AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 20, 2026 – 7:00 PM
COUNCIL CHAMBERS

WATCH MEETING LIVE AT
WWW.FACEBOOK.COM/CITYOFISANTI

A. Call to Order

B. Pledge of Allegiance

C. Oath of Office
1. Oath of Office to Police Officer Petra Saldana

D. Roll Call

E. Public Comment

F. Adopt Agenda

G. Proclamations/Commendations/Certificate Award
1. Food Supply Drive Check Presentation

H. Approve City Council Minutes
1. January 6, 2026 City Council Meeting Minutes

I. Announcements
1. Parks and Recreation Board Meeting - Tuesday, January 27, 2026 at 6:00 pm
2. City Council Goal Setting Session - **Wednesday**, February 4, 2026 at 5:00 pm
3. Economic Development Authority - **Wednesday**, February 4, 2026 at 6:30 pm
4. City Council Meeting - **Wednesday**, February 4, 2026 at 7:00 pm

J. Council Committee Reports

K. Public Hearings

L. Business Items
1. Illuminate Isanti 2025 Recap
2. Resolution to Consider Request Advancement of Municipal State Aid Funds
3. Resolution to Consider Authorizing a Reduction in the Letter of Credit for Johnson Meadows 2nd Addition
4. Resolutions to Consider Related to the DEED Redevelopment Grant and the Creamery Building Project
    a. Resolution to Consider Approving the Application for the DEED Redevelopment Grant Program
    b. Resolution to Consider Committing the Local Match and Authorizing Contract Signature for the Creamery Building Redevelopment Project

5. Resolution to Consider 2026 Special Event Permit for Street Dances
6. Resolution to Consider Authorizing to Enter into a Professional Services Contract for IT Services with White Bear IT Solutions LLC
7. Resolution to Consider Approving a Conditional Use Permit for a Fitness Gym at 687 East Dual Blvd

M. Approve Consent Agenda

1. Payroll in the Amount of $305,799.86 and 4th Quarter Council/Committee Payroll in the Amount of $8,282.87 and Vacation Payout in the Amount of $15,148.90 and Accounts Payable in the Amount of $991,380.06
2. Resolution to Consider Authorizing Mobile Internet Devices for Patrol Vehicles

N. Other Communications

1. December Building Inspector Report
2. January Engineering Project Status Report

O. Adjournment

AGENDA ITEM NO. G.1

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Keith Lusk, Liquor Store Manager
Date: January 20, 2026
Subject: Food Supply Drive Check Presentation

Background:
As part of the 18th annual MMBA Food Supply Drive, we raised a total of $3,994.48 for the Family Pathways Food Shelf in Cambridge. The amount raised is 100% of donations made by customers either rounding up at the register or by making cash donations.

We were also awarded a pair of customized Vikings cleats as part of Miller Lite's "My Cause My Kicks" program. If they've been received in time, we'll present them at the meeting also.

Request:
Staff would like to give representatives from Family Pathways the opportunity to make a statement if they wish, as well as get a picture of the check being presented to Family Pathways Food Shelf staff with the Mayor, Council, and LS Manager Lusk.

Attachment(s):
- 2025 My Cause My Kicks



My Cause My Kicks **Promotes Community Value**

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA and Miller Lite have created a new *My Cause My Kicks* program.

This year's initiative has some changes foreshadowed at the 2025 MMBA Annual Conference.

Efforts will benefit a cause in YOUR community!!

Choose a "cause", (ie Vikings Foundation, Food Shelf, local project or group etc. **Doesn't need to be "food" related**) you think connects to your municipality. You will then raise funds, food, clothes (whatever is needed) to benefit THAT specific cause for the months of OCT & NOV. Miller Lite will be there to support with signage, draw boxes and a display in store



Here are some great ways to motivate and celebrate with this program…

1. 5 locations will receive custom kicks designed by a local artist!!! - the same artist who designs the MN Vikings *My Cause My Cleats* program! 2 facilities will win for having the most monetary contributions and 3 stores will win as random entries for participating.
2. We have a creative display contest too! The best/most creative display will win Vikings suite tickets! Full Beer/food comped etc. 4 tickets will go to the winning facility (Packers game on 1/3), 4 tickets will go to the winning distributor sales rep (Lions game on 12/25)
3. Consumers also have a fun way to participate! Printed on signage will be a QR code – when consumers log on, they have a chance to win their own set of custom kicks designed by our local artist. When they click, they input a cause meaningful to them, then input info on how they are helping to lift-up that cause. Click on yourself so you how it works. The MN Vikings will choose 5 winners from all the entries.

Send me your photos and results at kaspszak@outlook.com.

We'll award the winning prizes in early December.

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jonathan.chance@molsoncoors.com

Have fun with this and thanks for your participation!!!!!

AGENDA ITEM NO. H.1

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk/ Deputy Human Resources Director
Date: January 20, 2026
Subject: January 6, 2026 City Council Meeting Minutes

Background:
Attached are the minutes from the January 6, 2026 City Council Meeting for consideration of approval.

Request:
Staff is requesting action on this item.

Attachment(s):
- 1-6-2025 City Council Minutes

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, JANUARY 6, 2026 – 7:00 PM
COUNCIL CHAMBERS

WATCH MEETING LIVE AT
WWW.FACEBOOK.COM/CITYOFISANTI

A. Call to Order
The meeting was called to order by the Mayor at 7:01 pm.

B. Pledge of Allegiance
The Council and those present recited the Pledge of Allegiance.

C. Roll Call
Members Present: Steve Lundeen, Luke Merrill, George Hemen, Jeff Holmgren, Nick Pedersen

Staff Present: CA Wood, CC Strand, FD Solberg, CE Cook, Chief of Police Muyres

D. Public Comment
The Mayor opened the floor for public comment. No members of the public came forward.

E. Adopt Agenda

The agenda was presented with no modifications from staff. The following changes were requested by Council:

- **Business Item Addition:** Discussion regarding street parking along Heritage near 8th Avenue by the intermediate school.
- **Items Moved from Consent Agenda to Business:** Items L2 (Resolution to Authorize Signatories and City Credit Card Use) and L4 (Resolution to Declare Official Intent to Reimburse Certain Expenditures) were removed for separate discussion.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. **December 16, 2025 - Committee of the Whole Meeting Minutes**
2. **December 16, 2025 - City Council Meeting Minutes**

The Council reviewed minutes from the December 16, 2025 Committee of the Whole and City Council meetings. The Mayor requested the following corrections to the December 16th City Council minutes:

- **Item 7:** Clarify that the Earned Sick and Safe Time (ESST) discussion was to ensure

employees are neither losing nor gaining hours.

- **Item 8:** Correct the liquor store fund balance to $1,066,000 (correcting a missing zero).

Motion by Councilmember Jeff Holmgren, seconded by Councilmember Nick Pedersen to approve as amended. Motion carried: 5 - 0.

H. Announcements

1. **CITY OFFICES CLOSED - Monday, January 19, 2026 in Observance of the Martin Luther King Jr. Day**
2. **Committee of the Whole Meeting - Tuesday, January 20, 2026 at 5:00 pm**
3. **Planning Commission Meeting - Tuesday, January 20, 2026 at 6:00 pm**
4. **City Council Meeting - Tuesday, January 20, 2026 at 7:00 pm**
5. **Parks and Recreation Board Meeting - Tuesday, January 27, 2026 at 6:00 pm**
6. **County Communications**

The Mayor opened the floor for any county officials; none were present.

I. Council Committee Reports

Council Member Nick Pedersen shared the Chamber of Commerce meeting scheduled for next week is cancelled.

Council Member George Hemen reported on the Fire District meeting which included appointments and paid leave.

Mayor Luke Merrill shared School Board updates, which included:

- **Schools:** Provided money-saving information on paid family medical leave to the Arts and Science Academy. Noted ISD 911 set its final tax levy (a decrease from the previous year).
- **Volunteer Survey:** Launching a survey to identify resident expertise (tile, drywall, etc.) to assist schools with projects.
- **IMS:** Reported over 3,000 items donated to the food drive and success in the online school showcase.

J. Public Hearings

None

K. Business Items

1. **Resolution to Consider Designating Committees and Representatives for City Commissions and Advisory Boards for the Year 2026**

    - Erika Zdon and Dan Hinnenkamp were reappointed to the Parks and Recreation Board.
    - **Title Change:** Request to change "Weed Inspector" to avoid confusion with cannabis. (Nuisance Weed Inspector).
    - **Committee Adjustments:**
        - Fire Board: Council Member Pedersen (Primary), Council Member Hemen (Alternate).
        - Chamber of Commerce: Mayor (Primary), Council Member Pedersen

(Alternate).
- Mayor Pro Tem: Council Member George Hemen

Resolution 2026-001 Designating Committees and Representative City Commissions and Advisory Boards for the Year 2026

Motion by Councilmember Nick Pedersen, seconded by Councilmember George Hemen to approve as amended. Motion carried: 5 - 0.

