County Road right-of-way. These culverts are full of sediment and are lower than the adjacent ditch bottom. If the ditch is not dredged along with the clearing of the culvert pipes, the pipes will simply fill back up with sediment. We have contacted Isanti County regarding the ditch and culverts along County Road 23 and asked if they would be interested in doing a co-operative project where the ditch bottom would be lowered at the same time the culverts are cleaned out and restored. They said that may be a possibility in the future if they have time to budget for it.

At this time, we recommend eliminating the culverts along Whiskey Road from the proposed maintenance project until such time that the County budgets to do ditch maintenance along the segment.

We recommend the scope of work to be completed for the 2021 Storm System Maintenance project is as follows:

- Create Plans and Specifications for ponds and aprons designated for maintenance in the 2020 year of the 5-year maintenance plan as shown in the 2019-2028 Capital Improvement Plan.
- Contact residents regarding private property access conflicts.
- Solicit bids from contractors and provide a recommendation to council.
- Provide a Resident Project Representative during all major work on site.
    - Work with the Contractor on site to ensure the project is completed as intended.
    - Coordinate access, construction schedule, and restoration with residents.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $19,800.00. The fee breakdown is as follows:

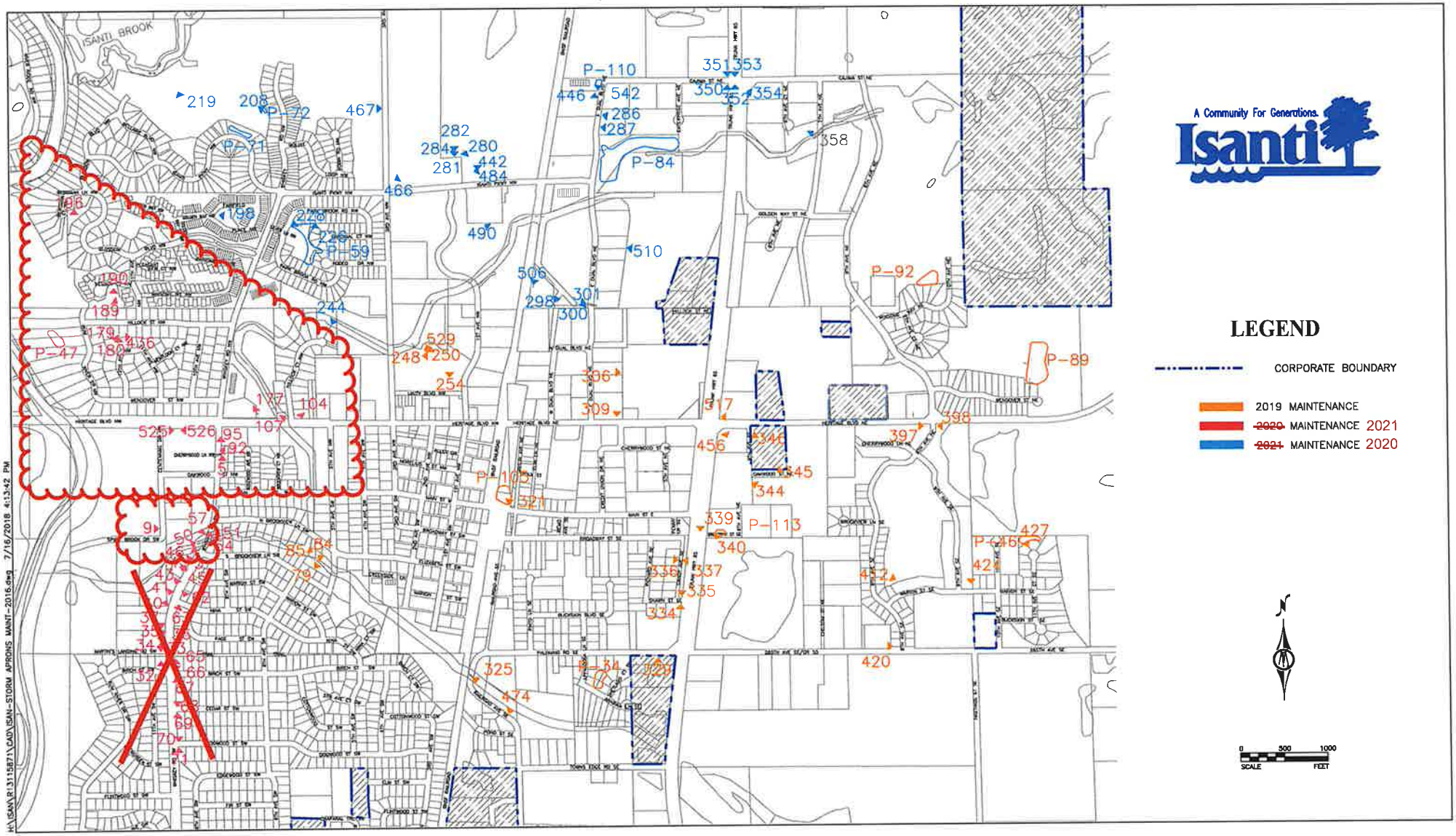
Research, Resident Coordination, Plans, Specifications and Bidding	$8,500
Construction Administration	$2,800
Field Resident Project Representative	$8,500

Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

Figure 5: STORM SEWER & PONDS MAINTENANCE PLAN
JULY, 2018

BOLTON & MENK



RESOLUTION 2020-XXX

AUTHORIZING ENGINEERING SERVICES FOR THE 2021 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, it is proposed to perform storm system maintenance in the west region of the City, and,

WHEREAS, these ponds and aprons are in need of maintenance to restore them to fully functioning storm system infrastructure and comply with the MS4 requirements; and,

WHEREAS, the Storm Sewer Apron & Pond Inventory Report, adopted by the City, identified these ponds and aprons for maintenance; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this project for an hourly, not to exceed, fee of $19,800; and,

WHEREAS, this project is scheduled to be funded by the Storm Water Utility fee as approved in the 2021 budget;

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

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $19,800.

This resolution was duly adopted by the Isanti City Council this 15th day of December 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti

Gross Payroll	126,047.74
Social Security & Medicare	5,802.12
Public Employees Retirement	14,315.97
Total City Expense	146,165.83

Pay Date 12/11/2020

Pay Period 25 (11/22-12/5/20)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/02/2020	54904	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	2,550.00
12/20	12/02/2020	54905	1231	ACE SOLID WASTE INC	101-20200	653.49
12/20	12/02/2020	54906	2873	ADAPCO, LLC	101-20200	432.50
12/20	12/02/2020	54907	2521	AXON ENTERPRISE INC.	101-20200	862.00
12/20	12/02/2020	54908	9	BERNICKS PEPSI-COLA	609-20200	805.80
12/20	12/02/2020	54909	2319	BREAKTHRU BEVERAGE	609-20200	4,555.30
12/20	12/02/2020	54910	1629	CITY OF ISANTI	101-20200	21,865.56
12/20	12/02/2020	54911	918	CRYSTAL SPRINGS ICE	609-20200	153.90
12/20	12/02/2020	54912	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,395.25
12/20	12/02/2020	54913	1646	DAVIS EQUIPMENT CORPORATION	101-20200	28.30
12/20	12/02/2020	54914	1941	DELTA DENTAL	861-20200	3,385.35
12/20	12/02/2020	54915	3005	DUTSON, SUSAN	101-20200	150.00
12/20	12/02/2020	54916	2933	FALCON NATIONAL BANK	602-20200	4,873.91
12/20	12/02/2020	54917	2830	GDO LAW	101-20200	4,083.33
12/20	12/02/2020	54918	162	ISANTI RENTAL INC	101-20200	52.46
12/20	12/02/2020	54919	496	JOHN HIRSCHS	101-20200	59.14
12/20	12/02/2020	54920	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,950.81
12/20	12/02/2020	54921	5	KAWALEK TRUCKING	609-20200	168.60
12/20	12/02/2020	54922	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	1,000.00
12/20	12/02/2020	54923	130	MARCO TECHNOLOGIES LLC	101-20200	538.08
12/20	12/02/2020	54924	17	MCDONALD DISTRIBUTING CO	609-20200	10,222.15
12/20	12/02/2020	54925	616	MENARDS - CAMBRIDGE	226-20200	116.54
12/20	12/02/2020	54926	2080	MVTL LABORATORIES INC	601-20200	43.20
12/20	12/02/2020	54927	283	OLSON POWER & EQUIPMENT	101-20200	389.49
12/20	12/02/2020	54928	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,043.90
12/20	12/02/2020	54929	2341	RED BULL DISTRIBUTION	609-20200	140.50
12/20	12/02/2020	54930	2614	S. W. WOLD CONSTRUCTION INC	505-20200	12,000.00
12/20	12/02/2020	54931	42	VIKING COCA-COLA BOTTLING CO	609-20200	340.80
12/20	12/02/2020	54932	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,902.00
12/20	12/02/2020	54933	780	WINE MERCHANTS	609-20200	408.00
Grand Totals:						110,170.36

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/8/2020 - 12/8/2020 | Dec 09, 2020 08:25AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/20	12/08/2020	54934	53	BELLBOY CORPORATION	609-20200	7,058.86
12/20	12/08/2020	54935	9	BERNICKS PEPSI-COLA	609-20200	1,919.55
12/20	12/08/2020	54936	368	BILLS QUALITY CLEANING	101-20200	446.00
12/20	12/08/2020	54937	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,998.45
12/20	12/08/2020	54938	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	211.65
12/20	12/08/2020	54939	346	EDAM	108-20200	295.00
12/20	12/08/2020	54940	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	127.34
12/20	12/08/2020	54941	2028	FURTHER	101-20200	624.97
12/20	12/08/2020	54942	134	GOPHER STATE ONE-CALL INC	601-20200	98.55
12/20	12/08/2020	54943	114	ISANTI COUNTY RECORDER	101-20200	46.00
12/20	12/08/2020	54944	302	JOHN E. REID & ASSOCIATES	101-20200	1,150.00
12/20	12/08/2020	54945	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,373.92
12/20	12/08/2020	54946	5	KAWALEK TRUCKING	609-20200	215.20
12/20	12/08/2020	54947	17	MCDONALD DISTRIBUTING CO	609-20200	12,389.77
12/20	12/08/2020	54948	616	MENARDS - CAMBRIDGE	101-20200	93.40
12/20	12/08/2020	54949	2953	MIDCONTINENT COMMUNICATIONS	108-20200	118.59
12/20	12/08/2020	54950	2978	MILBANK WINWATER WORKS	601-20200	6,555.97
12/20	12/08/2020	54951	2116	MINUTEMAN PRESS	101-20200	1,994.81
12/20	12/08/2020	54952	2597	MNSPECT, LLC.	101-20200	17,579.78
12/20	12/08/2020	54953	2080	MVTL LABORATORIES INC	602-20200	116.38
12/20	12/08/2020	54954	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	503.00
12/20	12/08/2020	54955	283	OLSON POWER & EQUIPMENT	101-20200	7.12
12/20	12/08/2020	54956	2995	PARIS, JENAE	101-20200	107.38
12/20	12/08/2020	54957	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,641.65
12/20	12/08/2020	54958	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	3,915.00
12/20	12/08/2020	54959	73	STAR	101-20200	8.00
12/20	12/08/2020	54960	554	STEVES TIRE INC	101-20200	875.80
12/20	12/08/2020	54961	2156	SUMMIT COMPANIES	101-20200	244.50
12/20	12/08/2020	54962	1354	TAPES PLUS ADVERTISING	609-20200	295.00
12/20	12/08/2020	54963	2793	TEAM LABORATORY CHEMICAL, LLC	602-20200	746.50
12/20	12/08/2020	54964	1290	THE AMBLE GROUP	101-20200	37.32
12/20	12/08/2020	54965	626	THE WINE COMPANY	609-20200	141.00
12/20	12/08/2020	54966	1820	URBANS HARDWARE INC	101-20200	46.16
12/20	12/08/2020	54967	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/20	12/08/2020	54968	686	VERIZON WIRELESS	101-20200	1,335.69
12/20	12/08/2020	54969	42	VIKING COCA-COLA BOTTLING CO	609-20200	208.55
12/20	12/08/2020	54970	4	WATSON CO INC	609-20200	1,418.69
12/20	12/08/2020	54971	1922	WEX BANK	101-20200	2,857.78
12/20	12/08/2020	54972	780	WINE MERCHANTS	609-20200	204.00
12/20	12/08/2020	54973	2251	TITLE SMART INC	601-20200	76.05
12/20	12/08/2020	54974	1549	ASTECH CORP INC	425-20200	113,185.54
12/20	12/08/2020	54975	3006	CHENEY, GERRY	101-20200	107.38
12/20	12/08/2020	54976	2727	LEGACY TITLE	603-20200	50.00
12/20	12/08/2020	54977	1845	MN DEPT OF TRANSPORTATION	425-20200	1,129.12
12/20	12/08/2020	54978	2130	PROGRESSIVE BUILDERS	601-20200	38.56
12/20	12/08/2020	54979	2730	SHERBURNE LAND COMPANY	601-20200	11.44
12/20	12/08/2020	54980	3007	TAYLOR, TIM	603-20200	26.89
12/20	12/08/2020	54981	3008	VENBERG, GERALD	601-20200	104.39
Grand Totals:						193,799.70

M = Manual Check, V = Void Check

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 15, 2020
Subject: Development Agreement Amendment – Legacy Pines

Background:
As directed by the City Council at the December 1, 2020 meeting, we have revised the letter of credit and created the development agreement amendments for the 2nd and 3rd Additions of Legacy Pines The following represents the direction given at the December 1st meeting.

Legacy Pines Phase	Completed work 10% held	Non-completed Work 20% held	Remaining work 125% held	Total Held
2nd Addition	$33,706.2	$1,1495.91	$9,111.60	$44,313.72
3rd Add Phase 1	$29,719.55	$2,198.00	$111,150.25	$143,067.80
3rd Phase 2 -Utility	$21,799.77	$725.60	$0	$22,505.37
3rd Phase 2- Street	$11,709.03	$1,261.00	$70,982.69	$83,952.72
Total				$293,839.61

Please refer to the City Engineer's memo dated December 2, 2020 for his recommendations.

Request:
Consider the two development agreement amendments as drafted by the City Attorney.

Attachments:
- Development Agreement Amendments
- City Engineer's memo

CITY OF ISANTI

FIRST AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR LEGACY PINES – 2nd ADDITION

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and Everpine Land Holdings, LLC, a Minnesota limited liability company, and amends the Development Agreement – Legacy Pines 2nd Addition – dated _____, by and between the City of Isanti and Everpine Holdings, LLC.

Recitals

A. The City and Everpine Holdings, LLC. entered into the Development Agreement for the development of the Legacy Pines 2nd Addition.

B. Pursuant to Section 14 of the Development Agreement, the Developer provided the City with a letter of credit as a financial guarantee for completion of the Developer Installed Improvements.

C. The Developer requests modification of the financial guarantees in light of the work completed to date.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.

2. Section 13 of the Development Agreement, as modified by the Amendment, is hereby modified so as to require an irrevocable letter of credit in an amount equal to 10 % of completed work, 20% of non-completed work, and 125% of non-installed remaining work.

3. Pursuant to those revised percentages, the following values are required under Developer's letter of credit as of December 2, 2020:

Legacy Pines Development	Completed Work 10% Held	Non-Completed Work 20% Held	Remaining Work 125% Held	Total Held
2nd Addition	$33,706.21	$1,495.91	$9,111.60	$44,313.72

The total letter of credit required for the 2nd Addition is $44,313.72.

4. This amendment is effective as of December 2, 2020.

5. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Katie Brooks, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of December, 2020, by Jeff Johnson and Katie Brooks as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

EVERPINE LAND HOLDINGS, LLC

_____
Robert Machacek, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on this _____day of December 2020, by Robert Machacek as Chief Manager of Everpine Land Holdings, LLC, on behalf of that Minnesota limited liability company.

_____
Notary Public

389072

CITY OF ISANTI

SECOND AMENDMENT TO THE DEVELOPMENT AGREEMENT FOR LEGACY PINES – 3rd ADDITION (PHASES 1 AND 2)

This Amendment is by and between the City of Isanti, a Minnesota municipal corporation, and Everpine Land Holdings, LLC, a Minnesota limited liability company, and amends the Development Agreement – Legacy Pines 3rd Addition – dated August 18, 2020, by and between the City of Isanti and Everpine Holdings, LLC.

Recitals

A. The City and Everpine Holdings, LLC. entered into the Development Agreement for the development of the Legacy Pines 3rd Addition. Phase 1 of the 3rd Addition is almost complete and Phase 2 is ongoing.

B. The financial guarantee requirements of Section 13 of the Development Agreement were modified by the first Amendment to the Development Agreement for Legacy Pines 3rd Addition – Phase 2 dated September 30, 2020, and recorded in the Office of the Isanti County Recorder as Document No. A497232 ("the Amendment").

C. The Developer requests further modification of the financial guarantees in light of the work completed to date.

Agreement

In consideration of the mutual promises set forth below, and other good and valuable consideration the receipt of which is acknowledged, the parties agree as follows:

1. The above recitals are incorporated herein as if fully set forth.

2. Section 13 of the Development Agreement, as modified by the Amendment, is hereby modified so as to require an irrevocable letter of credit in an amount equal to 10 % of completed work, 20% of non-completed work, and 125% of non-installed remaining work.

3. Pursuant to those revised percentages, the following values are required under Developer's letter of credit as of December 2, 2020:

Legacy Pines Development	Completed Work 10% Held	Non-Completed Work 20% Held	Remaining Work 125% Held	Total Held
3rd Add - Phase 1	$29,719.55	$2,198.00	$111,150.25	$143,067.80
3rd - Phase 2 - Utility	$21,779.77	$725.60	$0.00	$22,505.37
3rd - Phase 2 - Street	$11,709.03	$1,261.00	$70,982.69	$83,952.72

The total letter of credit required is $249,525.89.

4. This amendment is effective December 2, 2020.
5. All other terms of the Development Agreement and Amendment not modified by this Second Amendment shall remain in effect as originally stated.

CITY OF ISANTI

By: _____
Jeff Johnson, Mayor

Attest:

_____
Katie Brooks, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on this ____ day of December, 2020, by Jeff Johnson and Katie Brooks as Mayor and City Clerk of the City of Isanti, respectively, on behalf of the City.

_____
Notary Public

EVERPINE LAND HOLDINGS, LLC

_____

Robert Machacek, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on this _____day of December 2020, by Robert Machacek as Chief Manager of Everpine Land Holdings, LLC, on behalf of that Minnesota limited liability company.

_____

Notary Public

389068

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

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

MEMORANDUM

Date: December 2, 2020

To: Sheila Sellman, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Legacy Pines Letter of Credit Adjustments
City of Isanti, MN
Project No.: R13.117438

As directed at the December 1, 2020 council meeting, we have revised the below required Letter of Credit balances to reflect holding 10% of completed work, 20% of non-completed work, and 125% of non-installed remaining work. Along with the revised amounts, an amendment to the current Development Agreement will be required to make these adjustments.

The current Development Agreement requires the City retain 125% of any remaining work and 20% of all installed work to date until the full project is accepted and the warranty period begins where the Letter of Credit reduces to 10% of the construction cost.

The Developer has paid Kuechle Underground for work completed to date. Remaining work items include wear course, sidewalk, lighting, signage, striping and turf establishment.

The work to date has been found to be in compliance with City standards and all tests have passed.

We have calculated the required balances for each Letter of Credit based on Council direction and have the following recommendations:

Legacy Pines Development	Completed Work 10% Held	Non-Completed Work 20% Held	Remaining Work 125% Held	Total Held
2nd Addition	$33,706.21	$1,495.91	$9,111.60	$44,313.72
3rd Add - Phase 1	$29,719.55	$2,198.00	$111,150.25	$143,067.80
3rd - Phase 2 - Utility	$21,779.77	$725.60	$0.00	$22,505.37
3rd - Phase 2 - Street	$11,709.03	$1,261.00	$70,982.69	$83,952.72
				$293,839.61

The revised total retained Letters of Credit is $293,839.61.

This is $102,901.05 less than the current Development Agreement requires but is $113,839.61 more than the developer requested reduction of $180,000.

The remaining balances of the Letters of Credit will require an amendment to the Development Agreement but are anticipated to be sufficient to complete the project as proposed while covering any incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2020-XXX

REMOVING
PART-TIME PEACE OFFICERS FROM ROSTER

WHEREAS, the City of Isanti maintains a roster of Part-Time Peace Officers; and,

WHEREAS, due to increased full-time staffing within the Isanti Police Department, the need for Part-Time Peace Officers within the City of Isanti has been substantially reduced; and,

WHEREAS, there are clerical burdens and a lack of necessity associated with retaining Part-time Peace Officers, even if Part-Time Peace Officers are not requested to provide services or are unable to provide services when requested to do so; and,

WHEREAS, according to Resolution 2020-167 Human Resources is directed to remove all individuals on the Part-Time Peace Officer Roster who are not members of a collective bargaining unit within the City and who have worked less than forty (40) hours for the City of Isanti within the six-month period prior to the date of this Resolution;

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

1. Effective December 15, 2020 the following Part-Time Peace Officers will be removed from the roster. The termination of employment shall not have a negative effect on employment record as they leave in good standing.

    - Cory Spencer
    - Tanner Hagen
    - Erik Knoop
    - Noah Buecksler
    - Brandon Oliver

2. Human Resources is directed to forward an executed copy of this resolution to all individuals currently on the Part-Time Peace Officer Roster and to place a copy of the same in their personnel file.

This Resolution is hereby approved by the Isanti City Council this 15th day of December 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.4.

BOLTON & MENK
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7533 Sunv
Suite 200
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
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MEMORANDUM

Date: December 07, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: 2020 Pavement Management Project
Final Payment Reconciliation
City of Isanti, MN
BMI Project No.: R13.120119

The 2020 Pavement Management Project has been completed and all final closeout paperwork has been received.

This project was bid as a unit price project, where the City pays for each item completed at the bid price per item as measured once completed. This allows for the actual work completed to be paid, no more, and no less.

The final construction cost for this project came out to $245,185.77. This total was $1,964.44 over the original approved bid amount or 0.8% over. This overage was due to a larger volume of crack filling material needed to fill the cracks in the pavement. The quantity in the plan was an estimate as it would be impossible to know the exact void space on all the cracks on the project.

Attached is the final resolution to close out the project and make final payment.

I will be at the December 15, 2020 City Council meeting to respond to any questions you have concerning this item.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

CONTRACTOR'S PAY REQUEST 3 2020 PAVEMENT MANAGEMENT PROJECT CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.120119	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$243,221.33
TOTAL, COMPLETED WORK TO DATE	$245,185.77
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$245,185.77
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$245,185.77
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$232,926.48
PAY CONTRACTOR AS ESTIMATE NO. 3	$12,259.29

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: ASTECH Corp. Inc.
P.O. Box 1025
St. Cloud, MN 56302

By _____ (Superintendent)
Name Title

Date 11-9-2020

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By Jason W. Cole, CITY ENGINEER

Date 11/9/20

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 3

2020 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.120119
WORK COMPLETED THROUGH OCTOBER 12th, 2020

ITEM NO.		ITEM	UNIT PRICE	AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
				ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
1		MOBILIZATION	$16,000.00	1	LS	$16,000.00	1.00	LS	$16,000.00	1.00	LS	$16,000.00
2		TRAFFIC CONTROL	$9,500.00	1	LS	$9,500.00	1.00	LS	$9,500.00	1.00	LS	$9,500.00
3		REMOVE CONCRETE WALK	$16.00	56	SY	$896.00	52.00	SY	$832.00	52.00	SY	$832.00
4		REMOVE AND REPLACE CURB AND GUTTER	$39.00	400	LF	$15,600.00	299.0	LF	$11,661.00	299.0	LF	$11,661.00
5		REMOVE BITUMINOUS	$6.00	1278	SY	$7,668.00	1,278.0	SY	$7,668.00	1,278.0	SY	$7,668.00
6		BITUMINOUS PATCH	$50.00	125	SY	$6,250.00	83.0	SY	$4,150.00	83.0	SY	$4,150.00
7		1.5" BITUMINOUS WEAR COURSE TYPE SP 9.5	$116.00	115	TON	$13,340.00	160.0	TON	$18,560.00	160.0	TON	$18,560.00
8		2" BITUMINOUS BASE COURSE TYPE SP 9.5	$94.00	150	TON	$14,100.00	200.0	TON	$18,800.00	200.0	TON	$18,800.00
9		BITUMINOUS MATERIAL FOR SEAL COAT	$2.35	12891	GAL	$30,293.85	12,788.0	GAL	$30,051.80	12,788.0	GAL	$30,051.80
10		BITUMINOUS MATERIAL FOR FOG SEAL	$2.00	7063	GAL	$14,126.00	5,497.0	GAL	$10,994.00	5,497.0	GAL	$10,994.00
11		SEAL COAT AGGREGATE	$0.65	53712	SY	$34,912.80	53,712.0	SY	$34,912.80	53,712.0	SY	$34,912.80
12		CRACK REPAIR	$2.00	12496	LBS	$24,992.00	20,800.0	LBS	$41,600.00	20,800.0	LBS	$41,600.00
13		REPLACE CURB STOP BOX	$700.00	2	EA	$1,400.00	2.0	EA	$1,400.00	2.0	EA	$1,400.00
14		REPLACE VALVE BOX TOP	$550.00	9	EA	$4,950.00	9.0	EA	$4,950.00	9.0	EA	$4,950.00
15		CLEAN VALVE BOX	$200.00	3	EA	$600.00	3.0	EA	$600.00	3.0	EA	$600.00
16		4" CONCRETE WALK	$8.00	500	SF	$4,000.00	250.0	SF	$2,000.00	250.0	SF	$2,000.00
17		6" CONCRETE WALK	$12.00	630	SF	$7,560.00	214.0	SF	$2,568.00	214.0	SF	$2,568.00
18		TRUNCATED DOMES	$60.00	28	SF	$1,680.00	16.0	SF	$960.00	16.0	SF	$960.00
19		SODDING	$10.00	450	SY	$4,500.00	247.0	SY	$2,470.00	247.0	SY	$2,470.00
20		LOAM TOPSOIL BORROW	$50.00	28	CY	$1,400.00	36.0	CY	$1,800.00	36.0	CY	$1,800.00
21		4"SOLID LINE WHITE-EPOXY	$0.24	2283	LF	$547.92	1,686.0	LF	$404.64	1,686.0	LF	$404.64
22		24" SOLD LINE YELLOW-EPOXY	$6.00	1348	LF	$8,088.00	844.0	LF	$5,064.00	844.0	LF	$5,064.00
23		24" SOLID LINE WHITE- EPOXY	$6.00	240	LF	$1,440.00	315.0	LF	$1,890.00	315.0	LF	$1,890.00
24		4" DOUBLE SOLID LINE YELLOW - EPOXY	$0.49	16146	LF	$7,911.54	8,497.0	LF	$4,163.53	8,497.0	LF	$4,163.53
25		PAVEMENT MESSAGE EPOXY	$69.00	35	EA	$2,415.00	33.0	EA	$2,277.00	33.0	EA	$2,277.00
26		CROSSWALK MARKING - EPOXY	$3.67	2466	SF	$9,050.22	2,700.0	SF	$9,909.00	2,700.0	SF	$9,909.00
		TOTAL AMOUNT:				**$243,221.33**			**$245,185.77**			**$245,185.77**

RESOLUTION 2020-XXX

FINALIZING THE PAYMENT FOR THE 2020 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2020 Pavement Management Project; and,

WHEREAS, ASTECH Corporation constructed the project in accordance with the plans and specifications; and,

WHEREAS, ASTECH Corporation has submitted all final paperwork including IC134s and Consent of Surety; and,

WHEREAS, the final construction cost of $245,185.77 was 0.8% ($1,964.44) over the original bid price due to additional crack filling material that was needed to complete the project as planned; and,

WHEREAS, upon approval of the attached final payment of $12,259.29 this will release the retainage balance and enter the project into the 2-year warranty period.

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

1) That the City shall make the final payment of $12,259.29 for the "2020 Pavement Management Project" to ASTECH Corporation and enter the project into the 2-year warranty period.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 15th day of December, 2020.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

L.5.

RESOLUTION 2020-XXX

AUTHORIZATION TO TERMINATE AN EMPLOYEE

WHEREAS, the Council reviewed a draft of a letter relating to the proposed termination of a City employee;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti as follows:

1. The attached letter terminating a City employee is hereby approved by the City Council.

2. Pursuant to Minnesota Statutes section 13.43, subdivision 2, the specific reasons for the termination constitute private data on the employee at this time.

3. The City Human Resources Director is authorized to sign the attached termination letter on behalf of the City.

4. The City Human Resources Director is directed to serve the attached termination letter and a copy of this Resolution on the employee, and to place a copy of the letter and this Resolution in the employee's personnel file.

The motion by _____ for the adoption of the foregoing Resolution was duly seconded by _____ and upon a vote being taken thereon, the following voted in favor thereof:

This Resolution is hereby approved by the Isanti City Council this 15th day of December 2020.

_____
Jeff Johnson, Mayor

Attest:

_____
Katie Brooks
Human Resources/City Clerk

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7533 Sunw
Ramsey, MN 55303-5119

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

L.6.

MEMORANDUM

Date: December 07, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: 6th Avenue Rehabilitation Project
Project Reconciliation
City of Isanti, MN
BMI Project No.: R13.120122

The 6th Avenue Rehabilitation Project has been completed. Final closeout paperwork will need to be submitted prior to closing out the project.

This project was bid as a unit price project, where the City pays for each item completed at the bid price per item as measured once completed. This allows for the actual work completed to be paid, no more, and no less.

The final construction cost for this project came out to $550,845.42. This total was $12,801.28 over the original approved bid amount or 2.38% over. This overage was due to a larger area of pavement being replaced at each intersection. Each cross street was reconstructed to the end radius to fully reconstruct each intersection. Funding for the added costs shall come from the Municipal State Aid program.

This will reduce the total cost of the future non-state aid cross street projects as more of the intersections have already been repaired while receiving state aid funds now to cover the cost. The quantity in the plan was an estimate and made to be flexible to meet the needs of the project.

Attached is the reconciliation resolution as well as Pay Request No 2. This pay request is anticipated to include all final costs but continues to hold a 5% retainage until the project can be closed out in the spring.

I will be at the December 15, 2020 City Council meeting to respond to any questions you have concerning this item.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

CONTRACTOR'S PAY REQUEST 2 2020 6TH AVENUE IMPROVEMENTS CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.120122	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$538,044.14
TOTAL, COMPLETED WORK TO DATE	$550,845.42
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$550,845.42
RETAINED PERCENTAGE (5%)	$27,542.27
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$523,303.15
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$422,376.90
PAY CONTRACTOR AS ESTIMATE NO. 2	$100,926.25

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: ASTECH Corp. Inc.
P.O. Box 1025
St. Cloud, MN 56302

By _____ (Superintendent)
Name Title

Date 12-7-2020

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By Jason W Cook, CITY ENGINEER

Date 12/2/20

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 2

2020 6TH AVENUE IMPROVEMENTS

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.120122
WORK COMPLETED THROUGH DECEMBER 2ND, 2020

ITEM NO.		ITEM	UNIT PRICE	AS BID			PREVIOUS ESTIMATE			COMPLETED TO DATE		
				ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT	ESTIMATED QUANTITY		ESTIMATED AMOUNT
1	2021.501	MOBILIZATION	$22,000.00	1.0	LS	$22,000.00	0.75	LS	$16,500.00	1.00	LS	$22,000.00
2	2101.524	CLEARING	$275.00	12.0	TREE	$3,300.00	12.00	TREE	$3,300.00	12.00	TREE	$3,300.00
3	2101.524	GRUBBING	$110.00	12.0	TREE	$1,320.00	12.00	TREE	$1,320.00	12.00	TREE	$1,320.00
4	2104.502	REMOVE SIGN	$27.50	29.0	EACH	$797.50	0.00	EACH	$0.00	29.00	EACH	$797.50
5	2104.502	REMOVE CATCH BASIN	$660.00	4.0	EACH	$2,640.00	4.00	EACH	$2,640.00	4.00	EACH	$2,640.00
6	2104.502	REMOVE CASTING	$220.00	4.0	EACH	$880.00	4.00	EACH	$880.00	4.00	EACH	$880.00
7	2104.502	REMOVE CURB STOP & BOX	$110.00	1.0	EACH	$110.00	1.00	EACH	$110.00	1.00	EACH	$110.00
8	2104.503	REMOVE PIPE SEWERS	$11.00	195.0	LF	$2,145.00	195.00	LF	$2,145.00	195.00	LF	$2,145.00
9	2104.503	REMOVE CURB & GUTTER	$5.50	2150.0	LF	$11,825.00	2243.00	LF	$12,336.50	2,243.00	LF	$12,336.50
10	2104.504	REMOVE BITUMINOUS PAVEMENT	$8.07	196.0	SY	$1,581.72	216.00	SY	$1,743.12	216.00	SY	$1,743.12
11	2104.518	REMOVE CONCRETE PAVEMENT	$8.80	118.0	SF	$1,038.40	786.00	SF	$6,916.80	786.00	SF	$6,916.80
12	2104.602	RELOCATE SPRINKLER SYSTEM	$1,100.00	2.0	EACH	$2,200.00	0.00	EACH	$0.00	1.00	EACH	$1,100.00
13	2105.507	COMMON EXCAVATION (EV)	$15.20	717.0	CY	$10,898.40	775.00	CY	$11,780.00	775.00	CY	$11,780.00
14	2123.610	CRAWLER MOUNTED BACKHOE	$170.50	2.0	HR	$341.00	1.00	HR	$170.50	1.00	HR	$170.50
15	2211.607	AGGREGATE BASE SPECIAL (CV)	$7.70	220.0	CY	$1,694.00	220.00	CY	$1,694.00	220.00	CY	$1,694.00
16	2215.504	FULL DEPTH RECLAMATION	$2.97	7500.0	SY	$22,275.00	7782.00	SY	$23,112.54	7,782.00	SY	$23,112.54
17	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	$55.00	78.0	SY	$4,290.00	75.00	SY	$4,125.00	108.00	SY	$5,940.00
18	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	$70.95	669.0	TON	$47,465.55	0.00	TON	$0.00	770.62	TON	$54,675.49
19	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,B)	$63.36	892.0	TON	$56,517.12	979.00	TON	$62,029.44	979.00	TON	$62,029.44
20	2503.503	12" RC PIPE SEWER CLASS V	$63.80	156.0	LF	$9,952.80	156.00	LF	$9,952.80	156.00	LF	$9,952.80
21	2503.602	CONNECT TO EXISTING STORM SEWER	$1,100.00	2.0	EACH	$2,200.00	2.00	EACH	$2,200.00	2.00	EACH	$2,200.00
22	2503.603	6" PVC SANITARY SERVICE PIPE	$22.00	20.0	LF	$440.00	0.00	LF	$0.00	0.00	LF	$0.00
23	2504.602	CONNECT TO EXISTING WATER MAIN	$2,750.00	4.0	EACH	$11,000.00	4.00	EACH	$11,000.00	4.00	EACH	$11,000.00
24	2504.602	ADJUST VALVE BOX	$660.00	13.0	EACH	$8,580.00	16.00	EACH	$10,560.00	16.00	EACH	$10,560.00
25	2504.602	8" GATE VALVE & BOX	$2,739.00	3.0	EACH	$8,217.00	3.00	EACH	$8,217.00	3.00	EACH	$8,217.00
26	2504.602	CONNECT TO EXISTING WATER SERVICE	$825.00	1.0	EACH	$825.00	1.00	EACH	$825.00	1.00	EACH	$825.00
27	2504.602	1" CORPORATION STOP	$220.00	2.0	EACH	$440.00	2.00	EACH	$440.00	2.00	EACH	$440.00
28	2504.602	1" CURB STOP & BOX	$495.00	2.0	EACH	$990.00	2.00	EACH	$990.00	2.00	EACH	$990.00
29	2504.603	1" TYPE K COPPER PIPE	$24.20	78.0	LF	$1,887.60	78.00	LF	$1,887.60	78.00	LF	$1,887.60
30	2504.603	8" WATERMAIN DUCTILE IRON CL 52	$52.80	638.0	LF	$33,686.40	638.00	LF	$33,686.40	638.00	LF	$33,686.40
31	2504.604	4" POLYSTYRENE INSULATION	$66.00	40.0	SY	$2,640.00	25.00	SY	$1,650.00	25.00	SY	$1,650.00
32	2504.608	WATERMAIN FITTINGS	$9.90	565.0	LB	$5,593.50	427.00	LB	$4,227.30	427.00	LB	$4,227.30
33	2506.502	CASTING ASSEMBLY	$990.00	4.0	EACH	$3,960.00	4.00	EACH	$3,960.00	4.00	EACH	$3,960.00
34	2506.503	CONST DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3')(R-1)	$412.50	20.4	LF	$8,415.00	20.40	LF	$8,415.00	20.40	LF	$8,415.00
35	2506.602	CONNECT TO EXISTING STRUCTURE	$1,650.00	2.0	EACH	$3,300.00	2.00	EACH	$3,300.00	2.00	EACH	$3,300.00
36	2506.602	ADJUST FRAME & RING CASTING	$1,265.00	15.0	EACH	$18,975.00	12.00	EACH	$15,180.00	12.00	EACH	$15,180.00
37	2521.518	4" CONCRETE WALK	$5.20	8590.0	SF	$44,668.00	8590.00	SF	$44,668.00	8,680.00	SF	$45,136.00
38	2521.518	6" CONCRETE WALK	$14.74	1845.0	SF	$27,195.30	1807.00	SF	$26,635.18	1,807.00	SF	$26,635.18
39	2531.503	CONCRETE CURB & GUTTER DESIGN D418	$17.49	2150.0	LF	$37,603.50	2284.00	LF	$39,947.16	2,284.00	LF	$39,947.16
40	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	$87.78	65.0	SY	$5,705.70	59.00	SY	$5,179.02	86.00	SY	$7,549.08
41	2531.604	8" CONCRETE VALLEY GUTTER	$110.00	166.0	SY	$18,260.00	180.00	SY	$19,800.00	180.00	SY	$19,800.00
42	2531.618	TRUNCATED DOMES	$60.50	155.0	SF	$9,377.50	155.00	SF	$9,377.50	138.00	SF	$8,349.00
43	2540.602	RELOCATE MAIL BOX	$165.00	8.0	EACH	$1,320.00	8.00	EACH	$1,320.00	8.00	EACH	$1,320.00
44	2563.601	TRAFFIC CONTROL	$6,600.00	1.0	LS	$6,600.00	1.00	LS	$6,600.00	1.00	LS	$6,600.00
45	2564.518	SIGN PANELS TYPE C	$55.00	205.9	SF	$11,321.75		SF	$0.00	310.97	SF	$17,103.35
46	2573.501	STABILIZED CONSTRUCTION EXIT	$770.00	2.0	LS	$1,540.00	0.00	LS	$0.00	0.00	LS	$0.00
47	2573.502	STORM DRAIN INLET PROTECTION	$220.00	27.0	EACH	$5,940.00	27.00	EACH	$5,940.00	27.00	EACH	$5,940.00
48	2573.503	SILT FENCE, TYPE MS	$4.40	555.0	LF	$2,442.00	556.00	LF	$2,446.40	556.00	LF	$2,446.40
49	2573.602	ROCK DITCH CHECK	$110.00	14.0	EACH	$1,540.00	14.00	EACH	$1,540.00	14.00	EACH	$1,540.00
50	2574.507	LOAM TOPSOIL BORROW (LV)	$38.50	489.0	CY	$18,826.50	360.00	CY	$13,860.00	360.00	CY	$13,860.00
51	2575.504	SODDING TYPE LAWN	$6.05	4400.0	SY	$26,620.00		SY	$0.00	3,060.00	SY	$18,513.00
52	2582.503	24" SOLID LINE MULTI COMP (WHITE)	$5.94	275.0	LF	$1,633.50		LF	$0.00	304.00	LF	$1,805.76
53	2582.518	CROSSWALK MULTI COMP (WHITE)	$4.95	612.0	SF	$3,029.40		SF	$0.00	630.00	SF	$3,118.50
		TOTAL AMOUNT:				**$538,044.14**			**$444,607.26**			**$550,845.42**

RESOLUTION 2020-XXX

RECONCILING THE CONSTRUCTION COST FOR THE 6TH AVENUE REHABILITATION PROJECT

WHEREAS, ASTECH Corporation constructed the project in accordance with the plans and specifications; and,

WHEREAS, the final construction cost of $550,845.42 was 2.38% ($12,801.28) over the original bid price due to a larger area of pavement being replaced at each intersection to fully reconstruct each intersection in preparation for future cross street project; and,

WHEREAS, the funding for the additional costs shall come from the Municipal State Aid program. This will reduce the total cost of the future non-state aid cross street projects while receiving state aid funding for the work; and,

WHEREAS, the second partial payment of $100,926.25 will cover all remaining incurred construction costs completed by the contractor to date with the exception of holding a 5% retainage until the project is finalized and ready for final payment.

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

1) That the City shall make the 2nd partial payment in the amount of $100,926.25 for the 6th Avenue Rehabilitation project to ASTECH Corporation.

2) Funding for the added construction cost shall come from Municipal State Aid funds.

This resolution was duly approved by the Isanti City Council this 15th day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2020-XXX

AMENDMENT TO THE 2020 BUDGET

WHEREAS, on December 3, 2019 the City Council approved the City of Isanti 2020 Budget; and,

WHEREAS, the original, approved 2020 Budget did not provide funding for utilities associated with street lighting; and,

WHEREAS, the Isanti City Council authorizes an amended budget of $49,725 in account 101-43160-380; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2020 budget.

This Resolution is hereby approved by the Isanti City Council this 15th day of December, 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

November 2020

Reported Crime	Month to Date	Year to Date
Theft	11	131
Assault	1	26
Vandalism/Damage to Property	2	45
Narcotics	4	31
Burglary	1	6
Domestics	5	62
Crim Sex	0	6
Robbery	0	0
Loud Party/Disturbance	6	140
Medical	44	379
Permit to Purchase	16	130
Security Check / Extra Patrol	520	4,167

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	49
DUI	2	13
Accidents	8	82
Hit & Run	0	4
Warrant P/U	2	21
Speed	34	274
DAR/DAS	6	49
Administrative Citations (Including Speed)	13	124

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	95,360	451	11,917
Ford Explorer 224	91,729	1,072	20,134
Ford F150 225	40,700	1,095	14,048
Chevy Impala 223	97,937	234	3,215
Dodge Durango 226	22,535	1,626	14,752
Dodge Durango 227	29,400	1,778	24,515
Dodge Durango 228	5,195	2,115	5,195

M.2.

CEZT REPORT NOVEMBER 2020

	Dec	Nov	Oct	Sept	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
TOTAL CASES YTD		101	93	83	72	60	45	35	25	18	8	
NEW CITATIONS THIS PERIOD		0	0	3	0	1	1	1	1	1		
CITATIONS OPEN (End of month)		6	6	6	5	5	4	3	2	1		
OPEN CASES NOT INCL CITATIONS (End of month)		2	2		3	6	4	1	4	3	3	
VIOLATIONS CLOSED THIS PERIOD		7	11	10	12	8	7	9	5	7	5	
NEW CASES THIS PERIOD		8	10	11	12	15	10	10	7	10	8	
CAN-Proh Animals				2	1	1						
CCV-Comm Vehicle Storage												
CDO--Dogs			1			2		1	2	4	5	
CPA-Park & Store. 227-8		2	6	1	3	7	3	2	2	6	3	
CSN-Snow Removal												
CSP-Admin Permits/Solicitors/Peddlers												
CST--Fish Houses, PODS, Rolloffs												
GAR - Garage Sales												
H2O-Water restrictions												
NEX-Exterior Structure, Paint/Repair												
NGA-Garbage Service & Storage												
NGR--Grass Length. 216-2					7	7	3	2				
Nuisance Junk/rubbish/salvage. 216-2-L		5	4	3	5		2	5	2			
NJU--Junk/Brush												
NOX-Noxious Weeds				6								
NUV-Unlicensed vehicle or missing plates. 216-2-L		1	2	1		6	2			1		
RNT-Unlicensed rental												
SGN-Signs				1								
UNP-Unpermitted work												
ZAC-Accessory Building												
ZFE-Fence. 216									1			
ZTD--Temporary Dwelling												
Compliance Letters Mailed this period		7	8	15	6	11	4	7	3	8	6	
Administrative Citations Issues/period		0	0	1	0	1	1	1	1	1	0	
Criminal Citations Issued/period		0	0	3	0	0	0	0	0	0	0	
Abated Properties/Period												
Admin Hearings Requested												
Admin Hearings Held w positive judgement												
Criminal trials w positive judgement												

CITY OF ISANTI MONTHLY REPORT

November 2020

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		
ROOF / SIDING	15	346	$0.00	$0.00	$15.00	$75.00	$1,200.00	$28,450.00		
DECK	0	47	$0.00	$319,724.04	$0.00	$4.00	$0.00	$12,532.50		
LL FINISH	3	22	$32,979.00	$309,527.13	$16.49	$46.49	$1,079.10	$9,718.68		
REMODEL / ADDITION	0	9	$0.00	$12,008.70	$0.00	$1.00	$0.00	$1,027.78		
GARAGE / SHED	0	3	$0.00	$31,564.00	$0.00	$0.00	$0.00	$1,029.60		
MISCELLANEOUS	36	202	$0.00	$15,015.40	$36.00	$56.62	$4,360.00	$25,818.28		
SINGLE DWELLINGS	7	87	$1,433,026.08	$16,158,630.74	$716.52	$1,577.24	$19,981.50	$229,834.90		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	9	130	$0.00	$0.00	$9.00	$25.00	$675.00	$9,900.00		
PLUMBING	6	119	$0.00	$0.00	$6.00	$14.00	$444.00	$9,705.25		
RESIDENTIAL TOTAL	**76**	**965**	**$1,466,005.08**	**$16,846,470.01**	**$799.01**	**$1,799.35**	**$27,739.60**	**$328,016.99**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$3,501,000.00	$0.00	$89.00	$0.00	$27,819.00		
REMODEL / ADDITION	0	3	$0.00	$316,520.00	$0.00	$0.00	$0.00	$5,454.90		
PLUMBING	0	3	$0.00	$121,000.00	$0.00	$51.50	$0.00	$2,714.25		
MECHANICAL	2	6	$3,700.00	$74,175.00	$1.85	$1.85	$124.08	$1,868.34		
ROOF / SIDING	0	2	$0.00	$6,000.00	$0.00	$0.00	$0.00	$2,042.70		
MISCELLANEOUS	5	29	$14,000.00	$141,890.00	$10.00	$12.00	$704.90	$5,269.10		
COMMERCIAL TOTAL	**7**	**45**	**$17,700.00**	**$4,160,585.00**	**$11.85**	**$154.35**	**$828.98**	**$45,168.29**		
RESIDENTIAL/COMMERCIAL TOTAL	**83**	**1010**	**$1,483,705.08**	**$21,007,055.01**	**$810.86**	**$1,953.70**	**$28,568.58**	**$373,185.28**	**$42,497.00**	**$518,556.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 11/30/2020**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2015	447	39	0	0	$8,376,137.06	$155,844.21	$263,439.00
2016	528	59	0	4	$20,282,850.84	$290,151.78	$641,513.88
2017	656	87	0	3	$16,365,649.50	$275,205.68	$686,976.80
2018	611	77	0	2	$20,154,444.43	$316,954.23	$443,094.00
2019	698	82	0	2	$18,742,103.88	$319,117.06	$482,448.00
2020	1010	87	0	2	$21,007,055.01	$373,185.28	$518,556.00

MONTHLY COMPARISON FOR 2020

Month	# Permits	Permit Value	Permit Fees
January	39	$487,175.68	$10,152.70
February	41	$1,200,928.35	$21,432.50
March	45	$904,927.41	$16,008.28
April	66	$1,636,592.28	$30,690.33
May	45	$987,557.04	$19,028.86
June	72	$1,816,398.30	$33,662.40
July	91	$2,638,828.37	$46,050.95
August	230	$2,753,544.10	$60,994.10
September	173	$5,030,748.42	$66,042.70
October	123	$1,882,448.30	$37,699.38
November	83	$1,483,705.08	$28,568.58
December	2	$184,201.68	$2,854.50
Totals	1010	$21,007,055.01	$373,185.28

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M.4.

MEMORANDUM

Date: December 9, 2020

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.120117

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

1) **6th Avenue Rehabilitation**

All street work is complete. Final signage and punchlist items will be completed this month.

2) **TH 65 & Cajima Street RCUT Improvements**

This project is complete. Final closeout paperwork will be processed this month.

3) **2020 Pavement Management Project**

This project is complete. Final payment is on the December 15, 2020 council agenda.

4) **2020 Storm System Management Project**

This project is complete. Final payment has been made.

5) **Legacy Pines 2nd Addition**

Minor Punchlist Items will be addressed in the spring.

6) **Legacy Pines 3rd Addition – Phase 1**

Sidewalks and final pavement surfaces will be completed in the spring.

7) **Legacy Pines 3rd Addition – Phase 2**

Sidewalks and final pavement surfaces will be completed in the spring.

8) **MS4 Implementation**

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

In addition to the current projects listed above we have completed and accepted 55 private developments and 76 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
November 24, 2020

Call to Order: Aaron Zdon - Chair called the meeting to order at 6:00 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, Council Member Jimmy Gordon, Michael Becker
Staff Present: Jenny Garvey - Parks, Recreation and Culture Manager

Motion to approve the agenda motioned by Witte, seconded by Becker with no modifications. Motion passed 4-0

2. Meeting Minutes: Motion by Witte; second by Becker to approve meeting Minutes from October 27, 2020. Motion passed 4-0.

3. Public Hearing: None

4. Isanti Family Farmer's Market and Community Garden Updates – Garvey reviewed that the 2021 Isanti Family Farmer's Market rules and regulations, as well as the 2021 Community Garden rules and regulations is attached for their review and that staff has no changes for either of these items. Zdon asked if any members had anything to add. Witte reviewed that he had reviewed the documents and didn't have any changes to note. Becker added it looks good and Gordon added that we didn't have any complaints from the vendors. Garvey responded that the IFFM vendors were satisfied and that both IFFM and gardeners were very happy that we were able to continue with these areas for the 2020 season. Witte asked if there were any abandoned plots this year. Garvey noted that we had a couple that were not attended too and staff has had communicated with them. Motion to accept these two documents as is. Witte motioned; Becker seconded. Motion passed 4-0.

5. Department Purchases- Garvey explained that staff was able to purchase the following items for 2020 budget, inclusive swing for Rum River Meadows Park, additional replacement belt swings, a hopscotch stencil and a pressure washer for ICC and BMX bathrooms cleaning. The inclusive swing is in response to a resident request for an additional one.

