AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, FEBRUARY 4, 2025 – 7:00 PM
COUNCIL CHAMBERS

WATCH MEETING LIVE AT
WWW.FACEBOOK.COM/CITYOFISANTI

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 21, 2025 - Committee of the Whole Meeting Minutes
2. January 21, 2025 - City Council Meeting Minutes

H. Announcements
1. **CITY OFFICES CLOSED - Monday**, February 17, 2025 in Observance of Presidents' Day
2. Committee of the Whole Meeting - Tuesday, February 18, 2025 at 5:00 pm
3. Planning Commission Meeting - Tuesday, February 18, 2025 at 6:00 pm
4. City Council Meeting - Tuesday, February 18, 2025 at 7:00 pm
5. Parks and Recreation Board Meeting - Tuesday, February 25, 2025 at 6:00 pm

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution to Consider Approving Variances for a Second Driveway at 27686 Polk St
2. Resolution to Consider Approving a Special Event Permit for Downtown Isanti Street Dances
3. Resolution to Consider Approving a Special Event Permit for 2025 Fireworks and Splish Splash Summer Bash
4. Councilmember iPad Discussion
5. Brush at Compost Site Discussion
6. South Passage Railroad Crossing Continued Discussion

L. Approve Consent Agenda
1. Payroll in the Amount of $150,089.52 and Accounts Payable in the Amount of $351,185.82
2. Resolution to Accept the Collection and Disbursement of Donations from Illuminate Isanti

3. Resolution to Accept Resignation of Custodian Donald Hansen
4. Resolution to Approve a Temporary On-Sale Liquor License for Tibetan American Foundation of MN
5. Request for Proposals for Rug and Uniform Services

M. Other Communications

N. Adjournment

AGENDA ITEM NO. G.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: February 4, 2025
Subject: January 21, 2025 - Committee of the Whole Meeting Minutes

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Background:
Attached are the minutes from the January 21, 2025 Committee of the Whole meeting for consideration of approval.

Request:
Staff is requesting approval.

Attachment(s):
- 1-21-2025 COW Minutes

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, JANUARY 21, 2025 – 5:00 PM
COUNCIL CHAMBERS

A. Call to Order
Interim Mayor Luke Merrill called the meeting to order at 5:10 pm.

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

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

Staff Present: CA Wood, CC Strand, CDD Hillesheim, FD Betker, PRE Swanson, AP Haas, CE Cook and Lt. McCarty

Others Present: Rockstad and Relics Owner Amy Rockstad

D. Public Comment
None

E. New Business

1. Dahlin Ave and Main Street Intersection Discussion

- Amy Rockstad, Rockstad and Relics owner, shared that majority of customers do not park near the corner of the intersection.
- Committee discussed.
- CA Wood suggested installing handicap space.
- Consensus from Committee is to move forward with installing handicap parking space.

2. South Passage Railroad Crossing Surface Replacement

- CE Cook shared that BNSF reached out to the City with interest in cost sharing for surface replacement on the South Passage railroad crossing.
- Committee discussed.
- Consensus from Committee is to not move forward right now however, the City is interested in working with BNSF in the future when mill and overlay is scheduled to be done on the road.
- Further consensus is for City Engineer to look into if there is a prior agreement with the railroad.

Motion by Councilmember Jeff Holmgren, seconded by Councilmember George Hemen to recess at 6:01 pm. Motion carried 3 - 0.

Motion by Councilmember Jeff Holmgren, seconded by Councilmember George Hemen to

resume meeting at 6:38 pm. Motion carried 3 - 0.

3. Isanti Community Center Internet Discussion

- Interim Mayor Luke Merrill requested discussion on this item.
- Committee discussed adding Wi-Fi to the Community Center and raising the rental fees.
- Consensus from Committee is for Staff to receive additional quotes for adding Wi-Fi the Community Center.
- Consensus from Committee is to further discuss rental pricing.
- Further consensus is for the Community Center to be rented out into blocks moving forward.

F. Old Business

1. Shatter Proof Window Film

- Lieutenant McCarty shared the cost to install shatter proof window film on the two side windows near the receptionist area would be $548.00 and the two back doors on the east side of City Hall would cost $750.00 with McCarty noting that the cost is higher for the back doors because they are one large pane.
- Committee discussed.
- Consensus from Committee is to leave item on old business and bring to February COW meeting for further discussion.

G. Goals

1. Leaf Pickup

2. Dynamic Sign

- Interim Mayor Luke Merrill asked for an update on the dynamic sign and asked if Council could authorize Staff to buy a portable sign to be placed there in the meantime. CDD Hillesheim answered the sign is in process and an off premise sign is not allowed in the location and that it would have to be a community sign.

3. Facebook Polls & Surveys

4. Sidewalk In-Fill

5. Capital Planning for Tyler Ave SE & 4th Ave SW

H. Adjournment

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to adjourn The meeting adjourned at 7:00 pm.

Respectfully Submitted,

Jaden Strand
City Clerk

AGENDA ITEM NO. G.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: February 4, 2025
Subject: January 21, 2025 - City Council Meeting Minutes

Background:
Attached are the minutes from the January 21, 2025 City Council meeting for consideration of approval.

Request:
Staff is requesting action on this item.

Attachment(s):
- 1-21-2025 City Council Minutes

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

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

WATCH MEETING LIVE AT
WWW.FACEBOOK.COM/CITYOFISANTI

A. Call to Order
Mayor Luke Merrill called the meeting to order at 7:00 pm.

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

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

Staff Present: CA Wood, CC Strand, CDD Hillesheim, FD Betker, LSM Lusk, PRE Swanson and Lieutenant McCarty

Others Present: Rum River BMX President Tim Dobosenski, County Commissioner Todd Christensen, Danelle VanVleet, Jacob Miller, Chris Rosemark, Nathan Chapman and Nicholas Pedersen

D. Public Comment
None

E. Adopt Agenda
Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to adopt agenda. Motion carried: 3 - 0.

F. Proclamations/Commendations/Certificate Award
None

G. Approve City Council Minutes
1. January 6, 2025 - City Council Meeting Minutes

Interim Mayor Luke Merrill requested the minutes reflect that he was appointed to North 65 Chamber of Commerce.

Motion by Councilmember Jeff Holmgren, seconded by Interim Mayor Luke Merrill to approve with the modification listed above. Motion carried: 3 - 0.

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

Councilmember Jeff Holmgren shared school board updates.

J. Public Hearings

None

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**

Resolution 2025-005 Amending Resolution 2025-001 Designating Committees and Representative City Commissions and Advisory Boards for Year 2025

Interim Mayor Luke Merrill shared candidate Kenneth Waldo was unable to attend the meeting for the interview process.

Candidates were asked questions that directly pertained to the councilmember position.

Councilmembers were given a ballot to vote for their desired candidate.

Voting results were unanimous with Nicholas Pedersen receiving 3 votes.

CC Strand administered the Oath of Office to Nicholas Pedersen and took seat among the Council.

City Council discussed amending the resolution designating committees, city commissions and advisory boards for year 2025 to include Councilmember Pedersen.

City Council also discussed the Council Representative position on Fire Board.

Motion by Councilmember George Hemen, seconded by Councilmember Nicholas Pedersen to designate Councilmember Nicholas Pedersen to Community Education, alternate for School Board and Chamber of Commerce and to bring discussion on Fire Board representative to February City Council meeting for further discussion. Motion carried 3 - 0 with Councilmember Jeff Holmgren abstaining from voting.

