# AGENDA
**CITY OF ISANTI**
**CITY COUNCIL MEETING**

**TUESDAY, JANUARY 21, 2025 – 7:00 PM**
**COUNCIL CHAMBERS**

**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. January 6, 2025 - City Council Meeting Minutes

**H. Announcements**
1. Parks and Recreation Board Meeting - Tuesday, January 28, 2025 at 6:00 pm
2. Goal Setting - Tuesday, February 4, 2025 at 6:00 pm
3. City Council Meeting - Tuesday, February 4, 2025 at 7:00 pm
4. Economic Development Authority - Tuesday, February 4, 2025 *(Immediately Following the City Council Meeting)*

**I. Council Committee Reports**

**J. Public Hearings**

**K. Business Items**
1. Interview Candidates for Appointment to Vacant Councilmember Seat on Isanti City Council
   A. Oath of Office to Appointed Councilmember
   B. Resolution to Consider Amending Resolution 2025-001 Designating Committees and Representative City Commissions and Advisory Boards
2. Resolution to Consider Approving a Special Event Permit for RRBMX Governors Cup Event
3. 2024 Illuminate Isanti Recap and Discussion
4. Municipal Cannabis Dispensary Discussion
5. Isanti County Roads Safety Action Plan https://www.co.isanti.mn.us/860/Comprehensive-Safety-Action-Plan

**L. Approve Consent Agenda**
1. Payroll in the Amount of $304,290.34 and Accounts Payable in the Amount of $1,015,084.14
2. Resolution to Approve Partnership Agreement Between the City of Isanti and ECRL
3. Resolution to Approve the Cannabinoid Registration for Isanti Tobacco LLC

4. Resolution to Approve Staff to Submit Applications for Grants Pertaining to Police Department
5. Resolution to Approve Staff to Submit Applications for Grants Pertaining to Parks and Recreation
6. Resolution to Approve Staff to Submit Applications for Grants Pertaining to Community Development
7. Resolution to Consider the Authorization of a Reduction in the Letter of Credit for Fairway Greens North 3rd Addition

**M. Other Communications**

1. December Code Enforcement Report
2. December Police Department Report and Annual Police Department Report
3. December Building Inspector Report
4. January Engineering Project Status Report

**N. Adjournment**

**AGENDA ITEM NO. G.1**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jaden Strand, City Clerk
**Date:** January 21, 2025
**Subject:** January 6, 2025 - City Council Meeting Minutes

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**Background:**
Attached are the minutes from the January 6, 2025 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**

**MONDAY, JANUARY 6, 2025 – 7:00 PM**
**COUNCIL CHAMBERS**

**A. Call to Order**
CC Strand called the meeting to order at 7:00 pm.

**B. Pledge of Allegiance**
The Pledge of Allegiance was recited.

**C. Oath of Office**
Interim Mayor - Luke Merrill
Councilmember - George Hemen
Councilmember - Steve Lundeen

CC Strand administered the oath of office to Interim Mayor Luke Merrill and Councilmembers George Hemen and Steve Lundeen.

The meeting was then turned over to Interim Mayor Luke Merrill.

**D. Roll Call**
Members Present: Steve Lundeen, Luke Merrill, George Hemen, Jeff Holmgren

Staff Present: CA Wood, Clerk Strand, CDD Hillesheim, FD Betker, PSD Sylvester, CE Cook, Officer Welfring and Chief Muyres

Others Present: Isanti-Chisago County Star Publisher Jeff Andres

**E. Public Comment**
None

**F. Adopt Agenda**
Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to adopt agenda. Motion carried: 4 - 0.

**G. Proclamations/Commendations/Certificate Award**

**1. Years of Service Awards**
**5 Years: Brandon Brown, Brandon Daudt, Christy Bonczek, Jeremy Welfring and Pamela Dahlheimer**

Interim Mayor Luke Merrill read the employees being recognized for their years of service.

Police Officer Jeremy Welfring was present to receive his award, followed by a picture.

**H. Approve City Council Minutes**

1. **December 17, 2024 - Committee of the Whole Meeting Minutes**
2. **December 17, 2024 - City Council Meeting Minutes**

Interim Mayor Luke Merrill noted the adjournment time was incorrect in the December 17, 2024 CC minutes and requested to add in the Fluoride discussion in the COW minutes from December 17th to include that Staff had concerns about their license being taken away if they did not follow state statute and put fluoride in the water.

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to adopt the agenda with the modifications listed above. Motion carried: 4 - 0.

## I. Announcements

1. **CITY OFFICES CLOSED - Monday, January 20, 2025 in Observance of Martin Luther King Jr. Day**
2. **Committee of the Whole Meeting - Tuesday, January 21, 2025 at 5:00 pm**
3. **Planning Commission Meeting - Tuesday, January 21, 2025 at 6:00 pm**
4. **City Council Meeting - Tuesday, January 21, 2025 at 7:00 pm**
5. **Parks and Recreation Board Meeting - Tuesday, January 28, 2025 at 6:00 pm**

## J. Council Committee Reports

Councilmember Steve Lundeen shared Fire District updates.

## K. Public Hearings

None

## L. Business Items

1. **Resolution to Consider Designating Committees and Representatives for City Commissions and Advisory Boards for 2025**

Resolution 2025-001 Designating Committees and Representatives for City Commissions and Advisory Boards for 2025

CA Wood shared that designations need to be made for year 2025. CA Wood noted there is a vacant position on the Parks and Recreation Board, vacant position on the EDA and vacant position on the Planning Commission.

City Council discussed the following appointments:

- Jeff Holmgren would be designated to RRBMX, Community Education, C-I Bike/Walk Trail and LMC.
- George Hemen would be designated to Parks and Recreation Board, Fire District and Mayor Pro-Tem.
- Luke Merrill would be designated to Cable TV Liaison, Civic Defense Director, ICICLE, School Board, Bike Isanti County Committee, Public Works Labor Management Committee, Weed inspector and LMC.

Motion by Interim Mayor Luke Merrill, seconded by Councilmember Jeff Holmgren to appointments and designations as listed above. Motion carried: 4 - 0.

2. **Resolution to Consider Designating an Official Newspaper, Appointing Depositories**

**and Professional Services for Year 2025**

Resolution 2025-002 Designating an Official City Newspaper, Depositories, Appointment of City Attorney, City Engineer, City Auditor and Professional Services

CA Wood shared that on an annual basis, the City also designates an official City newspaper as well as depositories and professional services.

CA Wood continued to share that advertisements were placed for bids for official newspaper designation with 2 bids received. CA Wood read the bid options which were from County News Review with 158 distribution in the City of Isanti at $1.99 per column inch (9 lines/inch) and Isanti-Chisago County Star with 1,325 distributions within the City of Isanti. Wood stated that Isanti-Chisago County Star provided two bid options of $1.95 per column in; (9 lines/inch) if entered into a 1-year contract or $1.85 per column inch; (9 lines/inch) if entered into a 3-year contract.

City Council discussed the bid options and desire to enter into a 3-year contract with Isanti-Chisago County Star.

CA Wood read the remainder of the resolution which is included depositories and professional services.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve designations as presented and also designate Isanti-Chisago County Star as the City of Isanti's official newspaper and enter into a 3-year agreement. Motion carried: 4 - 0.

**3. Resolution to Consider Additional Stop Signage at Dahlin and Main St. NE**

CA Wood shared that discussion was held aa the December 17, 2024 COW meeting to add additional stop signs at Dahlin and Main St NE.

CA Wood also shared that CE Cook was present for questions.

Interim Mayor Luke Merrill shared that he was unsure that a stop sign would be a great solution for the intersection.

Merrill suggested the option of eliminating the sidewalk and putting in diagonal parking spaces.

CE Cook shared that there is not enough right-of-way to squeeze in diagonal parking.

Councilmember Jeff Holmgren suggested bringing discussion back to COW.

Councilmember George Hemen asked if the property owner had parking concerns.

CDD Hillesheim shared that it was a concern for the property owner when she purchased the property.

CA Wood suggested inviting the property owner to attend the COW meeting for the

discussion. City Council was in agreeance.

Motion by Interim Mayor Luke Merrill, seconded by Councilmember Jeff Holmgren to postpone to the January 21, 2025 City Council meeting. Motion carried: 4 - 0.

**4. Ordinance to Consider Amending Zoning Code Chapter 445; Section 7: Business Districts to Permit Facilities for Automotive Wrapping, Decals, Detailing and Tinting**

Ordinance No. 830 Amending Zoning Code Chapter 445; Business Districts to Permit Facilities for Automotive Wrapping, Decals, Detailing and Tinting

CDD Hillesheim shared that Precision Window Tint operates an automotive window tinting, vinyl wrapping and detailing business at 22 Broadway St SW, which is zoned B-1 Central Business District. This use is not currently allowed in the B-1 zoning district.

CDD Hillesheim continued to share that at the November 6th, 2024 meeting of the City Council, the owner spoke and the Council voted 5-0 to lift the Cease and Desist Order until they made proper application for an amendment. The amendment was then brought forward through public hearing at the Planning Commission on December 17th, 2024 and recommended for approval to move forward with an amendment to add window tint, automotive tinting, vinyl wrapping and detailing as Conditional Uses within the B-1 Central Business District.

CDD Hillesheim stated that the ordinance amendment has been posted for the required 10 days.

Motion by Councilmember George Hemen, seconded by Interim Mayor Luke Merrill to approve. Motion carried: 4 - 0.

**5. Ordinance to Consider Amending Chapter 160 -Enumeration of Fees - Building Fees**

Ordinance No. 831 Amending Chapter 160; Enumeration of Fees- Building Fees

CDD Hillesheim shared that Andy Schreder from Rum River Consultants attended the November 19, 2024 COW meeting to discuss a variety of fees for varying inspections.

CDD Hillesheim continued to share that at the December 3, 2024 City Council staff prepared a variety of comparable cities' fees for Basements, Decks, Roofing/Siding, Water Heaters/Softeners and Window permits. Consensus of the City Council was for staff to negotiate the fees with Rum River to meet them in the middle, and match Big Lake's fees for decks and basement finishes. Rum River Consultants agreed to the negotiation.