6. Department Updates- Garvey reviewed the department has had to cancel several events due to the COVID 19 pandemic surrounding us, including some upcoming events. Curious Creatures was cancelled for November 10 and December 8. Movie Night for November 6 and December 11 along with the Santa event. The community center is temporarily closed, with the exception to Lions Christmas Project and Sr Dining, as these can continue under the new executive order. The Candy Cane Flashlight hunt for December 13 and the grand opening of the sledding hill for December 16 are on as planned. If things would change staff would alert the public, council and the board of any changes via Facebook or the city website. Public Works will continue to prep and prepare the pleasure rink for use this winter. The sledding hill will be able to remain open for use when we have snow. The rules sign was posted November 18th. Witte inquired about the time of the grand opening, which is at 3:30 for Dec 16th. Witte inquired about the Santa event and ideas of Santa reading or via zoom and maybe something for the future and not necessarily for this year. Garvey replied that she has been brainstorming ideas as well to see if this would be possible. Gordon noted that the Santa may be less expensive as this would be a different format that what was previously set. Garvey added that she has not got in touch with the contracted company as of yet to inquire

about the cancellation of the event and the perimeters within the contract, which may have to be that we postpone the Santa for next year. Zdon asked if there was anything further. Zdon noted that he has heard people are excited that the sledding hill is here and is it being utilized.

Adjournment: Motion by Witte, second by Becker to adjourn the November 24, 2020 meeting of the Parks, Recreation and Culture Board. Motion passed 4-0, meeting adjourned at 6:14 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation and Culture Manager

DRAFT

City of Isanti
2021 Final Budget

Tuesday, December 01, 2020

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	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	445,145,700	492,204,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	400,889,400	449,102,700
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	14.90%	12.03%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.11%	1.10%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,459,836	4,958,400
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	12,273	12,706
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,447,563	4,945,694
GENERAL FUND LEVY (101)	1,435,911	1,693,594	1,820,001	1,798,817	1,657,973	1,549,996	1,373,884	1,373,884	1,466,097	1,298,306	1,934,000	2,009,086	2,172,468	1,817,814	1,828,826	1,919,300
CAPITAL MAINT. LEVY (920)															256,000	438,700
STREET CONST. LEVY (425)															163,000	286,500
EDA LEVY (108)													56,327	62,565	79,802	86,201
ABATEMENT LEVY (101)															24,066	13,432
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 2010B GO BOND						125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	
930 - 2011A GO BOND						0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367
931 - 2014A TAX ABATEMENT						0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036
932 - 2014B GO BOND						0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227
DEBT SERVICE LEVY	406,000	478,336	458,023	446,429	508,689	400,000	368,819	419,000	326,787	659,201	606,561	578,475	530,936	534,212	369,312	281,630
TOTAL LEVY	1,841,911	2,171,930	2,278,024	2,245,246	2,166,662	1,949,996	1,742,703	1,792,884	1,792,884	1,957,507	2,540,561	2,587,561	2,759,731	2,414,591	2,721,006	3,025,763
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	11.20%
$ CHANGE FROM PRIOR	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 304,757
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	61.180%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-1.03%	0.00%

Bond Issue	Fund	Original Amount	12/31/2019 Cash	(LESS) 2020 Debt Payment	ADD 2020 Levy	ADD 2020 Assessments	PROJECTED 12/31/2020 Cash	12/31/2020 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	727,510	(387,950)	85,000		424,560	387,000
2011A GO Improvement	930	790,000	176,196	(90,681)	7,805	19,047	112,367	179,792
2014A GO Tax Abatement Bonds	931	2,560,000	243,555	(211,362)	225,501	-	257,694	2,087,869
2014B General Obligation Bonds	932	390,000	53,679	(48,903)	51,006	-	55,782	187,639

Bond Issue	Fund	12/31/2020 P & I Remaining	PROJECTED 12/31/2020 Cash	(LESS) 2021 Debt Payment	ADD 2021 Levy	ADD 2021 Assessments	PROJECTED 12/31/2021 Cash	12/31/2021 P & I Remaining
2010B GO Improvement Refunding	929	387,000	424,560	(387,000)	-		37,560	-
2011A GO Improvement	930	179,792	112,367	(88,578)	9,367		33,156	91,214
2014A GO Tax Abatement Bonds	931	2,087,869	257,694	(213,113)	222,036		266,617	1,874,756
2014B General Obligation Bonds	932	187,639	55,782	(48,206)	50,227		57,803	139,433

Bond Issue	Fund	12/31/2021 P & I Remaining	PROJECTED 12/31/2021 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	-	37,560	-	-	282,392	319,952	Dec-21
2011A GO Improvement	930	91,214	33,156	(91,214)	9,367	42,084	(6,607)	Feb-22
2014A GO Tax Abatement Bonds	931	1,874,756	266,617	(1,874,756)	1,992,888		384,749	Feb-30
2014B General Obligation Bonds	932	139,433	57,803	(139,433)	147,893		66,263	Feb-24

Total General Fund Wages and Benefits Allocated by Department:

Mayor & Council	$	26,834	1%
Finance/Adiministration	$	442,187	16%
Planning & Zoning	$	106,904	4%
Police	$	1,534,079	55%
Building Inspections	$	169,785	6%
Code Enforcement	$	10,021	0%
General Maintenance	$	36,586	1%
Streets	$	219,474	8%
Sanitation	$	20,878	1%
Parks, Rec & Culture	$	232,681	8%
Total	**$**	**2,799,428**	

Total Wages and Benefits Allocated by Fund:

101	$	2,799,428	70%
108	$	58,102	1%
601	$	290,134	7%
602	$	354,192	9%
603	$	46,004	1%
609	$	434,377	11%
Total	**$**	**3,982,236**	

	By Department		Annual Hours	Hourly Rate	2021 Salary	Sick/Vac Pay	Holiday	Certificates	HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 136,495.11
1/1/2021	Step 7	10.0%	Water Adm.	88	$ 63.7879	$ 5,613.34					
1/16/2021	Step 8	10.0%	Sewer Adm.	1,992	$ 65.7037	$ 130,881.77					
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 111,290.84
1/1/2021	Step 6	10.0%	Water Adm.	888	$ 52.6021	$ 46,710.66					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$ 54.1780	$ 64,580.18					
		10.0%	Liquor Adm.								
HR Director		70.0%	Admin								$ 81,399.00
1/1/2021	Step 1	10.0%	Water Adm.	1,032	$ 38.5529	$ 39,786.59					
6/30/2021	Step 2	10.0%	Sewer Adm.	1,048	$ 39.7065	$ 41,612.41					
		10.0%	Liquor Adm.								
City Clerk		70.0%	Admin								$ 53,324.34
1/1/2021	Step 1	10.0%	Water Adm.	2,080	$ 25.6367	$ 53,324.34					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 63,475.36
1/1/2021	Step 1	10.0%	Water Adm.	1,328	$ 30.1893	$ 40,091.39					
8/20/2021	Step 2	10.0%	Sewer Adm.	752	$ 31.0957	$ 23,383.97					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 51,055.04
1/1/2021	Step 7	3.5%	Plan/Zone	384	$ 23.9578	$ 9,199.80					
3/9/2021	Step 8	10%	Bldg Insp	1,696	$ 24.6788	$ 41,855.24					
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,713.16
1/1/2021	Step 4	45.0%	Sewer	328	$ 23.7827	$ 7,800.73					
2/27/2021	Step 5	10.0%	Storm	1,752	$ 24.4934	$ 42,912.44					
TOTAL ADMINISTRATION DEPARTMENT											**$ 547,752.85**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 94,197.29
1/1/2021	Step 3	5%	Bldg Insp	648	$ 44.3724	$ 28,753.32					
4/23/2021	Step 4	5%	Code Enf.	1,432	$ 45.7011	$ 65,443.98					
		40%	EDA								
Building Official		100%	Bldg Insp								$ 87,947.66
1/1/2021	Step 6			1,904	$ 42.1579	$ 80,268.64					
11/30/2021	Step 7			176	$ 43.6308	$ 7,679.02					
Community Development Specialist		50%	Plan/Zone								$ 55,984.37
1/1/2021	Step 2	45%	Bldg Insp	752	$ 26.4092	$ 19,859.72					
5/12/2021	Step 3	5%	Code Enf.	1,328	$ 27.2023	$ 36,124.65					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 238,129.33**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Police Department											
Chief		100%	Police								$ 110,574.46
1/1/2021	Step 5			888	$ 51.0674	$ 45,347.85					
6/5/2021	Step 6			1,192	$ 52.6021	$ 62,701.70	$ 2,524.90				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.3539	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.1177	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator	CBA	100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$ 38.7051	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.4050	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.5402	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 78,616.47
1/1/2021	Step 5			1,488	$ 35.54	$ 52,883.82					
9/17/2021	Step 6			592	$ 36.71	$ 21,730.60		$ 3,377.05	$ 625.00		
Officer	CBA	100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.5402	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.7071	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer	CBA	100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.0844	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.1453	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer	CBA	100%	Police								$ 68,407.66
1/1/2021	Step 1			1,920	$ 31.0844	$ 59,682.05					
12/2/2021	Step 2			160	$ 32.1453	$ 5,143.25		$ 2,957.37	$ 625.00		
Officer	CBA	100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.4412	$ 77,877.78		$ 3,444.59	$ 625.00		
Officer	CBA	100%	Police								$ 78,597.80
1/1/2021	Step 5			1,504	$ 35.54	$ 53,452.46					
9/21/2021	Step 6			576	$ 36.71	$ 21,143.29		$ 3,377.05	$ 625.00		
Police Secretary - FT		100%	Police								$ 58,653.64
1/1/2021	Step 9			2,080	$ 27.5628	$ 57,330.62	$ 1,323.01				
Police Secretary - PT		100%	Police								$ 22,640.80
1/1/2021	Step 1			1,040	$ 21.7700	$ 22,640.80					
Police Data Clerk - PT		100%	Police								$ 24,187.70
1/1/2021	Step 6			1,040	$ 23.2574	$ 24,187.70					
Code Enf. Officer		100%	Police PT								$ 30,516.98
1/9/2021	Step 1			1,073	$ 20.0644	$ 21,529.10					
9/16/2021	Step 2			435	$ 20.6618	$ 8,987.88					
		100%	Police								
FTO Training	CBA	100%	Police	1,200	$ 2.0000	$ 2,400.00					$ 2,400.00
PT Officers	CBA	100%	Police PT								$ 60,000.00
OT Officers	CBA	100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 1,061,171.92**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 95,987.08
1/1/2021	Step 3	21.2%	Streets	608	$ 44.3724	$ 26,978.42					
4/17/2021	Step 4	1.0%	Sanitation	1,472	$ 45.7011	$ 67,272.02					
		25.0%	PRC			$ 94,250.44	$ 1,736.64				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman	CBA	4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.7026	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.8729	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.6000	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.5193	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.1500	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.8823	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.7805	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechani	CBA	4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.3440	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II	CBA	4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.7805	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.6786	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.7805	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.6786	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.7805	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.6786	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT	CBA	100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
PRC Coordinator		100.0%	PRC							WAIVE	$ 62,648.23
1/1/2021	Step 3			648	$ 29.5095	$ 19,122.16					
4/23/2021	Step 4			1,432	$ 30.3953	$ 43,526.07					
Custodian		100.0%	PRC PT								$ 4,515.11
1/1/2021	Step 1			312	$ 14.4715	$ 4,515.11					
Seasonal		17.4%	Streets PT	2,010	$ 15.6972	$ 31,551.37					$ 31,551.37
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 663,373.55**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 83,335.73
1/1/2021	Step 7			368	$ 39.0988	$ 14,388.36					
3/7/2021	Step 8			1,712	$ 40.2730	$ 68,947.38					
Asst. Manager		100%	Liquor								$ 54,053.58
1/1/2021	Step 1			1,136	$ 25.6367	$ 29,123.29					
7/19/2021	Step 2			944	$ 26.4092	$ 24,930.28					
Clerk I		100%	Liquor								$ 38,878.13
1/1/2021	Step 3			208	$ 18.2001	$ 3,785.62					
2/6/2021	Step 4			1,872	$ 18.7460	$ 35,092.51					
Clerk II		100%	Liquor								
1/1/2021	Step 2			1,248	$ 14.9041	$ 18,600.32					$ 18,600.32
Clerk II		100%	Liquor								
1/1/2021	Step 4			1,248	$ 15.8105	$ 19,731.50					$ 19,731.50
Clerk II	Step 1	100%	Liquor PT	544	$ 14.4715	$ 7,872.50					$ 51,434.98
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Shift Differential			2,800	$ 1.5000	$ 4,200.00					
Total Part Time Clerks						$ 51,434.98					
TOTAL LIQUOR STORE											**$ 266,034.24**

Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
TAXES		1,956,732	1,881,692	1,817,814	1,844,384	2,170,165	2,018,262
LICENSES/PERMITS		350,800	375,400	313,000	348,118	391,103	362,329
INTERGOVERNMENTAL		1,008,198	897,293	788,779	789,776	789,501	731,448
CHARGES FOR SERVICES		203,475	244,215	222,987	230,468	223,487	204,468
FINES AND FORFEITURES		53,050	49,800	40,250	52,502	56,622	47,077
MISCELLANEOUS		35,850	33,200	47,000	74,537	36,620	29,739
TRANSFERS IN		486,400	451,176	369,150	369,150	369,150	396,182
GENERAL FUND REVENUES		**4,094,505**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**
COUNCIL		38,719	41,868	41,656	36,025	33,827	34,436
ELECTIONS		200	8,860	1,350	154	9,627	1,138
FINANCIAL ADMINISTRATION		561,411	543,442	470,935	490,416	445,598	481,922
SPECIAL PROJECTS		-	82,026	137,959	130,053	-	-
PLANNING AND ZONING		150,093	141,306	156,605	86,632	104,931	134,645
MUNICIPAL BUILDING		39,654	41,357	55,286	54,234	39,323	33,705
POLICE ADMINISTRATION		1,743,608	1,367,042	1,446,867	1,397,350	1,195,400	1,307,301
FIRE PROTECTION		257,990	249,505	233,789	234,663	224,513	209,043
BUILDING INSPECTION ADMIN		192,707	320,302	312,610	351,585	362,032	162,663
CODE ENFORCEMENT		12,383	15,378	54,342	45,863	43,795	33,045
CIVIL DEFENSE		2,140	2,300	2,300	4,280	-	2,140
ANIMAL CONTROL		3,091	4,874	4,887	1,568	3,722	4,720
GENERAL CITY MAINTENANCE		58,436	59,918	57,991	43,426	47,642	50,912
HWYS, STREETS, & ROADS		382,948	392,154	396,771	395,418	395,378	355,234
STREET LIGHTING		51,130	-	60,000	48,239	64,636	60,557
SANITATION ADMINISTRATION		24,875	23,578	19,670	17,060	17,725	16,501
PARK,REC,CULTURE		371,307	371,237	393,414	319,906	364,756	364,462
DEBT SERVICE (GENERAL)		-	-	-	-	107,237	-
TRANSFERS		113,944	167,563	152,286	152,284	270,357	-
IMPROVEMENT FUNDS		-	-	75,000	75,000	-	-
MISCELLANEOUS		13,852	100,066	123,965	124,229	977,249	153,445
GENERAL FUND EXPENDITURES		**4,018,487**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
NET INCOME / (LOSS)		**76,018**	**-**	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		(76,018)		**522,377**			
101-31000	R		General Property Taxes		1,932,732	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R		General Prop Taxes-Delinq		20,300	24,000	-	42,685	19,721	27,623
101-31801	R		Tax Forfeited Sales		2,000	2,600	-	1,891	2,547	1,726
101-31900	R		Penalties and Interest DelTax		1,700	2,200	-	3,337	1,024	2,746
		TOTAL	**TAXES**		**1,956,732**	**1,881,692**	**1,817,814**	**1,844,384**	**2,170,165**	**2,018,262**
101-32100	R		Business Licenses/Permits		12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R		Non-Business Licenses/Permits		8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R		Building Permit Fee		175,000	198,100	-	174,440	190,248	210,052
101-32211	R		Plan Check Fee-Bldg.Permit		98,000	95,000	-	97,651	110,482	80,250
101-32212	R		Plumbing Fee-Bldg.Permit		12,500	14,700	-	12,241	16,734	11,408
101-32213	R		Mechanical Fee-Bldg.Permit		13,250	12,400	-	13,181	12,961	9,294
101-32214	R		Fireplace Fee-Bldg.Permit		-	-	-	-	-	-
101-32215	R		Septic Fee		-	-	-	-	-	-
101-32216	R		S/W Connection Fee		3,000	1,300	-	3,075	2,225	900
101-32217	R		Sprinkler Fee		250	300	-	-	612	-
101-32218	R		License Verification Fee		1,000	1,500	-	920	1,425	1,530
101-32219	R		Electrical Permit		23,000	22,700	-	21,506	24,140	22,583
101-32240	R		Animal Licenses		3,000	3,600	-	2,970	3,530	4,235
101-32250	R		Special Vehicle Permit		800	700	-	950	800	650
		TOTAL	**LICENSES/PERMITS**		**350,800**	**375,400**	**313,000**	**348,118**	**391,103**	**362,329**
101-33100	R		Federal Grants and Aids		79,667	8,600	10,000	8,102	6,477	10,906
101-33400	R		State Grants and Aids		-	200	-	-	-	-
101-33401	R		Local Government Aid		780,176	737,393	635,435	635,435	631,811	585,309
101-33403	R		LGA-Market Value Credit		150	-	-	164	391	18
101-33404	R		PERA Rate Increase Aid		1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R		Police Training Reimbursement		-	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R		Other State Aid Grants		-	-	-	-	-	-
101-33423	R		POST Training Aid		6,000	6,400	3,500	5,965	10,527	-
101-33424	R		Police State Aid		72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R		County Grants		-	-	-	-	-	-
101-33601	R		Regional Grants		-	-	-	-	-	2,500
101-33610	R		County Grants/Aid for Hwy		-	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,008,198**	**897,293**	**788,779**	**789,776**	**789,501**	**731,448**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R		Charges for Services		-	-	-	516	-	-
101-34100	R		General Gov t Charges for Svcs		3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R		Rent Revenue		-	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R		Plan Check Fee		-	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		-	-	-	-	-	-
101-34106	R		Advertising Revenue		1,500	1,500	4,200	3,813	3,524	-
101-34110	R		Land Rent		1,000	3,500	900	1,260	1,028	4,382
101-34112	R		Dog Rm/Bd Charges		-	700	500	-	395	792
101-34113	R		Community Ctr Rent Revenue		12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R		Copy Machine Copy Sales		75	200	-	85	135	158
101-34115	R		Lease Revenue		76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R		Police Charges for Services		1,000	400	700	1,513	2,125	399
101-34202	R		Security Services		-	-	-	-	-	-
101-34203	R		Accident Reports		-	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R		School Dist Resource Officer		85,520	88,471	76,000	80,756	60,162	28,722
101-34211	R		PD Charges for Scvs		-	-	-	-	-	-
101-34212	R		Nuisance Abatement		3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R		PW Other Charges for Scvs		750	1,100	800	652	1,266	1,024
101-34304	R		Street Cut Charges		4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R		Snow Removal		-	100	100	-	10	16
101-34306	R		Weed/Grass Removal		-	-	-	109	(96)	1,724
101-34700	R		Park Rental Fees		500	800	1,500	585	1,010	240
101-34750	R		Rec Program Fees		300	350	350	313	291	368
101-34780	R		Park Fees		50	-	-	40	65	50
101-34951	R		Surplus Property Rev		-	250	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**203,475**	**244,215**	**222,987**	**230,468**	**223,487**	**204,468**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R		Fines and Forfeits		50	-	-	56	32	200
101-35102	R		Parking Fines		1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R		Other Fines		-	-	-	-	-	-
101-35105	R		Highway Fines		35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R		Dog Impound Fee		-	1,300	1,250	-	1,279	1,195
101-35107	R		NSF Fines		-	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		-	-	-	-	-	-
101-35110	R		Storage Fees		-	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R		Administrative Citation		2,000	2,200	2,000	1,160	2,708	2,094
		TOTAL	**FINES AND FORFEITURES**		**53,050**	**49,800**	**40,250**	**52,502**	**56,622**	**47,077**
101-36100	R		Special Assessments		-	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		1,000	2,400	3,000	955	469	2,821
101-36201	R		Refunds & Reimbursements		7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R		Loan Payments		-	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		-	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		-	-	-	-	-	-
101-36210	R		Interest Earnings		20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R		Contributions and Donations		7,750	-	-	-	5,000	-
101-36231	R		Community Center Contributions		-	-	-	-	-	-
101-37460	R		General Penalty		100	200	-	22	186	139
101-37840	R		Cash Over - (Short)		-	-	-	-	-	-
101-37843	R		Bank Charges		-	-	-	-	-	-
101-37844	R		Error Adjustment		-	-	-	21	(0)	-
101-39102	R		Sale of Property		-	-	-	649	737	-
101-39103	R		Insurance Proceeds		-	-	-	-	-	-
		TOTAL	**MISCELLANEOUS**		**35,850**	**33,200**	**47,000**	**74,537**	**36,620**	**29,739**
101-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
101-39203	R		Transfer from Other Fund		486,400	451,176	369,150	369,150	369,150	396,182
		TOTAL	**TRANSFERS IN**		**486,400**	**451,176**	**369,150**	**369,150**	**369,150**	**396,182**
101-39999	R		Prior Period Adjustment		-	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,018,487**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		24,927	21,777	24,927	25,327	22,577	22,582
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		1,907	1,666	1,907	1,938	1,727	1,459
101-41110-130	E		Employer Paid Ins General		-	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		-	-	-	-	-	21
101-41110-200	E		Office Supplies (GENERAL)		250	700	125	143	208	-
101-41110-208	E		Training and Instruction		2,500	4,750	4,750	693	499	919
101-41110-220	E		General Supplies		-	-	-	13	-	-
101-41110-303	E		Engineering Fees		-	-	150	-	-	-
101-41110-305	E		Technology		1,000	2,000	1,000	861	1,225	-
101-41110-351	E		Legal Notices Publishing		1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E		General Liability Ins		5	25	160	29	132	150
101-41110-433	E		Dues and Subscriptions		6,630	9,200	6,137	6,169	5,939	7,753
			League of Minnesota Cities	$ 6,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		-	-	-	26	-	101
41110		**TOTAL**	**COUNCIL**		**38,719**	**41,868**	**41,656**	**36,025**	**33,827**	**34,436**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		-	5,560	-	-	3,592	-
101-41200-200	E		Office Supplies (GENERAL)		-	100	100	-	-	-
101-41200-208	E		Training and Instruction		-	1,300	-	-	661	-
101-41200-303	E		Engineering Fees		-	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		-	200	250	-	77	-
101-41200-361	E		General Liability Ins		-	-	-	-	-	-
101-41200-439	E		Election Expenses		200	1,700	1,000	154	5,296	1,138
41200		**TOTAL**	**ELECTIONS**		**200**	**8,860**	**1,350**	**154**	**9,627**	**1,138**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500			FINANCIAL ADMINISTRATION							
101-41500-100	E		Wages & Salaries General		327,953	300,019	274,583	266,374	263,551	274,277
101-41500-101	E		PT Salaries & Wages		4,900	5,500	-	-	-	-
101-41500-102	E		Full-Time Employees OT		-	-	-	26	-	-
101-41500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41500-112	E		Contracted Services		10,248	40,235	13,240	11,871	10,004	7,944
			Codification Maint. Fee	$ 995						
			Isantian Newsletter	$ 8,000						
			City Code Update (30%)	$ 1,253						
101-41500-120	E		Employer Contrib Ret General		50,034	45,646	41,184	39,286	39,143	40,105
101-41500-130	E		Employer Paid Ins General		61,733	49,926	43,486	44,618	49,696	51,949
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	25	-	48
101-41500-151	E		Worker s Comp Insurance		2,842	2,731	1,328	1,536	1,627	1,992
101-41500-200	E		Office Supplies (GENERAL)		3,500	3,900	3,640	3,491	2,504	3,465
			Miscellaneous	$ 6,500						
			15% to EDA, PRC, P/Z	$ (3,000)						
101-41500-202	E		Duplicating and copying supply		1,870	1,980	2,240	1,473	1,552	1,752
			Copier Lease	$ 2,300						
			Paper / Supplies	$ 1,100						
			15% to P/Z, PRC, EDA	$ (1,530)						
101-41500-207	E		Computer Supplies		-	-	-	-	-	-
101-41500-208	E		Training and Instruction		11,235	8,775	9,235	8,176	7,062	7,073
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		250	-	-	73	-	-
101-41500-300	E		Professional Srvs (GENERAL)		50,224	46,530	43,641	75,783	32,833	37,374
			City Attorney	$ 40,000						
			Safety Training (8%)	$ 224						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E		Audit & Accounting Services			17,540	17,538	14,683	15,875	18,090	39,792
			Annual Financial Audit	$	30,080						
			AUP (Agreed Upon Procedures)	$	5,000						
			12.5% each Water, Sewer, Storm, Liquor	$	(17,540)						
101-41500-303	E		Engineering Fees			-	100	90	-	604	(675)
101-41500-305	E		Technology			6,627	6,241	5,350	6,551	5,168	5,137
			Anti Spam Software	$	245						
			WB IT Solutions (15%)	$	4,665						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
101-41500-320	E		Communications (GENERAL)			1,548	1,536	-	1,803	754	-
			Verizon	$	1,548						
101-41500-322	E		Postage			5,090	5,385	5,385	4,423	4,759	4,789
			Bulk Mailing - Isantian	$	1,900						
			PO Box Fee	$	120						
			Postage 5,000 @ $0.55	$	2,750						
			Certified Letters	$	320						
101-41500-335	E		Auto Expense			110	110	2,953	1	2,980	1,487
			City Hall Vehicle(s)	$	110						
101-41500-351	E		Legal Notices Publishing			300	600	600	66	254	115
101-41500-361	E		General Liability Ins			2,100	2,420	3,367	2,321	3,311	2,301
101-41500-366	E		Bonds/Life Insurance			-	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip			-	-	-	2	-	-
101-41500-433	E		Dues and Subscriptions			2,507	2,270	2,259	3,290	1,707	2,998
			MN City/Cty Management Assoc	$	160						
			MN Clerks & Finance Officers Assoc	$	50						
			SHRM Membership	$	230						
			ICMA	$	1,092						
			Int'l Institute of Muncipal Clerks	$	170						
			MN GFOA	$	140						
			MN Society of CPAs	$	280						
			AICPA	$	285						
			MN Board of Accountancy	$	100						
101-41500-437	E		Other Miscellaneous			800	2,000	-	32	-	-
			Employee Wellness	$	800						
101-41500-500	E		Capital Expenditures			-	-	3,671	3,320	-	-
101-41500-511	E		Land Acquisition			-	-	-	-	-	-
101-41500-721	E		Contingency Fund			-	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**			**561,411**	**543,442**	**470,935**	**490,416**	**445,598**	**481,922**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41501			**SPECIAL PROJECT5**							
101-41501-100	E		Wages & Salaries General		-	55,753	91,073	89,708	-	-
101-41501-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41501-112	E		Contracted Services		-	5,000	5,000	3,984	-	-
101-41501-120	E		Employer Contrib Ret General		-	8,447	13,798	12,869	-	-
101-41501-130	E		Employer Paid Ins General		-	6,904	18,553	17,526	-	-
101-41501-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		-	534	689	823	-	-
101-41501-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		-	600	600	52	-	-
101-41501-207	E		Computer Supplies		-	-	-	-	-	-
101-41501-208	E		Training and Instruction		-	1,400	3,600	3,773	-	-
101-41501-220	E		General Supplies		-	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		-	-	-	-	-	-
101-41501-303	E		Engineering Fees		-	-	-	-	-	-
101-41501-305	E		Technology		-	-	-	-	-	-
101-41501-320	E		Communications		-	540	-	-	-	-
101-41501-322	E		Postage		-	-	-	-	-	-
101-41501-335	E		Auto Expense		-	1,558	3,116	260	-	-
101-41501-351	E		Legal Notices Publishing		-	-	600	8	-	-
101-41501-361	E		General Liability Ins		-	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		-	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		-	1,290	930	1,050	-	-
101-41501-437	E		Other Miscellaneous		-	-	-	-	-	-
101-41501-500	E		Capital Expenditures		-	-	-	-	-	-
101-41501-511	E		Land Acquisition		-	-	-	-	-	-
101-41501-721	E		Contingency Fund		-	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**82,026**	**137,959**	**130,053**	**-**	**-**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		80,478	77,882	68,848	30,081	68,906	56,976
101-41910-101	E		Part Time Salaries and Wages		2,450	2,800	6,300	-	-	-
101-41910-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41910-112	E		Contracted Services		4,550	-	-	10,648	-	28,443
			Zoning Code Update	$ 4,550						
101-41910-120	E		Employer Contrib Ret General		12,110	12,121	10,160	4,308	9,970	7,900
101-41910-130	E		Employer Paid Ins General		13,815	6,615	9,855	3,354	8,316	5,428
101-41910-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41910-151	E		Worker s Comp Insurance		689	711	493	578	369	568
101-41910-200	E		Office Supplies (GENERAL)		1,250	1,525	1,200	814	573	1,862
			15% from Admin	$ 1,000						
			Miscellaneous	$ 250						
101-41910-202	E		Duplicating and copying supply		510	540	840	728	503	601
			15% from Admin	$ 510						
101-41910-208	E		Training and Instruction		2,000	2,130	1,130	687	1,081	623
			MN APA Conference	$ 1,500						
			Continuing Education - CDD	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E		Auditing and Acct g Services		-	-	-	-	-	-
101-41910-303	E		Engineering Fees		3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E		Technology		3,712	3,189	3,526	3,040	2,835	2,147
			WB IT Solutions (10%)	$ 3,110						
			Civic Systems Support (5.45%)	$ 602						
101-41910-310	E		Annexation Payments		17,600	23,862	41,187	21,250	1,824	-
			Annex. Pmt to Township - A-2457(OA)-32	$ 11,218						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 6,382						
101-41910-320	E		Communications (GENERAL)		264	1,513	800	528	685	584
			Verizon - 50% CDD Phone	$ 264						
101-41910-322	E		Postage		50	50	50	2	13	158
101-41910-335	E		Auto Expense		55	55	55	1	82	38
			10% from Admin	$ 55						
101-41910-351	E		Legal Notices Publishing		300	300	300	116	664	304
101-41910-361	E		General Liability Ins		10	63	411	76	387	389
101-41910-433	E		Dues and Subscriptions		350	-	-	-	-	-
			MN APA Membership	$ 100						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		900	950	950	787	908	1,217
			Isanti County Recorder / Misc.	$ 900						
101-41910-500	E		Capital Expenditures		-	-	2,500	1,113	2,871	8,577
41910		**TOTAL**	**PLANNING AND ZONING**		**150,093**	**141,306**	**156,605**	**86,632**	**104,931**	**134,645**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941			**MUNICIPAL BUILDING**								
101-41941-100	E		Wages & Salaries General			-	200	-	32	50	-
101-41941-112	E		Contracted Services			960	1,337	1,242	1,161	856	1,230
			Alarm Monitoring	$	610						
			Shred-N-Go	$	350						
101-41941-120	E		Employer Contrib Ret General			-	15	-	5	4	-
101-41941-130	E		Employer Paid Ins General			-	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)			5,250	2,100	1,890	2,214	1,060	759
			Misc. Supplies	$	1,000						
			Conference Table	$	3,500						
			Flags	$	750						
101-41941-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-41941-303	E		Engineering Fees			-	-	-	-	-	-
101-41941-305	E		Technology			8,065	7,535	7,507	7,428	6,431	6,809
			Panic Button Monitoring	$	290						
			WB IT Solutions (25%)	$	7,775						
101-41941-320	E		Communications (GENERAL)			3,164	5,893	3,843	2,852	4,317	3,773
			Landline Service	$	1,274						
			City Hall Phone System Maint. (90%)	$	1,890						
			Long Distance	$	-						
101-41941-361	E		General Liability Ins			2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E		Utilities			12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E		Maint & Repairs - Bldgs.			7,685	8,451	7,632	9,499	10,000	5,767
			Janitorial Services	$	5,346						
			Rug Service	$	864						
			Garbarge/Recycling Services	$	250						
			Fire Suppresion Inspection	$	225						
			Miscellaneous	$	1,000						
101-41941-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-41941-410	E		Rentals			-	-	-	-	-	-
101-41941-500	E		Capital Expenditures			-	-	18,350	17,454	4,950	3,801
101-41941-700	E		Transfers (GENERAL)			-	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**			**39,654**	**41,357**	**55,286**	**54,234**	**39,323**	**33,705**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110			POLICE ADMINISTRATION								
101-42110-100	E		Wages & Salaries General			930,655	690,289	775,035	630,007	608,564	730,294
101-42110-101	E		Part Time Salaries and Wages			90,517	78,356	40,000	137,166	85,258	58,523
101-42110-102	E		Full-Time Employees OT			40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-42110-112	E		Contracted Services			-	-	-	3,375	-	345
101-42110-113	E		Uniform Pay			11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E		Crime Prevention			2,000	2,000	300	434	136	334
101-42110-118	E		Salary Contingency			-	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General			191,216	146,211	152,196	147,846	124,678	135,789
101-42110-130	E		Employer Paid Ins General			185,071	154,893	183,831	132,382	130,040	120,960
101-42110-142	E		Unemployment Comp Benefit Pymt			-	-	-	2,135	-	-
101-42110-151	E		Worker s Comp Insurance			85,262	48,918	32,986	38,694	22,904	31,760
101-42110-200	E		Office Supplies (GENERAL)			3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E		Computer Supplies			-	100	100	60	-	79
101-42110-208	E		Training and Instruction			17,000	17,000	12,500	15,347	15,731	10,613
			Ammunition	$	4,000						
			MN Chiefs Annual Conference	$	800						
			Jubiliee Days Meeting	$	350						
			Misc Training/Courses	$	10,450						
			Misc. Reserve Training	$	500						
			Patrol On-line	$	900						
101-42110-240	E		Small Tools and Minor Equip			2,710	3,056	3,256	2,877	2,196	5,458
			Copy Machine Lease	$	1,260						
			Radar Calibration	$	250						
			Misc Small Tools/Equipment	$	600						
			Misc Investigator Equipment	$	600						
101-42110-300	E		Professional Srvs (GENERAL)			66,492	58,751	45,537	52,744	53,282	44,480
			Prosecution ($4,084/month)	$	49,000						
			Safety Training (14%)	$	392						
			Interpreter Services	$	600						
			Officer Wellness	$	7,200						
			Admin Citation Payment	$	4,800						
			Pre-Employment & Drug Testing	$	4,500						
101-42110-305	E		Technology			13,708	11,727	12,859	13,838	20,358	13,708
			LETG Software Maintenance and Support	$	8,410						
			WB IT Solutions (10%)	$	3,110						
			Watchguard Server/Support	$	-						
			I-Crime Fighter	$	1,296						
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	290						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E		Communications (GENERAL)			10,854	6,261	6,360	5,653	5,393	5,522
			Verizon	$	8,424						
			Landline Service	$	1,740						
			Long Distance	$	90						
			BCA Connection	$	600						
101-42110-321	E		Cell Phone Reimbursement			-	-	-	-	-	60
101-42110-335	E		Auto Expense			34,260	35,914	35,200	33,837	25,559	26,496
			Fuel/Washes	$	21,000						
			PW Labor	$	850						
			GEO Tab	$	2,410						
			Repairs	$	10,000						
101-42110-336	E		PD Reserves			1,200	1,200	2,000	782	1,432	2,681
101-42110-351	E		Legal Notices Publishing			300	300	-	801	331	106
101-42110-361	E		General Liability Ins			33,010	31,991	31,057	30,073	30,000	25,749
101-42110-380	E		Utilities			7,340	8,592	7,550	6,927	6,691	6,294
101-42110-401	E		Maint & Repairs - Bldgs.			6,790	4,257	9,615	12,800	4,631	4,250
			Janitorial Services	$	2,000						
			Rug Service	$	430						
			Garbarge/Recycling Services	$	190						
			Fire Suppresion Inspection	$	170						
			Misc. Services	$	2,000						
			Misc. Equipment	$	2,000						
101-42110-404	E		Repairs/Maint Equipment			1,000	500	1,500	1,729	-	1,520
101-42110-433	E		Dues and Subscriptions			8,665	8,026	1,485	695	283	1,485
			Lexipol Annual Subscription	$	5,810						
			Post License $90/Officer every 3 years	$	270						
			Tri County Law Enforcement	$	75						
			MN Chiefs of Police Assoc.	$	310						
			Range Dues/Special Response Team	$	2,200						
101-42110-440	E		Prisoner Expense			-	-	-	-	-	-
101-42110-442	E		Forfeitures			-	-	-	-	-	-
101-42110-500	E		Capital Expenditures			-	-	53,639	48,905	(341)	44,068
101-42110-501	E		Replacement Fund			-	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)			-	-	-	-	-	-
101-42110-721	E		Contingency Fund			-	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**			**1,743,608**	**1,367,042**	**1,446,867**	**1,397,350**	**1,195,400**	**1,307,301**
42280			**FIRE PROTECTION**								
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-42280-380	E		Utilities			3,620	2,540	2,540	3,416	-	-
101-42280-390	E		Public Safety Expense			254,370	246,965	231,249	231,246	224,513	209,043
101-42280-401	E		Maint & Repairs - Bldgs.			-	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**			**257,990**	**249,505**	**233,789**	**234,663**	**224,513**	**209,043**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42401			**BUILDING INSPECTION ADMIN**								
101-42401-100	E		Wages & Salaries General			122,956	35,013	54,665	48,018	42,432	73,406
101-42401-101	E		Part Time Salaries and Wages			-	-	-	-	250	-
101-42401-102	E		Full-Time Employees OT			-	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
101-42401-112	E		Contracted Services			18,400	267,985	219,738	272,916	288,748	17,211
			Building Official								
			Electrical Inspector	$	18,400						
101-42401-120	E		Employer Contrib Ret General			18,628	5,396	8,282	7,458	6,426	10,826
101-42401-130	E		Employer Paid Ins General			27,099	4,929	8,550	7,829	6,946	19,838
101-42401-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	2
101-42401-151	E		Worker s Comp Insurance			1,102	335	529	616	503	657
101-42401-200	E		Office Supplies (GENERAL)			-	-	1,265	625	824	829
101-42401-202	E		Duplicating and copying supply			-	-	840	489	502	595
101-42401-207	E		Computer Supplies			-	-	-	-	-	110
101-42401-208	E		Training and Instruction			-	500	500	115	-	698
101-42401-210	E		Operating Supplies (GENERAL)			100	50	210	199	99	84
101-42401-300	E		Professional Srvs (GENERAL)			-	935	4,319	2,709	3,642	3,870
101-42401-301	E		Auditing and Acct g Services			-	-	2,937	3,175	3,618	7,958
101-42401-303	E		Engineering Fees			-	2,000	10	-	-	235
101-42401-305	E		Technology			4,021	1,356	2,562	2,530	2,857	2,839
			PSN Monthly eBill (20%)	$	140						
			Civic Systems Support (20.43%)	$	3,881						
101-42401-320	E		Communications (GENERAL)			26	297	600	446	880	1,178
			Verizon - 5% CDD Phone	$	26						
101-42401-335	E		Auto Expense			55	1,155	2,110	592	958	1,178
			10% from Admin	$	55						
101-42401-351	E		Legal Notices Publishing			50	-	50	66	53	359
101-42401-361	E		General Liability Ins			270	351	785	352	738	698
101-42401-380	E		Utilities			-	-	1,412	1,271	991	995
101-42401-401	E		Maint & Repairs - Bldgs.			-	-	746	1,051	1,566	641
101-42401-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions			-	-	-	-	-	-
101-42401-437	E		Other Miscellaneous			-	-	-	3	-	-
101-42401-500	E		Capital Expenditures			-	-	2,500	1,125	-	18,455
101-42401-700	E		Transfers (GENERAL)			-	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**			**192,707**	**320,302**	**312,610**	**351,585**	**362,032**	**162,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		7,509	7,260	34,944	32,077	25,870	6,857
101-42402-101	E		Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E		Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		1,138	1,110	5,294	5,169	5,002	3,336
101-42402-130	E		Employer Paid Ins General		1,307	593	4,072	3,486	2,708	677
101-42402-151	E		Worker s Comp Insurance		67	70	264	311	152	217
101-42402-200	E		Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E		Computer Supplies		-	-	200	-	15	116
101-42402-208	E		Training and Instruction		-	250	250	61	-	-
101-42402-300	E		Professional Srvs (GENERAL)		1,000	2,600	2,750	1,332	858	593
			Attorney/Abatement/Hearings	$ 1,000						
101-42402-305	E		Technology		786	385	1,186	1,016	1,162	1,125
			Civic Systems Support (7.12%)	$ 786						
101-42402-320	E		Communications		26	1,023	1,092	538	354	-
			Verizon - 5% CDD Phone	$ 26						
101-42402-322	E		Postage		125	200	125	38	116	82
101-42402-335	E		Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E		Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E		General Liability Ins		300	337	415	317	392	263
101-42402-494	E		Property Management		-	-	-	-	-	-
101-42402-500	E		Capital Expenditures		-	-	2,500	1,113	-	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**12,383**	**15,378**	**54,342**	**45,863**	**43,795**	**33,045**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		2,140	2,300	2,300	4,280	-	2,140
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		-	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,300**	**2,300**	**4,280**	**-**	**2,140**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E		Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E		Disposal-Animal		90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42700-322	E		Postage		-	-	-	-	-	-
101-42700-361	E		General Liability Ins		1	4	17	3	17	20
101-42700-417	E		Uniform Rentals		-	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,091**	**4,874**	**4,887**	**1,568**	**3,722**	**4,720**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		24,092	23,330	20,713	17,493	19,542	20,483
101-43010-102	E		Full-Time Employees OT		-	-	500	12	(2)	2
101-43010-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43010-113	E		Clothing Replacement		50	45	20	43	27	14
101-43010-120	E		Employer Contrib Ret General		3,650	3,534	3,229	2,609	2,882	2,995
101-43010-130	E		Employer Paid Ins General		6,892	6,340	6,451	4,601	5,030	5,038
101-43010-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		1,952	1,995	1,755	2,080	509	465
101-43010-208	E		Training and Instruction		50	200	200	47	19	15
101-43010-212	E		Motor Fuels		-	-	-	-	-	-
101-43010-220	E		General Supplies		450	500	500	493	426	137
101-43010-222	E		Gen I Operating Expense		3,140	5,325	5,325	688	3,218	3,537
			Torch Gas	$ 200						
			Towel/Rug Service	$ 440						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		500	1,500	1,500	-	432	872
101-43010-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-43010-303	E		Engineering Fees		-	-	-	-	-	-
101-43010-305	E		Technology		-	-	58	57	56	53
101-43010-320	E		Communications (GENERAL)		-	12	12	9	207	8
101-43010-351	E		Legal Notices Publishing		-	-	-	6	-	456
101-43010-361	E		General Liability Ins		1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E		Utilities		11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E		Ground Maintenance		350	-	-	360	-	725
101-43010-401	E		Maint & Repairs - Bldgs.		3,380	2,400	2,322	1,833	2,222	3,128
			Garbarge/Recycling Services	$ 2,880						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		370	500	500	343	335	630
			Annual Lift Inspection	$ 370						
101-43010-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-43010-410	E		Rentals		-	675	675	-	35	-
101-43010-417	E		Uniform Rentals		310	330	264	244	300	245
101-43010-500	E		Capital Expenditures		-	-	-	-	-	-
101-43010-501	E		Replacement Fund		-	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
101-43010-720	E		Operating Transfers		-	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**58,436**	**59,918**	**57,991**	**43,426**	**47,642**	**50,912**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100			HWYS, STREETS, & ROADS							
101-43100-100	E		Wages & Salaries General		123,650	119,731	124,682	117,247	120,594	125,246
101-43100-101	E		Part Time Salaries and Wages		5,490	4,809	4,631	2,729	2,097	16
101-43100-102	E		Full-Time Employees OT		20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E		Contracted Services		-	-	-	-	-	-
101-43100-113	E		Clothing Replacement		250	175	100	219	188	71
101-43100-120	E		Employer Contrib Ret General		22,595	21,443	19,962	20,931	20,284	18,797
101-43100-130	E		Employer Paid Ins General		35,359	32,529	38,718	36,817	32,305	27,930
101-43100-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		12,381	10,581	11,319	13,121	13,194	19,327
101-43100-208	E		Training and Instruction		500	800	800	342	576	82
101-43100-212	E		Motor Fuels		20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E		General Supplies		15,500	12,650	9,000	6,582	11,095	8,879
			Mosquito Spray - Promethium	$ 5,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		500	500	500	510	3,826	9,617
101-43100-229	E		Gravel		3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E		Salt/Sand		50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E		Street Maintenance		9,700	11,000	10,052	9,172	10,008	6,821
			Special Assessments	$ 700						
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)			662	1,939	1,500	1,618	1,885	1,281
			Safety Training (14%)	$	392						
			CDL Drug Testing (30%)	$	270						
101-43100-303	E		Engineering Fees			25,000	30,000	21,000	16,609	19,452	47,654
101-43100-305	E		Technology			642	295	352	378	500	403
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	40						
101-43100-320	E		Communications (GENERAL)			2,240	2,622	3,203	2,598	2,902	2,673
			Verizon	$	1,840						
			Landline Service	$	390						
			Long Distance	$	10						
101-43100-351	E		Legal Notices Publishing			-	-	-	139	149	120
101-43100-361	E		General Liability Ins			3,820	4,223	6,863	4,163	6,472	6,561
101-43100-380	E		Utilities			-	-	-	-	(1,092)	1,092
101-43100-400	E		Grounds Maintenance			750	1,000	1,000	342	600	940
101-43100-401	E		Maint & Repairs - Bldgs.			1,000	1,300	1,630	1,004	1,878	907
101-43100-404	E		Repairs/Maint Machinery/Equip			28,000	32,000	24,000	25,350	41,813	12,730
101-43100-410	E		Rentals			300	300	300	72	886	221
101-43100-417	E		Uniform Rentals			1,750	1,507	1,559	1,553	1,413	1,483
101-43100-433	E		Dues and Subscriptions			110	200	200	106	103	100
			APWA (25%)	$	110						
101-43100-494	E		Property Management			-	-	-	-	-	-
101-43100-500	E		Capital Expenditures			-	-	24,450	24,426	15,680	19,335
101-43100-511	E		Land Acquisition			-	-	-	-	-	-
101-43100-531	E		Improvement-Land			-	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**			**382,948**	**392,154**	**396,771**	**395,418**	**395,378**	**355,234**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		-	-	-	-	-	-
101-43160-361	E		General Liability Ins		-	-	-	-	-	-
101-43160-380	E		Utilities		51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E		Capital Expenditures		-	-	-	-	16,806	11,258
43160		**TOTAL**	**STREET LIGHTING**		**51,130**	**-**	**60,000**	**48,239**	**64,636**	**60,557**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		5,579	5,400	3,922	4,056	4,539	10,165
101-43210-101	E		Part Time Salaries and Wages		9,655	7,900	7,608	7,592	6,293	199
101-43210-102	E		Full-Time Employees OT		500	450	250	434	303	426
101-43210-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43210-112	E		Contracted Services		-	-	-	-	-	-
101-43210-113	E		Clothing Replacement		15	-	5	10	8	3
101-43210-120	E		Employer Contrib Ret General		2,384	2,083	1,280	1,250	1,195	1,190
101-43210-130	E		Employer Paid Ins General		1,592	1,465	1,493	1,358	1,348	1,180
101-43210-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		1,168	1,040	331	392	108	-
101-43210-208	E		Training and Instruction		-	-	-	11	0	-
101-43210-212	E		Motor Fuels		1,200	1,200	900	1,256	1,057	721
101-43210-220	E		General Supplies		-	-	-	13	-	45
101-43210-300	E		Professional Srvs (GENERAL)		750	500	300	380	799	424
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		-	-	-	-	-	-
101-43210-305	E		Technology		-	-	-	-	-	0
101-43210-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		-	-	-	1	-	-
101-43210-361	E		General Liability Ins		2	10	63	12	59	71
101-43210-400	E		Ground Maintenance		2,000	3,500	3,500	270	1,993	2,061
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		30	30	18	24	25	16
101-43210-500	E		Capital Expenditures		-	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**24,875**	**23,578**	**19,670**	**17,060**	**17,725**	**16,501**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
45300			**PARK,REC,CULTURE**								
101-45300-100	E		Wages & Salaries General			145,092	136,907	132,444	128,082	135,459	129,830
101-45300-101	E		Part Time Salaries and Wages			25,822	22,635	25,593	13,949	13,177	2,774
101-45300-102	E		Full-Time Employees OT			1,250	-	-	1,726	1,192	789
101-45300-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-45300-112	E		Contracted Services			7,670	7,329	7,184	5,425	6,850	6,475
			Janitorial Services	$	1,420						
			Portable Restrooms	$	6,250						
101-45300-113	E		Clothing Replacement			130	125	60	117	99	38
101-45300-120	E		Employer Contrib Ret General			25,999	24,243	22,321	20,425	21,202	19,012
101-45300-130	E		Employer Paid Ins General			28,420	26,632	33,870	25,702	28,647	25,307
101-45300-138	E		Employer Paid Ins Admin			-	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-45300-151	E		Worker s Comp Insurance			11,373	11,145	9,561	11,319	3,151	3,419
101-45300-200	E		Office Supplies (GENERAL)			1,100	1,500	1,175	1,086	1,351	940
			15% from Admin	$	1,000						
			Miscellaneous	$	100						
101-45300-202	E		Duplicating and copying supply			510	540	840	569	505	595
			15% from Admin	$	510						
101-45300-208	E		Training and Instruction			1,750	1,850	1,850	1,107	1,916	1,082
			PW Tech Pesticide Licensing	$	250						
			Professional Development	$	1,500						
101-45300-210	E		Operating Supplies (GENERAL)			2,000	2,600	2,980	1,816	2,148	2,106
101-45300-212	E		Motor Fuels			2,300	2,300	2,200	2,198	1,848	1,339
101-45300-220	E		General Supplies			3,000	4,000	3,850	1,458	2,465	1,636
101-45300-226	E		Signs			500	800	700	210	402	697
101-45300-240	E		Small Tools and Minor Equip			1,000	2,000	2,000	712	3,248	157
101-45300-300	E		Professional Srvs (GENERAL)			692	1,721	1,719	1,138	1,137	1,149
			Safety Training (14%)	$	392						
			Attorney	$	300						
101-45300-303	E		Engineering Fees			1,500	2,250	1,500	1,378	948	4,204
101-45300-305	E		Technology			2,157	1,742	1,799	2,147	1,622	1,316
			WB IT Solutions (5%)	$	1,555						
			Civic Systems Support (5.45%)	$	602						
101-45300-320	E		Communications (GENERAL)			1,808	2,513	2,712	2,063	2,446	2,434
			Verizon	$	588						
			Landline Service	$	1,200						
			Long Distance	$	20						
101-45300-322	E		Postage			-	25	25	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-45300-340	E		Advertising			1,250	4,200	5,000	1,736	3,055	1,907
			2020 Event Calendar	$	750						
			Misc	$	500						
101-45300-351	E		Legal Notices Publishing			250	225	200	317	249	198
101-45300-361	E		General Liability Ins			19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E		Utilities			17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E		Ground Maintenance			15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E		Maint & Repairs - Bldgs.			9,190	9,738	7,460	7,344	9,976	11,624
			Garbarge/Recycling Services	$	3,460						
			Rug Service	$	330						
			Fire Suppresion / Inspection Services	$	1,400						
			Miscellaneous	$	4,000						
101-45300-404	E		Repairs/Maint Machinery/Equip			8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E		Rentals			100	150	450	-	-	81
101-45300-417	E		Uniform Rentals			850	739	739	754	714	702
101-45300-433	E		Dues and Subscriptions			2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	$	70						
			MRPA	$	280						
			NRPA	$	200						
			Storyblocks subscription (stock images)	$	150						
			Amazon Prime	$	199						
			Music License (ASCAP)	$	190						
			MPCC	$	400						
			Adobe Suite Annual Dues	$	600						
			APWA (25%)	$	110						
101-45300-437	E		Other Miscellaneous			3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	$	3,340						
101-45300-491	E		Recreation Program			4,875	4,550	3,550	1,571	1,853	2,943
			City Rec programs	$	3,000						
			Movies at ICC	$	1,125						
			Misc Program Supplies	$	750						
101-45300-494	E		Property Management			-	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS			6,000	7,500	9,200	3,851	4,710	4,924
			Fireworks	$	6,000						
101-45300-498	E		Farmers Market			3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E		Street Dance			16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E		Capital Expenditures			-	-	10,500	6,833	44,823	43,831
101-45300-520	E		Buildings and Structures			-	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**			**371,307**	**371,237**	**393,414**	**319,906**	**364,756**	**364,462**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000			**DEBT SERVICE (GENERAL)**								
101-47000-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale			-	-	-	-	107,237	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**			-	-	-	-	**107,237**	-
49000			**TRANSFERS**								
101-49000-700	E		Transfers (GENERAL)			-	-	-	-	257,652	-
101-49000-720	E		Operating Transfers			113,944	167,563	152,286	152,284	12,705	-
			Water - Deer Haven - End 2021	$	1,589						
			Sewer - Deer Haven - End 2021	$	1,589						
			Water - Hotel Project - End 2028	$	28,330						
			Sewer - Hotel Project - End 2028	$	56,670						
			Liquor - 2018 Imp. - End 2029	$	25,765						
49000		**TOTAL**	**TRANSFERS**			**113,944**	**167,563**	**152,286**	**152,284**	**270,357**	-
49008			**IMPROVEMENT FUNDS**								
101-49008-437	E		Other Miscellaneous			-	-	75,000	75,000	-	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**			-	-	**75,000**	**75,000**	-	-
49110			**MISCELLANEOUS FUNDS**								
101-49110-303	E		Engineering Fees			-	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)			-	-	-	-	-	-
101-49110-380	E		Utilities			420	-	-	264	256	124
			General Liability Ins	$	310						
			Janitorial Services	$	110						
101-49110-437	E		Other Miscellaneous			-	-	-	-	-	-
101-49110-490	E		Donations-Organizations			-	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go			13,432	24,066	-	-	6,191	4,960
			Hotel Project - Tax Abatement	$	13,432						
101-49110-612	E		Interest Expense			-	1,000	341	341	962	961
101-49110-615	E		Business Subsidy			-	-	-	-	850,000	-
101-49110-700	E		Transfers (GENERAL)			-	-	123,624	123,624	119,840	147,400
101-49110-730	E		Designated Reserve			-	75,000	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**			**13,852**	**100,066**	**123,965**	**124,229**	**977,249**	**153,445**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**			**4,018,487**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
101		**NET INC**	**NET INCOME / (LOSS)**			**(0)**	-	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		86,201	79,802	62,565	62,565	56,327	-
108-31410	R		Lodging Tax		-	-	1,500	-	-	-
108-33601	R		Regional Grants		-	-	-	-	-	-
108-33621	R		Cable Franchise Fee		7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R		Land Rent		6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R		Assignment&Assumption Agreemen		-	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		-	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		-	-	-	4	20,023	53
108-36210	R		Interest Earnings		726	500	750	2,973	470	(237)
108-36220	R		Farmers Market		-	2,300	1,500	2,563	2,229	2,310
108-36225	R		Street Dance		-	5,000	4,000	5,225	5,128	4,010
108-36230	R		Contributions and Donations		-	-	-	-	-	5,725
108-39102	R		Sale of Property		-	-	-	-	-	-
108-39203	R		Transfer from Other Fund		-	-	87,124	87,124	92,340	147,400
108		**TOTAL**	**EDA REVENUES**		**100,017**	**100,985**	**185,239**	**186,485**	**203,623**	**182,779**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			ECONOMIC DEVELOPMENT AUTHORTY								
108-46500-100	E		Wages & Salaries General			42,811	40,186	93,239	27,625	75,330	83,952
108-46500-101	E		Part Time Salaries and Wages			2,450	2,800	4,000	2,213	3,403	7,420
108-46500-103	E		Health Stipend (HRA)			-	-	-	-	-	-
108-46500-112	E		Contracted Services			-	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General			6,403	6,308	14,162	4,109	10,378	12,917
108-46500-130	E		Employer Paid Ins General			8,724	2,960	25,754	1,309	16,630	17,806
108-46500-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
108-46500-151	E		Worker s Comp Insurance			352	350	678	793	529	639
108-46500-200	E		Office Supplies (GENERAL)			1,000	1,200	875	822	447	865
			15% from Admin	$	1,000						
108-46500-202	E		Duplicating and copying supply			510	540	840	541	492	605
			15% from Admin	$	510						
108-46500-208	E		Training and Instruction			2,450	2,450	1,500	853	676	1,643
			EDAM Conference	$	850						
			Professional Development	$	1,600						
108-46500-300	E		Professional Srvs (GENERAL)			10,000	6,500	5,000	768	7,784	34,272
			Attorney	$	5,000						
			TIF/Tax Abatement Consultant	$	5,000						
108-46500-303	E		Engineering Fees			500	600	600	213	2,298	561
108-46500-305	E		Technology			3,562	3,103	1,681	1,663	1,706	1,203
			WB IT Solutions (5%)	$	1,555						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			Civic Systems Support (5.45%)	$	602						
108-46500-320	E		Communications (GENERAL)			563	989	1,224	524	1,079	1,201
			Verizon - 40% CDD Phone	$	211						
			Landline Service	$	142						
			City Hall Phone System Maint. (10%)	$	210						
			Long Distance	$	-						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-335	E		Auto Expense			-	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing			250	100	100	105	494	399
108-46500-361	E		General Liability Ins			20	89	596	111	573	583
108-46500-380	E		Utilities			1,460	1,401	1,145	1,380	1,352	1,112
108-46500-401	E		Maint & Repairs - Bldgs.			690	-	-	-	-	-
			Janitorial Services	$	594						
			Rug Service	$	96						
108-46500-433	E		Dues and Subscriptions			1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership	$	295						
			North 65 Chamber of Commerce	$	503						
			GPS 45:93	$	850						
108-46500-437	E		Other Miscellaneous			-	-	-	-	-	-
108-46500-494	E		Property Management			-	-	-	-	-	35
108-46500-495	E		Marketing			5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * $30)	$	1,050						
			Initiative Foundation	$	825						
			Mayor's Employer Luncheon	$	1,200						
			Marketing Materials	$	1,500						
			Networking Events	$	650						
108-46500-498	E		Farmers Market			-	-	-	-	-	-
108-46500-499	E		Street Dance			-	-	-	-	-	-
108-46500-500	E		Capital Expenditures			-	-	-	-	-	-
108-46500-511	E		Land Acquisition			-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land			-	-	-	-	-	-
108-46500-602	E		Loan Payment			-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)			136,400	19,150	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**			**225,017**	**97,621**	**185,239**	**71,225**	**149,117**	**208,659**
108		**NET INCOME / (LOSS)**				**(125,000)**	**3,364**	-	**115,261**	**54,506**	**(25,881)**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		286,500	-	-	-	-	-
425-33418	R		Muni State Aid St Maintenance		999,000	-	-	-	-	-
425-34951	R		Surplus Property Rev		-	-	-	-	-	-
425-36100	R		Special Assessments		69,900	-	-	-	-	-
425-36210	R		Interest Earnings		3,400	-	-	-	-	-
425-36230	R		Contributions and Donations		-	-	-	-	-	-
425-39102	R		Sale of Property		-	-	-	-	-	-
425-39201	R		Transfer from General Fund		-	-	-	-	-	-
425-39203	R		Transfer from Other Fund		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**1,358,800**	-	-	-	-	-
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
425-49008-303	E		Engineering Fees		-	-	-	15,328	-	-
425-49008-351	E		Legal Notices Publishing		-	-	-	-	-	-
425-49008-500	E		Capital Expenditures		-	-	-	-	-	-
425-49008-520	E		Buildings and Structures		-	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		1,215,500	-	-	-	-	-
425-49008-620	E		Fiscal Agent s Fees		-	-	-	-	-	-
425-49008-621	E		Bond Discount		-	-	-	-	-	-
425-49008-720	E		Transfer Out		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**1,215,500**	-	-	**15,328**	-	-
425		**NET INCOME / (LOSS)**			**143,300**	-	-	**(15,328)**	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		143,414	-	-	100,459	-	-
440-33623	R		Electric Franchise Fee		174,364	-	-	199,775	-	-
440-36210	R		Interest Earnings		5,000	-	-	18,206	845	(575)
440-39203	R		Transfer from Other Fund		-	-	-	-	-	238,192
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**322,778**	-	-	**318,440**	**845**	**237,617**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		-	-	-	48,267	8,331	15,353
440-49008-351	E		Legal Notices Publishing		-	-	-	243	-	127
440-49008-530	E		ImprovementsOtherThanBldgs		316,000	-	-	203,024	-	197,928
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**316,000**	-	-	**251,533**	**8,331**	**213,407**
440		**NET INCOME / (LOSS)**			**6,778**	-	-	**66,906**	**(7,486)**	**24,210**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		-	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue		-	-	-	206	779	-
601-34115	R		Lease Revenue		-	-	-	-	-	-
601-34400	R		Collector Street Fee		-	-	-	-	-	-
601-35107	R		NSF Fines		500	-	-	420	870	1,260
601-36100	R		Special Assessments		-	800	-	15	796	365
601-36200	R		Miscellaneous Revenues		7,000	-	-	7,022	7,755	8,035
601-36201	R		Refunds & Reimbursements		500	-	-	491	679	1,592
601-36203	R		Loan Proceeds		-	-	-	-	-	-
601-36210	R		Interest Earnings		15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R		Contributions - Developer		-	-	-	-	-	-
601-36262	R		Contributions - Other Funds		-	-	-	-	261,542	-
601-37100	R		Water Sales		1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R		Water Access Charge (WAC)		225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R		Water Reconnection Chg		8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R		Misc. Charges		-	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		-	-	-	-	-	-
601-37160	R		Water Penalty		25,000	-	7,500	26,661	25,150	25,717
601-37228	R		Utility Trunk Fee		20,000	-	-	26,089	22,050	10,055
601-38888	R		Water/Sewer Collections		-	-	-	-	-	-
601-39102	R		Sale of Property		-	-	-	-	-	-
601-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
601-39203	R		Transfer from Other Fund		29,919	29,920	29,920	-	1,590	-
			General Fund - Deer Haven - End 2021	$ 1,589						
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment		-	-	-	-	(18,141)	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,575,139**	**1,203,688**	**1,193,033**	**1,392,456**	**1,534,530**	**1,273,471**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			WATER FUND								
601-49400-100	E		Wages & Salaries General			130,958	125,909	112,847	105,749	110,248	105,590
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
601-49400-102	E		Full-Time Employees OT			13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin			57,362	59,984	44,665	38,525	35,793	21,877
601-49400-112	E		Contracted Services			22,783	20,400	18,400	14,807	11,176	17,097
			Leaks/Breaks/Repairs	$	15,000						
			Generator Service Agreement	$	2,530						
			Backflow Testing	$	4,000						
			City Code Update (30%)	$	1,253						
601-49400-113	E		Clothing Replacement			225	175	90	191	121	62
601-49400-114	E		Crime Prevention			-	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General			21,892	20,824	18,967	16,209	18,224	20,844
601-49400-128	E		Employer Contrib Ret Admin			8,719	9,116	6,767	7,022	5,223	-
601-49400-129	E		Pension Expense			-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E		Employer Paid Ins General			34,071	31,597	32,069	28,012	28,968	26,257
601-49400-138	E		Employer Paid Ins Admin			13,382	12,330	11,545	10,435	9,673	3,381
601-49400-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	5
601-49400-150	E		OPEB Expense			-	-	-	3,926	7,069	-
601-49400-151	E		Worker s Comp Insurance			10,750	9,707	8,311	9,812	3,705	5,427
601-49400-208	E		Training and Instruction			2,900	2,897	3,182	1,665	2,113	2,216
			Training and Instruction	$	2,500						
			Civic Systems Symposium - Util. Clerk	$	400						
601-49400-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E		Motor Fuels			3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E		General Supplies			10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E		Chemicals			29,000	18,000	32,000	22,193	23,477	32,370
601-49400-232	E		Water Meters			30,000	44,000	20,000	21,417	28,045	36,767
601-49400-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	571	1,768	752
601-49400-300	E		Professional Srvs (GENERAL)			2,012	3,546	3,555	2,011	1,469	3,506
			Safety Training (14%)	$	392						
			City Attorney	$	1,000						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	350						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
601-49400-303	E		Engineering Fees			10,000	15,000	24,000	4,764	3,444	12,959
601-49400-305	E		Technology			6,281	5,456	4,531	4,477	4,397	4,061
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
601-49400-320	E		Communications (GENERAL)			3,554	3,801	3,672	3,595	3,869	3,668
			Landline Service	$	1,420						
			Long Distance	$	30						
			Verizon	$	2,104						
601-49400-322	E		Postage			5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E		Legal Notices Publishing			300	300	200	253	437	130
601-49400-361	E		General Liability Ins			10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E		Utilities			56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E		Ground Maintenance			500	1,000	1,000	-	177	473
601-49400-401	E		Maint & Repairs - Bldgs.			5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E		Repairs/Maint Machinery/Equip			16,500	15,000	10,000	8,587	11,647	16,923
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	16,390						
601-49400-405	E		Depreciation (GENERAL)			400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E		Rentals			-	-	-	38	-	-
601-49400-415	E		Other Equipment Rentals			-	-	-	-	-	-
601-49400-417	E		Uniform Rentals			1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E		Dues and Subscriptions			4,370	3,470	3,470	3,831	3,711	4,261
			Gopher State One-Call Locates	$	1,600						
			American Water Works Assocation	$	210						
			WTF Hazardous Chemical	$	25						
			Annual Water Use Report	$	2,300						
			MN Rurual Water Assn (50%)	$	125						
			APWA (25%)	$	110						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E		Other Miscellaneous		500	450	450	479	428	389
			Railroad Pipeline Permit	$ 500						
601-49400-438	E		Bank Charges		-	-	-	-	-	20
601-49400-492	E		Testing-Waste/Water		2,000	2,000	2,000	1,134	1,471	1,649
601-49400-494	E		Property Management		-	-	-	-	-	-
601-49400-500	E		Capital Expenditures		480,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E		Replacement Fund		-	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E		Improvement-Capital		-	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E		2011 Water Meters		-	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
			2007 GO Revenue Note, PFA	$ 56,000						
			2008 GO Revenue Note, PFA	$ 273,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 34,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest		-	-	-	-	-	-
601-49400-611	E		Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
			2007 GO Revenue Note, PFA	$ 9,468						
			2008 GO Revenue Note, PFA	$ 73,861						
			2010A GO Utility Revenue Bonds - Water	$ 3,600						
			2011 GO Water Revenue Bonds, PFA	$ 6,193						
			2013A GO Refunding - Water	$ 6,430						
601-49400-620	E		Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E		Bond Discount		-	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,429						
601-49400-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E		Operating Transfers		40,000	-	-	-	338,714	-
			Capital Contribution Liquor Store Infrastructure	$ 40,000						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**1,967,825**	**1,470,655**	**1,441,677**	**1,337,527**	**1,664,037**	**1,407,937**
601		**NET INCOME / (LOSS)**			**(392,686)**	**(266,967)**	**(248,644)**	**54,929**	**(129,507)**	**(134,466)**
601		**NET CASH FLOW / (LOSS)**			**7,314**	**133,033**	**131,356**	**451,286**	**251,586**	**251,739**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		-	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		-	-	-	258	989	-
602-34000	R		Charges for Services		-	-	-	-	-	-
602-34115	R		Lease Revenue		-	-	-	-	-	-
602-34400	R		Collector Street Fee		-	-	-	-	-	-
602-34951	R		Surplus Property Rev		-	-	-	-	-	-
602-36100	R		Special Assessments		-	-	-	2	(3,660)	(53)
602-36200	R		Miscellaneous Revenues		-	-	500	-	-	-
602-36201	R		Refunds & Reimbursements		1,600	1,600	3,500	1,660	757	1,621
602-36210	R		Interest Earnings		25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R		Contributions - Developer		-	-	-	-	-	-
602-36262	R		Contributions - Other Funds		-	-	-	-	-	-
602-37153	R		Misc. Charges		-	-	-	-	-	-
602-37200	R		Sewer Sales		1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R		Utility Trunk Fee		20,000	-	-	40,887	26,950	20,290
602-37251	R		Sewer Access Charge (SAC)		300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R		Sewer Reconnection Chg		-	-	-	-	-	-
602-37260	R		Swr Penalty		5,750	-	-	5,724	5,778	6,302
602-37843	R		Bank Charges		-	-	-	-	-	-
602-39102	R		Sale of Property		-	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
602-39201	R		Transfer from General Fund		58,259	58,260	68,747	-	11,115	-
602-39203	R		Transfer from Other Fund		-	-	-	-	-	-
602-39320	R		Reoffering Premium		-	-	-	-	-	-
602-39400	R		Loan Forgiveness		-	-	-	107,047	-	173,893
602-39999	R		Prior Period Adjustment		-	-	-	(0)	(24,149)	-
602		**TOTAL**	**SEWER FUND REVENUES**		**1,985,609**	**1,544,688**	**1,498,116**	**1,907,470**	**1,549,827**	**1,743,952**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			SEWER FUND								
602-49450-100	E		Wages & Salaries General			173,142	166,758	149,117	138,569	145,077	140,649
602-49450-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
602-49450-102	E		Full-Time Employees OT			13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E		Health Stipend (HRA)			-	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin			57,362	59,984	55,333	46,773	43,622	28,653
602-49450-112	E		Contracted Services			6,053	5,950	5,950	4,177	4,771	5,297
			Leaks/Breaks/Repairs	$	1,500						
			Generator Service Agreement	$	2,300						
			WWTP Meter Calibration	$	1,000						
			City Code Update (30%)	$	1,253						
602-49450-113	E		Clothing Replacement			300	175	130	266	168	86
602-49450-120	E		Employer Contrib Ret General			28,283	27,013	24,487	20,398	23,135	27,147
602-49450-128	E		Employer Contrib Ret Admin			8,719	9,116	8,383	8,850	6,376	-
602-49450-129	E		Pension Expense			-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E		Employer Paid Ins General			46,137	42,696	43,363	36,216	37,656	35,054
602-49450-138	E		Employer Paid Ins Admin			13,382	12,330	13,258	11,702	11,017	4,400
602-49450-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	6
602-49450-150	E		OPEB Expense			-	-	-	4,559	7,606	-
602-49450-151	E		Worker s Comp Insurance			14,167	13,198	9,773	11,518	5,019	7,509
602-49450-208	E		Training and Instruction			3,650	3,805	4,183	1,315	3,241	2,409
			Training and Instruction	$	3,250						
			Civic Systems Symposium - Util. Clerk	$	400						
602-49450-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E		Motor Fuels			3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E		General Supplies			6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E		Chemicals			70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	776	1,328	856
602-49450-260	E		Hauling			-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)			1,668	2,187	2,196	2,383	1,779	2,075
			Safety Training (14%)	$	392						
			City Attorney	$	506						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	500						
602-49450-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
602-49450-303	E		Engineering Fees			6,500	3,500	3,500	6,997	4,499	964
602-49450-305	E		Technology			6,281	5,456	4,590	4,534	4,453	3,704
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
602-49450-320	E		Communications (GENERAL)			3,104	3,396	3,288	3,180	3,460	3,075
			Landline Service	$	990						
			Long Distance	$	10						
			Verizon	$	2,104						
602-49450-322	E		Postage			5,500	4,532	3,532	5,019	4,226	3,273
602-49450-351	E		Legal Notices Publishing			150	150	150	150	179	19
602-49450-361	E		General Liability Ins			21,560	20,448	17,751	19,382	16,746	17,506
602-49450-380	E		Utilities			254,000	223,590	100,014	239,625	99,106	78,524
602-49450-400	E		Ground Maintenance			1,000	1,000	1,000	-	-	1,198
602-49450-401	E		Maint & Repairs - Bldgs.			5,000	5,000	11,410	3,572	2,581	1,080
			Garbarge/Recycling Services	$	1,520						
			Miscellaneous	$	3,480						
602-49450-404	E		Repairs/Maint Machinery/Equip			20,000	20,000	28,000	34,649	19,519	20,401
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	19,890						
602-49450-405	E		Depreciation (GENERAL)			565,000	490,000	477,000	564,320	483,077	477,075
602-49450-410	E		Rentals			-	-	-	-	665	-
602-49450-415	E		Other Equipment Rentals			-	-	-	-	-	-
602-49450-417	E		Uniform Rentals			1,600	1,560	1,560	1,370	1,432	1,465