2. Resolution to Consider Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

- Staff noted:
  - The Isanti-Chisago County Star remains under a three-year contract (2025–2027).
  - All other designations are annual and may be reviewed at any time.
  - Bond counsel costs are minimal and tied to ongoing debt management.
  - Council requested staff to send newspaper contract to them for review.

Resolution 2026-002 Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

Motion by Councilmember Steve Lundeen, seconded by Councilmember Nick Pedersen to approve. Motion carried: 5 - 0.

3. Resolution to Consider Authorizing Engineering Services for the Railroad Avenue Improvements Preliminary Engineering Report

City Engineer Cook presented the proposal to update the 2017 study and prepare a feasibility report for Railroad Avenue (Main Street to Palomino).

- Work includes evaluating sidewalk placement, right-of-way constraints, and assessment feasibility.
- Project is state-aid eligible for surface improvements.
- Proposal cost: Not to exceed $10,800.
- Mayor Merrill asked the City Engineer how they could reduce engineering fees.

Resolution 2026-003 Authorizing Engineering Services for the Railroad Avenue Improvements- Preliminary Engineering Report

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve. Motion carried: 5 - 0.

4. Consider Resolutions to Establish New Position and Promotion

A. **Resolution to Consider Establishing the New Position of City Clerk/Deputy HR Director**
B. **Resolution to Consider Promoting Jaden Strand to City Clerk/Deputy HR Director**

City Administrator Wood presented the resolution to establish the dual-role position of City Clerk/Deputy HR Director.

- **Establishment of Position:** City Administrator Wood presented a resolution to establish a dual-role City Clerk/Deputy HR Director. The move aims to address the growing complexities of statutory Clerk duties and Human Resources compliance as the city expands.
- **Promotion of Jaden Strand:** Wood shared recommendation to promote Jaden Strand to the new role. It was noted that Strand has already been performing many of these duties with excellence and holds a Bachelors Degree in Human Resources. Council Members expressed strong support for the growing within and commended Strand's work ethic.

Resolution 2026-004 Establishing the New Position of City Clerk/ Deputy Human Resources Director

Resolution 2026-005 Approve the Promotion for City Clerk/ Deputy Human Resources Director to Jaden Strand

Motion by Councilmember Steve Lundeen, seconded by Councilmember Nick Pedersen to approve the new position and promote Jaden Strand. Motion carried: 5 - 0.

5. Resolution to Consider Approving Updates to the Personnel Policy

- Council reviewed proposed updates to the City Personnel Policy.
- CA Wood passed out a revision to the personnel Policy to Council in addition to what was provided in the agenda packet.
- **Discussion Points:** The Mayor emphasized the policy revision aligns with statutory requirements as they relate to ESST/Sick Leave. The legislature has amended the statute several times over the past three years, and the purpose of this policy revision is to align the personnel policies with the current law, which requires all sick leave to meet the statutory requirements of the ESST statute.

Resolution 2026-006 Adopting the 2026 Updates to the Employee Personnel Policy

Motion by Councilmember Nick Pedersen, seconded by Councilmember Steve Lundeen to approve the updates to the Personnel Policy. Motion carried: 5 - 0.

6. Resolution to Authorize Signatories and City Credit Card Use

This item was moved from the Consent Agenda to allow for a more detailed review of internal financial controls. Council discussed the specific staff members authorized to hold

city credit cards and the spending limits associated with each. Staff clarified that these cards are primarily used for departmental supplies and emergency purchases, and all statements undergo a multi-level review process to ensure transparency and prevent unauthorized spending.

Resolution 2026-007 Authorizing Signatories and City Credit Card Use

Motion by Councilmember Steve Lundeen, seconded by Councilmember Nick Pedersen to approve. Motion carried: 5 - 0.

7. Resolution to Declare The Official Intent of The City of Isanti to Reimburse Certain Expenditures

This item was moved from the Consent Agenda to clarify the fiscal implications. Staff explained that this is a proactive "reimbursement resolution." It allows the city to use its current cash reserves to begin work on capital projects—such as infrastructure or equipment—and then "reimburse" those reserves once municipal bonds are officially issued later in the year. This prevents project delays while waiting for bond financing to close.

CA Wood clarified to Council that there are no proposed projects this year or in the near future that requires bonding.

Resolution 2026-009 Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

Motion by Councilmember Steve Lundeen, seconded by Councilmember George Hemen to approve. Motion carried: 5 - 0.

K.6. Discussion Regarding Street Parking along Heritage near 8th Avenue

Council addressed safety concerns regarding congestion by the intermediate school.
Staff was directed to bring to COW for further discussion.

L. Approve Consent Agenda

1. Payroll in the Amount of $149,202.68 and Accounts Payable in the Amount of $96,026.26

2. Resolution to Approve Assessment Deferrals for the Isanti Hills Rehabilitation Project

Resolution 2026-008 Approving Assessment Deferral for the Isanti Hills Rehabilitation Project

3. Resolution to Approve Staff to Submit Applications for Grants Pertaining to Police Department

Resolution 2026-010 Approving Staff to Submit Applications for Grants Pertaining to the Police Department

4. **Resolution to Approve Staff to Submit Applications for Grants Pertaining to Parks and Recreation**

   Resolution 2026-011 Approving Staff to Submit Applications for Grants Pertaining to Parks and Recreation

5. **Resolution to Approve Staff to Submit Applications for Grants Pertaining to Community Development**

   Resolution 2026-012 Approving Staff to Submit Applications for Grants Pertaining to Community Development

Motion by Councilmember Steve Lundeen, seconded by Councilmember Nick Pedersen to approve the consent agenda. Motion carried: 5 - 0.

M. Other Communications

1. **Review Conflict of Interest Policy**

   CA Wood shared all meetings for the first week of February will be moved to Wednesday, February 4th, due to caucuses on February 3rd.

N. Closed Session

1. **Closed Session Regarding Labor Negotiation Strategy Pursuant to Minnesota Statute §13D.03, Subd. 1(b)**

   Motion to enter closed session for labor negotiation strategy pursuant to Minnesota Statute §13D.03 at 7:56 pm by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren. Motion carried 5 - 0.

   The meeting reopened at 9:23 pm.

   Upon reopening of meeting, no formal action was taken.

O. Adjournment

Motion by Councilmember Nick Pedersen, seconded by Councilmember Steve Lundeen to adjourn. The meeting concluded at 9:23 pm.

Respectfully Submitted,

Jaden Strand
City Clerk/Deputy Human Resources Director

AGENDA ITEM NO. L.1

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 20, 2026
Subject: Illuminate Isanti 2025 Recap

Background:
The volunteers of Isanti Together will be present to share the 2025 Illuminate Isanti event recap.

All Donations and Sponsorships have been included as an attachment, as well as expenses, not including staff time.

Request:
Staff is requesting discussion on this item.

Attachment(s):
- Illuminate Isanti Donations 2025
- Illuminate Isanti Expenses 2025

Illuminate Isanti Donations 2025		**Amount**	
Now That's Waffles	$	500.00	Check#1353
China House	$	300.00	Check#6044
Isaniti Chiropractic/Bergley Chiro	$	100.00	Cash
Healthy Hideaway	$	500.00	Cash
Isanti Rentals	$	500.00	Check#24271
Pretty Little Signs	$	100.00	Cash
Lit'l Sprouts Childcare Center-Isanti	$	250.00	Check5630
Rum River BMX	$	1,000.00	Check#3688
Michelle Lundeen	$	100.00	Check#131556
Lit'l Sprouts Childcare Center-St Francis	$	250.00	Check#5709
Marv and Son's Automotive and truck Service Center, Inc.	$	1,000.00	Check#10477
Four13 Boutique	$	100.00	Check#1012
My Jungle Gym	$	100.00	Check#1054
K&Z Lawn Care LLC	$	50.00	Check#1620
Next Generation Installation LLC	$	500.00	Check#3508
CASI FAMOSA LLC	$	500.00	Check#0900
MN Equipment	$	300.00	Check#4909
Wolf River	$	5,000.00	Check#15944
Mrs. Shrink	$	50.00	Cash
Conexxus Energy	$	5,000.00	Check
Cambridge Orthodontics	$	1,000.00	Check
Serenity Circle	$	100.00	Check
Absolute Portables (Inkind Donation of Heated Restrooms)	$	3,500.00	Inkind
Dirtworks (Inkind Donation of Berm Removal in Park and Equipment Display)		$3,500	Inkind
Riley Leer	$	100.00	Check
Carolyn Kampa	$	100.00	DASH
Food Truck/ Vendor Registration Revenue	$	250.00	DASH
Total Amount Received	**$**	**24,750.00**	