2. **Resolution to Consider Approving a Special Event Permit for RRBMX Governors Cup Event**

Resolution 2025-006 Approving Special Event Permit Application for Rum River BMX Governors Cup Event

CDD Hillesheim shared that RRBMX is requesting a special event permit for their Governors Cup race event. The event will take place January 24, 2025 from 6:00 pm to 10:00 pm, January 25, 2025 from 11:00 am to 3:00 pm and January 26, 2025 from 11:00 am to 3:00 pm. for a 3-day event.

CDD Hillesheim continued to share the event will be held at the Isanti Indoor Area and is expected to host 800 to 1,000 people per day. The event is open to the public and includes multiple BMX races throughout the weekend.

CDD Hillesheim further shared that PSD 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.

Interim Mayor Luke Merrill asked Tim Dobensenski, Rum River BMX President how the New Years event went.

Tim Dobensenski, Rum River BMX President, updated the Council on the successful event.

Motion to approve by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren. Motion carried 4 - 0.

3. 2024 Illuminate Isanti Recap and Discussion

CDD Hillesheim shared a financial report for Illuminate Isanti 2024.The report included the operating budget of $230,819.00 with an additional $7,000.00 budgeted for Staff time for overtime and 3 seasonals that were allotted for the event. The total operating expenses were $14,702.85 with an additional $4,164.44 in Staff time and sponsorship amount of $9,000.00.

City Council discussed.

Nathan Chapman, 425 Eagle Street, shared that when he attended the event and his son enjoyed it. He also shared that had he known the fiscal side of the event he would of donated and its unfortunate that the event is not sustainable.

Chris Rosemark shared that he had only attended the event once and he observed more people using the sledding hill than walking around.

CA Wood suggested a tree lighting type of event that would be lower cost and bring the community together. Wood further shared that Staff could discuss ideas and options and bring back for further discussion.

Danelle VanVleet, 508 Moline Loop, suggested selling the lights and exhibits.

Councilmember Jeff Holmgren suggested bringing discussion back in February and hopefully there will be more ideas such as use for the lights, potentially selling or leasing the lights and exhibits or a scaled down version of the event.

City Council further discussed.

Motion by Councilmember Nicholas Pedersen, seconded by Councilmember Jeff Holmgren

to split the onsite donations between the volunteer groups. Motion carried 4 - 0.

4. Municipal Cannabis Dispensary Discussion

Interim Mayor Luke Merrill requested discussion on this item.

Merrill shared that there are benefits to the City for having a cannabis store and requested looking into the City having one.

LSM Lusk shared that there is potential for a lot of revenue for the City without it coming from property taxes and it does give the City control. The initial application fee is $2,500.00 and the renewal is $5,000.00 annually.

Lusk continued to share that the difference between the liquor store and a cannabis store is that it does not need to be a big storefront.

Councilmember George Hemen asked if there is room in the liquor store to include a cannabis store. LSM Lusk answered it cannot be in the same building as the liquor store per state regulation.

Councilmember George Hemen shared concern with cash oversight since the purchases need to be done with cash.

City Council further discussed.

Isanti County Commissioner Todd Christensen shared with the legislature it is best to get ahead of it.

CA Wood shared that with the current cannabis ordinance there is no limit on the number of cannabis businesses within the City. If an amendment is made to limit the number of businesses in the City and any applications submitted prior to adoption the ordinance amendment, the City must process the application and they would be permitted.

FD Betker shared that the City does have internal control for the cash and they City would need to find a bank to deposit the cash as it cannot go in a safe.

FD Betker continued to share that the reason to have a municipal dispensary would be to have local control. If it was private dispensary, an officer cannot go into the store whenever and if it is a municipal dispensary an officer can enter anytime.

City Council further discussed.

Motion by Interim Mayor Luke Merrill, seconded by Councilmember Nickolas Pedersen for Staff to reach out to other cities and bring back to COW with more information on a municipal dispensary. Motion carried 3-1 with Councilmember George Hemen opposed.

5. Isanti County Roads Safety Action Plan
https://www.co.isanti.mn.us/860/Comprehensive-Safety-Action-Plan

Interim Mayor Luke Merrill requested discussion on this item.

Merrill shared that there are intersections within the community that are highly discussed including Whiskey Road and South Passage. There is a County survey that residents can complete with input on safety and transportation.

CA Wood stated that the County Engineer shared there is a study action plan that they are doing and that he marked Whiskey Road and South Passage as an area of concern. The survey would be live through the night however, for how long it would be live was undetermined.

There was no further action from Council.

Motion by Councilmember Jeff Holmgren, seconded by Councilmember Nicholas Pedersen to add K.6. Facebook Live Advertising. Motion carried 4 - 0.

6. Facebook Live Advertising

Interim Mayor Luke Merrill requested discussion on this item.

Merrill requested Council to post the agendas to the community Facebook pages prior to each meeting and add verbiage on the agendas that the meetings could be watched live on the City's Facebook page.

CA Wood shared that Staff would add language on the agendas.

Councilmember Jeff Holmgren asked about he City having other social media platforms. CA Wood responded that it is a topic for discussion on goal setting.

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

Resolution 2025-007 Approving Partnership Agreement Between the City of Isanti and the East Central Regional Library

3. Resolution to Approve the Cannabinoid Registration for Isanti Tobacco LLC

Resolution 20258-008 Approving the Cannabinoid Registration for Isanti Tobacco LLC

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

Resolution 2025-009 Approving 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**

   Resolution 2025-010 Approving 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**

   Resolution 2025-011 Approving Staff to Submit 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**

   Resolution 2025-012 Authorizing a Reduction in the Letter of Credit for Fairway Greens North 3rd Addition

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to approve the consent agenda. Motion carried 4 - 0.

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**

CA Wood shared that the annual goal setting meeting will be held on February 4th at 6:00 pm.

N. Adjournment

Motion to adjourn by Councilmember Nicholas Pedersen, seconded by Councilmember Jeff Holmgren. Motion carried 4 - 0. The meeting adjourned at 9:27 pm.

Respectfully Submitted,

Jaden Strand
City Clerk

AGENDA ITEM NO. K.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jared Haas, Associate Planner
Date: February 4, 2025
Subject: Resolution to Consider Approving Variances for a Second Driveway at 27686 Polk St

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Background:
Tyler Berres has submitted an application for two variances to install a second driveway with a bituminous millings surface (loose millings and not paved). The 35 acre parcel is zoned R1-A Residential Rural District. Section 17 of the Zoning Ordinance limits properties to one driveway and requires surfaces to be concrete, bituminous, asphalt, or a driveway paver system. City staff and the City Engineer have reviewed the request and have not found any conflicts with line of sight, utilities, or impervious surface requirements.

The Planning Commission reviewed the requested variances at a public hearing called on January 21, 2025 and recommended approval of the variance and based on the findings of fact which have been included in this packet.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Approving Variances for a Second Driveway at 27686 Polk St NE
- Findings of Fact and Conclusion- Driveway Variance 27686 Polk St NE

RESOLUTION 2025-XXX

APPROVING TWO VARIANCES TO CONSTRUCT A DRIVEWAY AT 27686 POLK ST NE

WHEREAS, 27686 Polk St. NE is located at PID 16.031.3300; and,

WHEREAS, the property is located within the "R-1A" Residential Rural District, which limits properties to one driveway, requiring a Variance application for a second driveway; and,

WHEREAS, the requirements of the "R-1A" Residential Rural District specifies that driveways must be paved, requiring a Variance application for a bituminous millings driveway surface; and,

WHEREAS, two Variance requests were applied for to construct a second driveway surfaced with millings leading to the existing accessory structure; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Variances on January 21, 2025; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Variances stating the driveway could be constructed using the proposed millings, class 5 or other similar gravel type surfacing material; and,

WHEREAS, the City Council reviewed the requested Variances at its regularly scheduled meeting on February 4, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Variances and **BE IT FURTHER RESOLVED** that the Variances allow the construction of the second driveway constructed with millings, class 5, or other gravel type surfacing material be hereby approved.