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E		Dues and Subscriptions			1,735	1,875	1,875	1,706	1,703	1,784
			WWTF Hazardous Chemical	$	25						
			WWTP Annual Permit Fee	$	1,450						
			MN Rurual Water Assn (50%)	$	125						
			MN Wastewater Operators Assn.	$	25						
			APWA (25%)	$	110						
602-49450-437	E		Other Miscellaneous			-	-	-	4	-	4
602-49450-438	E		Bank Charges			-	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water			6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E		Property Management			-	-	-	-	-	-
602-49450-500	E		Capital Expenditures			38,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E		Replacement Fund			-	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
602-49450-532	E		Improvement-Capital			-	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal			365,000	355,000	260,000	260,000	428,889	620,755
			2010A GO Utility Revenue Bonds - Sewer	$	35,000						
			2014B GO Bonds - Sewer portion	$	105,000						
			2016A GO Sewer Revenue Bonds, PFA	$	225,000						
602-49450-611	E		Bond Interest			59,561	66,708	72,513	72,040	11,833	82,763
			2010A GO Utility Revenue Bonds - Sewer	$	5,585						
			2014B GO Bonds - Sewer portion	$	10,576						
			2016A GO Sewer Revenue Bonds, PFA	$	43,400						
602-49450-620	E		Fiscal Agent s Fees			802	802	505	305	802	501
602-49450-621	E		Bond Discount			-	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount			(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)			35,431	36,273	39,190	39,190	34,668	34,668
			2011A GO Improvement Bonds (930)	$	35,431						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-	-
602-49450-720	E		Operating Transfers			35,000	-	-	-	230,039	-
			Capital Contribution Liquor Store Infrastructure	$	35,000						
602		**TOTAL**	**SEWER FUND EXPENDITURES**			**1,877,628**	**2,140,401**	**1,524,941**	**1,605,614**	**1,703,299**	**1,720,393**
602		**NET INCOME / (LOSS)**				**107,981**	**(595,713)**	**(26,825)**	**301,856**	**(153,473)**	**23,559**
602		**NET CASH FLOW / (LOSS)**				**666,963**	**(111,731)**	**450,175**	**746,993**	**333,481**	**336,512**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		-	-	-	-	-	-
603-31300	R		General Sales and Use Tax		-	-	-	-	-	-
603-33400	R		State Grants and Aids		-	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		-	-	-	86	233	-
603-36100	R		Special Assessments		-	-	-	40	2,238	758
603-36200	R		Miscellaneous Revenues		750	-	-	746	3,056	-
603-36201	R		Refunds & Reimbursements		50	-	-	15	31	105
603-36210	R		Interest Earnings		1,000	1,500	1,000	12,012	5,278	888
603-36262	R		Contributions - Other Funds		-	-	-	-	-	-
603-37300	R		Stormwater Sales		382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R		Stormwater Penalty		1,750	-	-	1,670	1,731	2,021
603-39999	R		Prior Period Adjustment		-	-	-	-	(4,001)	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**386,150**	**340,803**	**298,452**	**362,392**	**330,933**	**273,799**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		30,195	47,405	48,854	44,380	33,986	35,184
603-49500-102	E		Full-Time Employees OT		1,000	1,000	350	885	1,188	68
603-49500-108	E		Wages & Salaries Admin		-	-	4,413	-	-	-
603-49500-112	E		Contracted Services		418	250	250	-	363	149
			City Code Update (10%)	$ 418						
603-49500-113	E		Clothing Replacement		50	50	20	45	52	14
603-49500-120	E		Employer Contrib Ret General		4,744	7,352	7,577	6,947	5,445	5,015
603-49500-128	E		Employer Contrib Ret Admin		-	-	669	-	-	-
603-49500-129	E		Pension Expense		-	-	-	9,993	3,001	216
603-49500-130	E		Employer Paid Ins General		7,885	7,310	9,533	9,627	7,720	6,537
603-49500-138	E		Employer Paid Ins Admin		-	-	693	-	-	-
603-49500-150	E		OPEB Expense		-	-	-	2,260	1,035	-
603-49500-151	E		Worker s Comp Insurance		2,179	2,275	3,790	4,499	785	42
603-49500-208	E		Training and Instruction		1,900	1,085	1,085	414	573	60
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		350	387	387	504	293	289
603-49500-212	E		Motor Fuels		1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E		General Supplies		400	400	400	414	4,067	125
603-49500-230	E		Salt/Sand		4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E		Street Maintenance		-	-	-	-	-	112
603-49500-240	E		Small Tools and Minor Equip		700	800	1,150	263	966	488
603-49500-300	E		Professional Srvs (GENERAL)		18,064	12,250	12,250	11,102	11,025	1,919
			City Attorney	$ 250						
			MS4 Stormwater Permit Application	$ 10,000						
			Engineering - MS4 Assistance	$ 7,500						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (8%)	$ 224						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603-49500-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
603-49500-303	E		Engineering Fees			20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E		Technology			924	560	420	373	506	420
			PSN Monthly eBill (10%)	$	70						
			Civic Systems Support (7.37%)	$	814						
			Anti Spam Software	$	40						
603-49500-322	E		Postage			1,220	996	774	1,152	943	786
603-49500-351	E		Legal Notices Publishing			200	200	200	173	667	-
603-49500-361	E		General Liability Ins			260	346	842	374	797	1,146
603-49500-380	E		Utilities			4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E		Ground Maintenance			10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E		Repairs/Maint Machinery/Equip			5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E		Depreciation (GENERAL)			41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E		Rentals			-	1,000	1,000	-	-	-
603-49500-417	E		Uniform Rentals			300	250	250	270	236	194
603-49500-433	E		Dues and Subscriptions			1,100	1,040	1,040	636	618	30
			MS4 Stormwater Permit	$	400						
			MCSC Membership	$	700						
603-49500-437	E		Other Miscellaneous			-	-	-	-	-	(583)
603-49500-495	E		Rain Garden			5,000	-	-	-	-	-
603-49500-500	E		Capital Expenditures			223,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)			65,000	-	-	-	-	-
			Capital Contribution Liquor Store Infrastructure	$	65,000						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**			**456,684**	**336,374**	**564,964**	**169,345**	**168,281**	**149,827**
603		**NET INCOME / (LOSS)**				**(70,534)**	**4,429**	**(266,512)**	**193,047**	**162,652**	**123,973**
603		**NET CASH FLOW / (LOSS)**				**(29,534)**	**49,429**	**(226,012)**	**246,300**	**207,687**	**164,604**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
609-33400	R		State Grants and Aids		-	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		-	-	-	420	1,312	-
609-34101	R		Rent Revenue		-	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		-	-	-	40	-	-
609-36201	R		Refunds & Reimbursements		-	-	-	297	(20)	(236)
609-36202	R		Loan Payments		-	-	-	-	-	-
609-36210	R		Interest Earnings		4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R		Contributions and Donations		-	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R		Beer Sales -Off Sale		1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R		Wine Sales -Off Sale		302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R		Other Merchandise -Off Sale		167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R		Ice Sales		17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R		Cash Over - (Short)		-	-	-	-	-	-
609-37841	R		Refunds		(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R		NSF Checks		-	-	-	-	-	49
609-37843	R		Bank Charges		-	-	-	-	-	-
609-37844	R		Error Adjustment		-	-	-	-	-	-
609-37845	R		Display Revenue		-	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
609-39201	R		Transfer from General Fund		25,765	79,384	53,619	-	-	-
609-39999	R		Prior Period Adjustment		-	-	-	-	(23,016)	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**3,213,605**	**3,079,548**	**2,917,427**	**3,120,004**	**2,927,223**	**2,792,926**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			MUNICIPAL LIQUOR FUND								
609-49750-100	E		Wages & Salaries General			214,599	203,387	185,250	200,267	169,246	152,812
609-49750-101	E		Part Time Salaries and Wages			51,435	43,782	55,101	35,744	39,470	46,903
609-49750-102	E		Full-Time Employees OT			-	-	-	974	-	-
609-49750-103	E		Health Stipend (HRA)			-	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin			47,151	50,349	50,826	41,165	37,905	31,837
609-49750-112	E		Contracted Services			-	7,700	-	-	-	-
609-49750-120	E		Employer Contrib Ret General			40,304	37,446	36,413	34,024	30,676	33,189
609-49750-128	E		Employer Contrib Ret Admin			7,172	7,656	7,700	5,698	5,568	-
609-49750-129	E		Pension Expense			-	-	-	23,606	(12,349)	35,648
609-49750-130	E		Employer Paid Ins General			51,807	47,821	44,646	49,227	37,825	32,769
609-49750-138	E		Employer Paid Ins Admin			9,123	8,399	9,035	6,811	7,320	4,834
609-49750-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	263	2,769
609-49750-150	E		OPEB Expense			-	-	-	13,013	6,438	-
609-49750-151	E		Worker s Comp Insurance			12,785	13,655	9,452	11,130	5,111	7,019
609-49750-200	E		Office Supplies (GENERAL)			4,600	5,500	5,500	4,515	4,818	4,482
609-49750-208	E		Training and Instruction			1,875	2,480	2,200	987	520	392
			MMBA Conference	$	1,500						
			Alcohol Server Training	$	150						
			Food/Wine Pairing Training	$	175						
			Regional Meeting/Misc Training	$	50						
609-49750-251	E		Liquor For Resale			709,460	676,149	629,664	692,158	659,658	614,306
609-49750-252	E		Beer For Resale			1,281,990	1,162,895	1,127,465	1,250,724	1,134,532	1,099,966
609-49750-253	E		Wine For Resale			196,900	203,829	184,643	192,097	198,857	180,139
609-49750-257	E		Ice For Resale			8,350	9,084	8,665	8,142	8,863	8,453
609-49750-259	E		Other For Resale			120,390	120,585	111,537	117,455	117,643	108,816
609-49750-260	E		Hauling			10,400	10,259	9,708	10,148	10,009	9,471
609-49750-300	E		Professional Srvs (GENERAL)			492	1,071	1,080	969	961	951
			Safety Training (14%)	$	392						
			Miscellaneous	$	100						
609-49750-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
609-49750-305	E		Technology			5,907	4,816	5,060	5,592	5,697	4,556
			WB IT Solutions (10%)	$	3,110						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	20						
			Zabinski - Firewall, Software Updates	$	1,885						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E		Communications (GENERAL)			2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	$	528						
			Landline Service	$	1,730						
			Long Distance	$	50						
609-49750-322	E		Postage			-	-	-	-	-	-
609-49750-340	E		Advertising			7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E		Legal Notices Publishing			500	500	500	166	1,085	685
609-49750-361	E		General Liability Ins			3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E		Dram Shop			3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E		Utilities			15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E		Ground Maintenance			300	375	375	194	-	303
609-49750-401	E		Maint & Repairs - Bldgs.			3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	$	490						
			Rug Service	$	740						
			Garbarge/Recycling Services	$	1,630						
			Miscellaneous	$	1,000						
609-49750-404	E		Repairs/Maint Machinery/Equip			3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	3,390						
609-49750-405	E		Depreciation (GENERAL)			21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E		Over/Short			-	-	-	(50)	39	(5)
609-49750-433	E		Dues and Subscriptions			3,060	2,010	2,010	2,895	878	1,970
			MMBA	$	2,700						
			Buyer's Card MOOFSL	$	20						
			Music License (ASCAP)	$	190						
			Tobacco License	$	150						
609-49750-437	E		Other Miscellaneous			-	-	-	4	-	-
609-49750-438	E		Bank Charges			50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E		Check Recovery Fee			-	-	-	-	-	-
609-49750-490	E		Donations-Organizations			-	-	-	-	-	273
609-49750-493	E		Alarm System			1,120	1,144	1,144	818	1,389	871
609-49750-500	E		Capital Expenditures			-	8,360	10,670	8,108	-	-
609-49750-501	E		Replacement Fund			-	-	-	-	-	-
609-49750-520	E		Buildings and Structures			-	-	-	-	-	-
609-49750-720	E		Operating Transfers			350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**			**3,244,519**	**3,088,321**	**2,949,671**	**3,174,635**	**2,917,141**	**2,826,481**
609		**NET INCOME / (LOSS)**				**(30,913)**	**(8,773)**	**(32,244)**	**(54,631)**	**10,082**	**(33,555)**
609		**NET CASH FLOW / (LOSS)**				**(9,668)**	**14,227**	**(11,544)**	**3,233**	**25,416**	**22,755**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		27,810	-	13,750	13,354	13,770	13,418
614-36210	R		Interest Earnings		100	-	50	203	269	27
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**27,910**	-	**13,800**	**13,557**	**14,039**	**13,445**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
614-49845-207	E		Computer Supplies		-	-	-	168	7,773	1,500
614-49845-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
614-49845-500	E		Capital Expenditures		22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E		Transfers (GENERAL)		-	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**22,695**	-	**9,090**	**13,816**	**10,238**	**6,824**
614		**NET INCOME / (LOSS)**			**5,215**	-	**4,710**	**(258)**	**3,801**	**6,621**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		438,700	-	-	-	-	-
920-33418	R		Muni State Aid St Maintenance		-	-	-	-	-	-
920-34951	R		Surplus Property Rev		-	-	-	-	-	-
920-36100	R		Special Assessments		-	-	-	333,677	-	-
920-36210	R		Interest Earnings		7,200	-	-	24,039	5,186	4,098
920-36230	R		Contributions and Donations		-	-	-	1,200	-	-
920-39102	R		Sale of Property		122,000	-	-	6,613	-	-
920-39201	R		Transfer from General Fund		-	-	36,500	36,500	27,500	-
920-39203	R		Transfer from Other Fund		-	-	-	145,659	82,367	-
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**567,900**	**-**	**36,500**	**547,688**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		-	-	-	571	-	-
920-41110-500	E		Capital Expenditures		1,648	-	-	61,603	-	-
920-41500-300	E		Professional Srvs (GENERAL)		-	-	-	16	-	-
920-41500-500	E		Capital Expenditures		-	-	-	-	-	-
920-41910-500	E		Capital Expenditures		-	-	-	-	-	-
920-41941-500	E		Capital Expenditures		4,150	-	-	-	-	-
920-42000-500	E		Capital Expenditures		-	-	-	-	-	-
920-42110-500	E		Capital Expenditures		68,230	-	-	108,395	-	-
920-42401-500	E		Capital Expenditures		-	-	-	-	-	-
920-43010-500	E		Capital Expenditures		-	-	-	-	-	-
920-43100-500	E		Capital Expenditures		16,409	-	-	-	-	-
920-43160-500	E		Capital Expenditures		18,487	-	-	-	-	-
920-43210-500	E		Capital Expenditures		-	-	-	-	-	-
920-45186-500	E		Capital Expenditures		47,286	-	-	-	-	-
920-45200-500	E		Capital Expenditures		-	-	-	-	-	-
920-45300-500	E		Capital Expenditures		468,425	-	-	2,000	-	-
920-49110-720	E		Operating Transfers		-	82,026	-	96,066	-	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**624,635**	**82,026**	-	**268,651**	-	-
920		**NET INCOME / (LOSS)**			**(56,735)**	**(82,026)**	**36,500**	**279,037**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		-	-	-	250,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
929-36100	R		Special Assessments		-	-	-	1,907	8,811	11,295
929-36210	R		Interest Earnings		-	-	-	27,084	7,106	5,711
929-39203	R		Transfer from Other Fund		-	-	-	-	-	-
929-39310	R		Proceeds GO Bond		-	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**278,991**	**265,918**	**267,006**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
929-47000-601	E		Debt Srv Bond Principal		375,000	-	-	290,000	195,000	50,000
929-47000-611	E		Bond Interest		12,000	-	-	31,215	36,090	37,190
929-47000-620	E		Fiscal Agent s Fees		500	-	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**387,900**	**-**	**-**	**322,092**	**231,852**	**88,134**
929		**NET INCOME / (LOSS)**			**(387,900)**	**-**	**-**	**(43,101)**	**34,066**	**178,873**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		-	-	-	-	-	-
930-36100	R		Special Assessments		-	-	-	27,066	32,560	44,354
930-36210	R		Interest Earnings		1,000	-	-	4,473	1,486	1,234
930-39203	R		Transfer from Other Fund		39,860	-	-	43,523	39,001	39,001
930-39310	R		Proceeds GO Bond		-	-	-	-	-	-
930-39999	R		Prior Period Adjustment		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**50,227**	**-**	**-**	**83,970**	**80,108**	**92,459**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal		85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest		3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent s Fees		500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**89,578**	**-**	**-**	**88,488**	**89,405**	**91,036**
930		**NET INCOME / (LOSS)**			**(39,351)**	**-**	**-**	**(4,518)**	**(9,297)**	**1,422**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		222,036	-	-	223,611	221,616	224,871
931-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
931-36210	R		Interest Earnings		1,000	-	-	3,110	201	504
931-39310	R		Proceeds GO Bond		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**223,036**	-	-	**226,721**	**221,817**	**225,375**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	-	-
931-47000-601	E		Debt Srv Bond Principal		165,000	-	-	155,000	155,000	155,000
931-47000-611	E		Bond Interest		48,113	-	-	54,512	57,613	60,713
931-49008-520	E		Buildings and Structures		-	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**213,513**	-	-	**209,894**	**212,613**	**215,713**
931		**NET INCOME / (LOSS)**			**9,524**	-	-	**16,827**	**9,204**	**9,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		50,227	-	-	51,692	52,259	47,407
932-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
932-36210	R		Interest Earnings		200	-	-	569	34	127
932-39201	R		Transfer from General Fund		-	-	-	-	-	-
932-39203	R		Transfer from Other Fund		-	-	-	-	-	-
932-39310	R		Proceeds GO Bond		-	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**50,427**	-	-	**52,261**	**52,293**	**47,534**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
932-47000-601	E		Debt Srv Bond Principal		45,000	-	-	45,000	40,000	40,000
932-47000-611	E		Bond Interest		3,206	-	-	4,500	4,960	5,290
932-47000-621	E		Bond Discount		-	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
932-47000-720	E		Operating Transfers		-	-	-	-	5,829	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**48,606**	-	-	**49,882**	**51,056**	**45,739**
932		**NET INCOME / (LOSS)**			**1,821**	-	-	**2,379**	**1,237**	**1,796**

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 425
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Estimated Project Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	7th Rehab Brockmn S. 1-4 Addition	2022		$ 657,000																		
	6th Ave Rehabilitation	2020																				
	Main St. Reconstruction	2021	$ 609,000																			
	Downtown Parking Improvements - Eagle Park	2021	$ 95,500																			
	Heritage Walk Imp. - Block Ct. to 3rd Ave NW	2021	$ 121,000																			
	Isanti Hills Street Rehabilitation	2025					$ 935,000															
	Railroad Avenue Reconstruction	2026						$ 305,000														
	Mill Overlay E. Dual from Heritage to WTF	2025					$ 210,000															
	Town Edge Rd. SE. Mill/Overlay	2026						$ 304,000														
	Pave Elm Lane and Viola Street	2029										$ 205,000										
	Pave Gravel Alleys	2029										$ 122,000										
	Pond Street Reconstruction	2029										$ 160,000										
	Tyler Street SE Reconstruction	2027							$ 1,295,000													
	4th Avenue SW Reconstruction	2028								$ 1,372,000												
	Heritage Intersection	2021	$ 800,000																			
	2036-2055 Mill and Overlay Schedule																	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Town Edge Rd. SE. Utility Imp.	Developer																				
	Pond Street Utility Imp.	Developer																				
Department	Revenue																					
	Property Taxes		$ 286,500	$ 295,000	$ 304,000	$ 313,600	$ 322,000	$ 331,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000
	State Grants and Aids																					
	MSA St. Maint.																					
	MSA St. Const.		$ 999,000				$ 630,000	$ 505,000												$ 1,542,000		$ 401,000
	Special Assessments		$ 69,900	$ 66,700		$ 46,800		$ 93,900	$ 158,800	$ 101,400	$ 14,000											
	Interest Earnings		$ 3,400	$ 4,800	$ 1,900	$ 5,000	$ 8,600	$ 6,800	$ 6,000	$ 3,400	$ 1,300	$ -	$ 3,200	$ 7,000	$ 11,100	$ 15,300	$ 19,600	$ 24,200	$ 15,700	$ 6,800	$ 11,600	$ -
	Transfer from General Fund																					
	Transfer from Water Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 276,000	$ 439,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund																					
	Transfer from Other Fund																					
	Bond Proceeds																					$ 2,353,811
	Budgeted Expenditures		$ 1,715,400	$ 657,000	$ -	$ -	$ 1,143,000	$ 1,009,000	$ 1,295,000	$ 1,372,000	$ 587,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Budgeted Revenues		$ 1,358,800	$ 365,500	$ 305,900	$ 364,300	$ 960,600	$ 937,300	$ 1,034,800	$ 1,158,800	$ 398,300	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	1 Year (Over) / Under Budget		$ 143,300	$ (291,500)	$ 305,900	$ 364,300	$ (184,400)	$ (71,700)	$ (260,200)	$ (213,200)	$ (188,700)	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ (843,800)	$ (893,300)	$ 480,800	$ (1,542,400)	$ 1,310,811
	Running Fund (Deficit) / Surplus		$ 481,967	$ 190,467	$ 496,367	$ 860,667	$ 676,267	$ 604,567	$ 343,367	$ 130,167	$ (58,533)	$ 315,467	$ 703,667	$ 1,107,667	$ 1,527,767	$ 1,964,067	$ 2,417,667	$ 1,573,867	$ 680,567	$ 1,161,367	$ (381,033)	$ 929,778

City of Isanti

Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 440

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	2019 Pavement Management	2019																				
	2020 Pavement Management	2020																				
	2021 Pavement Management	2021	$ 316,000																			
	2022 Pavement Management	2022		$ 326,000																		
	2023 Pavement Management	2023			$ 335,000																	
	2024 Pavement Management	2024				$ 345,000																
	2025 Pavement Management	2025					$ 145,000															
	2026 Pavement Management	2026						$ 397,000														
	2027 Pavement Management	2027							$ 412,000													
	2028 Pavement Management	2028								$ 503,000												
	2029 Pavement Management	2029									$ 425,000											
	2030 Pavement Management	2030										$ 525,000										
	2031 Pavement Management	2031											$ 451,000									
	2032 Pavement Management	2032												$ 437,000								
	2033 Pavement Management	2033													$ 450,000							
	2034 Pavement Management	2034														$ 550,000						
	2035 Pavement Management	2035															$ 567,000					
	2036 Pavement Management	2036																$ 71,000				
	2037 Pavement Management	2037																	$ 198,000			
	2038 Pavement Management	2038																		$ 33,000		
	2039 Pavement Management	2039																			$ 147,000	
	2040 Pavement Management	2040																				$ 35,000
	2041 Pavement Management	2041																				
	2042 Pavement Management	2042																				
	2043 Pavement Management	2043																				
	2044 Pavement Management	2044																				
	2045 Pavement Management	2045																				
	2046 Pavement Management	2046																				
	2047 Pavement Management	2047																				
	2048 Pavement Management	2048																				
	2049 Pavement Management	2049																				
	2050 Pavement Management	2050																				
	2051 Pavement Management	2051																				
	2052 Pavement Management	2052																				
	2053 Pavement Management	2053																				
	2054 Pavement Management	2054																				
	2055 Pavement Management	2055																				
	2056 Pavement Management	2056																				
	Transfer to Fund 425	2070																				$ 2,353,811
Department	Revenue																					
	Gas Franchise Fee		$ 143,414	$ 147,716	$ 152,147	$ 156,711	$ 161,412	$ 166,254	$ 171,242	$ 176,379	$ 181,670	$ 187,120	$ 192,734	$ 198,516	$ 204,471	$ 210,605	$ 216,923	$ 223,431	$ 230,134	$ 237,038	$ 244,149	$ 251,473
	Electric Franchise Fee		$ 174,364	$ 179,595	$ 184,983	$ 190,532	$ 196,248	$ 202,135	$ 208,199	$ 214,445	$ 220,878	$ 227,504	$ 234,329	$ 241,359	$ 248,600	$ 256,058	$ 263,740	$ 271,652	$ 279,802	$ 288,196	$ 296,842	$ 305,747
	Interest Earnings		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Budgeted Expenditures		$ 316,000	$ 326,000	$ 335,000	$ 345,000	$ 145,000	$ 397,000	$ 412,000	$ 503,000	$ 425,000	$ 525,000	$ 451,000	$ 437,000	$ 450,000	$ 550,000	$ 567,000	$ 71,000	$ 198,000	$ 33,000	$ 147,000	$ 2,388,811
	Budgeted Revenues		$ 322,778	$ 332,311	$ 342,130	$ 352,243	$ 362,660	$ 373,389	$ 384,441	$ 395,824	$ 407,548	$ 419,624	$ 432,063	$ 444,875	$ 458,071	$ 471,663	$ 485,663	$ 500,083	$ 514,936	$ 530,234	$ 545,991	$ 562,220
	1 Year (Over) / Under Budget		$ 6,778	$ 6,311	$ 7,130	$ 7,243	$ 217,660	$ (23,611)	$ (27,559)	$ (107,176)	$ (17,452)	$ (105,376)	$ (18,937)	$ 7,875	$ 8,071	$ (78,337)	$ (81,337)	$ 429,083	$ 315,936	$ 497,234	$ 398,991	$ (1,826,591)
	Running Fund (Deficit) / Surplus		$ 389,842	$ 396,153	$ 403,283	$ 410,526	$ 628,186	$ 604,575	$ 577,016	$ 469,840	$ 452,388	$ 347,012	$ 328,075	$ 335,950	$ 344,021	$ 265,684	$ 184,347	$ 613,430	$ 930,366	$ 1,427,600	$ 1,826,591	$ (0)