CDD Hillesheim further shared discussion was held again at the December 17, 2024 COW meeting and consensus was to move forward and the ordinance amendment has been posted for the required 10 days.

Motion by Councilmember Jeff Holmgren, seconded by Interim Mayor Luke Merrill to approve.

Motion carried: 4 - 0.

**6. Ordinance to Consider Amending City Code Chapter 65; Administrative Penalties**

Ordinance No. 832 Amending Chapter 65; Administrative Penalties

CDD Hillesheim shared that the presented ordinance amendment is to clean up the language to align with staff titles and the titles of pertinent ordinance chapters in regards to rental licensing. The ordinance amendment has been posted for the required 10 days.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve. Motion carried: 4 - 0.

**7. Ordinances to Consider Amending Chapter 445; Zoning to Include Alternative Energy Sources**

**A. Ordinance Amending Chapter 445 Zoning; Section 2 Definition of Terms**

**B. Ordinance Amending Chapter 445 Zoning; Section 13 Use Regulations; Article 5: Alternative Energy Sources**

Ordinance No. 833 Amending Chapter 445; Zoning to Include Alternative Energy Sources

Ordinance No. 834 Amending Chapter 445 Zoning; Section 2 Definition of Terms Ordinance Amending Chapter 445 Zoning; Section 13 Use Regulations; Article 5: Alternative Energy Sources

CDD Hillesheim shared that this is for alternative energy sources, specifically in response to the large solar gardens and also cleaning up the wind energy conversion systems to better fit within zoning ordinance and creating the alternative energy systems section.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve L.7. A. and L.7. B. Motion carried: 4 - 0.

**8. Resolution to Accept the Collection and Disbursement of Donations from Illuminate Isanti**

CDD Hillesheim shared Illuminate Isanti collected $798.74 in donations. The agreement is the City would keep 60% of the onsite and online donations and would split 40% of the onsite and online donations between the volunteer groups. 40% is $319.00 so each group would receive $53.25.

CDD Hillesheim continued to share that in previous years, the City provided groups with $500.00 for their time to volunteer and they use it as a fundraising opportunity within the City. However, because of the much lower amount received in donations, staff was requesting Council to consider including some of the cash sponsorship donations due to the concern of not receiving sponsors in the future.

CDD Hillesheim further shared that if Council considered including some of the cash sponsorship, the City would keep $5,879.24 and $3,919.50 would go to the volunteer groups

with each group receiving $653.25.

Interim Mayor Luke Merrill shared concern with the request that businesses donated to the City and may not realize it would go to volunteer groups.

Merrill asked how much the City went into the hole this year with the event. Hillesheim answered that the final number is unknown as December has not been closed out yet.

City Council discussed and consensus is to wait until December is closed out to know final cost of the event.

Luke Merrill recognized and thanked all attendees and volunteers that helped with Illuminate Isanti.

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to table discussion to future meeting when December is closed out. Motion carried: 4 - 0.

**M. Approve Consent Agenda**

**1. Payroll in the Amount of $151,423.24 and 4th Quarter Council/Committee Payroll in the Amount of $8,874.93 and Accounts Payable in the Amount of $488,735.80**

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

Resolution 2025-003 Declaring the Official Intent of the City of Isanti to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City

**3. Resolution to Authorize Signatories and City Credit Card Use**

Resolution 2025-004 Authorizing Signatories and City Credit Card Use

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve the consent agenda. Motion carried: 4 - 0.

**N. Other Communications**

**1. Review Conflict of Interest Policy**

CA Wood shared that the Conflict of Interest Policy is shared annually for Council to review and complete the form.

**O. Adjournment**

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to adjourn The meeting adjourned at 8:01 pm.

Respectfully Submitted,

Jaden Strand
City Clerk

**AGENDA ITEM NO. K.1**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jaden Strand, City Clerk
**Date:** January 21, 2025
**Subject:** Interview Candidates for Appointment to Vacant Councilmember Seat on Isanti City Council
A. Oath of Office to Appointed Councilmember
B. Resolution to Consider Amending Resolution 2025-001 Designating Committees and Representative City Commissions and Advisory Boards

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**Background:**
On December 17, 2024, City Council approved Resolution No. 2024-175 declaring a vacancy on the City Council. City Code Chapter 18 and applicable Minn. Statutes set forth the procedure for filling vacancies on City Council. A notice was posted and published seeking qualified individuals to apply for consideration of appointment to the vacant seat.

Application deadline was Tuesday, January 7, 2025. The City received five applications and interviews shall be conducted in the following order:

1. Jacob Miller
2. Chris Rosemark
3. Nathan Chapman
4. Kenneth Waldo
5. Nicholas Pedersen

Pursuant to City Code, Council shall interview candidates and vote by written ballot to appoint to the City Council. Attached is the notice of interview schedule and interview questions regarding the vacant seat.
Attached is a draft resolution for consideration to amend resolution designating committees, representative city commissions and advisory boards for year 2025 if Council desires.

**Request:**
Staff is requesting City Council to interview candidates and then vote by written ballot to fill vacant seat.

**Attachment(s):**

- PUBLIC NOTICE - Council Vacancy - Interview Schedule and Interview Questions
- 2024-175 - COUNCIL - Declaring A Vacancy On The City Council
- Resolution to Amend Resolution 2025-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2025

# NOTICE OF INTERVIEW SCHEDULE FOR COUNCILMEMBER SEAT ON CITY COUNCIL

# CITY OF ISANTI

**Interview Date**: Tuesday, January 21, 2025 (City Council Meeting)
**Interview Time**: 7:00 p.m.

Interviews will be conducted in the following order:

1. Jacob Miller
2. Chris Rosemark
3. Nathan Chapman
4. Kenneth Waldo
5. Nicholas Pedersen

# ORAL INTERVIEW
# CITY COUNCIL CANDIDATES

NAME: _____ DATE: _____

1. Tell us about yourself and why you put your name in for consideration for the open council seat.

2. If you were going to describe Isanti to a new resident, what would you say?

3. What is your approach to handling controversial and complicated issues?

4. What previous community involvement have you had in Isanti or another City?

5. What skills and experience do you have that you believe are beneficial to being a Council Member?

6. Explain what you believe are the primary roles and responsibilities of a City Council Member?

7. What do you believe are the top priorities or greatest issues facing the City and how do you see yourself contributing to finding solutions to those issues?

8. If you could change some aspect about Isanti governance/direction/focus, what would that be?

9. City Council requires a time commitment which includes 4-6 meetings per month, two (2) Tuesdays per month beginning at 5:00 pm and 7:00pm, as well as reading prep prior to meetings. Will this fit in with your other commitments?

10. Is there anything else you would like to add to assist us in considering you as a candidate?

Jaden Strand
City Clerk

Posted: January 8, 2025

**RESOLUTION 2024-175**

**DECLARING A VACANCY ON THE CITY COUNCIL**

**WHEREAS**, Council Member Luke Merrill's seat on the City Council runs through year 2026; and,

**WHEREAS**, Council Member Luke Merrill applied for the interim Mayor appointment and received the highest votes at the December 17, 2024 City Council meeting; and,

**WHEREAS**, upon Interim Mayor Luke Merrill taking Oath of Office on Monday, January 6, 2025 a vacancy on the City Council will occur; and,

**WHEREAS**, City Code Chapter 18, Article III and applicable Minn. Statutes set forth the procedure for filling vacancies on the City Council;

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

1. The City Council declares that a vacancy has occurred on the City Council on December 17, 2024.

2. That the vacancy shall be filled by Council Appointment according to the provisions within City Code Chapter 18, Article III, Paragraphs 18-7 and 18-9, and applicable Minnesota law as follows:

   a) Notice of the vacancy shall be posted at City Hall and sent to the official City newspaper.

   b) A uniform application is hereby attached (as Exhibit A) and approved by the City Council. Applications shall be accepted for no later than 21 days from the date of declared occurrence of vacancy at City Hall, by end of business day, January 7, 2025.

   c) Tentative interview scheduling shall be completed and posted at City Hall not later than 25 days from the date of declared occurrence of vacancy (on January 10, 2025)

   d) The interview process shall no start earlier than 28 days from the occurrence of vacancy (on January 21, 2025)
      1. Applicants shall be interviewed by the Council, in accordance with the State of Minnesota open meeting laws
      2. A uniform list of initial questions to be asked of all applicants shall be made available to the public and the applicants in advance of interviews. To the extent reasonably practicable, questions asked of all applicants at the interviews shall be uniform

   e) Upon completion of the interview process, the Council shall vote by ballot to temporarily appoint an applicant.

f) If the Council pursues the appointment process but then fails to fill a vacancy within 45 days from the occurrence of the vacancy, the City Clerk shall call a special election to fill the vacancy.

This Resolution was duly adopted by the Isanti City Council this 17th day of December 2024.

Mayor James Gordon

Attest:

Jaden Strand
City Clerk

Attachment A

Uniform Application for Candidate

Temporary Appointment to Isanti City Council

Name:_____

Street Address:_____, Isanti, Minnesota

Contact Information

Phone:_____

Email: _____

For the office of City Councilor, I swear (or affirm) that this is my true name or the name by which I am generally known in the community. I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office, 21 years of age or more;
- I have maintained residence in the City for at least 30 days;
- I meet any other qualifications for that office as prescribed by law;

_____
Candidate Signature

_____
Date:

Subscribed and sworn before me this ____ of _____, 2024.