Illuminate Isanti 2025 Expenses

Isanti Together Expenses	Description	Cost	
S&K Wood Creations	Ornaments	$	750.00
Christmas Light Emporium	Light Controllers	$	283.71
Holiday Specs.com	Snowflake 3D Glasses	$	1,023.74
24HourWristbands.com	Mugs	$	892.60
Amazon Order 1	Lights, ribbons, balls, lighting	$	575.44
Menards	Posts, Hardware, stakes	$	431.05
Menards	lights, panels, cable ties	$	1,156.80
Menards	replacement lights	$	589.60
Amazon Order 2	Lights, Cord, storage, safety vests	$	310.50
Amazon Controller Order	Controller cords	$	37.73
Portable Restrooms	Absolute Portables LLC	$	300.00
Trash Collection	Ace Solid Waste	$	70.00
Amazon Order 3	Hooks, LED Flame Lights	$	103.29
Cheryl's Entertainment	Santa		$3,200
Facebook	Ad	$	198.68
Minuteman	Signs	$	340.50
Menards	Storage Items	$	329.49
Minuteman	Sponsor Banner	$	138.00
Total Cash Expenses To Date:		**$**	**10,731.13**

City of Isanti Large Item Expenses	Description	Cost	
Isanti Electric	Snowman and Star	$	450.00
Menards	LED Lights for Star	$	79.96
Urban's Hardware	Wings	$	73.92
Total		**$**	**603.88**

City of Isanti Park Infrastructure Expenses	Description	Cost	
Isanti Electric	Electrical Work on Breaker	$	450.00
Total		**$**	**450.00**

Total City of Isanti Expenses 2025		**$**	**1,053.88**

AGENDA ITEM NO. L.2

BOLTON & MENK

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Jason W. Cook, P.E., City Engineer
Date: January 20, 2026
Subject: Resolution to Consider Request Advancement of Municipal State Aid Funds

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Background:

In order for the Finance Department of the Mn/DOT Municipal State Aid System (MSAS) to release MSAS funds in advance of the allotment distribution year, a resolution must be passed requesting the State-Aid advancement in each year funds are requested.

We have 2 projects this year that we plan to use state aid funds to help cover the cost of the project as well as 2 projects that need to be closed out from last year.

The Railroad Avenue Improvements project is a state aid route and is eligible to use state aid funds on the project.
BNSF Railroad plans to replace the planking on the South Passage road crossing. The cost to replace the planks is shared 50/50 between the City and BNSF and that cost is state aid eligible.

The Isanti Hills Rehabilitation project has two state aid routes within the project limits and we will be able to request the remaining State Aid eligible costs when we close out the project this year.

The 2025 Pavement Management Project also has 2 state aid routes within the project limits and we will be able to request the remaining State Aid eligible costs when we close out the project this year.

In total the above projects are estimated to have a total of $647,000 of eligible costs.

The City is allowed to advance up to 5 years of the annual construction allocation received from state aid.

The 2025 allocation was in the amount of $301,623, and the City currently has an advance of $602,742.45 so this advance would put the City at about 4 years of advanced funds. However, by the date of this meeting, the City should have received the 2026 allotment, which will reduce the amount we are currently advanced to under $300,000 and this advance request will only put the City at about 3 year advance.

Approval for advancement each year is on a first come first served basis until available advance funds are claimed.

We recommend approval of the attached resolution requesting a total State Aid advancement of up to $647,000 in 2026 to cover the full eligible costs of the projects as planned.

If any work carries over into 2027, we may need to process a new advance request for remaining unspent eligible costs in that year.

If you have any questions concerning the proposed funding feel free to contact me prior to the meeting.

Request:
Staff recommends approval of this item.

Attachment(s):
- Resolution to Consider Request Advancement of Municipal State Aid Funds

RESOLUTION 2026-XXX

REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti implemented Municipal State Aid Projects in 2026 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	2026 State Aid Reimbursement	Total City Cost
2025 Pavement Management Project	**$610,000**	**$136,000**	**$10,000**	**$474,000**
Isanti Hills Street Rehabilitation	**$840,000**	**$295,000**	**$12,000**	**$545,000**
Railroad Avenue Improvements	**$575,000**	**$575,000**	**$575,000**	**$0**
South Passage Railroad Planking	**$75,000**	**$50,000**	**$50,000**	**$25,000**

Account Balance as of date 1/11/2026 ($602,742.45)

Estimated Eligible Expenditures:

Project #245-102-002– 2025 Pavement Management Project	($4,000.00)
Project #245-106-003– 2025 Pavement Management Project	($6,000.00)
Project #245-117-001– Isanti Hills Street Rehabilitation	($4,700.00)
Project #245-118-001– Isanti Hills Street Rehabilitation	($7,300.00)
MSAS 107 – Railroad Avenue Improvements	($575,000.00)
MSAS 108 – South Passage Railroad Planking	($50,000.00)
Total Amount Currently Available for Advance	$905,372.55
Advance Amount Requested	$647,000.00

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp, 10b; and,

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

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 Street Project(s) of the Municipality of Isanti in an amount up to $647,000.00. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 20th day of January 2026.

Attest: _____
Mayor Luke Merrill

_____
Jaden Strand
City Clerk/ Deputy HR Director

AGENDA ITEM NO. L.3

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 20, 2026
Subject: Resolution to Consider Authorizing a Reduction in the Letter of Credit for Johnson Meadows 2nd Addition

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Background:

The developer, Carrington Homes of Johnson Meadows 2nd Addition has requested a reduction to their Letter of Credit following the successful completion of public utilities and initial paving. Staff supports this request and recommends releasing $461,909.75, the remaining $145,014.06 is sufficient to cover final project costs and warranties.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Authorizing a Reduction in the Letter of Credit for Johnson Meadows 2nd Addition
- 2026-01-12 Johnson Meadows 2nd Addition LOC Adjustment

RESOLUTION 2026-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR JOHNSON MEADOWS SECOND ADDITION

WHEREAS, Carrington Development, LLC, the developer, has submitted a request for a reduction in the letter of credit for Johnson Meadows Second Addition; and,

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

WHEREAS, the Community Development Director, Finance Director and City Engineer have reviewed the request and recommended approval to reduce the LOC by $461,909.75; and,

WHEREAS, the remaining amount of $145,014.06 will be held to complete the remaining work;

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.

This Resolution was duly adopted by Isanti City Council this 20th day of January 2026.

Attest: _____
Mayor Luke Merrill

_____
Jaden Strand
City Clerk/ Deputy HR Director

BOLTON & MENK
Real People. Real Solutions.

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Ramsey, MN 55303-5119

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MEMORANDUM

Date: January 12, 2026

To: Stephanie Hillesheim, Community Development Director

From: Jason W Cook, P.E.
City Engineer

Subject: Johnson Meadows 2nd Addition –Letter of Credit Adjustment
City of Isanti, MN
Project No.: 25X.139830

The Developer of the Johnson Meadows 2nd Addition subdivision has requested a reduction to the Letter of Credit (LOC) the City holds on the project.

The development agreement has been set up so that once work has been completed, The City will only hold 20% of that completed work until all documents are closed out, and then reduce that to 10% for the warranty period.

All public utilities have been installed and the roadway curb & gutter has been placed along with the first lift of pavement. These items have been found to be in compliance with city standards and all tests have passed to date. The primary items remaining are the construction of sidewalk, street lighting, seeding, and paving the final lift of pavement next season.

Following city standard practices on work completed, we recommend releasing **$461,909.75** of the initial $606,923.81 Letter of Credit for this project. This would hold the remaining Letter of Credit at $145,014.06 to complete the remaining work.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

AGENDA ITEM NO. L.4

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 20, 2026
Subject: Resolutions to Consider Related to the DEED Redevelopment Grant and the Creamery Building Project

a. Resolution to Consider Approving the Application for the DEED Redevelopment Grant Program
b. Resolution to Consider Committing the Local Match and Authorizing Contract Signature for the Creamery Building Redevelopment Project

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Background:
Staff is seeking Council approval of two required Resolutions to apply for a MN DEED Redevelopment Grant to support the revitalization of the Creamery Building (104 Main Street West) on behalf of Creamery Kitchen and Taphouse LLC. The grant specifically targets the redevelopment of the back boiler room, providing necessary funding for site cleanup and demolition. This phase will prepare the currently underutilized space for future conversion into additional restaurant and retail square footage, furthering the City's economic development goals.

The grant is due February 1, 2026 and staff is working with the Creamery Kitchen and Taphouse LLC to complete the necessary documents that will be submitted.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Approving the Application for the DEED Redevelopment Grant Program
- Resolution to Consider Committing the Local Match and Authorizing Contract Signature for the Creamery Building Redevelopment ProjectÂ

RESOLUTION 2026-XXX

APPROVING THE APPLICATION FOR THE DEED REDEVELOPMENT GRANT PROGRAM

WHEREAS, the City of Isanti (the "City") recognizes the importance of redeveloping underutilized sites to promote economic growth and community vitality; and,

WHEREAS, the City has identified the project site known as the Creamery Building located at 104 Main Street West as a priority for redevelopment; and,

WHEREAS, the Redevelopment Grant Program administered by the Minnesota Department of Employment and Economic Development (DEED) provides financial assistance to assist with the costs of redeveloping such sites.