City of Luxor
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs occur every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Today's Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Water	Computing/Technology Devices	Capital Outlay	601.49400.500	5 yr	Ongoing			$ 3,100	$ 800	$ 1,330	$ 2,790	$ 2,860	$ 3,580	$ 920	$ 1,550	$ 4,400	$ 3,310	$ 4,170	$ 1,070	$ 1,790	$ 5,100	$ 3,840	$ 4,830	$ 1,240	$ 2,080		
	Well House No. 1 Well Pump No. 1	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 80,000.00																		$ 80,310		
	Well House No. 1 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 1 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2021	2001	$ 2,500.00																	$ 2,600			
	Well House No 1 Air Conditioner	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 1 Unit Heater	Capital Outlay	601.49400.500	20 yr	2027	2008	$ 1,000.00			$ 1,160																	
	Well House No 2 Well Pump No 2	Capital Outlay	601.49400.500	30 yr	2021	1991	$ 100,000.00	$ 109,270																			
	Well House No. 2 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	1991	$ 7,500.00								$ 10,080												
	Well House No 2 Fire Heater	Capital Outlay	601.49400.500	20 yr	2023	1991	$ 1,000.00			$ 1,160																	
	Well House No. 2 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2028	2004	$ 1,500.00								$ 2,020												
	Well House No 3 Well Pump No 3	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 100,000.00																		$ 180,610		
	Well House No. 3 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 7,500.00								$ 10,080												
	Well House No 3 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 Unit Heater	Capital Outlay	601.49400.500	20 yr	2027	2008	$ 1,000.00			$ 1,160																	
	Well House No 3 Air Conditioning	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 3 VFD	Capital Outlay	601.49400.500	15 yr	2021	2006	$ 12,000.00			$ 12,816																	
	Well House No 3 Exhaust Fan	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 1 - Chlorine Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,000.00								$ 1,680												
	Well House No 3 Chlorine Room Unit Heater	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No 3 Chemical Room Fluorine Tank	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Dehumidistat/s Tank	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 1,800.00																		$ 3,250		
	Well House No 3 Chemical Room Unit Heater	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 2 - Chemical Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room influent Flow Meter - PW FM#4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 7,500.00			$ 8,690																	
	Tank Room Backwash Bristol Flow Meter - PW FM#3	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Backwash Supply Flow Meter BWD FM#4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Filter Tank A	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Tank Room Vacuum Heater No. 1	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Vacuum Heater No. 2	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Vacuum Heater No. 3	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Ejection Heater No. 4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 2,000.00								$ 4,030												
	Tank Room Dehumidifier No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 3	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 4	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 5	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Backwash Recycle Pump	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 7,500.00			$ 8,690															$ 13,550		
	Tank Room Backwash Drain Valves - 2 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Air Wash Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Plant Bypass Valves	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 8,000.00								$ 10,750												
	Tank Room High Pressure Relief Valves	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Tank Room Backwash Recycle Pump	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 80,000.00																		$ 144,490		
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 25,000.00								$ 33,600												
	Chlorine Generation Room Odor Scrubber System	Capital Outlay	601.49401.500	10 yr	2028	2018	$ 85,000.00								$ 114,230												
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Brine Booster Pump No 1	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601.49400.500	15yr	2023	2008	$ 2,000.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Water Softeners	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601.49400.500	10 yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Dilution Rotometer No 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601.49400.500	10 yr	2031	2006	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Hypochlorite Feed Pump No 1	Capital Outlay	601.49400.500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601.49400.500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs can be every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of the document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Salt Brine Tanks (Qty 2)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 50,000.00																		$ 90,310		
	Chlorine Subsection Room - Tank Room CL2 PVC Piping	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 3,400.00			$ 3,400																	
	Chemical Feed Room Permanganate Pump No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960															$ 10,640		
	Chemical Feed Room Permanganate Tank	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 8,060												
	Chemical Feed Room Permanganate Tank Mixer No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Chemical Feed Room Permanganate Scale No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 8,000.00								$ 8,060												
	Chemical Feed Room Permanganate Scale No 2	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 8,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,200.00								$ 11,610												
	Chemical Feed Room Orthophosphate Pump No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,500.00								$ 4,030												
	Chemical Feed Room Fluoride Tank	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 2,000.00																		$ 3,610		
	Chemical Feed Room Fluoride Pump No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Pump No 2	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Scale	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 3,500.00								$ 4,700												
	Chemical Feed Room Unit Heater No 3	Capital Outlay	601 43400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,500.00								$ 2,060												
	Reclaim Area Sludge Pump	Capital Outlay	601 43400 500	15yr	2023	2008	$ 4,000.00			$ 4,640																	
	Backwash Area Backwash Recycle Pump	Capital Outlay	601 43400 500	15yr	2023	2008	$ 7,000.00			$ 8,120															$ 12,040		
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601 43400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Mechanical Room Air Separators	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,600.00			$ 1,800																	
	Tank Room Unit Heater No 1	Capital Outlay	601 43400 500	20 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,300												
	Mechanical Room Water Heater	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Backwash Area Exhaust Fan EF-4	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,160												
	Brine Area Brine Tank No 1	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 25,000.00																		$ 45,150		
	Brine Area Brine Tank No 2	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 25,000.00																		$ 45,150		
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 150,000.00																		$ 270,930		
	WTP Ventilate Cabinet Heater No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 700.00			$ 880															$ 4,530		
	Water Tower Recirculation Pump No 1	Capital Outlay	601 43400 500	15yr	2023	2008	$ 2,500.00			$ 2,900																	
	Elev Water Tower	Buildings and Structures	601 43400 520	50 yr	2053	2003	$ 1,500,000.00																				
	Water Tower Coating	Capital Outlay	601 43400 500	20 yr	2023	2003	$ 700,000.00			$ 811,480																	
	Air dryer for compressor	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 600.00			$ 700																	
	Heater for office	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	CO2 Probe	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 2,000.00								$ 2,580												
	Backup O2 System	Capital Outlay	601 43400 500	40 yr	2048	2008	$ 40,000.00																				
	Filter valve (electrical - Qty 46)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 141,000.00																		$ 290,780		
	Filter valves (general - Qty 46)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 161,000.00																		$ 290,780		
	CL17 Free Cl2 Analyzer	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 2,000.00								$ 2,580												
	CL17 Free Cl2 Analyzer	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Filter	Capital Outlay	601 43400 500	10 yr	2017	2017	$ 250.00																				
	Eyewash Station (Qty 3)	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Eyewash Station (Qty 3)	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Reb. #1 Filter 1 Uncoverior	Capital Outlay	601 43400 500	10 yr	2021	0	$ 300,000.00	$ 327,820																			
	Reb. #1 Filter 2 Underdrain	Capital Outlay	601 43400 500	10 yr	2021	0	$ 300,000.00	$ 327,820																			
	Reb. #1 Filter 3 Uncoverior	Capital Outlay	601 43400 500	10 yr	2023	0	$ 300,000.00			$ 347,780																	
	Reb. #1 Filter 4 Underdrain	Capital Outlay	601 43400 500	10 yr	2024	0	$ 300,000.00				$ 358,230																
	Chlorine Generator Room Mini System Cell	Capital Outlay	601 43400 500	7 yr	2025	2018	$ 55,000.00					$ 67,640															
	Generac - Water Tower	Capital Outlay	601 43400 500	10 yr	2031	N/A	$ 3,000.00											$ 3,660									$ 4,650
	Well 1 Generator	Capital Outlay	601 43400 500	30 yr	2050	2020	$ 19,050.00																				
	Flood Network Meter Infrastructure				2021	0	$ 67,000.00		$ 67,000																		
	Flood Network Meter Radios				2022	0	$ 228,800.00		$ 242,730																		
	Meter Replacement				2021	0	$ 524,000.00		$ 524,000																		
	Transfer Out for Engineered Projects	Operating Transfers	601 43400 720	N/A		Ongoing								$ 80,000	$ 98,000	$ 20,000											
	Contribution to General Fund (100) Capital Purchases	Operating Transfers	601 43400 720	N/A		Ongoing		$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers	601 43400 720					$ 60,000																			
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601 43400 720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 180,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number																								
		Misc Grants and Aids	601 33100																								
		Debt Proceeds	601 34200																								
		Water Sales	601 37100					$ 115,000	$ 180,200	$ 163,110	$ 170,050	$ 175,150	$ 180,410	$ 185,820	$ 191,390	$ 197,130	$ 203,045	$ 209,136	$ 215,410	$ 221,870	$ 228,526	$ 235,382	$ 242,443	$ 249,716	$ 257,208	$ 264,924	$ 272,870
		Water Access Charge	601 37151					$ 138,640	$ 142,800	$ 147,080	$ 151,490	$ 156,030	$ 160,710	$ 165,530	$ 170,500	$ 175,620	$ 180,890	$ 186,320	$ 191,910	$ 197,670	$ 203,600	$ 209,710	$ 216,000	$ 222,480	$ 229,150	$ 236,020	$ 243,100

Anticipated Beginning Fund Balance	Budgeted Expenditures						Budgeted Expenditures	$ 480,190	$ 687,198	$ 1,330,276	$ 410,507	$ 722,500	$ 12,198	$ 90,250	$ 1,047,338	$ 24,400	$ 374,830	$ 4,170	$ 111,210	$ 1,790	$ 30,310	$ 3,640	$ 4,830	$ 94,666	$ 1,424,057	$ -	$ 8,650
	Budgeted Revenues						Budgeted Revenues	$ 253,780	$ 322,100	$ 310,190	$ 321,600	$ 331,180	$ 341,130	$ 351,350	$ 361,890	$ 372,750	$ 383,930	$ 395,450	$ 407,310	$ 419,530	$ 432,120	$ 445,080	$ 458,440	$ 472,190	$ 486,350	$ 500,940	$ 515,970
1/1/2021	5 Year (Over) / Under Budget						5 Year (Over) / Under Budget	$ (226,410)	$ (365,098)	$ (1,019,086)	$ (89,093)	$ (391,320)	$ 328,931	$ 261,100	$ (685,448)	$ 348,350	$ 109,038	$ 391,280	$ 296,100	$ 417,740	$ 401,810	$ 441,440	$ 453,610	$ 377,524	$ (937,707)	$ 500,940	$ 511,320
$ 1,884,438	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 1,658,028	$ 1,294,009	$ 265,819	$ 176,726	$ (214,594)	$ 114,337	$ 375,437	$ (309,011)	$ 39,339	$ 148,377	$ 539,657	$ 835,757	$ 1,253,497	$ 1,655,307	$ 2,096,747	$ 2,550,357	$ 2,927,881	$ 1,989,974	$ 2,490,914	$ 2,977,234

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Non-Inflated 3.00%
Costs double every 24 years

Department Sewer	Expense Computing/Technology Devices	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year Ongoing	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
									$ 3,100	$ 800	$ 1,330	$ 1,880	$ 890	$ 3,560	$ 920	$ 1,550	$ 2,180	$ 1,030	$ 4,370	$ 1,070	$ 1,790	$ 2,530	$ 1,190	$ 4,830	$ 1,240	$ 2,060		
	Pretreatment Fine Screen 1 - Envro Care		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 100,000																				
	Pretreatment Fine Screen 2 - Envro Care		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 100,000																	$ 170,240			
	Pretreatment Parshall Flume		**Capital Outlay**	**602 49450 500**	**60 yr**	**2077**	**2017**	$ 20,000																	$ 170,240			
	Pretreatment Grit Classifier		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 40,000																				
	Pretreatment Grit Separator / Chamber?		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 25,000																	$ 68,100			
	Pretreatment Grit Pump		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																	$ 42,560			
	Pretreatment Exhaust Fan		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																	$ 42,560			
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																		$ 4,260			
	Pretreatment Forcemain from Lift Station to WWTF		**Capital Outlay**	**602 49450 500**	**60 yr**	**2036**	**1996**	$ 1,200,000																$ 1,863,430				
	Pretreatment Automatic Sampler		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 15,000																				
	Pretreatment LEL & H2S Monitor		**Capital Outlay**	**602 49450 300**	**20 yr**	**2037**	**2017**	$ 2,000																				
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 2,000																		$ 4,250		
	Pretreatment Gas Fired Heater		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,000																		$ 3,400		
	Pretreatment Centrifugal Fans		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 1,700		
	Pretreatment Split AC Unit		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 2,000																		$ 1,700		
	Pretreatment Exhaust Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 1,400		
	Pretreatment Make Air Unit		**Capital Outlay**	**602 49450 300**	**20 yr**	**2037**	**2017**	$ 15,000																		$ 1,700		
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 25,540		
	Pretreatment Sump Pump		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																		$ 1,700		
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,500																		$ 4,260		
	Pretreatment Flow Transducers (Qty 2)		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																		$ 2,550		
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																			$ 2,550		
	Aerated Ponds Aerated Pond No. 1		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 3		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 5		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Air Piping in the Aerated Ponds		**Capital Outlay**	**602 49450 500**	**15 yr**	**2036**	**2021**	$ 20,000						$ 24,600														
	Aerated Ponds Control Structure		Buildings and Structures	602 49450 520	40 yr	2036	1996																	$ -				
	Treatment Building Clarifier Splitter Box		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**																					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750																				
	Treatment Building Solids Contact Clarifier No. 2 Mixer		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 2 Scraper		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2036	1996	$ 1,000																				
	Treatment Building Clarifier Sludge Piping and Valves		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 10,000											$ 13,600									
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 10,000											$ 13,600									
	Treatment Building Backwash Piping and Valves		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**												$ -									
	Treatment Building Filter Air Piping		Capital Outlay	602 49450 500	20 yr	2036	1996																					
	Treatment Building Filter Effluent Piping		**Capital Outlay**	**602 49450 300**	**20 yr**	**2036**	**1996**												$ -									
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602 49450 500	20 yr	2036																						
	Treatment Building Filter Underdrain No. 2		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**																						
	Treatment Building Filter No. 1		Capital Outlay	602 49450 500	10 yr	2030	2017												$ -									
	Treatment Building Filter No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2030**	**2017**												$ -									
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2029	2009	$ 1,000																				
	Treatment Building Filter Room Unit Heater No. 2		**Capital Outlay**	**602 49450 500**	**15 yr**	**2030**	**2029**	$ 1,000																				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602 49450 500	10 yr	2036	1996	$ 15,000																				
	Treatment Building Backwash Supply Pump No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2026**	**2013**	$ 15,000								$ 19,570										$ 26,300		
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602 49450 500	10 yr	2026	2016	$ 20,000						$ 24,600														
	Treatment Building Backwash Waste Pump No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2026**	**2016**	$ 20,000						$ 24,600										$ 33,060				
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602 49450 500	10 yr	2028	2018	$ 15,000								$ 19,570								$ 33,060				
	Treatment Building Sludge Return Pump No. 2		**Capital Outlay**	**602 49450 300**	**10 yr**	**2028**	**2018**	$ 15,000								$ 19,570										$ 26,300		
	Clearwell Tank Backwash Overflow		Capital Outlay	602 49450 500	40 yr	2036	1996																			$ 26,300		
	Clearwell Tank Cleanout		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Dehumidifier		Capital Outlay	602 49450 500	15 yr	2023	2008	$ 2,500																				
	Treatment Building Sampler Room Sampler - Influent		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**2016**																					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 2,000																				
	Treatment Building Sampler Room Water Heater		**Capital Outlay**	**602 49450 500**	**15 yr**	**2030**	**1996**	$ 1,000																				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3.00%
Costs to be inflated every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2021	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602 49450 500	15 yr	2021	1996	$ 2,500																				
	Treatment Building Office MCC Equipment		Capital Outlay	602 49450 500	20 yr	2021	1996																					
	Lighting Transformer		Capital Outlay	602 49450 500	20 yr	2021	1996																					
	Treatment Building Garage Air Compressor		Capital Outlay	602 49450 500	10 yr	2026	1996	$ 5,000						$ 6,100														
	Treatment Building Garage Sweeper		Capital Outlay	602 49450 500	20 yr	2038	2018																					
	SCADA		Capital Outlay	602 49450 500	10 yr	2029	2019	$ 55,000													$ 73,900							
	Disinfection Building Trojan UV System		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 125,000																			$ 90,300	
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	10 yr	2031	1996	$ 1,500						$ 193,700														
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	10 yr	2031	1996	$ 3,000																				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 3		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 4		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower Valves		Capital Outlay	602 49450 500	50 yr	2067	2017																					
	Blower Building Dial Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 11,000																				
	Blower Bldg Blower Piping to Pores		Capital Outlay	602 49450 500	40 yr	2036	1996	$ 150,000																	$ 247,930			
	Chemical Feed Room Sodium Chloride Tank		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 17,000						$ 14,650														
	Chemical Feed Room As-in Tank		Capital Outlay	602 49450 500	30 yr	2026	1996	$ 11,000						$ 13,500														
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 3,000																				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Main Lift Station Pump No. 1		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																				
	Main Lift Station Pump No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																				
	Main Lift Station Crane		Capital Outlay	602 49450 500	30 yr	2036	1996	$ 75,000						$ 97,200													$ 42,560	
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	15 yr	2028	2013	$ 12,000								$ 15,660												
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	20 yr	2033	2013	$ 14,000																				
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 9,000															$ 14,440					
	Rum River LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 12,000																				
	Rum River LS Pump 2		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,100							
	Arabian LS Pump 1		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000													$ 17,100							
	Arabian LS Pump 2		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	East Dual LS Pump 1		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000				$ 4,600																
	East Dual LS Pump 2		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000							$ 13,200													
	BMX LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000							$ 15,200													
	BMX LS Pump 2		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000																				$ 9,300
	Cashon LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																				$ 9,300
	Cashon LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																				
	Unity LS Pump 1		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000													$ 7,200							
	Unity LS Pump 2		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000													$ 7,900							
	Deer Haven LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 6,000																				
	Deer Haven LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 6,000																				
	8th Ave LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	8th Ave LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	Subway LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Subway LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Rum River LS Genset		Capital Outlay	602 49450 500	30 yr	2048	N/A	$ 24,000																				
	Arabian LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	East Dual LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	8th Ave LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 33,000																				
	Main LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	Subway LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 12,000																				
	Unity LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				
	Deer Haven LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	Trash Pump Removal		Capital Outlay	602 49450 500	20 yr	2038	N/A																					
	Mobile Kenworth Vactor Truck	W / S / Sch	Capital Outlay	602 49450 500	15 yr	2030	2015	$ 410,000																				
	Skid Tank, Tow Pump		Capital Outlay	602 49450 500																	$ 567,540							
	Mechanical Plant		Capital Outlay	602 49450 500	60 yr	2040	N/A	$ 23,000,000																				
			Capital Outlay	602 49450 500	yr	0	2017	$																				
			Capital Outlay	602 49450 500	yr	0	2018	$																				
			Capital Outlay	602 49450 500	yr	0	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2020	$																				
	Contribution to Liquor Fund (609) Capital Purchases		Operating Transfers	602 49450 720					$ 35,000																			
	Transfer Out for Engineered Projects		Operating Transfers	602 49450 720	N/A			Ongoing																				
	Contribution to General Fund (100) Capital Purchases		Operating Transfers	602 49450 720	N/A			Ongoing	$	$ 58,278	$ 18,507	$ 88,497	$ 912,800	$ 8,609	$ 778,000	$ 655,000		$ 65,239		$ 78,901	$	$ 310,140	$	$ 15,268	$	$	$ 90,796	$ 25,717	$ 119,137	$

Department	Revenue	Account Number																										
	Bond Proceeds and WPA	602 36200																										$ 7,000,000
	Bond Proceeds	602 36203																										$ 8,000,000
	Sewer Sales	602 37200							$ 662,250	$ 695,360	$ 699,030	$ 702,900	$ 706,980	$ 690,670	$ 505,350	$ 520,950	$ 536,170	$ 552,050	$ 568,630	$ 585,680	$ 603,470	$ 621,870	$ 640,130	$ 659,800	$ 679,210	$ 699,560	$ 720,900	$ 742,360
	Sewer Access Charge	602 37251							$ 174,020	$ 179,240	$ 184,620	$ 190,180	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,110	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,260	$ 305,150
	Transfer from Water Fund	602 39201																$ 100,181									
	Transfer from Stormwater Fund	602 39203																$ 94,581									
Reserve Funds or 1/1/2019	Budgeted Expenditures							Budgeted Expenses	$ 38,100	$ 59,078	$ 17,837	$ 99,577	$ 913,600	$ 366,299	$ 306,320	$ 586,559	$ 76,080	$ 773,071	$ 38,370	$ 169,810	$ 29,020	$ 17,798	$ 15,830	$ 2,318,830	$ 727,876	$ 106,907	$ 218,437	$ 23,400,000
	Budgeted Revenues							Budgeted Revenues	$ 871,270	$ 874,600	$ 883,650	$ 893,080	$ 902,840	$ 892,410	$ 713,140	$ 734,970	$ 756,610	$ 1,061,052	$ 802,500	$ 826,430	$ 851,580	$ 877,320	$ 903,350	$ 930,910	$ 958,490	$ 987,290	$ 1,016,940	$ 14,047,710
	3 Year (Over) / Under Budget							3 Year (Over) / Under Budget	$ 555,170	$ 556,112	$ 615,813	$ 553,083	$ 241,240	$ 326,111	$ 406,860	$ 148,411	$ 680,530	$ 287,980	$ 764,130	$ 656,620	$ 821,560	$ 859,522	$ 887,520	$ 271,106	$ 230,584	$ 280,523	$ 255,403	$ (7,352,290)
$ 3,017,323	Running Fund (Deficit) / Surplus							Running Fund (Deficit) / Surplus	$ 3,572,493	$ 4,071,730	$ 4,569,554	$ 5,147,623	$ 4,905,173	$ 5,232,284	$ 5,638,144	$ 5,787,554	$ 6,467,686	$ 6,751,666	$ 7,515,796	$ 8,172,046	$ 8,993,606	$ 9,864,128	$ 10,742,648	$ 11,014,754	$ 11,244,277	$ 11,524,800	$ 11,780,203	$ 3,902,237

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Storm water	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life	Ongoing		$ 2,100	$ 800	$ 1,330	$ 1,880	$ 2,860	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 3,310	$ 4,170	$ 1,070	$ 1,750	$ 2,530	$ 3,840	$ 4,830	$ 1,240	$ 2,080	$ 2,910	$ 3,840
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 5,000															$ 6,011					
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000															$ 9,690					
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	20 yr useful life	2032	2012	$ 135,000																				
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000		$ 10,927																		
	2005 JD M05 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2020	2005	$ 10,000		$ 10,927																		
		Capital Outlay	601-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2020			$ 155,000																			
		Capital Outlay	601-49500-500	30 yr useful life	2021		$ 10,000		$ 10,609																		
		Capital Outlay	603-49500-500	30 yr useful life	2022		$ 10,000			$ 10,927																	
		Capital Outlay	601-49500-500	30 yr useful life	2023		$ 10,000				$ 11,316																
		Capital Outlay	603-49500-500	30 yr useful life	2024		$ 10,000					$ 11,593															
		Capital Outlay	601-49500-500	30 yr useful life	2025		$ 10,000						$ 11,641														
		Capital Outlay	603-49500-500	30 yr useful life	2026		$ 10,000							$ 12,299													
		Capital Outlay	602-49500-500	30 yr useful life	2027		$ 10,000								$ 12,468												
		Capital Outlay	601-49500-500	30 yr useful life	2028		$ 10,000									$ 13,049											
		Capital Outlay	603-49500-500	30 yr useful life	2029		$ 10,000										$ 13,479										
		Capital Outlay	603-49500-500	30 yr useful life	2030		$ 10,000											$ 13,842									
		Capital Outlay	603-49500-500	30 yr useful life	2031		$ 10,000												$ 14,258								
		Capital Outlay	603-49500-500	30 yr useful life	2032		$ 10,000													$ 14,685							
		Capital Outlay	603-49500-500	30 yr useful life	2033		$ 10,000														$ 15,116						
		Capital Outlay	603-49500-500	30 yr useful life	2034		$ 10,000															$ 15,580					
		Capital Outlay	603-49500-500	30 yr useful life	2035		$ 10,000																$ 16,047				
		Capital Outlay	602-49500-500	30 yr useful life	2036		$ 10,000																	$ 16,528			
		Capital Outlay	601-49500-500	30 yr useful life	2037		$ 10,000																		$ 17,024		
		Capital Outlay	603-49500-500	30 yr useful life	2038		$ 10,000																			$ 17,535	
		Capital Outlay	603-49500-500	30 yr useful life	2039		$ 10,000																				$ 18,061
		Capital Outlay	603-49500-500	30 yr useful life	2040		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2041		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2042		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2043		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2044		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2045		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2046		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2047		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2048		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2049		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2050		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2051		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2052		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2053		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2054		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2055		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2056		$ 10,000																				
	Transfer Out for Equipment Projects		603-49500-720																								
	Contribution to Liquor Fund (609) Capital Purchases		603-49500-720					$ 65,000																			
	Contribution to General Fund (820) Capital Purchases		603-49500-720					$ -	$ -	$ 1,479	$ 15,073	$ 260,804	$ 8,499	$ -	$ -	$ -	$ 8,090	$ -	$ -	$ -	$ 15,295	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603-49500-720					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 94,581	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Number
	State Grants & Aids	603-33400
	Special Assessments	603-36100
	Interest Earnings	603-36210
	Storm water Sales	603-37100
	Transfer from General Fund	603-39101
	Transfer from Other Fund	603-39203
	Bond Proceeds	603-39210

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Budgeted Expenditures	$ 223,100	$ 33,264	$ 14,086	$ 28,206	$ 275,253	$ 24,140	$ 177,219	$ 182,218	$ 15,228	$ 137,630	$ 18,032	$ 223,859	$ 16,475	$ 32,924	$ 19,420	$ 20,877	$ 17,768	$ 21,954	$ 25,206	$ 21,901
Budgeted Revenues	$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
1 Year (Over) / Under Budget	$ (145,650)	$ 46,506	$ 68,074	$ 56,414	$ (188,093)	$ 65,630	$ (84,759)	$ (86,988)	$ 82,862	$ (36,600)	$ 86,048	$ (116,679)	$ 93,925	$ 80,786	$ 97,700	$ 99,753	$ 106,482	$ 106,026	$ 106,614	$ 113,869
Running Fund (Deficit) / Surplus	$ 24,509	$ 71,016	$ 139,090	$ 195,504	$ 7,411	$ 73,041	$ (11,717)	$ (98,705)	$ (15,843)	$ (52,443)	$ 33,605	$ (83,074)	$ 10,850	$ 91,636	$ 189,337	$ 289,089	$ 395,571	$ 501,597	$ 608,211	$ 722,080

City of Isanti																										
Capital Maintenance/Replacement Fund																										
Fund 609																										
Assumed Inflation	3.00%																									
- Costs double every 24 years																										
			Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Department	Expense	Account Title																								
Liquor	ADA Compliant Restroom	Capital Outlay (GENERAL)	30 yr																							
	ADA Compliant Counter	Capital Outlay (GENERAL)	20 yr		2500																					
	Fire Suppresion System	Capital Outlay (GENERAL)	40 yr		29500																					
	Freezer Case Replacement	Capital Outlay (GENERAL)	20 yr		1750																					
	Security Camera Upgrade	Capital Outlay (GENERAL)	10 yr		3000																					
	Replace North Cooler	Capital Outlay (GENERAL)	20 yr		3500																					
	Entry Way Remodel	-																								
	Back Delivery Door	-																								
	Employee Door	-																								
	Roof	-																								
	Electrical Fixtures	-																								
	Windows	-																								
	Store Remodel	-																								
		-																								
		-																								
		Capital Outlay (GENERAL)																								
		Replacement Fund																								
	New Store	Buildings and Structures		2021		$ 3,484,740																				
		Operating Transfers																								
Department	Revenue	Account Title																								
		Bond Proceeds				$ 3,344,740																				
		Transfer from Water Fund	Transfer In - Water			$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Transfer from Sewer Fund	Transfer In - Sewer			$ 35,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Transfer from StormWater Fund	Transfer In - Storm			$ 65,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Anticipated Reserve Funds on 1-1-2019	Budgeted Expenditures					$ 3,484,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Budgeted Revenues					$ 3,484,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	1 Year (Over) / Under Budget					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ -	Running Fund (Deficit) / Surplus					#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

City of Isanti																								
Technology Maintenance/Replacement Fund																								
Fund 614																								
Assumed Inflation	3.00%																							
- Costs double every 24 years																								
Assumed Revenue Growth	1.00%																							
Department	Expense	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	N/A	2020																					
ALL	Misc. Software Programs	N/A	Ongoing	$ 1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00
ALL	Computer Displays/Misc. Components	N/A	Ongoing	$ 1,000.00	1,061	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00
ALL	Desktop Printers	N/A	Ongoing	$ 600.00	636	655.00	675.00	695.00	716.00	737.00	759.00	781.00	805.00	829.00	853.00	879.00	905.00	932.00	960.00	989.00	1,019.00	1,049.00	1,081.00	1,113.00	1,147.00
ALL	Document Imaging Software	20 yr useful life	2039	$ 5,000.00																				
FINANCE	Ap Workflow Management Software	20 yr useful life	2028	$ 6,000.00								6,924.00												
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	20 yr useful life	2024	$ 10,000.00				11,593.00																
ADMIN / IR / CITY CLERK	Packet Management Software	20 yr useful life	2020	$ 10,000.00																				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00									2,217.00				2,571.00						2,980.00	
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
WATER	WTP - SCADA TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
POLICE	POLICE STATION TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
LIQUOR	LIQUOR STORE SERVER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
STREET, WATER, SEWER, STORM	WTP IPAD	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	LIQUOR STORE TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
STORMWATER	CITY HALL LAPTOP	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
WATER	WTP TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
PARKS	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
EDA	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	CHIEF - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	LT. - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	POLICE STATION LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN	CITY HALL SFF	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
PLANNING	CITY HALL TOWER	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00						2,496.00					2,893.00		
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
BUILDING INSPECTION	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	5 yr useful life	2021	$ 11,550.00	12,253					14,205.00					16,468.00					19,090.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	5 yr useful life	2022	$ 2,000.00		2,185.00					2,634.00					2,937.00					3,405.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	5 yr useful life	2021	$ 1,000.00	1,061					1,230.00					1,426.00					1,653.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	5 yr useful life	2023	$ 1,400.00			1,620.00					1,949.00					2,723.00					3,158.00		
Revenue	Account Title																							
80.00%	Cable Franchise Fee				27,810.00	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00
	Interest Earnings				100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	101.00	102.00
(LESS)	Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Sewer Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Storm Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Liquor Fund Allocation				$ (3,660.00)	$ (940.00)	$ (1,570.00)	$ (1,910.00)	$ (2,910.00)	$ (3,690.00)	$ (930.00)	$ (1,570.00)	$ (2,220.00)	$ (3,350.00)	$ (4,240.00)	$ (1,080.00)	$ (1,820.00)	$ (2,570.00)	$ (3,910.00)	$ (4,910.00)	$ (1,260.00)	$ (2,110.00)	$ (2,980.00)	$ (3,910.00)
	Budgeted Expenditures				$ 22,695.00	$ 21,181.00	$ 20,272.00	$ 23,547.00	$ 11,503.00	$ 25,218.00	$ 24,750.00	$ 30,006.00	$ 13,894.00	$ 18,351.00	$ 30,496.00	$ 24,351.00	$ 28,765.00	$ 16,049.00	$ 15,479.00	$ 89,857.00	$ 30,449.00	$ 14,468.00	$ 16,604.00	$ 16,626.00
	Budgeted Revenues				$ 27,910.00	$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,371.00	$ 33,702.00
	1 Year (Over) / Under Budget				$ 5,215.00	$ 6,859.00	$ 8,198.00	$ 5,203.00	$ 17,537.00	$ 4,112.00	$ 4,870.00	$ (86.00)	$ 16,326.00	$ 12,169.00	$ 324.00	$ 6,779.00	$ 2,675.00	$ 15,701.00	$ 16,591.00	$ (57,467.00)	$ 2,261.00	$ (1,428.00)	$ 14,767.00	$ 16,876.00
	Running Fund (Deficit) / Surplus				$ 12,676.48	$ 19,535.48	$ 27,733.48	$ 32,936.48	$ 50,473.48	$ 53,485.48	$ 58,355.48	$ 58,269.48	$ 74,650.48	$ 91,819.48	$ 92,143.48	$ 97,012.48	$ 98,707.48	$ 114,408.48	$ 130,999.48	$ 128,032.48	$ 130,293.48	$ 128,875.48	$ 143,637.48	$ 160,513.48

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Council	Closed Debt Service Expenses	920-41110-300																								
Council	Council A/V Improvements	920-41110-500	10 yr useful life	2029	2019	$ 61,153									$ 87,189										$ 110,449	
Council	Councilmember Chairs	920-41110-500	20 yr useful life	2025	2005	$ 1,000					$ 1,194															
Elections	Ballot Counter)	920-41200-500	7 yr useful life	2020	?	$ 8,500							$ 8,234							$ 10,127						
Elections	Voting Equipment	920-41200-500	10 yr useful life	?	?	$ -																				
Administration	Closed Debt Service Expenses	920-41500-300																								
Administration	Replace Doors add Keycard Entry City Hall	920-41500-500	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Administration	Employee Accomodations	920-41500-900					$ 1,648	$ 1,697	$ 1,748	$ 1,800	$ 1,854	$ 1,910	$ 1,967	$ 2,026	$ 2,087	$ 2,150	$ 2,215	$ 2,281	$ 2,349	$ 2,419	$ 2,492	$ 2,567	$ 2,644	$ 2,723	$ 2,805	
Municipal Building	Flooring City Hall	920-41941-500	25 yr useful life	2030	2005	$ 24,000										$ 33,222										
Municipal Building	Desk Chairs City Hall	920-41941-500	10 yr useful life	2020	2019	$ 9,000										$ 12,704										$ 18,417
Municipal Building	Side Chairs City Hall	920-41941-500	10 yr useful life	2021	N/A	$ 2,500	$ 2,575										$ 3,461									
Municipal Building	Phone System City Hall	920-41941-500	7 yr useful life	2027	2020	$ 8,150							$ 7,697							$ 8,434						
Municipal Building	Windows City Hall	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	Roof City Hall	920-41941-500	40 yr useful life	2045	2005	$ 90,000																				
Municipal Building	Repoint Exterior Walls City Hall	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	Flooring City Hall	920-41941-500	30 yr useful life	2035	2005	$ 30,000															$ 48,141					
Municipal Building	Furnace City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 11,941															
Municipal Building	AC Unit City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 11,941															
Municipal Building	CH/FC 100KW Stationary Generator	920-41941-500	20 yr useful life	2020	N/A	$ 36,000																				$ 66,970
Municipal Building	Cameras City Hall	920-41941-500	10 yr useful life	2020	N/A	$ 2,000										$ 2,469										$ 4,850
Municipal Building	Fire Sprinkler Maint.	920-41941-501	5 yr useful life	2021	2016	$ 1,575	$ 1,575					$ 1,830					$ 2,126					$ 2,460				
Police	100KW Stationary Generator	920-42110-300	20 yr useful life	2020	N/A	$ 86,000																				
Police	Squad Vehicle - 226 - 2019 Dodge Durango	920-42110-500	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,920					$ 72,940					$ 84,560	
Police	Squad Vehicle - 221 - 2018 Ford Explorer	920-42110-500	5 yr useful life	2020	2018	$ 46,815					$ 65,900					$ 84,800					$ 75,170					$ 87,090
Police	Squad Vehicle - 227- 2019 Dodge Durango	920-42110-500	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,930					$ 84,550	
Police	Squad Vehicle - 224 - 2016 Ford Explorer	920-42110-500	5 yr useful life	2021	2016	$ 46,815	$ 48,670					$ 57,580					$ 68,750					$ 77,380				
Police	Squad Vehicle - 223 - 2011 Impala	920-42110-500	10 yr useful life	2023	2013	$ 45,815			$ 52,690										$ 70,810							
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	920-42110-500	10 yr useful life	2027	2017	$ 51,800							$ 69,710											$ 93,370		
Police	Exterior Paint - PD Share Only	920-42110-500	20 yr useful life	2039	2019	$ 2,300																			$ 4,150	
Police	Upper Share Reloc	920-42110-570	N/A	2025	N/A	$ 1,000,000					$ 1,159,274															
Police	Roof	920-42110-500	40 yr useful life	2036	1996																	$ -				
Police	Sprinkler - Fire Suppression	920-42110-500																								
Police	A/C Units	920-42110-500																								
Police	Windows	920-42110-500			2018																					
Police	Replace Doors add Keycard Entry	920-42110-501	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Police	Lighting / Electrical Fixtures	920-42110-500	30 yr useful life	2028	1996	$ 15,000								$ 18,872												
Police	Flooring Police Station	920-42110-500	20 yr useful life	2026	2006	$ 10,000						$ 12,300														
Police	Interior Paint - PD Share Only	920-42110-500	15 yr useful life	2021	2006	$ 3,000	$ 3,180															$ 4,020				
Police	Chairs Police Station	920-42110-500	10 yr useful life	2025	2015	$ 6,000					$ 7,160										$ 9,620					
Police	Phone System	920-42110-500	15 yr useful life	2021	2006	$ 10,000	$ 10,610															$ 16,530				
Police	LETG Maintenance - To County	920-42110-500	4 yr useful life	2024	2020	$ 2,300				$ 2,590					$ 2,920					$ 3,290		$ 3,700				$ 4,160
Police	Car / Body Cameras	920-42110-500	10 yr useful life	2029	2019	$ 13,083									$ 17,680											
Police	Car / Body / Building Camera Server	920-42110-500	10 yr useful life	2029	2019	$ 48,497									$ 65,530										$ 87,600	
Police	Building Cameras	920-42110-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,440										
Police	Portable Radios	920-42110-500	10 yr useful life	2022	2008	$ 83,000										$ 111,550										$ 149,910
Police	Tasers	920-42110-500	5 yr useful life	2020/2021	2015/2016	$ 4,600	$ 4,770				$ 5,330	$ 5,530				$ 6,240	$ 6,410				$ 7,230	$ 7,430				$ 8,380
Police	Handguns	920-42110-500	5 yr useful life	2020	2015	$ 5,560					$ 6,446					$ 7,472					$ 8,662					
Police	Long Guns	920-42110-500	20 yr useful life	2022	1970	$ 12,150		$ 13,277																		$ 10,042

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost In 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Streets	60KW Stationary Generator	920-43100-500	20 yr useful life	2020	N/A	$ 33,000																				$ 61,390
Streets	2017 GMC Double Cab 1/2 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2017 Sierra Single Cab 3/4 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2015 Chev 2500 HD	920-43100-500	15 yr useful life	2030	2015	$ 35,000										$ 48,448										
Streets	2019 Chev 2500 w/ Plow & De-Icer System	920-43100-500	15 yr useful life	2034	2019	$ 49,000														$ 76,340						
Streets	2004 Chev 4500 w/ Dump Box	920-43100-600	20 yr useful life	2024	2004	$ 65,000																				
Streets	2007 F-250	920-43100-500	15 yr useful life	2022	2007	$ 35,000			$ 39,393															$ 61,373		
Streets	2011 F-250	920-43100-500	15 yr useful life	2026	2011	$ 35,000						$ 43,046														
Streets	2007 Sterling 8500 Plow Truck	920-43100-500	15 yr useful life	2022	2007	$ 200,000		$ 218,549															$ 340,487			
Streets	2013 International Work Star Plow Truck	920-43100-500	15 yr useful life	2028	2013	$ 200,000								$ 264,955												
Streets	2014 International Work Star Plow Truck	920-43100-500	15 yr useful life	2030	2014	$ 200,000										$ 276,847										
Streets	Plow Truck	920-43100-900	15 yr useful life	2032	N/A	$ 200,000												$ 293,707							$ 467,586	
Streets	1996 Komatsu Motor Grader	920-43100-500	25 yr useful life	2024	1996	$ 260,000				$ 292,632																
Streets	Pro-Tech Sno-Pusher (Loader Attachment)	920-43100-500	15 yr useful life	2034	2019	$ 5,000														$ 7,790						
Streets	18 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	12 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 6,500			$ 7,315															$ 11,398		
Streets	Paint Trailer	920-43100-500	15 yr useful life	2022	2007	$ 6,500		$ 7,103															$ 11,066			
Streets	12 ft Standard Trailer	920-43100-500	15 yr useful life	2022	2007	$ 5,900		$ 6,448															$ 9,958			
Streets	6 x 12 utility trailer w/ rear drop gate	920-43100-500	15 yr useful life	2032	2017	$ 1,500												$ 2,209								
Streets	4-Ton Hot Patch Trailer	920-43100-500	30 yr useful life	2049	2019	$ 30,000																				
Streets	Bulk Fuel Tank and Pump	920-43100-500	20 yr useful life	2039	2019	$ 6,000																			$ 10,837	
Streets	Air Compressor	920-43100-500	20 yr useful life	2039	2019	$ 4,500																			$ 8,128	
Streets	Vibrating Asphalt Roller	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	Bobcat Skid Loader Buyback Program	920-43100-600	Annual			$ 5,400	$ 5,800	$ 6,000	$ 6,300	$ 6,400	$ 6,600	$ 6,800	$ 7,000	$ 7,200	$ 7,400	$ 7,600	$ 7,800	$ 8,000	$ 8,200	$ 8,400	$ 8,700	$ 9,000	$ 9,300	$ 9,600	$ 9,900	$ 10,200
Streets	2006 Case Loader 621D	920-43100-500	20 yr useful life	2027	2006	$ 271,289							$ 343,661													
Streets	2008 JD 748 Tractor w/ mower Mower	920-43100-500	15 yr useful life	2023	2008	$ 30,000			$ 32,910															$ 35,070		
Streets	1998 Ford 545D Tractor (3 pt hitch)	920-43100-500	25 yr useful life	2021	1998	$ 55,000			$ 61,900																	
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2007 Bobcat Blade	920-43100-500	10 yr useful life	2021	2007	$ 3,000	$ 3,305										$ 7,139									
Streets	2014 Bobcat Broom	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2013 Bobcat Snow Blower	920-43100-500	10 yr useful life	2023	2013	$ 10,000			$ 11,285										$ 14,476							
Streets	2014 Bobcat Snow Blower	920-43100-500	10 yr useful life	2024	2014	$ 10,000				$ 11,593										$ 15,580						
Streets	2014 Bobcat Grapple Bucket	920-43100-500	20 yr useful life	2034	2014	$ 5,000														$ 7,790						
Streets	2008 Boss 1 Ton 10 ft Straight Blade	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	2011 Boss '11 F-250 V-Plow	920-43100-500	15 yr useful life	2026	2011	$ 9,000						$ 11,068														
Streets	2017 Graco Street Painter	920-43100-500	10 yr useful life	2027	2017	$ 7,000							$ 8,867										$ 11,917			
Streets	Skid Replacement	920-43100-500	8 yr useful life	2021-34	N/A	$ 4,000		$ 4,244	$ 4,371	$ 4,502						$ 5,376	$ 5,537	$ 5,703							$ 8,610	$ 7,014	$ 7,224
Streets	GPS Unit	920-43100-500	10 yr useful life	2025	2015	$ 8,000					$ 9,552															
Streets	Mini Excavator	920-43100-500	20 yr useful life	2028	N/A	$ 70,000								$ 91,334												
Streets	Make-Up Heater (Above Bathroom #2)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Make-Up Heater (Above Breakroom)	920-43100-600	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Infloor Heat Boilers (2)	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	Wire Feed Welder	920-43100-500	20 yr useful life	2033	2013	$ 3,000			$ 3,377																	
Streets	Pressure Washer	920-43100-500	15 yr useful life	2032	2017	$ 5,500												$ 8,077								
Streets	Pressure Washer	920-43100-500	15 yr useful life	2021	2006	$ 5,000	$ 5,305																	$ 8,784		
Streets	Gate Valve Turner	920-43100-500	30 yr useful life	2035	2005	$ 2,000															$ 3,209					
Streets	Floor Sweeper with Charger	920-43100-900	30 yr useful life	2038	2008	$ 3,500																	$ 5,795			
Streets	Fresh Air Circulation Blower	920-43100-500	30 yr useful life	2027	1997	$ 5,000							$ 6,334													
Streets	Recoat Interior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Recoat Exterior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Resurface / Replace Concrete Floor	920-43100-800	30 yr useful life	2027	1997	$ 55,000							$ 69,672													
Streets	Infloor Heat Coil System	920-43100-500	100 yr useful life	2097	1997																					
Streets	Roof	920-43100-900	60 yr useful life	2057	1997																					
Streets	Truck Mounted Mosquito Fogger	920-43100-500	10 yr useful life	2020	N/A	$ 10,000										$ 13,842										
Streets	Hydralic Tree Spade	920-43100-500	20 yr useful life	2024	N/A	$ 10,000													$ 15,126							$ 18,603
Streets	Public Services Building & Salt Shed	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000					$ 2,608,000															

City of Isanti
Capital Maintenance/Replacement Fund
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Assumed Inflation 3.00%
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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost In 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Street Lighting	Street Light Pole Replacement (#3 City Owned)	920-43160-500	30 yr useful life	Annual	N/A	$ 8,000	$ 8,487	$ 8,742	$ 9,004	$ 9,274	$ 9,552	$ 9,839	$ 10,134	$ 10,438	$ 10,751	$ 11,074	$ 11,406	$ 11,748	$ 12,101	$ 12,464	$ 12,838	$ 13,223	$ 13,619	$ 14,028	$ 14,449	$ 14,882
Street Lighting	Street Light Infill	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,000	$ 10,300	$ 10,609	$ 10,927	$ 11,255	$ 11,593	$ 11,941	$ 12,299	$ 12,668	$ 13,048										
ICC	Handicap Door Activators	920-45186-500	20 yr useful life	2021	N/A	$ 6,000	$ 6,366																			
ICC	Air Conditioner - South Side 3-ton	920-45186-500	20 yr useful life	2022	2002	$ 3,075		$ 3,360																		
ICC	Air Conditioner - West Side 4-ton	920-45186-500	20 yr useful life	2035	2015	$ 5,500															$ 8,818					
ICC	Compressor	920-45186-500	15 yr useful life	2025	2010	$ 1,500					$ 1,791															$ 2,790
ICC	Convection Oven	920-45186-500	20 yr useful life	2031	2011	$ 6,000											$ 8,555									
ICC	Dishwasher with Type II Hood Install	920-45186-500	20 yr useful life	2021	1991	$ 7,300	$ 7,745																			
ICC	Furnace	920-45186-500	30 yr useful life	2021	1991	$ 7,000	$ 7,428																			
ICC	Furnace	920-45186-500	20 yr useful life	2026	2006	$ 7,000						$ 8,609														
ICC	Range / Oven / Vent / Hood / Fan	920-45186-500	20 yr useful life	2034	2014	$ 16,700														$ 24,460						
ICC	Sprinkler System - Fire Suppresion	920-45186-500	20 yr useful life	2021	1996	$ 25,000	$ 25,750																			
ICC	Fence	920-45186-500	25 yr useful life	2025	2000	$ 7,500						$ 9,224														
ICC	Fixtures - Plumbing	920-45186-500	30 yr useful life	2044	2014	$ 8,000																				
ICC	Exterior Siding Replace	920-45186-500	30 yr useful life	2031	2001	$ 25,000											$ 30,713									
ICC	Exterior Siding Repaint	920-45186-500	15 yr useful life	2025	2014	$ 7,500					$ 8,955															
ICC	Exterior Doors	920-45186-500	20 yr useful life	2038	2018	$ 6,100																		$ 8,043		
ICC	Windows	920-45186-500	40 yr useful life	2037	1997	$ 25,000																				
ICC	Patio / Concrete	920-45186-500	60 yr useful life	2063	2013	$ 15,000																	$ 42,561			
ICC	Roof	920-45186-500	30 yr useful life	2043	2013	$ 25,000																				
ICC	Flooring	920-45186-500	20 yr useful life	2038	2014	$ 14,300																			$ 33,413	
ICC	Interior Doors / Millwork	920-45186-500	30 yr useful life	2044	2014	$ 4,720																				
ICC	Interior Paint / Walls	920-45186-500	15 yr useful life	2029	2014	$ 12,103																				
ICC	Fixtures - Electrical	920-45186-500	25 yr useful life	2039	2014	$ 15,700									$ 16,265											
ICC	Kitchen - Cabinets / Countertops	920-45186-500	30 yr useful life	2044	2014	$ 20,000																			$ 28,356	
ICC	Kitchen - Fire Suppresion	920-45186-500	20 yr useful life	2034	2014	$ 25,000																				
ICC	Lion's Office Area	920-45186-500			1977	$ 5,000														$ 38,949						
ICC	Landscaping	920-45186-500			2014																					
ICC	Tables and Chairs	920-45186-500	15 yr useful life	2029	2014	$ 8,000									$ 10,751											
ICC	Exterior Door Locks	920-45186-500	15 yr useful life	2029	2014	$ 2,250									$ 3,024											

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
PRC	Academy Park - Playground Equipment	920-45300-500	20 yr useful life	2037	2017	$ 69,900																	$ 89,951			
PRC	Academy Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2027	2017	$ 10,000							$ 12,668										$ 17,024			
PRC	Academy Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2057	2017	$ 80,000																				
PRC	Academy Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	Bluebird Park - Playground Equipment	920-45300-500	20 yr useful life	2034	2014	$ 114,800														$ 178,695						
PRC	Bluebird Park - Playground Equipment - Clifford	920-45300-500	20 yr useful life	2024	2004	$ 24,600					$ 28,518															
PRC	Bluebird Park - Skateplaza Equipment	920-45300-500	30 yr useful life	2027	2017	$ 20,000							$ 25,115													
PRC	Bluebird Park - Pavilion	920-45300-500	30 yr useful life	2036	2006	$ 20,000																$ 33,057				
PRC	Bluebird Park - Performance Center	920-45300-500	40 yr useful life	2021	N/A	$ 341,000	$ 348,130																			
PRC	Bluebird Park - Restrooms	920-45300-500	40 yr useful life	2021	N/A	$ 200,000	$ 206,000																			
PRC	Bluebird Park - Splash Pad	920-45300-500	30 yr useful life	2033	N/A	$ 300,000			$ 318,845																	
PRC	Bluebird Park - Concrete Edging	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	Bluebird Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Dog Park - Fencing	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	Isanti Hills - Playground Equipment	920-45300-500	20 yr useful life	2024	1994	$ 27,450																				
PRC	Isanti Hills - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	Isanti Hills - Fence	920-45300-500	30 yr useful life	2025	1995	$ 80,000																				
PRC	Isanti Hills - Concrete Edging/Table	920-45300-500	40 yr useful life	2057	2017	$ 21,000																				
PRC	Legacy Park - Equipment	920-45300-500	20 yr useful life	2034	2014	$ 5,750														$ 8,943						
PRC	Legacy Park - Lime Aggregate	920-45300-500	15 yr useful life	2027	2012	$ 35,000							$ 44,337													
PRC	Mattson Park - Playground Equipment	920-45300-500	20 yr useful life	2027	2007	$ 80,420							$ 88,871													
PRC	Mattson Park - Pavilion	920-45300-500	30 yr useful life	2030	1985	$ 10,000										$ 13,842										
PRC	Mattson Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 16,900																				
PRC	Mattson Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Mattson Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2028	2018	$ 19,000								$ 19,572										$ 26,303		
PRC	Mattson Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	River Bluff / Community Garden - Equipment	920-45300-500	20 yr useful life	2036	2016	$ 8,000																$ 13,223				
PRC	River Bluff / Community Garden - Dock	920-45300-500	10 yr useful life	2026	2016	$ 12,000						$ 14,758														
PRC	River Bluff / Community Garden - Fencing	920-45300-500	30 yr useful life	2046	2016	$ 24,000																				
PRC	Riverside Park - Playground Equipment	920-45300-500	30 yr useful life	2033	2003	$ 76,365													$ 115,509							
PRC	Rum River Meadows - Equipment	920-45300-500	20 yr useful life	2029	2009	$ 90,150					$ 19,898															$ 158,404
PRC	Rum River Meadows - Irrigation	920-45300-500	30 yr useful life	2035	2005	$ 2,890															$ 4,638					
PRC	Rum River Meadows - Fencing	920-45300-500	40 yr useful life	-	N/A	$ 10,000																				
PRC	Unity Ball Field - Bleachers	920-45300-500	30 yr useful life	2021	-	$ 6,500	$ 6,695																			
PRC	Unity Ball Field - Equipment	920-45300-500	20 yr useful life	2025	1985	$ 4,500					$ 5,373															
PRC	Unity Ball Field - Fencing	920-45300-500	30 yr useful life	2025	1985	$ 15,000					$ 17,911															
PRC	Unity Ball Field - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	VFW Park - Equipment	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	VFW Park - Fencing	920-45300-500	30 yr useful life	2034	2004	$ 10,000														$ 15,680						
PRC	VFW Park - Concrete Edging	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	Whisper Ridge - Tennis Court Resurf.	920-45300-500	10 yr useful life	2021	2001	$ 15,000																				
PRC	Whisper Ridge - Tennis Court Recon.	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				
PRC	Whisper Ridge - Fencing	920-45300-500	30 yr useful life	2031	2001	$ 20,000												$ 28,515								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2026	2016	$ 15,370						$ 18,903														
PRC	Picnic Tables	920-45300-500	15 yr useful life	2032	2017	$ 3,450												$ 4,423								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2033	2018	$ 4,390													$ 6,640							
PRC	C4 Bike/Walk Trail Contribution	920-45300-500	N/A	Annual	Annual	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	International Water Truck 1993	920-45300-500	DNR	N/A	2019																					
PRC	Polaris Ranger SXS by Side	920-45300-500	DNR	N/A	2006																					
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	30 yr useful life	2034	2004	$ 20,000														$ 31,359						
PRC	Progressive Mower	920-45300-500	15 yr useful life	2020	2004	$ 25,000															$ 40,118					
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680						$ 11,222	
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680						$ 11,222	
PRC	Landpride Disc	920-45300-500	30 yr useful life	2035	2005	$ 3,000															$ 4,814					
PRC	John Deere 3-Point Tiller	920-45300-500	15 yr useful life	2032	2017	$ 4,900												$ 6,313								
PRC	Bobcat 3600 UTV	920-45300-500	15 yr useful life	2032	2017	$ 18,000												$ 26,434								
	TRANSFER OUT	920-49110-720																								