_____
Notary Public or other officer empowered to take and certify acknowledgements

(Notary Stamp)

**RESOLUTION 2025-XXX**
***Amending Resolution 2025-001***

**DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2025**

**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 2025:

| | |
|---|---|
| Committee of the Whole | Mayor and City Council |
| Economic Development Authority | Mayor and City Council |
| Parks and Recreation Board | George Hemen |
| Planning Commission | Mayor and City Council |
| Rum River BMX Association Board | Jeff Holmgren |
| Community Education | Jeff Holmgren |
| Cable TV Liaison | Mayor |
| Civil Defense Director | Mayor |
| Fire District | George Hemen |
| ICICLE | Mayor |
| School Liaison | Mayor |
| Chamber of Commerce Liaison | Mayor |
| Bike Isanti County Committee | Mayor |
| C-I Bike/Walk Trail | Jeff Holmgren |
| Public Works Labor Management Committee | Mayor |
| Weed Inspector | Mayor |
| League of MN Cities | Mayor, Jeff Holmgren |

The Mayor and Councilmembers appointed to the respective commission, board and advisory committee above may appoint another Councilmember in their place as an alternate, or alternate to the alternate, if they are not able to attend.

2. That the City Council appoints the following to act as Mayor Pro-Tem in the absence of the Mayor: George Hemen

3. That the City Council designates the following individuals to the Parks and Recreation Board for 2025:

| | |
|---|---|
| Dan Hinnenkamp | Appointed 1-9-2023; Term Expiration 12-31-2025 *(3-Year Term)* |
| _____ | Appointed _____; Term Expiration 12-31-2027 *(3-Year Term)* |
| Erika Zdon | Appointed 8-20-2024; Term Expiration 12-31-2025 *(3-Year Term)* |
| George Hemen | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |

| | |
|---|---|
| Taylor Lundeen | Appointed 1-16-2024; Term Expiration 12-31-2026 *(3-Year Term)* |
| Shacreya Lee | Appointed 2-6-2024; Term Expiration; 12-31-2026 *(3-Year Term)* |
| Benjamin DeMaris | Appointed 1-16-2024; Term Expiration 12-31-2026 *(3-Year Term)* |
| Student Rep Open Seat | Appointed _____; Term Expiration; 12-31-2025 *(1 Year Term)* |

4. That the City Council designates the following individuals to the Planning Commission for year 2025:

| | |
|---|---|
| <u>Mayor and City Council:</u> | |
| Luke Merrill | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| Jeff Holmgren | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| _____ | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| Steve Lundeen | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| George Hemen | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| | |
| <u>Appointed Members</u>: | |
| Open Seat | Appointed _____; Term Expiration 12-31-2027 *(3-Year Term)* |
| Arissya Simon | Appointed 1-9-2023; Term Expiration 12-31-2025 *(3-Year Term)* |

5. That the City Council designates the following individuals to the Economic Development Authority for year 2025:

| | |
|---|---|
| <u>Mayor and City Council</u> | |
| Luke Merrill | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| Jeff Holmgren | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| _____ | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| Steve Lundeen | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| George Hemen | Appointed 1-6-2025; Term Expiration 12-31-2025 *(1-Year Term)* |
| | |
| <u>Appointed Members:</u> | |
| Open Seat | Appointed _____; Term Expiration 12-31-2029 *(6-Year Term)* |
| Dan Hinnenkamp | Appointed 3-7-2023; Term Expiration 12-31-2026 *(6-Year Term)* |

This Resolution is hereby approved by the Isanti City Council this 21st day of January 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

**AGENDA ITEM NO. K.2**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jausica Swanson, Park and Recreation Coordinator
**Date:** January 21, 2025
**Subject:** Resolution to Consider Approving a Special Event Permit for RRBMX Governors Cup Event

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**Background:**

Rum River BMX is requesting a special event permit for their Governors Cup race event. The event will take place January 24, 2025 from 6pm to 10pm, January 25, 2025 from 11am to 3pm, and January 26, 2025 from 11am to 3pm, for a total of a 3-day event. The Governors Cup event will be held at the Isanti indoor arena and expected to host 800-1,000 people per day.

The event is open to the public and is to include multiple BMX bike races throughout the weekend. As well as in the event of snow, that the soccer complex parking be plowed out prior and during the event.

Public Services Director Sylvester has given his approval with the exception that plowing during the event may be difficult, and it may have to wait until after the event.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Resolution to Consider Approving a Special Event Permit for RRBMX Governors Cup Event
- SEP RRBMX Governors Cup

**RESOLUTION 2025-XXX**

**APPROVING SPECIAL EVENT PERMIT APPLICATION FOR RUM RIVER BMX GOVERNORS CUP EVENT**

**WHEREAS**, Rum River BMX has submitted a special event application to host a Governors Cup Race Event; and,

**WHEREAS**, a three-day weekend event is scheduled to take place in the Isanti Indoor Arena on Friday, January 24 at 6:00pm to 10:00pm, Saturday, January 25 at 11:00am to 3:00pm and Sunday, January 26 at 11:00am to 3:00pm; and,

**WHEREAS**, the estimated number of people in attendance is 800-1,000 people per day; and,

**WHEREAS**, the applicant will be utilizing the restroom facilities within the Isanti indoor arena; and,

**WHEREAS**, parking during the event will be restricted to Isanti Indoor Arena parking lot, overflow into the northeast and southeast lots in Bluebird Park, and permission has been given to use soccer complex parking lot; and,

**WHEREAS**, in the event of a snow fall, Isanti Public Works department will plow out the soccer complex parking lot prior to and during the event, with the exception that if plowing becomes difficult during the event it may be plowed after the event;

**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 Rum River BMX Governors Cup 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 is hereby approved by the Isanti City Council this 21st day of January 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
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

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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*

- [x] Complete Application Form
- [ ] Cleanup Deposit Fee - $100
- [x] 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
- [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: 1/3/25

### APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

[redacted]

### EVENT INFORMATION

Event Name: 2025 Governors Cup

Date(s) of Event: 1/24/25-1/26/25

Hours of Event: 1/24- 6pm-10pm, 1/25,1/26- 11am-3pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
3 day Governors cup event for pedal bike BMX racing



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

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800-1,000 people per day

Parking Impact – Describe in detail:
Parking shall be in paved areas some over flow may be at the soccer fields south lot.

Tents, equipment, amusement rides, etc.
Type: _____
Size: _____
Location: _____

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.

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.

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.



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Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

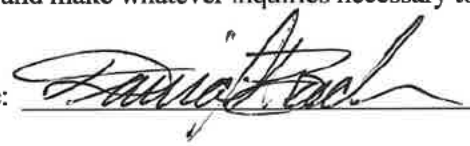
Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system. Live stream of event will be available on youtube.

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 and awards for riders placing in 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: 



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
__X__ Approved _____ Denied _____ N/A Signature: email approval

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: email approval

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: email approval

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: email approval

City Administrator
__X__ Approved _____ Denied _____ N/A 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

**From:** Al Jankovich
**To:** Isanti Parks
**Subject:** RE: RRBMX Special Event Permit Application
**Date:** Tuesday, January 7, 2025 8:34:31 AM
**Attachments:** image002.png
image003.png

---

Hi Jausica,

IFD approves the SEP application for the 1/24-26 BMX race as presented.

Thanks!

Al

**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

**From:** Isanti Parks <IsantiParks@cityofisanti.us>
**Sent:** Monday, January 6, 2025 2:59 PM
**To:** Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
**Subject:** RRBMX Special Event Permit Application

Hello all,

Attached is a special event permit application by Rum River BMX for their Governors Cup race event. The event will take place January 24th, 2025 from 6pm to 10pm, January 25th, 2025 from 11am to 3pm, and January 26th, 2025 from 11am to 3pm, for a total of a 3 day event. The Governors Cup event will be held at the Isanti indoor arena.

The event is open to the public and is to include multiple BMX bike races throughout the weekend.

As the dates of this event are fast approaching with little turn around time, if you could please give

th

**From:** Travis Muyres
**To:** Isanti Parks
**Subject:** Re: RRBMX Special Event Permit Application
**Date:** Thursday, January 9, 2025 2:58:06 PM
**Attachments:** image001.png

approved


# TRAVIS MUYRES #5801
Police Chief
**Isanti Police Department**
901 East Dual Blvd. NE
Isanti, MN 55040
763-444-4761


**From:** Isanti Parks <IsantiParks@cityofisanti.us>
**Sent:** Monday, January 6, 2025 2:59 PM
**To:** Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
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As the dates of this event are fast approaching with little turn around time, if you could please give approval or comment by Friday, January 10th by the end of the day at the latest, so I can place it on the January 21st City Council agenda.

Sorry for the rush, but they did not give a 30 day notice, and I would like to move this forward.

Thank you,


Jausica Swanson
**Parks & Recreation Coordinator**
110-1st Ave NW | Box 428 | Isanti, MN 55040
City Hall: (763) 444-5512
Office: (763) 762-5754
Cell: (763) 402-0482
Email: isantiparks@cityofisanti.us
www.cityofisanti.us

**From:** Matt Sylvester
**To:** Isanti Parks; Stephanie Hillesheim; Travis Muyres; Fire Department - Al Jankovich
**Subject:** RE: RRBMX Special Event Permit Application
**Date:** Monday, January 6, 2025 6:23:49 PM
**Attachments:** image002.png
image003.png

I Approve.

Thank you,
Matt

City of Isanti

Matt Sylvester
Public Services Director
110-1st Ave NW | Box 428 | Isanti, MN 55040
City Hall: (763) 444-5512
Office: (763) 762-5757
Cell: (763) 772-5850
www.cityofisanti.us

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**To:** Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Matt Sylvester <MSylvester@cityofisanti.us>; Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
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| | |
|---|---|
| **From:** | Stephanie Hillesheim |
| **To:** | Matt Sylvester; Isanti Parks; Travis Muyres; Fire Department - Al Jankovich |
| **Subject:** | RE: RRBMX Special Event Permit Application |
| **Date:** | Friday, January 10, 2025 4:00:32 PM |
| **Attachments:** | image001.png<br>image005.png<br>image002.png |

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Jausica,

I approve, but I want to have the parking situation clarified.

Will they be parking in Bluebird Park?
Did they get permission from the Soccer club to park in their lot?
Is Matt going to plow?

Thank you!