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

1. The City of Isanti hereby approves the Redevelopment Grant application submitted to the Department of Employment and Economic Development (DEED) on February 1, 2026, by for the Creamery Building site.

2. The City certifies that it has the legal authority to apply for financial assistance and the institutional, managerial, and financial capability to ensure adequate project administration.

3. The Mayor and City Clerk are hereby authorized to execute such agreements and documents as are necessary to implement the project on behalf of the City.

This resolution was duly adopted by the Isanti City Council this 20th day of January 2026.

_____
Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk/Deputy HR Director

RESOLUTION 2026-XXX

COMMITTING THE LOCAL MATCH AND AUTHORIZING CONTRACT SIGNATURE FOR THE CREAMERY BUILDING REDEVELOPMENT PROJECT

WHEREAS, the City of Isanti (the "Applicant") acts as the legal sponsor for the project contained in the Redevelopment Grant Program application to be submitted to the Department of Employment and Economic Development (DEED) on **February 1, 2026**; and

WHEREAS, the City of Isanti has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

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

1. **Authorization to Apply:** The Community Development Director is hereby authorized to apply to the Department of Employment and Economic Development for funding of the Creamery Building Project on behalf of the City of Isanti for the February 1, 2026, grant cycle.
2. **Commitment of Local Match:** The sources and amounts of the local match identified in the application are committed to the project. The City of Isanti affirms that the required local match will be provided in full by the property owner of the Creamery Building, The Creamery Kitchen and Taphouse, LLC.
3. **Liability for Repayment:** If the project fails to substantially provide the public benefits (specifically the jobs and tax base) listed in the application within five years from the date of the grant award, the Applicant may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575, Subd. 4. The City of Isanti hereby establishes that the property owner, The Creamery Kitchen and Taphouse, LLC. shall be 100% liable for the repayment of these grant dollars should the project fail to meet said requirements.
4. **Legal Compliance:** The City of Isanti certifies that it has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest, or other unlawful or corrupt practice.
5. **Agreement Authority:** Upon approval of its application by the State, the City of Isanti may enter into an agreement with the State of Minnesota for the above-referenced project. The City certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.
6. **Execution of Documents:** Pursuant to Minn. Stat. § 412.201, the Mayor and the City Clerk are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City.

This resolution was duly adopted by the Isanti City Council this 20th day of January 2026.

_____
Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk/ Deputy HR Director

AGENDA ITEM NO. L.5

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Ethan Andrews, Parks & Recreation Coordinator
Date: January 20, 2026
Subject: Resolution to Consider 2026 Special Event Permit for Street Dances

---

Background:

The City of Isanti is planning to host the annual Downtown Isanti Street Dances during the summer of 2026. These events are held at the intersection of 1st Avenue and Main Street and are free and open to the public.

2026 Event Schedule and Performers The bands will perform on an outdoor stage from 7:00 p.m. to 11:00 p.m. on the following dates:

- **Saturday, June 13:** Coyote Wild
- **Saturday, July 25:** Legacy Of The Loud
- **Saturday, August 8:** SKITZO FONIK (held in conjunction with the Spectacular Car Show)

Logistics and Staffing * Attendance: Each event is estimated to draw between 2,000 and 3,000 attendees.

- **City Support:** The events require assistance from both the Police Department and the Public Works Department.
- **Sanitation:** The City will provide portable restrooms and additional trash receptacles on-site for cleanup.
- **Parking:** Available parking includes City Hall, the Isanti Community Center, Eagle Park, the lot off Short Street, and general street parking.
- **Back-Up Location:** Approval from the Isanti Firefighters Rodeo Association was given to use the rodeo grounds stage and shelter if rain and/or weather becomes an issue to ensure the events still take place per city council approval if given.

Street Closures Street closures are necessary for participant safety. Main Street will be closed from the railroad tracks to 2nd Avenue, and 1st Avenue will be closed from the alley south of Main to the alley north of Main. On August 8, closures will expand for the Spectacular Car Show.

Request:
Staff is requesting action on this item.

Attachment(s):

- Resolution to Consider 2026 Special Event Permit for Street Dances
- SEP Application

RESOLUTION 2026 -XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2026 DOWNTOWN ISANTI 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 13th from 7:00 pm to 11:00 pm, Saturday, July 25th from 7:00 pm to 11:00 pm, and Saturday, August 8th, 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, the estimated number of people to attend the event is 2,000-3000; and,

WHEREAS, there will be portable restrooms on-site for the event; and,

WHEREAS, there will be added trash receptacles on-site to help with the clean-up; and,

WHEREAS, parking for the event will be available at City Hall, Isanti Community Center, Eagle Park, the lot off Short Street, and street parking; and,

WHEREAS, if poor weather, such as rain, the back-up site for the music will be held at the rodeo grounds using the fire department's covered stage, seating, and parking area, with the city assuming liability;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Downtown Isanti Street Dances to be held on June 13th, July 25th, and August 8th, 2026.

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street from the Railroad tracks to 2nd Ave. N as well as 1st Ave. from City Hall to the alley south of Qwest.
3. Placement of a stage within the City right-of-way located between Isanti Custom Meats and the Creamery.
4. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present located as shown on the site plan.
5. Allow a public address system and sound amplification for the bands.
6. Authorize staff to sign any necessary documentation.
7. Assuming liability if use of the rodeo grounds is necessary due to inclement weather.

This Resolution is hereby approved by the Isanti City Council this 20th day of January, 2026.

_____
Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk/ Deputy HR Director

City of Isanti
A Community for Generations

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
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

- [x] Complete application form
- [N/A] Cleanup deposit fee - $100
- [N/A] Proof of insurance or certificate of insurance
- [x] Site Map
- [N/A] 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:
  - [N/A] Temporary Sign Permit Application required all permits through Baseline
  - [N/A] $50 fee Online Software
- [x] Alcohol will be served and/or sold at event:
  - [x] License (may take up to 60 days to process)
  - [x] Fees apply, amounts vary by license type
- [x] Vendors will be present:
  - [x] Mobile Food Unit Application (If not assuming vendor liability.)
  - [x] Ice Cream Novelty Mobile Food Unit Application (Background check required)
- [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: January 20th, 2026

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Ethan Andrews

Address: 110 1st Ave. NW

City: Isanti State: MN Zip: 55040

Phone: 763-762-5754 Cell: 763-402-0482 E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Josh Becker

Address: 100 Isanti Pkwy NW

City: Isanti State: MN Zip: 55040

Phone: 763-444-0459 Cell: 763-274-4890 E-mail: jbecker@cityofisanti.us

EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: June 13th, July 25th, and August 8th 2026

Hours of Event: 7:00-11:00pm actual event; setup/tear down 1:00pm-12:00am

Type of Event: [X] 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 beer wagons.
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 and Main St between Isanti Retail Meats and Creamery Crossing.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
2,500+ per event

Parking Impact – Describe in detail:
Parking is available at City Hall,Isanti Community Center, Eagle Park, the public lot off of Short Street, and street parking.

Tents, equipment, amusement rides, etc.
Type: Stage and pop up tent
Size:
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:
N/A

Are you requesting any street closures? If yes, list streets:
Main St from railroad tracks to 2nd Ave. N and 1st Ave. from City Hall to the alley south of Qwest.
These sections of closure will begin between 1:00pm and 2:00pm the day of the event for June 13th, July 25th , August 8thand 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 available, approximately 8 regular and 2 handicap portable restrooms for 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

Live entertainment – Describe in detail:

Live Bands will play each date between 7:00-11:00pm. Sound checks may begin as early as 3:00pm. June 13th;(Coyote Wild), July 25th;(Legacy Of The Loud), August 8th;(Skitzo Fonik) *Please see attachment for more information about the bands*

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) No- Free Event

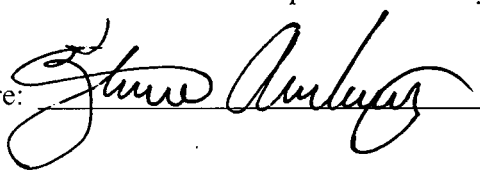
2) No- Donations are not collected

3) Vendor fees help with the costs of street dances.

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

APPLICANT SIGNATURE

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

Applicant Signature: 

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

Fire Chief
X Approved _____ Denied _____ N/A Signature: EMAIL

Police Chief
X Approved _____ Denied _____ N/A Signature: EMAIL

Public Services Director
X Approved _____ Denied _____ N/A Signature: EMAIL

Parks and Recreation Coordinator
X Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
X Approved _____ Denied _____ N/A Signature: EMAIL

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

City Council
_____ Approved _____Denied

Date of Review: _____

Last Updated: 7.08.2024

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512



2026 Downtown Isanti Street Dances Layout

City of Isanti
Minnesota
A Community for Generations

June 2, 2026

Dear Isanti Business Owner/Resident:

The City of Isanti will be hosting Downtown Isanti Street Dances throughout the Summer of 2026.