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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Department	Revenue	Account Number																								
		920-31000	Property Taxes				$ 438,700	$ 451,900	$ 465,800	$ 479,500	$ 493,900	$ 508,700	$ 349,000	$ 359,500	$ 370,300	$ 381,400	$ 392,800	$ 404,600	$ 416,700	$ 429,200	$ 442,100	$ 455,400	$ 469,100	$ 483,200	$ 497,700	$ 512,600
		920-33621																								
		920-33623																								
		920-34100																								
		920-36210					$ 7,200	$ 6,600	$ 10,300	$ 13,900	$ 16,100	$ 1,000	$ 4,100	$ 1,000	$ 1,400	$ 1,500	$ 600	$ 2,700	$ 4,000	$ 5,500	$ 4,100	$ 6,000	$ 8,600	$ 9,200	$ 12,400	$ 9,900
		920-39102					$ 122,000	$ 122,000	$ 122,000	$ 122,000	$ 122,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
		920-35230																								
		920-39201																								
		920-39203	Transfer In - Water				$ -	$ 58,278	$ 18,336	$ 68,497	$ 65,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39203	Transfer In - Sewer				$ -	$ 56,278	$ 10,607	$ 68,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,717	$ 119,137	$ -
		920-39203	Transfer In - Storm				$ -	$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
		920-39204					$ -	$ 118,649																		
		920-39310																								
Reserve funds on 1/1/2020	Budgeted Expenditures					Budgeted Expenditures	$ 674,575	$ 318,301	$ 491,583	$ 583,566	$ 1,367,439	$ 210,490	$ 66,918	$ 460,615	$ 361,221	$ 543,835	$ 185,014	$ 517,191	$ 272,721	$ 481,946	$ 251,838	$ 205,079	$ 600,197	$ 257,795	$ 1,009,823	$ 635,253
	Budgeted Revenues					Budgeted Revenues	$ 567,900	$ 697,057	$ 853,017	$ 807,465	$ 2,457,600	$ 537,527	$ 355,100	$ 492,977	$ 373,700	$ 552,392	$ 395,400	$ 639,860	$ 422,700	$ 482,504	$ 448,200	$ 463,400	$ 661,292	$ 551,534	$ 755,116	$ 524,500
	1 Year (Over) / Under Budget					1 Year (Over) / Under Budget	$ (50,735)	$ 366,756	$ 361,434	$ 211,899	$ (1,509,839)	$ 317,037	$ (111,818)	$ 32,362	$ 12,479	$ (91,443)	$ 209,486	$ 122,669	$ 149,979	$ (130,444)	$ 196,644	$ 258,321	$ 60,894	$ 293,739	$ (254,708)	$ (110,753)
$ 796,376.79	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Su	$ 663,949	$ 1,032,705	$ 1,394,139	$ 1,606,538	$ 96,699	$ 413,736	$ 99,918	$ 142,380	$ 154,859	$ 63,617	$ 273,103	$ 395,771	$ 545,751	$ 406,307	$ 602,971	$ 861,292	$ 922,186	$ 1,235,965	$ 987,258	$ 876,505

City of Isanti
2021 Final Budget

Tuesday, December 01, 2020

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Revenues	41
Expenditures	42
Stormwater (603)	
Revenues	45
Expenditures	46
Liquor (609)	
Revenues	48
Expenditures	49
Technology (614)	51
General Fund Capital Maint. & Replacement (920)	
Revenues	52
Expenditures	53
2010B GO Impr. Refunding Bonds (929)	54
2011A GO Impr. Bonds (930)	55
2014A GO Tax Abatement Bonds (931)	56
2014B GO Impr. Bonds (932)	57
Capital Maintenance & Replacement Detail	
Street Reconstruction (425)	58
Pavement Management (440)	59
Water (601)	60
Sewer (602)	62
Stormwater (603)	64
Liquor Store (609)	65
Technology (614)	66
General Fund (920)	67

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
ESTIMATED MARKET VALUE					357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	445,145,700	492,204,600
TAXABLE MARKET VALUE	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	400,889,400	449,102,700
% CHANGE FROM PRIOR	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	14.90%	12.03%
OVERALL CLASS RATE	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.11%	1.10%
TAX CAPACITY	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,459,836	4,958,400
TAX INCREMENT CAPTURED	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	12,273	12,706
ADJUSTED TAX CAPACITY	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,447,563	4,945,694
GENERAL FUND LEVY (101)	1,435,911	1,693,594	1,820,001	1,798,817	1,657,973	1,549,996	1,373,884	1,373,884	1,466,097	1,298,306	1,934,000	2,009,086	2,172,468	1,817,814	1,828,826	1,919,300
CAPITAL MAINT. LEVY (920)															256,000	438,700
STREET CONST. LEVY (425)															163,000	286,500
EDA LEVY (108)													56,327	62,565	79,802	86,201
ABATEMENT LEVY (101)															24,066	13,432
1978 GO BOND	45,000		20,000													
1992 GO BOND																
1993 GO REFUNDING																
1999 GO BOND	26,000	8,900	26,951													
2000 GO REFUNDING	70,000	66,000														
2003 GO BOND	165,000	167,000	168,000	160,000	160,000											
2004 GO BOND	100,000	105,000	110,000	110,000	115,000											
2006 GO BOND		131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0			
2008 GO BOND				41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0			
2009A GO BOND					19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0			
929 - 2010B GO BOND						125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000	
930 - 2011A GO BOND						0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805	9,367
931 - 2014A TAX ABATEMENT						0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501	222,036
932 - 2014B GO BOND						0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006	50,227
DEBT SERVICE LEVY	406,000	478,336	458,023	446,429	508,689	400,000	368,819	419,000	326,787	659,201	606,561	578,475	530,936	534,212	369,312	281,630
TOTAL LEVY	1,841,911	2,171,930	2,278,024	2,245,246	2,166,662	1,949,996	1,742,703	1,792,884	1,792,884	1,957,507	2,540,561	2,587,561	2,759,731	2,414,591	2,721,006	3,025,763
% CHANGE FROM PRIOR	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	12.69%	11.20%
$ CHANGE FROM PRIOR	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 306,415	$ 304,757
CERTIFIED TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	TARGET
TAX RATE	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	61.180%	61.180%
% CHANGE FROM PRIOR	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	-1.03%	0.00%

Bond Issue	Fund	Original Amount	12/31/2019 Cash	(LESS) 2020 Debt Payment	ADD 2020 Levy	ADD 2020 Assessments	PROJECTED 12/31/2020 Cash	12/31/2020 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	727,510	(387,950)	85,000		424,560	387,000
2011A GO Improvement	930	790,000	176,196	(90,681)	7,805	19,047	112,367	179,792
2014A GO Tax Abatement Bonds	931	2,560,000	243,555	(211,362)	225,501	-	257,694	2,087,869
2014B General Obligation Bonds	932	390,000	53,679	(48,903)	51,006	-	55,782	187,639

Bond Issue	Fund	12/31/2020 P & I Remaining	PROJECTED 12/31/2020 Cash	(LESS) 2021 Debt Payment	ADD 2021 Levy	ADD 2021 Assessments	PROJECTED 12/31/2021 Cash	12/31/2021 P & I Remaining
2010B GO Improvement Refunding	929	387,000	424,560	(387,000)	-		37,560	-
2011A GO Improvement	930	179,792	112,367	(88,578)	9,367		33,156	91,214
2014A GO Tax Abatement Bonds	931	2,087,869	257,694	(213,113)	222,036		266,617	1,874,756
2014B General Obligation Bonds	932	187,639	55,782	(48,206)	50,227		57,803	139,433

Bond Issue	Fund	12/31/2021 P & I Remaining	PROJECTED 12/31/2021 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	-	37,560	-	-	282,392	319,952	Dec-21
2011A GO Improvement	930	91,214	33,156	(91,214)	9,367	42,084	(6,607)	Feb-22
2014A GO Tax Abatement Bonds	931	1,874,756	266,617	(1,874,756)	1,992,888		384,749	Feb-30
2014B General Obligation Bonds	932	139,433	57,803	(139,433)	147,893		66,263	Feb-24

Total General Fund Wages and Benefits Allocated by Department:

Mayor & Council	$	26,834	1%
Finance/Adiministration	$	442,187	16%
Planning & Zoning	$	106,904	4%
Police	$	1,534,079	55%
Building Inspections	$	169,785	6%
Code Enforcement	$	10,021	0%
General Maintenance	$	36,586	1%
Streets	$	219,474	8%
Sanitation	$	20,878	1%
Parks, Rec & Culture	$	232,681	8%
Total	**$**	**2,799,428**	

Total Wages and Benefits Allocated by Fund:

101	$	2,799,428	70%
108	$	58,102	1%
601	$	290,134	7%
602	$	354,192	9%
603	$	46,004	1%
609	$	434,377	11%
Total	**$**	**3,982,236**	

	By Department		Annual Hours	Hourly Rate	2021 Salary	Sick/Vac Pay	Holiday	Certificates	HINS	2021 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Administration Department											
City Administrator		70.0%	Admin								$ 136,495.11
1/1/2021	Step 7	10.0%	Water Adm.	88	$ 63.7879	$ 5,613.34					
1/16/2021	Step 8	10.0%	Sewer Adm.	1,992	$ 65.7037	$ 130,881.77					
		10.0%	Liquor Adm.								
Finance Director		70.0%	Admin								$ 111,290.84
1/1/2021	Step 6	10.0%	Water Adm.	888	$ 52.6021	$ 46,710.66					
6/5/2021	Step 7	10.0%	Sewer Adm.	1,192	$ 54.1780	$ 64,580.18					
		10.0%	Liquor Adm.								
HR Director		70.0%	Admin								$ 81,399.00
1/1/2021	Step 1	10.0%	Water Adm.	1,032	$ 38.5529	$ 39,786.59					
6/30/2021	Step 2	10.0%	Sewer Adm.	1,048	$ 39.7065	$ 41,612.41					
		10.0%	Liquor Adm.								
City Clerk		70.0%	Admin								$ 53,324.34
1/1/2021	Step 1	10.0%	Water Adm.	2,080	$ 25.6367	$ 53,324.34					
		10.0%	Sewer Adm.								
		10.0%	Liquor Adm.								
Asst Finance Director		70.0%	Admin							WAIVE	$ 63,475.36
1/1/2021	Step 1	10.0%	Water Adm.	1,328	$ 30.1893	$ 40,091.39					
8/20/2021	Step 2	10.0%	Sewer Adm.	752	$ 31.0957	$ 23,383.97					
		10.0%	Liquor Adm.								
Receptionist / Utility Billing Clerk		25%	Admin								$ 51,055.04
1/1/2021	Step 7	3.5%	Plan/Zone	384	$ 23.9578	$ 9,199.80					
3/9/2021	Step 8	10%	Bldg Insp	1,696	$ 24.6788	$ 41,855.24					
		3.5%	PRC								
		3.0%	EDA								
		25%	Water Adm.								
		25%	Sewer Adm.								
		5%	Liquor Adm.								
Utility Billing / Accounting Clerk		45.0%	Water							WAIVE	$ 50,713.16
1/1/2021	Step 4	45.0%	Sewer	328	$ 23.7827	$ 7,800.73					
2/27/2021	Step 5	10.0%	Storm	1,752	$ 24.4934	$ 42,912.44					
TOTAL ADMINISTRATION DEPARTMENT											**$ 547,752.85**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Community Development Department											
Community Development Director		50%	Plan/Zone								$ 94,197.29
1/1/2021	Step 3	5%	Bldg Insp	648	$ 44.3724	$ 28,753.32					
4/23/2021	Step 4	5%	Code Enf.	1,432	$ 45.7011	$ 65,443.98					
		40%	EDA								
Building Official		100%	Bldg Insp								$ 87,947.66
1/1/2021	Step 6			1,904	$ 42.1579	$ 80,268.64					
11/30/2021	Step 7			176	$ 43.6308	$ 7,679.02					
Community Development Specialist		50%	Plan/Zone								$ 55,984.37
1/1/2021	Step 2	45%	Bldg Insp	752	$ 26.4092	$ 19,859.72					
5/12/2021	Step 3	5%	Code Enf.	1,328	$ 27.2023	$ 36,124.65					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT											**$ 238,129.33**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Police Department											
Chief		100%	Police								$ 110,574.46
1/1/2021	Step 5			888	$ 51.0674	$ 45,347.85					
6/5/2021	Step 6			1,192	$ 52.6021	$ 62,701.70	$ 2,524.90				
Lieutenant		100%	Police								$ 90,968.11
1/1/2021	Step 1			1,488	$ 41.3539	$ 61,534.60					
9/17/2021	Step 2			592	$ 42.1177	$ 24,933.68		$ 3,874.83	$ 625.00		
Investigator	CBA	100%	Police							WAIVE	$ 86,550.22
1/1/2021	Step 7			2,080	$ 38.7051	$ 80,506.52	$ 1,857.84	$ 3,560.87	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 77,191.68
1/1/2021	Step 4			552	$ 34.4050	$ 18,991.56					
4/7/2021	Step 5			1,528	$ 35.5402	$ 54,305.43		$ 3,269.70	$ 625.00		
Officer	CBA	100%	Police							WAIVE	$ 78,616.47
1/1/2021	Step 5			1,488	$ 35.54	$ 52,883.82					
9/17/2021	Step 6			592	$ 36.71	$ 21,730.60		$ 3,377.05	$ 625.00		
Officer	CBA	100%	Police								$ 80,119.44
1/1/2021	Step 5			200	$ 35.5402	$ 7,108.04					
2/4/2021	Step 6			1,880	$ 36.7071	$ 69,009.35		$ 3,377.05	$ 625.00		
Officer	CBA	100%	Police								$ 69,799.56
1/1/2021	Step 1			608	$ 31.0844	$ 18,899.32					
4/17/2021	Step 2			1,472	$ 32.1453	$ 47,317.88		$ 2,957.37	$ 625.00		
Officer	CBA	100%	Police								$ 68,407.66
1/1/2021	Step 1			1,920	$ 31.0844	$ 59,682.05					
12/2/2021	Step 2			160	$ 32.1453	$ 5,143.25		$ 2,957.37	$ 625.00		
Officer	CBA	100%	Police								$ 81,947.38
1/1/2021	Step 6			2,080	$ 37.4412	$ 77,877.78		$ 3,444.59	$ 625.00		
Officer	CBA	100%	Police								$ 78,597.80
1/1/2021	Step 5			1,504	$ 35.54	$ 53,452.46					
9/21/2021	Step 6			576	$ 36.71	$ 21,143.29		$ 3,377.05	$ 625.00		
Police Secretary - FT		100%	Police								$ 58,653.64
1/1/2021	Step 9			2,080	$ 27.5628	$ 57,330.62	$ 1,323.01				
Police Secretary - PT		100%	Police								$ 22,640.80
1/1/2021	Step 1			1,040	$ 21.7700	$ 22,640.80					
Police Data Clerk - PT		100%	Police								$ 24,187.70
1/1/2021	Step 6			1,040	$ 23.2574	$ 24,187.70					
Code Enf. Officer		100%	Police PT								$ 30,516.98
1/9/2021	Step 1			1,073	$ 20.0644	$ 21,529.10					
9/16/2021	Step 2			435	$ 20.6618	$ 8,987.88					
		100%	Police								
FTO Training	CBA	100%	Police	1,200	$ 2.0000	$ 2,400.00					$ 2,400.00
PT Officers	CBA	100%	Police PT								$ 60,000.00
OT Officers	CBA	100%	Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT											**$ 1,061,171.92**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Public Services Department											
Public Services Director		4.1%	Gen Maint								$ 95,987.08
1/1/2021	Step 3	21.2%	Streets	608	$ 44.3724	$ 26,978.42					
4/17/2021	Step 4	1.0%	Sanitation	1,472	$ 45.7011	$ 67,272.02					
		25.0%	PRC			$ 94,250.44	$ 1,736.64				
		18.6%	Water								
		25.8%	Sewer								
		4.3%	Storm								
Foreman	CBA	4.8%	Gen Maint								$ 72,931.74
1/1/2021	Year 1	24.6%	Streets	728	$ 31.7026	$ 23,079.52					
5/8/2021	Year 2	1.1%	Sanitation	1,352	$ 32.8729	$ 44,444.22					
Licenses	C/D, Pest	13.1%	PRC	2,080	$ 2.6000	$ 5,408.00					
		21.5%	Water			$ 72,931.74					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 69,520.18
1/1/2021	Year 5	24.6%	Streets	2,080	$ 29.5193	$ 61,400.05					
Licenses	C/D, Utility Lead	1.1%	Sanitation	2,080	$ 3.1500	$ 6,552.00					
		13.1%	PRC			$ 67,952.05	$ 1,568.12				
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 51,600.16
1/1/2021	6 mos.	24.6%	Streets	400	$ 23.8823	$ 9,552.92					
3/11/2021	1 Year	1.1%	Sanitation	1,680	$ 24.7805	$ 41,631.24					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 51,600.16					
		29.9%	Sewer								
		5.0%	Storm								
Equipment Mechani	CBA	4.8%	Gen Maint								$ 67,275.52
1/1/2021	Year 5	24.6%	Streets	2,080	$ 32.3440	$ 67,275.52					
Licenses		1.1%	Sanitation	2,080		$ -					
		13.1%	PRC			$ 67,275.52					
		21.5%	Water								
		29.9%	Sewer								
		5.0%	Storm								

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Mntc Tech II	CBA	4.8%	Gen Maint								$ 53,101.82
1/1/2021	1 year	24.6%	Streets	808	$ 24.7805	$ 20,022.64					
5/22/2021	2 year	1.1%	Sanitation	1,272	$ 25.6786	$ 32,663.18					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 53,101.82					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 52,857.54
1/1/2021	1 year	24.6%	Streets	1,080	$ 24.7805	$ 26,762.94					
7/8/2021	2 year	1.1%	Sanitation	1,000	$ 25.6786	$ 25,678.60					
Licenses	Pest	13.1%	PRC	2080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 52,857.54					
		29.9%	Sewer								
		5.0%	Storm								
Mntc Tech II	CBA	4.8%	Gen Maint								$ 52,634.81
1/1/2021	1 year	24.6%	Streets	1,328	$ 24.7805	$ 32,908.50					
8/21/2021	2 year	1.1%	Sanitation	752	$ 25.6786	$ 19,310.31					
Licenses	Pest	13.1%	PRC	2,080	$ 0.2000	$ 416.00					
		21.5%	Water			$ 52,634.81					
		29.9%	Sewer								
		5.0%	Storm								
Public Services OT	CBA	100.0%	Streets OT								$ 20,000.00
		100.0%	Sanitation OT								$ 500.00
		100.0%	PRC OT								$ 1,250.00
		100.0%	Water OT								$ 13,000.00
		100.0%	Sewer OT								$ 13,000.00
		100.0%	Storm OT								$ 1,000.00
PRC Coordinator		100.0%	PRC							WAIVE	$ 62,648.23
1/1/2021	Step 3			648	$ 29.5095	$ 19,122.16					
4/23/2021	Step 4			1,432	$ 30.3953	$ 43,526.07					
Custodian		100.0%	PRC PT								$ 4,515.11
1/1/2021	Step 1			312	$ 14.4715	$ 4,515.11					
Seasonal		17.4%	Streets PT	2,010	$ 15.6972	$ 31,551.37					$ 31,551.37
		30.6%	Sanitation PT								
		52.0%	PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT											**$ 663,373.55**

		By Department		Annual	Hourly	2021					2021
				Hours	Rate	Salary	Sick/Vac Pay	Holiday	Certificates	HINS	Total Pay
Liquor Store											
Manager		100%	Liquor								$ 83,335.73
1/1/2021	Step 7			368	$ 39.0988	$ 14,388.36					
3/7/2021	Step 8			1,712	$ 40.2730	$ 68,947.38					
Asst. Manager		100%	Liquor								$ 54,053.58
1/1/2021	Step 1			1,136	$ 25.6367	$ 29,123.29					
7/19/2021	Step 2			944	$ 26.4092	$ 24,930.28					
Clerk I		100%	Liquor								$ 38,878.13
1/1/2021	Step 3			208	$ 18.2001	$ 3,785.62					
2/6/2021	Step 4			1,872	$ 18.7460	$ 35,092.51					
Clerk II		100%	Liquor								
1/1/2021	Step 2			1,248	$ 14.9041	$ 18,600.32					$ 18,600.32
Clerk II		100%	Liquor								
1/1/2021	Step 4			1,248	$ 15.8105	$ 19,731.50					$ 19,731.50
Clerk II	Step 1	100%	Liquor PT	544	$ 14.4715	$ 7,872.50					$ 51,434.98
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Step 1			544	$ 14.4715	$ 7,872.50					
Clerk II	Shift Differential			2,800	$ 1.5000	$ 4,200.00					
Total Part Time Clerks						$ 51,434.98					
TOTAL LIQUOR STORE											**$ 266,034.24**

Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
TAXES		1,956,732	1,881,692	1,817,814	1,844,384	2,170,165	2,018,262
LICENSES/PERMITS		350,800	375,400	313,000	348,118	391,103	362,329
INTERGOVERNMENTAL		1,008,198	897,293	788,779	789,776	789,501	731,448
CHARGES FOR SERVICES		203,475	244,215	222,987	230,468	223,487	204,468
FINES AND FORFEITURES		53,050	49,800	40,250	52,502	56,622	47,077
MISCELLANEOUS		35,850	33,200	47,000	74,537	36,620	29,739
TRANSFERS IN		486,400	451,176	369,150	369,150	369,150	396,182
GENERAL FUND REVENUES		**4,094,505**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**
COUNCIL		38,719	41,868	41,656	36,025	33,827	34,436
ELECTIONS		200	8,860	1,350	154	9,627	1,138
FINANCIAL ADMINISTRATION		561,411	543,442	470,935	490,416	445,598	481,922
SPECIAL PROJECTS		-	82,026	137,959	130,053	-	-
PLANNING AND ZONING		150,093	141,306	156,605	86,632	104,931	134,645
MUNICIPAL BUILDING		39,654	41,357	55,286	54,234	39,323	33,705
POLICE ADMINISTRATION		1,743,608	1,367,042	1,446,867	1,397,350	1,195,400	1,307,301
FIRE PROTECTION		257,990	249,505	233,789	234,663	224,513	209,043
BUILDING INSPECTION ADMIN		192,707	320,302	312,610	351,585	362,032	162,663
CODE ENFORCEMENT		12,383	15,378	54,342	45,863	43,795	33,045
CIVIL DEFENSE		2,140	2,300	2,300	4,280	-	2,140
ANIMAL CONTROL		3,091	4,874	4,887	1,568	3,722	4,720
GENERAL CITY MAINTENANCE		58,436	59,918	57,991	43,426	47,642	50,912
HWYS, STREETS, & ROADS		382,948	392,154	396,771	395,418	395,378	355,234
STREET LIGHTING		51,130	-	60,000	48,239	64,636	60,557
SANITATION ADMINISTRATION		24,875	23,578	19,670	17,060	17,725	16,501
PARK,REC,CULTURE		371,307	371,237	393,414	319,906	364,756	364,462
DEBT SERVICE (GENERAL)		-	-	-	-	107,237	-
TRANSFERS		113,944	167,563	152,286	152,284	270,357	-
IMPROVEMENT FUNDS		-	-	75,000	75,000	-	-
MISCELLANEOUS		13,852	100,066	123,965	124,229	977,249	153,445
GENERAL FUND EXPENDITURES		**4,018,487**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
NET INCOME / (LOSS)		**76,018**	**-**	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101			**GENERAL FUND REVENUES**							
101-25300	EQ		Unreserved Fund Balance		(76,018)		**522,377**			
101-31000	R		General Property Taxes		1,932,732	1,852,892	1,817,814	1,796,472	2,146,873	1,986,167
101-31001	R		General Prop Taxes-Delinq		20,300	24,000	-	42,685	19,721	27,623
101-31801	R		Tax Forfeited Sales		2,000	2,600	-	1,891	2,547	1,726
101-31900	R		Penalties and Interest DelTax		1,700	2,200	-	3,337	1,024	2,746
		TOTAL	**TAXES**		**1,956,732**	**1,881,692**	**1,817,814**	**1,844,384**	**2,170,165**	**2,018,262**
101-32100	R		Business Licenses/Permits		12,500	12,200	13,000	13,435	12,525	11,488
101-32200	R		Non-Business Licenses/Permits		8,500	12,900	300,000	7,750	15,420	9,940
101-32210	R		Building Permit Fee		175,000	198,100	-	174,440	190,248	210,052
101-32211	R		Plan Check Fee-Bldg.Permit		98,000	95,000	-	97,651	110,482	80,250
101-32212	R		Plumbing Fee-Bldg.Permit		12,500	14,700	-	12,241	16,734	11,408
101-32213	R		Mechanical Fee-Bldg.Permit		13,250	12,400	-	13,181	12,961	9,294
101-32214	R		Fireplace Fee-Bldg.Permit		-	-	-	-	-	-
101-32215	R		Septic Fee		-	-	-	-	-	-
101-32216	R		S/W Connection Fee		3,000	1,300	-	3,075	2,225	900
101-32217	R		Sprinkler Fee		250	300	-	-	612	-
101-32218	R		License Verification Fee		1,000	1,500	-	920	1,425	1,530
101-32219	R		Electrical Permit		23,000	22,700	-	21,506	24,140	22,583
101-32240	R		Animal Licenses		3,000	3,600	-	2,970	3,530	4,235
101-32250	R		Special Vehicle Permit		800	700	-	950	800	650
		TOTAL	**LICENSES/PERMITS**		**350,800**	**375,400**	**313,000**	**348,118**	**391,103**	**362,329**
101-33100	R		Federal Grants and Aids		79,667	8,600	10,000	8,102	6,477	10,906
101-33400	R		State Grants and Aids		-	200	-	-	-	-
101-33401	R		Local Government Aid		780,176	737,393	635,435	635,435	631,811	585,309
101-33403	R		LGA-Market Value Credit		150	-	-	164	391	18
101-33404	R		PERA Rate Increase Aid		1,205	1,200	1,205	1,205	1,205	1,205
101-33416	R		Police Training Reimbursement		-	-	-	-	-	-
101-33418	R		Muni State Aid St Maintenance		69,000	68,500	65,864	67,155	65,864	58,734
101-33422	R		Other State Aid Grants		-	-	-	-	-	-
101-33423	R		POST Training Aid		6,000	6,400	3,500	5,965	10,527	-
101-33424	R		Police State Aid		72,000	75,000	72,775	71,750	73,226	72,777
101-33600	R		County Grants		-	-	-	-	-	-
101-33601	R		Regional Grants		-	-	-	-	-	2,500
101-33610	R		County Grants/Aid for Hwy		-	-	-	-	-	-
		TOTAL	**INTERGOVERNMENTAL**		**1,008,198**	**897,293**	**788,779**	**789,776**	**789,501**	**731,448**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-34000	R		Charges for Services		-	-	-	516	-	-
101-34100	R		General Gov t Charges for Svcs		3,000	3,700	4,000	2,058	3,512	3,410
101-34101	R		Rent Revenue		-	-	-	-	-	-
101-34103	R		Zoning and Subdivision Fees		13,000	12,800	11,000	12,940	15,000	10,935
101-34104	R		Plan Check Fee		-	-	-	-	-	-
101-34105	R		Sale of Maps and Publications		-	-	-	-	-	-
101-34106	R		Advertising Revenue		1,500	1,500	4,200	3,813	3,524	-
101-34110	R		Land Rent		1,000	3,500	900	1,260	1,028	4,382
101-34112	R		Dog Rm/Bd Charges		-	700	500	-	395	792
101-34113	R		Community Ctr Rent Revenue		12,000	15,500	12,000	17,196	15,113	17,484
101-34114	R		Copy Machine Copy Sales		75	200	-	85	135	158
101-34115	R		Lease Revenue		76,280	106,944	105,037	98,528	109,466	126,150
101-34200	R		Police Charges for Services		1,000	400	700	1,513	2,125	399
101-34202	R		Security Services		-	-	-	-	-	-
101-34203	R		Accident Reports		-	-	-	-	-	-
101-34205	R		Pawn Shop Transactions		1,500	1,600	2,100	1,495	1,660	2,750
101-34206	R		School Dist Resource Officer		85,520	88,471	76,000	80,756	60,162	28,722
101-34211	R		PD Charges for Scvs		-	-	-	-	-	-
101-34212	R		Nuisance Abatement		3,000	2,800	2,000	3,973	2,547	2,844
101-34300	R		PW Other Charges for Scvs		750	1,100	800	652	1,266	1,024
101-34304	R		Street Cut Charges		4,000	3,500	1,800	4,635	6,275	3,020
101-34305	R		Snow Removal		-	100	100	-	10	16
101-34306	R		Weed/Grass Removal		-	-	-	109	(96)	1,724
101-34700	R		Park Rental Fees		500	800	1,500	585	1,010	240
101-34750	R		Rec Program Fees		300	350	350	313	291	368
101-34780	R		Park Fees		50	-	-	40	65	50
101-34951	R		Surplus Property Rev		-	250	-	-	-	-
		TOTAL	**CHARGES FOR SERVICES**		**203,475**	**244,215**	**222,987**	**230,468**	**223,487**	**204,468**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-35000	R		Fines and Forfeits		50	-	-	56	32	200
101-35102	R		Parking Fines		1,500	1,600	1,000	1,600	2,440	1,140
101-35104	R		Other Fines		-	-	-	-	-	-
101-35105	R		Highway Fines		35,500	33,100	28,000	35,566	35,523	32,488
101-35106	R		Dog Impound Fee		-	1,300	1,250	-	1,279	1,195
101-35107	R		NSF Fines		-	-	-	-	-	-
101-35108	R		Bldg.Inspection Penalty		-	-	-	-	-	-
101-35110	R		Storage Fees		-	-	-	-	-	-
101-35120	R		AdministrativeTraffic Citation		14,000	11,600	8,000	14,120	14,640	9,960
101-35130	R		Administrative Citation		2,000	2,200	2,000	1,160	2,708	2,094
		TOTAL	**FINES AND FORFEITURES**		**53,050**	**49,800**	**40,250**	**52,502**	**56,622**	**47,077**
101-36100	R		Special Assessments		-	-	-	-	-	-
101-36200	R		Miscellaneous Revenues		1,000	2,400	3,000	955	469	2,821
101-36201	R		Refunds & Reimbursements		7,000	13,600	24,000	9,099	7,748	13,149
101-36202	R		Loan Payments		-	-	-	-	-	-
101-36205	R		Pop Machine Sales - City Hall		-	-	-	-	-	-
101-36206	R		Election Expense Reimbursement		-	-	-	-	-	-
101-36210	R		Interest Earnings		20,000	17,000	20,000	63,792	22,480	13,630
101-36230	R		Contributions and Donations		7,750	-	-	-	5,000	-
101-36231	R		Community Center Contributions		-	-	-	-	-	-
101-37460	R		General Penalty		100	200	-	22	186	139
101-37840	R		Cash Over - (Short)		-	-	-	-	-	-
101-37843	R		Bank Charges		-	-	-	-	-	-
101-37844	R		Error Adjustment		-	-	-	21	(0)	-
101-39102	R		Sale of Property		-	-	-	649	737	-
101-39103	R		Insurance Proceeds		-	-	-	-	-	-
		TOTAL	**MISCELLANEOUS**		**35,850**	**33,200**	**47,000**	**74,537**	**36,620**	**29,739**
101-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
101-39203	R		Transfer from Other Fund		486,400	451,176	369,150	369,150	369,150	396,182
		TOTAL	**TRANSFERS IN**		**486,400**	**451,176**	**369,150**	**369,150**	**369,150**	**396,182**
101-39999	R		Prior Period Adjustment		-	-	-	-	-	-
101		**TOTAL**	**GENERAL FUND REVENUES**		**4,018,487**	**3,932,776**	**4,121,357**	**3,708,935**	**4,036,647**	**3,789,505**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41110			**COUNCIL**							
101-41110-100	E		Wages & Salaries General		24,927	21,777	24,927	25,327	22,577	22,582
			Council & Board Wages							
101-41110-120	E		Employer Contrib Ret General		1,907	1,666	1,907	1,938	1,727	1,459
101-41110-130	E		Employer Paid Ins General		-	-	-	-	-	-
101-41110-151	E		Worker s Comp Insurance		-	-	-	-	-	21
101-41110-200	E		Office Supplies (GENERAL)		250	700	125	143	208	-
101-41110-208	E		Training and Instruction		2,500	4,750	4,750	693	499	919
101-41110-220	E		General Supplies		-	-	-	13	-	-
101-41110-303	E		Engineering Fees		-	-	150	-	-	-
101-41110-305	E		Technology		1,000	2,000	1,000	861	1,225	-
101-41110-351	E		Legal Notices Publishing		1,500	1,750	2,500	825	1,519	1,452
101-41110-361	E		General Liability Ins		5	25	160	29	132	150
101-41110-433	E		Dues and Subscriptions		6,630	9,200	6,137	6,169	5,939	7,753
			League of Minnesota Cities	$ 6,600						
			LMC MN Mayors Association	$ 30						
101-41110-437	E		Other Miscellaneous		-	-	-	26	-	101
41110		**TOTAL**	**COUNCIL**		**38,719**	**41,868**	**41,656**	**36,025**	**33,827**	**34,436**
41200			**ELECTIONS**							
101-41200-100	E		Wages & Salaries General		-	5,560	-	-	3,592	-
101-41200-200	E		Office Supplies (GENERAL)		-	100	100	-	-	-
101-41200-208	E		Training and Instruction		-	1,300	-	-	661	-
101-41200-303	E		Engineering Fees		-	-	-	-	-	-
101-41200-351	E		Legal Notices Publishing		-	200	250	-	77	-
101-41200-361	E		General Liability Ins		-	-	-	-	-	-
101-41200-439	E		Election Expenses		200	1,700	1,000	154	5,296	1,138
41200		**TOTAL**	**ELECTIONS**		**200**	**8,860**	**1,350**	**154**	**9,627**	**1,138**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41500			FINANCIAL ADMINISTRATION							
101-41500-100	E		Wages & Salaries General		327,953	300,019	274,583	266,374	263,551	274,277
101-41500-101	E		PT Salaries & Wages		4,900	5,500	-	-	-	-
101-41500-102	E		Full-Time Employees OT		-	-	-	26	-	-
101-41500-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41500-112	E		Contracted Services		10,248	40,235	13,240	11,871	10,004	7,944
			Codification Maint. Fee	$ 995						
			Isantian Newsletter	$ 8,000						
			City Code Update (30%)	$ 1,253						
101-41500-120	E		Employer Contrib Ret General		50,034	45,646	41,184	39,286	39,143	40,105
101-41500-130	E		Employer Paid Ins General		61,733	49,926	43,486	44,618	49,696	51,949
101-41500-142	E		Unemployment Comp Benefit Pymt		-	-	-	25	-	48
101-41500-151	E		Worker s Comp Insurance		2,842	2,731	1,328	1,536	1,627	1,992
101-41500-200	E		Office Supplies (GENERAL)		3,500	3,900	3,640	3,491	2,504	3,465
			Miscellaneous	$ 6,500						
			15% to EDA, PRC, P/Z	$ (3,000)						
101-41500-202	E		Duplicating and copying supply		1,870	1,980	2,240	1,473	1,552	1,752
			Copier Lease	$ 2,300						
			Paper / Supplies	$ 1,100						
			15% to P/Z, PRC, EDA	$ (1,530)						
101-41500-207	E		Computer Supplies		-	-	-	-	-	-
101-41500-208	E		Training and Instruction		11,235	8,775	9,235	8,176	7,062	7,073
			City Clerk Training	$ 1,345						
			General HR Training	$ 1,240						
			ICMA Conference - C Mgr/Wood	$ 2,500						
			MCMA Conference - C Mgr/Wood	$ 800						
			League Conference - C Mgr/Wood	$ 800						
			LMC Conf. Betker/Brooks	$ 1,600						
			MNGFOA Conference - Fin Dir	$ 575						
			MNGFOA Conference - Asst Fin Dir	$ 575						
			General Admin Training	$ 800						
			Finance Dept Training	$ 1,000						
101-41500-220	E		General Supplies		250	-	-	73	-	-
101-41500-300	E		Professional Srvs (GENERAL)		50,224	46,530	43,641	75,783	32,833	37,374
			City Attorney	$ 40,000						
			Safety Training (8%)	$ 224						
			Mediation / Arbitration	$ 10,000						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-41500-301	E		Audit & Accounting Services			17,540	17,538	14,683	15,875	18,090	39,792
			Annual Financial Audit	$	30,080						
			AUP (Agreed Upon Procedures)	$	5,000						
			12.5% each Water, Sewer, Storm, Liquor	$	(17,540)						
101-41500-303	E		Engineering Fees			-	100	90	-	604	(675)
101-41500-305	E		Technology			6,627	6,241	5,350	6,551	5,168	5,137
			Anti Spam Software	$	245						
			WB IT Solutions (15%)	$	4,665						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
101-41500-320	E		Communications (GENERAL)			1,548	1,536	-	1,803	754	-
			Verizon	$	1,548						
101-41500-322	E		Postage			5,090	5,385	5,385	4,423	4,759	4,789
			Bulk Mailing - Isantian	$	1,900						
			PO Box Fee	$	120						
			Postage 5,000 @ $0.55	$	2,750						
			Certified Letters	$	320						
101-41500-335	E		Auto Expense			110	110	2,953	1	2,980	1,487
			City Hall Vehicle(s)	$	110						
101-41500-351	E		Legal Notices Publishing			300	600	600	66	254	115
101-41500-361	E		General Liability Ins			2,100	2,420	3,367	2,321	3,311	2,301
101-41500-366	E		Bonds/Life Insurance			-	-	-	-	-	-
101-41500-404	E		Repairs/Maint Machinery/Equip			-	-	-	2	-	-
101-41500-433	E		Dues and Subscriptions			2,507	2,270	2,259	3,290	1,707	2,998
			MN City/Cty Management Assoc	$	160						
			MN Clerks & Finance Officers Assoc	$	50						
			SHRM Membership	$	230						
			ICMA	$	1,092						
			Int'l Institute of Muncipal Clerks	$	170						
			MN GFOA	$	140						
			MN Society of CPAs	$	280						
			AICPA	$	285						
			MN Board of Accountancy	$	100						
101-41500-437	E		Other Miscellaneous			800	2,000	-	32	-	-
			Employee Wellness	$	800						
101-41500-500	E		Capital Expenditures			-	-	3,671	3,320	-	-
101-41500-511	E		Land Acquisition			-	-	-	-	-	-
101-41500-721	E		Contingency Fund			-	-	-	-	-	-
41500		**TOTAL**	**FINANCIAL ADMINISTRATION**			**561,411**	**543,442**	**470,935**	**490,416**	**445,598**	**481,922**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41501			**SPECIAL PROJECT5**							
101-41501-100	E		Wages & Salaries General		-	55,753	91,073	89,708	-	-
101-41501-102	E		Full-Time Employees OT		-	-	-	-	-	-
101-41501-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41501-112	E		Contracted Services		-	5,000	5,000	3,984	-	-
101-41501-120	E		Employer Contrib Ret General		-	8,447	13,798	12,869	-	-
101-41501-130	E		Employer Paid Ins General		-	6,904	18,553	17,526	-	-
101-41501-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41501-151	E		Worker s Comp Insurance		-	534	689	823	-	-
101-41501-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
101-41501-202	E		Duplicating and copying supply		-	600	600	52	-	-
101-41501-207	E		Computer Supplies		-	-	-	-	-	-
101-41501-208	E		Training and Instruction		-	1,400	3,600	3,773	-	-
101-41501-220	E		General Supplies		-	-	-	-	-	-
101-41501-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-41501-301	E		Audit & Accounting Services		-	-	-	-	-	-
101-41501-303	E		Engineering Fees		-	-	-	-	-	-
101-41501-305	E		Technology		-	-	-	-	-	-
101-41501-320	E		Communications		-	540	-	-	-	-
101-41501-322	E		Postage		-	-	-	-	-	-
101-41501-335	E		Auto Expense		-	1,558	3,116	260	-	-
101-41501-351	E		Legal Notices Publishing		-	-	600	8	-	-
101-41501-361	E		General Liability Ins		-	-	-	-	-	-
101-41501-366	E		Bonds/Life Insurance		-	-	-	-	-	-
101-41501-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
101-41501-433	E		Dues and Subscriptions		-	1,290	930	1,050	-	-
101-41501-437	E		Other Miscellaneous		-	-	-	-	-	-
101-41501-500	E		Capital Expenditures		-	-	-	-	-	-
101-41501-511	E		Land Acquisition		-	-	-	-	-	-
101-41501-721	E		Contingency Fund		-	-	-	-	-	-
41501		**TOTAL**	**SPECIAL PROJECTS**		**-**	**82,026**	**137,959**	**130,053**	**-**	**-**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41910			**PLANNING AND ZONING**							
101-41910-100	E		Wages & Salaries General		80,478	77,882	68,848	30,081	68,906	56,976
101-41910-101	E		Part Time Salaries and Wages		2,450	2,800	6,300	-	-	-
101-41910-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-41910-112	E		Contracted Services		4,550	-	-	10,648	-	28,443
			Zoning Code Update	$ 4,550						
101-41910-120	E		Employer Contrib Ret General		12,110	12,121	10,160	4,308	9,970	7,900
101-41910-130	E		Employer Paid Ins General		13,815	6,615	9,855	3,354	8,316	5,428
101-41910-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-41910-151	E		Worker s Comp Insurance		689	711	493	578	369	568
101-41910-200	E		Office Supplies (GENERAL)		1,250	1,525	1,200	814	573	1,862
			15% from Admin	$ 1,000						
			Miscellaneous	$ 250						
101-41910-202	E		Duplicating and copying supply		510	540	840	728	503	601
			15% from Admin	$ 510						
101-41910-208	E		Training and Instruction		2,000	2,130	1,130	687	1,081	623
			MN APA Conference	$ 1,500						
			Continuing Education - CDD	$ 500						
101-41910-300	E		Professional Srvs (GENERAL)		6,000	4,000	5,000	3,748	1,945	3,188
101-41910-301	E		Auditing and Acct g Services		-	-	-	-	-	-
101-41910-303	E		Engineering Fees		3,000	3,000	3,000	4,773	2,999	15,644
101-41910-305	E		Technology		3,712	3,189	3,526	3,040	2,835	2,147
			WB IT Solutions (10%)	$ 3,110						
			Civic Systems Support (5.45%)	$ 602						
101-41910-310	E		Annexation Payments		17,600	23,862	41,187	21,250	1,824	-
			Annex. Pmt to Township - A-2457(OA)-32	$ 11,218						
			Annex. Pmts. to Residents - A-2457(OA)-32	$ 6,382						
101-41910-320	E		Communications (GENERAL)		264	1,513	800	528	685	584
			Verizon - 50% CDD Phone	$ 264						
101-41910-322	E		Postage		50	50	50	2	13	158
101-41910-335	E		Auto Expense		55	55	55	1	82	38
			10% from Admin	$ 55						
101-41910-351	E		Legal Notices Publishing		300	300	300	116	664	304
101-41910-361	E		General Liability Ins		10	63	411	76	387	389
101-41910-433	E		Dues and Subscriptions		350	-	-	-	-	-
			MN APA Membership	$ 100						
			North TH 65 Corridor Coalition	$ 250						
101-41910-437	E		Other Miscellaneous		900	950	950	787	908	1,217
			Isanti County Recorder / Misc.	$ 900						
101-41910-500	E		Capital Expenditures		-	-	2,500	1,113	2,871	8,577
41910		**TOTAL**	**PLANNING AND ZONING**		**150,093**	**141,306**	**156,605**	**86,632**	**104,931**	**134,645**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
41941			**MUNICIPAL BUILDING**								
101-41941-100	E		Wages & Salaries General			-	200	-	32	50	-
101-41941-112	E		Contracted Services			960	1,337	1,242	1,161	856	1,230
			Alarm Monitoring	$	610						
			Shred-N-Go	$	350						
101-41941-120	E		Employer Contrib Ret General			-	15	-	5	4	-
101-41941-130	E		Employer Paid Ins General			-	-	-	-	-	-
101-41941-210	E		Operating Supplies (GENERAL)			5,250	2,100	1,890	2,214	1,060	759
			Misc. Supplies	$	1,000						
			Conference Table	$	3,500						
			Flags	$	750						
101-41941-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-41941-303	E		Engineering Fees			-	-	-	-	-	-
101-41941-305	E		Technology			8,065	7,535	7,507	7,428	6,431	6,809
			Panic Button Monitoring	$	290						
			WB IT Solutions (25%)	$	7,775						
101-41941-320	E		Communications (GENERAL)			3,164	5,893	3,843	2,852	4,317	3,773
			Landline Service	$	1,274						
			City Hall Phone System Maint. (90%)	$	1,890						
			Long Distance	$	-						
101-41941-361	E		General Liability Ins			2,410	2,263	2,115	2,153	2,110	2,074
101-41941-380	E		Utilities			12,120	13,563	12,707	11,436	9,545	9,493
101-41941-401	E		Maint & Repairs - Bldgs.			7,685	8,451	7,632	9,499	10,000	5,767
			Janitorial Services	$	5,346						
			Rug Service	$	864						
			Garbarge/Recycling Services	$	250						
			Fire Suppresion Inspection	$	225						
			Miscellaneous	$	1,000						
101-41941-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-41941-410	E		Rentals			-	-	-	-	-	-
101-41941-500	E		Capital Expenditures			-	-	18,350	17,454	4,950	3,801
101-41941-700	E		Transfers (GENERAL)			-	-	-	-	-	-
41941		**TOTAL**	**MUNICIPAL BUILDING**			**39,654**	**41,357**	**55,286**	**54,234**	**39,323**	**33,705**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42110			POLICE ADMINISTRATION								
101-42110-100	E		Wages & Salaries General			930,655	690,289	775,035	630,007	608,564	730,294
101-42110-101	E		Part Time Salaries and Wages			90,517	78,356	40,000	137,166	85,258	58,523
101-42110-102	E		Full-Time Employees OT			40,000	40,000	23,000	55,024	40,288	21,484
101-42110-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-42110-112	E		Contracted Services			-	-	-	3,375	-	345
101-42110-113	E		Uniform Pay			11,757	15,100	12,861	19,228	13,835	11,992
101-42110-114	E		Crime Prevention			2,000	2,000	300	434	136	334
101-42110-118	E		Salary Contingency			-	-	-	-	-	-
101-42110-120	E		Employer Contrib Ret General			191,216	146,211	152,196	147,846	124,678	135,789
101-42110-130	E		Employer Paid Ins General			185,071	154,893	183,831	132,382	130,040	120,960
101-42110-142	E		Unemployment Comp Benefit Pymt			-	-	-	2,135	-	-
101-42110-151	E		Worker s Comp Insurance			85,262	48,918	32,986	38,694	22,904	31,760
101-42110-200	E		Office Supplies (GENERAL)			3,800	3,600	4,000	3,990	4,151	3,250
101-42110-207	E		Computer Supplies			-	100	100	60	-	79
101-42110-208	E		Training and Instruction			17,000	17,000	12,500	15,347	15,731	10,613
			Ammunition	$	4,000						
			MN Chiefs Annual Conference	$	800						
			Jubiliee Days Meeting	$	350						
			Misc Training/Courses	$	10,450						
			Misc. Reserve Training	$	500						
			Patrol On-line	$	900						
101-42110-240	E		Small Tools and Minor Equip			2,710	3,056	3,256	2,877	2,196	5,458
			Copy Machine Lease	$	1,260						
			Radar Calibration	$	250						
			Misc Small Tools/Equipment	$	600						
			Misc Investigator Equipment	$	600						
101-42110-300	E		Professional Srvs (GENERAL)			66,492	58,751	45,537	52,744	53,282	44,480
			Prosecution ($4,084/month)	$	49,000						
			Safety Training (14%)	$	392						
			Interpreter Services	$	600						
			Officer Wellness	$	7,200						
			Admin Citation Payment	$	4,800						
			Pre-Employment & Drug Testing	$	4,500						
101-42110-305	E		Technology			13,708	11,727	12,859	13,838	20,358	13,708
			LETG Software Maintenance and Support	$	8,410						
			WB IT Solutions (10%)	$	3,110						
			Watchguard Server/Support	$	-						
			I-Crime Fighter	$	1,296						
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	290						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-42110-320	E		Communications (GENERAL)			10,854	6,261	6,360	5,653	5,393	5,522
			Verizon	$	8,424						
			Landline Service	$	1,740						
			Long Distance	$	90						
			BCA Connection	$	600						
101-42110-321	E		Cell Phone Reimbursement			-	-	-	-	-	60
101-42110-335	E		Auto Expense			34,260	35,914	35,200	33,837	25,559	26,496
			Fuel/Washes	$	21,000						
			PW Labor	$	850						
			GEO Tab	$	2,410						
			Repairs	$	10,000						
101-42110-336	E		PD Reserves			1,200	1,200	2,000	782	1,432	2,681
101-42110-351	E		Legal Notices Publishing			300	300	-	801	331	106
101-42110-361	E		General Liability Ins			33,010	31,991	31,057	30,073	30,000	25,749
101-42110-380	E		Utilities			7,340	8,592	7,550	6,927	6,691	6,294
101-42110-401	E		Maint & Repairs - Bldgs.			6,790	4,257	9,615	12,800	4,631	4,250
			Janitorial Services	$	2,000						
			Rug Service	$	430						
			Garbarge/Recycling Services	$	190						
			Fire Suppresion Inspection	$	170						
			Misc. Services	$	2,000						
			Misc. Equipment	$	2,000						
101-42110-404	E		Repairs/Maint Equipment			1,000	500	1,500	1,729	-	1,520
101-42110-433	E		Dues and Subscriptions			8,665	8,026	1,485	695	283	1,485
			Lexipol Annual Subscription	$	5,810						
			Post License $90/Officer every 3 years	$	270						
			Tri County Law Enforcement	$	75						
			MN Chiefs of Police Assoc.	$	310						
			Range Dues/Special Response Team	$	2,200						
101-42110-440	E		Prisoner Expense			-	-	-	-	-	-
101-42110-442	E		Forfeitures			-	-	-	-	-	-
101-42110-500	E		Capital Expenditures			-	-	53,639	48,905	(341)	44,068
101-42110-501	E		Replacement Fund			-	-	-	-	-	-
101-42110-700	E		Transfers (GENERAL)			-	-	-	-	-	-
101-42110-721	E		Contingency Fund			-	-	-	-	-	-
42110		**TOTAL**	**POLICE ADMINISTRATION**			**1,743,608**	**1,367,042**	**1,446,867**	**1,397,350**	**1,195,400**	**1,307,301**
42280			**FIRE PROTECTION**								
101-42280-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-42280-380	E		Utilities			3,620	2,540	2,540	3,416	-	-
101-42280-390	E		Public Safety Expense			254,370	246,965	231,249	231,246	224,513	209,043
101-42280-401	E		Maint & Repairs - Bldgs.			-	-	-	-	-	-
42280		**TOTAL**	**FIRE PROTECTION**			**257,990**	**249,505**	**233,789**	**234,663**	**224,513**	**209,043**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42401			**BUILDING INSPECTION ADMIN**								
101-42401-100	E		Wages & Salaries General			122,956	35,013	54,665	48,018	42,432	73,406
101-42401-101	E		Part Time Salaries and Wages			-	-	-	-	250	-
101-42401-102	E		Full-Time Employees OT			-	-	-	-	-	-
101-42401-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-42401-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
101-42401-112	E		Contracted Services			18,400	267,985	219,738	272,916	288,748	17,211
			Building Official								
			Electrical Inspector	$	18,400						
101-42401-120	E		Employer Contrib Ret General			18,628	5,396	8,282	7,458	6,426	10,826
101-42401-130	E		Employer Paid Ins General			27,099	4,929	8,550	7,829	6,946	19,838
101-42401-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	2
101-42401-151	E		Worker s Comp Insurance			1,102	335	529	616	503	657
101-42401-200	E		Office Supplies (GENERAL)			-	-	1,265	625	824	829
101-42401-202	E		Duplicating and copying supply			-	-	840	489	502	595
101-42401-207	E		Computer Supplies			-	-	-	-	-	110
101-42401-208	E		Training and Instruction			-	500	500	115	-	698
101-42401-210	E		Operating Supplies (GENERAL)			100	50	210	199	99	84
101-42401-300	E		Professional Srvs (GENERAL)			-	935	4,319	2,709	3,642	3,870
101-42401-301	E		Auditing and Acct g Services			-	-	2,937	3,175	3,618	7,958
101-42401-303	E		Engineering Fees			-	2,000	10	-	-	235
101-42401-305	E		Technology			4,021	1,356	2,562	2,530	2,857	2,839
			PSN Monthly eBill (20%)	$	140						
			Civic Systems Support (20.43%)	$	3,881						
101-42401-320	E		Communications (GENERAL)			26	297	600	446	880	1,178
			Verizon - 5% CDD Phone	$	26						
101-42401-335	E		Auto Expense			55	1,155	2,110	592	958	1,178
			10% from Admin	$	55						
101-42401-351	E		Legal Notices Publishing			50	-	50	66	53	359
101-42401-361	E		General Liability Ins			270	351	785	352	738	698
101-42401-380	E		Utilities			-	-	1,412	1,271	991	995
101-42401-401	E		Maint & Repairs - Bldgs.			-	-	746	1,051	1,566	641
101-42401-405	E		Depreciation (GENERAL)			-	-	-	-	-	-
101-42401-433	E		Dues and Subscriptions			-	-	-	-	-	-
101-42401-437	E		Other Miscellaneous			-	-	-	3	-	-
101-42401-500	E		Capital Expenditures			-	-	2,500	1,125	-	18,455
101-42401-700	E		Transfers (GENERAL)			-	-	-	-	-	-
42401		**TOTAL**	**BUILDING INSPECTION ADMIN**			**192,707**	**320,302**	**312,610**	**351,585**	**362,032**	**162,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
42402			**CODE ENFORCEMENT**							
101-42402-100	E		Wages & Salaries General		7,509	7,260	34,944	32,077	25,870	6,857
101-42402-101	E		Part Time Salaries and Wages		-	-	-	-	6,692	15,454
101-42402-106	E		Wages & Salaries Admin		-	-	-	-	-	-
101-42402-120	E		Employer Contrib Ret General		1,138	1,110	5,294	5,169	5,002	3,336
101-42402-130	E		Employer Paid Ins General		1,307	593	4,072	3,486	2,708	677
101-42402-151	E		Worker s Comp Insurance		67	70	264	311	152	217
101-42402-200	E		Office Supplies (GENERAL)		50	200	200	30	90	33
101-42402-207	E		Computer Supplies		-	-	200	-	15	116
101-42402-208	E		Training and Instruction		-	250	250	61	-	-
101-42402-300	E		Professional Srvs (GENERAL)		1,000	2,600	2,750	1,332	858	593
			Attorney/Abatement/Hearings	$ 1,000						
101-42402-305	E		Technology		786	385	1,186	1,016	1,162	1,125
			Civic Systems Support (7.12%)	$ 786						
101-42402-320	E		Communications		26	1,023	1,092	538	354	-
			Verizon - 5% CDD Phone	$ 26						
101-42402-322	E		Postage		125	200	125	38	116	82
101-42402-335	E		Auto Expense		-	1,200	800	332	325	4,216
101-42402-351	E		Legal Notices Publishing		75	150	250	44	59	76
101-42402-361	E		General Liability Ins		300	337	415	317	392	263
101-42402-494	E		Property Management		-	-	-	-	-	-
101-42402-500	E		Capital Expenditures		-	-	2,500	1,113	-	-
42402		**TOTAL**	**CODE ENFORCEMENT**		**12,383**	**15,378**	**54,342**	**45,863**	**43,795**	**33,045**
42500			**CIVIL DEFENSE**							
101-42500-112	E		Contracted Services		2,140	2,300	2,300	4,280	-	2,140
			Siren Maintenance	$ 2,140						
101-42500-220	E		General Supplies		-	-	-	-	-	-
42500		**TOTAL**	**CIVIL DEFENSE**		**2,140**	**2,300**	**2,300**	**4,280**	**-**	**2,140**
42700			**ANIMAL CONTROL**							
101-42700-112	E		Contracted Services		3,000	4,600	4,600	1,440	3,705	4,500
101-42700-210	E		Operating Supplies (GENERAL)		-	180	180	124	-	200
101-42700-219	E		Disposal-Animal		90	90	90	-	-	-
101-42700-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-42700-322	E		Postage		-	-	-	-	-	-
101-42700-361	E		General Liability Ins		1	4	17	3	17	20
101-42700-417	E		Uniform Rentals		-	-	-	-	-	-
42700		**TOTAL**	**ANIMAL CONTROL**		**3,091**	**4,874**	**4,887**	**1,568**	**3,722**	**4,720**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43010			**GENERAL CITY MAINTENANCE**							
101-43010-100	E		Wages & Salaries General		24,092	23,330	20,713	17,493	19,542	20,483
101-43010-102	E		Full-Time Employees OT		-	-	500	12	(2)	2
101-43010-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43010-113	E		Clothing Replacement		50	45	20	43	27	14
101-43010-120	E		Employer Contrib Ret General		3,650	3,534	3,229	2,609	2,882	2,995
101-43010-130	E		Employer Paid Ins General		6,892	6,340	6,451	4,601	5,030	5,038
101-43010-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43010-151	E		Worker s Comp Insurance		1,952	1,995	1,755	2,080	509	465
101-43010-208	E		Training and Instruction		50	200	200	47	19	15
101-43010-212	E		Motor Fuels		-	-	-	-	-	-
101-43010-220	E		General Supplies		450	500	500	493	426	137
101-43010-222	E		Gen I Operating Expense		3,140	5,325	5,325	688	3,218	3,537
			Torch Gas	$ 200						
			Towel/Rug Service	$ 440						
			Parts/Oil/Supplies	$ 2,500						
101-43010-240	E		Small Tools and Minor Equip		500	1,500	1,500	-	432	872
101-43010-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
101-43010-303	E		Engineering Fees		-	-	-	-	-	-
101-43010-305	E		Technology		-	-	58	57	56	53
101-43010-320	E		Communications (GENERAL)		-	12	12	9	207	8
101-43010-351	E		Legal Notices Publishing		-	-	-	6	-	456
101-43010-361	E		General Liability Ins		1,280	1,283	1,214	1,219	1,146	1,166
101-43010-380	E		Utilities		11,970	11,949	12,753	11,290	11,259	10,941
101-43010-400	E		Ground Maintenance		350	-	-	360	-	725
101-43010-401	E		Maint & Repairs - Bldgs.		3,380	2,400	2,322	1,833	2,222	3,128
			Garbarge/Recycling Services	$ 2,880						
			Miscellaneous	$ 500						
101-43010-404	E		Repairs/Maint Machinery/Equip		370	500	500	343	335	630
			Annual Lift Inspection	$ 370						
101-43010-405	E		Depreciation (GENERAL)		-	-	-	-	-	-
101-43010-410	E		Rentals		-	675	675	-	35	-
101-43010-417	E		Uniform Rentals		310	330	264	244	300	245
101-43010-500	E		Capital Expenditures		-	-	-	-	-	-
101-43010-501	E		Replacement Fund		-	-	-	-	-	-
101-43010-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
101-43010-700	E		Transfers (GENERAL)		-	-	-	-	-	-
101-43010-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
101-43010-720	E		Operating Transfers		-	-	-	-	-	-
43010		**TOTAL**	**GENERAL CITY MAINTENANCE**		**58,436**	**59,918**	**57,991**	**43,426**	**47,642**	**50,912**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43100			HWYS, STREETS, & ROADS							
101-43100-100	E		Wages & Salaries General		123,650	119,731	124,682	117,247	120,594	125,246
101-43100-101	E		Part Time Salaries and Wages		5,490	4,809	4,631	2,729	2,097	16
101-43100-102	E		Full-Time Employees OT		20,000	17,000	6,000	24,030	15,713	3,778
101-43100-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43100-105	E		Labor Credit - Work for Others		(1,750)	(1,750)	(1,750)	(638)	(1,725)	(3,250)
101-43100-112	E		Contracted Services		-	-	-	-	-	-
101-43100-113	E		Clothing Replacement		250	175	100	219	188	71
101-43100-120	E		Employer Contrib Ret General		22,595	21,443	19,962	20,931	20,284	18,797
101-43100-130	E		Employer Paid Ins General		35,359	32,529	38,718	36,817	32,305	27,930
101-43100-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43100-151	E		Worker s Comp Insurance		12,381	10,581	11,319	13,121	13,194	19,327
101-43100-208	E		Training and Instruction		500	800	800	342	576	82
101-43100-212	E		Motor Fuels		20,000	20,000	20,000	20,414	18,258	10,622
101-43100-220	E		General Supplies		15,500	12,650	9,000	6,582	11,095	8,879
			Mosquito Spray - Promethium	$ 5,500						
			Miscellaneous	$ 10,000						
101-43100-226	E		Signs		500	500	500	510	3,826	9,617
101-43100-229	E		Gravel		3,500	7,800	7,800	6,912	7,733	3,860
101-43100-230	E		Salt/Sand		50,000	58,000	57,000	57,435	45,695	27,228
101-43100-231	E		Street Maintenance		9,700	11,000	10,052	9,172	10,008	6,821
			Special Assessments	$ 700						
			Street/Sidewalk Repair	$ 9,000						
101-43100-240	E		Small Tools and Minor Equip		1,000	1,500	1,900	1,237	2,896	711