City of Isanti

Stephanie Hillesheim
**Community Development Director**
110-1st Ave NW | Box 428 | Isanti, MN 55040
City Hall: (763) 444-5512
Office: (763) 762-5761
Cell: (763) 453-4592
Email: shillesheim@cityofisanti.us
www.cityofisanti.us

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**From:** Matt Sylvester <MSylvester@cityofisanti.us>
**Sent:** Monday, January 6, 2025 6:24 PM
**To:** Isanti Parks <IsantiParks@cityofisanti.us>; Stephanie Hillesheim <SHillesheim@cityofisanti.us>; Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
**Subject:** RE: RRBMX Special Event Permit Application

I Approve.

Thank you,
Matt

City of Isanti

Matt Sylvester
Public Services Director
110-1st Ave NW | Box 428 | Isanti, MN 55040
City Hall: (763) 444-5512
Office: (763) 762-5757
Cell: (763) 772-5850
www.cityofisanti.us

# GOVERNORS CUP

## JANUARY 24-26, 2025

**SINGLE POINT RACE DAYS**

$17 CLASS/CRUISER
$12 OPENS/BALANCE BIKE



## AWARD STRUCTURE

**97 GOVENORS CUPS WILL BE AWARDED**

Cups will be awarded based on 3 day total score for each category. Must race all 3 days to be eligible. Points are based on the State Series scale. First tie breaker (20 inch only) is rider with a higher proficiency. Second tie breaker is rider with better finish on Sunday. Special award of the day will also be given.

## AWARD CATEGORIES

**TEAMS**
Trophy Team
Bikeshop/Factory Team

**PRO AM**
Mens Pro Am
Womens Pro Am

**BALANCE BIKE**
2 & Under Balance Bike
3 Year Old Balance Bike
4 Year Old Balance Bike
5 & Over Balance Bike

**OPEN CLASSES**
6 & Under Mixed
7-8 Mixed Open
9-10 Mixed Open
11-12 Mixed Open
13-14 Mixed Open
15-16 Mixed Open
17-20 Mixed Open
21-25 Mixed Open
26-30 Mixed Open
31 & Over Mixed

6 & Under Expert
7-8 Expert Open
9-10 Expert Open
11-12 Expert Open
13-14 Expert Open
15-16 Expert Open
17-20 Expert Open
21-25 Expert Open
26-30 Expert Open
31 & Over Expert

**CRUISER**
8 & Under Girls
9-10 Girl Cruiser
11-12 Girl Cruiser
13-14 Girl Cruiser
15-16 Girl Cruiser
17-20 Girl Cruiser
21-30 Girl Cruiser
31-35 Girl Cruiser
36-40 Girl Cruiser
41-45 Girl Cruiser
46-50 Girl Cruiser
51-55 Girl Cruiser
56 & Over Girls

7 & Under Boys
8 Boy Cruiser
9 Boy Cruiser

**CRUISER Cont...**
10 Boy Cruiser
11 Boy Cruiser
12 Boy Cruiser
13 Boy Cruiser
14 Boy Cruiser
15 Boy Cruiser
16 Boy Cruiser
17-20 Boy Cruiser
21-30 Boy Cruiser
31-35 Boy Cruiser
36-40 Boy Cruiser
41-45 Boy Cruiser
46-50 Boy Cruiser
51-55 Boy Cruiser
56-60 Boy Cruiser
61-65 Boy Cruiser
66 & Over Boys

**20 INCH CLASS**
5 & Under Girl
6 Girl
7 Girl
8 Girl
9 Girl
10 Girl
11 Girl
12 Girl
13 Girl

**20 INCH Cont...**
14 Girl
15-16 Girl
17-20 Girl
21-30 Girl
31-40 Girl
41-50 Girl
51 & Over Girl
5 & Under Boy
6 Boy

**20 INCH Cont...**
7 Boy
8 Boy
9 Boy
10 Boy
11 Boy
12 Boy
13 Boy
14 Boy
15 Boy

**20 INCH Cont...**
16 Boy
17-20 Boy
21-25 Boy
26-35 Boy
36-40 Boy
41-45 Boy
46-50 Boy
51-55 Boy
56 & Over Boy

RUM RIVER BMX
ISANTI, MN

**AGENDA ITEM NO. K.3**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jausica Swanson, Park and Recreation Coordinator
**Date:** January 21, 2025
**Subject:** 2024 Illuminate Isanti Recap and Discussion

---

**Background:**
Information will be provided at the meeting.

**Request:**
Staff is requesting discussion followed by action on this item.

**AGENDA ITEM NO. K.4**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Josi Wood, City Administrator
**Date:** January 21, 2025
**Subject:** Municipal Cannabis Dispensary Discussion

---

**Request:**
Mayor Merrill is requesting discussion on this item.

**AGENDA ITEM NO. K.5**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Josi Wood, City Administrator
**Date:** January 21, 2025
**Subject:** Isanti County Roads Safety Action Plan
https://www.co.isanti.mn.us/860/Comprehensive-Safety-Action-Plan

---

**Background:**
Isanti County is completing an Isanti County Comprehensive Safety Action Plan to identify the county's transportation needs and prepare a comprehensive strategy to prevent traffic fatalities and serious injury crashes along roadways and streets within the county's transportation network. The study will make recommendations to improve safety for all users of the transportation system, including people who drive, walk, bike or roll.
Study Goals

- Identify existing safety issues
- Determine near and long-term safety improvements
- Evaluate and prioritize potential safety improvements
- Identify potential funding sources

Give your feedback via the survey **https://www.surveymonkey.com/r/IsantiSS4A**

Add your safety concerns to the linked comment map. Click here to access the comment map:

**https://wikimapping.com/Isanti-County-Comprehensive-Safety-Action-Plan.html**

**Request:**
Staff is sharing information.

**AGENDA ITEM NO. L.1**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Pam Dahlheimer, Assistant Finance Director
**Date:** January 21, 2025
**Subject:** Payroll in the Amount of $304,290.34 and Accounts Payable in the Amount of $1,015,084.14

---

**Background:**
AP and Payroll are attached.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- 1.3.2025 Payroll Period
- 1.17.2025 Payroll Period
- AP250101

# City of Isanti

| | |
|---|---|
| Gross Payroll | 127,932.82 |
| Social Security & Medicare | 7,077.78 |
| Public Employees Retirement | 13,170.31 |
| Total City Expense | 148,180.91 |

Pay Date 1/3/2025

Pay Period 1 (12/15/24-12/28/24)

# City of Isanti

| | |
|---|---|
| Gross Payroll | 135,477.55 |
| Social Security & Medicare | 7,456.17 |
| Public Employees Retirement | 13,175.71 |
| Total City Expense | 156,109.43 |

Pay Date 1/17/2025

Pay Period 2 (12/29/24-1/11/25)