Adopted by the Isanti City Council on this 4th day of February 2025.

_____

Attest: Interim Mayor Luke Merrill

_____

Jaden Strand
City Clerk

FINDINGS OF FACT AND CONCLUSION
VARIANCE– 27686 POLK ST

Request

Request by Tyler Berres for a Variance for a second driveway with a millings surface at 27686 Polk St. NE

Findings of Fact

1. The Property is zoned R-1A, Residential Rural District.
2. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on January 21, 2025 at 6:00 p.m. at City Hall within the City Council Chambers.
3. Notice of the Conditional Use Permit Amendment application was published with the *County Star* on January 9, 2025. Notices were sent to all property owners located within 350 feet of the aforementioned address.
4. Section 21, Article 5, Subd. 4D of the Zoning Ordinance establishes factors that the judgement of the Planning Commission shall be based upon when reviewing a Variance request.
5. On January 21st, 2025 the City of Isanti Planning Commission recommended approval of the Variances with a 4-0 vote. Stating they approve of any surfacing the applicant chooses for the driveway.

Conclusions

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

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
   The zoning ordinance prohibits secondary driveways and milling driveway surfaces. Both the second driveway and proposed surface are reasonable for this large, rural parcel.

2. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
   The size and location of this parcel are unique within the city and are not due to action by the landowner.

3. A variance, if granted, will not alter the essential character of the locality.
The proposed secondary driveway surfaced with bituminous millings will not significantly alter the character of the property.

4. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
The primary difficulty being addressed is limited access to an existing secondary structure.

5. Economic considerations alone do not constitute practical difficulties.
Practical difficulties are primarily related to the use and access of existing structures.

6. Economic considerations alone do not constitute practical difficulties.
Practical difficulties are primarily related to the use and access of existing structures.

Decision

The City of Isanti Planning Commission reviewed the request in a public hearing that was held on January 21st, 2024.

Planning Commission Recommendation:
Motion by Merrill, seconded by Simon to recommend approval of the Variance. Motion passed 4-0.

AGENDA ITEM NO. K.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jausica Swanson, Park and Recreation Coordinator
Date: February 4, 2025
Subject: Resolution to Consider Approving a Special Event Permit for Downtown Isanti Street Dances

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Background:

City staff has submitted a special event permit application to host three downtown street dances. The first street dance will be held Saturday, June 14th from 7:00p.m. to 11:00p.m. featuring *Jonah and The Whales*. The second is on Saturday, July 26th from 7:00p.m. to 11:00p.m. featuring *The Farmer's Daughters*. The third dance is on Saturday, August 9th from 7:00p.m. to 11:00p.m. featuring *Rustic*.

The dances will be held at the intersection of 1st Avenue and Main Street. The estimated number of people to be in attendance is 2,000-3,000 per dance. Food vendors, non-food vendors, and beer wagons will be present at each dance. Alcohol sales will be monitored through the use of wristbands and law enforcement presence. The event will be free to the public. An outdoor stage will be set -up in the right-of-way between Isanti Retail Meats and the Creamery. Parking for the event will be available at City Hall, Isanti Community Center, Eagle Park, the lot off of Short Street, and street parking.
Given that the events are street dances, some roadways will be closed for the event. Main Street from the Railroad tracks to 2nd Ave. N as well as 1st Ave. from City Hall to the alley south of Qwest. Absolut Portable Restrooms will provide restroom facilities for the event. Portables will be placed on 1st Ave. south of Main Street and on the grass lot east of Retail Meats (pending approval from Retail Meats). Additional trash and recycling receptacles will be brought in for the events; City staff will clean up after the event. There will be sound amplification provided outside by the band on stage. Both Public Works and the Police Department will be providing assistance with the event. A letter will be sent out to properties located within the Downtown Area in May to inform them of the Street Dances.

Should the weather not cooperate for any of the events, the event will be cancelled. Any cancellations will be posted to the City's website and Facebook page as early as possible.

Request:
Staff is requesting action on this item.

Attachment(s):

- Resolution to Consider Approving a Special Event Permit for Downtown Isanti Street Dances
- Street Dance SEP

RESOLUTION 2025-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR DOWNTOWN ISANTI STREET DANCES

WHEREAS, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1st Avenue and Main Street within downtown Isanti on Saturday, June 14th from 7:00p.m. to 11:00p.m., Saturday, July 26th from 7:00p.m. to 11:00p.m., and Saturday, August 9th from 7:00p.m. to 11:00p.m.; and,

WHEREAS, the events are free and open to the public; and,

WHEREAS, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

WHEREAS, the estimated number of people to attend the event is 2,000 – 3,000; and,

WHEREAS, there will be portable restrooms onsite for the event; and,

WHEREAS, there will be added trash and receptacle on site to help with the cleanup; and,

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

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the special event permit request for Downtown Isanti Street Dances to be held on June 14th, July 26th and, August 9th, 2025:

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

This Resolution is hereby approved by the Isanti City Council this 4th day of February 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

SPECIAL EVENT PERMIT APPLICATION

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

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [X] Complete application form
- [ ] Cleanup deposit fee - $100
- [ ] Proof of insurance or certificate of insurance
- [X] Site Map
- [ ] Approval letter from the property owner
- [X] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [X] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required all permits through Baseline
  - [ ] $50 fee Online Software
- [X] Alcohol will be served and/or sold at event:
  - [ ] License (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type
- [X] Vendors will be present:
  - [ ] Mobile Food Unit Application (If not assuming vendor liability.)
  - [ ] Ice Cream Novelty Mobile Food Unit Application (Background check required)
- [X] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

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

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: January 6th, 2025

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

[redacted]

EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: June 14th,July 26th, and August 9th, 2025

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

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

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Street Dances to be held on 1st Ave and Main St with food and non-food vendors and beer wagons.
Live music will be played from 7-11pm on an outdoor stage.

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

Downtown Isanti: The stage will be located on 1st Ave and Main St between Isanti Retail Meats and Creamery Crossing.
(Street closures as described below)

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

2,500+ per event

Parking Impact – Describe in detail:

Parking is available at City Hall,Isanti Community Center, Eagle Park, the public lot off of Short Street, and street parking.

Tents, equipment, amusement rides, etc.

Type: Stage and pop up tent

Size: Stage:15'x30',tent:10'x10

Location: Intersection of 1st Ave. and Main St.

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

NA

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

Main St from railroad tracks to 2nd Ave. N and 1st Ave. from City Hall to the alley south of Qwest.
These sections of closure will begin between 1:00pm and 2:00pm the day of the event for June 14, July 26, August 9 and will remain closed until midnight.

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

City contracted portable restrooms will be available, approximately 8 regular and 2 handicap portable restrooms for each event.

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

Alcohol sales will be monitored with use of wristbands and law enforcement presence.

Clean-up Plans – Describe in detail:

Public works and city staff will clean up after each event - collect trash, move picnic tables out of the way, remove stage and re-open streets.