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-43100-300	E		Professional Srvs (GENERAL)			662	1,939	1,500	1,618	1,885	1,281
			Safety Training (14%)	$	392						
			CDL Drug Testing (30%)	$	270						
101-43100-303	E		Engineering Fees			25,000	30,000	21,000	16,609	19,452	47,654
101-43100-305	E		Technology			642	295	352	378	500	403
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	40						
101-43100-320	E		Communications (GENERAL)			2,240	2,622	3,203	2,598	2,902	2,673
			Verizon	$	1,840						
			Landline Service	$	390						
			Long Distance	$	10						
101-43100-351	E		Legal Notices Publishing			-	-	-	139	149	120
101-43100-361	E		General Liability Ins			3,820	4,223	6,863	4,163	6,472	6,561
101-43100-380	E		Utilities			-	-	-	-	(1,092)	1,092
101-43100-400	E		Grounds Maintenance			750	1,000	1,000	342	600	940
101-43100-401	E		Maint & Repairs - Bldgs.			1,000	1,300	1,630	1,004	1,878	907
101-43100-404	E		Repairs/Maint Machinery/Equip			28,000	32,000	24,000	25,350	41,813	12,730
101-43100-410	E		Rentals			300	300	300	72	886	221
101-43100-417	E		Uniform Rentals			1,750	1,507	1,559	1,553	1,413	1,483
101-43100-433	E		Dues and Subscriptions			110	200	200	106	103	100
			APWA (25%)	$	110						
101-43100-494	E		Property Management			-	-	-	-	-	-
101-43100-500	E		Capital Expenditures			-	-	24,450	24,426	15,680	19,335
101-43100-511	E		Land Acquisition			-	-	-	-	-	-
101-43100-531	E		Improvement-Land			-	-	-	-	-	-
43100		**TOTAL**	**HWYS, STREETS, & ROADS**			**382,948**	**392,154**	**396,771**	**395,418**	**395,378**	**355,234**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
43160			**STREET LIGHTING**							
101-43160-303	E		Engineering Fees		-	-	-	-	-	-
101-43160-361	E		General Liability Ins		-	-	-	-	-	-
101-43160-380	E		Utilities		51,130	-	60,000	48,239	47,830	49,299
101-43160-500	E		Capital Expenditures		-	-	-	-	16,806	11,258
43160		**TOTAL**	**STREET LIGHTING**		**51,130**	**-**	**60,000**	**48,239**	**64,636**	**60,557**
43210			**SANITATION ADMINISTRATION**							
101-43210-100	E		Wages & Salaries General		5,579	5,400	3,922	4,056	4,539	10,165
101-43210-101	E		Part Time Salaries and Wages		9,655	7,900	7,608	7,592	6,293	199
101-43210-102	E		Full-Time Employees OT		500	450	250	434	303	426
101-43210-103	E		Health Stipend (HRA)		-	-	-	-	-	-
101-43210-112	E		Contracted Services		-	-	-	-	-	-
101-43210-113	E		Clothing Replacement		15	-	5	10	8	3
101-43210-120	E		Employer Contrib Ret General		2,384	2,083	1,280	1,250	1,195	1,190
101-43210-130	E		Employer Paid Ins General		1,592	1,465	1,493	1,358	1,348	1,180
101-43210-142	E		Unemployment Comp Benefit Pymt		-	-	-	-	-	-
101-43210-151	E		Worker s Comp Insurance		1,168	1,040	331	392	108	-
101-43210-208	E		Training and Instruction		-	-	-	11	0	-
101-43210-212	E		Motor Fuels		1,200	1,200	900	1,256	1,057	721
101-43210-220	E		General Supplies		-	-	-	13	-	45
101-43210-300	E		Professional Srvs (GENERAL)		750	500	300	380	799	424
			Clean-Up Day	$ 750						
101-43210-303	E		Engineering Fees		-	-	-	-	-	-
101-43210-305	E		Technology		-	-	-	-	-	0
101-43210-320	E		Communications (GENERAL)		-	-	-	-	-	-
101-43210-351	E		Legal Notices Publishing		-	-	-	1	-	-
101-43210-361	E		General Liability Ins		2	10	63	12	59	71
101-43210-400	E		Ground Maintenance		2,000	3,500	3,500	270	1,993	2,061
			Compost Screening	$ 2,000						
101-43210-417	E		Uniform Rentals		30	30	18	24	25	16
101-43210-500	E		Capital Expenditures		-	-	-	-	-	-
43210		**TOTAL**	**SANITATION ADMINISTRATION**		**24,875**	**23,578**	**19,670**	**17,060**	**17,725**	**16,501**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
45300			**PARK,REC,CULTURE**								
101-45300-100	E		Wages & Salaries General			145,092	136,907	132,444	128,082	135,459	129,830
101-45300-101	E		Part Time Salaries and Wages			25,822	22,635	25,593	13,949	13,177	2,774
101-45300-102	E		Full-Time Employees OT			1,250	-	-	1,726	1,192	789
101-45300-103	E		Health Stipend (HRA)			-	-	-	-	-	-
101-45300-112	E		Contracted Services			7,670	7,329	7,184	5,425	6,850	6,475
			Janitorial Services	$	1,420						
			Portable Restrooms	$	6,250						
101-45300-113	E		Clothing Replacement			130	125	60	117	99	38
101-45300-120	E		Employer Contrib Ret General			25,999	24,243	22,321	20,425	21,202	19,012
101-45300-130	E		Employer Paid Ins General			28,420	26,632	33,870	25,702	28,647	25,307
101-45300-138	E		Employer Paid Ins Admin			-	-	-	-	-	-
101-45300-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
101-45300-151	E		Worker s Comp Insurance			11,373	11,145	9,561	11,319	3,151	3,419
101-45300-200	E		Office Supplies (GENERAL)			1,100	1,500	1,175	1,086	1,351	940
			15% from Admin	$	1,000						
			Miscellaneous	$	100						
101-45300-202	E		Duplicating and copying supply			510	540	840	569	505	595
			15% from Admin	$	510						
101-45300-208	E		Training and Instruction			1,750	1,850	1,850	1,107	1,916	1,082
			PW Tech Pesticide Licensing	$	250						
			Professional Development	$	1,500						
101-45300-210	E		Operating Supplies (GENERAL)			2,000	2,600	2,980	1,816	2,148	2,106
101-45300-212	E		Motor Fuels			2,300	2,300	2,200	2,198	1,848	1,339
101-45300-220	E		General Supplies			3,000	4,000	3,850	1,458	2,465	1,636
101-45300-226	E		Signs			500	800	700	210	402	697
101-45300-240	E		Small Tools and Minor Equip			1,000	2,000	2,000	712	3,248	157
101-45300-300	E		Professional Srvs (GENERAL)			692	1,721	1,719	1,138	1,137	1,149
			Safety Training (14%)	$	392						
			Attorney	$	300						
101-45300-303	E		Engineering Fees			1,500	2,250	1,500	1,378	948	4,204
101-45300-305	E		Technology			2,157	1,742	1,799	2,147	1,622	1,316
			WB IT Solutions (5%)	$	1,555						
			Civic Systems Support (5.45%)	$	602						
101-45300-320	E		Communications (GENERAL)			1,808	2,513	2,712	2,063	2,446	2,434
			Verizon	$	588						
			Landline Service	$	1,200						
			Long Distance	$	20						
101-45300-322	E		Postage			-	25	25	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
101-45300-340	E		Advertising			1,250	4,200	5,000	1,736	3,055	1,907
			2020 Event Calendar	$	750						
			Misc	$	500						
101-45300-351	E		Legal Notices Publishing			250	225	200	317	249	198
101-45300-361	E		General Liability Ins			19,440	16,557	18,412	16,077	15,188	18,929
101-45300-380	E		Utilities			17,590	18,552	18,351	16,595	14,621	17,507
101-45300-400	E		Ground Maintenance			15,000	21,000	26,500	15,824	12,360	21,519
101-45300-401	E		Maint & Repairs - Bldgs.			9,190	9,738	7,460	7,344	9,976	11,624
			Garbarge/Recycling Services	$	3,460						
			Rug Service	$	330						
			Fire Suppresion / Inspection Services	$	1,400						
			Miscellaneous	$	4,000						
101-45300-404	E		Repairs/Maint Machinery/Equip			8,000	11,000	11,000	4,823	6,013	13,620
101-45300-410	E		Rentals			100	150	450	-	-	81
101-45300-417	E		Uniform Rentals			850	739	739	754	714	702
101-45300-433	E		Dues and Subscriptions			2,199	1,679	1,679	1,440	1,428	1,243
			MFMA	$	70						
			MRPA	$	280						
			NRPA	$	200						
			Storyblocks subscription (stock images)	$	150						
			Amazon Prime	$	199						
			Music License (ASCAP)	$	190						
			MPCC	$	400						
			Adobe Suite Annual Dues	$	600						
			APWA (25%)	$	110						
101-45300-437	E		Other Miscellaneous			3,340	3,340	3,340	3,340	3,340	3,340
			C-I Bike/Walk Trail Agreement	$	3,340						
101-45300-491	E		Recreation Program			4,875	4,550	3,550	1,571	1,853	2,943
			City Rec programs	$	3,000						
			Movies at ICC	$	1,125						
			Misc Program Supplies	$	750						
101-45300-494	E		Property Management			-	-	-	-	-	-
101-45300-497	E		SUMMER EVENTS			6,000	7,500	9,200	3,851	4,710	4,924
			Fireworks	$	6,000						
101-45300-498	E		Farmers Market			3,000	3,000	6,500	2,088	2,178	2,930
101-45300-499	E		Street Dance			16,150	16,150	16,150	14,686	14,438	13,868
101-45300-500	E		Capital Expenditures			-	-	10,500	6,833	44,823	43,831
101-45300-520	E		Buildings and Structures			-	-	-	-	-	-
45300		**TOTAL**	**PARK,REC,CULTURE**			**371,307**	**371,237**	**393,414**	**319,906**	**364,756**	**364,462**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
47000			**DEBT SERVICE (GENERAL)**								
101-47000-300	E		Professional Srvs (GENERAL)			-	-	-	-	-	-
101-47000-700	E		Loss on MV of Land Held for Resale			-	-	-	-	107,237	-
47000		**TOTAL**	**DEBT SERVICE (GENERAL)**			-	-	-	-	**107,237**	-
49000			**TRANSFERS**								
101-49000-700	E		Transfers (GENERAL)			-	-	-	-	257,652	-
101-49000-720	E		Operating Transfers			113,944	167,563	152,286	152,284	12,705	-
			Water - Deer Haven - End 2021	$	1,589						
			Sewer - Deer Haven - End 2021	$	1,589						
			Water - Hotel Project - End 2028	$	28,330						
			Sewer - Hotel Project - End 2028	$	56,670						
			Liquor - 2018 Imp. - End 2029	$	25,765						
49000		**TOTAL**	**TRANSFERS**			**113,944**	**167,563**	**152,286**	**152,284**	**270,357**	-
49008			**IMPROVEMENT FUNDS**								
101-49008-437	E		Other Miscellaneous			-	-	75,000	75,000	-	-
49008		**TOTAL**	**IMPROVEMENT FUNDS**			-	-	**75,000**	**75,000**	-	-
49110			**MISCELLANEOUS FUNDS**								
101-49110-303	E		Engineering Fees			-	-	-	-	-	-
101-49110-320	E		Communications (GENERAL)			-	-	-	-	-	-
101-49110-380	E		Utilities			420	-	-	264	256	124
			General Liability Ins	$	310						
			Janitorial Services	$	110						
101-49110-437	E		Other Miscellaneous			-	-	-	-	-	-
101-49110-490	E		Donations-Organizations			-	-	-	-	-	-
101-49110-604	E		TIF-Pay as You Go			13,432	24,066	-	-	6,191	4,960
			Hotel Project - Tax Abatement	$	13,432						
101-49110-612	E		Interest Expense			-	1,000	341	341	962	961
101-49110-615	E		Business Subsidy			-	-	-	-	850,000	-
101-49110-700	E		Transfers (GENERAL)			-	-	123,624	123,624	119,840	147,400
101-49110-730	E		Designated Reserve			-	75,000	-	-	-	-
49110		**TOTAL**	**MISCELLANEOUS**			**13,852**	**100,066**	**123,965**	**124,229**	**977,249**	**153,445**
101		**TOTAL**	**GENERAL FUND EXPENDITURES**			**4,018,487**	**3,932,776**	**4,197,683**	**4,008,386**	**4,707,748**	**3,405,868**
101		**NET INC**	**NET INCOME / (LOSS)**			**(0)**	-	**(76,326)**	**(299,451)**	**(671,101)**	**383,637**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			**ECONOMIC DEVELOPMENT AUTHORTY**							
108-31000	R		Property Taxes		86,201	79,802	62,565	62,565	56,327	-
108-31410	R		Lodging Tax		-	-	1,500	-	-	-
108-33601	R		Regional Grants		-	-	-	-	-	-
108-33621	R		Cable Franchise Fee		7,090	6,883	20,880	20,031	20,654	20,127
108-34110	R		Land Rent		6,000	6,500	6,920	6,000	6,452	3,391
108-34901	R		Assignment&Assumption Agreemen		-	-	-	-	-	-
108-36200	R		Miscellaneous Revenues		-	-	-	-	-	-
108-36201	R		Refunds & Reimbursements		-	-	-	4	20,023	53
108-36210	R		Interest Earnings		726	500	750	2,973	470	(237)
108-36220	R		Farmers Market		-	2,300	1,500	2,563	2,229	2,310
108-36225	R		Street Dance		-	5,000	4,000	5,225	5,128	4,010
108-36230	R		Contributions and Donations		-	-	-	-	-	5,725
108-39102	R		Sale of Property		-	-	-	-	-	-
108-39203	R		Transfer from Other Fund		-	-	87,124	87,124	92,340	147,400
108		**TOTAL**	**EDA REVENUES**		**100,017**	**100,985**	**185,239**	**186,485**	**203,623**	**182,779**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108			ECONOMIC DEVELOPMENT AUTHORTY								
108-46500-100	E		Wages & Salaries General			42,811	40,186	93,239	27,625	75,330	83,952
108-46500-101	E		Part Time Salaries and Wages			2,450	2,800	4,000	2,213	3,403	7,420
108-46500-103	E		Health Stipend (HRA)			-	-	-	-	-	-
108-46500-112	E		Contracted Services			-	-	-	-	-	-
108-46500-120	E		Employer Contrib Ret General			6,403	6,308	14,162	4,109	10,378	12,917
108-46500-130	E		Employer Paid Ins General			8,724	2,960	25,754	1,309	16,630	17,806
108-46500-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	-
108-46500-151	E		Worker s Comp Insurance			352	350	678	793	529	639
108-46500-200	E		Office Supplies (GENERAL)			1,000	1,200	875	822	447	865
			15% from Admin	$	1,000						
108-46500-202	E		Duplicating and copying supply			510	540	840	541	492	605
			15% from Admin	$	510						
108-46500-208	E		Training and Instruction			2,450	2,450	1,500	853	676	1,643
			EDAM Conference	$	850						
			Professional Development	$	1,600						
108-46500-300	E		Professional Srvs (GENERAL)			10,000	6,500	5,000	768	7,784	34,272
			Attorney	$	5,000						
			TIF/Tax Abatement Consultant	$	5,000						
108-46500-303	E		Engineering Fees			500	600	600	213	2,298	561
108-46500-305	E		Technology			3,562	3,103	1,681	1,663	1,706	1,203
			WB IT Solutions (5%)	$	1,555						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			Civic Systems Support (5.45%)	$	602						
108-46500-320	E		Communications (GENERAL)			563	989	1,224	524	1,079	1,201
			Verizon - 40% CDD Phone	$	211						
			Landline Service	$	142						
			City Hall Phone System Maint. (10%)	$	210						
			Long Distance	$	-						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
108-46500-335	E		Auto Expense			-	-	-	-	-	-
108-46500-351	E		Legal Notices Publishing			250	100	100	105	494	399
108-46500-361	E		General Liability Ins			20	89	596	111	573	583
108-46500-380	E		Utilities			1,460	1,401	1,145	1,380	1,352	1,112
108-46500-401	E		Maint & Repairs - Bldgs.			690	-	-	-	-	-
			Janitorial Services	$	594						
			Rug Service	$	96						
108-46500-433	E		Dues and Subscriptions			1,648	1,145	1,145	1,145	1,145	850
			EDAM Membership	$	295						
			North 65 Chamber of Commerce	$	503						
			GPS 45:93	$	850						
108-46500-437	E		Other Miscellaneous			-	-	-	-	-	-
108-46500-494	E		Property Management			-	-	-	-	-	35
108-46500-495	E		Marketing			5,225	7,750	13,550	7,900	5,458	11,648
			FT Staff Shirts (35 * $30)	$	1,050						
			Initiative Foundation	$	825						
			Mayor's Employer Luncheon	$	1,200						
			Marketing Materials	$	1,500						
			Networking Events	$	650						
108-46500-498	E		Farmers Market			-	-	-	-	-	-
108-46500-499	E		Street Dance			-	-	-	-	-	-
108-46500-500	E		Capital Expenditures			-	-	-	-	-	-
108-46500-511	E		Land Acquisition			-	-	-	-	196	11,798
108-46500-531	E		Improvement-Land			-	-	-	-	-	-
108-46500-602	E		Loan Payment			-	-	-	-	-	-
108-46500-700	E		Transfers (GENERAL)			136,400	19,150	19,150	19,150	19,150	19,150
108		**TOTAL**	**EDA EXPENDITURES**			**225,017**	**97,621**	**185,239**	**71,225**	**149,117**	**208,659**
108		**NET INCOME / (LOSS)**				**(125,000)**	**3,364**	-	**115,261**	**54,506**	**(25,881)**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
425			**STREET CONSTRUCTION**							
425-31000	R		General Property Taxes		286,500	-	-	-	-	-
425-33418	R		Muni State Aid St Maintenance		999,000	-	-	-	-	-
425-34951	R		Surplus Property Rev		-	-	-	-	-	-
425-36100	R		Special Assessments		69,900	-	-	-	-	-
425-36210	R		Interest Earnings		3,400	-	-	-	-	-
425-36230	R		Contributions and Donations		-	-	-	-	-	-
425-39102	R		Sale of Property		-	-	-	-	-	-
425-39201	R		Transfer from General Fund		-	-	-	-	-	-
425-39203	R		Transfer from Other Fund		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION REVENUES**		**1,358,800**	-	-	-	-	-
425			**STREET CONSTRUCTION**							
425-49008-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
425-49008-303	E		Engineering Fees		-	-	-	15,328	-	-
425-49008-351	E		Legal Notices Publishing		-	-	-	-	-	-
425-49008-500	E		Capital Expenditures		-	-	-	-	-	-
425-49008-520	E		Buildings and Structures		-	-	-	-	-	-
425-49008-530	E		ImprovementsOtherThanBldgs		1,215,500	-	-	-	-	-
425-49008-620	E		Fiscal Agent s Fees		-	-	-	-	-	-
425-49008-621	E		Bond Discount		-	-	-	-	-	-
425-49008-720	E		Transfer Out		-	-	-	-	-	-
425		**TOTAL**	**STREET CONSTRUCTION EXPENDITURES**		**1,215,500**	-	-	**15,328**	-	-
425		**NET INCOME / (LOSS)**			**143,300**	-	-	**(15,328)**	-	-

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-33622	R		Gas Franchise Fee		143,414	-	-	100,459	-	-
440-33623	R		Electric Franchise Fee		174,364	-	-	199,775	-	-
440-36210	R		Interest Earnings		5,000	-	-	18,206	845	(575)
440-39203	R		Transfer from Other Fund		-	-	-	-	-	238,192
440		**TOTAL**	**PAVEMENT MANAGEMENT REVENUES**		**322,778**	-	-	**318,440**	**845**	**237,617**
440			**PAVEMENT MANAGEMENT PROJECTS**							
440-49008-303	E		Engineering Fees		-	-	-	48,267	8,331	15,353
440-49008-351	E		Legal Notices Publishing		-	-	-	243	-	127
440-49008-530	E		ImprovementsOtherThanBldgs		316,000	-	-	203,024	-	197,928
440		**TOTAL**	**PAVEMENT MANAGEMENT EXPENDITURES**		**316,000**	-	-	**251,533**	**8,331**	**213,407**
440		**NET INCOME / (LOSS)**			**6,778**	-	-	**66,906**	**(7,486)**	**24,210**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			**WATER FUND**							
601-33400	R		State Grants and Aids		-	-	-	-	-	-
601-33439	R		PERA Pension Other Revenue		-	-	-	206	779	-
601-34115	R		Lease Revenue		-	-	-	-	-	-
601-34400	R		Collector Street Fee		-	-	-	-	-	-
601-35107	R		NSF Fines		500	-	-	420	870	1,260
601-36100	R		Special Assessments		-	800	-	15	796	365
601-36200	R		Miscellaneous Revenues		7,000	-	-	7,022	7,755	8,035
601-36201	R		Refunds & Reimbursements		500	-	-	491	679	1,592
601-36203	R		Loan Proceeds		-	-	-	-	-	-
601-36210	R		Interest Earnings		15,000	17,000	21,000	66,496	20,177	18,195
601-36261	R		Contributions - Developer		-	-	-	-	-	-
601-36262	R		Contributions - Other Funds		-	-	-	-	261,542	-
601-37100	R		Water Sales		1,244,220	1,046,670	998,957	1,042,835	972,565	850,142
601-37151	R		Water Access Charge (WAC)		225,000	99,298	130,656	214,190	230,867	350,060
601-37152	R		Water Reconnection Chg		8,000	10,000	5,000	8,030	7,850	8,049
601-37153	R		Misc. Charges		-	-	-	-	-	-
601-37154	R		Water Meter Upgrade Fee		-	-	-	-	-	-
601-37160	R		Water Penalty		25,000	-	7,500	26,661	25,150	25,717
601-37228	R		Utility Trunk Fee		20,000	-	-	26,089	22,050	10,055
601-38888	R		Water/Sewer Collections		-	-	-	-	-	-
601-39102	R		Sale of Property		-	-	-	-	-	-
601-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
601-39203	R		Transfer from Other Fund		29,919	29,920	29,920	-	1,590	-
			General Fund - Deer Haven - End 2021	$ 1,589						
			General Fund - Hotel Project - End 2028	$ 28,330						
601-39999	R		Prior Period Adjustment		-	-	-	-	(18,141)	-
601		**TOTAL**	**WATER FUND REVENUES**		**1,575,139**	**1,203,688**	**1,193,033**	**1,392,456**	**1,534,530**	**1,273,471**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601			WATER FUND								
601-49400-100	E		Wages & Salaries General			130,958	125,909	112,847	105,749	110,248	105,590
601-49400-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
601-49400-102	E		Full-Time Employees OT			13,000	11,000	11,000	13,092	11,814	13,112
601-49400-103	E		Health Stipend (HRA)			-	-	-	-	-	-
601-49400-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
601-49400-108	E		Wages & Salaries Admin			57,362	59,984	44,665	38,525	35,793	21,877
601-49400-112	E		Contracted Services			22,783	20,400	18,400	14,807	11,176	17,097
			Leaks/Breaks/Repairs	$	15,000						
			Generator Service Agreement	$	2,530						
			Backflow Testing	$	4,000						
			City Code Update (30%)	$	1,253						
601-49400-113	E		Clothing Replacement			225	175	90	191	121	62
601-49400-114	E		Crime Prevention			-	-	-	-	-	-
601-49400-120	E		Employer Contrib Ret General			21,892	20,824	18,967	16,209	18,224	20,844
601-49400-128	E		Employer Contrib Ret Admin			8,719	9,116	6,767	7,022	5,223	-
601-49400-129	E		Pension Expense			-	-	-	(7,351)	(14,018)	6,787
601-49400-130	E		Employer Paid Ins General			34,071	31,597	32,069	28,012	28,968	26,257
601-49400-138	E		Employer Paid Ins Admin			13,382	12,330	11,545	10,435	9,673	3,381
601-49400-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	5
601-49400-150	E		OPEB Expense			-	-	-	3,926	7,069	-
601-49400-151	E		Worker s Comp Insurance			10,750	9,707	8,311	9,812	3,705	5,427
601-49400-208	E		Training and Instruction			2,900	2,897	3,182	1,665	2,113	2,216
			Training and Instruction	$	2,500						
			Civic Systems Symposium - Util. Clerk	$	400						
601-49400-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
601-49400-212	E		Motor Fuels			3,500	3,110	3,360	3,736	2,678	1,993
601-49400-220	E		General Supplies			10,000	10,000	9,250	6,060	11,268	10,142
601-49400-221	E		Chemicals			29,000	18,000	32,000	22,193	23,477	32,370
601-49400-232	E		Water Meters			30,000	44,000	20,000	21,417	28,045	36,767
601-49400-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	571	1,768	752
601-49400-300	E		Professional Srvs (GENERAL)			2,012	3,546	3,555	2,011	1,469	3,506
			Safety Training (14%)	$	392						
			City Attorney	$	1,000						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	350						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
601-49400-303	E		Engineering Fees			10,000	15,000	24,000	4,764	3,444	12,959
601-49400-305	E		Technology			6,281	5,456	4,531	4,477	4,397	4,061
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
601-49400-320	E		Communications (GENERAL)			3,554	3,801	3,672	3,595	3,869	3,668
			Landline Service	$	1,420						
			Long Distance	$	30						
			Verizon	$	2,104						
601-49400-322	E		Postage			5,500	4,532	3,532	5,019	4,229	3,418
601-49400-351	E		Legal Notices Publishing			300	300	200	253	437	130
601-49400-361	E		General Liability Ins			10,340	11,025	18,073	10,876	17,043	17,138
601-49400-380	E		Utilities			56,410	60,520	60,520	53,217	51,535	57,900
601-49400-400	E		Ground Maintenance			500	1,000	1,000	-	177	473
601-49400-401	E		Maint & Repairs - Bldgs.			5,000	5,530	5,530	4,383	3,003	6,491
601-49400-404	E		Repairs/Maint Machinery/Equip			16,500	15,000	10,000	8,587	11,647	16,923
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	16,390						
601-49400-405	E		Depreciation (GENERAL)			400,000	400,000	380,000	399,782	388,042	379,418
601-49400-410	E		Rentals			-	-	-	38	-	-
601-49400-415	E		Other Equipment Rentals			-	-	-	-	-	-
601-49400-417	E		Uniform Rentals			1,200	1,174	1,174	950	1,062	1,140
601-49400-433	E		Dues and Subscriptions			4,370	3,470	3,470	3,831	3,711	4,261
			Gopher State One-Call Locates	$	1,600						
			American Water Works Assocation	$	210						
			WTF Hazardous Chemical	$	25						
			Annual Water Use Report	$	2,300						
			MN Rurual Water Assn (50%)	$	125						
			APWA (25%)	$	110						

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
601-49400-437	E		Other Miscellaneous		500	450	450	479	428	389
			Railroad Pipeline Permit	$ 500						
601-49400-438	E		Bank Charges		-	-	-	-	-	20
601-49400-492	E		Testing-Waste/Water		2,000	2,000	2,000	1,134	1,471	1,649
601-49400-494	E		Property Management		-	-	-	-	-	-
601-49400-500	E		Capital Expenditures		480,190	24,320	56,906	10,848	10,722	56,592
601-49400-501	E		Replacement Fund		-	-	-	-	-	-
601-49400-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
601-49400-532	E		Improvement-Capital		-	-	-	-	-	-
601-49400-534	E		Water Treatment Facility		-	-	-	-	-	-
601-49400-535	E		2011 Water Impr Projects		-	-	-	-	-	-
601-49400-536	E		2011 Water Meters		-	-	-	-	-	-
601-49400-601	E		Debt Srv Bond Principal		423,000	408,000	398,000	398,000	383,000	380,000
			2007 GO Revenue Note, PFA	$ 56,000						
			2008 GO Revenue Note, PFA	$ 273,000						
			2010A GO Utility Revenue Bonds - Water	$ 25,000						
			2011 GO Water Revenue Bonds, PFA	$ 34,000						
			2013A GO Refunding - Water	$ 35,000						
601-49400-610	E		Interest		-	-	-	-	-	-
601-49400-611	E		Bond Interest		99,553	110,787	121,514	118,748	128,629	138,846
			2007 GO Revenue Note, PFA	$ 9,468						
			2008 GO Revenue Note, PFA	$ 73,861						
			2010A GO Utility Revenue Bonds - Water	$ 3,600						
			2011 GO Water Revenue Bonds, PFA	$ 6,193						
			2013A GO Refunding - Water	$ 6,430						
601-49400-620	E		Fiscal Agent s Fees		685	684	684	685	683	683
601-49400-621	E		Bond Discount		-	-	-	-	-	-
601-49400-630	E		Amortization of Bond Discount		-	-	-	-	-	-
601-49400-700	E		Transfers (GENERAL)		4,429	4,534	4,333	4,333	4,333	4,333
			2011A GO Improvement Bonds (930)	$ 4,429						
601-49400-701	E		Equipment/Bldg Payments		-	-	-	-	-	-
601-49400-710	E		Transfer Debt from Government		-	-	-	-	-	-
601-49400-720	E		Operating Transfers		40,000	-	-	-	338,714	-
			Capital Contribution Liquor Store Infrastructure	$ 40,000						
601		**TOTAL**	**WATER FUND EXPENDITURES**		**1,967,825**	**1,470,655**	**1,441,677**	**1,337,527**	**1,664,037**	**1,407,937**
601		**NET INCOME / (LOSS)**			**(392,686)**	**(266,967)**	**(248,644)**	**54,929**	**(129,507)**	**(134,466)**
601		**NET CASH FLOW / (LOSS)**			**7,314**	**133,033**	**131,356**	**451,286**	**251,586**	**251,739**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			**SEWER FUND**							
602-33400	R		State Grants and Aids		-	-	-	-	-	-
602-33439	R		PERA Pension Other Revenue		-	-	-	258	989	-
602-34000	R		Charges for Services		-	-	-	-	-	-
602-34115	R		Lease Revenue		-	-	-	-	-	-
602-34400	R		Collector Street Fee		-	-	-	-	-	-
602-34951	R		Surplus Property Rev		-	-	-	-	-	-
602-36100	R		Special Assessments		-	-	-	2	(3,660)	(53)
602-36200	R		Miscellaneous Revenues		-	-	500	-	-	-
602-36201	R		Refunds & Reimbursements		1,600	1,600	3,500	1,660	757	1,621
602-36210	R		Interest Earnings		25,000	40,000	40,341	103,189	23,367	37,538
602-36261	R		Contributions - Developer		-	-	-	-	-	-
602-36262	R		Contributions - Other Funds		-	-	-	-	-	-
602-37153	R		Misc. Charges		-	-	-	-	-	-
602-37200	R		Sewer Sales		1,575,000	1,275,878	1,221,000	1,376,571	1,222,029	1,094,403
602-37228	R		Utility Trunk Fee		20,000	-	-	40,887	26,950	20,290
602-37251	R		Sewer Access Charge (SAC)		300,000	168,950	164,028	272,131	286,650	409,959
602-37252	R		Sewer Reconnection Chg		-	-	-	-	-	-
602-37260	R		Swr Penalty		5,750	-	-	5,724	5,778	6,302
602-37843	R		Bank Charges		-	-	-	-	-	-
602-39102	R		Sale of Property		-	-	-	-	-	-
602-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
602-39201	R		Transfer from General Fund		58,259	58,260	68,747	-	11,115	-
602-39203	R		Transfer from Other Fund		-	-	-	-	-	-
602-39320	R		Reoffering Premium		-	-	-	-	-	-
602-39400	R		Loan Forgiveness		-	-	-	107,047	-	173,893
602-39999	R		Prior Period Adjustment		-	-	-	(0)	(24,149)	-
602		**TOTAL**	**SEWER FUND REVENUES**		**1,985,609**	**1,544,688**	**1,498,116**	**1,907,470**	**1,549,827**	**1,743,952**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602			SEWER FUND								
602-49450-100	E		Wages & Salaries General			173,142	166,758	149,117	138,569	145,077	140,649
602-49450-101	E		PT Salaries & Wages			-	2,600	-	-	-	-
602-49450-102	E		Full-Time Employees OT			13,000	11,000	11,000	12,456	11,709	13,336
602-49450-103	E		Health Stipend (HRA)			-	-	-	-	-	-
602-49450-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
602-49450-108	E		Wages & Salaries Admin			57,362	59,984	55,333	46,773	43,622	28,653
602-49450-112	E		Contracted Services			6,053	5,950	5,950	4,177	4,771	5,297
			Leaks/Breaks/Repairs	$	1,500						
			Generator Service Agreement	$	2,300						
			WWTP Meter Calibration	$	1,000						
			City Code Update (30%)	$	1,253						
602-49450-113	E		Clothing Replacement			300	175	130	266	168	86
602-49450-120	E		Employer Contrib Ret General			28,283	27,013	24,487	20,398	23,135	27,147
602-49450-128	E		Employer Contrib Ret Admin			8,719	9,116	8,383	8,850	6,376	-
602-49450-129	E		Pension Expense			-	-	-	(10,678)	(21,860)	15,789
602-49450-130	E		Employer Paid Ins General			46,137	42,696	43,363	36,216	37,656	35,054
602-49450-138	E		Employer Paid Ins Admin			13,382	12,330	13,258	11,702	11,017	4,400
602-49450-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	-	6
602-49450-150	E		OPEB Expense			-	-	-	4,559	7,606	-
602-49450-151	E		Worker s Comp Insurance			14,167	13,198	9,773	11,518	5,019	7,509
602-49450-208	E		Training and Instruction			3,650	3,805	4,183	1,315	3,241	2,409
			Training and Instruction	$	3,250						
			Civic Systems Symposium - Util. Clerk	$	400						
602-49450-211	E		S/W Billing Supplies			1,575	1,743	1,743	2,269	1,026	1,300
602-49450-212	E		Motor Fuels			3,500	3,110	3,360	2,806	2,414	1,772
602-49450-220	E		General Supplies			6,000	6,500	7,500	4,163	3,891	5,550
602-49450-221	E		Chemicals			70,000	100,000	100,000	43,694	44,879	62,616
602-49450-240	E		Small Tools and Minor Equip			1,000	1,750	1,400	776	1,328	856
602-49450-260	E		Hauling			-	-	-	-	-	-

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-300	E		Professional Srvs (GENERAL)			1,668	2,187	2,196	2,383	1,779	2,075
			Safety Training (14%)	$	392						
			City Attorney	$	506						
			CDL Drug Testing (30%)	$	270						
			Continuing Disclosure Report	$	500						
602-49450-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
602-49450-303	E		Engineering Fees			6,500	3,500	3,500	6,997	4,499	964
602-49450-305	E		Technology			6,281	5,456	4,590	4,534	4,453	3,704
			PSN Monthly eBill (35%)	$	240						
			Civic Systems Support (13.46%)	$	1,486						
			Laserfiche Support (25%)	$	825						
			Civic Plus Support (25%)	$	580						
			WB IT Solutions (10%)	$	3,110						
			Anti Spam Software	$	40						
602-49450-320	E		Communications (GENERAL)			3,104	3,396	3,288	3,180	3,460	3,075
			Landline Service	$	990						
			Long Distance	$	10						
			Verizon	$	2,104						
602-49450-322	E		Postage			5,500	4,532	3,532	5,019	4,226	3,273
602-49450-351	E		Legal Notices Publishing			150	150	150	150	179	19
602-49450-361	E		General Liability Ins			21,560	20,448	17,751	19,382	16,746	17,506
602-49450-380	E		Utilities			254,000	223,590	100,014	239,625	99,106	78,524
602-49450-400	E		Ground Maintenance			1,000	1,000	1,000	-	-	1,198
602-49450-401	E		Maint & Repairs - Bldgs.			5,000	5,000	11,410	3,572	2,581	1,080
			Garbarge/Recycling Services	$	1,520						
			Miscellaneous	$	3,480						
602-49450-404	E		Repairs/Maint Machinery/Equip			20,000	20,000	28,000	34,649	19,519	20,401
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	19,890						
602-49450-405	E		Depreciation (GENERAL)			565,000	490,000	477,000	564,320	483,077	477,075
602-49450-410	E		Rentals			-	-	-	-	665	-
602-49450-415	E		Other Equipment Rentals			-	-	-	-	-	-
602-49450-417	E		Uniform Rentals			1,600	1,560	1,560	1,370	1,432	1,465

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
602-49450-433	E		Dues and Subscriptions			1,735	1,875	1,875	1,706	1,703	1,784
			WWTF Hazardous Chemical	$	25						
			WWTP Annual Permit Fee	$	1,450						
			MN Rurual Water Assn (50%)	$	125						
			MN Wastewater Operators Assn.	$	25						
			APWA (25%)	$	110						
602-49450-437	E		Other Miscellaneous			-	-	-	4	-	4
602-49450-438	E		Bank Charges			-	-	-	-	-	-
602-49450-492	E		Testing-Waste/Water			6,000	8,000	8,000	4,150	3,710	7,139
602-49450-494	E		Property Management			-	-	-	-	-	-
602-49450-500	E		Capital Expenditures			38,100	424,830	46,950	6,049	21,259	8,050
602-49450-501	E		Replacement Fund			-	-	-	-	-	-
602-49450-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
602-49450-532	E		Improvement-Capital			-	-	-	-	-	-
602-49450-601	E		Debt Srv Bond Principal			365,000	355,000	260,000	260,000	428,889	620,755
			2010A GO Utility Revenue Bonds - Sewer	$	35,000						
			2014B GO Bonds - Sewer portion	$	105,000						
			2016A GO Sewer Revenue Bonds, PFA	$	225,000						
602-49450-611	E		Bond Interest			59,561	66,708	72,513	72,040	11,833	82,763
			2010A GO Utility Revenue Bonds - Sewer	$	5,585						
			2014B GO Bonds - Sewer portion	$	10,576						
			2016A GO Sewer Revenue Bonds, PFA	$	43,400						
602-49450-620	E		Fiscal Agent s Fees			802	802	505	305	802	501
602-49450-621	E		Bond Discount			-	-	-	-	-	-
602-49450-630	E		Amortization of Bond Discount			(6,018)	(6,018)	-	(6,018)	(6,018)	(6,018)
602-49450-700	E		Transfers (GENERAL)			35,431	36,273	39,190	39,190	34,668	34,668
			2011A GO Improvement Bonds (930)	$	35,431						
602-49450-710	E		Transfer Debt from Government			-	-	-	-	-	-
602-49450-720	E		Operating Transfers			35,000	-	-	-	230,039	-
			Capital Contribution Liquor Store Infrastructure	$	35,000						
602		**TOTAL**	**SEWER FUND EXPENDITURES**			**1,877,628**	**2,140,401**	**1,524,941**	**1,605,614**	**1,703,299**	**1,720,393**
602		**NET INCOME / (LOSS)**				**107,981**	**(595,713)**	**(26,825)**	**301,856**	**(153,473)**	**23,559**
602		**NET CASH FLOW / (LOSS)**				**666,963**	**(111,731)**	**450,175**	**746,993**	**333,481**	**336,512**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-31051	R		Tax Increments - Delinquent		-	-	-	-	-	-
603-31300	R		General Sales and Use Tax		-	-	-	-	-	-
603-33400	R		State Grants and Aids		-	-	-	-	-	-
603-33439	R		PERA Pension Other Revenue		-	-	-	86	233	-
603-36100	R		Special Assessments		-	-	-	40	2,238	758
603-36200	R		Miscellaneous Revenues		750	-	-	746	3,056	-
603-36201	R		Refunds & Reimbursements		50	-	-	15	31	105
603-36210	R		Interest Earnings		1,000	1,500	1,000	12,012	5,278	888
603-36262	R		Contributions - Other Funds		-	-	-	-	-	-
603-37300	R		Stormwater Sales		382,600	339,303	297,452	347,823	322,367	270,027
603-37360	R		Stormwater Penalty		1,750	-	-	1,670	1,731	2,021
603-39999	R		Prior Period Adjustment		-	-	-	-	(4,001)	-
603		**TOTAL**	**STORM WATER FUND REVENUES**		**386,150**	**340,803**	**298,452**	**362,392**	**330,933**	**273,799**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603			**STORM WATER FUND**							
603-49500-100	E		Wages & Salaries General		30,195	47,405	48,854	44,380	33,986	35,184
603-49500-102	E		Full-Time Employees OT		1,000	1,000	350	885	1,188	68
603-49500-108	E		Wages & Salaries Admin		-	-	4,413	-	-	-
603-49500-112	E		Contracted Services		418	250	250	-	363	149
			City Code Update (10%)	$ 418						
603-49500-113	E		Clothing Replacement		50	50	20	45	52	14
603-49500-120	E		Employer Contrib Ret General		4,744	7,352	7,577	6,947	5,445	5,015
603-49500-128	E		Employer Contrib Ret Admin		-	-	669	-	-	-
603-49500-129	E		Pension Expense		-	-	-	9,993	3,001	216
603-49500-130	E		Employer Paid Ins General		7,885	7,310	9,533	9,627	7,720	6,537
603-49500-138	E		Employer Paid Ins Admin		-	-	693	-	-	-
603-49500-150	E		OPEB Expense		-	-	-	2,260	1,035	-
603-49500-151	E		Worker s Comp Insurance		2,179	2,275	3,790	4,499	785	42
603-49500-208	E		Training and Instruction		1,900	1,085	1,085	414	573	60
			Civic Systems Symposium - Util. Clerk	$ 100						
			Sweeper/Vac Training	$ 1,800						
603-49500-211	E		S/W Billing Supplies		350	387	387	504	293	289
603-49500-212	E		Motor Fuels		1,400	1,333	1,444	1,570	1,320	901
603-49500-220	E		General Supplies		400	400	400	414	4,067	125
603-49500-230	E		Salt/Sand		4,300	5,500	5,500	3,293	3,884	2,053
603-49500-231	E		Street Maintenance		-	-	-	-	-	112
603-49500-240	E		Small Tools and Minor Equip		700	800	1,150	263	966	488
603-49500-300	E		Professional Srvs (GENERAL)		18,064	12,250	12,250	11,102	11,025	1,919
			City Attorney	$ 250						
			MS4 Stormwater Permit Application	$ 10,000						
			Engineering - MS4 Assistance	$ 7,500						
			CDL Drug Testing (10%)	$ 90						
			Safety Training (8%)	$ 224						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
603-49500-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
603-49500-303	E		Engineering Fees			20,000	35,000	35,000	7,509	26,815	17,724
603-49500-305	E		Technology			924	560	420	373	506	420
			PSN Monthly eBill (10%)	$	70						
			Civic Systems Support (7.37%)	$	814						
			Anti Spam Software	$	40						
603-49500-322	E		Postage			1,220	996	774	1,152	943	786
603-49500-351	E		Legal Notices Publishing			200	200	200	173	667	-
603-49500-361	E		General Liability Ins			260	346	842	374	797	1,146
603-49500-380	E		Utilities			4,710	4,321	4,159	4,444	4,074	3,653
603-49500-400	E		Ground Maintenance			10,000	15,000	15,000	570	7,523	3,999
603-49500-404	E		Repairs/Maint Machinery/Equip			5,900	5,330	5,330	7,390	4,479	5,822
603-49500-405	E		Depreciation (GENERAL)			41,000	45,000	40,500	41,000	40,999	40,416
603-49500-410	E		Rentals			-	1,000	1,000	-	-	-
603-49500-417	E		Uniform Rentals			300	250	250	270	236	194
603-49500-433	E		Dues and Subscriptions			1,100	1,040	1,040	636	618	30
			MS4 Stormwater Permit	$	400						
			MCSC Membership	$	700						
603-49500-437	E		Other Miscellaneous			-	-	-	-	-	(583)
603-49500-495	E		Rain Garden			5,000	-	-	-	-	-
603-49500-500	E		Capital Expenditures			223,100	135,550	359,147	6,083	1,303	15,090
603-49500-530	E		ImprovementsOtherThanBldgs			-	-	-	-	-	-
603-49500-700	E		Transfers (GENERAL)			65,000	-	-	-	-	-
			Capital Contribution Liquor Store Infrastructure	$	65,000						
603		**TOTAL**	**STORM WATER FUND EXPENDITURES**			**456,684**	**336,374**	**564,964**	**169,345**	**168,281**	**149,827**
603		**NET INCOME / (LOSS)**				**(70,534)**	**4,429**	**(266,512)**	**193,047**	**162,652**	**123,973**
603		**NET CASH FLOW / (LOSS)**				**(29,534)**	**49,429**	**(226,012)**	**246,300**	**207,687**	**164,604**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			**MUNICIPAL LIQUOR FUND**							
609-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
609-33400	R		State Grants and Aids		-	-	-	-	-	-
609-33439	R		PERA Pension Other Revenue		-	-	-	420	1,312	-
609-34101	R		Rent Revenue		-	-	-	-	-	-
609-36200	R		Miscellaneous Revenues		-	-	-	40	-	-
609-36201	R		Refunds & Reimbursements		-	-	-	297	(20)	(236)
609-36202	R		Loan Payments		-	-	-	-	-	-
609-36210	R		Interest Earnings		4,000	6,000	7,000	12,475	6,087	5,796
609-36230	R		Contributions and Donations		-	-	-	-	-	-
609-37811	R		Liquor Sales -Off Sale		1,029,670	975,904	905,061	1,004,560	959,181	884,161
609-37812	R		Beer Sales -Off Sale		1,669,770	1,538,361	1,493,931	1,629,040	1,511,999	1,459,432
609-37813	R		Wine Sales -Off Sale		302,990	302,147	285,519	295,602	296,969	278,926
609-37815	R		Other Merchandise -Off Sale		167,810	162,136	152,830	163,716	159,358	149,300
609-37816	R		Ice Sales		17,600	19,436	19,467	17,172	19,103	19,017
609-37840	R		Cash Over - (Short)		-	-	-	-	-	-
609-37841	R		Refunds		(4,000)	(3,820)	-	(3,320)	(3,750)	(3,520)
609-37842	R		NSF Checks		-	-	-	-	-	49
609-37843	R		Bank Charges		-	-	-	-	-	-
609-37844	R		Error Adjustment		-	-	-	-	-	-
609-37845	R		Display Revenue		-	-	-	-	-	-
609-39200	R		Interfund Operating Transfers		-	-	-	-	-	-
609-39201	R		Transfer from General Fund		25,765	79,384	53,619	-	-	-
609-39999	R		Prior Period Adjustment		-	-	-	-	(23,016)	-
609		**TOTAL**	**MUNICIPAL LIQUOR FUND REVENUES**		**3,213,605**	**3,079,548**	**2,917,427**	**3,120,004**	**2,927,223**	**2,792,926**