| GL Period | Check Issue Date | Check Number | Vendor Number | Payee | Check GL Account | Amount |
|---|---|---|---|---|---|---|
| 25-Jan | 1/16/2025 | 65097 | 1231 | ACE SOLID WASTE INC | 101-20200 | 794.56 |
| 25-Jan | 1/16/2025 | 65098 | 2863 | AMAZON CAPITAL SERVICES | 101-20200 | 127.87 |
| 25-Jan | 1/16/2025 | 65099 | 2290 | AMERICAN FLAGPOLE & FLAG CO | 101-20200 | 1,312.75 |
| 25-Jan | 1/16/2025 | 65100 | 2030 | ARTISAN BEER COMPANY | 609-20200 | 749.85 |
| 25-Jan | 1/16/2025 | 65101 | 53 | BELLBOY CORPORATION | 609-20200 | 3,959.45 |
| 25-Jan | 1/16/2025 | 65102 | 9 | BERNICKS PEPSI-COLA | 609-20200 | 8,619.21 |
| 25-Jan | 1/16/2025 | 65103 | 368 | BILLS QUALITY CLEANING | 609-20200 | 740 |
| 25-Jan | 1/16/2025 | 65104 | 2319 | BREAKTHRU BEVERAGE OF MN | 609-20200 | 6,670.49 |
| 25-Jan | 1/16/2025 | 65105 | 2621 | BUREAU OF CRIM. APPREHENSION | 101-20200 | 600 |
| 25-Jan | 1/16/2025 | 65106 | 3689 | CALLIN, VIRGEL | 101-20200 | 107.38 |
| 25-Jan | 1/16/2025 | 65107 | 2487 | CAPITOL BEVERAGE SALES | 609-20200 | 1,694.95 |
| 25-Jan | 1/16/2025 | 65108 | 851 | CASH | 101-20200 | 86.99 |
| 25-Jan | 1/16/2025 | 65109 | 1474 | CDW GOVERNMENT INC | 101-20200 | 5,599.27 |
| 25-Jan | 1/16/2025 | 65110 | 1198 | CENTER POINT ENERGY | 601-20200 | 7,217.61 |
| 25-Jan | 1/16/2025 | 65111 | 1815 | CENTURYLINK | 602-20200 | 539.25 |
| 25-Jan | 1/16/2025 | 65112 | 1822 | CENTURYLINK BUSINESS SERVICES | 101-20200 | 5.09 |
| 25-Jan | 1/16/2025 | 65113 | 3414 | CITY HIVE INC | 609-20200 | 124.14 |
| 25-Jan | 1/16/2025 | 65114 | 1629 | CITY OF ISANTI | 101-20200 | 12,983.58 |
| 25-Jan | 1/16/2025 | 65115 | 1736 | COMM OF MMB TREAS DIV | 101-20200 | 140 |
| 25-Jan | 1/16/2025 | 65116 | 120 | CONNEXUS ENERGY | 601-20200 | 7,758.20 |
| 25-Jan | 1/16/2025 | 65117 | 120 | CONNEXUS ENERGY | 920-20200 | 2,115.60 |
| 25-Jan | 1/16/2025 | 65118 | 1472 | CRAWFORDS EQUIPMENT INC | 101-20200 | 424.35 |
| 25-Jan | 1/16/2025 | 65119 | 918 | CRYSTAL SPRINGS ICE | 609-20200 | 287.18 |
| 25-Jan | 1/16/2025 | 65120 | 8 | DAHLHEIMER DISTRIBUTING CO | 609-20200 | 46,293.60 |
| 25-Jan | 1/16/2025 | 65121 | 1941 | DELTA DENTAL | 861-20200 | 5,006.41 |
| 25-Jan | 1/16/2025 | 65122 | 2992 | EARTHLINK BUSINESS | 101-20200 | 572.46 |
| 25-Jan | 1/16/2025 | 65123 | 3634 | ECDP | 108-20200 | 850 |
| 25-Jan | 1/16/2025 | 65124 | 16 | ELECTRO WATCHMAN INC | 101-20200 | 195 |
| 25-Jan | 1/16/2025 | 65125 | 2028 | FURTHER | 861-20200 | 5,020.00 |
| 25-Jan | 1/16/2025 | 65126 | 2830 | GDO LAW | 101-20200 | 4,083.33 |
| 25-Jan | 1/16/2025 | 65127 | 1400 | GENERAL CODE LLC | 101-20200 | 995 |
| 25-Jan | 1/16/2025 | 65128 | 134 | GOPHER STATE ONE-CALL INC | 601-20200 | 16.2 |
| 25-Jan | 1/16/2025 | 65129 | 2314 | GREAT NORTHERN ENVIROMENTAL | 601-20200 | 1,735.40 |
| 25-Jan | 1/16/2025 | 65130 | 739 | HACH COMPANY | 601-20200 | 5,156.75 |
| 25-Jan | 1/16/2025 | 65131 | 160 | HAWKINS INC | 601-20200 | 6,225.10 |
| 25-Jan | 1/16/2025 | 65132 | 1063 | HAYFORD FORD | 101-20200 | 10,266.07 |
| 25-Jan | 1/16/2025 | 65133 | 3687 | HEALTH EQUITY | 861-20200 | 127,800.00 |
| 25-Jan | 1/16/2025 | 65134 | 3687 | HEALTH EQUITY | 101-20200 | 57.5 |
| 25-Jan | 1/16/2025 | 65135 | 3436 | INFINITE HEALTH COLLABORATIVE PA | 101-20200 | 4,799.20 |
| 25-Jan | 1/16/2025 | 65136 | 3384 | INVICTUS BREWING CO | 609-20200 | 227 |
| 25-Jan | 1/16/2025 | 65137 | 114 | ISANTI COUNTY RECORDER | 505-20200 | 46 |
| 25-Jan | 1/16/2025 | 65138 | 113 | ISANTI TIRE & AUTO CARE INC | 101-20200 | 35 |
| 25-Jan | 1/16/2025 | 65139 | 7 | JOHNSON BROTHERS LIQUOR CO | 609-20200 | 49,992.10 |
| 25-Jan | 1/16/2025 | 65140 | 5 | KAWALEK TRUCKING | 609-20200 | 632 |
| 25-Jan | 1/16/2025 | 65141 | 3613 | KODIAK POWER SOLUTIONS | 601-20200 | 3,910.00 |
| 25-Jan | 1/16/2025 | 65142 | 136 | LEAGUE OF MN CITIES | 101-20200 | 8,898.00 |
| 25-Jan | 1/16/2025 | 65143 | 2762 | LEGACY SECURITY TECHNOLOGY INC | 609-20200 | 472.45 |
| 25-Jan | 1/16/2025 | 65144 | 3688 | LEVESSUR, MARK | 228-20200 | 100 |
| 25-Jan | 1/16/2025 | 65145 | 394 | LMCIT | 226-20200 | 155,159.00 |
| 25-Jan | 1/16/2025 | 65146 | 1479 | LOFFLER -131511 | 108-20200 | 150.64 |
| 25-Jan | 1/16/2025 | 65147 | 1479 | LOFFLER COMPANIES INC | 108-20200 | 238.45 |
| 25-Jan | 1/16/2025 | 65148 | 17 | MCDONALD DISTRIBUTING CO | 609-20200 | 44,293.91 |
| 25-Jan | 1/16/2025 | 65149 | 3286 | MEGA BEER LLC | 609-20200 | 445.5 |
| 25-Jan | 1/16/2025 | 65150 | 2953 | MIDCONTINENT COMMUNICATIONS | 108-20200 | 144.01 |
| 25-Jan | 1/16/2025 | 65151 | 303 | MINNESOTA CITY/CTY MGMT ASSN | 101-20200 | 232.95 |
| 25-Jan | 1/16/2025 | 65152 | 1536 | MINNESOTA DEED | 219-20200 | 833.33 |
| 25-Jan | 1/16/2025 | 65153 | 1945 | MINNESOTA DEPARTMENT OF LABOR & INDUSTRY | 101-20200 | 986.08 |
| 25-Jan | 1/16/2025 | 65154 | 3380 | MN COMPUTER SYSTEMS INC | 101-20200 | 82.16 |
| 25-Jan | 1/16/2025 | 65155 | 194 | MN DEPT OF HEALTH | 601-20200 | 6,096.00 |
| 25-Jan | 1/16/2025 | 65156 | 277 | MN DEPT OF PUBLIC SAFETY | 601-20200 | 50 |
| 25-Jan | 1/16/2025 | 65157 | 1204 | MN DNR ECOLOGICAL & WATER RESOURCES | 601-20200 | 4,607.66 |
| 25-Jan | 1/16/2025 | 65158 | 2842 | MN PEIP | 861-20200 | 104,799.30 |
| 25-Jan | 1/16/2025 | 65159 | 3119 | MOOSE LAKE BREWING CO. LLC | 609-20200 | 108 |
| 25-Jan | 1/16/2025 | 65160 | 2080 | MVTL LABORATORIES INC | 601-20200 | 312.58 |
| 25-Jan | 1/16/2025 | 65161 | 1165 | NORTHLAND BOND SERVICES | 931-20200 | 297,982.50 |
| 25-Jan | 1/16/2025 | 65162 | 3567 | NOTHING BUT HEMP | 609-20200 | 600 |
| 25-Jan | 1/16/2025 | 65163 | 2553 | O'REILLY | 101-20200 | 11.06 |
| 25-Jan | 1/16/2025 | 65164 | 44 | PHILLIPS WINE & SPIRITS INC | 609-20200 | 12,701.50 |
| 25-Jan | 1/16/2025 | 65165 | 12 | POSTMASTER | 101-20200 | 146 |
| 25-Jan | 1/16/2025 | 65166 | 2827 | RATWIK ROSZAK & MALONEY P.A. | 101-20200 | 2,057.00 |
| 25-Jan | 1/16/2025 | 65167 | 2341 | RED BULL DISTRIBUTION CO INC | 609-20200 | 415.03 |
| 25-Jan | 1/16/2025 | 65168 | 3308 | RED PINE WINERY | 609-20200 | 479.88 |
| 25-Jan | 1/16/2025 | 65169 | 2473 | RITEWAY BUSINESS FORMS | 108-20200 | 211 |
| 25-Jan | 1/16/2025 | 65170 | 3355 | SCHUBERT & HOEY OUTDOOR ADVERTISING INC | 609-20200 | 600 |
| 25-Jan | 1/16/2025 | 65171 | 2001 | SHRED-N-GO INC | 101-20200 | 143.93 |
| 25-Jan | 1/16/2025 | 65172 | 2754 | SMALL LOT MN | 609-20200 | 599.83 |
| 25-Jan | 1/16/2025 | 65173 | 2396 | SOUTHERN GLAZERS OF MN | 609-20200 | 11,251.05 |
| 25-Jan | 1/16/2025 | 65174 | 315 | ST PAUL STAMP WORKS | 101-20200 | 25.25 |
| 25-Jan | 1/16/2025 | 65175 | 1361 | STAPLES ADVANTAGE | 108-20200 | 96.52 |
| 25-Jan | 1/16/2025 | 65176 | 73 | STAR | 101-20200 | 1,434.25 |
| 25-Jan | 1/16/2025 | 65177 | 554 | STEVES TIRE INC | 101-20200 | 110 |
| 25-Jan | 1/16/2025 | 65178 | 96 | STREICHERS INC | 101-20200 | 1,364.34 |
| 25-Jan | 1/16/2025 | 65179 | 2156 | SUMMIT FIRE PROTECTION | 101-20200 | 8 |
| 25-Jan | 1/16/2025 | 65180 | 2834 | SUN MECHANICAL INC | 601-20200 | 206.25 |
| 25-Jan | 1/16/2025 | 65181 | 1290 | THE AMBLE GROUP | 101-20200 | 270.68 |
| 25-Jan | 1/16/2025 | 65182 | 1503 | THE AMERICAN BOTTLING COMPANY | 609-20200 | 225 |
| 25-Jan | 1/16/2025 | 65183 | 626 | THE WINE COMPANY | 609-20200 | 568 |
| 25-Jan | 1/16/2025 | 65184 | 2962 | THUNDER BROTHERS BREWERY INC | 609-20200 | 168 |
| 25-Jan | 1/16/2025 | 65185 | 3125 | UNCOMMON LOON BREWING CO | 609-20200 | 273 |
| 25-Jan | 1/16/2025 | 65186 | 1820 | URBANS HARDWARE INC | 602-20200 | 169.53 |
| 25-Jan | 1/16/2025 | 65187 | 2027 | US INTERNET | 603-20200 | 57.8 |
| 25-Jan | 1/16/2025 | 65188 | 686 | VERIZON WIRELESS | 101-20200 | 1,621.34 |
| 25-Jan | 1/16/2025 | 65189 | 42 | VIKING COCA-COLA BOTTLING CO | 609-20200 | 353.95 |
| 25-Jan | 1/16/2025 | 65190 | 1286 | VINOCOPIA INC | 609-20200 | 531.17 |
| 25-Jan | 1/16/2025 | 65191 | 4 | WATSON CO INC | 609-20200 | 2,393.78 |
| 25-Jan | 1/16/2025 | 65192 | 1922 | WEX BANK | 101-20200 | 1,048.76 |
| 25-Jan | 1/16/2025 | 65193 | 1922 | WEX BANK | 603-20200 | 3,469.28 |
| 25-Jan | 1/16/2025 | 65194 | 2475 | WHITE BEAR IT SOLUTIONS LLC | 101-20200 | 3,327.00 |
| 25-Jan | 1/16/2025 | 65195 | 780 | WINE MERCHANTS | 609-20200 | 1,988.95 |
| 25-Jan | 1/16/2025 | 65196 | 2626 | WW GOETSCH | 602-20200 | 3,323.35 |
| 25-Jan | 1/16/2025 | 65197 | 3297 | XPRESS BILL PAY | 603-20200 | 269.25 |

| KEY |
|---|
| Early Release |
| ACH Payment |
| Hold - Do not mail |

AP250101 Total 1,015,084.14

Dated: _____

Mayor: _____

City Council: _____

**AGENDA ITEM NO. L.2**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jaden Strand, City Clerk
**Date:** January 21, 2025
**Subject:** Resolution to Approve Partnership Agreement Between the City of Isanti and ECRL