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

Live entertainment – Describe in detail:

Live Bands will play each date between 7:00-11:00pm. Sound checks may begin as early as 3:00pm. June 14;(Jonah and The Whales), July 26;(Farmer's Daughter), August 9;(Rustic) *Please see attachment for more information about the bands*

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

Yes, the bands will use sound amplification.

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

1) No- Free Event

2) No- Donations are not collected

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

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

APPLICANT SIGNATURE

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

Applicant Signature: _____

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

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: email approved

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

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

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

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

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

City Council
_____ Approved _____ Denied

Date of Review: _____

Last Updated: 7.08.2024

Live entertainment – Describe in detail:

June 14(Jonah and The Whales) They have played at a Street Dance in Isanti in the past, also played at the Isanti VFW, with great reviews. The band has a wide genre of songs, so they will bring in a variety of people.

July 26(Farmer's Daughters) They have played at a Street Dance in Isanti in the past. They are well known in this area and have a big following of people.

August 9 (Rustic)Band was scheduled for last year's street dance, but was canceled due to weather. Would like to reschedule for this year's street dance. Singer is local to this area.

A Community For Generations.

Isanti

January 9, 2025

Dear Isanti Business Owner/Resident:

The City of Isanti will be hosting Downtown Isanti Street Dances throughout the Summer of 2025.

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

- **June 14** *(Jonah & the Whales)*
- **July 26** (*Farmer's Daughters*)
- **August 9** *(Rustic)*

The bands will be setting up and performing sound check beginning as early as 3:00pm on these dates. Please be advised that music will be played at levels within City-approved regulations.

The Street Dance will require street closures for participant safety. The road closures will begin between 1:00pm and 2:00pm on June 14 - June 15, July 26-July 27, and 8:00am on August 9 (Rum River Rods Car Show). Please note:

- Main Street will be closed from just west of the railroad tracks to 2nd Avenue.
- 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street south of City Hall.
- **No Parking will be allowed on the closed portion of Main Street:**
  - **June 14 from 2:00pm until midnight.**
  - **July 26 from 2:00pm until midnight.**
  - **August 9 from 8:00am until midnight for the Rum River Rods Car show and Street Dance activities.**
- Please make plans for this in advance of the event.

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

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

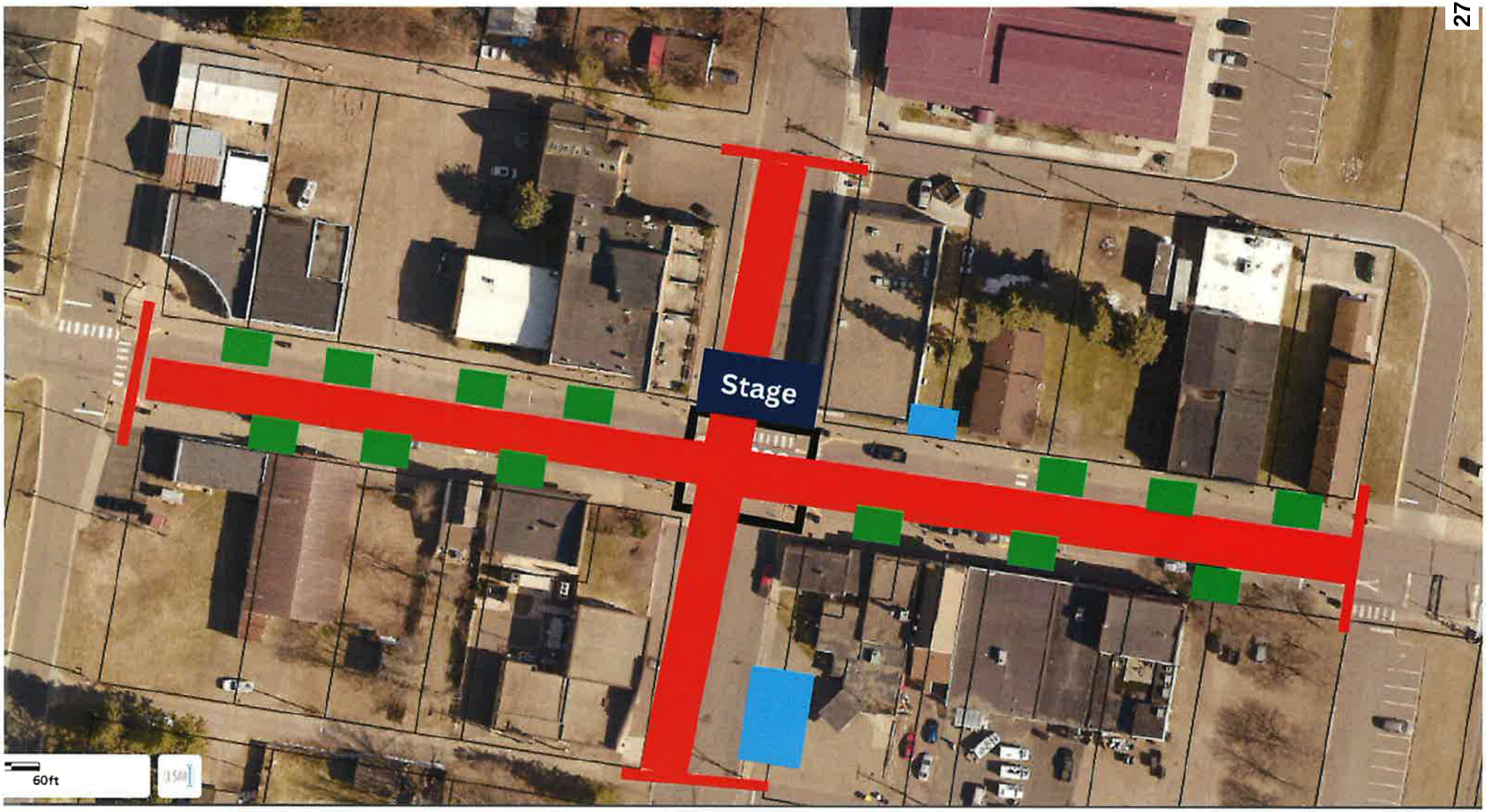
If you have any questions, please contact me.

Sincerely,

Jausica Swanson

Jausica Swanson
Parks and Recreation Coordinator

110 1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
isantiparks@cityofisanti.us ◆ www.cityofisanti.us ◆ (763) 444-5512



Street Dance

Road Closure

Approximate Vendors

Portable Restrooms

AGENDA ITEM NO. K.3

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jausica Swanson, Park and Recreation Coordinator
Date: February 4, 2025
Subject: Resolution to Consider Approving a Special Event Permit for 2025 Fireworks and Splish Splash Summer Bash

---

Background:

This event will take place on July 10th, 7:00pm-11:00pm and July 11th from 11:00am – 3:00pm, for a two day event.

The Splish Splash Summer Bash event will include the performance of Kidsdance DJ at Bluebird Park, utilizing the Bluebird Amphitheater.

Parking will be in the lots at Bluebird Park.

There will be approximately 5 regular and 1 handicap portable restrooms.