The bands will perform on an outdoor stage at the corner of 1st Avenue and Main Street, on the following Saturday nights 7:00 – 11:00pm for the public performance.

- **June 13** *(Coyote Wild)*
- **July 25** (*Legacy Of The Loud*)
- **August 8** *(SKITZO FONIK)*

The bands will be setting up and performing sound check beginning as early as 4:00pm 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 1:30pm and 2:00pm on June 13 and July 25, and 8:00am on August 8 (Spectacular Car Show). Please note:

- Main Street will be closed from just west of the railroad tracks to 2nd Avenue. August 8th Car Show closure will extend to 4th Avenue and 1 block north and south on 2nd and 3rd Avenues.
- 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall. August 8th Car Show closure will extend to 2 blocks south of Main Street.

No Parking will be allowed on the closed portion of Main Street:

- **June 13 from 2:00pm until midnight.**
- **July 25 from 2:00pm until midnight.**
- **August 8 from 8:00am until midnight for the Spectacular Car show and Street Dance activities.**

- Please make plans for this in advance of the event.

We hope businesses in this area will take advantage of the heightened foot traffic that will be in the Downtown Isanti area for these events. You are invited to hand out information to promote your business such as coupons to redeem at a later date or a discount offered for that night.

We hope to see you and your families out in the community enjoying these fun events!

If you have any questions, please contact me.

Sincerely,

Ethan Andrews

Ethan Andrews
Parks and Recreation Coordinator

110-1st Avenue NW ♦ ♦ Isanti, MN 55040-0428
Phone: (763) 444-5512 ♦ Website: www.cityofisanti.us ♦ Fax: (763) 444-5560

City of Isanti Minnesota

A Community for Generations

January 14, 2026

RE: Backup Rain Location Request for 2026 Downtown Isanti Street Dances

Dear Isanti Fire District,

The City of Isanti is currently planning the 2026 Downtown Isanti Street Dance series. These events are a valued community tradition that bring residents together for music and celebration in our downtown area.

Staff is writing to respectfully request permission to use the music stage located on the rodeo grounds as a designated backup location in the event of inclement weather. Our goal is to ensure the dances can proceed safely for our residents and performers even if rain prevents us from gathering at the intersection of 1st Avenue and Main Street.

The scheduled dates and times for the 2026 Street Dances are:

- **Saturday, June 13th**: 7:00 p.m. – 11:00 p.m. Setup as early as 3pm.
- **Saturday, July 25th**: 7:00 p.m. – 11:00 p.m. Setup as early as 3pm.
- **Saturday, August 8th**: 7:00 p.m. – 11:00 p.m. Setup as early as 3pm.

If a relocation is necessary, the City will take responsibility for the site including:

- **Cleanup**: Providing trash receptacles and ensuring all garbage and event debris is removed immediately following the event.
- **Vendor Coordination**: The City will allow specific vendors to be placed in locations approved by the Fire District.
- **Liability and Property Insurance**: Upon Council approval and the temporary addition of the Rodeo grounds to the City's insurance provider, the City will take responsibility for incidents and damages that may occur during the use of the facility.

We greatly value the partnership between the city and the Fire District. Thank you for considering this request to help us provide a consistent and enjoyable summer event for the Isanti community.

Sincerely,

Ethan Andrews, Parks and Recreation Coordinator, City of Isanti

AGENDA ITEM NO. L.6

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk/ Deputy Human Resources Director
Date: January 20, 2026
Subject: Resolution to Consider Authorizing to Enter into a Professional Services Contract for IT Services with White Bear IT Solutions LLC

Background:
In January 2023, the City of Isanti determined it was in its best interest to receive proposals for IT services. An advertisement was placed in the official newspaper, and three proposals were received in total.

At that time, White Bear IT Solutions was identified as the lowest proposal.

Contract Renewal and Pricing Adjustment
The City has been under contract with White Bear IT Solutions LLC since February 1, 2023. While the City did not seek new RFPs for this term, the current agreement allows for renewal by mutual agreement of the parties. The service provider has proposed a new 36-month professional services contract to ensure the continuity of the City's IT operations.

The new agreement includes a monthly rate of $2,250.00, effective February 1st. This all-inclusive charge covers the maintenance and support of the City's IT system, including:

- System Monitoring: Constant monitoring of server uptime and internet connections.
- Data Security: Daily backup checks and quarterly full data restore tests.
- Support Services: Onsite and remote support for all servers, PCs, laptops, and firewalls.
- Maintenance: Installation of software patches, updates, and server reboots

Request:
Staff recommends entering into this professional services agreement. White Bear IT Solutions remains a highly competitive and cost-effective partner based on the market data established during the previous RFP process. This contract provides the City with stable, long-term IT security and technical support for the next three years.

Attachment(s):

- Resolution to Consider Authorizing to Enter into a Professional Services Contract for IT Services with White Bear IT Solutions LLC

RESOLUTION 2026-XXX

AUTHORIZING TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT FOR IT SERVICES WITH WHITE BEAR IT SOLUTIONS LLC

WHEREAS, the City of Isanti has a continued need for professional IT maintenance and support services for its IT systems; and,

WHEREAS, the City has previously utilized White Bear IT Solutions LLC for services including network monitoring, backup management, and onsite/remote support; and,

WHEREAS, the City is permitted by Statute to enter into agreements for such services when determined to be in the best interest of the City; and,

WHEREAS, White Bear IT Solutions LLC has proposed a new contract for IT services at a monthly cost of $2,250.00; and,
and,

WHEREAS, the City Council finds it beneficial to enter into this agreement to ensure the security, stability, and ongoing maintenance of the City's technological infrastructure;

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

1. Authorization: The City Council hereby authorizes the City to enter into a professional services agreement with White Bear IT Solutions LLC for IT Services.

2. Term: The contract shall continue for a period of 36 months.

3. Compensation and Effective Date: The City Council approves the updated monthly service fee of $2,250.00, effective February 1st, for all-inclusive support as described in the contract terms.

4. Execution of Contract: The City Administrator is hereby authorized and directed to sign the professional services contract between the City of Isanti and White Bear IT Solutions LLC.

This Resolution was duly adopted by Isanti City Council this 20th day of January 2026.

_____
Attest: Mayor Luke Merrill

_____
Jaden Strand
City Clerk/ Deputy HR Director

AGENDA ITEM NO. L.7

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Jared Haas, Associate Planner
Date: January 20, 2026
Subject: Resolution to Consider Approving a Conditional Use Permit for a Fitness Gym at 687 East Dual Blvd

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Background:
Pump Republic Gym has submitted an application for a Conditional Use Permit operate a fitness gym in Suite C of 687 East Dual Blvd. The Planning Commission held a Public Hearing on January 20, 2026 and recommended approval.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Approving a Conditional Use Permit for a Fitness Gym at 687 East Dual Blvd
- CUP Application
- Findings of Fact and Conclusion

RESOLUTION 2026-XXX

APPROVING A CONDITIONAL USE PERMIT (CUP) FOR THE PUMP REPUBLIC GYM TO OPERATE A FITNESS GYM

WHEREAS, Pump Republic Gym is located at PID 16.157.0020; and,

WHEREAS, the property is located within the "I-1" Industrial District, which requires a Conditional Use Permit (CUP) for indoor commercial recreation; and,

WHEREAS, a Conditional Use Permit (CUP) was applied for to expand a fitness gym; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit (CUP) on January 20, 2026; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit (CUP); and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit (CUP) at its regularly scheduled meeting on January 20, 2026;

NOW, THEREFORE, BE IT 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 **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit to allow the operation of a fitness gym is hereby approved.

Adopted by the Isanti City Council on this 20th day of January 2026.

Attest: _____
Mayor Luke Merrill

_____
Jaden Strand
City Clerk/Deputy HR Director

A Community For Generations. Isanti	**CONDITIONAL USE PERMIT APPLICATION**	**Conditional Use Permit:** $325 + $1,500 Escrow **Conditional Use Permit Amendment:** $275 + $500 Escrow

Applicant Name: Blake pudzimas

Address: [redacted]

City: ISANTI State: MN Zip: 55040

Phone [redacted]

Fee Owner and Consent of Application: J. C. S.