---

**Background:**
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), relating to an ECRL Outreach Stop in City Hall. ECRL and the City of Isanti bi-annually renew the Partnership agreement, providing ECRL services through the Outreach Stop at City Hall.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Proposed Outreach Agreement
- 2010-274 - CONTRACTS-AGREEMENTS - ECRL-friends of library extend agreement- 12-07-10
- Resolution to Consider Approving Partnership Agreement Between the City of Isanti and the 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 provide weekly service at the stop
- 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
- 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 biannually. If 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 01/15/2025
Regional Library Director
For East Central Regional Library

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

**RESOLUTION NO. 2010–274**

**RESOLUTION EXTENDING THE ORIGINAL PARTNERSHIP AGREEMENTS BETWEEN THE CITY OF ISANTI AND THE EAST CENTRAL LIBRARY BOARD AND THE ISANTI AREA FRIENDS OF THE LIBRARY**

**WHEREAS,** on August 5, 2009 the City Council approved Resolution No. 2009-188, a Resolution Approving the Agreements Between the City of Isanti and the East Central Library Board and the Isanti Area Friends of the Library relating to a library link in City Hall; and;

**WHEREAS,** a request has been received from ECRL to extend the original Partnership Agreement through the year 2011.

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to extend the original Partnership Agreement with the East Central Regional Library Board and the Isanti Area Friends of the Library through the year 2011; 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 7th day of December 2010.

Mayor George A. Wimmer

**Attest:**

Irene J. Bauer
Assistant City Administrator/City Clerk

Exhibit A

**East Central Regional Library**
LINK SITES PROJECT
***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 establish a pilot site for library outreach services in Isanti through a site owned by the City of Isanti in Isanti County.

A selection of library materials and services will be offered in the former Conference Room A in the Isanti City Hall. The facility will be staffed by a combination of ECRL staff and community volunteers, with the goal of being open one day a week not to exceed six 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 City of Isanti and the library staff of ECRL agree to accept the following responsibilities:

*ECRL will provide:*

- Staff to open the Library Link Site once a week for a period not to exceed six hours.
- A minimum of 350-400 items of library materials that may include the following according to community need: Regular print books, large print books, children's and young adult books, audiotapes, videos, DVDs, periodicals, and other items as requested and available from the ECRL collection;
- Insurance on equipment and materials owned by ECRL;
- Weekly delivery service and rotation of above collection with new items every 3-4 months;
- Maintenance of checkout-dedicated computer, software, scanner, receipt printer;
- Orientation and training of volunteers during the month preceding the site opening;
- Ongoing supervision, training, and scheduling of volunteer workers by ECRL;
- Ongoing support from ECRL Headquarters;
- Staff or client phone service (optional – as necessary).

*The City will provide:*

- An appropriate facility, handicapped-accessible, with a handicapped-accessible public restroom, allowing the use during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, on days that City Hall is open;
- 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;
- Cost of checkout-dedicated computer, software, scanner, receipt printer. Amount will provide equipment for first three years and will need to be paid again after 3 years of Link Site operation. Initial cost for start-up will be $1,200 and payments following will be dependent on cost of equipment;
- Maintenance of the book drop, to be moved to the location of the Link Site;
- 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;

- Signage to establish location as "Library Link Site to East Central Regional Library"
- Shelving for approximately 350-400 books and other items;
- Functional seating and worktable for volunteers;
- Comfortable seating and reading tables for 5-8 customers at a time;
- Utilities for the facility;
- Cleaning of facility;
- A locked facility for library computer, equipment, and materials when not in active use;
- The City may, at its sole option, elect to provide computers for the public, to use for catalog searching, database browsing, Internet surfing. Printers for public use. **Equipment must meet ECRL minimum standards, and have content-filtering software.** Maintenance of community-provided computer equipment;
- Identification and assistance in recruiting volunteer workers from the community;
- Input for ECRL in determining best hours open;
- Commitment to recruiting dependable volunteer staffing to work at site for open hours planned.

This agreement recognizes the fact that the City of Isanti, in partnership with the Friends of the Isanti Area Library, is fulfilling the above responsibilities.

The site will be evaluated at 3 months, 6 months, and 12 months of the first year of operation. If, at the end of any of those periods, the site is determined not viable for the regional library system, or not valuable to the City, the ECRL or the City of Isanti may terminate this agreement with 30 days notice, without penalty or recrimination. After the first year, the site will be evaluated annually or more often if deemed appropriate by either ECRL or the City of Isanti. If adequate funding is provided, if the ECRL Board and City of Isanti approves, and the Link site is determined to be viable and valuable to all parties, the agreement may be renewed annually.

*(Signed)*_____ *(Date)*_____
*Regional Library Director*
*East Central Regional Library*

*(Signed)*_____ *(Date)*_____
*Mayor*
*City of Isanti*

* * * * * * * * * * * * * * * * * * * * * * *

Exhibit B

**East Central Regional Library**
LINK SITES PROJECT
***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 separate agreement with the City of Isanti to establish a pilot site 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 pilot site facility will be staffed by a combination of ECRL staff and community volunteers, with the goal of being open one day a week not to exceed six 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
- Cost of checkout-dedicated computer, software, scanner, receipt printer. Amount will provide equipment for first three years and will need to be paid again after 3 years of Link Site operation. Initial cost for start-up will be $1,200 and payments following will be dependent on cost of equipment.
- Maintenance of the book drop, to be moved to the location of the Link Site at ECRL expense;
- Signage to establish location as "Library Link 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. 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 Library Link site
- Heat for the Library Link site.
- Cooling for the Library Link site.

The site will be evaluated at 3 months, 6 months, and 12 months of the first year of operation. 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 days written notice to the other party hereto. After the first year, 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 Link site is determined by all parties to continue to be feasible all parties, the agreement may be renewed annually.

*(Signed)*_____ *(Date)*_____
*President*
*Friends of the Isanti Area Library, Inc.*

*(Signed)*_____ *(Date)*_____
*Mayor*
*City of Isanti*

* * * * * * * * * * * * * * * * * * * * * *

**RESOLUTION 2025-XXX**

**APPROVING PARTNERSHIP AGREEMENT BETWEEN THE CITY OF ISANTI AND THE EAST CENTRAL REGIONAL 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), relating to an ECRL Outreach Stop in Isanti City Hall; and,

**WHEREAS**, the ECRL and the City of Isanti have bi-annually renewed the Partnership Agreement, providing ECRL services through the Outreach Stop at City Hall;

**NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota** to authorize Staff to extend Partnership Agreement with the East Central Regional Library Board through the year 2026.

This resolution was duly adopted by the Isanti City Council this 21st day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

**AGENDA ITEM NO. L.3**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jaden Strand, City Clerk
**Date:** January 21, 2025
**Subject:** Resolution to Approve the Cannabinoid Registration for Isanti Tobacco LLC

---

**Background:**
Isanti Tobacco LLC has submitted a complete application, and through review, have been recommended to proceed forward to the City Council for approval of their cannabinoid registration.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Resolution to Approving the Cannabinoid Registration for Isanti Tobacco LLC

**RESOLUTION 2025-XXX**

**APPROVING THE CANNABINOID REGISTRATION FOR ISANTI TOBACCO LLC**

**WHEREAS**, Isanti Tobacco LLC has applied for a cannabinoid registration per City Code; and,

**WHEREAS**, the applicant has paid the required fee established by City Code; and,

**WHEREAS**, the applicant has no delinquent City fees; and,

**WHEREAS**, the Police Department has reviewed the application;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Isanti, Minnesota, that:

1. The cannabinoid registration for Isanti Tobacco LLC is hereby approved.
2. The effective date of the registration shall be through December 31, 2025.

This Resolution is hereby approved by the Isanti City Council this 21st day of January 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

**AGENDA ITEM NO. L.4**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Chief Travis Muyres
**Date:** January 21, 2025
**Subject:** Resolution to Approve Staff to Submit Applications for Grants Pertaining to Police Department

---

**Background:**
Each year grants available specific to the types of activities conducted by the Police department through organizations like Toward Zero Deaths, the Department of Justice, HSEM, etc. 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 to achieve the goals of the department.

**Request:**
Staff is requesting action on this item

**Attachment(s):**
- Resolution to Approve Staff to Submit Applications for Grants Pertaining to Police Department

**RESOLUTION 2025 -XXX**

**APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO POLICE DEPARTMENT**

**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 2025.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

**AGENDA ITEM NO. L.5**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Julia Cederberg, Park and Recreation Coordinator
**Date:** January 21, 2025
**Subject:** Resolution to Approve Staff to Submit Applications for Grants Pertaining to Parks and Recreation

---

**Background:**
Each year City staff receives notification of various grant opportunities pertaining to Parks and Recreation. City staff have been successful in being awarded various grants in the past and would like to continue to pursue more grants in the future.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Resolution to Approve Staff to Submit Applications for Grants Pertaining to Parks and Recreation

**RESOLUTION 2025-XXX**

**APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO PARKS AND RECREATION**

**WHEREAS,** City staff is continually notified of eligible grant opportunities; and,

**WHEREAS,** the City of Isanti has been awarded grants for Parks and Recreation projects in the past; and,

**WHEREAS,** City staff has approval for submission of applications to grants and to future grant opportunities that pertain to Parks and Recreation. Submittal of grants that fit within the described areas will be based upon City staffs' 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 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 Parks and Recreation on a continual basis as needed.