Food trucks and vendors will be available at this event. An estimated 2,000 – 3,000 people are expected to be in attendance for the event.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Approving a Special Event Permit for 2025 Fireworks and Splish Splash Summer Bash
- SEP Fireworks & Splish Splash Summer Bash

RESOLUTION 2025-XXX

APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR FIREWORKS AND SPLISH SPLASH SUMMER BASH

WHEREAS, City of Isanti has submitted a Special Event Permit application for Fireworks and Splish Splash Summer Bash to be held at Bluebird Park on July 10th from 7:00p.m. to 11:00p.m. and July 11th from 11:00a.m. to 3:00p.m.; and,

WHEREAS, the events are free and open to the public; and,

WHEREAS, the estimated number of people to be in attendance is 2,000-3,000; and,

WHEREAS, there will be portable restrooms onsite for the event; and,

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

WHEREAS, there will be added trash and receptacle on site to help with the cleanup; and

WHEREAS, food trucks and product vendors will be on site; and,

WHEREAS, July 11th from 11:00a.m. to 3:00p.m. will include the performance of Kidsdance DJ at Bluebird Park; and,

WHEREAS, the applicant is requesting the clean-up deposit fee, temporary sign fee, and Amphitheater rental fee be waived in exchange for making this a free event open to the public;

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 Fireworks and Splish Splash Summer Bash to be held on July 10th and July 11th, 2025;

This Resolution is hereby approved by the Isanti City Council this 4th day of February 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

SPECIAL EVENT PERMIT APPLICATION

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

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☑ Complete application form
- ☐ Cleanup deposit fee - $100
- ☐ Proof of insurance or certificate of insurance
- ☑ Site Map
- ☐ Approval letter from the property owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required all permits through Baseline
  - ☐ $50 fee Online Software
- ☐ Alcohol will be served and/or sold at event:
  - ☐ License (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type
- ☑ Vendors will be present:
  - ☐ Mobile Food Unit Application (If not assuming vendor liability.)
  - ☐ Ice Cream Novelty Mobile Food Unit Application (Background check required)
- ☑ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

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

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: January 6th, 2025

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

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Ad
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Ad
Cit
Ph

[redacted]

EVENT INFORMATION

Event Name: Fireworks & Splish Splash Summer Bash

Date(s) of Event: July 10 and July 11, 2025

Hours of Event: 7:00pm -11:00pm and 11am-3pm

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

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Fireworks at Bluebird Park starting at dusk with food vendors.
Splish Splash Summer Bash will have inflatable waterslides, water slide down sledding hill, bouncy houses, pop bottle rockets, sandbox,food vendors and non-food vendors
Splish Splash Summer Bash will have live entertainment at Bluebird Park Amphitheater on July 11th from 11am-3pm

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

Proposed Location of the Event (be specific, site map also required):
Bluebird Park - 201 Isanti Parkway, Isanti MN, 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
2000 - 3000

Parking Impact – Describe in detail:
Main Parking will be in Bluebird Parks Northwest and Southwest lots for both events.

Tents, equipment, amusement rides, etc.
Type: Inflatable water slides, Bluebird Park hill water slide, bouncy houses,sandbox,pop up tents
Size:
Location: Bluebird Park-201 Isanti Parkway, Isanti MN, 55040

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

Are you requesting any street closures? If yes, list streets:
It may be necessary to place barricades on 1st Ave. in between parking lots, during the Splish Splash Summer Bash event, July 11th from 11am-3pm.

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

City contracted portable restrooms will be available, approximately 5 regular and 1 handicap portable restrooms for both events.

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).
Police presence will be at Bluebird Park for for both events.

Clean-up Plans – Describe in detail:
Public works and city staff will clean up for both events.

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

Live entertainment – Describe in detail:

Kidsdance DJ at Bluebird Park Amphitheater for Splish Splash Summer Bash on July 11th from 11am-3pm.

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

The sound amplification will be the system provided by Kidsdance DJ.

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

1) No- Free Event

2) No- Donations are not collected

3) Vendor fees help with the costs

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: Jon Wood

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

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

Parks and Recreation Coordinator
X Approved _____ Denied _____ N/A Signature: Jen

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

City Administrator
X Approved _____ Denied _____ N/A Signature: Jn Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

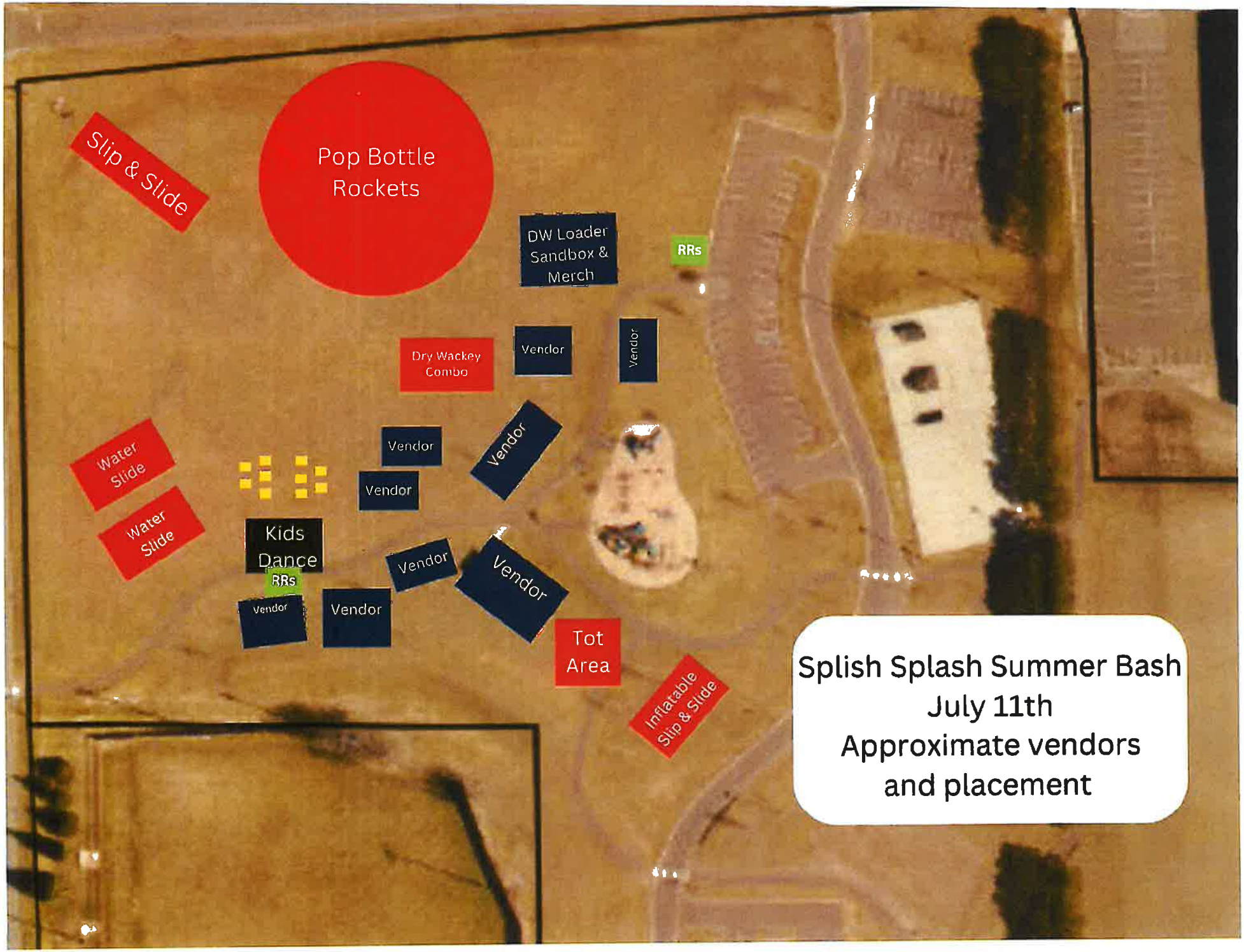
Last Updated: 7.08.2024

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


Fireworks
July 10th
Vendor
Vendor
Vendor
Vendor
Vendor
Approximate vendors and placement