Address: 687 east dual blvd N Suite C

City: Isanti State: MN Zip: 55040

Phone: [redacted] - - Cell: - - E-mail:

Project/Development Name: Pump republic Gym

Address or General Location of the Property: [redacted] 687 east dual Blvd NE Suite C Isanti MN 55040

Legal Description of Property Involved:

Present Use of Property: [redacted] call center / Sales

Proposed Use of Property: Fitness Gym

Present Zoning: Industrial Present Land Use Designation:

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to determine the specific ordinance and procedural requirements applicable to your application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's

12/12/25 XPBP #25165886

Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: Blake Anderson Date: 12/9/25

Property Owner Signature: J. C. Date: 12/9/25

Fee Owner Signature: _____ Date: _____

Items to Accompany Application

1. Application Form
2. Application Fees
3. Items as specified within the Checklist provided, unless otherwise indicated by City Staff.
4. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.
5. A list of all property owners within 350 feet from the property in question. Such list must be certified by the County GIS Department.
6. Written narrative and graphic materials fully describing and explaining the proposed change, development, or use.
7. A Certificate of Survey and complete legal description of the subject site.
8. Certification of taxes paid on the property.

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

—STAFF USE ONLY—

Date Received: 12-12-25 Date application deemed complete: 12-12-25

Planning Commission Meeting Date: 1-20-26 City Council Meeting Date: _____

60-Day Action Agency Date: _____

_____ 12-12-25

Community Development Director/Designee Date

FINDINGS OF FACT AND CONCLUSION
CONDITIONAL USE PERMIT– 687 EAST DUAL BLVD NE

Request

Request by Pump Republic Gym for a Conditional Use Permit to operate a fitness studio at 687 East Dual Blvd NE.

Findings of Fact

1. The property is zoned I-1, Industrial District.

1. The Zoning Ordinance allows indoor commercial recreation in the I-1 Industrial District with a Conditional Use Permit.

2. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on January 20th, 2026 at 6:00 p.m. at City Hall within the City Council Chambers.

3. Notice of the Conditional Use Permit Amendment application was published with the *County Star* on January 8th, 2026. Notices were sent to all property owners located within 350 feet of the aforementioned address.

5. Section 21, Article 2, Subd. 3D of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request.

6. The Planning Commission voted on January 20th, 2026 to recommend approval of the Conditional Use Permit.

Conclusions

In review of the standards established in Section 21, Article 5; the following conclusions have been made (*conclusions to each requirement are shown in italics):*

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.
   The operation of an indoor commercial recreation facility in this location is consistent with the goals and objectives of the Comprehensive Plan.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   The proposed action does meet the purpose and intent of the Zoning Ordinance.

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 system, safety, morals, or comfort.
The proposed facility will not impact public safety, health, morals, or comfort.

4. The conditional use will not be injurious to the use and enjoyment of the property within the immediate vicinity for the purposed already permitted; nor substantially diminish or impair property values within the neighborhood.
The conditional use will not impact the use and enjoyment of neighboring properties.

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 proposed action will not impede the development of surrounding properties.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is located.
The proposed facility will be adequately served by existing public services.

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 conforms to the regulations of the I-1 Industrial District.

8. The conditional use complies with the general and specific performance standards as specified within this Article.
All general and specific performance standards are met by this conditional use.

AGENDA ITEM NO. M.1

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Pam Dahlheimer, Assistant Finance Director
Date: January 20, 2026
Subject: Payroll in the Amount of $305,799.86 and 4th Quarter Council/Committee Payroll in the Amount of $8,282.87 and Vacation Payout in the Amount of $15,148.90 and Accounts Payable in the Amount of $991,380.06

Background:
AP and Payroll are attached.

Request:
Staff is requesting action on this item.

Attachment(s):
- 12.23.2025 Payroll Period
- 12.31.25 CC QTR 4 Payroll
- 1.2.2026 Payroll Period
- 1.16.2026 Payroll Period
- AP251205
- AP260101
- AP260102

City of Isanti

Gross Payroll	14,932.38
Social Security & Medicare	216.52
Public Employees Retirement	-
Total City Expense	15,148.90

Pay Date 12/23/2025

Pay Period Wood (12/16/25-12/31/25)

City of Isanti

Gross Payroll	7,694.25
Social Security & Medicare	588.62
Total City Expense	8,282.87

Pay Date 12/23/2025

Pay Period Quarter 4 CC (10/1-12/31/25)

City of Isanti

Gross Payroll	128,031.30
Social Security & Medicare	6,641.77
Public Employees Retirement	13,865.89
Total City Expense	148,538.96

Pay Date 1/2/2026

Pay Period 1 (12/14/25-12/27/25)

City of Isanti

Gross Payroll	136,208.87
Social Security & Medicare	6,902.02
Public Employees Retirement	14,150.01
Total City Expense	157,260.90

Pay Date 1/16/2026

Pay Period 2 (12/28/25-1/10/26)

GL Period	Check Issue Date	Vendor Number	Payee	Check GL Account	Amount
25-Dec	12/31/2025	494	ALLINA HEALTH SYSTEM	101-20200	447.4
25-Dec	12/31/2025	2863	AMAZON CAPITAL SERVICES	101-20200	228.81
25-Dec	12/31/2025	2030	ARTISAN BEER COMPANY	609-20200	254.32
25-Dec	12/31/2025	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	689.67
25-Dec	12/31/2025	3845	BARTZ, SAMUEL	603-20200	85.97
25-Dec	12/31/2025	2850	BEAUDRY OIL & PROPANE INC	101-20200	2,255.93
25-Dec	12/31/2025	53	BELLBOY CORPORATION	609-20200	5,307.74
25-Dec	12/31/2025	9	BERNICKS PEPSI-COLA	609-20200	4,713.07
25-Dec	12/31/2025	2319	BREAKTHRU BEVERAGE MN WINE & SPIRITS LLC	609-20200	9,639.71
25-Dec	12/31/2025	2487	CAPITOL BEVERAGE SALES	609-20200	1,338.25
25-Dec	12/31/2025	1198	CENTER POINT ENERGY	601-20200	3,043.26
25-Dec	12/31/2025	2161	COMPASS MINERALS INC	101-20200	8,730.84
25-Dec	12/31/2025	120	CONNEXUS ENERGY	101-20200	13,253.65
25-Dec	12/31/2025	1472	CRAWFORDS EQUIPMENT INC	101-20200	353.75
25-Dec	12/31/2025	918	CRYSTAL SPRINGS ICE	609-20200	159.91
25-Dec	12/31/2025	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,885.67
25-Dec	12/31/2025	2809	DAHLHEIMER, PAMELA	101-20200	297
25-Dec	12/31/2025	2992	EARTHLINK	609-20200	695.64
25-Dec	12/31/2025	2478	EAST CENTRAL ENERGY	101-20200	42.85
25-Dec	12/31/2025	2933	ELAN FINANCIAL SERVICES	609-20200	3,718.93
25-Dec	12/31/2025	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.13
25-Dec	12/31/2025	2830	GDO LAW	101-20200	4,083.33
25-Dec	12/31/2025	3764	GLOBAL RESERVE LLC	609-20200	427
25-Dec	12/31/2025	160	HAWKINS INC	601-20200	2,298.51
25-Dec	12/31/2025	3687	HEALTH EQUITY	101-20200	61
25-Dec	12/31/2025	3837	HUDSON HOMES	602-20200	192.82
25-Dec	12/31/2025	2209	INNOVATIVE OFFICE SOLUTIONS	101-20200	374.98
25-Dec	12/31/2025	1684	ISANTI COUNTY AUDITOR-TREASURER	101-20200	13,701.11
25-Dec	12/31/2025	1563	ISANTI ELECTRIC INC	228-20200	2,110.00
25-Dec	12/31/2025	7	JOHNSON BROTHERS LIQUOR CO	609-20200	48,930.25
25-Dec	12/31/2025	5	KAWALEK TRUCKING	609-20200	754.6
25-Dec	12/31/2025	17	MCDONALD DISTRIBUTING CO	609-20200	30,005.86
25-Dec	12/31/2025	616	MENARDS - CAMBRIDGE	101-20200	3,160.12
25-Dec	12/31/2025	2953	MIDCONTINENT COMMUNICATIONS	101-20200	215.67
25-Dec	12/31/2025	1536	MINNESOTA DEED	219-20200	833.33
25-Dec	12/31/2025	176	MN DEPT OF REVENUE	101-20200	46,499.00
25-Dec	12/31/2025	2080	MVTL LABORATORIES INC	602-20200	242.96
25-Dec	12/31/2025	3122	NEW FRANCE WINE COMPANY	609-20200	156
25-Dec	12/31/2025	2231	NORTH 65 CHAMBER OF COMMERCE SUITE C4	108-20200	605
25-Dec	12/31/2025	3567	NOTHING BUT HEMP	609-20200	1,443.00
25-Dec	12/31/2025	3847	PANKAN, JEFF	603-20200	100
25-Dec	12/31/2025	617	PAUSTIS WINE COMPANY	609-20200	2,263.50
25-Dec	12/31/2025	44	PHILLIPS WINE & SPIRITS INC	609-20200	11,670.76
25-Dec	12/31/2025	2625	RESULTS TITLE	601-20200	113.83
25-Dec	12/31/2025	2396	SOUTHERN GLAZERS OF MN	609-20200	19,673.40
25-Dec	12/31/2025	1361	STAPLES ADVANTAGE	603-20200	373.26
25-Dec	12/31/2025	554	STEVES TIRE INC	101-20200	945.2
25-Dec	12/31/2025	2156	SUMMIT FIRE PROTECTION	101-20200	4,371.10
25-Dec	12/31/2025	1290	THE AMBLE GROUP	101-20200	139.12
25-Dec	12/31/2025	626	THE WINE COMPANY	609-20200	294
25-Dec	12/31/2025	1794	TITAN MACHINERY	101-20200	216.77
25-Dec	12/31/2025	3820	TRAUT COMPANIES	601-20200	60,885.50
25-Dec	12/31/2025	3125	UNCOMMON LOON BREWING CO	609-20200	324
25-Dec	12/31/2025	686	VERIZON WIRELESS	101-20200	1,586.96
25-Dec	12/31/2025	427	VESSCO INC	602-20200	1,464.25
25-Dec	12/31/2025	3714	VESTIS	609-20200	570.18
25-Dec	12/31/2025	42	VIKING COCA-COLA BOTTLING CO	609-20200	984.5
25-Dec	12/31/2025	1286	VINOCOPIA INC	609-20200	1,697.54
25-Dec	12/31/2025	4	WATSON CO INC	609-20200	2,710.84
25-Dec	12/31/2025	780	WINE MERCHANTS	609-20200	2,870.80
				AP251205 Total	345,612.55