This Resolution hereby approved by the Isanti City Council this 21st day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

**AGENDA ITEM NO. L.6**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Stephanie Hillesheim, Community Development Director
**Date:** January 21, 2025
**Subject:** Resolution to Approve Staff to Submit Applications for Grants Pertaining to Community Development

---

**Background:**

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 DNR, MNDOT, MN Economic Development Foundation and other organizations. City staff requests approval each year 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.

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.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Resolution to Approve Staff to Submit Applications for Grants Pertaining to Community Development

**RESOLUTION 2025-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 DNR, MNDOT, 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 21st day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

**AGENDA ITEM NO. L.7**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Stephanie Hillesheim, Community Development Director
**Date:** January 21, 2025
**Subject:** Resolution to Consider the Authorization of a Reduction in the Letter of Credit for Fairway Greens North 3rd Addition

---

**Background:**
A substantial portion of the Fairway Greens North 3rd Addition has been constructed, therefore JPB Land, LLC is requesting a reduction in their letter of credit for the development. After careful review by Community Development Director Hillesheim, Finance Director Betker and City Engineer Jason Cook the recommended reduction is $1,060,061.02. The remaining amount of the Letter of Credit, $791,650.52, is deemed sufficient to cover the costs of completing the development should that be required of the City.

**Request:**
Staff is requesting action on this item.

**Attachment(s):**
- Resolution to Consider the Authorization of a Reduction in the Letter of Credit for Fairway Greens North 3rd Addition
- Engineering Memo Regarding Fairway Greens North 3rd LOC Adjustment No 1

**RESOLUTION 2025-XXX**

**AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR FAIRWAY GREENS NORTH 3RD ADDITION**

**WHEREAS,** JPB Land, LLC, the developer, has submitted a request for a reduction in the letter of credit for Fairway Greens North 3rd 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 $1,060,061.02; and,

**WHEREAS**, the remaining amount of $791,650.52 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 21st day of January 2025.

Attest: _____
Interim Mayor Luke Merrill

_____
Jaden Strand
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**: January 14, 2025

**To**: Stephanie Hillesheim, Community Development Director

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

**Subject**: Fairway Greens North 3rd Addition –Letter of Credit Adjustment
City of Isanti, MN
Project No.: 24X.136462

The Developer of the Fairway Greens North 3rd Addition subdivision has requested a reduction to the Letter of Credit (LOC) the City holds on the project.

The development agreement states that we continue to hold 125% of the construction costs not completed to date and to hold 20% of the construction costs of items installed to date until all documents are received and the project is closed out. Once the project is complete the City would then hold 10% of the project cost for the warranty period.

Attached are the invoices from the contractors for work completed to date.

The materials have been found to be in compliance with city standards.

$1,009,581.93 of the requested amount is the actual construction cost completed to date, so, following city standard retainage practices, we recommend adjusting the LOC to hold 20% of this amount while releasing the 25% overhead that was originally included in the LOC.

$1,009,581.93 - Construction Cost Completed to Date

-$201,916.39 - 20% retainage until project is closed out

+$252,395.48 – 25% overhead originally included in the LOC

$1,060,061.02 – recommended reduction in LOC

We recommend approving the reduction of the Letter of Credit in the amount of **$1,060,061.02** for materials incorporated into the project. This would hold $201,916.39 in retainage on work completed to date and would be reduced to 10% once the project is completed and moves into the warranty phase.

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. M.1**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Chief Travis Muyres
**Date:** January 21, 2025
**Subject:** December Code Enforcement Report

---

**Request:**
Reports require no action.

**Attachment(s):**
- December 2024

| CEZT REPORT - December 2024 | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
| TOTAL CASES THIS YEAR AT END OF MONTH | | 3 | 5 | 15 | 18 | 23 | 42 | 52 | 68 | 71 | 76 | 82 | 83 |
| NEW CASES REPORTED THIS MONTH | | 3 | 2 | 10 | 3 | 5 | 19 | 11 | 17 | 3 | 5 | 6 | 1 |
| CARRIED FORWARD FROM PREVIOUS MONTH | 1 | 1 | 4 | 0 | 2 | 4 | 2 | 9 | 4 | 8 | 2 | 1 | 1 |
| NEW CASES + CARRIED FWD | | 4 | 6 | 10 | 5 | 9 | 21 | 20 | 21 | 11 | 7 | 7 | 2 |
| CLOSED THIS MONTH | | 0 | 6 | 8 | 1 | 7 | 12 | 16 | 13 | 9 | 6 | 6 | 2 |
| ACTIVE END OF MONTH (NOT INCL CITATIONS) | | 4 | 0 | 2 | 4 | 2 | 9 | 4 | 8 | 2 | 1 | 1 | 0 |
| | | | | | | | | | | | | | |
| CAN - Prohibited Animals § 87.1 | | | | | | | | | | | | | |
| CCV - Comm Vehicle storage § 227-9/10 | | | | | | | | | | | | | |
| CDO - Dogs § 87.3 | | | | 5 | | | 2 | | 1 | 1 | | | |
| CPA - Park & Store § 227-8 | | 1 | | 1 | 1 | 1 | 3 | 2 | 1 | | 3 | 4 | 1 |
| CSN - Snow Removal § 216-2-P | | | | | | | | | | | | | |
| CSP - Admin Permits/Solicitors/Peddlers | | | | | | | | | | | | | |
| CST - PODS/Rolloffs § 227-8-C | | | | | | | | | | | | | |
| H20 - Water Restrictions § 325-17-C | | | | | | | | | | | | | |
| Nuisance Noise § 216-4-B-(4d) | | | 1 | | | | | | | | | | |
| NGA - Garbage Service & Storage § 216-4-L | | | | | | | | | | | | | |
| NGR - Grass/Weed Length § 216-2-H | | | | | | | 13 | 6 | 11 | 1 | | | |
| Nuisance Junk/Rubbish § 216-2-L | | 1 | | 3 | 3 | 3 | 1 | 1 | 4 | | 2 | | |
| NUV - Unlicensed Vehicle or expired tabs § 216-2-L | | | | 1 | | | | 1 | | | | | |
| ZAC - Accessory Building § 445, SEC 6, SUB 6, C | | | | | | | | | | | | | |
| ZFE - Fence § 216-4-A-(16) | | | | | | | | | | 1 | | | |
| Parking Regulations § 227-2 | | | 1 | | | | | | | | | | |
| Zoning Ordinance 445 | | | | 1 | | 1 | | 2 | | | | 1 | |
| Building /Permit | | | | | | | | | | | | | |
| Snow § 216-2-(P) | | 1 | | | | | | | | | | | |
| Animal §87-1.4 | | | | | | | | | | | | 1 | |
| MISDEMEANOR CITATIONS ISSUED THIS MONTH | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| COMPLIANCE LETTERS MAILED THIS MONTH | | | | 8 | 2 | 1 | 9 | 5 | 9 | 3 | 2 | 1 | |
| ABATED PROPERTIES THIS MONTH | | | | | | | | 2 | | 2 | | | |

**AGENDA ITEM NO. M.2**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Chief Travis Muyres
**Date:** January 21, 2025
**Subject:** December Police Department Report and Annual Police Department Report

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**Request:**
Reports require no action.

**Attachment(s):**
- December 2024
- 2024 - Annual Report

# Isanti Police Department Monthly Report
## December 2024

| Reported Crime | Month to Date | Year to Date |
|---|---|---|
| Theft | 2 | 49 |
| Assault | 1 | 14 |
| Vandalism/Damage to Property | 1 | 57 |
| Narcotics | 1 | 12 |
| Burglary | 0 | 4 |
| Domestics | 1 | 37 |
| Crim Sex | 0 | 3 |
| Robbery | 0 | 0 |
| Loud Party/Disturbance | 3 | 130 |
| Medical | 46 | 504 |
| Permit to Purchase | 8 | 63 |
| Security Check / Extra Patrol | 335 | 4,655 |

| Traffic Offenses | Month to Date | Year to Date |
|---|---|---|
| No Insurance | 7 | 120 |
| DUI | 2 | 14 |
| Accidents | 5 | 86 |
| Hit & Run | 0 | 7 |
| Warrant P/U | 1 | 27 |
| Speed | 2 | 100 |
| DAR/DAS | 11 | 194 |
| Administrative Citations (Including Speed | 7 | 87 |
| Speed (Warnings & Citations) | 11 | 389 |

| Squad Mileage | Month End Mileage | Month Miles | YTD Miles |
|---|---|---|---|
| Ford Explorer 224 (2016) | 120,073 | 279 | 4,954 |
| Ford F150 225 (2017) | 75,426 | 451 | 7,185 |
| Chevy Impala 223 (2012) | 123,611 | 339 | 10,997 |
| Dodge Durango 226 (2020) | 97,449 | 1,365 | 21,090 |
| Dodge Durango 227 (2020) | 92,114 | 859 | 18,380 |
| Dodge Durango 228 (2021) | 81,097 | 1,031 | 17,167 |
| Chevy Tahoe 229 (2021) | 62,179 | 2,970 | 15,779 |
| Dodge Charger 230 (2021) | In the Shop | #VALUE! | #VALUE! |
| Dodge Ram 1500 231 (2023) | 4,895 | 1,781 | 4,895 |
| Chevy Silverado 1500 232 (2024) | 1,810 | 590 | 1,810 |
| Chevy Silverado 1500 233 (2024) | 2,992 | 1,055 | 2,992 |

# Isanti Police Department Annual Report - 2024

| TOTAL ICRs | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 4866 | 5433 | 5868 | 6125 | 8411 | 8458 | 8174 | 8951 | 10293 | 9847 | 10315 | 10307 | 9860 | |