Fireworks Launch Zone


Slip & Slide
Pop Bottle Rockets
DW Loader Sandbox & Merch
RRs
Dry Wackey Combo
Vendor
Vendor
Vendor
Vendor
Vendor
Water Slide
Water Slide
Kids Dance
RRs
Vendor
Vendor
Vendor
Vendor
Tot Area
Inflatable Slip & Slide
Splish Splash Summer Bash
July 11th
Approximate vendors and placement

Examples of Inflatables for Splish Splash Summer Bash (Will be similar in size)



32' Beach Breeze - Single Lane Slip c

Fri, Jul 11 11:00 am → 3:00 pm



24 Ft Shark Sighted Dual Lane Wate

Fri, Jul 11 11:00 am → 3:00 pm



10 x 39 Wacky Combo 3 in 1 with Giar

Fri, Jul 11 11:00 am → 3:00 pm



16 Ft Dolphin Front Entry Water Slid

Fri, Jul 11 11:00 am → 3:00 pm

AGENDA ITEM NO. K.4

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Josi Wood, City Administrator
Date: February 4, 2025
Subject: Councilmember iPad Discussion

Background:
The city-issued council iPads are aging and staff is not able to update at least one of them. The oldest one was purchased in 2017 and the others in 2019. All the iPads were up for replacement in 2023; however it was determined at that time to extend their lifespan a few more years. They are currently up for replacement in 2026.

Request:
Staff is requesting discussion and direction to replace one iPad or all iPads.

AGENDA ITEM NO. K.5

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Matt Sylvester, Public Services Director
Date: February 4, 2025
Subject: Brush at Compost Site Discussion

Background:
Staff will provide information at the meeting.

Request:
Staff is requesting discussion on this item.

AGENDA ITEM NO. K.6

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Josi Wood, City Administrator
Date: February 4, 2025
Subject: South Passage Railroad Crossing Continued Discussion

---

Background:
Staff reached out to BSNF to discuss the possibility of extending the crossing work until the City has planned work for South Passage in 2027. The BSNF engineer stated that after discussing with the local BSNF maintenance team the project can be pushed out to 2026 given the condition.

Request:
Staff is requesting discussion on this item.

AGENDA ITEM NO. L.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Pam Dahlheimer, Assistant Finance Director
Date: February 4, 2025
Subject: Payroll in the Amount of $150,089.52 and Accounts Payable in the Amount of $351,185.82

Background:
AP and Payroll are attached.

Request:
Staff is requesting action on this item.

Attachment(s):
- 1.31.2025 Payroll Period
- AP250102
- AP250103

City of Isanti

Gross Payroll	129,222.19
Social Security & Medicare	7,482.41
Public Employees Retirement	13,384.92
Total City Expense	150,089.52

Pay Date 1/31/2025

Pay Period 3 (1/12/25-1/25/25)

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
25-Jan	1/23/2025	64499	1290	THE AMBLE GROUP	101-20200	-135.9	V
25-Jan	1/23/2025	65133	3687	HEALTH EQUITY	861-20200	-127,800.00	V
25-Jan	1/23/2025	65198	2863	AMAZON CAPITAL SERVICES	101-20200	17.29	
25-Jan	1/23/2025	65199	2030	ARTISAN BEER COMPANY	609-20200	1,240.35	
25-Jan	1/23/2025	65200	2319	BREAKTHRU BEVERAGE OF MN	609-20200	11,918.90	
25-Jan	1/23/2025	65201	1474	CDW GOVERNMENT INC	609-20200	2,256.24	
25-Jan	1/23/2025	65202	3676	CIVIC SYSTEMS LLC	609-20200	6,848.00	
25-Jan	1/23/2025	65203	2161	COMPASS MINERALS INC	101-20200	12,641.93	
25-Jan	1/23/2025	65204	2583	CONTINENTAL RESEARCH CORP	101-20200	260	
25-Jan	1/23/2025	65205	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,273.23	
25-Jan	1/23/2025	65206	1941	DELTA DENTAL	861-20200	5,108.49	
25-Jan	1/23/2025	65207	2478	EAST CENTRAL ENERGY	101-20200	42.85	
25-Jan	1/23/2025	65208	2852	FIDELITY SECURITY LIFE INSURANCE CO	861-20200	120.13	
25-Jan	1/23/2025	65209	3687	HEALTH EQUITY	861-20200	126,175.00	
25-Jan	1/23/2025	65210	2209	INNOVATIVE OFFICE SOLUTIONS	101-20200	55.81	
25-Jan	1/23/2025	65211	1563	ISANTI ELECTRIC INC	101-20200	4,906.32	
25-Jan	1/23/2025	65212	496	JOHN HIRSCHS CAMBRIDGE MOTORS	101-20200	2,236.49	
25-Jan	1/23/2025	65213	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,473.12	
25-Jan	1/23/2025	65214	5	KAWALEK TRUCKING	609-20200	218.4	
25-Jan	1/23/2025	65215	3118	KLOCKOW BREWING COMPANY INC	609-20200	72	
25-Jan	1/23/2025	65216	136	LEAGUE OF MN CITIES	603-20200	915	
25-Jan	1/23/2025	65217	3517	MARSH & MCLENNAN AGENCY LLC	609-20200	6,500.00	
25-Jan	1/23/2025	65218	17	MCDONALD DISTRIBUTING CO	609-20200	7,365.40	
25-Jan	1/23/2025	65219	616	MENARDS - CAMBRIDGE	228-20200	279.88	
25-Jan	1/23/2025	65220	2953	MIDCONTINENT COMMUNICATIONS	609-20200	409.21	
25-Jan	1/23/2025	65221	2208	MINNESOTA EQUIPMENT INC	101-20200	26.99	
25-Jan	1/23/2025	65222	176	MN DEPT OF REVENUE	101-20200	55,387.00	
25-Jan	1/23/2025	65223	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	23,241.37	
25-Jan	1/23/2025	65224	2080	MVTL LABORATORIES INC	602-20200	484.8	
25-Jan	1/23/2025	65225	617	PAUSTIS WINE COMPANY	609-20200	1,306.50	
25-Jan	1/23/2025	65226	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,008.48	
25-Jan	1/23/2025	65227	2551	POLLARD WATER	601-20200	548.57	
25-Jan	1/23/2025	65228	12	POSTMASTER	603-20200	3,000.00	
25-Jan	1/23/2025	65229	2827	RATWIK ROSZAK & MALONEY P.A.	101-20200	102	
25-Jan	1/23/2025	65230	2396	SOUTHERN GLAZERS OF MN	609-20200	7,960.27	
25-Jan	1/23/2025	65231	1361	STAPLES ADVANTAGE	609-20200	180.84	
25-Jan	1/23/2025	65232	73	STAR	101-20200	13.44	
25-Jan	1/23/2025	65233	2834	SUN MECHANICAL INC	601-20200	2,038.89	
25-Jan	1/23/2025	65234	3144	TAFT STETTINIUS & HOLLISTER LLP	226-20200	1,200.00	
25-Jan	1/23/2025	65235	1290	THE AMBLE GROUP	101-20200	73.24	
25-Jan	1/23/2025	65236	42	VIKING COCA-COLA BOTTLING CO	609-20200	203.51	
25-Jan	1/23/2025	65237	4	WATSON CO INC	609-20200	1,786.76	
25-Jan	1/23/2025	65238	1290	THE AMBLE GROUP	101-20200	135.9	
25-Jan	1/23/2025	65239	616	MENARDS - CAMBRIDGE	609-20200	320.82	
					AP250102 Total	185,417.52	