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

GL Period	Check Issue Date	Vendor Number	Payee	Check GL Account	Amount
26-Jan	1/6/2026	127	ABDO	609-20200	7,375.00
26-Jan	1/6/2026	2863	AMAZON CAPITAL SERVICES	101-20200	797.43
26-Jan	1/6/2026	2030	ARTISAN BEER COMPANY	609-20200	32.3
26-Jan	1/6/2026	9	BERNICKS PEPSI-COLA	609-20200	4,991.29
26-Jan	1/6/2026	1500	BOLTON & MENK INC	601-20200	58,625.68
26-Jan	1/6/2026	2319	BREAKTHRU BEVERAGE MN WINE & SPIRITS LLC	609-20200	5,538.94
26-Jan	1/6/2026	3414	CITY HIVE INC	609-20200	232.51
26-Jan	1/6/2026	120	CONNEXUS ENERGY	601-20200	8,546.80
26-Jan	1/6/2026	1472	CRAWFORDS EQUIPMENT INC	101-20200	40.04
26-Jan	1/6/2026	8	DAHLHEIMER DISTRIBUTING CO	609-20200	69,190.21
26-Jan	1/6/2026	2992	EARTHLINK	609-20200	326.94
26-Jan	1/6/2026	3634	ECDP	108-20200	850
26-Jan	1/6/2026	385	FEDERATED CO-OPS INC	101-20200	37.98
26-Jan	1/6/2026	1682	FERGUSON WATERWORKS	602-20200	134.39
26-Jan	1/6/2026	3687	HEALTH EQUITY	861-20200	126,950.00
26-Jan	1/6/2026	1563	ISANTI ELECTRIC INC	920-20200	2,950.00
26-Jan	1/6/2026	7	JOHNSON BROTHERS LIQUOR CO	609-20200	18,795.80
26-Jan	1/6/2026	5	KAWALEK TRUCKING	609-20200	287.4
26-Jan	1/6/2026	136	LEAGUE OF MN CITIES	101-20200	9,479.00
26-Jan	1/6/2026	2762	LEGACY SECURITY TECHNOLOGY INC	609-20200	472.45
26-Jan	1/6/2026	3117	MAVERICK WINE LLC	609-20200	338.46
26-Jan	1/6/2026	17	MCDONALD DISTRIBUTING CO	609-20200	28,444.23
26-Jan	1/6/2026	616	MENARDS - CAMBRIDGE	101-20200	157.97
26-Jan	1/6/2026	2553	O'REILLY	101-20200	286.12
26-Jan	1/6/2026	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,351.75
26-Jan	1/6/2026	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	2,311.50
26-Jan	1/6/2026	3355	SCHUBERT & HOEY OUTDOOR ADVERTISING INC	609-20200	600
26-Jan	1/6/2026	2396	SOUTHERN GLAZERS OF MN	609-20200	4,040.14
26-Jan	1/6/2026	73	STAR	101-20200	91.58
26-Jan	1/6/2026	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	8,000.00
26-Jan	1/6/2026	1290	THE AMBLE GROUP	602-20200	1,812.26
26-Jan	1/6/2026	3725	T-MOBILE	101-20200	52.6
26-Jan	1/6/2026	42	VIKING COCA-COLA BOTTLING CO	609-20200	285.5
26-Jan	1/6/2026	4	WATSON CO INC	609-20200	1,681.15
				AP260101 Total	366,107.42

KEY
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Dated: _____

Mayor: _____

City Council: _____

GL Period	Check Issue Date	Vendor Number	Payee	Check GL Account	Amount
26-Jan	1/15/2026	1231	ACE SOLID WASTE INC	101-20200	864.76
26-Jan	1/15/2026	1524	ANDERSON, PENELOPE CAROLINE	101-20200	1,920.00
26-Jan	1/15/2026	2030	ARTISAN BEER COMPANY	609-20200	62.08
26-Jan	1/15/2026	598	ASPEN MILLS INC	101-20200	395.74
26-Jan	1/15/2026	53	BELLBOY CORPORATION	609-20200	2,566.08
26-Jan	1/15/2026	9	BERNICKS PEPSI-COLA	609-20200	1,863.08
26-Jan	1/15/2026	368	BILLS QUALITY CLEANING	609-20200	1,480.00
26-Jan	1/15/2026	2321	C EMERY NELSON INC	602-20200	721.65
26-Jan	1/15/2026	1198	CENTER POINT ENERGY	601-20200	7,215.75
26-Jan	1/15/2026	1815	CENTURYLINK	602-20200	442.36
26-Jan	1/15/2026	1822	CENTURYLINK BUSINESS SERVICES	101-20200	5.18
26-Jan	1/15/2026	1629	CITY OF ISANTI	101-20200	7,389.93
26-Jan	1/15/2026	2161	COMPASS MINERALS INC	101-20200	10,464.78
26-Jan	1/15/2026	1472	CRAWFORDS EQUIPMENT INC	101-20200	372.64
26-Jan	1/15/2026	918	CRYSTAL SPRINGS ICE	609-20200	165.76
26-Jan	1/15/2026	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,998.77
26-Jan	1/15/2026	1941	DELTA DENTAL	861-20200	5,139.86
26-Jan	1/15/2026	2992	EARTHLINK	101-20200	383.09
26-Jan	1/15/2026	16	ELECTRO WATCHMAN INC	101-20200	195
26-Jan	1/15/2026	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	141.76
26-Jan	1/15/2026	2986	GLAVAN, MICHAEL	101-20200	19.46
26-Jan	1/15/2026	134	GOPHER STATE ONE-CALL INC	601-20200	22.95
26-Jan	1/15/2026	3687	HEALTH EQUITY	101-20200	65.5
26-Jan	1/15/2026	2209	INNOVATIVE OFFICE SOLUTIONS	101-20200	150.03
26-Jan	1/15/2026	162	ISANTI RENTAL INC	226-20200	175
26-Jan	1/15/2026	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,514.02
26-Jan	1/15/2026	5	KAWALEK TRUCKING	609-20200	153
26-Jan	1/15/2026	1479	LOFFLER -131511	108-20200	141.32
26-Jan	1/15/2026	871	MARTIN-MCALLISTER CNSLG PSYCH INC	101-20200	650
26-Jan	1/15/2026	17	MCDONALD DISTRIBUTING CO	609-20200	11,453.62
26-Jan	1/15/2026	3286	MEGA BEER LLC	609-20200	880.3
26-Jan	1/15/2026	2953	MIDCONTINENT COMMUNICATIONS	108-20200	362.4
26-Jan	1/15/2026	303	MINNESOTA CITY/CTY MGMT ASSN	101-20200	240.32
26-Jan	1/15/2026	1945	MINNESOTA DEPARTMENT OF LABOR & INDUSTRY	101-20200	3,186.68
26-Jan	1/15/2026	2116	MINUTEMAN PRESS	101-20200	230
26-Jan	1/15/2026	3380	MN COMPUTER SYSTEMS INC	101-20200	83.33
26-Jan	1/15/2026	176	MN DEPT OF REVENUE	101-20200	55,593.00
26-Jan	1/15/2026	1204	MN DNR ECOLOGICAL & WATER RESOURCES	601-20200	4,701.67
26-Jan	1/15/2026	2842	MN PEIP	861-20200	55,473.36
26-Jan	1/15/2026	2408	MOTOROLA SOLUTIONS INC	101-20200	243.75
26-Jan	1/15/2026	2080	MVTL LABORATORIES INC	602-20200	423.93
26-Jan	1/15/2026	3848	NORCROSS AUTOMOTIVE LIFTS	101-20200	4,298.00
26-Jan	1/15/2026	617	PAUSTIS WINE COMPANY	609-20200	552.5
26-Jan	1/15/2026	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,222.58
26-Jan	1/15/2026	3055	RUM RIVER CONSTRUCTION CONSULTANTS	101-20200	64,724.11
26-Jan	1/15/2026	2396	SOUTHERN GLAZERS OF MN	609-20200	3,474.17
26-Jan	1/15/2026	1442	ST LOUIS MRO INC	603-20200	51
26-Jan	1/15/2026	1361	STAPLES ADVANTAGE	609-20200	302.85
26-Jan	1/15/2026	2834	SUN MECHANICAL INC	101-20200	2,537.80
26-Jan	1/15/2026	1290	THE AMBLE GROUP	101-20200	471.46
26-Jan	1/15/2026	2962	THUNDER BROTHERS BREWERY INC	609-20200	144
26-Jan	1/15/2026	1820	URBANS HARDWARE INC	101-20200	80
26-Jan	1/15/2026	2027	US INTERNET	603-20200	57.8
26-Jan	1/15/2026	686	VERIZON WIRELESS	101-20200	1,587.22
26-Jan	1/15/2026	42	VIKING COCA-COLA BOTTLING CO	609-20200	263.6
26-Jan	1/15/2026	1286	VINOCOPIA INC	609-20200	1,086.50
26-Jan	1/15/2026	4	WATSON CO INC	609-20200	1,451.09
26-Jan	1/15/2026	2475	WHITE BEAR IT SOLUTIONS LLC	101-20200	5,597.00
26-Jan	1/15/2026	3297	XPRESS BILL PAY	603-20200	206.5
				AP260102 Total	280,660.09