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609			MUNICIPAL LIQUOR FUND								
609-49750-100	E		Wages & Salaries General			214,599	203,387	185,250	200,267	169,246	152,812
609-49750-101	E		Part Time Salaries and Wages			51,435	43,782	55,101	35,744	39,470	46,903
609-49750-102	E		Full-Time Employees OT			-	-	-	974	-	-
609-49750-103	E		Health Stipend (HRA)			-	-	-	-	-	-
609-49750-105	E		Labor Credit - Work for Others			-	-	-	-	-	-
609-49750-108	E		Wages & Salaries Admin			47,151	50,349	50,826	41,165	37,905	31,837
609-49750-112	E		Contracted Services			-	7,700	-	-	-	-
609-49750-120	E		Employer Contrib Ret General			40,304	37,446	36,413	34,024	30,676	33,189
609-49750-128	E		Employer Contrib Ret Admin			7,172	7,656	7,700	5,698	5,568	-
609-49750-129	E		Pension Expense			-	-	-	23,606	(12,349)	35,648
609-49750-130	E		Employer Paid Ins General			51,807	47,821	44,646	49,227	37,825	32,769
609-49750-138	E		Employer Paid Ins Admin			9,123	8,399	9,035	6,811	7,320	4,834
609-49750-142	E		Unemployment Comp Benefit Pymt			-	-	-	-	263	2,769
609-49750-150	E		OPEB Expense			-	-	-	13,013	6,438	-
609-49750-151	E		Worker s Comp Insurance			12,785	13,655	9,452	11,130	5,111	7,019
609-49750-200	E		Office Supplies (GENERAL)			4,600	5,500	5,500	4,515	4,818	4,482
609-49750-208	E		Training and Instruction			1,875	2,480	2,200	987	520	392
			MMBA Conference	$	1,500						
			Alcohol Server Training	$	150						
			Food/Wine Pairing Training	$	175						
			Regional Meeting/Misc Training	$	50						
609-49750-251	E		Liquor For Resale			709,460	676,149	629,664	692,158	659,658	614,306
609-49750-252	E		Beer For Resale			1,281,990	1,162,895	1,127,465	1,250,724	1,134,532	1,099,966
609-49750-253	E		Wine For Resale			196,900	203,829	184,643	192,097	198,857	180,139
609-49750-257	E		Ice For Resale			8,350	9,084	8,665	8,142	8,863	8,453
609-49750-259	E		Other For Resale			120,390	120,585	111,537	117,455	117,643	108,816
609-49750-260	E		Hauling			10,400	10,259	9,708	10,148	10,009	9,471
609-49750-300	E		Professional Srvs (GENERAL)			492	1,071	1,080	969	961	951
			Safety Training (14%)	$	392						
			Miscellaneous	$	100						
609-49750-301	E		Auditing and Acct g Services			4,385	4,384	2,937	3,175	3,618	7,958
			Annual Financial Audit (12.5%)	$	3,760						
			AUP (Agreed Upon Procedures)	$	625						
609-49750-305	E		Technology			5,907	4,816	5,060	5,592	5,697	4,556
			WB IT Solutions (10%)	$	3,110						
			Civic Plus Support (12.5%)	$	290						
			Civic Systems Support (5.45%)	$	602						
			Anti Spam Software	$	20						
			Zabinski - Firewall, Software Updates	$	1,885						

Acct Number	Type		Title / Detail			PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
609-49750-320	E		Communications (GENERAL)			2,308	2,233	1,730	2,249	2,031	1,676
			Verizon	$	528						
			Landline Service	$	1,730						
			Long Distance	$	50						
609-49750-322	E		Postage			-	-	-	-	-	-
609-49750-340	E		Advertising			7,000	7,370	7,000	6,125	4,452	6,438
609-49750-351	E		Legal Notices Publishing			500	500	500	166	1,085	685
609-49750-361	E		General Liability Ins			3,300	3,292	4,410	3,184	4,157	6,792
609-49750-364	E		Dram Shop			3,140	3,395	3,041	3,019	2,842	-
609-49750-380	E		Utilities			15,100	15,049	15,348	14,243	12,791	12,506
609-49750-400	E		Ground Maintenance			300	375	375	194	-	303
609-49750-401	E		Maint & Repairs - Bldgs.			3,860	3,596	5,010	4,325	1,279	1,896
			Janitorial Services	$	490						
			Rug Service	$	740						
			Garbarge/Recycling Services	$	1,630						
			Miscellaneous	$	1,000						
609-49750-404	E		Repairs/Maint Machinery/Equip			3,500	3,750	3,400	771	3,927	1,099
			Auto Expense (20% From Admin)	$	110						
			Miscellaneous	$	3,390						
609-49750-405	E		Depreciation (GENERAL)			21,245	23,000	20,700	21,245	21,245	20,662
609-49750-431	E		Over/Short			-	-	-	(50)	39	(5)
609-49750-433	E		Dues and Subscriptions			3,060	2,010	2,010	2,895	878	1,970
			MMBA	$	2,700						
			Buyer's Card MOOFSL	$	20						
			Music License (ASCAP)	$	190						
			Tobacco License	$	150						
609-49750-437	E		Other Miscellaneous			-	-	-	4	-	-
609-49750-438	E		Bank Charges			50,960	43,000	37,451	49,717	38,377	34,046
609-49750-443	E		Check Recovery Fee			-	-	-	-	-	-
609-49750-490	E		Donations-Organizations			-	-	-	-	-	273
609-49750-493	E		Alarm System			1,120	1,144	1,144	818	1,389	871
609-49750-500	E		Capital Expenditures			-	8,360	10,670	8,108	-	-
609-49750-501	E		Replacement Fund			-	-	-	-	-	-
609-49750-520	E		Buildings and Structures			-	-	-	-	-	-
609-49750-720	E		Operating Transfers			350,000	350,000	350,000	350,000	350,000	350,000
609		**TOTAL**	**MUNICIPAL LIQUOR FUND EXPENDITURES**			**3,244,519**	**3,088,321**	**2,949,671**	**3,174,635**	**2,917,141**	**2,826,481**
609		**NET INCOME / (LOSS)**				**(30,913)**	**(8,773)**	**(32,244)**	**(54,631)**	**10,082**	**(33,555)**
609		**NET CASH FLOW / (LOSS)**				**(9,668)**	**14,227**	**(11,544)**	**3,233**	**25,416**	**22,755**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-33621	R		Cable Franchise Fee		27,810	-	13,750	13,354	13,770	13,418
614-36210	R		Interest Earnings		100	-	50	203	269	27
614		**TOTAL**	**CITY TECHNOLOGY REVENUES**		**27,910**	-	**13,800**	**13,557**	**14,039**	**13,445**
614			**CITY TECHNOLOGY IMPROVEMENT**							
614-49845-200	E		Office Supplies (GENERAL)		-	-	-	-	-	-
614-49845-207	E		Computer Supplies		-	-	-	168	7,773	1,500
614-49845-300	E		Professional Srvs (GENERAL)		-	-	-	-	-	-
614-49845-404	E		Repairs/Maint Machinery/Equip		-	-	-	-	-	-
614-49845-500	E		Capital Expenditures		22,695	-	9,090	13,648	2,465	5,324
614-49845-700	E		Transfers (GENERAL)		-	-	-	-	-	-
614		**TOTAL**	**CITY TECHNOLOGY EXPENDITURES**		**22,695**	-	**9,090**	**13,816**	**10,238**	**6,824**
614		**NET INCOME / (LOSS)**			**5,215**	-	**4,710**	**(258)**	**3,801**	**6,621**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-31000	R		General Property Taxes		438,700	-	-	-	-	-
920-33418	R		Muni State Aid St Maintenance		-	-	-	-	-	-
920-34951	R		Surplus Property Rev		-	-	-	-	-	-
920-36100	R		Special Assessments		-	-	-	333,677	-	-
920-36210	R		Interest Earnings		7,200	-	-	24,039	5,186	4,098
920-36230	R		Contributions and Donations		-	-	-	1,200	-	-
920-39102	R		Sale of Property		122,000	-	-	6,613	-	-
920-39201	R		Transfer from General Fund		-	-	36,500	36,500	27,500	-
920-39203	R		Transfer from Other Fund		-	-	-	145,659	82,367	-
920		**TOTAL**	**CAPITAL IMPROVEMENT REVENUES**		**567,900**	**-**	**36,500**	**547,688**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
920			**CAPITAL MAINTENANCE/REPLACEMENT**							
920-41110-300	E		Professional Srvs (GENERAL)		-	-	-	571	-	-
920-41110-500	E		Capital Expenditures		1,648	-	-	61,603	-	-
920-41500-300	E		Professional Srvs (GENERAL)		-	-	-	16	-	-
920-41500-500	E		Capital Expenditures		-	-	-	-	-	-
920-41910-500	E		Capital Expenditures		-	-	-	-	-	-
920-41941-500	E		Capital Expenditures		4,150	-	-	-	-	-
920-42000-500	E		Capital Expenditures		-	-	-	-	-	-
920-42110-500	E		Capital Expenditures		68,230	-	-	108,395	-	-
920-42401-500	E		Capital Expenditures		-	-	-	-	-	-
920-43010-500	E		Capital Expenditures		-	-	-	-	-	-
920-43100-500	E		Capital Expenditures		16,409	-	-	-	-	-
920-43160-500	E		Capital Expenditures		18,487	-	-	-	-	-
920-43210-500	E		Capital Expenditures		-	-	-	-	-	-
920-45186-500	E		Capital Expenditures		47,286	-	-	-	-	-
920-45200-500	E		Capital Expenditures		-	-	-	-	-	-
920-45300-500	E		Capital Expenditures		468,425	-	-	2,000	-	-
920-49110-720	E		Operating Transfers		-	82,026	-	96,066	-	-
920		**TOTAL**	**CAPITAL IMPROVEMENT EXPENDITURES**		**624,635**	**82,026**	-	**268,651**	-	-
920		**NET INCOME / (LOSS)**			**(56,735)**	**(82,026)**	**36,500**	**279,037**	**115,054**	**4,098**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
929			**2010B GO IMPR REFUNDING BONDS**							
929-31000	R		General Property Taxes		-	-	-	250,000	250,000	250,000
929-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
929-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
929-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
929-36100	R		Special Assessments		-	-	-	1,907	8,811	11,295
929-36210	R		Interest Earnings		-	-	-	27,084	7,106	5,711
929-39203	R		Transfer from Other Fund		-	-	-	-	-	-
929-39310	R		Proceeds GO Bond		-	-	-	-	-	-
929		**TOTAL**	**2010B GO IMPR BOND REVENUES**		**-**	**-**	**-**	**278,991**	**265,918**	**267,006**
929			**2010B GO IMPR REFUNDING BONDS**							
929-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
929-47000-601	E		Debt Srv Bond Principal		375,000	-	-	290,000	195,000	50,000
929-47000-611	E		Bond Interest		12,000	-	-	31,215	36,090	37,190
929-47000-620	E		Fiscal Agent s Fees		500	-	-	495	495	495
929		**TOTAL**	**2010B GO IMPR BOND EXPENDITURES**		**387,900**	**-**	**-**	**322,092**	**231,852**	**88,134**
929		**NET INCOME / (LOSS)**			**(387,900)**	**-**	**-**	**(43,101)**	**34,066**	**178,873**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
930			**2011A IMPROVEMENT BOND**							
930-31000	R		General Property Taxes		9,367	-	-	8,909	7,061	7,870
930-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
930-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
930-33403	R		LGA-Market Value Credit		-	-	-	-	-	-
930-33419	R		Municipal State Aid Construct.		-	-	-	-	-	-
930-36100	R		Special Assessments		-	-	-	27,066	32,560	44,354
930-36210	R		Interest Earnings		1,000	-	-	4,473	1,486	1,234
930-39203	R		Transfer from Other Fund		39,860	-	-	43,523	39,001	39,001
930-39310	R		Proceeds GO Bond		-	-	-	-	-	-
930-39999	R		Prior Period Adjustment		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND REVENUES**		**50,227**	**-**	**-**	**83,970**	**80,108**	**92,459**
930			**2011A IMPROVEMENT BOND**							
930-47000-300	E		Professional Srvs (GENERAL)		500	-	-	456	267	499
930-47000-601	E		Debt Srv Bond Principal		85,000	-	-	80,000	80,000	80,000
930-47000-611	E		Bond Interest		3,578	-	-	7,537	9,138	10,538
930-47000-620	E		Fiscal Agent s Fees		500	-	-	495	-	-
930-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
930		**TOTAL**	**2011A IMPROVEMENT BOND EXPENDITURES**		**89,578**	**-**	**-**	**88,488**	**89,405**	**91,036**
930		**NET INCOME / (LOSS)**			**(39,351)**	**-**	**-**	**(4,518)**	**(9,297)**	**1,422**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
931			**2014A GO TAX ABATEMENT BONDS**							
931-31000	R		General Property Taxes		222,036	-	-	223,611	221,616	224,871
931-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
931-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
931-36210	R		Interest Earnings		1,000	-	-	3,110	201	504
931-39310	R		Proceeds GO Bond		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND REVENUES**		**223,036**	-	-	**226,721**	**221,817**	**225,375**
931			**2014A GO TAX ABATEMENT BONDS**							
931-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	-	-
931-47000-601	E		Debt Srv Bond Principal		165,000	-	-	155,000	155,000	155,000
931-47000-611	E		Bond Interest		48,113	-	-	54,512	57,613	60,713
931-49008-520	E		Buildings and Structures		-	-	-	-	-	-
931-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
931		**TOTAL**	**2014A GO ABATEMENT BOND EXPENDITURES**		**213,513**	-	-	**209,894**	**212,613**	**215,713**
931		**NET INCOME / (LOSS)**			**9,524**	-	-	**16,827**	**9,204**	**9,663**

Acct Number	Type		Title / Detail		PROPOSED 2021 BUDGET	FINAL 2020 BUDGET	FINAL 2019 BUDGET	2019 ACTUAL	2018 ACTUAL	2017 ACTUAL
932			**2014B GO IMPROVEMENTS BONDS**							
932-31000	R		General Property Taxes		50,227	-	-	51,692	52,259	47,407
932-31001	R		General Prop Taxes-Delinq		-	-	-	-	-	-
932-31900	R		Penalties and Interest DelTax		-	-	-	-	-	-
932-36210	R		Interest Earnings		200	-	-	569	34	127
932-39201	R		Transfer from General Fund		-	-	-	-	-	-
932-39203	R		Transfer from Other Fund		-	-	-	-	-	-
932-39310	R		Proceeds GO Bond		-	-	-	-	-	-
932		**TOTAL**	**2014B GO IMPR BOND REVENUES**		**50,427**	-	-	**52,261**	**52,293**	**47,534**
932			**2014B GO IMPROVEMENTS BONDS**							
932-47000-300	E		Professional Srvs (GENERAL)		400	-	-	382	267	449
932-47000-601	E		Debt Srv Bond Principal		45,000	-	-	45,000	40,000	40,000
932-47000-611	E		Bond Interest		3,206	-	-	4,500	4,960	5,290
932-47000-621	E		Bond Discount		-	-	-	-	-	-
932-49008-530	E		ImprovementsOtherThanBldgs		-	-	-	-	-	-
932-47000-720	E		Operating Transfers		-	-	-	-	5,829	-
932		**TOTAL**	**2014B GO IMPR BOND EXPENDITURES**		**48,606**	-	-	**49,882**	**51,056**	**45,739**
932		**NET INCOME / (LOSS)**			**1,821**	-	-	**2,379**	**1,237**	**1,796**

City of Isanti
Pavement Management/Street/Construction Funds (Engineered Projects)
Fund 425
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Estimated Project Year	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	7th Rehab Brockmn S. 1-4 Addition	2022		$ 657,000																		
	6th Ave Rehabilitation	2020																				
	Main St. Reconstruction	2021	$ 609,000																			
	Downtown Parking Improvements - Eagle Park	2021	$ 95,500																			
	Heritage Walk Imp. - Block Ct. to 3rd Ave NW	2021	$ 121,000																			
	Isanti Hills Street Rehabilitation	2025					$ 935,000															
	Railroad Avenue Reconstruction	2026						$ 305,000														
	Mill Overlay E. Dual from Heritage to WTF	2025					$ 210,000															
	Town Edge Rd. SE. Mill/Overlay	2026						$ 304,000														
	Pave Elm Lane and Viola Street	2029										$ 205,000										
	Pave Gravel Alleys	2029										$ 122,000										
	Pond Street Reconstruction	2029										$ 160,000										
	Tyler Street SE Reconstruction	2027							$ 1,295,000													
	4th Avenue SW Reconstruction	2028								$ 1,372,000												
	Heritage Intersection	2021	$ 800,000																			
	2036-2055 Mill and Overlay Schedule																	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Town Edge Rd. SE. Utility Imp.	Developer																				
	Pond Street Utility Imp.	Developer																				
Department	Revenue																					
	Property Taxes		$ 286,500	$ 295,000	$ 304,000	$ 313,600	$ 322,000	$ 331,000	$ 342,000	$ 352,000	$ 363,000	$ 374,000	$ 385,000	$ 397,000	$ 409,000	$ 421,000	$ 434,000	$ 447,000	$ 460,000	$ 474,000	$ 488,000	$ 503,000
	State Grants and Aids																					
	MSA St. Maint.																					
	MSA St. Const.		$ 999,000				$ 630,000	$ 505,000												$ 1,542,000		$ 401,000
	Special Assessments		$ 69,900	$ 66,700		$ 46,800		$ 93,900	$ 158,800	$ 101,400	$ 14,000											
	Interest Earnings		$ 3,400	$ 4,800	$ 1,900	$ 5,000	$ 8,600	$ 6,800	$ 6,000	$ 3,400	$ 1,300	$ -	$ 3,200	$ 7,000	$ 11,100	$ 15,300	$ 19,600	$ 24,200	$ 15,700	$ 6,800	$ 11,600	$ -
	Transfer from General Fund																					
	Transfer from Water Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000	$ 98,000	$ 20,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Sewer Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 276,000	$ 439,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Stormwater Fund		$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000	$ 168,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Transfer from Liquor Fund																					
	Transfer from Other Fund																					
	Bond Proceeds																					$ 2,353,811
	Budgeted Expenditures		$ 1,715,400	$ 657,000	$ -	$ -	$ 1,143,000	$ 1,009,000	$ 1,295,000	$ 1,372,000	$ 587,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,315,000	$ 1,369,000	$ 1,542,000	$ 2,042,000	$ 1,947,000
	Budgeted Revenues		$ 1,358,800	$ 365,500	$ 305,900	$ 364,300	$ 960,600	$ 937,300	$ 1,034,800	$ 1,158,800	$ 398,300	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ 471,200	$ 475,700	$ 2,022,800	$ 499,600	$ 3,257,811
	1 Year (Over) / Under Budget		$ 143,300	$ (291,500)	$ 305,900	$ 364,300	$ (184,400)	$ (71,700)	$ (260,200)	$ (213,200)	$ (188,700)	$ 374,000	$ 388,200	$ 404,000	$ 420,100	$ 436,300	$ 453,600	$ (843,800)	$ (893,300)	$ 480,800	$ (1,542,400)	$ 1,310,811
	Running Fund (Deficit) / Surplus		$ 481,967	$ 190,467	$ 496,367	$ 860,667	$ 676,267	$ 604,567	$ 343,367	$ 130,167	$ (58,533)	$ 315,467	$ 703,667	$ 1,107,667	$ 1,527,767	$ 1,964,067	$ 2,417,667	$ 1,573,867	$ 680,567	$ 1,161,367	$ (381,033)	$ 929,778

City of Isanti

Pavement Management/Street/Construction Funds (Engineered Projects)

Fund 440

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Estimated Project Year	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	2019 Pavement Management	2019																				
	2020 Pavement Management	2020																				
	2021 Pavement Management	2021	$ 316,000																			
	2022 Pavement Management	2022		$ 326,000																		
	2023 Pavement Management	2023			$ 335,000																	
	2024 Pavement Management	2024				$ 345,000																
	2025 Pavement Management	2025					$ 145,000															
	2026 Pavement Management	2026						$ 397,000														
	2027 Pavement Management	2027							$ 412,000													
	2028 Pavement Management	2028								$ 503,000												
	2029 Pavement Management	2029									$ 425,000											
	2030 Pavement Management	2030										$ 525,000										
	2031 Pavement Management	2031											$ 451,000									
	2032 Pavement Management	2032												$ 437,000								
	2033 Pavement Management	2033													$ 450,000							
	2034 Pavement Management	2034														$ 550,000						
	2035 Pavement Management	2035															$ 567,000					
	2036 Pavement Management	2036																$ 71,000				
	2037 Pavement Management	2037																	$ 198,000			
	2038 Pavement Management	2038																		$ 33,000		
	2039 Pavement Management	2039																			$ 147,000	
	2040 Pavement Management	2040																				$ 35,000
	2041 Pavement Management	2041																				
	2042 Pavement Management	2042																				
	2043 Pavement Management	2043																				
	2044 Pavement Management	2044																				
	2045 Pavement Management	2045																				
	2046 Pavement Management	2046																				
	2047 Pavement Management	2047																				
	2048 Pavement Management	2048																				
	2049 Pavement Management	2049																				
	2050 Pavement Management	2050																				
	2051 Pavement Management	2051																				
	2052 Pavement Management	2052																				
	2053 Pavement Management	2053																				
	2054 Pavement Management	2054																				
	2055 Pavement Management	2055																				
	2056 Pavement Management	2056																				
	Transfer to Fund 425	2070																				$ 2,353,811
Department	Revenue																					
	Gas Franchise Fee		$ 143,414	$ 147,716	$ 152,147	$ 156,711	$ 161,412	$ 166,254	$ 171,242	$ 176,379	$ 181,670	$ 187,120	$ 192,734	$ 198,516	$ 204,471	$ 210,605	$ 216,923	$ 223,431	$ 230,134	$ 237,038	$ 244,149	$ 251,473
	Electric Franchise Fee		$ 174,364	$ 179,595	$ 184,983	$ 190,532	$ 196,248	$ 202,135	$ 208,199	$ 214,445	$ 220,878	$ 227,504	$ 234,329	$ 241,359	$ 248,600	$ 256,058	$ 263,740	$ 271,652	$ 279,802	$ 288,196	$ 296,842	$ 305,747
	Interest Earnings		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
	Budgeted Expenditures		$ 316,000	$ 326,000	$ 335,000	$ 345,000	$ 145,000	$ 397,000	$ 412,000	$ 503,000	$ 425,000	$ 525,000	$ 451,000	$ 437,000	$ 450,000	$ 550,000	$ 567,000	$ 71,000	$ 198,000	$ 33,000	$ 147,000	$ 2,388,811
	Budgeted Revenues		$ 322,778	$ 332,311	$ 342,130	$ 352,243	$ 362,660	$ 373,389	$ 384,441	$ 395,824	$ 407,548	$ 419,624	$ 432,063	$ 444,875	$ 458,071	$ 471,663	$ 485,663	$ 500,083	$ 514,936	$ 530,234	$ 545,991	$ 562,220
	1 Year (Over) / Under Budget		$ 6,778	$ 6,311	$ 7,130	$ 7,243	$ 217,660	$ (23,611)	$ (27,559)	$ (107,176)	$ (17,452)	$ (105,376)	$ (18,937)	$ 7,875	$ 8,071	$ (78,337)	$ (81,337)	$ 429,083	$ 315,936	$ 497,234	$ 398,991	$ (1,826,591)
	Running Fund (Deficit) / Surplus		$ 389,842	$ 396,153	$ 403,283	$ 410,526	$ 628,186	$ 604,575	$ 577,016	$ 469,840	$ 452,388	$ 347,012	$ 328,075	$ 335,950	$ 344,021	$ 265,684	$ 184,347	$ 613,430	$ 930,366	$ 1,427,600	$ 1,826,591	$ (0)

City of Luxor
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs occur every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Today's Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Water	Computing/Technology Devices	Capital Outlay	601.49400.500	5 yr	Ongoing			$ 3,100	$ 800	$ 1,330	$ 2,790	$ 2,860	$ 3,580	$ 920	$ 1,550	$ 4,400	$ 3,310	$ 4,170	$ 1,070	$ 1,790	$ 5,100	$ 3,840	$ 4,830	$ 1,240	$ 2,080		
	Well House No. 1 Well Pump No. 1	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 80,000.00																		$ 80,310		
	Well House No. 1 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 5,000.00								$ 6,720												
	Well House No. 1 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2021	2001	$ 2,500.00																	$ 2,600			
	Well House No 1 Air Conditioner	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 1 Unit Heater	Capital Outlay	601.49400.500	20 yr	2027	2008	$ 1,000.00			$ 1,160																	
	Well House No 2 Well Pump No 2	Capital Outlay	601.49400.500	30 yr	2021	1991	$ 100,000.00	$ 109,270																			
	Well House No. 2 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	1991	$ 7,500.00								$ 10,080												
	Well House No 2 Fire Heater	Capital Outlay	601.49400.500	20 yr	2023	1991	$ 1,000.00			$ 1,160																	
	Well House No. 2 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2028	2004	$ 1,500.00								$ 2,020												
	Well House No 3 Well Pump No 3	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 100,000.00																		$ 180,610		
	Well House No. 3 Flow Meter	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 7,500.00								$ 10,080												
	Well House No 3 Dehumidifier	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 3 Unit Heater	Capital Outlay	601.49400.500	20 yr	2027	2008	$ 1,000.00			$ 1,160																	
	Well House No 3 Air Conditioning	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Well House No. 3 VFD	Capital Outlay	601.49400.500	15 yr	2021	2006	$ 12,000.00			$ 12,816																	
	Well House No 3 Exhaust Fan	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No. 1 - Chlorine Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,000.00								$ 1,680												
	Well House No 3 Chlorine Room Unit Heater	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Well House No 3 Chemical Room Fluorine Tank	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 1,500.00																		$ 2,710		
	Well House No. 3 - Chemical Room Dehumidistat/s Tank	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 1,800.00																		$ 3,250		
	Well House No 3 Chemical Room Unit Heater	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Well House No. 2 - Chemical Room Exhaust Fan	Capital Outlay	601.49401.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room influent Flow Meter - PW FM#4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 7,500.00			$ 8,690																	
	Tank Room Backwash Bristol Flow Meter - PW FM#3	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Backwash Supply Flow Meter BWD FM#4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 5,000.00			$ 5,800																	
	Tank Room Filter Tank A	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank B	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank C	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Tank Room Filter Tank D	Capital Outlay	601.49400.500	35 yr	2043	2008	$ 900,000.00																				
	Mechanical Room Unit Heater No. 4	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Tank Room Vacuum Heater No. 1	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Vacuum Heater No. 2	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Vacuum Heater No. 3	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Ejection Heater No. 4	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 6,000.00			$ 6,960																	
	Tank Room Dehumidifier No. 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 2,000.00								$ 4,030												
	Tank Room Dehumidifier No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 3	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 4	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Dehumidifier No. 5	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 3,000.00								$ 4,030												
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Backwash Recycle Pump	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 7,500.00			$ 8,690															$ 13,550		
	Tank Room Backwash Drain Valves - 2 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,500.00								$ 6,050												
	Tank Room Air Wash Valves - 1 per tank	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												
	Tank Room Plant Bypass Valves	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 8,000.00								$ 10,750												
	Tank Room High Pressure Relief Valves	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Tank Room Backwash Recycle Pump	Capital Outlay	601.49400.500	30 yr	2038	2008	$ 80,000.00																		$ 144,490		
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 25,000.00								$ 33,600												
	Chlorine Generation Room Odor Scrubber System	Capital Outlay	601.49401.500	10 yr	2028	2018	$ 85,000.00								$ 114,230												
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chlorine Generation Room Brine Booster Pump No 1	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 2,500.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601.49400.500	15yr	2023	2008	$ 2,000.00			$ 2,900															$ 4,520		
	Chlorine Generation Room Water Softeners	Capital Outlay	601.49400.500	15 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601.49400.500	10 yr	2023	2008	$ 4,000.00			$ 4,640																	
	Chlorine Generation Room Hypochlorite Dilution Rotometer No 1	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601.49400.500	10 yr	2031	2006	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Hypochlorite Feed Pump No 1	Capital Outlay	601.49400.500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601.49400.500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601.49400.500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601.49400.500	20 yr	2028	2008	$ 1,500.00								$ 2,020												

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3.00%
Costs can be every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of the document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Salt Brine Tanks (Qty 2)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 50,000.00																		$ 90,310		
	Chlorine Subsection Room - Tank Room CL2 PVC Piping	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 3,400.00			$ 3,400																	
	Chemical Feed Room Permanganate Pump No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 6,000.00			$ 6,960															$ 10,640		
	Chemical Feed Room Permanganate Tank	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 8,060												
	Chemical Feed Room Permanganate Tank Mixer No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Chemical Feed Room Permanganate Scale No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 8,000.00								$ 8,060												
	Chemical Feed Room Permanganate Scale No 2	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 8,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,200.00								$ 11,610												
	Chemical Feed Room Orthophosphate Pump No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,500.00								$ 4,030												
	Chemical Feed Room Fluoride Tank	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 2,000.00																		$ 3,610		
	Chemical Feed Room Fluoride Pump No 1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Pump No 2	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 6,000.00								$ 8,060												
	Chemical Feed Room Fluoride Scale	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 3,500.00								$ 4,700												
	Chemical Feed Room Unit Heater No 3	Capital Outlay	601 43400 500	20 yr	2023	2008	$ 1,000.00			$ 1,160																	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,500.00								$ 2,060												
	Reclaim Area Sludge Pump	Capital Outlay	601 43400 500	15yr	2023	2008	$ 4,000.00			$ 4,640																	
	Backwash Area Backwash Recycle Pump	Capital Outlay	601 43400 500	15yr	2023	2008	$ 7,000.00			$ 8,120															$ 12,040		
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601 43400 500	15yr	2023	2008	$ 4,000.00			$ 4,640															$ 7,220		
	Mechanical Room Air Separators	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,600.00			$ 1,800																	
	Tank Room Unit Heater No 1	Capital Outlay	601 43400 500	20 yr	2023	2008	$ 2,000.00			$ 2,320																	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,300												
	Mechanical Room Water Heater	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 1,500.00			$ 1,740																	
	Backwash Area Exhaust Fan EF-4	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,160												
	Brine Area Brine Tank No 1	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 25,000.00																		$ 45,150		
	Brine Area Brine Tank No 2	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 25,000.00																		$ 45,150		
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 150,000.00																		$ 270,930		
	WTP Ventilate Cabinet Heater No 1	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 700.00			$ 880															$ 4,530		
	Water Tower Recirculation Pump No 1	Capital Outlay	601 43400 500	15yr	2023	2008	$ 2,500.00			$ 2,900																	
	Elev Water Tower	Buildings and Structures	601 43400 520	50 yr	2053	2003	$ 1,500,000.00																				
	Water Tower Coating	Capital Outlay	601 43400 500	20 yr	2023	2003	$ 700,000.00			$ 811,480																	
	Air dryer for compressor	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 600.00			$ 700																	
	Heater for office	Capital Outlay	601 43400 500	15 yr	2023	2008	$ 500.00			$ 580																	
	CO2 Probe	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 2,000.00								$ 2,580												
	Backup O2 System	Capital Outlay	601 43400 500	40 yr	2048	2008	$ 40,000.00																				
	Filter valve (electrical - Qty 46)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 141,000.00																		$ 290,780		
	Filter valves (general - Qty 46)	Capital Outlay	601 43400 500	30 yr	2038	2008	$ 161,000.00																		$ 290,780		
	CL17 Free Cl2 Analyzer	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 2,000.00								$ 2,580												
	CL17 Free Cl2 Analyzer	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 4,000.00								$ 5,380												
	Filter	Capital Outlay	601 43400 500	10 yr	2017	2017	$ 250.00																				
	Eyewash Station (Qty 3)	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Eyewash Station (Qty 3)	Capital Outlay	601 43400 500	20 yr	2028	2008	$ 1,000.00								$ 1,340												
	Reb. #1 Filter 1 Uncoverior	Capital Outlay	601 43400 500	10 yr	2021	0	$ 300,000.00	$ 327,820																			
	Reb. #1 Filter 2 Underdrain	Capital Outlay	601 43400 500	10 yr	2021	0	$ 300,000.00	$ 327,820																			
	Reb. #1 Filter 3 Uncoverior	Capital Outlay	601 43400 500	10 yr	2023	0	$ 300,000.00			$ 347,780																	
	Reb. #1 Filter 4 Underdrain	Capital Outlay	601 43400 500	10 yr	2024	0	$ 300,000.00				$ 358,230																
	Chlorine Generator Room Mini System Cell	Capital Outlay	601 43400 500	7 yr	2025	2018	$ 55,000.00					$ 67,640															
	Generac - Water Tower	Capital Outlay	601 43400 500	10 yr	2031	N/A	$ 3,000.00											$ 3,660									$ 4,650
	Well 1 Generator	Capital Outlay	601 43400 500	30 yr	2050	2020	$ 19,050.00																				
	Flood Network Meter Infrastructure				2021	0	$ 67,000.00		$ 67,000																		
	Flood Network Meter Radios				2022	0	$ 228,800.00		$ 242,730																		
	Meter Replacement				2021	0	$ 524,000.00		$ 524,000																		
	Transfer Out for Engineered Projects	Operating Transfers	601 43400 720	N/A		Ongoing								$ 80,000	$ 98,000	$ 20,000											
	Contribution to General Fund (100) Capital Purchases	Operating Transfers	601 43400 720	N/A		Ongoing		$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000
	Contribution to Liquor Fund (609) Capital Purchases	Operating Transfers	601 43400 720					$ 60,000																			
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601 43400 720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 180,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number																								
		Misc Grants and Aids	601 33100																								
		Debt Proceeds	601 34200																								
		Water Sales	601 37100					$ 115,000	$ 180,200	$ 163,110	$ 170,050	$ 175,150	$ 180,410	$ 185,820	$ 191,390	$ 197,130	$ 203,045	$ 209,136	$ 215,410	$ 221,870	$ 228,526	$ 235,382	$ 242,443	$ 249,716	$ 257,208	$ 264,924	$ 272,870
		Water Access Charge	601 37151					$ 138,640	$ 142,800	$ 147,080	$ 151,490	$ 156,030	$ 160,710	$ 165,530	$ 170,500	$ 175,620	$ 180,890	$ 186,320	$ 191,910	$ 197,670	$ 203,600	$ 209,710	$ 216,000	$ 222,480	$ 229,150	$ 236,020	$ 243,100

Anticipated Beginning Fund Balance	Budgeted Expenditures						Budgeted Expenditures	$ 480,190	$ 687,198	$ 1,330,276	$ 410,507	$ 722,500	$ 12,198	$ 90,250	$ 1,047,338	$ 24,400	$ 374,830	$ 4,170	$ 111,210	$ 1,790	$ 30,310	$ 3,640	$ 4,830	$ 94,666	$ 1,424,057	$ -	$ 8,650
	Budgeted Revenues						Budgeted Revenues	$ 253,780	$ 322,100	$ 310,190	$ 321,600	$ 331,180	$ 341,130	$ 351,350	$ 361,890	$ 372,750	$ 383,930	$ 395,450	$ 407,310	$ 419,530	$ 432,120	$ 445,080	$ 458,440	$ 472,190	$ 486,350	$ 500,940	$ 515,970
1/1/2021	5 Year (Over) / Under Budget						5 Year (Over) / Under Budget	$ (226,410)	$ (365,098)	$ (1,019,086)	$ (89,093)	$ (391,320)	$ 328,931	$ 261,100	$ (685,448)	$ 348,350	$ 109,038	$ 391,280	$ 296,100	$ 417,740	$ 401,810	$ 441,440	$ 453,610	$ 377,524	$ (937,707)	$ 500,940	$ 511,320
$ 1,884,438	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 1,658,028	$ 1,294,009	$ 265,819	$ 176,726	$ (214,594)	$ 114,337	$ 375,437	$ (309,011)	$ 39,339	$ 148,377	$ 539,657	$ 835,757	$ 1,253,497	$ 1,655,307	$ 2,096,747	$ 2,550,357	$ 2,927,881	$ 1,989,974	$ 2,490,914	$ 2,977,234

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Non-Inflated 3.00%
Costs double every 24 years

Department Sewer	Expense Computing/Technology Devices	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year Ongoing	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
									$ 3,100	$ 800	$ 1,330	$ 1,880	$ 890	$ 3,560	$ 920	$ 1,550	$ 2,180	$ 1,030	$ 4,370	$ 1,070	$ 1,790	$ 2,530	$ 1,190	$ 4,830	$ 1,240	$ 2,060		
	Pretreatment Fine Screen 1 - Envro Care		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 100,000																				
	Pretreatment Fine Screen 2 - Envro Care		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 100,000																	$ 170,240			
	Pretreatment Parshall Flume		**Capital Outlay**	**602 49450 500**	**60 yr**	**2077**	**2017**	$ 20,000																	$ 170,240			
	Pretreatment Grit Classifier		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 40,000																				
	Pretreatment Grit Separator / Chamber?		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 25,000																	$ 68,100			
	Pretreatment Grit Pump		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																	$ 42,560			
	Pretreatment Exhaust Fan		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																	$ 42,560			
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																		$ 4,260			
	Pretreatment Forcemain from Lift Station to WWTF		**Capital Outlay**	**602 49450 500**	**60 yr**	**2036**	**1996**	$ 1,200,000																$ 1,863,430				
	Pretreatment Automatic Sampler		Capital Outlay	602 49450 500	30 yr	2047	2017	$ 15,000																				
	Pretreatment LEL & H2S Monitor		**Capital Outlay**	**602 49450 300**	**20 yr**	**2037**	**2017**	$ 2,000																				
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 2,000																		$ 4,250		
	Pretreatment Gas Fired Heater		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,000																		$ 3,400		
	Pretreatment Centrifugal Fans		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 1,700		
	Pretreatment Split AC Unit		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 2,000																		$ 1,700		
	Pretreatment Exhaust Fan		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 1,400		
	Pretreatment Make Air Unit		**Capital Outlay**	**602 49450 300**	**20 yr**	**2037**	**2017**	$ 15,000																		$ 1,700		
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,000																		$ 25,540		
	Pretreatment Sump Pump		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																		$ 1,700		
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 1,500																		$ 4,260		
	Pretreatment Flow Transducers (Qty 2)		**Capital Outlay**	**602 49450 500**	**20 yr**	**2037**	**2017**	$ 1,500																		$ 2,550		
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602 49450 500	60 yr	2077	2017																			$ 2,550		
	Aerated Ponds Aerated Pond No. 1		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 3		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Aerated Pond No. 5		**Imp. Other Than Buildings**	**602 49450 530**	**60 yr**	**2056**	**1996**																					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602 49450 530	60 yr	2056	1996																					
	Aerated Ponds Air Piping in the Aerated Ponds		**Capital Outlay**	**602 49450 500**	**15 yr**	**2036**	**2021**	$ 20,000						$ 24,600														
	Aerated Ponds Control Structure		Buildings and Structures	602 49450 520	40 yr	2036	1996																	$ -				
	Treatment Building Clarifier Splitter Box		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**																					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750																				
	Treatment Building Solids Contact Clarifier No. 2 Mixer		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 2 Scraper		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 18,750											$ 26,000						$ 26,000			
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Unit Heater		Capital Outlay	602 49450 500	15 yr	2036	1996	$ 1,000																				
	Treatment Building Clarifier Sludge Piping and Valves		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**	$ 10,000											$ 13,600									
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 10,000											$ 13,600									
	Treatment Building Backwash Piping and Valves		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**1996**												$ -									
	Treatment Building Filter Air Piping		Capital Outlay	602 49450 500	20 yr	2036	1996																					
	Treatment Building Filter Effluent Piping		**Capital Outlay**	**602 49450 300**	**20 yr**	**2036**	**1996**												$ -									
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602 49450 500	20 yr	2036																						
	Treatment Building Filter Underdrain No. 2		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**																						
	Treatment Building Filter No. 1		Capital Outlay	602 49450 500	10 yr	2030	2017												$ -									
	Treatment Building Filter No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2030**	**2017**												$ -									
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2029	2009	$ 1,000																				
	Treatment Building Filter Room Unit Heater No. 2		**Capital Outlay**	**602 49450 500**	**15 yr**	**2030**	**2029**	$ 1,000																				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602 49450 500	10 yr	2036	1996	$ 15,000																				
	Treatment Building Backwash Supply Pump No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2026**	**2013**	$ 15,000								$ 19,570										$ 26,300		
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602 49450 500	10 yr	2026	2016	$ 20,000						$ 24,600														
	Treatment Building Backwash Waste Pump No. 2		**Capital Outlay**	**602 49450 500**	**10 yr**	**2026**	**2016**	$ 20,000						$ 24,600										$ 33,060				
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602 49450 500	10 yr	2028	2018	$ 15,000								$ 19,570								$ 33,060				
	Treatment Building Sludge Return Pump No. 2		**Capital Outlay**	**602 49450 300**	**10 yr**	**2028**	**2018**	$ 15,000								$ 19,570										$ 26,300		
	Clearwell Tank Backwash Overflow		Capital Outlay	602 49450 500	40 yr	2036	1996																			$ 26,300		
	Clearwell Tank Cleanout		**Capital Outlay**	**602 49450 500**	**40 yr**	**2036**	**1996**																					
	Treatment Building Dehumidifier		Capital Outlay	602 49450 500	15 yr	2023	2008	$ 2,500																				
	Treatment Building Sampler Room Sampler - Influent		**Capital Outlay**	**602 49450 500**	**20 yr**	**2036**	**2016**																					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 2,000																				
	Treatment Building Sampler Room Water Heater		**Capital Outlay**	**602 49450 500**	**15 yr**	**2030**	**1996**	$ 1,000																				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3.00%
Costs to be inflated every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602 49450 500	15 yr	2021	1996	$ 2,500																				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602 49450 500	15 yr	2021	1996	$ 2,500																				
	Treatment Building Office MCC Equipment		Capital Outlay	602 49450 500	20 yr	2021	1996																					
	Lighting Transformer		Capital Outlay	602 49450 500	20 yr	2021	1996																					
	Treatment Building Garage Air Compressor		Capital Outlay	602 49450 500	10 yr	2026	1996	$ 5,000						$ 6,100														
	Treatment Building Garage Sweeper		Capital Outlay	602 49450 500	20 yr	2038	2018																					
	SCADA		Capital Outlay	602 49450 500	10 yr	2029	2019	$ 55,000													$ 73,900							
	Disinfection Building Trojan UV System		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 125,000																			$ 90,300	
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	10 yr	2031	1996	$ 1,500						$ 193,700														
	Disinfection Building Effluent Flow Meter		Capital Outlay	602 49450 500	10 yr	2031	1996	$ 3,000																				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 3		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower No. 4		Capital Outlay	602 49450 500	20 yr	2037	2017																					
	Blower Building Blower Valves		Capital Outlay	602 49450 500	50 yr	2067	2017																					
	Blower Building Dial Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 11,000																				
	Blower Bldg Blower Piping to Pores		Capital Outlay	602 49450 500	40 yr	2036	1996	$ 150,000																	$ 247,930			
	Chemical Feed Room Sodium Chloride Tank		Capital Outlay	602 49450 500	20 yr	2036	1996	$ 17,000						$ 14,650														
	Chemical Feed Room As-in Tank		Capital Outlay	602 49450 500	30 yr	2026	1996	$ 11,000						$ 13,500														
	Chemical Feed Room Unit Heater		Capital Outlay	602 49450 500	15 yr	2031	1996	$ 3,000																				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602 49450 500	40 yr	2036	1996																					
	Main Lift Station Pump No. 1		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																				
	Main Lift Station Pump No. 2		Capital Outlay	602 49450 500	20 yr	2037	2017	$ 25,000																				
	Main Lift Station Crane		Capital Outlay	602 49450 500	30 yr	2036	1996	$ 75,000						$ 97,200													$ 42,560	
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	15 yr	2028	2013	$ 12,000								$ 15,660												
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602 49450 500	20 yr	2033	2013	$ 14,000																				
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602 49450 500	20 yr	2035	2015	$ 9,000															$ 14,440					
	Rum River LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 12,000																				
	Rum River LS Pump 2		Capital Outlay	602 49450 500	25 yr	2031	2006	$ 12,000													$ 17,100							
	Arabian LS Pump 1		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000													$ 17,100							
	Arabian LS Pump 2		Capital Outlay	602 49450 500	25 yr	2024	1999	$ 4,000				$ 4,600																
	East Dual LS Pump 1		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000				$ 4,600																
	East Dual LS Pump 2		Capital Outlay	602 49450 500	25 yr	2027	2002	$ 12,000							$ 13,200													
	BMX LS Pump 1		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000							$ 15,200													
	BMX LS Pump 2		Capital Outlay	602 49450 500	25 yr	2040	2015	$ 5,000																				$ 9,300
	Cashon LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																				$ 9,300
	Cashon LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 5,000																				
	Unity LS Pump 1		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000													$ 7,200							
	Unity LS Pump 2		Capital Outlay	602 49450 500	25 yr	2041	2016	$ 5,000													$ 7,900							
	Deer Haven LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 6,000																				
	Deer Haven LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 6,000																				
	8th Ave LS Pump 1		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	8th Ave LS Pump 2		Capital Outlay	602 49450 500	25 yr	2032	2007	$ 15,000																				
	Subway LS Pump 1		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Subway LS Pump 2		Capital Outlay	602 49450 500	25 yr	2036	2011	$ 5,000																				
	Rum River LS Genset		Capital Outlay	602 49450 500	30 yr	2048	N/A	$ 24,000																				
	Arabian LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	East Dual LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	8th Ave LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 33,000																				
	Main LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	Subway LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 12,000																				
	Unity LS Genset		Capital Outlay	602 49450 500	30 yr	2050	N/A	$ 24,000																				
	Deer Haven LS Genset		Capital Outlay	602 49450 500	30 yr	2020	N/A	$ 24,000																				
	Trash Pump Removal		Capital Outlay	602 49450 500	20 yr	2038	N/A																					
	Mobile Kenworth Vactor Truck	W / S / Sch	Capital Outlay	602 49450 500	15 yr	2030	2015	$ 410,000																				
	Skid Tank, Tow Pump		Capital Outlay	602 49450 500																	$ 567,540							
	Mechanical Plant		Capital Outlay	602 49450 500	60 yr	2040	N/A	$ 23,000,000																				
			Capital Outlay	602 49450 500	yr	0	2017	$																				
			Capital Outlay	602 49450 500	yr	0	2018	$																				
			Capital Outlay	602 49450 500	yr	0	2019	$																				
			Capital Outlay	602 49450 500	yr	0	2020	$																				
	Contribution to Liquor Fund (609) Capital Purchases		Operating Transfers	602 49450 720					$ 35,000																			
	Transfer Out for Engineered Projects		Operating Transfers	602 49450 720	N/A			Ongoing																				
	Contribution to General Fund (100) Capital Purchases		Operating Transfers	602 49450 720	N/A			Ongoing	$	$ 58,278	$ 18,507	$ 88,497	$ 912,800	$ 8,609	$ 778,000	$ 655,000		$ 65,239		$ 78,901	$	$ 310,140	$	$ 15,268	$	$	$ 90,796	$ 25,717	$ 119,137	$