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
25-Jan	1/28/2025	65240	2932	ALLIANT FINANCE LLC	601-20200	86.1
25-Jan	1/28/2025	65241	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	1,076.88
25-Jan	1/28/2025	65242	9	BERNICKS PEPSI-COLA	609-20200	2,392.96
25-Jan	1/28/2025	65243	1500	BOLTON & MENK INC	101-20200	60,263.18
25-Jan	1/28/2025	65244	2487	CAPITOL BEVERAGE SALES	609-20200	780.6
25-Jan	1/28/2025	65245	1474	CDW GOVERNMENT INC	614-20200	7,366.14
25-Jan	1/28/2025	65246	120	CONNEXUS ENERGY	101-20200	13,310.96
25-Jan	1/28/2025	65247	2583	CONTINENTAL RESEARCH CORP	602-20200	220
25-Jan	1/28/2025	65248	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,123.49
25-Jan	1/28/2025	65249	100	DEPUTY REGISTRAR #90	101-20200	16.25
25-Jan	1/28/2025	65250	2933	ELAN FINANCIAL SERVICES	101-20200	8,326.78
25-Jan	1/28/2025	65251	912	FASTENAL COMPANY	101-20200	281.05
25-Jan	1/28/2025	65252	1101	FIRST AMERICAN TITLE INSURANCE CO	601-20200	118.8
25-Jan	1/28/2025	65253	2764	GUARDIAN TITLE LLC	603-20200	155.73
25-Jan	1/28/2025	65254	739	HACH COMPANY	601-20200	149.41
25-Jan	1/28/2025	65255	3384	INVICTUS BREWING CO	609-20200	100
25-Jan	1/28/2025	65256	1563	ISANTI ELECTRIC INC	601-20200	722.09
25-Jan	1/28/2025	65257	3613	KODIAK POWER SOLUTIONS	602-20200	631.25
25-Jan	1/28/2025	65258	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	553.93
25-Jan	1/28/2025	65259	2435	LINDBERG LAW OFFICE PA	601-20200	46.37
25-Jan	1/28/2025	65260	17	MCDONALD DISTRIBUTING CO	609-20200	13,209.14
25-Jan	1/28/2025	65261	616	MENARDS - CAMBRIDGE	101-20200	109.83
25-Jan	1/28/2025	65262	1536	MINNESOTA DEED	219-20200	833.33
25-Jan	1/28/2025	65263	617	PAUSTIS WINE COMPANY	609-20200	566.5
25-Jan	1/28/2025	65264	2341	RED BULL DISTRIBUTION CO INC	609-20200	265.62
25-Jan	1/28/2025	65265	2625	RESULTS TITLE	601-20200	40.02
25-Jan	1/28/2025	65266	2625	RESULTS TITLE	601-20200	60.42
25-Jan	1/28/2025	65267	2473	RITEWAY BUSINESS FORMS	609-20200	295.52
25-Jan	1/28/2025	65268	3055	RUM RIVER CONSTRUCTION CONSULTANTS	101-20200	29,526.98
25-Jan	1/28/2025	65269	3690	SCHWEIGERT, CHASTITY	601-20200	3.06
25-Jan	1/28/2025	65270	2396	SOUTHERN GLAZERS OF MN	609-20200	3,750.28
25-Jan	1/28/2025	65271	73	STAR	101-20200	482.71
25-Jan	1/28/2025	65272	1290	THE AMBLE GROUP	101-20200	116.12
25-Jan	1/28/2025	65273	1762	THE TITLE GROUP	601-20200	33.74
25-Jan	1/28/2025	65274	2944	UNIFIRST CORPORATION	609-20200	846.24
25-Jan	1/28/2025	65275	42	VIKING COCA-COLA BOTTLING CO	609-20200	289.65
25-Jan	1/28/2025	65276	4	WATSON CO INC	609-20200	1,617.17
					AP250103 Total	165,768.30

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

AGENDA ITEM NO. L.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jausica Swanson, Park and Recreation Coordinator
Date: February 4, 2025
Subject: Resolution to Accept the Collection and Disbursement of Donations from Illuminate Isanti

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Background:
During the Illuminate Isanti event held in 2024, donations were collected on event days with volunteer group(s) by using donation boxes and electronically via QR codes and the City website.
The total sum collected from Illuminate Isanti donations is $798.74.
The donations from Illuminate Isanti will be disbursed in the following manner:

- Cambridge Fire Relief Association will receive $133.12.
- FXR BMX Racing LTD will receive $133.12
- Isanti Ambassador Program will receive 133.12.
- Silver Lakers 4H will receive $133.12.
- Ogilvie Fire Department will receive $133.12
- The Brave Foundation will receive $133.12

We thank the volunteer groups for volunteering at the City's event.

Request:
Staff is requesting action on this item.

Attachment(s):

- Resolution to Accept the Collection and Disbursement of Donations from Illuminate Isanti

RESOLUTION 2025-XXX

ACCEPTING THE COLLECTION AND DISBURSEMENT OF DONATIONS FROM ILLUMINATE ISANTI

WHEREAS, the donations were collected on event days with volunteer group(s) by using donation boxes and electronically via QR codes and the City website; and,

WHEREAS, the total sum collected from Illuminate Isanti is $798.74; and,

WHEREAS, volunteer groups will split one hundred percent (100%) of the total donations for the event;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to hereby accept the collection and disbursement of donations from Illuminate Isanti in the following method:

1. Cambridge Fire Relief Association will receive $133.12.
2. FXR BMX Racing LTD will receive $133.12
3. Isanti Ambassador Program will receive $133.12.
4. Silver Lakers 4H will receive $133.12.
5. Ogilvie Fire Department will receive $133.12.
6. The Brave Foundation will receive $133.12.

This resolution was duly adopted by the Isanti City Council this 4th day of February 2025.

Interim Mayor Luke Merrill

Jaden Strand
City Clerk

AGENDA ITEM NO. L.3

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Katie Grotte, Human Resources
Date: February 4, 2025
Subject: Resolution to Accept Resignation of Custodian Donald Hansen

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Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Accept Resignation of Custodian Donald Hansen

RESOLUTION 2025-XXX

ACCEPTING LETTER OF RESIGNATION FOR CUSTODIAN DONALD HANSEN

WHEREAS, Custodia, Donald Hansen, has submitted a letter of resignation to the City of Isanti on January 27, 2025; and,

WHEREAS, the effective date of this resignation is January 27, 2025; and,

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

1. That the resignation of Donald Hansen is hereby accepted.

2. That Human Resources and City Administrator are hereby directed to fill the vacant position as needed.

This Resolution is hereby approved by the Isanti City Council this 4th day of February 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: Jaden Strand, City Clerk
Date: February 4, 2025
Subject: Resolution to Approve a Temporary On-Sale Liquor License for Tibetan American Foundation of MN

Background:
The City has received a Temporary On-Sale Liquor License application from Tibetan American Foundation of MN (TAFM) for an event on March 1, 2025 and March 2, 2025 at 1321 Heritage Blvd NE, Isanti, MN 55040.

The applicant has submitted all the required documentation and paid all the required application fees for a temporary on-sale liquor license as set forth in the fee schedule. Tibetan American Foundation has also provided a certificate of liability insurance for the event.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Approve a Temporary On-Sale Liquor License for Tibetan American Foundation of MN

RESOLUTION 2025-XXX

APPROVING TEMPORARY ON-SALE LIQUOR LICENSE FOR TIBETAN AMERICAN FOUNDATION OF MN

WHEREAS, the City has received Temporary On-Sale Liquor License application from Tibetan American Foundation of MN for an event on March 1, 2025 and March 2, 2025 at 1321 Heritage Blvd NE; and,

WHEREAS, the applicant has paid the required application fees for Temporary On-Sale Liquor Licenses as set forth in the Fee Schedule; and,

WHEREAS, Tibetan American Foundation of MN has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, the temporary liquor license is contingent upon successfully passing background investigation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows that Tibetan American Foundation of MN's application for a Temporary On-Sale Liquor License for March 1, 2025 and March 2, 2025 is approved.

This Resolution is hereby approved by the Isanti City Council this 4th day of February 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

AGENDA ITEM NO. L.5

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: February 4, 2025
Subject: Request for Proposals for Rug and Uniform Services

Background:
The contract with Unifirst for rug and uniform services is set to expire March 31, 2025. It is in the best interest of the City to request proposals for this service. The RFP is attached for consideration.

Request:
Staff is requesting action on this item.

Attachment(s):
- Rug & Uniform Services - RFP
- 2025 Ad - Request for Proposal for Uniform and Rug Services

CITY OF ISANTI

REQUEST FOR PROPOSALS

UNIFORM & RUG SERVICES

Proposals Due: February 21, 2025

I. INTRODUCTION

This request has been prepared by the City of Isanti to retain uniform and rug services from a qualified business. The awarded vendor is subject to a Criminal History Check by the Bureau of Criminal Apprehension (BCA).

The primary objective of requesting proposals is for the City to determine which parties can offer the highest quality of service at the most reasonable cost.

II. INSTRUCTIONS FOR PROPOSERS

A. The City will accept electronic or written proposals. Responses must clearly address all of the items listed in this request for proposal. Parties choosing to submit a written proposal please submit to:

Jaden Strand
City Clerk
City of Isanti
110 1st Ave NW P.O. Box 428
Isanti, MN 55040

Electronic proposal submissions are to be attached to an email with the subject line "Isanti Uniform & Rug Services Proposal" Questions or request for clarification may be directed to Jaden Strand, City Clerk by phone at (763) 762-5759 or via email at jstrand@cityofisanti.us.

B. **All proposals must be received no later than 4:30 pm on Friday, February 21, 2025**. Any vendors submitting proposals after the date and time listed above are not guaranteed consideration. Proposals submitted should be clearly labelled "Proposal for Rugs & Uniforms."

III. SERVICES / SCOPE OF WORK:

The City is seeking proposals from qualified parties interested in providing both uniform rental/lease (and laundry servicing) as well as rug servicing. The service requirements outlined below are the current needs of the City of Isanti.

City Location	Product/Item Needed	Quantity Needed	Frequency Serviced
Isanti Liquor Store	3 x 4 Mat	2	Weekly
	4 x 6 Mat	2	Weekly
	3 x 10 Mat	3	Weekly
	3 x 5 Scraper Mat	1	Weekly
	Wet Mop	2	Weekly
	24" Dust Mop	2	Weekly
	Bar Towels	50	Monthly
Isanti City Hall	4 x 6 Mat	4	Weekly
	4 x 6 Mat	2	Bi-Monthly
	3 x 10 Mat	1	Weekly
	5 x 8 Logo Mat	1	Weekly
	Soap Dispenser	6	As Needed
Isanti Public Works	Industrial Shirts	7	Weekly
	Hi-Vis shirts	73	Weekly
	Jeans	44	Weekly
	Industrial Jackets	5	Weekly
	3 x 4 Mat	2	Bi-Monthly
	3 x 10 Mat	3	Bi-Monthly
	Air Freshener	0	Weekly
	Shop Towels	150	Bi-Monthly
Isanti Police Department	4 x 6 Mat	2	Bi-Monthly
	5 x 8 Logo Mat	1	Bi-Monthly
Isanti Community Center	4 x 6 Mat	2	Weekly
	3 x 10 Mat	2	Weekly
	Wet Mops	2	Bi-monthly
	Bar towels/rags	12	Bi-monthly
	Soap Dispenser	2	As Needed

Rental/Lease Uniforms & Laundry Servicing:

Rental/lease proposals should include the cost associated with ongoing laundry and repair of these items for the length of the contract. The City is seeking proposals to supply full uniforms to the Public Works employees. The City wishes all shirts to include a City logo. The City is also requesting quotes on high visibility wear clothing, specifically t-shirts that are approved by OSHA standards. The attached worksheet details the items in which we are requesting to receive a quote.

Rugs & Towels
The City is seeking proposals to supply floor rugs and roll towels to City Buildings. The City is interested in seeing the costs associated with including our logo on some of the rugs. Parties interested in supplying rugs and rug services to the City are encourage to complete the attached worksheet. This worksheet indicates the number, size and desired change-out timeframe of rugs and roll towels for the City. The attached worksheet details the items in which we are requesting to receive a quote.

Other Charges
Please indicate in your proposal a list of all other charges that could be applied to the City of Isanti in your party's provision of uniform and rug services.

IV. PROPOSAL EVALUATION AND CONTRACT AWARD

A. The City intends to award a contract to the proposer(s) evaluated to be best qualified to perform the work for the City, cost and other factors considered.

B. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

C. The City of Isanti reserves the right to reject any and all proposals or to request additional information from any or all proposers.

D. It is anticipated that the City will establish a contract with a selected business for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

V. TERM OF CONTRACT:

The Contract Term shall be five (5) years; from April 1, 2025 to April 1, 2030

UNIFORM & RUG SERVICES WORKSHEET

Please check areas in which your party is providing a proposal for:

☐ Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)

☐ Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?

☐ Yes ☐ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat			
3 x 4 Mat			
3 x 5 Scraper Mat			
4 x 6 Mat			
5 x 8 Mat with City Logo			
Air Freshener			
Bar Towels			
Cotton Shirts			
High Visibility Shirts			
Industrial Jackets			
Industrial Shirts			
Jeans			
Cargo/Carpenter Jeans			
List available Jean Brands:			
Shop Towels			
Soap Dispenser			
Wet Mop			

Please indicate any additional charges that the City may incur from obtaining your services:

_____

Please indicate if there are inflationary costs over the term of the contract: _____

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

PROPOSAL SUBMITTED BY: (PLEASE PRINT)

Company Name	Phone Number
Address	City, State Zip code
Contact Person/Person Submitting Proposal	Email
Signature of Person Submitting Proposal	Date

CITY OF ISANTI
REQUEST FOR PROPOSALS FOR UNIFORM & RUG SERVICES

The City of Isanti is accepting proposals for a five (5) year contract for rug and uniform services for the City of Isanti. Specifications and quote sheet are available online at www.cityofisanti.us. The City Council reserves the authority to waive irregularities, accept or reject any/or all proposals, and award in the best interest of the City. Proposals can be submitted via email to Jstrand@cityofisanti.us or addressed to Jaden Strand at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All proposals submitted must be clearly marked as "Proposal for Rug and Uniform Services" and will be accepted until 4:30 p.m. Friday, February 21, 2025.

Jaden Strand
City Clerk

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