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

AGENDA ITEM NO. M.2

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Travis Muyres, Chief of Police
Date: January 20, 2026
Subject: Resolution to Consider Authorizing Mobile Internet Devices for Patrol Vehicles

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Background:
The Police Department utilizes Verizon Hotspot devices for mobile internet in all patrol vehicles. Officers and CSO utilize mobile internet connection in the vehicles for: squad computers [mobile computer aided dispatch, CJIS queries, GPS], AED devises [real-time relay of medical response to health care professionals, status and maintenance] and squad camera system. Upon becoming fully staffed at the end of 2025, and adding patrol vehicle, we were 2 units short for the vehicles. The additional units were intended to be incorporated however missed in the final 2026 operating budget.

Request:
Action is necessary.

Attachment(s):
- Resolution to Consider Authorizing Mobile Internet Devices for Patrol Vehicles

RESOLUTION 2026-XXX

AUTHORIZING MOBILE INTERNET DEVICES FOR PATROL VEHICLES

WHEREAS, the Police Department utilizes Verizon Hotspot devices for mobile internet in all patrol vehicles: and,

WHEREAS, two additional units are necessary to equip all officers/vehicles to safely and efficiently complete police job tasks; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorize the following:

Expenditure from fund 101-42110-305 for two mobile hotspot devices at $35.01 each per month. Authorize Finance Director to amend the budget as necessary.

This resolution was duly adopted by the Isanti City Council this 20th day of January, 2026.

_____
Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk/ Deputy HR Director

AGENDA ITEM NO. N.1

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 20, 2026
Subject: December Building Inspector Report

Request:
This report requires no action.

Attachment(s):
- December 2025 Building Report

CITY OF ISANTI MONTHLY REPORT

DECEMBER 2025

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	40	$0.00	$0.00	$0.00	$0.00	$0.00	$3,200.00		
ROOF / SIDING	0	62	$0.00	$83,425.00	$0.00	$12.00	$0.00	$7,403.65		
DECK	1	25	$24,550.00	$322,016.00	$1.00	$3.00	$247.50	$6,187.50		
LL FINISH	2	17	$37,500.00	$183,250.00	$2.00	$3.00	$495.00	$4,350.50		
REMODEL / ADDITION	2	22	$127,000.00	$510,238.00	$63.50	$74.39	$2,361.41	$9,935.52		
GARAGE / SHED	0	5	$0.00	$607,700.00	$0.00	$0.00	$0.00	$7,862.09		
MISCELLANEOUS	11	223	$0.00	$155,565.00	$11.00	$68.78	$1,394.00	$26,005.71		
SINGLE DWELLINGS	1	45	$324,929.00	$13,635,482.00	$162.46	$1,416.37	$4,463.91	$187,299.03		
MULTI DWELLINGS	0	2	$0.00	$12,283,000.00	$0.00	$1,446.10	$0.00	$98,252.12		
MECHANICAL	10	131	$0.00	$22,000.00	$10.00	$44.00	$1,182.00	$15,972.93		
PLUMBING	4	112	$0.00	$274,990.00	$4.00	$151.50	$487.00	$16,668.00		
RESIDENTIAL TOTAL	**31**	**684**	**$513,979.00**	**$28,077,666.00**	**$253.96**	**$3,219.14**	**$10,630.82**	**$383,137.05**		
COMMERCIAL										
NEW BUILDINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
REMODEL / ADDITION	0	6	$0.00	$225,100.00	$0.00	$395.30	$0.00	$4,553.62		
PLUMBING	1	6	$2,550.00	$229,290.00	$1.28	$8.80	$100.05	$5,605.70		
MECHANICAL	1	6	$63,000.00	$428,109.00	$31.50	$45.40	$961.40	$5,483.18		
ROOF / SIDING	0	7	$0.00	$495,742.00	$0.00	$10.10	$0.00	$12,435.73		
MISCELLANEOUS	4	34	$8,200.00	$623,192.00	$5.10	$8.57	$574.78	$20,027.17		
COMMERCIAL TOTAL	**6**	**59**	**$73,750.00**	**$2,001,433.00**	**$37.88**	**$468.17**	**$1,636.23**	**$48,105.40**		
RESIDENTIAL/COMMERCIAL TOTAL	**37**	**743**	**$587,729.00**	**$30,079,099.00**	**$291.84**	**$3,687.31**	**$12,267.05**	**$431,242.45**	**$7,380.00**	**$325,060.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 12/31/2025**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2017	686	91	0	3	$16,975,316.00	$287,573.83	$719,864.80
2018	638	82	0	3	$22,106,075.49	$342,304.74	$471,704.00
2019	720	84	0	2	$19,142,949.63	$326,512.50	$494,236.00
2020	1061	95	0	2	$22,623,766.53	$400,086.01	$567,124.00
2021	840	78	0	3	$20,974,004.13	$332,390.76	$525,633.50
2022	847	62	0	3	$17,962,425.99	$304,780.81	$495,282.00
2023	737	46	0	7	$30,560,346.72	$388,263.52	$511,240.40
2024	788	36	3	0	$45,838,072.48	$455,886.44	$224,100.00
2025	743	45	2	0	$30,079,099.00	$431,242.45	$325,060.00

MONTHLY COMPARISON FOR

Month	# Permits	Permit Value	Permit Fees
January	41	$1,731,069.00	$28,708.55
February	53	$438,426.00	$13,609.62
March	57	$1,444,794.00	$27,650.46
April	78	$1,273,148.00	$28,073.22
May	73	$8,589,348.00	$79,507.05
June	62	$2,230,852.00	$37,290.12
July	58	$1,844,359.00	$34,988.72
August	77	$1,727,752.00	$31,896.58
September	64	$2,529,960.00	$40,160.58
October	84	$7,356,282.00	$85,839.89
November	59	$325,380.00	$11,250.61
December	37	$587,729.00	$12,267.05
Totals	743	$30,079,099.00	$431,242.45

AGENDA ITEM NO. N.2

BOLTON & MENK

MEMO

To: **Mayor Luke Merrill and Members of City Council**
From: Jason W. Cook, P.E., City Engineer
Date: January 20, 2026
Subject: January Engineering Project Status Report

Background:

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

1) Roundabout Improvements

The roundabout phase of the project is complete. Due to delays the remaining Heritage Boulevard roadway work before and after the roundabout will be completed next spring.

2) 2025 Isanti Hills Improvement Project

Remaining punchlist items will be addressed next spring.

3) Well 4 Improvements

The contractor plans to begin drilling the full well this month. It will likely take 8-10 weeks to complete. The piping and site work will be completed next spring.

4) Railroad Avenue Improvements

We will complete the Preliminary Engineering Report this month.

5) South Passage Railroad Planking Replacement

BNSF Railroad plans to replace the concrete planking along their tracks this year. We will coordinate traffic control and street patching tasks.

Please contact me if you have any questions at 763-200-2444.

Request:
This report requires no action.