**REPORTED CRIME**

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | % Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Theft | 141 | 163 | 120 | 188 | 152 | 145 | 160 | 126 | 145 | 112 | 76 | 64 | 47 | -26.6% |
| Assault | 37 | 43 | 37 | 34 | 41 | 40 | 44 | 33 | 28 | 44 | 25 | 15 | 14 | -6.7% |
| Vandalism | 94 | 49 | 59 | 80 | 91 | 62 | 57 | 43 | 46 | 56 | 40 | 48 | 57 | 18.8% |
| Narcotics | 46 | 26 | 27 | 22 | 42 | 38 | 52 | 27 | 31 | 45 | 32 | 14 | 12 | -14.3% |
| Burglary | 20 | 17 | 20 | 17 | 25 | 12 | 13 | 12 | 6 | 10 | 7 | 7 | 4 | -42.9% |
| Domestics | 79 | 78 | 83 | 103 | 83 | 85 | 94 | 61 | 63 | 67 | 50 | 70 | 37 | -47.1% |
| Crim Sex | 10 | 11 | 7 | 9 | 5 | 9 | 10 | 6 | 6 | 10 | 11 | 10 | 3 | -70.0% |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| Loud party | 151 | 125 | 119 | 132 | 124 | 151 | 127 | 151 | 156 | 74 | 76 | 107 | 130 | 21.5% |
| Medical | | | | 304 | 265 | 313 | 363 | 348 | 410 | 451 | 498 | 434 | 504 | 16.1% |
| Permit to Purchase | | | | | | | 77 | 66 | 143 | 98 | 84 | 53 | 63 | 18.9% |
| Security Check/Extra Patrol | | | | | | | 2,126 | 3,066 | 4,756 | 4,350 | 5,121 | 4,307 | 4,635 | 7.6% |

**Traffic Offenses**

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | %Change |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| No Insurance | 46 | 89 | 90 | 89 | 90 | 82 | 190 | 67 | 56 | 103 | 134 | 125 | 120 | -4.2% |
| DUI | 34 | 18 | 23 | 33 | 27 | 20 | 24 | 24 | 13 | 20 | 10 | 7 | 14 | 50.0% |
| Accidents | 67 | 96 | 76 | 68 | 79 | 82 | 116 | 98 | 94 | 119 | 125 | 88 | 86 | -2.3% |
| Hit & Run | 9 | 11 | 5 | 6 | 3 | 10 | 18 | 10 | 4 | 1 | 9 | 13 | 7 | -85.7% |
| Warrant P/U | 45 | 61 | 50 | 31 | 52 | 53 | 38 | 35 | 24 | 59 | 48 | 25 | 27 | 7.4% |
| Speeding | 126 | 125 | 123 | 189 | 222 | 257 | 309 | 298 | 294 | 157 | 72 | 24 | 100 | 76.0% |
| DAR/DAS | 44 | 49 | 33 | 34 | 46 | 58 | 77 | 44 | 55 | 134 | 134 | 170 | 194 | 12.4% |
| Speed Total (Citations and Warnings) | | | | | | | | | | | 436 | 282 | 389 | 27.5% |

**Squad Mileage**

| | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Chevrolet Impala 223 | | | | 5,460 | 5,413 | 5,381 | 4,490 | 5,395 | 3,295 | 4,698 | 5,266 | 9,277 | 10,997 |
| Ford Explorer 224 | | | | | 18,847 | 19,769 | 20,795 | 22,241 | 21,442 | 8,859 | 9,484 | 7,957 | 4,954 |
| Ford F150 225 | | | | | | 4,900 | 12,160 | 12,649 | 14,620 | 10,561 | 3,622 | 6,924 | 7,185 |
| Dodge Durango 226 | | | | | | | | 9,195 | 16,674 | 15,672 | 13,265 | 20,749 | 21,090 |
| Dodge Durango 227 | | | | | | | | 7,166 | 26,523 | 17,036 | 11,456 | 13,834 | 18,380 |
| Dodge Durango 228 | | | | | | | | | 7,686 | 19,956 | 15,443 | 20,316 | 17,167 |
| Chevy Tahoe 229 | | | | | | | | | | 14,566 | 15,578 | 16,256 | 15,779 |
| Dodge Charger 230 | | | | | | | | | | 1,973 | 16,387 | 24,277 | 19,182 |
| Ram 1500 231 | | | | | | | | | | | | | 4,895 |
| Chevy Silverado 232 | | | | | | | | | | | | | 1,810 |
| Chevy Silverado 233 | | | | | | | | | | | | | 2,992 |

**Total Miles Driven**

| 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 70,357 | 72,834 | 62,675 | 76,562 | 80,121 | 71,274 | 65,505 | 73,269 | 102,598 | 100,235 | 96,099 | 123,288 | 124,431 |

**AGENDA ITEM NO. M.3**

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Stephanie Hillesheim, Community Development Director
**Date:** January 21, 2025
**Subject:** December Building Inspector Report

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**Request:**
This report requires no action.

**Attachment(s):**
- December 2024

**CITY OF ISANTI MONTHLY REPORT**

**December 2024**

| 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 | 51 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $4,000.00 | | |
| ROOF / SIDING | 4 | 167 | $0.00 | $1,217,041.50 | $4.00 | $18.00 | $320.00 | $26,487.87 | | |
| DECK | 1 | 30 | $18,000.00 | $292,292.84 | $6.06 | $15.92 | $400.95 | $9,508.49 | | |
| LL FINISH | 0 | 15 | $0.00 | $112,039.60 | $0.00 | $10.56 | $0.00 | $4,730.20 | | |
| REMODEL / ADDITION | 1 | 18 | $0.00 | $622,533.21 | $1.00 | $108.75 | $300.00 | $12,548.70 | | |
| GARAGE / SHED | 0 | 11 | $0.00 | $630,232.49 | $0.00 | $7.46 | $0.00 | $11,216.82 | | |
| MISCELLANEOUS | 12 | 183 | $0.00 | $408,558.56 | $12.00 | $32.00 | $1,100.00 | $26,588.25 | | |
| SINGLE DWELLINGS | 2 | 36 | $535,143.00 | $8,417,274.53 | $267.57 | $664.61 | $6,956.40 | $111,769.02 | | |
| MULTI DWELLINGS | 0 | 3 | $0.00 | $15,921,791.00 | $0.00 | $0.00 | $0.00 | $121,551.54 | | |
| MECHANICAL | 8 | 89 | $0.00 | $0.00 | $8.00 | $18.00 | $680.00 | $8,705.00 | | |
| PLUMBING | 8 | 90 | $0.00 | $0.00 | $8.00 | $20.00 | $825.00 | $8,605.00 | | |
| **RESIDENTIAL TOTAL** | **36** | **693** | **$553,143.00** | **$27,621,763.73** | **$306.63** | **$895.30** | **$10,582.35** | **$345,710.89** | | |
| **COMMERCIAL** | | | | | | | | | | |
| NEW BUILDINGS | 0 | 0 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | | |
| REMODEL / ADDITION | 0 | 5 | $0.00 | $1,918,911.00 | $0.00 | $0.00 | $0.00 | $21,452.72 | | |
| PLUMBING | 0 | 8 | $0.00 | $609,655.00 | $0.00 | $1.50 | $0.00 | $9,769.50 | | |
| MECHANICAL | 2 | 16 | $82,077.00 | $2,162,058.75 | $41.04 | $46.47 | $1,458.60 | $27,951.19 | | |
| ROOF / SIDING | 1 | 8 | $111,000.00 | $2,236,200.00 | $55.50 | $70.50 | $1,923.90 | $25,370.70 | | |
| MISCELLANEOUS | 1 | 58 | $0.00 | $11,289,484.00 | $1.00 | $13.40 | $50.00 | $25,631.44 | | |
| **COMMERCIAL TOTAL** | **4** | **95** | **$193,077.00** | **$18,216,308.75** | **$97.54** | **$131.87** | **$3,432.50** | **$110,175.55** | | |
| **RESIDENTIAL/COMMERCIAL TOTAL** | **40** | **788** | **$746,220.00** | **$45,838,072.48** | **$404.17** | **$1,027.17** | **$14,014.85** | **$455,886.44** | **$14,056.00** | **$224,100.00** |

**YEARLY BUILDING PERMIT COMPARISONS** **THRU 12/31/2024**

| 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 | $465,982.00 |
| **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 |

**MONTHLY COMPARISON FOR**

| Month | # Permits | Permit Value | Permit Fees |
|---|---|---|---|
| **January** | 51 | $5,928,464.00 | $70,572.14 |
| **February** | 49 | $12,022,919.46 | $19,475.94 |
| **March** | 52 | $1,243,375.29 | $23,476.19 |
| **April** | 60 | $13,632,576.06 | $126,117.76 |
| **May** | 169 | $3,194,923.40 | $56,880.62 |
| **June** | 64 | $1,013,932.02 | $20,983.61 |
| **July** | 73 | $5,093,683.95 | $57,796.10 |
| **August** | 75 | $1,117,724.20 | $25,521.68 |
| **September** | 65 | $729,878.01 | $17,474.95 |
| **October** | 57 | $358,294.87 | $10,426.15 |
| **November** | 33 | $756,081.22 | $13,146.45 |
| **December** | 40 | $746,220.00 | $14,014.85 |
| **Totals** | 788 | $45,838,072.48 | $455,886.44 |

**AGENDA ITEM NO. M.4**

BOLTON & MENK

# MEMO

**To:** **Interim Mayor Luke Merrill and Members of City Council**
**From:** Jason W. Cook, P.E., City Engineer
**Date:** January 21, 2025
**Subject:** January Engineering Project Status Report

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**Background:**

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

**1) 2025 Pavement Management Project**

We will finalize plans in the coming month.

**2) 2025 Isanti Hills Improvement Project**

We will create the feasibility report in the coming month.

**3) Well 4 Study**

We will continue with well and plan design this month.

**4) Roundabout Improvements**

We will continue with final design of this plan. We will also continue with the land acquisition process this month.

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

**Request:**
This report requires no action.