Department	Revenue	Account Number																										
	Bond Proceeds and WPA	602 36200																										$ 7,000,000
	Bond Proceeds	602 36203																										$ 8,000,000
	Sewer Sales	602 37200							$ 662,250	$ 695,360	$ 699,030	$ 702,900	$ 706,980	$ 690,670	$ 505,350	$ 520,950	$ 536,170	$ 552,050	$ 568,630	$ 585,680	$ 603,470	$ 621,870	$ 640,130	$ 659,800	$ 679,210	$ 699,560	$ 720,900	$ 742,360
	Sewer Access Charge	602 37251							$ 174,020	$ 179,240	$ 184,620	$ 190,180	$ 195,860	$ 201,740	$ 207,790	$ 214,020	$ 220,440	$ 227,050	$ 233,860	$ 240,880	$ 248,110	$ 255,550	$ 263,220	$ 271,120	$ 279,250	$ 287,630	$ 296,260	$ 305,150
	Transfer from Water Fund	602 39201																$ 100,181									
	Transfer from Stormwater Fund	602 39203																$ 94,581									
Reserve Funds or 1/1/2019	Budgeted Expenditures							Budgeted Expenses	$ 38,100	$ 59,078	$ 17,837	$ 99,577	$ 913,600	$ 366,299	$ 306,320	$ 586,559	$ 76,080	$ 773,071	$ 38,370	$ 169,810	$ 29,020	$ 17,798	$ 15,830	$ 2,318,830	$ 727,876	$ 106,907	$ 218,437	$ 23,400,000
	Budgeted Revenues							Budgeted Revenues	$ 871,270	$ 874,600	$ 883,650	$ 893,080	$ 902,840	$ 892,410	$ 713,140	$ 734,970	$ 756,610	$ 1,061,052	$ 802,500	$ 826,430	$ 851,580	$ 877,320	$ 903,350	$ 930,910	$ 958,490	$ 987,290	$ 1,016,940	$ 14,047,710
	3 Year (Over) / Under Budget							3 Year (Over) / Under Budget	$ 555,170	$ 556,112	$ 615,813	$ 553,083	$ 241,240	$ 326,111	$ 406,860	$ 148,411	$ 680,530	$ 287,980	$ 764,130	$ 656,620	$ 821,560	$ 859,522	$ 887,520	$ 271,106	$ 230,584	$ 280,523	$ 255,403	$ (7,352,290)
$ 3,017,323	Running Fund (Deficit) / Surplus							Running Fund (Deficit) / Surplus	$ 3,572,493	$ 4,071,730	$ 4,569,554	$ 5,147,623	$ 4,905,173	$ 5,232,284	$ 5,638,144	$ 5,787,554	$ 6,467,686	$ 6,751,666	$ 7,515,796	$ 8,172,046	$ 8,993,606	$ 9,864,128	$ 10,742,648	$ 11,014,754	$ 11,244,277	$ 11,524,800	$ 11,780,203	$ 3,902,237

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in Todays Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Storm water	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life	Ongoing		$ 2,100	$ 800	$ 1,330	$ 1,880	$ 2,860	$ 3,590	$ 920	$ 1,550	$ 2,180	$ 3,310	$ 4,170	$ 1,070	$ 1,750	$ 2,530	$ 3,840	$ 4,830	$ 1,240	$ 2,080	$ 2,910	$ 3,840
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 5,000															$ 6,011					
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000															$ 9,690					
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	20 yr useful life	2032	2012	$ 135,000																				
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000		$ 10,927																		
	2005 JD M05 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2020	2005	$ 10,000		$ 10,927																		
		Capital Outlay	601-49500-500	30 yr useful life	2018																						
		Capital Outlay	603-49500-500	30 yr useful life	2020			$ 155,000																			
		Capital Outlay	601-49500-500	30 yr useful life	2021		$ 10,000		$ 10,609																		
		Capital Outlay	603-49500-500	30 yr useful life	2022		$ 10,000			$ 10,927																	
		Capital Outlay	601-49500-500	30 yr useful life	2023		$ 10,000				$ 11,316																
		Capital Outlay	603-49500-500	30 yr useful life	2024		$ 10,000					$ 11,593															
		Capital Outlay	601-49500-500	30 yr useful life	2025		$ 10,000						$ 11,641														
		Capital Outlay	603-49500-500	30 yr useful life	2026		$ 10,000							$ 12,299													
		Capital Outlay	602-49500-500	30 yr useful life	2027		$ 10,000								$ 12,468												
		Capital Outlay	601-49500-500	30 yr useful life	2028		$ 10,000									$ 13,049											
		Capital Outlay	603-49500-500	30 yr useful life	2029		$ 10,000										$ 13,479										
		Capital Outlay	603-49500-500	30 yr useful life	2030		$ 10,000											$ 13,842									
		Capital Outlay	603-49500-500	30 yr useful life	2031		$ 10,000												$ 14,258								
		Capital Outlay	603-49500-500	30 yr useful life	2032		$ 10,000													$ 14,685							
		Capital Outlay	603-49500-500	30 yr useful life	2033		$ 10,000														$ 15,116						
		Capital Outlay	603-49500-500	30 yr useful life	2034		$ 10,000															$ 15,580					
		Capital Outlay	603-49500-500	30 yr useful life	2035		$ 10,000																$ 16,047				
		Capital Outlay	602-49500-500	30 yr useful life	2036		$ 10,000																	$ 16,528			
		Capital Outlay	601-49500-500	30 yr useful life	2037		$ 10,000																		$ 17,024		
		Capital Outlay	603-49500-500	30 yr useful life	2038		$ 10,000																			$ 17,535	
		Capital Outlay	603-49500-500	30 yr useful life	2039		$ 10,000																				$ 18,061
		Capital Outlay	603-49500-500	30 yr useful life	2040		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2041		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2042		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2043		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2044		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2045		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2046		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2047		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2048		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2049		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2050		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2051		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2052		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2053		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2054		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2055		$ 10,000																				
		Capital Outlay	603-49500-500	30 yr useful life	2056		$ 10,000																				
	Transfer Out for Equipment Projects		603-49500-720																								
	Contribution to Liquor Fund (609) Capital Purchases		603-49500-720					$ 65,000																			
	Contribution to General Fund (820) Capital Purchases		603-49500-720					$ -	$ -	$ 1,479	$ 15,073	$ 260,804	$ 8,499	$ -	$ -	$ -	$ 8,090	$ -	$ -	$ -	$ 15,295	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
	Contribution to Sewer Fund (602) Capital Purchases		603-49500-720					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 94,581	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Number
	State Grants & Aids	603-33400
	Special Assessments	603-36100
	Interest Earnings	603-36210
	Storm water Sales	603-37100
	Transfer from General Fund	603-39101
	Transfer from Other Fund	603-39203
	Bond Proceeds	603-39210

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Budgeted Expenditures	$ 223,100	$ 33,264	$ 14,086	$ 28,206	$ 275,253	$ 24,140	$ 177,219	$ 182,218	$ 15,228	$ 137,630	$ 18,032	$ 223,859	$ 16,475	$ 32,924	$ 19,420	$ 20,877	$ 17,768	$ 21,954	$ 25,206	$ 21,901
Budgeted Revenues	$ 77,450	$ 79,770	$ 82,160	$ 84,620	$ 87,160	$ 89,770	$ 92,460	$ 95,230	$ 98,090	$ 101,030	$ 104,060	$ 107,180	$ 110,400	$ 113,710	$ 117,120	$ 120,630	$ 124,250	$ 127,980	$ 131,820	$ 135,770
1 Year (Over) / Under Budget	$ (145,650)	$ 46,506	$ 68,074	$ 56,414	$ (188,093)	$ 65,630	$ (84,759)	$ (86,988)	$ 82,862	$ (36,600)	$ 86,048	$ (116,679)	$ 93,925	$ 80,786	$ 97,700	$ 99,753	$ 106,482	$ 106,026	$ 106,614	$ 113,869
Running Fund (Deficit) / Surplus	$ 24,509	$ 71,016	$ 139,090	$ 195,504	$ 7,411	$ 73,041	$ (11,717)	$ (98,705)	$ (15,843)	$ (52,443)	$ 33,605	$ (83,074)	$ 10,850	$ 91,636	$ 189,337	$ 289,089	$ 395,571	$ 501,597	$ 608,211	$ 722,080

City of Isanti																										
Capital Maintenance/Replacement Fund																										
Fund 609																										
Assumed Inflation	3.00%																									
- Costs double every 24 years																										
			Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Department	Expense	Account Title																								
Liquor	ADA Compliant Restroom	Capital Outlay (GENERAL)	30 yr																							
	ADA Compliant Counter	Capital Outlay (GENERAL)	20 yr		2500																					
	Fire Suppresion System	Capital Outlay (GENERAL)	40 yr		29500																					
	Freezer Case Replacement	Capital Outlay (GENERAL)	20 yr		1750																					
	Security Camera Upgrade	Capital Outlay (GENERAL)	10 yr		3000																					
	Replace North Cooler	Capital Outlay (GENERAL)	20 yr		3500																					
	Entry Way Remodel	-																								
	Back Delivery Door	-																								
	Employee Door	-																								
	Roof	-																								
	Electrical Fixtures	-																								
	Windows	-																								
	Store Remodel	-																								
		-																								
		-																								
		Capital Outlay (GENERAL)																								
		Replacement Fund																								
	New Store	Buildings and Structures		2021		$ 3,484,740																				
		Operating Transfers																								
Department	Revenue	Account Title																								
		Bond Proceeds				$ 3,344,740																				
		Transfer from Water Fund	Transfer In - Water			$ 40,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Transfer from Sewer Fund	Transfer In - Sewer			$ 35,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		Transfer from StormWater Fund	Transfer In - Storm			$ 65,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Anticipated Reserve Funds on 1-1-2019	Budgeted Expenditures					$ 3,484,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	Budgeted Revenues					$ 3,484,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	1 Year (Over) / Under Budget					$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ -	Running Fund (Deficit) / Surplus					#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

City of Isanti																								
Technology Maintenance/Replacement Fund																								
Fund 614																								
Assumed Inflation	3.00%																							
- Costs double every 24 years																								
Assumed Revenue Growth	1.00%																							
Department	Expense	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	N/A	2020																					
ALL	Misc. Software Programs	N/A	Ongoing	$ 1,000.00	1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00
ALL	Computer Displays/Misc. Components	N/A	Ongoing	$ 1,000.00	1,061	1,093.00	1,126.00	1,159.00	1,194.00	1,230.00	1,267.00	1,305.00	1,344.00	1,384.00	1,426.00	1,469.00	1,513.00	1,558.00	1,605.00	1,653.00	1,702.00	1,754.00	1,806.00	1,860.00
ALL	Desktop Printers	N/A	Ongoing	$ 600.00	636	655.00	675.00	695.00	716.00	737.00	759.00	781.00	805.00	829.00	853.00	879.00	905.00	932.00	960.00	989.00	1,019.00	1,049.00	1,081.00	1,113.00	1,147.00
ALL	Document Imaging Software	20 yr useful life	2039	$ 5,000.00																				
FINANCE	Ap Workflow Management Software	20 yr useful life	2028	$ 6,000.00								6,924.00												
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	20 yr useful life	2024	$ 10,000.00				11,593.00																
ADMIN / IR / CITY CLERK	Packet Management Software	20 yr useful life	2020	$ 10,000.00																				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00									2,217.00				2,571.00						2,980.00	
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
WATER	WTP - SCADA TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
POLICE	POLICE STATION TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
WATER, SEWER, STORM	CITY HALL TOWER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
LIQUOR	LIQUOR STORE SERVER	5 yr useful life	2019	$ 1,650.00				1,913.00					2,217.00				2,571.00						2,980.00	
STREET, WATER, SEWER, STORM	WTP IPAD	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	LIQUOR STORE TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
STORMWATER	CITY HALL LAPTOP	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
WATER	WTP TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
LIQUOR	LIQUOR STORE SFF	5 yr useful life	2020	$ 1,650.00					1,970.00					2,284.00					2,648.00					2,648.00
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
POLICE	POLICE STATION TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
PARKS	CITY HALL LAPTOP	5 yr useful life	2021	$ 1,650.00	1,750					2,029.00					2,353.00					2,727.00				
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
EDA	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	CHIEF - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	LT. - HOME LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
POLICE	POLICE STATION LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN	CITY HALL LAPTOP	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN	CITY HALL SFF	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00					2,423.00					2,809.00			
PLANNING	CITY HALL TOWER	5 yr useful life	2022	$ 1,650.00		1,803.00					2,090.00						2,496.00					2,893.00		
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
BUILDING INSPECTION	CITY HALL SURFACE	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
COUNCIL	CITY HALL IPAD	5 yr useful life	2023	$ 1,650.00			1,857.00					2,153.00					2,496.00					2,893.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	5 yr useful life	2021	$ 11,550.00	12,253					14,205.00					16,468.00					19,090.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	5 yr useful life	2022	$ 2,000.00		2,185.00					2,634.00					2,937.00					3,405.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	5 yr useful life	2021	$ 1,000.00	1,061					1,230.00					1,426.00					1,653.00				
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	5 yr useful life	2023	$ 1,400.00			1,620.00					1,949.00					2,723.00					3,158.00		
Revenue	Account Title																							
80.00%	Cable Franchise Fee				27,810.00	28,090.00	28,370.00	28,650.00	28,940.00	29,230.00	29,520.00	29,820.00	30,120.00	30,420.00	30,720.00	31,030.00	31,340.00	31,650.00	31,970.00	32,290.00	32,610.00	32,940.00	33,270.00	33,600.00
	Interest Earnings				100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	101.00	102.00
(LESS)	Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Sewer Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Storm Water Fund Allocation				$ (3,100.00)	$ (800.00)	$ (1,330.00)	$ (1,880.00)	$ (2,860.00)	$ (3,590.00)	$ (920.00)	$ (1,550.00)	$ (2,180.00)	$ (3,310.00)	$ (4,170.00)	$ (1,070.00)	$ (1,790.00)	$ (2,530.00)	$ (3,840.00)	$ (4,830.00)	$ (1,240.00)	$ (2,080.00)	$ (2,930.00)	$ (3,840.00)
(LESS)	Liquor Fund Allocation				$ (3,660.00)	$ (940.00)	$ (1,570.00)	$ (1,910.00)	$ (2,910.00)	$ (3,690.00)	$ (930.00)	$ (1,570.00)	$ (2,220.00)	$ (3,350.00)	$ (4,240.00)	$ (1,080.00)	$ (1,820.00)	$ (2,570.00)	$ (3,910.00)	$ (4,910.00)	$ (1,260.00)	$ (2,110.00)	$ (2,980.00)	$ (3,910.00)
	Budgeted Expenditures				$ 22,695.00	$ 21,181.00	$ 20,272.00	$ 23,547.00	$ 11,503.00	$ 25,218.00	$ 24,750.00	$ 30,006.00	$ 13,894.00	$ 18,351.00	$ 30,496.00	$ 24,351.00	$ 28,765.00	$ 16,049.00	$ 15,479.00	$ 89,857.00	$ 30,449.00	$ 14,468.00	$ 16,604.00	$ 16,626.00
	Budgeted Revenues				$ 27,910.00	$ 28,190.00	$ 28,470.00	$ 28,750.00	$ 29,040.00	$ 29,330.00	$ 29,620.00	$ 29,920.00	$ 30,220.00	$ 30,520.00	$ 30,820.00	$ 31,130.00	$ 31,440.00	$ 31,750.00	$ 32,070.00	$ 32,390.00	$ 32,710.00	$ 33,040.00	$ 33,371.00	$ 33,702.00
	1 Year (Over) / Under Budget				$ 5,215.00	$ 6,859.00	$ 8,198.00	$ 5,203.00	$ 17,537.00	$ 4,112.00	$ 4,870.00	$ (86.00)	$ 16,326.00	$ 12,169.00	$ 324.00	$ 6,779.00	$ 2,675.00	$ 15,701.00	$ 16,591.00	$ (57,467.00)	$ 2,261.00	$ (1,428.00)	$ 14,767.00	$ 16,876.00
	Running Fund (Deficit) / Surplus				$ 12,676.48	$ 19,535.48	$ 27,733.48	$ 32,936.48	$ 50,473.48	$ 53,485.48	$ 58,355.48	$ 58,269.48	$ 74,650.48	$ 91,819.48	$ 92,143.48	$ 97,012.48	$ 98,707.48	$ 114,408.48	$ 130,999.48	$ 128,032.48	$ 130,293.48	$ 128,875.48	$ 143,637.48	$ 160,513.48

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Council	Closed Debt Service Expenses	920-41110-300																								
Council	Council A/V Improvements	920-41110-500	10 yr useful life	2029	2019	$ 61,153									$ 87,189										$ 110,449	
Council	Councilmember Chairs	920-41110-500	20 yr useful life	2025	2005	$ 1,000					$ 1,194															
Elections	Ballot Counter)	920-41200-500	7 yr useful life	2020	?	$ 8,500							$ 8,234							$ 10,127						
Elections	Voting Equipment	920-41200-500	10 yr useful life	?	?	$ -																				
Administration	Closed Debt Service Expenses	920-41500-300																								
Administration	Replace Doors add Keycard Entry City Hall	920-41500-500	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Administration	Employee Accomodations	920-41500-900					$ 1,648	$ 1,697	$ 1,748	$ 1,800	$ 1,854	$ 1,910	$ 1,967	$ 2,026	$ 2,087	$ 2,150	$ 2,215	$ 2,281	$ 2,349	$ 2,419	$ 2,492	$ 2,567	$ 2,644	$ 2,723	$ 2,805	
Municipal Building	Flooring City Hall	920-41941-500	25 yr useful life	2030	2005	$ 24,000										$ 33,222										
Municipal Building	Desk Chairs City Hall	920-41941-500	10 yr useful life	2020	2019	$ 9,000										$ 12,704										$ 18,417
Municipal Building	Side Chairs City Hall	920-41941-500	10 yr useful life	2021	N/A	$ 2,500	$ 2,575										$ 3,461									
Municipal Building	Phone System City Hall	920-41941-500	7 yr useful life	2027	2020	$ 8,150							$ 7,697							$ 8,434						
Municipal Building	Windows City Hall	920-41941-500	40 yr useful life	2045	2005	$ 30,000																				
Municipal Building	Roof City Hall	920-41941-500	40 yr useful life	2045	2005	$ 90,000																				
Municipal Building	Repoint Exterior Walls City Hall	920-41941-500	50 yr useful life	2055	2005	$ 60,000																				
Municipal Building	Flooring City Hall	920-41941-500	30 yr useful life	2035	2005	$ 30,000															$ 48,141					
Municipal Building	Furnace City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 11,941															
Municipal Building	AC Unit City Hall	920-41941-500	20 yr useful life	2025	2005	$ 10,000					$ 11,941															
Municipal Building	CH/FC 100KW Stationary Generator	920-41941-500	20 yr useful life	2020	N/A	$ 36,000																				$ 66,970
Municipal Building	Cameras City Hall	920-41941-500	10 yr useful life	2020	N/A	$ 2,000										$ 2,469										$ 4,850
Municipal Building	Fire Sprinkler Maint.	920-41941-501	5 yr useful life	2021	2016	$ 1,575	$ 1,575					$ 1,830					$ 2,126					$ 2,460				
Police	100KW Stationary Generator	920-42110-300	20 yr useful life	2020	N/A	$ 86,000																				
Police	Squad Vehicle - 226 - 2019 Dodge Durango	920-42110-500	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,920					$ 72,940					$ 84,560	
Police	Squad Vehicle - 221 - 2018 Ford Explorer	920-42110-500	5 yr useful life	2020	2018	$ 46,815					$ 65,900					$ 84,800					$ 75,170					$ 87,090
Police	Squad Vehicle - 227- 2019 Dodge Durango	920-42110-500	5 yr useful life	2024	2019	$ 46,815				$ 54,270					$ 62,910					$ 72,930					$ 84,550	
Police	Squad Vehicle - 224 - 2016 Ford Explorer	920-42110-500	5 yr useful life	2021	2016	$ 46,815	$ 48,670					$ 57,580					$ 68,750					$ 77,380				
Police	Squad Vehicle - 223 - 2011 Impala	920-42110-500	10 yr useful life	2023	2013	$ 45,815			$ 52,690										$ 70,810							
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4	920-42110-500	10 yr useful life	2027	2017	$ 51,800							$ 69,710											$ 93,370		
Police	Exterior Paint - PD Share Only	920-42110-500	20 yr useful life	2039	2019	$ 2,300																			$ 4,150	
Police	Upper Share Reloc	920-42110-570	N/A	2025	N/A	$ 1,000,000					$ 1,159,274															
Police	Roof	920-42110-500	40 yr useful life	2036	1996																	$ -				
Police	Sprinkler - Fire Suppression	920-42110-500																								
Police	A/C Units	920-42110-500																								
Police	Windows	920-42110-500			2018																					
Police	Replace Doors add Keycard Entry	920-42110-501	20 yr useful life	2039	2019	$ 8,000																			$ 14,449	
Police	Lighting / Electrical Fixtures	920-42110-500	30 yr useful life	2028	1996	$ 15,000								$ 18,872												
Police	Flooring Police Station	920-42110-500	20 yr useful life	2026	2006	$ 10,000						$ 12,300														
Police	Interior Paint - PD Share Only	920-42110-500	15 yr useful life	2021	2006	$ 3,000	$ 3,180															$ 4,020				
Police	Chairs Police Station	920-42110-500	10 yr useful life	2025	2015	$ 6,000					$ 7,160										$ 9,620					
Police	Phone System	920-42110-500	15 yr useful life	2021	2006	$ 10,000	$ 10,610															$ 16,530				
Police	LETG Maintenance - To County	920-42110-500	4 yr useful life	2024	2020	$ 2,300				$ 2,590					$ 2,920					$ 3,290		$ 3,700				$ 4,160
Police	Car / Body Cameras	920-42110-500	10 yr useful life	2029	2019	$ 13,083									$ 17,680											
Police	Car / Body / Building Camera Server	920-42110-500	10 yr useful life	2029	2019	$ 48,497									$ 65,530										$ 87,600	
Police	Building Cameras	920-42110-500	10 yr useful life	2020	N/A	$ 2,500										$ 3,440										
Police	Portable Radios	920-42110-500	10 yr useful life	2022	2008	$ 83,000										$ 111,550										$ 149,910
Police	Tasers	920-42110-500	5 yr useful life	2020/2021	2015/2016	$ 4,600	$ 4,770				$ 5,330	$ 5,530				$ 6,240	$ 6,410				$ 7,230	$ 7,430				$ 8,380
Police	Handguns	920-42110-500	5 yr useful life	2020	2015	$ 5,560					$ 6,446					$ 7,472					$ 8,662					
Police	Long Guns	920-42110-500	20 yr useful life	2022	1970	$ 12,150		$ 13,277																		$ 10,042

City of Isanti

Capital Maintenance/Replacement Fund

Fund 920

Assumed Inflation 3.00%

- Costs double every 24 years

Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost In 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Streets	60KW Stationary Generator	920-43100-500	20 yr useful life	2020	N/A	$ 33,000																				$ 61,390
Streets	2017 GMC Double Cab 1/2 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2017 Sierra Single Cab 3/4 ton	920-43100-500	15 yr useful life	2032	2017	$ 35,000												$ 51,399								
Streets	2015 Chev 2500 HD	920-43100-500	15 yr useful life	2030	2015	$ 35,000										$ 48,448										
Streets	2019 Chev 2500 w/ Plow & De-Icer System	920-43100-500	15 yr useful life	2034	2019	$ 49,000														$ 76,340						
Streets	2004 Chev 4500 w/ Dump Box	920-43100-600	20 yr useful life	2024	2004	$ 65,000																				
Streets	2007 F-250	920-43100-500	15 yr useful life	2022	2007	$ 35,000			$ 39,393															$ 61,373		
Streets	2011 F-250	920-43100-500	15 yr useful life	2026	2011	$ 35,000						$ 43,046														
Streets	2007 Sterling 8500 Plow Truck	920-43100-500	15 yr useful life	2022	2007	$ 200,000		$ 218,549															$ 340,487			
Streets	2013 International Work Star Plow Truck	920-43100-500	15 yr useful life	2028	2013	$ 200,000								$ 264,955												
Streets	2014 International Work Star Plow Truck	920-43100-500	15 yr useful life	2030	2014	$ 200,000										$ 276,847										
Streets	Plow Truck	920-43100-900	15 yr useful life	2032	N/A	$ 200,000												$ 293,707							$ 467,586	
Streets	1996 Komatsu Motor Grader	920-43100-500	25 yr useful life	2024	1996	$ 260,000				$ 292,632																
Streets	Pro-Tech Sno-Pusher (Loader Attachment)	920-43100-500	15 yr useful life	2034	2019	$ 5,000														$ 7,790						
Streets	18 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	12 ft Felling Trailer	920-43100-500	15 yr useful life	2023	2008	$ 6,500			$ 7,315															$ 11,398		
Streets	Paint Trailer	920-43100-500	15 yr useful life	2022	2007	$ 6,500		$ 7,103															$ 11,066			
Streets	12 ft Standard Trailer	920-43100-500	15 yr useful life	2022	2007	$ 5,900		$ 6,448															$ 9,958			
Streets	6 x 12 utility trailer w/ rear drop gate	920-43100-500	15 yr useful life	2032	2017	$ 1,500												$ 2,209								
Streets	4-Ton Hot Patch Trailer	920-43100-500	30 yr useful life	2049	2019	$ 30,000																				
Streets	Bulk Fuel Tank and Pump	920-43100-500	20 yr useful life	2039	2019	$ 6,000																			$ 10,837	
Streets	Air Compressor	920-43100-500	20 yr useful life	2039	2019	$ 4,500																			$ 8,128	
Streets	Vibrating Asphalt Roller	920-43100-500	25 yr useful life	2044	2019	$ 15,800																				
Streets	Bobcat Skid Loader Buyback Program	920-43100-600	Annual			$ 5,400	$ 5,800	$ 6,000	$ 6,300	$ 6,400	$ 6,600	$ 6,800	$ 7,000	$ 7,200	$ 7,400	$ 7,600	$ 7,800	$ 8,000	$ 8,200	$ 8,400	$ 8,700	$ 9,000	$ 9,300	$ 9,600	$ 9,900	$ 10,200
Streets	2006 Case Loader 621D	920-43100-500	20 yr useful life	2027	2006	$ 271,289							$ 343,661													
Streets	2008 JD 748 Tractor w/ mower Mower	920-43100-500	15 yr useful life	2023	2008	$ 30,000			$ 32,910															$ 35,070		
Streets	1998 Ford 545D Tractor (3 pt hitch)	920-43100-500	25 yr useful life	2021	1998	$ 55,000			$ 61,900																	
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2014 Bobcat V-Plow	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2007 Bobcat Blade	920-43100-500	10 yr useful life	2021	2007	$ 3,000	$ 3,305										$ 7,139									
Streets	2014 Bobcat Broom	920-43100-500	10 yr useful life	2024	2014	$ 5,000				$ 5,796										$ 7,790						
Streets	2013 Bobcat Snow Blower	920-43100-500	10 yr useful life	2023	2013	$ 10,000			$ 11,285										$ 14,476							
Streets	2014 Bobcat Snow Blower	920-43100-500	10 yr useful life	2024	2014	$ 10,000				$ 11,593										$ 15,580						
Streets	2014 Bobcat Grapple Bucket	920-43100-500	20 yr useful life	2034	2014	$ 5,000														$ 7,790						
Streets	2008 Boss 1 Ton 10 ft Straight Blade	920-43100-500	15 yr useful life	2023	2008	$ 9,000			$ 10,130															$ 15,782		
Streets	2011 Boss '11 F-250 V-Plow	920-43100-500	15 yr useful life	2026	2011	$ 9,000						$ 11,068														
Streets	2017 Graco Street Painter	920-43100-500	10 yr useful life	2027	2017	$ 7,000							$ 8,867										$ 11,917			
Streets	Skid Replacement	920-43100-500	8 yr useful life	2021-34	N/A	$ 4,000		$ 4,244	$ 4,371	$ 4,502						$ 5,376	$ 5,537	$ 5,703							$ 8,610	$ 7,014	$ 7,224
Streets	GPS Unit	920-43100-500	10 yr useful life	2025	2015	$ 8,000					$ 9,552															
Streets	Mini Excavator	920-43100-500	20 yr useful life	2028	N/A	$ 70,000								$ 91,334												
Streets	Make-Up Heater (Above Bathroom #2)	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Make-Up Heater (Above Breakroom)	920-43100-600	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Infloor Heat Boilers (2)	920-43100-500	25 yr useful life	2045	2020	$ 31,775																				
Streets	Wire Feed Welder	920-43100-500	20 yr useful life	2033	2013	$ 3,000			$ 3,377																	
Streets	Pressure Washer	920-43100-500	15 yr useful life	2032	2017	$ 5,500												$ 8,077								
Streets	Pressure Washer	920-43100-500	15 yr useful life	2021	2006	$ 5,000	$ 5,305																	$ 8,784		
Streets	Gate Valve Turner	920-43100-500	30 yr useful life	2035	2005	$ 2,000															$ 3,209					
Streets	Floor Sweeper with Charger	920-43100-900	30 yr useful life	2038	2008	$ 3,500																	$ 5,795			
Streets	Fresh Air Circulation Blower	920-43100-500	30 yr useful life	2027	1997	$ 5,000							$ 6,334													
Streets	Recoat Interior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Recoat Exterior Walls	920-43100-500	25 yr useful life	2022	1997	$ 10,000		$ 10,927																		
Streets	Resurface / Replace Concrete Floor	920-43100-800	30 yr useful life	2027	1997	$ 55,000							$ 69,672													
Streets	Infloor Heat Coil System	920-43100-500	100 yr useful life	2097	1997																					
Streets	Roof	920-43100-900	60 yr useful life	2057	1997																					
Streets	Truck Mounted Mosquito Fogger	920-43100-500	10 yr useful life	2020	N/A	$ 10,000										$ 13,842										
Streets	Hydralic Tree Spade	920-43100-500	20 yr useful life	2024	N/A	$ 10,000													$ 15,126							$ 18,603
Streets	Public Services Building & Salt Shed	920-43100-520	80 yr useful life	2025	N/A	$ 2,250,000					$ 2,608,000															

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost In 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
Street Lighting	Street Light Pole Replacement (#3 City Owned)	920-43160-500	30 yr useful life	Annual	N/A	$ 8,000	$ 8,487	$ 8,742	$ 9,004	$ 9,274	$ 9,552	$ 9,839	$ 10,134	$ 10,438	$ 10,751	$ 11,074	$ 11,406	$ 11,748	$ 12,101	$ 12,464	$ 12,838	$ 13,223	$ 13,619	$ 14,028	$ 14,449	$ 14,882
Street Lighting	Street Light Infill	920-43160-500	30 yr useful life	Annual	N/A	$ 10,000	$ 10,000	$ 10,300	$ 10,609	$ 10,927	$ 11,255	$ 11,593	$ 11,941	$ 12,299	$ 12,668	$ 13,048										
ICC	Handicap Door Activators	920-45186-500	20 yr useful life	2021	N/A	$ 6,000	$ 6,366																			
ICC	Air Conditioner - South Side 3-ton	920-45186-500	20 yr useful life	2022	2002	$ 3,075		$ 3,360																		
ICC	Air Conditioner - West Side 4-ton	920-45186-500	20 yr useful life	2035	2015	$ 5,500															$ 8,818					
ICC	Compressor	920-45186-500	15 yr useful life	2025	2010	$ 1,500					$ 1,791															$ 2,790
ICC	Convection Oven	920-45186-500	20 yr useful life	2031	2011	$ 6,000											$ 8,555									
ICC	Dishwasher with Type II Hood Install	920-45186-500	20 yr useful life	2021	1991	$ 7,300	$ 7,745																			
ICC	Furnace	920-45186-500	30 yr useful life	2021	1991	$ 7,000	$ 7,428																			
ICC	Furnace	920-45186-500	20 yr useful life	2026	2006	$ 7,000						$ 8,609														
ICC	Range / Oven / Vent / Hood / Fan	920-45186-500	20 yr useful life	2034	2014	$ 16,700														$ 24,460						
ICC	Sprinkler System - Fire Suppresion	920-45186-500	20 yr useful life	2021	1996	$ 25,000	$ 25,750																			
ICC	Fence	920-45186-500	25 yr useful life	2025	2000	$ 7,500						$ 9,224														
ICC	Fixtures - Plumbing	920-45186-500	30 yr useful life	2044	2014	$ 8,000																				
ICC	Exterior Siding Replace	920-45186-500	30 yr useful life	2031	2001	$ 25,000											$ 30,713									
ICC	Exterior Siding Repaint	920-45186-500	15 yr useful life	2025	2014	$ 7,500					$ 8,955															
ICC	Exterior Doors	920-45186-500	20 yr useful life	2038	2018	$ 6,100																		$ 8,043		
ICC	Windows	920-45186-500	40 yr useful life	2037	1997	$ 25,000																				
ICC	Patio / Concrete	920-45186-500	60 yr useful life	2063	2013	$ 15,000																	$ 42,561			
ICC	Roof	920-45186-500	30 yr useful life	2043	2013	$ 25,000																				
ICC	Flooring	920-45186-500	20 yr useful life	2038	2014	$ 14,300																			$ 33,413	
ICC	Interior Doors / Millwork	920-45186-500	30 yr useful life	2044	2014	$ 4,720																				
ICC	Interior Paint / Walls	920-45186-500	15 yr useful life	2029	2014	$ 12,103																				
ICC	Fixtures - Electrical	920-45186-500	25 yr useful life	2039	2014	$ 15,700									$ 16,265											
ICC	Kitchen - Cabinets / Countertops	920-45186-500	30 yr useful life	2044	2014	$ 20,000																			$ 28,356	
ICC	Kitchen - Fire Suppresion	920-45186-500	20 yr useful life	2034	2014	$ 25,000																				
ICC	Lion's Office Area	920-45186-500			1977	$ 5,000														$ 38,949						
ICC	Landscaping	920-45186-500			2014																					
ICC	Tables and Chairs	920-45186-500	15 yr useful life	2029	2014	$ 8,000									$ 10,751											
ICC	Exterior Door Locks	920-45186-500	15 yr useful life	2029	2014	$ 2,250									$ 3,024											

City of Isanti
Capital Maintenance/Replacement Fund
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Department	Expense	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	Proposed 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040
PRC	Academy Park - Playground Equipment	920-45300-500	20 yr useful life	2037	2017	$ 69,900																	$ 89,951			
PRC	Academy Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2027	2017	$ 10,000							$ 12,668										$ 17,024			
PRC	Academy Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2057	2017	$ 80,000																				
PRC	Academy Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 13,000																				
PRC	Bluebird Park - Playground Equipment	920-45300-500	20 yr useful life	2034	2014	$ 114,800														$ 178,695						
PRC	Bluebird Park - Playground Equipment - Clifford	920-45300-500	20 yr useful life	2024	2004	$ 24,600					$ 28,518															
PRC	Bluebird Park - Skateplaza Equipment	920-45300-500	30 yr useful life	2027	2017	$ 20,000							$ 25,115													
PRC	Bluebird Park - Pavilion	920-45300-500	30 yr useful life	2036	2006	$ 20,000																$ 33,057				
PRC	Bluebird Park - Performance Center	920-45300-500	40 yr useful life	2021	N/A	$ 341,000	$ 348,130																			
PRC	Bluebird Park - Restrooms	920-45300-500	40 yr useful life	2021	N/A	$ 200,000	$ 206,000																			
PRC	Bluebird Park - Splash Pad	920-45300-500	30 yr useful life	2033	N/A	$ 300,000			$ 318,845																	
PRC	Bluebird Park - Concrete Edging	920-45300-500	40 yr useful life	2044	2004	$ 19,000																				
PRC	Bluebird Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Dog Park - Fencing	920-45300-500	30 yr useful life	2049	2019	$ 16,632																				
PRC	Isanti Hills - Playground Equipment	920-45300-500	20 yr useful life	2024	1994	$ 27,450																				
PRC	Isanti Hills - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	Isanti Hills - Fence	920-45300-500	30 yr useful life	2025	1995	$ 80,000																				
PRC	Isanti Hills - Concrete Edging/Table	920-45300-500	40 yr useful life	2057	2017	$ 21,000																				
PRC	Legacy Park - Equipment	920-45300-500	20 yr useful life	2034	2014	$ 5,750														$ 8,943						
PRC	Legacy Park - Lime Aggregate	920-45300-500	15 yr useful life	2027	2012	$ 35,000							$ 44,337													
PRC	Mattson Park - Playground Equipment	920-45300-500	20 yr useful life	2027	2007	$ 80,420							$ 88,871													
PRC	Mattson Park - Pavilion	920-45300-500	30 yr useful life	2030	1985	$ 10,000										$ 13,842										
PRC	Mattson Park - Concrete Edging	920-45300-500	40 yr useful life	2057	2017	$ 16,900																				
PRC	Mattson Park - Basketball Court	920-45300-500	20 yr useful life	2024	2004	$ 8,000				$ 9,274																
PRC	Mattson Park - Tennis Court Resurf.	920-45300-500	10 yr useful life	2028	2018	$ 19,000								$ 19,572										$ 26,303		
PRC	Mattson Park - Tennis Court Recon.	920-45300-500	40 yr useful life	2044	2004	$ 62,000																				
PRC	River Bluff / Community Garden - Equipment	920-45300-500	20 yr useful life	2036	2016	$ 8,000																$ 13,223				
PRC	River Bluff / Community Garden - Dock	920-45300-500	10 yr useful life	2026	2016	$ 12,000						$ 14,758														
PRC	River Bluff / Community Garden - Fencing	920-45300-500	30 yr useful life	2046	2016	$ 24,000																				
PRC	Riverside Park - Playground Equipment	920-45300-500	30 yr useful life	2033	2003	$ 76,365													$ 115,509							
PRC	Rum River Meadows - Equipment	920-45300-500	20 yr useful life	2029	2009	$ 90,150					$ 19,898															$ 158,404
PRC	Rum River Meadows - Irrigation	920-45300-500	30 yr useful life	2035	2005	$ 2,890															$ 4,638					
PRC	Rum River Meadows - Fencing	920-45300-500	40 yr useful life	-	N/A	$ 10,000																				
PRC	Unity Ball Field - Bleachers	920-45300-500	30 yr useful life	2021	-	$ 6,500	$ 6,695																			
PRC	Unity Ball Field - Equipment	920-45300-500	20 yr useful life	2025	1985	$ 4,500					$ 5,373															
PRC	Unity Ball Field - Fencing	920-45300-500	30 yr useful life	2025	1985	$ 15,000					$ 17,911															
PRC	Unity Ball Field - Pavilion	920-45300-500	30 yr useful life	2031	2001	$ 10,000												$ 14,258								
PRC	VFW Park - Equipment	920-45300-500	20 yr useful life	2024	2004	$ 13,000																				
PRC	VFW Park - Fencing	920-45300-500	30 yr useful life	2034	2004	$ 10,000														$ 15,680						
PRC	VFW Park - Concrete Edging	920-45300-500	40 yr useful life	2058	2018	$ 11,000																				
PRC	Whisper Ridge - Tennis Court Resurf.	920-45300-500	10 yr useful life	2021	2001	$ 15,000																				
PRC	Whisper Ridge - Tennis Court Recon.	920-45300-500	40 yr useful life	2041	2001	$ 70,000																				
PRC	Whisper Ridge - Fencing	920-45300-500	30 yr useful life	2031	2001	$ 20,000												$ 28,515								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2026	2016	$ 15,370						$ 18,903														
PRC	Picnic Tables	920-45300-500	15 yr useful life	2032	2017	$ 3,450												$ 4,423								
PRC	Picnic Tables	920-45300-500	15 yr useful life	2033	2018	$ 4,390													$ 6,640							
PRC	C4 Bike/Walk Trail Contribution	920-45300-500	N/A	Annual	Annual	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	International Water Truck 1993	920-45300-500	DNR	N/A	2019																					
PRC	Polaris Ranger SXS by Side	920-45300-500	DNR	N/A	2006																					
PRC	SmithCo Leaf & Grass Vacuum	920-45300-500	30 yr useful life	2034	2004	$ 20,000														$ 31,359						
PRC	Progressive Mower	920-45300-500	15 yr useful life	2020	2004	$ 25,000															$ 40,118					
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680						$ 11,222	
PRC	Kubota Mower	920-45300-500	5 yr useful life	2023	2018	$ 6,400			$ 7,203					$ 8,350					$ 9,680						$ 11,222	
PRC	Landpride Disc	920-45300-500	30 yr useful life	2035	2005	$ 3,000															$ 4,814					
PRC	John Deere 3-Point Tiller	920-45300-500	15 yr useful life	2032	2017	$ 4,900												$ 6,313								
PRC	Bobcat 3600 UTV	920-45300-500	15 yr useful life	2032	2017	$ 18,000												$ 26,434								
	TRANSFER OUT	920-49110-720																								

City of Isanti
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Department	Revenue	Account Number																								
		920-31000	Property Taxes				$ 438,700	$ 451,900	$ 465,800	$ 479,500	$ 493,900	$ 508,700	$ 349,000	$ 359,500	$ 370,300	$ 381,400	$ 392,800	$ 404,600	$ 416,700	$ 429,200	$ 442,100	$ 455,400	$ 469,100	$ 483,200	$ 497,700	$ 512,600
		920-33621																								
		920-33623																								
		920-34100																								
		920-36210					$ 7,200	$ 6,600	$ 10,300	$ 13,900	$ 16,100	$ 1,000	$ 4,100	$ 1,000	$ 1,400	$ 1,500	$ 600	$ 2,700	$ 4,000	$ 5,500	$ 4,100	$ 6,000	$ 8,600	$ 9,200	$ 12,400	$ 9,900
		920-39102					$ 122,000	$ 122,000	$ 122,000	$ 122,000	$ 122,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000	$ 2,000
		920-35230																								
		920-39201																								
		920-39203	Transfer In - Water				$ -	$ 58,278	$ 18,336	$ 68,497	$ 65,000	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,567	$ 119,137	$ -
		920-39203	Transfer In - Sewer				$ -	$ 56,278	$ 10,607	$ 68,497	$ 912,800	$ 8,609	$ -	$ 65,239	$ -	$ 78,901	$ -	$ 110,140	$ -	$ 15,268	$ -	$ -	$ 90,796	$ 28,717	$ 119,137	$ -
		920-39203	Transfer In - Storm				$ -	$ -	$ 1,829	$ 15,071	$ 260,800	$ 8,609	$ -	$ -	$ -	$ 9,690	$ -	$ 10,280	$ -	$ 15,268	$ -	$ -	$ -	$ 2,849	$ 4,741	$ -
		920-39204					$ -	$ 118,649																		
		920-39310																								
Reserve funds on 1/1/2020	Budgeted Expenditures					Budgeted Expenditures	$ 674,575	$ 318,301	$ 491,583	$ 583,566	$ 1,367,439	$ 210,490	$ 66,918	$ 460,615	$ 361,221	$ 543,835	$ 185,014	$ 517,191	$ 272,721	$ 481,946	$ 251,838	$ 205,079	$ 600,197	$ 257,795	$ 1,009,823	$ 635,253
	Budgeted Revenues					Budgeted Revenues	$ 567,900	$ 697,057	$ 853,017	$ 807,465	$ 2,457,600	$ 537,527	$ 355,100	$ 492,977	$ 373,700	$ 552,392	$ 395,400	$ 639,860	$ 422,700	$ 482,504	$ 448,200	$ 463,400	$ 661,292	$ 551,534	$ 755,116	$ 524,500
	1 Year (Over) / Under Budget					1 Year (Over) / Under Budget	$ (50,735)	$ 366,756	$ 361,434	$ 211,899	$ (1,509,839)	$ 317,037	$ (111,818)	$ 32,362	$ 12,479	$ (91,443)	$ 209,486	$ 122,669	$ 149,979	$ (130,444)	$ 196,644	$ 258,321	$ 60,894	$ 293,739	$ (254,708)	$ (110,753)
$ 796,376.79	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Su	$ 663,949	$ 1,032,705	$ 1,394,139	$ 1,606,538	$ 96,699	$ 413,736	$ 99,918	$ 142,380	$ 154,859	$ 63,617	$ 273,103	$ 395,771	$ 545,751	$ 406,307	$ 602,971	$ 861,292	$ 922,186	$ 1,235,965	$ 987,258	$ 876,505

AGENDA
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
Monday, December 28, 2020 -9:00 a.m.
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the City Council meeting via telephone, by using Zoom.

The public can comment at the City Council meeting by visiting this website:
https://zoom.us/j/95358025558?pwd=VFJPMldNT0J4WFlxRGFrZ01xY0w3UT09

or by calling into this number +1 312 626 6799 with this meeting ID: 953 5802 5558 and passcode 033923

To mute and unmute during meeting press *6

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Business Items
1. Resolution 2020-XXX Adopting the 2021 Final Budget
2. Resolution 2020-XXX Adopting Final 2020 Tax Levy, Collectable 2021

G. Adjournment

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: December 28, 2020

Subject: 2021 Final Budget and Levy Adoption

Background:

Per State Statute 275.065 subd. 6 the adopted final levy cannot exceed the adopted preliminary levy. Finance Director Betker made an error in presenting the final levy. The Final levy presented on December 1st proposed a final levy $29,566 more than the adopted preliminary levy from September. To rectify this the Council must approve, on the 28th a levy that matches the preliminary levy. This will result in a 1% reduction in the tax rate compared to 2020. Additionally there will be no change to the 2021 budget except that $29,566 less will go into Fund Balance.

The Final proposed levy is 2,996,197

Current Action:
Consider:
Resolution Adopting the 2021 Final Budget
Resolution Adopting the Final 2020 Tax Levy Collectible 2021

F.1

RESOLUTION 2020-XXX

RESOLUTION ADOPTING THE 2021 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2021 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$4,064,939**
	COUNCIL	**38,719**
	ELECTIONS	**200**
	FINANCIAL ADMINISTRATION	**561,411**
	PLANNING AND ZONING	**150,093**
	MUNICIPAL BUILDING	**39,654**
	POLICE ADMINISTRATION	**1,743,608**
	FIRE PROTECTION	**257,990**
	BUILDING INSPECTION ADMIN	**192,707**
	CODE ENFORCEMENT	**12,383**
	CIVIL DEFENSE	**2,140**
	ANIMAL CONTROL	**3,091**
	GENERAL CITY MAINTENANCE	**58,436**
	HWYS, STREETS, & ROADS	**382,948**
	STREET LIGHTING	**51,130**
	SANITATION ADMINISTRATION	**24,875**
	PARK,REC,CULTURE	**371,307**
	TRANSFERS	**113,944**
	MISCELLANEOUS	**13,852**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 4,018,487**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 28th day of December 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

F.2

RESOLUTION 2020-XXX

ADOPTING THE FINAL 2020 TAX LEVY, COLLECTIBLE IN 2021

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2021, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**1,889,734**
920	**Capital Maintenance**		**438,700**
425	**Street Construction**		**286,500**
108	**EDA**		**86,201**
101	**Abatement Levy**		**13,432**
930	**2011A GO Improvement Bond**		**9,367**
931	**2014A GO Tax Abatement Bond**		**222,036**
932	**2014B GO Improvement Bond**		**50,227**
	Total Levy	**$**	**2,996,197**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 28th day of December 2020.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
EMERGENCY CITY COUNCIL MEETING
WEDNESDAY, MARCH 25th, 2020 at 6:00 PM
CITY HALL

Pursuant to Minn Statute 13D.02, the public body has determined that the Isanti City Council will not be able to hold the meeting in person due to the pandemic COVID-19. Pursuant to Minn Statute 13D.021, The Isanti City Council will be holding the Emergency City Council meeting via telephone or virtual, by use of computer, by using GoToMeeting.com

The public can view and comment at the City Council meeting by visiting this website:
https://global.gotomeeting.com/join/308600749
or by calling into this number +1 (571) 317-3112 **with this code** 308-600-749.

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Public Comment
E. Adopt Agenda

F. Business Items
1. Resolution 2020-XXX Declaring Local State of Emergency

G. Adjournment

RESOLUTION 2020-XXX

CONSENTING TO MAYORS DECLARATION OF LOCAL EMERGENCY; EXTENDING THE PERIOD OF THE LOCAL EMERGENCY; AND AUTHORIZING CERTAIN ACTIONS

WHEREAS, The City of Isanti is experiencing the COVID-19 Pandemic; and,

WHEREAS, response and support to affected individuals, communities, medical systems, businesses and government has caused significant impact to the City of Isanti; and,

WHEREAS, by Emergency Executive Order 20-01, Governor Tim Walz has declared a Peacetime State of Emergency to authorize any and all necessary resource to be used in support of the COVID-19 response, as of March 13, 2020; and,

WHEREAS, by Proclamation Declaring a Local Emergency, Mayor Jeff Johnson has declared that a local emergency exists due to the COVID-19 health pandemic; and,

WHEREAS, the City Council of the City of Isanti agrees with the Mayor's findings that the emergency will last for more than three days; and,

WHEREAS, the City Council consents to the declaration of a local emergency and declares that the local emergency will continue in effect until federal or state action declaring an end to the state of emergency for this locality or subsequent determination by the Isanti City Council; and,

WHEREAS, this Resolution invokes the City's emergency operations plan and for the duration of the emergency. The portions that are necessary for response to and recovery from the pandemic emergency are hereby authorized, including but not limited to all appropriate community containment and mitigation strategies. To the extent that state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Administrator, Emergency Management Director, and their designees, are hereby authorized to suspend compliance with those laws, policies and procedures as authorized by Emergency Executive Order 20-01 and Minnesota Statutes, Section 12.32, and to take those actions necessary to protect the public health, safety, and welfare; and,

WHEREAS, the City Council agrees with the Mayor's determination that in-person meetings of the City Council, Planning Commission, and other Commissions and Boards of the City of Isanti are not practical or prudent due to the COVID-19 health pandemic, Emergency Executive Order 20-01. The City Council extends the authority of all city public bodies to conduct public meetings pursuant to and in compliance with Minnesota Statute, Section 13D.021

until such time as the presiding officer of each body determines, in consultation with the City Administrator, that it is no longer impractical or imprudent for the respective public body to resume in-person meetings; and,

WHEREAS, The City of Isanti Emergency Management Director requests the City Council declare the City of Isanti in a STATE OF EMERGENCY that a local State of Emergency exists in the City of Isanti due to the COVID-19 health pandemic;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Isanti City Council declares the City of Isanti in a STATE OF EMERGENCY for conditions resulting from the COVID-19 health pandemic.

This Resolution is hereby approved by the Isanti City Council this 25th day of March 2020.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk