AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

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

A. Call to Order

B. Pledge of Allegiance

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

D. Roll Call

E. Public Comment

F. Adopt Agenda

G. Proclamations/Commendations/Certificate Award
1. Years of Service Awards
   5 Years: Brandon Brown, Brandon Daudt, Christy Bonczek, Jeremy Welfring and Pamela Dahlheimer

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

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

K. Public Hearings

L. Business Items
1. Resolution to Consider Designating Committees and Representatives for City Commissions and Advisory Boards for 2025
2. Resolution to Consider Designating an Official Newspaper, Appointing Depositories and Professional Services for Year 2025
3. Resolution to Consider Additional Stop Signage at Dahlin and Main St. NE
4. Ordinance to Consider Amending Zoning Code Chapter 445; Section 7: Business Districts to

Permit Facilities for Automotive Wrapping, Decals, Detailing and Tinting

5. Ordinance to Consider Amending Chapter 160 -Enumeration of Fees - Building Fees
6. Ordinance to Consider Amending City Code Chapter 65; Administrative Penalties
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
8. Resolution to Accept the Collection and Disbursement of Donations from Illuminate Isanti

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
3. Resolution to Authorize Signatories and City Credit Card Use

N. Other Communications

1. Review Conflict of Interest Policy

O. Adjournment

AGENDA ITEM NO. H.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: January 6, 2025
Subject: December 17, 2024 - Committee of the Whole Meeting Minutes

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Background:
Attached are the minutes from the December 17, 2024 Committee of the Whole meeting for consideration of approval.

Request:
Staff is requesting approval.

Attachment(s):
- 12-17-2024 COW Minutes

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, DECEMBER 17, 2024 – 5:00 PM
COUNCIL CHAMBERS

A. Call to Order
Mayor Gordon called the meeting to order at 5:01 pm.

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

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

Councilmember Steve Lundeen was absent for the first part of the meeting.

Staff Present: CA Wood, CC Strand, CDD Hillesheim, FD Betker, PSD Sylvester, AP Haas and Chief Muyres

D. Public Comment
None

E. New Business

1. Goal Setting Format and Date

- Staff asked for direction for format, date and time for goal setting session(s) in 2025.
- Consensus from Committee is to hold the goal session meeting on February 4, 2025 at 6:00 pm.

2. Fluoride Discussion

- Mayor Gordon requested discussion on this item.
- Committee discussed whether or not to move forward with not adding fluoride to water.
- Majority Consensus from Committee is to leave fluoride process as-is.

3. CJIS Audit

- Chief Muyres shared that findings from the CJIS audit is that anyone who is not a Police Department employee needs to have escorted access in the Police Department.
- Chief Muyres further shared this causes issues with Public Works needing access to put Illuminate Isanti displays away.
- PSD Sylvester shared there is no room at the Public Works building to store the Illuminate Isanti displays.
- Committee discussed potential storage options for the displays.
- Consensus from Committee is for Public Works to stack the displays outside and coordinate with the Police Department to put the displays away.

4. Agenda Format Discussion

- Staff requested discussion if Committee is ok with current agenda format.
- Consensus from Committee is to leave as-is.

A motion was made to recess at 6:01pm from Councilmember Jeff Holmgren, seconded by Councilmember Luke Merrill. Motion carried 4 - 0.

A motion was made to resume meeting at 8:47 pm from Councilmember Luke Merrill, seconded by Councilmember Jeff Holmgren. Motion carried 5 - 0.

Councilmember Steve Lundeen was present for the second part of the meeting.

5. Dahlin Ave and Main Street Intersection Discussion

- Mayor Gordon requested discussion on this item.
- Committee discussed options for the intersection.
- Consensus from Committee is to move forward with a 4-way stop intersection and bring resolution to next City Council meeting for consideration of approval.

6. Police Gas Rewards

- Councilmember Luke Merrill requested discussion on this item.
- FD Betker shared that the City does already partake in discounts through WEX Bank and can be used at multiple locations.
- Consensus from Committee is for staff to look into fleet discounts.

7. Amphitheater Flag Pole

- Mayor Gordon requested discussion on this item.
- Committee discussed adding flag to the the pole.
- Consensus from Committee is to move forward with adding American flag and light to the pole.

8. Christmas Decorations on 5 and Main St

- Mayor Gordon requested discussion on this item.
- Committee discussed.
- Consensus from Committee is to bring to January COW for further discussion.

9. Illuminate Isanti Volunteers

- Mayor Gordon asked staff if volunteers are still needed.
- CDD Hillesheim shared that volunteers are still needed for December 21st.
- Consensus from Committee is that Council will volunteer and to post for a quorum.

10. Ambassador Program Funded by the City

- Mayor Gordon requested discussion on this item.
- Mayor Gordon asked if the City can fund the Ambassador Program.
- FD Betker shared to air on the side of caution as it may open it up to other groups wishing

for the City to do the same.
- There was no further consensus from Committee.

11. PD Address

- Mayor Gordon requested discussion on this item. Mayor Gordon asked if if the PD address could be 911.
- Committee further discussed.
- Consensus from Committee is to move forward with changing the address from 901 to 911 pending CDD Hillesheim discussing with the County for proper addressing.

F. Old Business

1. Code Enforcement Continued Discussion

- Mayor Gordon requested discussion on this item.
- Committee discussed whether or not complaints can only be made from neighbors.
- Consensus from Committee is to leave the process as is and also leave on old business.

2. Ballistic Window Film

- Committee discussed options.
- Chief Muyres shared that there is a safety and security film.
- Consensus from Committee is to move forward with security film on the doors and for staff to receive cost for anti-shatter window film.

3. Building Inspection Fee Schedule Updates

- CDD Hillesheim shared building inspection fee schedule updates from negotiating fees with Rum River Consultants.
- There was no further consensus from Committee.

G. Goals

Leaf Pickup
Dynamic Sign
Facebook Polls & Surveys
Sidewalk In-Fill
Capital Planning for Tyler Ave SE & 4th Ave SW

H. Adjournment

Motion by Councilmember Steve Lundeen, seconded by Jimmy Gordon to adjourn The meeting adjourned at 10:06 pm.

Respectfully Submitted,

Jaden Strand
City Clerk

AGENDA ITEM NO. H.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: January 6, 2025
Subject: December 17, 2024 - City Council Meeting Minutes

Background:
Attached are the minutes from the December 17, 2024 City Council meeting for consideration of approval.

Request:
Staff is requesting action on this item.

Attachment(s):
- 12-17-2024 City Council Minutes

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, DECEMBER 17, 2024 – 7:00 PM
COUNCIL CHAMBERS

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

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

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

Staff Present: CA Wood, CC Strand, CDD Hillesheim, FD Betker, CE Cook, PSD Sylvester, LSM Lusk and Chief Muyres
Others Present: Danelle VanVleet, Alexander Collins, Tim Dobosenski and Blake Pendzmias

D. Public Comment

Danelle VanVleet, 508 Moline Loop, encouraged Council to vote for Luke Merrill.

Alexander Collins encouraged Council to vote carefully and think about the future because it may be a short-term appointment however, the appointment decision can have lasting effects on the City for years to come.

Blake Pendzmias shared concern that the candidate is appointed versus elected.

E. Adopt Agenda

Add. L. 11. Resolution 2024-174 Accepting Donation from the Isanti Lions Club

Add. L. 12. Resolution 2024-175 Declaring a Vacancy on the City Council

Motion by Councilmember Luke Merrill, seconded by Councilmember Steve Lundeen to adopt the agenda with the modifications listed above. Motion carried: 5 - 0.

F. Proclamations/Commendations/Certificate Award

1. Food Supply Drive Check Presentation

LSM Lusk presented Family Pathways with a check in the amount of $3,833.31 followed by a picture.

G. Approve City Council Minutes

1. December 3, 2024 - City Council Meeting Minutes

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

H. Announcements

1. **CITY OFFICES CLOSED - Tuesday, December 24, 2024 and Wednesday, December 25, 2024 in Observance of Christmas**
2. **CITY OFFICES CLOSED - Wednesday, January 1, 2025 in Observance of New Years**
3. **City Council Meeting - Monday, January 6, 2025 at 7:00 pm**
4. **EDA Meeting - Monday, January 6, 2025** ***(Immediately Following the City Council Meeting)***

I. Council Committee Reports

Councilmember Luke Merrill shared School Board updates.

Councilmember Jeff Holmgren shared BMX updates.

J. Public Hearings

None

K. Business Items

1. Interview Candidates for Temporary Interim Appointment to Vacant Mayor Seat on Isanti City Council

CA Wood announced prior to interviews that candidate Randy Polzin withdrew his application.

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

Councilmembers were given a ballot to vote for their desired candidate with Councilmember Luke Merrill abstaining from voting.

Voting results were 3-1 with Councilmember Luke Merrill receiving 3 votes and candidate Benjamin DeMaris receiving 1 vote.

Councilmember Steve Lundeen asked to declare the vacancy immediately to speed up the

process of filling the vacant seat that it created with Councilmember Luke Merrill being selected for the appointment to Interim Mayor.

CA Wood shared adding resolution declaring a vacancy to the consent agenda would speed up the process but is not typical meeting procedure.

Council consensus is to add resolution to the consent agenda.

2. Resolution to Consider Adopting the 2025 Final Budget

Resolution 2024-157 Adopting the 2025 Final Budget

FD Betker shared that this is an update from the last meeting. The following was changed from the previously presented budget:

- Removal of the $30.00 Mayors Association
- Reduced the General Fund Levy and the increase would be 2% and the projected tax decrease would be 1.8%.

Councilmember Luke Merrill shared discouragement about pulling that large number from the Fund Balance and would rather air on the side of caution.

Motion by Councilmember Luke Merrill, seconded by Councilmember Steve Lundeen to approve. Motion carried: 5 - 0.

3. Resolution to Consider Adopting Final 2024 Tax Levy Collectible in 2025

Resolution 2024-158 Adopting the Final 2024 Tax Levy Collectible in 2025

FD Betker shared that the preliminary levy was higher and by statute the final levy cannot be higher than the preliminary levy.

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

4. Resolution to Consider Adopting 2025 Enterprise Fund Budgets

Resolution 2024-159 Adopting the Final 2025 Enterprise Fund Budgets

FD Betker shared that this is the same that was presented on December 3rd.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Luke Merrill to approve. Motion carried: 5 - 0.

5. Resolution to Consider Approving a Cost-of-Living Adjustment (COLA) for Non-Union Employees

Resolution 2024-160 Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

FD Betker shared that this is the same that was presented on December 3rd and matches the Union contracts.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Luke Merrill to approve. Motion carried: 5 - 0.

6. Resolution to Consider Authorizing Engineering Services for the Isanti Hills Improvements Preliminary Engineering Report

Resolution 2024-161 Authorizing Engineering Services for the Isanti Hills Improvements Preliminary Engineering Report

CE Cook shared that this is the first step in the Isanti Hills project and has been identified since 2010 in the Capital Improvement Plan.

CE Cook continued to share that this is for approval of the preliminary engineering report which is the first step in the required MS-4129 assessment process.

CE Cook further shared that there are two roads that are designated State Aid Routes so the improvements on those segments are eligible to use State Aid funds to help fund the project.

Motion by Councilmember Luke Merrill, seconded by Councilmember Steve Lundeen to approve. Motion carried: 5 - 0.

7. Resolution to Consider Authorizing Engineering Services for the 2025 Pavement Management Project

Resolution 2024-162 Authorizing Engineering Services for the 2025 Pavement Management Project

CE Cook shared that this is for approving the full design for construction services of the 2025 Pavement Management Project.

CE Cook continued to share that Council directed to evaluate pavement conditions over the next 4-years of the pavement management programmed areas and re-grouped road segments to combine mill & overlay streets into one year to improve anticipated bid prices.

CE Cook further shared that the roadways identified for mill & overlay pavement maintenance in 2025 are Whiskey Road from Heritage Blvd to Isanti Parkway, Isanti Parkway from Whiskey Road to 3rd Avenue, East Dual Blvd from Heritage Blvd to the water tower road, Main Street from 3rd Ave to 4th Ave, 1st Ave from Heritage Blvd to Main Street and Creekside Lane.

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

8. Ordinance to Consider Amending City Code Chapter 123; Cannabis, Hemp, Tobacco and Other Delivery Products

Ordinance No. 822 Amending Chapter 123; Cannabis, Hemp, Tobacco and Other Delivery Products

CA Wood shared that this ordinance is a full repeal and replace. The ordinance is in response to the state legalizing cannabis and hemp related products come January 1st.

CA Wood continued to share that at the Committee of the Whole on November 19th, Committee gave direction on optional provisions allowed as outlined within Minnesota Statutes, section 342.

CA Wood further shared Council reviewed the draft in its entirety and the draft has been posted for the required 10 days.

Councilmember Luke Merrill shared displeasure with the states process of the legalization and shared concern that it is a risk for the city.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to approve. Motion carried: 4 - 1, with Luke Merrill voting nay.

9. Ordinance to Consider Amending City Code Chapter 160; Fees

Ordinance No. 823 Amending Chapter 160; Fees

CA Wood shared with the replaced City Code Chapter 123, the City will register cannabis related business as permitted by statute. The fee for registration can be set by the City up to the amount approve through the State, not to exceed 50% of their state license fee. Council and Committee held discussions on November 19th and December 3rd to place the following fees in the fee schedule.

Cannabinoids - $125
Cannabis Registration- $500 (or 50% of State renewal fee, whichever is less)
Cannabis Registration Renewal- $500 (or 50% of State renewal fee, whichever is less)

CA Wood further shared that the draft ordinance was posted for the required 10 days.

Motion by Councilmember Jeff Holmgren, seconded by Councilmember Steve Lundeen to approve. Motion carried: 4 - 1, with Luke Merrill voting nay.

10. **Ordinance to Consider Repealing City Code Chapter 295; Tobacco, Cannabis, Hemp and Related Delivery Products**

    Ordinance No. 824 Repealing Chapter 295; Tobacco, Cannabis, Hemp and Other Delivery Products

    CA Wood shared with the repeal and replace of Chapter 123, it is recommended to repeal Chapter 295 in its entirety as the language is included in Chapter 123.

    CA Wood further shared that the ordinance was posted for the required 10 days.

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to approve. Motion carried: 4 - 1, with Luke Merrill voting nay.

11. **Ordinance to Consider Amending Zoning Code Chapter 445; Section 6: Residential Districts**

    Ordinance No. 825 Amending Zoning Code Chapter 445; Section 6: Residential Districts

12. **Ordinance to Consider Amending Zoning Code Chapter 445; Section 7: Business Districts**

    Ordinance No. 826 Amending Zoning Code Chapter 445; Section 9: Business Districts

13. **Ordinance to Consider Amending Zoning Code Chapter 445; Section 8: Industrial Districts**

    Ordinance No. 827 Amending Zoning Code Chapter 4485; Section 8: Industrial Districts

14. **Ordinance to Consider Amending Zoning Code Chapter 445; Section 10: Special Purpose**

    Ordinance No. 828 Amending Zoning Code Chapter 445; Section 10: Special Purpose

15. **Ordinance to Consider Amending Zoning Code Chapter 445; Section 13: Use Regulations**

    Ordinance No. 829 Amending Zoning Code Chapter 445; Section 13: Use Regulations

    CDD Hillesheim shared that with the considerations of the replaced City Code Chapter 123, Zoning Code is recommended to be updated with permitted uses allowed.

Motion by Councilmember Steve Lundeen, seconded by Councilmember Jeff Holmgren to

approve K.11., K.12., K.13., K.14., K.15. Motion carried: 4 - 1, with Luke Merrill voting nay.

16. Resolution to Consider Approving the Snow Plow Agreement for Fairway Greens North 3rd Addition

Resolution 2024-163 Approving the Snow Plow Agreement for Woods Road NE in Fairway Greens North 3rd Addition

CDD Hillesheim shared due to the wet conditions caused by the rainy weather this fall and the timeline of asphalt plants closing, pavement was not able to be completed for all of Fairway Greens North 3rd Addition. Curb and gutter as well as temporary pavement and a temporary gravel cul-de-sac have been completed on a portion of Woods Road, depicted in the map in the agenda packet.

CDD Hillesheim continued to share that due to the nature of the road being incomplete and not up to City standards, staff do not recommend taking on the plowing of Woods Road NE until it meets installed infrastructure. JPB Land has agreed to plow and maintain Woods Road NE during the 2024-2025 winter season. Permit for 6 homes on the section of road have been just applied for and therefore no one is currently living on Woods Road NE.

CDD Hillesheim further shared that the City has received a letter of credit sufficient to complete all required infrastructure in the development, if necessary.

Motion by Councilmember Luke Merrill, seconded by Councilmember George Hemen to approve. Motion carried: 5 - 0.

17. Resolution to Consider Approving the Second Amendment to the Development Agreement for Fairway Greens North 3rd Addition

Resolution 2024-164 Approving the Second Amendment to the Development Agreement for Fairway Greens North 3rd Addition

CDD Hillesheim shared that again due to the weather and inability to complete the roads, JBP Land, LLC is requesting to be able to pull permits on two of the parcels that are adjacent to the corners of what is already the improved road so they can start construction on them.

CDD Hillesheim continued to share that no Certificate of Occupancy will be issued until it is complete in the spring but want to be able to start construction.

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to approve. Motion carried: 5 - 0.

18. Resolution to Consider Approving a Special Event Permit for Rum River BMX New Years Race

Resolution 2024-165 Approving Special Event Permit Application for Rum River BMX New Years Race

CDD Hillesheim shared RRBMX has applied for a special event permit for their New Years Eve race. Last year it was approved for the annual event however, this year the number of people in attendance has doubled and will require more overflow parking.

CDD Hillesheim further shared that the event goes from 8:00 pm on December 31st to 5:00 am on January 1st. The estimated number of people in attendance is 600-700.

RRBMX President Tim Dobosenski shared that the event race is for riders and their family to have something unique to do for New Years Eve.

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

L. Approve Consent Agenda

1. **Payroll in the Amount of $199,011.77 and Accounts Payable in the Amount of $308,184.70**
2. **Resolution to Approve a Mutual Aid Agreement Between the City of Isanti and the City of Cambridge for the Sharing of Equipment and Personnel Resources**

   Resolution 2024-166 Approving a Mutual Aid Agreement Between the City of Isanti and the City of Cambridge fort the Sharing of Equipment and Personnel Services

3. **Resolution to Renew the Lower-Potency Hemp Edible Cannabinoid Registration for MN Stores LLC DBA Snak Atak #7**

   Resolution 2024-167 Approving the Lower-Potency Hemp Edible Cannabinoid Retailer Registration Renewal for MN Stores LLC DBA Snak Atak #7

4. **Resolution to Renew the Lower-Potency Hemp Edible Cannabinoid Registration for DB Graphics DBA The CBD Joint**

   Resolution 2024-168 Approving the Lower-Potency Hemp Edible Cannabinoid Retailer Registration Renewal for DB Graphics, INC DBA The CBD Joint

5. **Resolution to Renew the Lower-Potency Hemp Edible Cannabinoid Registration for Isanti Municipal Liquor Store**

   Resolution 2024-169 Approving the Lower-Potency Hemp Edible Cannabinoid Retailer Registration Renewal for Isanti Liquor

6. **Resolution to Renew the Lower-Potency Hemp Edible Cannabinoid Registration for Thunder Brothers Brewery**

   Resolution 2024-170 Approving the Lower-Potency Hemp Edible Cannabinoid Retailer Registration Renewal for Thunder Brothers Brewery

7. **Resolution to Renew the Lower-Potency Hemp Edible Cannabinoid Registration for Isanti Smoke Shop Plus**

Resolution 2024-171 Approving the Lower-Potency Hemp Edible Cannabinoid Retailer Registration Renewal for Isanti Smoke Shop Plus

8. **Resolution to Approve 2024 Audit Engagement Letter**

   Resolution 2024-172 Approving Engagement Letter for 2024 Audit

9. **Resolution to Approve Contract with Leaf's Towing & Recovery LLC**

   Resolution 2024-173 Approving Contract with Kopp's Towing and Recovery DBA Leaf's Towing & Recovery LLC for Towing Services

10. **2025 Meeting Dates**

11. **Resolution Accepting Donation from the Isanti Lions Club**

Resolution 2024-174 Accepting Donation from the Isanti Lions Club

12. **Resolution to Declare Vacancy on the City Council**

Resolution 2024-175 Declaring a Vacancy on the City Council

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

M. Other Communications

1. **November Code Enforcement Report**
2. **November Police Department Report**
3. **November Building Inspector Report**
4. **December Engineering Project Status Report**

N. Adjournment

Motion by Councilmember Steve Lundeen, seconded by Mayor Jimmy Gordon to adjourn The meeting adjourned at 10:06 pm.

Respectfully Submitted,

Jaden Strand
City Clerk

AGENDA ITEM NO. L.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: January 6, 2025
Subject: Resolution to Consider Designating Committees and Representatives for City Commissions and Advisory Boards for 2025

Background:
Appointments must be made for the year 2025 for Advisory Committees, Commissions and Boards.

Parks and Recreation Board
There is one open seat for an appointed member. The seat is for a 3-year term. Advertisements were placed to seek interested candidates and a letter and application was sent to the previous member that held the seat however, no applications have been received at this time.

Planning Commission
There is one open seat for an appointed member. The seat is for a 3-year term. Advertisements were placed to seek interested candidates and a letter and application was sent to the previous member that held the seat however, no applications have been received at this time.

Economic Development Authority
There is one open seat for an appointed member. The seat is for a 6-year term. Advertisements were placed to seek interested candidates and a letter and application was sent to the previous member that held the seat however, no applications have been received at this time.

Attached is a resolution with highlighted areas for Council consideration.

Attached is also Resolution 2024-101 from year 2024 for reference.

Request:
Consider and make appointments for Boards, Committees and Commissions.

Attachment(s):
- Resolution to Consider Designating Committees and Representatives for City Commissions and Advisory Boards for 2025
- 2024-101 Amending Resolution 2024-016 - CITY BOARDS - Annual Appointments

RESOLUTION 2025-XXX

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

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: _____

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)*
Open Seat	Appointed _____; Term Expiration 12-31-2027 *(3-Year Term)*
Erika Zdon	Appointed 8-20-2024; Term Expiration 12-31-2025 *(3-Year Term)*
Council Rep	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 6th day of January 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

RESOLUTION 2024-101
Amending 2024-016

DESIGNATING COMMITTEES AND REPRESENTATIVE CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2024

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 2024:

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

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 2024:

Dan Hinnenkamp	Appointed 1-9-2023; Term Expiration 12-31-2025 *(3-Year Term)*
Vaughn Ihrke	Appointed 1-4-2022; Term Expiration 12-31-2024 *(2-Year Term)*
Erika Zdon	Appointed 8-20-2024; Term Expiration 12-31-2025 *(2-Year Term)*
Mayor Gordon	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*

Taylor Lundeen	Appointed 1-16-2024; Term Expiration 12-31-2027 *(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 12-31-2027 *(3-Year Term)*
Student Rep Open Seat	Term Expiration; 12-31-2024 *(1 Year Term)*

4. That the City Council designates the following individuals to the Planning Commission for year 2024:

Mayor and City Council:	
Mayor Gordon	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Jeff Holmgren	Appointed 1-2-2024; Term Expiration 11-05-2024 *(1-Year Term)*
Luke Merrill	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Steve Lundeen	Appointed 1-9-2023; Term Expiration 12-31-2024 *(1-Year Term)*
George Hemen	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Appointed Members:	
Alexander Collins	Appointed 12-6-2022; Term Expiration 12-31-2024 *(3-Year Term)*
Arissya Simon	Appointed 1-9-2023; Term Expiration 12-31-2026 *(3-Year Term)*

5. That the City Council designates the following individuals to the Economic Development Authority for year 2024:

Mayor and City Council	
Mayor Gordon	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Jeff Holmgren	Appointed 1-2-2024; Term Expiration 11-05-2024 *(1-Year Term)*
Luke Merrill	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Steve Lundeen	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
George Hemen	Appointed 1-2-2024; Term Expiration 12-31-2024 *(1-Year Term)*
Appointed Members:	
Paul Bergley	Appointed 4-4-2023; Term Expiration 12-31-2024 *(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 20th day of August 2024.

Mayor James Gordon

Attest:

Jaden Strand
City Clerk

AGENDA ITEM NO. L.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: January 6, 2025
Subject: Resolution to Consider Designating an Official Newspaper, Appointing Depositories and Professional Services for Year 2025

Background:
Attached is a resolution for designation of the official City newspaper, designation of depositories and appointment of professional services for the year 2025.

Advertisements were placed in the City's newspaper and on the City of Isanti website requesting bids for the City's official newspaper for 2025. The following bids and distribution numbers were received by the City:

County News Review: 158 distributions in the City of Isanti

$1.99 per column inch (9 lines/inch)

Isanti-Chisago County Star: 1,325 distributions in City of Isanti

$1.95 per column inch; (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

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Designating an Official Newspaper, Appointing Depositories and Professional Services for Year 2025

RESOLUTION 2025-XXX

DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR AND PROFESSIONAL SERVICES

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

WHEREAS, the City requested and received bids for the designation of the official City newspaper for 2025; and,

WHEREAS, the following bids and distribution numbers were received by the City:

County News Review $ 1.99 per column inch (9 lines/inch)
158 distributions in the City of Isanti for 1-year

Isanti-Chisago County Star $ 1.95 per column inch; (9 lines/inch)
1,325 distributions in City of Isanti for 1-year
OR
$1.85 per column inch; (9 lines/inch)
1,325 distributions in City of Isanti for 3-years

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

1. That the City accepts and designates the _____ as the official newspaper for 2025 at a rate $_____ per column inch, at 9 lines/inch for a term of _____ year(s).

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

Depositories: Falcon National Bank
RBC Wealth Management
Oppenheimer & Co. Inc.

City Attorney: Ratwik Roszak & Maloney, P.A

City Engineer: Bolton & Menk, Inc.

Benefit Consulting Services: NFP

Prosecuting Attorney: GDO Law

Agent of Record for Workers Comp and Property/ Casualty Insurance: Marsh McLennan Agency LLC

City Auditor: Abdo

Financial Advisor: Northland Securities, Inc.

Bond Counsel: Taft Stettinius & Hollister

Building Inspection Services: Rum River Consultants

This resolution was duly adopted by the Isanti City Council this 6th day of January 2025.

Attest:

_____
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: Matt Sylvester, Public Services Director
Date: January 6, 2025
Subject: Resolution to Consider Additional Stop Signage at Dahlin and Main St. NE

Background:
At the December 17, 2024 COW meeting discussion was held to add additional stop signs at Dahlin and Main St. NE. Stop signs would need to be installed in the existing sidewalks which has the potential of interfering with pedestrian traffic. Main St. is currently a through street and it is not recommended by our City Engineer for the additional stop signs. It is recommended that if stop signs are installed that advanced notice be given to worn traffic of the traffic change. Public Works does have stop signs on hand and would not need to be purchased.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution to Consider Additional Stop Signage at Dahlin and Main St. NE

RESOLUTION 2025-XXX

ADDITIONAL STOP SIGNAGE AT DAHLIN AND MAIN ST NE

WHEREAS, at the December 17, 2024 discussion was had about additional stop signs at the intersection of Dahlin and Main St NE; and,

WHEREAS, Main St is a through St and it is not recommended by the City Engineer for the additional signage; and

WHEREAS, it is recommended that advanced notice should be given to worn traffic of the traffic change; and,

WHEREAS, additional stop signs would need to be placed in the existing sidewalks which could impact pedestrian traffic; and,

WHEARAS, Public Works does have signs on hand which could be placed at Dahlin and Main St NE and would not need to be purchased,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, discussion was had at the December 17th, 2024 for additional stop signs at the intersection of Dahlin and Main St NE, Main St is a through St and the additional stop signs are not recommended by the City Engineer, advanced notice should be given to notify traffic of the additional stop signs, additional stop signs would need to be placed in existing sidewalks which could impact pedestrian traffic, Public Works has signs on hand and would not need to be purchased.

This resolution was duly adopted by the Isanti City Council this 6th 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: Jared Haas, Associate Planner
Date: January 6, 2025
Subject: Ordinance to Consider Amending Zoning Code Chapter 445; Section 7: Business Districts to Permit Facilities for Automotive Wrapping, Decals, Detailing and Tinting

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Background:
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. At the November 6th, 2024 meeting of the City Council, the owner spoke and City Council voted 5-0 to lift the Cease and Desist Order until November 16th, 2024 and to waive the fee. On November 12th, 2024, Precision Window Tint submitted an application for a Zoning Text Amendment to allow automotive tinting, vinyl wrapping, and detailing as a permitted use within the B-1 Central Business District zone. At the Public Hearing held at the December 17th, 2024 meeting, Planning Commission recommended approval of moving forward with an amendment to add window tint and automotive tinting, vinyl wrapping, and detailing as Conditional Uses within the B-1 Central Business District zone.

The ordinance amendment has been posted for the required 10 days.

Request:
Staff is requesting action on this item.

Attachment(s):
- Ordinance to Consider Amending Zoning Code Chapter 445; Section 7: Business Districts to Permit Facilities for Automotive Wrapping, Decals, Detailing and Tinting.

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 445 ADOPTED ON OCTOBER 21, 2008; ORDINANCE NO. 446 ADOPTED ON DECEMBER 16, 2008; ORDINANCE NO. 454 ADOPTED ON MARCH 3, 2009; ORDINANCE NO. 466 ADOPTED ON SEPTEMBER 15, 2009; ORDINANCE NO. 480 ADOPTED ON MARCH 16, 2010; ORDINANCE NO. 490 ADOPTED ON AUGUST 17, 2010; ORDINANCE NO. 496 ADOPTED ON NOVEMBER 3, 2010; ORDINANCE NO. 499 ADOPTED ON FEBRUARY 15, 2011; ORDINANCE NO. 512 ADOPTED ON MAY 17, 2011; ORDINANCE NO. 541 ADOPTED ON NOVEMBER 20, 2012; ORDINANCE NO. 542 ADOPTED ON NOVEMBER 20, 2012; ORDINANCE NO. 550 ADOPTED ON APRIL 16, 2013; ORDINANCE NO. 445 ADOPTED ON ORDINANCE NO. 554 ADOPTED ON JUNE 18, 2013; ORDINANCE NO. 575 ADOPTED ON MARCH 18, 2014; ORDINANCE NO. 583 ADOPTED ON SEPTEMBER 16, 2014; ORDINANCE NO. 618 ADOPTED ON AUGUST 18, 2015; ORDINANCE NO. 649 ADOPTED ON JULY 19, 2016; ORDINANCE NO. 657 ADOPTED ON NOVEMBER 15, 2016; ORDINANCE NO. 708 ADOPTED ON JULY 2, 2019; ORDINANCE NO. 726 ADOPTED ON MARCH 17, 2020; ORDINANCE NO. 730 ADOPTED ON MAY 5, 2020; ORDINANCE NO. 731 ADOPTED ON JUNE 2, 2020; ORDINANCE NO. 732 ADOPTED ON JUNE 2, 2020; SECTION 7 BUSINESS DISTRICTS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1- Amendment. Ordinance No.732, Ordinance No. 731, Ordinance No. 730, Ordinance No. 708, Ordinance No. 657, Ordinance No. 649, Ordinance No. 618, Ordinance No. 583, Ordinance No. 575, Ordinance No. 554, Ordinance No. 445 Zoning, Section 7, Article 1 Subdivision 3 is hereby amended as follows:

Chapter 445

SECTION 7: Business Districts

ARTICLE ONE: "B-1" CENTRAL BUSINESS DISTRICT

Subdivision 3: Conditional Uses

The following are conditional uses within the "B-1" Central Business District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Club, Private.

B. Community center.

C. Drive-thru facilities.

D. Household maintenance and small engine repair facility, subject to those standards as provided within Section 13 of this Ordinance. *(Ord No. 446)*

E. Meat market and meat processing facilities to include slaughtering providing the following requirements are met:

1. Meat processing facilities may be allowed by a Conditional Use Permit only as an accessory use to a meat market. The meat processing facility shall be located in the same building as a meat market and the floor area of the meat processing facility shall not exceed the floor area of the meat market.
2. The applicant shall submit a plan showing all staging areas for the temporary storage of carcasses and disposal of animal remains, as outside storage is prohibited within the Central Business District.
3. The applicant shall demonstrate that the performance standards and requirements for meat processing facilities as outlined in Section 13 can be met.

F. Motor vehicle rental facility with accessory open sales lot. Such establishments are subject to those standards as provided within Section 13 of this Ordinance. *(Ord No. 493)*

G. Motor vehicle sales facility with accessory open sales lot, limited to ATV's, dirt bikes, scooters, and trailers. Such establishments are subject to those standards as provided within Section 13 of this Ordinance. *(Ord No. 490)*

H. Facilities for automotive vinyl wrapping and decals, detailing services, and window tinting.

~~G.~~

~~H.~~I. Mixed use buildings.

~~I.~~J. Parking facilities, when not accessory to a principal commercial use.

~~J.~~K. Public buildings.

~~K.~~L. Religious institutions.

~~L.~~M. Restaurants (carry-out, fast food, and sit-down).

~~M.~~N. Senior citizen housing.

~~N.~~O. Brewpub. *(Ord No. 554)*

~~O.~~P. Brewer tap room. *(Ord No. 554)*

~~P.~~Q. Microbrewery. *(Ord No. 554)*

~~Q.~~R. Micro distillery. *(Ord No. 554)*

~~R.~~S. Adult Day Center. *(Ord. No. 594)*

~~S.~~T. Commercial Recreation. *(Ord No. 730)*

Section 2- Effective Date. This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 6th day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 12/18/2024
Reading Date: 1/6/2025
Publication Date: 1/16/2025
Effective Date:1/16/2025

AGENDA ITEM NO. L.5

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 6, 2025
Subject: Ordinance to Consider Amending Chapter 160 -Enumeration of Fees - Building Fees

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Background:
Andy Schreder from Rum River Consultants attended the November 19, 2024 Committee of the Whole meeting to discuss a variety of fees for varying inspections. At the December 3, 2024 City Council staff prepared a variety of comparable cities' building 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. Staff discussed the proposed changes with Rum River Consultants and they agreed to the fee changes for the 2025 contract. The fees were again discussed at the December 17, 2024 COW meeting and consensus was to move them forward as presented to City Council for consideration of approval. The updated Building Fee schedule changes are included in the packet.

The ordinance was posted for the 10 days as required by statute.

Request:
Staff is requesting action on this item.

Attachment(s):
- Ordinance to Consider Amending Chapter 160 -Enumeration of Fees - Building Fees

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORD. NO. 797 ADOPTED ON 9-19-2023; ORD. NO. 765 ADOPTED ON 12-21-2021; ORD. NO. 727 ADOPTED ON 4-7-2020 TITLED ENUMERATION OF FEES.

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Ordinance No. 797; Ordinance No. 765; Ordinance No. 727 Enumeration of Fees, B. Building permits and inspections shall be herby amended as follows:

§ 160-2. Enumeration of fees.

B. Building permits and inspections. **[Amended 9-19-2023 by Ord. No. 797]**

(1) Table 1: Valuation fee schedule. Permit and inspection fees for residential building, commercial building, fire suppression, fire alarm, commercial mechanical, and commercial plumbing. The minimum fee for processing these permits is $75~~50~~.

Value of Work	Fee
$0 to $2,000	$75~~50 min. $25 for first $500 + $3.50/each additional $100 or fraction thereof, to and including $2,000~~
$2,001 to $25,000	$83.50~~78~~ for first $2,000 + $16.55~~15~~/each additional $1,000 or fraction thereof, to and including $25,000
$25,001 to $50,000	$464.15~~425~~ for first $25,000 + $~~11~~12/each additional $1,000 or fraction thereof, to and including $50,000
$50,001 to $100,000	$~~700~~ 764.15 for first $50,000 + $~~8~~8.45/each additional $1,000 or fraction thereof, to and including $100,000
$100,001 to $500,000	$~~1,100~~1,186.65 for first $100,000 + $6.75~~6~~/each additional $1,000 or fraction thereof, to and including $500,000
$500,001 to $1,000,000	$~~3,500~~3,886.65 for first $500,000 + $5.50~~5~~/each additional $1,000 or fraction thereof, to and including $1,000,000
$1,000,001 +	$~~6,000~~ 6,636.65for first $1,000,000 + $4.504/each additional $1,000 or fraction thereof

(2) Plan review fees.

~~(2)~~(a) Table 2: Miscellaneous plan review fees.

Type of Plan Review	Fee
Minimum plan review fee	$50
Plan review for building, fire suppression, and fire alarm permits	Refer to Table 1. A 65% plan review may apply.
Plan review for all commercial mechanical permits	10% of permit fee for project valuation over $30,000

Plan review for similar plans	Set forth in Minnesota Rules 1300.0160
In the event an applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.	

(b) Table 3: Plumbing plan review. Plumbing system plans and specifications that are submitted to the City of Isanti for review shall be accompanied by the appropriate plan examination fees, shall be paid prior to plan approval. The City of Isanti shall charge the following fees for plan reviews and audits of plumbing installations for public, commercial, and industrial buildings:

Systems with both water distribution and drain, waste and vent systems and having:	
25 or fewer drainage fixture units	$150
26 to 50 drainage fixture units	$250
51 to 150 drainage fixture units	$350
151 to 249 drainage fixture units	$500
250 or more drainage fixture units	$3 per drainage fixture unit to a maximum of $4,000
Interceptors, separator, or catch basins	$70 per interceptor, separator, or catch basin design
Building sewer service only	$150
Building water service only	$150
Building water distribution system only, no drainage system	$5 per supply fixture unit or $150, whichever is greater
Storm drainage system	A minimum fee of $150 or $50 per drain opening, up to a maximum of $500 and 70 per interceptor, separator, or catch basin design
Manufactured home park or campground, 1 to 25 sites	$300
Manufactured home park or campground, 26 to 50 sites	$350
Manufactured home park or campground, 51 to 125 sites	$400
Manufactured home park or campground, more than 125 sites	$500
Revision to previously reviewed or incomplete plans:	
Review of plans for which the City has issued 2 or more requests for additional information, per review	$100 or 10% of the original fee, whichever is greater
Proposer-requested revision with no increase in project scope	$50 or 10% of original fee, whichever is greater
Proposer-requested revision with an increase in project scope	$50 plus the difference between the original project fee and the revised project fee

(c) **State Surcharge on Building, Mechanical, and Plumbing Permits**. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

(d) **Refunds.** The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 business days of receipt, the Contractor must review the refund request and determine the amount to be refunded or deny the refund request for cause. No refunds will be approved or granted for the following: plan review fees, re-inspection fees, or any other services that have previously been rendered.

(e) **Work Without a Permit.** Work commenced without a permit may result in additional fees as specified in MN Rules 1300.0160, Subpart 8. Investigative fees are identified in Table 6 of this Fee Schedule.

(f) **Validity, Expiration and Suspension or Revocation of Permits.** The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

~~(1)~~(3) Table 4: Residential Mechanical permit fees for structures regulated under the MN Residential Code.

Permit	Fee
New construction mechanical (includes HVAC system, mechanical ventilation system and gas lines)	$125~~100~~ per unit
Addition, alteration, remodel or replacement	$~~75~~100
Basement finish mechanical	$~~75~~100
Fireplace	$~~75~~100
Garage Heater	$~~75~~100
Gas Lines	$~~75~~100
Miscellaneous mechanical appliance	$~~75~~100
All other minor mechanical work	$~~75~~100
Furnace, fireplace, air conditioner units, garage heater, gas lines, miscellaneous mechanical appliance, or other minor mechanical work installed and inspected, simultaneously~~Furnace and air conditioner units installed and inspected simultaneously~~	$~~130~~157 per dwelling unit

~~(2)~~(4) Table 5: Residential Pluming Permit fees for structures regulated under the MN Residential Code.

Permit	Fee
New construction plumbing	$125~~100~~ per dwelling unit
Addition, alteration, remodel or replacement	$100~~75~~

Basement finish	$100
Water heater	$~~100~~112
Water conditioning system	$~~100~~112
Miscellaneous plumbing fixtures	$~~100~~112
Municipal sewer connection	$~~50~~87
Municipal water connection	$~~50~~87
Sewer or waterline repair	$~~80~~102
Irrigation system	
Backflow prevention	
Water heater~~ and~~ water conditioning system, municipal sewer connection, municipal water connection, irrigation system, backflow prevention, or minor plumbing work installed and inspected simultaneously ~~ units~~ installed and inspected simultaneously	$167~~150~~

~~(3)~~(5) Table 6: Other permits and fees.

Permit	Fee
Residential Accessory structure > 200 square feet	Refer to Table 1. A 65% plan review may apply. Max fee $850 includes plan review.
Structure additions, alterations	Refer to Table 1. A 65% plan review may apply.
Structure remodel	Refer to Table 1. A 65% plan review may apply
Basement finish*	$150~~300 or refer to Table 1.~~ ~~A 65% plan review may apply~~
Deck	~~Refer to Table 1.~~ A 65% plan review may apply
Fence over 7 feet high	Refer to Table 1. A 65% plan review may apply
Residential Roofing	$~~80~~102
Residential Siding	$~~80~~102
Residential window/door replacement (same size)	$~~80~~102
Commercial demolition	Refer to Table 1. A 65% plan review may apply
Residential demolition	$~~100~~150 A 65% plan review may apply
Manufactured home setup (foundation and connections only)	$175
Solar/photovoltaic systems residential (up to 3.5kW)	$175
Solar/photovoltaic systems residential (over 3.5kW)	Refer to Table 1. A 65% plan review may apply
Solar/photovoltaic systems commercial	Refer to Table 1. A 65% plan review may apply

~~Residential irrigation system, including backflow prevention~~	~~$80~~
Association, commercial, industrial, multifamily irrigation system	Refer to Table 1. A 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Table 1. A 65% plan review may apply
Temporary heating equipment	$150
Inspections which no fee is specifically indicated	$125 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	$95 per hour (minimum charge of 1 hour)
Reinspection fees	$95 per hour/inspection, whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	$150 per hour (minimum charge of 2 hours)
Change of use/occupancy	Refer to Table 1. A 65% plan review may apply
In-ground pool	Refer to Table 1. A 65% plan review may apply
Investigative review	100% of permit fee
Temporary certificate of occupancy	Residential $250 Commercial $450
Septic system – residential new or replacement	$350
Septic system – commercial new or replacement	Refer to Table 1. A 65% plan review may apply
Septic system – tank replacement/holding tank	$175
Operating permit	$200 annually
Maintenance/pumping permit	$10/triennial
~~State surcharge~~	~~Shall be collected on all permits issued for work governed by the Minnesota State Building Code~~

* Basement finishes that have rough-in and final inspections conducted concurrently (covering framing, insulation, mechanical, plumbing and building aspects) will be charged a $~~300~~ 150 permit fee ~~that includes a~~plus 65% ~~plan review. Work performed by a licensed and/or bonded contractor requires s~~Separate permits for mechanical and plumbing. Additional inspections will be subject to reinspection rates.

~~(4)~~(6) Table 7: Rental licensing fees.

Biennial Inspection and Fee	
~~Single-family, duplex, triplex, townhome, condo~~ Condo	$150~~160~~ per dwelling unit
Single family	$250 per dwelling unit
Duplex	$300 per building

Triplex	$450 per building
~~Addition, alteration, remodel or replacement~~	~~$75~~
Multifamily (4+ units)	$250 per building + $25 per unit
~~Multifamily (4+ units)~~	~~$65 per unit~~
Reinspection fee ~~(after initial inspection and follow-up inspection)~~ for multi-family	$~~100 per inspection~~95 per hour/ inspection – whichever is greater (one-hour minimum charge)
1 to 15 days late fee for all licenses	50% of license fee
16+ days late fee for all licenses	100% of license fee
Point of conversion fee (existing homes converting to a rental property)	$~~375~~500

~~(5)~~(7) Table 8: Engineering reviewed work fees.

Commercial City sewer/water connection	Actual engineering cost
Grade survey check	$50
Right-of-way work	Actual engineering cost
Single residential hookup	No fee
Base fee – up to 1,000 LF	$125
Fees in addition to base fee; work >1,000 LF	$65 per LF
Street cut	$125 plus $5,000 in escrow
ROW unauthorized work	$250 plus up to double the permit fee

~~(6)~~(8) Table 9: Escrow fees.

Driveway	$3,000
Landscape	$6,000

~~(7)~~(9) Table 10: Electrical inspection fees.

All Services Residential Service Change $~~100~~130, this includes one inspection. Or the below rates.		**Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:**	
0 to 300 amp	$~~50~~55	0 to 30 amp	$~~8~~12
400 amp	$~~58~~63	31 to 100 amp	$~~10~~12
500 amp	$~~72~~77	101 to 200 amp	$~~15~~20
600 amp	$~~86~~91	300 amp	$~~20~~26
800 amp	$~~114~~119	400 amp	$~~25~~32
1,000 amp	$~~142~~147	500 amp	$~~30~~38
1,100 amp	$~~156~~161	600 amp	$~~35~~44
1,200 amp	$~~170~~175	700 amp	$~~40~~50
Add $15 for each additional 100 amps		Add $5 for each additional 100 amps	

Minimum permit fee is $~~50~~65 plus $1 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is $~~100~~130 plus $1 state surcharge.	
Maximum fee for single-family dwelling not over 200 amps is $~~150~~200 plus $1 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.	
Apartment buildings	Maximum fee per unit of an apartment or condominium complex is $~~100~~130. This does not cover service and house wiring. A separate permit must be issued for house wiring.
Swimming pools	$~~100~~130, this includes two inspections
Traffic Signals	$10 per each standard
Streetlighting	$5 per each standard
Transformers/generators	$10 per unit + $0.50 per KVA
Retro fit lighting	$0.75 per fixture
Sign transformer	$10
Remote control/signal circuits	$1 per device
Reinspection fees	$~~50~~65

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

~~(8) Plumbing plan review. Plumbing system plans and specifications that are submitted to the City of Isanti for review shall be accompanied by the appropriate plan examination fees, shall be paid prior to plan approval. The City of Isanti shall charge the following fees for plan reviews and audits of plumbing installations for public, commercial, and industrial buildings:~~

~~Systems with both water distribution and drain, waste and vent systems and having:~~	
~~25 or fewer drainage fixture units~~	~~$150~~
~~26 to 50 drainage fixture units~~	~~$250~~
~~51 to 150 drainage fixture units~~	~~$350~~
~~151 to 249 drainage fixture units~~	~~$500~~
~~250 or more drainage fixture units~~	~~$3 per drainage fixture unit to a maximum of $4,000~~
~~Interceptors, separator, or catch basins~~	~~$70 per interceptor, separator, or catch basin design~~
~~Building sewer service only~~	~~$150~~
~~Building water service only~~	~~$150~~
~~Building water distribution system only, no drainage system~~	~~$5 per supply fixture unit or $150, whichever is greater~~
~~Storm drainage system~~	~~A minimum fee of $150 or $50 per drain opening, up to a maximum of $500 and 70 per interceptor, separator, or catch basin design~~
~~Manufactured home park or campground, 1 to 25 sites~~	~~$300~~

~~Manufactured home park or campground, 26 to 50 sites~~	~~$350~~
~~Manufactured home park or campground, 51 to 125 sites~~	~~$400~~
~~Manufactured home park or campground, more than 125 sites~~	~~$500~~
~~Revision to previously reviewed or incomplete plans:~~	
~~Review of plans for which the City has issued 2 or more requests for additional information, per review~~	~~$100 or 10% of the original fee, whichever is greater~~
~~Proposer requested revision with no increase in project scope~~	~~$50 or 10% of original fee, whichever is greater~~
~~Proposer requested revision with an increase in project scope~~	~~$50 plus the difference between the original project fee and the revised project fee~~

(10) Table 11: Residential Permit Calculator. Building Valuation Data Table for Projects Not Included in the International Code Council's or Minnesota Department of Labor & Industry's Building Valuation Data Tables.

Permit	Value Per Square Foot
Slab on Grade	$17
Crawl space	$22
Main/First Floor Area	$150
Second Floor Area	$125
Attached garage	$75
Detached garage	$60
Post and beam accessory structure, unfinished shell	$25
Post and beam accessory structure, interior finish	$60
Lean-to	$25
Carport/gazebo	$50
Garage conversion to a living space	$75
Porch, open	$55
Porch, 3-season	$130
Porch, 3-season existing deck	$100
Porch, screen porch or breezeway	$90
Solarium	$145
Deck, screen-in and roof over existing	$50
In-ground pool	$40
Above ground pool	$15
Masonry fireplace	$34, 275.64
Remodel, repair, alteration or other	Depends on scope and project

Section 2- Effective Date.

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

Adopted by the City Council this _____ day of _____ 202__.

_____
Interim Mayor Luke Merrill

Attest:

_____

Jaden Strand
City Clerk

Posting Date: 12/18/2024
Reading Date: 1/6/2025
Publication Date: 1/16/2025
Effective Date:1/16/2025

AGENDA ITEM NO. L.6

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 6, 2025
Subject: Ordinance to Consider Amending City Code Chapter 65; Administrative Penalties

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Background:
The updates to these ordinances were presented to you with the rental licensing and property maintenance code updates. Specifically, the updates clean up language to align with staff titles and the titles of pertinent ordinance chapters.

The Ordinance has been posted for the required 10 days.

Request:
Staff is requesting action on this item.

Attachment(s):
- Ordinance to Consider Amending City Code Chapter 65; Administrative Penalties

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 763 ADOPTED JULY 20, 2021; ORDINANCE NO. 743 ADOPTED 12-1-2020; ORDINANCE NO. 705 ADOPTED 6-4-2019; ORDINANCE NO. 690 ADOPTED 6-5-2018 TITLED ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance No. 690**,** Ordinance No. 705, Ordinance No. 743, Ordinance No. 763 codified in Chapter 65 of City Code, is hereby amended as follows:

Chapter 65

ADMINISTRATIVE PENALTIES

§ 65-4 Authority to issue authority to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated ordinances:

A. **Licensed peace officers of the Isanti Police Department;**

B. **Reserve officers of the Isanti Police Department;**

C. **Community Development Director;**

D. **Community Development Specialist;**

E. **Animal Control Officer;**

F. **Building Official;**

G. **MS4 Technician; ~~or~~**

H. **Community Service Officer; or~~.~~**

I. **Associate Planner.**

§ 65-8 Administrative citations; City Code violations.

A. Chapter 87, § 5.1, regarding animal litter: $75.

B. Chapter 216, Nuisances: $200.

C. Chapter 230, Parks and Recreation Areas: $200.

D. Chapter 227, Parking and Storage: $200.

(1) Parking ticket: $20.

E. Chapter 253, Rental Dwellings: $200.

~~E.~~F. Chapter 256, ~~Residential and Nonresidential Property Maintenance Standards~~Property Maintenance Code of the City of Isanti: $200.

~~F.~~G. Chapter 284, Streets and Sidewalks: $200.

~~G.~~H. Chapter 284, Streets and Sidewalks: $200.

~~H.~~I. Chapter 325, Water: $200.

(1) Lawn sprinkling.

(a) First violation: $20.

(b) Second violation: $35.

(c) Third violation: $50.

~~I.~~J. Ordinance No. 445, Zoning Ordinance: $200.

~~J.~~K. Ordinance No. 445, Section 16, Signs: $100.

~~K.~~L. Ordinance No. 670, Stormwater, first time: $200.

~~L.~~M. Ordinance No. 670, Stormwater, second time: $400.

~~M.~~N. Ordinance No. 670, Stormwater, third time: $600.

Section 3 – Effective Date.
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 6th day of January 2025.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

Posting Date:	December 19, 2024
Reading Date:	January 6, 2025
Publication Date:	January 16, 2025
Effective Date:	January 16, 2025

AGENDA ITEM NO. L.7

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Stephanie Hillesheim, Community Development Director
Date: January 6, 2025
Subject: 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

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Background:
At the June COW meeting it was discussed if the City would be able to take any action in regards to the large solar farm expected to be constructed in the future. Committee consensus was for staff to look into an ordinance to require setting potential bonding requirements for the project. Staff looked further into the issue and are recommending adopting a solar ordinance for solar farms and all solar devices within the City. Through research of our ordinance, City Staff recognized through Zoning, the City does not regulate solar devices of any type, though it was added to the fee schedule and the building permit process. Therefore, the City of Isanti does not technically allow solar panels of any kind within the City limits, even on residential properties. This ordinance update allows for solar panels as they have been constructed within the City limits in all districts, as well as places perimeters on larger solar projects.

Through further inspection of the Zoning Ordinance, Staff also determined it would be in the best interest of the City to clean-up the Wind Conversion Systems subdivision, which is currently located under the Non-Residential Use Regulations in Section 13, though it does permit use in residential districts. Staff created a new Article under Section 13 labeled Alternative Energy Sources, placing both Wind Energy Conversion Systems and Solar Energy Systems under this new Article within Use Regulations.

The updates also include the addition of definitions pertaining to solar energy systems in Section 2.

The Planning Commission reviewed at the December 17, 2024 meeting and all updates from their recommendations have been applied. Both ordinances have been posted for the required 10 days.

Request:
Staff is requesting discussion and a recommendation to Council regarding this item.

Attachment(s):
- Ordinance Amending Chapter 445 Section 2 Definition of Terms - Alternative Energy Sources
- Ordinance Amending Chapter 445 Section 13 Use Regulations - Alternative Energy Sources

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 445 ADOPTED ON 10-21-2008, ORDINANCE 446 ADOPTED ON 12-16-2008, ORDINANCE 454 ADOPTED ON 03-03-2009, ORDINANCE NO. 464 ADOPTED ON 08-18-2009, ORDINANCE NO. 466 ADOPTED ON 09-15-2009, ORDINANCE NO. 470 ADOPTED ON 11-17-2009, ORDINANCE NO. 479 ADOPTED ON 03-16-2010, ORDINANCE NO. 480 ADOPTED ON 03-16-2010, ORDINANCE NO 486 ADOPTED ON 06-15-2010, ORDINANCE NO. 491 ADOPTED ON 08-17-2010, ORDINANCE NO. 499 ADOPTED ON 02-15-2011, ORDINANCE NO. 512 ADOPTED ON 05-17-2011, ORDINANCE NO. 541 ADOPTED ON 11-20-2012, ORDINACNE NO. 542 ADOPTED ON 11-20-2012, ORDINANCE NO 550 ADOPTED ON 04-16-2013, ORDINANCE NO. 568 ADOPTED ON 11-19-2013, ORDINANCE NO. 574 ADOPTED ON 01-21-2014, ORDINANCE NO. 594 ADOPTED ON 01-20-2015, ORDINANCE NO. 672 ADOPTED ON 04-04-2017, ORDINANCE NO. 731 ADOPTED ON 06-02-2020, ORDINANCE NO. 732 ADOPTED ON 06-02-2020, ORDINANCE NO. 748 ADOPTED ON 12-15-2020, AND ORDINANCE NO. 789 ADOPTED ON 05-16-2023

AND TITLED SECTION 2: DEFINITION OF TERMS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 – Amendment. Ordinance No. 789, Ordinance No. 748, Ordinance No. 732, Ordinance No. 731, Ordinance No. 672, Ordinance No. 594, Ordinance No. 574, Ordinance No. 568, Ordinance No. 550, Ordinance No. 542, Ordinance No. 541, Ordinance No. 512, Ordinance No. 499, Ordinance No. 491, Ordinance No. 486, Ordinance No. 480, Ordinance No. 479, Ordinance No. 470, Ordinance No. 466, Ordinance No. 464, Ordinance No. 454, Ordinance No. 446, Ordinance No. 445 Zoning, Section 2, Definition of Terms shall be herby amended to include the following:

Chapter 445

SECTION 2: Definition of Terms

Agrivoltaics
A solar energy system co-located on the same parcel of land as agricultural production, including crop production, grazing, apiaries, or other agricultural products or services.

Alternative Energy Sources
Energy generated in ways that avoid the use of fossil fuels.

Community-Scale Solar Energy System
A commercial solar energy system that converts sunlight into electricity for the primary purpose of serving electric demands off-site from the facility, either retail or wholesale.
Community-scale systems are principal uses and projects typically cover less than 20 acres.

Community Solar Garden
A solar energy system that provides retail electric power (or a financial proxy for retail power) to multiple community members or businesses residing or located off-site from the location of the solar energy system, consistent with Minn. Statutes 216B.1641 or successor statute. A community solar garden may be either an accessory or a principal use.

Grid-intertie Solar Energy System

A photovoltaic solar energy system that is connected to an electric circuit served by an electric utility company. Ground-mount – A solar energy system mounted on a rack or pole that rests or is attached to the ground. Ground-mount systems can be either accessory or principal uses.

Large-Scale Solar Energy System
A commercial solar energy system that converts sunlight into electricity for the primary purpose of wholesale sales of generated electricity. A large-scale solar energy system will have a project size greater than 20 acres and is the principal land use for the parcel(s) on which it is located.

Off-grid Solar Energy System
A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility company.

Passive Solar Energy System
A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Photovoltaic System
A solar energy system that converts solar energy directly into electricity.

Renewable Energy Easement, Solar Energy Easement
An easement that limits the height or location, or both, of permissible development on the burdened land in terms of a structure or vegetation, or both, for the purpose of providing access for the benefited land to wind or sunlight passing over the burdened land, as defined in Minn. Stat. 500.30 Subd. 3 or successor statute.

Roof-mount
A solar energy system mounted on a rack that is fastened to or ballasted on a structure roof. Roof- mount systems are accessory to the principal use.

Roof Pitch
The final exterior slope of a roof calculated by the rise over the run, typically but not exclusively expressed in twelfths such as 3/12, 9/12, 12/12.

Solar Access
Unobstructed access to direct sunlight on a lot or building through the entire year, including access across adjacent parcel air rights, for the purpose of capturing direct sunlight to operate a solar energy system.

Solar Carport
A solar energy system of any size that is installed on a carport structure that is accessory to a parking area, and which may include electric vehicle supply equipment or energy storage facilities.

Solar Collector
The panel or device in a solar energy system that collects solar radiant energy and transforms it into thermal, mechanical, chemical, or electrical energy. The collector does not include frames, supports,

or mounting hardware.

Solar Daylighting
Capturing and directing the visible light spectrum for use in illuminating interior building spaces in lieu of artificial lighting, usually by adding a device or design element to the building envelope.

Solar Energy
Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System
A device, array of devices, or structural design feature, the purpose of which is to provide for generation or storage of electricity from sunlight, or the collection, storage and distribution of solar energy for space heating or cooling, daylight for interior lighting, or water heating.

Solar Hot Air System (also referred to as Solar Air Heat or Solar Furnace)
A solar energy system that includes a solar collector to provide direct supplemental space heating by heating and re-circulating conditioned building air. The most efficient performance includes a solar collector to preheat air or supplement building space heating, typically using a vertically-mounted collector on a south-facing wall.

Solar Hot Water System
A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

Solar Mounting Devices
Racking, frames, or other devices that allow the mounting of a solar collector onto a roof surface or the ground.

Solar Resource
A view of the sun from a specific point on a lot or building that is not obscured by any vegetation, building, or object for a minimum of four hours between the hours of 9:00 AM and 3:00 PM Standard time on all days of the year, and can be measured in annual watts per square meter.

Section 2- Effective Date.

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

Adopted by the City Council this _____day of _____202__.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand City Clerk

Posting Date:12/19/2024
Reading Date: 1/6/2025
Publication Date: 1/16/2025
Effective Date:1/16/2025

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 445 ADOPTED ON 10-21-2008, ORDINANCE NO. 446 ADOPTED ON 12-16-2008, ORDINANCE NO. 454 ADOPTED ON3-3-2009, ORDINANCE NO. 465 ADOPTED ON 9-15-2009, ORDINANCEN NO. 470 ADOPTED ON 11-17-2009, ORDINANCE NO. 480 ADOPTED ON 3-16-2010, ORDINANCE NO. 491 ADOPTED ON 8-17-2010, ORDINANCE NO. 512 ADOPTED 5-17-2011, ORDINANCE NO. 541 ADOPTED 11-20-2012, ORDINANCE NO. 564 ADOPTED ON 9-17-2013, ORDINANCE NO. 568 ADOPTED ON 11-19-2013, ORDINANCE NO. 583 ADOPTED ON 9-16-2014, ORDINANCE NO. 592, 12-16-2014, ORDINANCE NO. 594 ADOPTED ON 1-20-1015, ORDINANCE NO. 595 ADOPTED ON 1-20-1015, ORDINANCE NO. 609 ADOPTED ON 5-19-2015, ORDINANCE NO. 734 ADOPTED ON 7-7-2020, ORDINANCE NO. 782 ADOPTED ON 1-17-2023 AND TITLED SECTION 14: PERFORMANCE STANDARDS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN AS FOLLOWS:

Section 1 – Amendment. Section 1 – Amendment. Ordinance No. 782, Ordinance No. 734, Ordinance No. 609, Ordinance No. 595, Ordinance No. 594, Ordinance No. 592, Ordinance No. 583, Ordinance No. 568, Ordinance No. 564, Ordinance No. 541, Ordinance No. 512, Ordinance No. 491, Ordinance No. 480, Ordinance No. 470, Ordinance No. 465, Ordinance No. 454, Ordinance No. 446, Ordinance No. 445 Zoning, Section 13 Use Regulations: Article Two, Non-Residential Use Regulations, Subdivision 21 and Article Five Alternative Energy Sources Subdivision 1 and Subdivision 2 shall be herby amended as follows:

Chapter 445

SECTION 13: Use Regulations

Article 2: Non-Residential Use Regulations

~~**Subdivision 21: Wind Energy Conversion Systems (WECS)**~~

~~A. Purpose. This Subdivision is established to regulate the installation and operation of Wind Energy Conversion Systems (WECS) within the City of Isanti, not otherwise subject to siting and oversight by the State of Minnesota under the Minnesota Power Plant Siting Act (MS 116C.51-116C.697).~~

~~B. Interpretations, Conflict, and Separability.~~

~~1. Interpretation. In interpreting these regulations and their application, the provisions of these regulations shall be held to be the minimum requirements for the protection of public health, safety, and general welfare. These regulations shall be constructed to broadly promote the purposes for which they are adopted.~~

~~2. Conflict. These regulations are not intended to interfere with, abrogate or annul any other ordinance, rule or regulation, statute or other provision of law except as provided in these regulations. No other provision of these regulations that impose restraints different from any other ordinance, rule or regulation, statute or~~

provision of law, the provision that is more restrictive or imposes higher standards shall control.

3. Separability. If any part or provision of these regulations or the application of these regulations to any developer or circumstance is judged to be invalid by any competent jurisdiction, the judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which the judgment shall be rendered and shall not affect or impair the validity of the remainder of these regulations or the application of them to other developers or circumstances.

C. Applicability. WECS may be allowed as an accessory use in the B-2, I-I, T1-B, and T1-I Districts as a Conditional Use, subject to the provisions and regulations established within this Subdivision. Small WECS may be allowed as an accessory use in the R-1A, R-1, R-2, R-3A, and R-3B Districts and shall not require a Conditional Use Permit.

D. Permit Required. It shall be unlawful to construct, erect, install, alter, or locate any wind energy conversion system within the City unless a Conditional Use Permit application has been reviewed and approved in accordance with the provisions as established within Section 21 of the Zoning Ordinance. The Conditional Use Permit may be revoked at any time the approved system does not comply with the rules set forth in this section and/or the conditions imposed by the City Council. The owner/operator of any WECS must also obtain necessary building permits as well as any other permits as required by other federal, state, and local agencies or departments prior to construction.

E. Declaration of Conditions. City staff and / or the Planning Commission may recommend and the City Council may impose such conditions on the granting of a WECS Conditional Use Permit as may be necessary to carry out the purpose and provisions of this Subdivision.

F. Submittal Requirements. All applications for a WECS Conditional Use Permit shall be accompanied by a detailed site plan drawn to scale and dimensioned, displaying the information as specified in Section 21 of this Ordinance. Additional information shall be required, which includes but is not limited to the following:

1. Site Plan Drawing:
    a. Lot lines and dimensions.
    b. Location and height of all buildings, structures, above-ground utilities and trees on the lot, including both existing and proposed structures.
    c. Existing and proposed setbacks of all structures located on the property in question.
    d. Sketch elevation drawing on the premises accurately depicting the proposed WECS and its relationship to structures on the subject site and adjacent lots.
2. Name of the project applicant.
3. Name of project owner.
4. The legal description and address of the project.
5. A description of the project including: number, type, name plate generating capacity, tower height, rotor diameter, and total height of all wind turbines and

means of interconnecting with the electrical grid.

6. Engineer's certification.

7. Documentation of land ownership or legal control of property.

G. Specific Standards for Small Wind Energy Conversion System (WECS).

1. Building Mounted Systems.

a. For all lots under two (2) acres in size, only building mounted systems are permitted, providing they are mounted on a monopole.

b. The height of a building mounted system shall be limited to fifteen (15) feet.

c. The building mounted system shall be safely and securely attached to the building in conformance with Building Code requirements. A written certification from a licensed structural engineer that the structure has the structural integrity to carry the weight and wind loads of the WECS and have minimal vibration impacts on the structure shall be submitted prior to construction.

2. Freestanding Monopole Towers.

a. Are permitted on lots exceeding two (2) acres in size.

b. The height of a freestanding WECS shall not exceed sixty (60) feet on lots between two (2) acres and five (5) acres; and one hundred (100) feet for lots over five (5) acres.

c. Electrical wires associated with a freestanding WECS shall be located within the tower and underground.

d. Setbacks. No part of a WECS shall be located within or above a required front, side or rear yard setback. WECS shall be setback from the closest property line one (1) foot for every one (1) foot of system height. WECS shall not be located within thirty (30) feet of an above ground utility line or drainage and utility easement. No part of any WECS shall extend across or over any part of a public right-of-way.

e. Tower Access. To prevent unauthorized climbing, WECS towers must comply with one of the following:

(1) Tower climbing apparatus shall not be located within twelve (12) feet of the ground; or

(2) A located anti-climb devices shall be installed on the tower.

H. Development Standards.

1. Number. No more than one (1) WECS is permitted per lot. Wind farms are not permitted.

2. Rotor safety. Each WECS shall be equipped with both a manual and automatic braking device capable of stopping the WECS operation in high winds.

3. Lighting protection. Each WECS shall be grounded to protect against natural lightning strikes in conformance with the National Electrical Code adopted by the City.

4. Signs. WECS shall have one sign, not to exceed two (2) square feet posted at the base of the tower and said sign shall contain the following information:

(1) Warning high voltage.

(2) Manufacturer's name.
(3) Emergency phone number.
(4) Emergency shutdown procedures.

5. Lighting. WECS shall not have affixed or attached any lights, reflectors, flashers or any other illumination, except for illumination devices required by FAA Regulations, as amended.

6. Electromagnetic interference. WECS shall be designed and constructed so as not to cause radio and television interference.

7. Noise emissions. Noises emanating from the operation of WECS shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, as amended.

8. Utility company interconnection. No WECS shall be interconnected with a local electrical utility company until the utility company has reviewed and commented upon it. The interconnection of the WECS with a utility company shall adhere to the National Electrical Code as adopted by the City. Verification of such approval shall be provided to the City of Isanti prior to connection.

9. Aesthetics. All WECS shall be maintained in good condition and shall be free from rust and damaged parts to the framework and other components. WECS shall be white or light gray. Other neutral colors may be allowed at the discretion of the City Council. The surface shall be matte or non-reflective. Blades may be black in order to facilitate de-icing.

I. Code Compliance.

1. Compliance with State Building Code. Standard drawings of the structural components of the wind energy conservation system and support structures, including base and footings shall be provided along with engineering data and calculations to demonstrate compliance with the structural design provisions of the State Building Code. Drawings and engineering calculations shall be certified by a Minnesota licensed engineer.

2. Compliance with National Electrical Code. WECS electrical equipment and connections shall be designed and installed in adherence to the National Electrical Code as adopted by the City.

J. Manufacturing Warranty. The applicant shall provide documentation or other evidence from the dealer or manufacturer that the WECS has been successfully operated in atmospheric conditions similar to the conditions within Isanti. The WECS shall be warranted against any system failures reasonably expected in severe weather operation conditions.

L. Ornamental Wind Devices and Windmills. Windmills used for agricultural pumping of water and ornamental wind devices that are less than thirty-five (35) feet in height shall be exempt from the provisions of this Section and shall conform to other applicable provisions of this Ordinance.

M. Inspection. The City hereby reserves the right upon issuing any WECS Conditional Use Permit to inspect the premises on which the WECS is located. If a WECS is not

~~maintained in operational condition and poses a potential safety hazard, the owner shall take expeditious action to correct the situation.~~

~~N. Abandonment. Any WECS or tower which is not used for twelve (12) successive months shall be deemed abandoned and shall be dismantled and removed from the property at the expense of the property owner; unless the City Council grants an exemption or an extension.~~

Article 5: Alternative Energy Sources

Subdivision 1: Wind Energy Conversion Systems (WECS)

A. Purpose. This Subdivision is established to regulate the installation and operation of Wind Energy Conversion Systems (WECS) within the City of Isanti, not otherwise subject to siting and oversight by the State of Minnesota under the Minnesota Power Plant Siting Act (MS 116C.51-116C.697).

B. Interpretations, Conflict, and Separability.

1. Interpretation. In interpreting these regulations and their application, the provisions of these regulations shall be held to be the minimum requirements for the protection of public health, safety, and general welfare. These regulations shall be constructed to broadly promote the purposes for which they are adopted.
2. Conflict. These regulations are not intended to interfere with, abrogate or annul any other ordinance, rule or regulation, statute or other provision of law except as provided in these regulations. No other provision of these regulations that impose restraints different from any other ordinance, rule or regulation, statute or provision of law, the provision that is more restrictive or imposes higher standards shall control.
3. Separability. If any part or provision of these regulations or the application of these regulations to any developer or circumstance is judged to be invalid by any competent jurisdiction, the judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which the judgment shall be rendered and shall not affect or impair the validity of the remainder of these regulations or the application of them to other developers or circumstances.

C. Applicability. WECS may be allowed as an accessory use in the B-2, I-I, T1-B, and T1-I Districts as a Conditional Use, subject to the provisions and regulations established within this Subdivision. Small WECS may be allowed as an accessory use in the R-1A, R-1, R-2, R-3A, and R-3B Districts and shall not require a Conditional Use Permit.

D. Permit Required. It shall be unlawful to construct, erect, install, alter, or locate any wind energy conversion system within the City unless a Conditional Use Permit application has been reviewed and approved in accordance with the provisions as established within Section 21 of the Zoning Ordinance. The Conditional Use Permit may be revoked at any time the approved system does not comply with the rules set forth in this section and/or the conditions imposed by the City Council. The owner/operator of any WECS must also

obtain necessary building permits as well as any other permits as required by other federal, state, and local agencies or departments prior to construction.

E. Declaration of Conditions. City staff and / or the Planning Commission may recommend and the City Council may impose such conditions on the granting of a WECS Conditional Use Permit as may be necessary to carry out the purpose and provisions of this Subdivision.

F. Submittal Requirements. All applications for a WECS Conditional Use Permit shall be accompanied by a detailed site plan drawn to scale and dimensioned, displaying the information as specified in Section 21 of this Ordinance. Additional information shall be required, which includes but is not limited to the following:

1. Site Plan Drawing:
    a. Lot lines and dimensions.
    b. Location and height of all buildings, structures, above-ground utilities and trees on the lot, including both existing and proposed structures.
    c. Existing and proposed setbacks of all structures located on the property in question.
    d. Sketch elevation drawing on the premises accurately depicting the proposed WECS and its relationship to structures on the subject site and adjacent lots.
2. Name of the project applicant.
3. Name of project owner.
4. The legal description and address of the project.
5. A description of the project including: number, type, name plate generating capacity, tower height, rotor diameter, and total height of all wind turbines and means of interconnecting with the electrical grid.
6. Engineer's certification.
7. Documentation of land ownership or legal control of property.

G. Specific Standards for Small Wind Energy Conversion System (WECS).

1. Building Mounted Systems.
    a. For all lots under two (2) acres in size, only building mounted systems are permitted, providing they are mounted on a monopole.
    b. The height of a building mounted system shall be limited to fifteen (15) feet.
    c. The building mounted system shall be safely and securely attached to the building in conformance with Building Code requirements. A written certification from a licensed structural engineer that the structure has the structural integrity to carry the weight and wind loads of the WECS and have minimal vibration impacts on the structure shall be submitted prior to construction.
2. Freestanding Monopole Towers.
    a. Are permitted on lots exceeding two (2) acres in size.
    b. The height of a freestanding WECS shall not exceed sixty (60) feet on lots between two (2) acres and five (5) acres; and one hundred (100) feet for

lots over five (5) acres.

c. Electrical wires associated with a freestanding WECS shall be located within the tower and underground.

d. Setbacks. No part of a WECS shall be located within or above a required front, side or rear yard setback. WECS shall be setback from the closest property line one (1) foot for every one (1) foot of system height. WECS shall not be located within thirty (30) feet of an above ground utility line or drainage and utility easement. No part of any WECS shall extend across or over any part of a public right-of-way.

e. Tower Access. To prevent unauthorized climbing, WECS towers must comply with one of the following:

(1) Tower climbing apparatus shall not be located within twelve (12) feet of the ground; or

(2) A located anti-climb devices shall be installed on the tower.

H. Development Standards.

1. Number. No more than one (1) WECS is permitted per lot. Wind farms are not permitted.

2. Rotor safety. Each WECS shall be equipped with both a manual and automatic braking device capable of stopping the WECS operation in high winds.

3. Lighting protection. Each WECS shall be grounded to protect against natural lightning strikes in conformance with the National Electrical Code adopted by the City.

4. Signs. WECS shall have one sign, not to exceed two (2) square feet posted at the base of the tower and said sign shall contain the following information:

(1) Warning high voltage.

(2) Manufacturer's name.

(3) Emergency phone number.

(4) Emergency shutdown procedures.

5. Lighting. WECS shall not have affixed or attached any lights, reflectors, flashers or any other illumination, except for illumination devices required by FAA Regulations, as amended.

6. Electromagnetic interference. WECS shall be designed and constructed so as not to cause radio and television interference.

7. Noise emissions. Noises emanating from the operation of WECS shall be in compliance with and regulated by the State of Minnesota Pollution Control Standards, as amended.

8. Utility company interconnection. No WECS shall be interconnected with a local electrical utility company until the utility company has reviewed and commented upon it. The interconnection of the WECS with a utility company shall adhere to the National Electrical Code as adopted by the City. Verification of such approval shall be provided to the City of Isanti prior to connection.

9. Aesthetics. All WECS shall be maintained in good condition and shall be free from rust and damaged parts to the framework and other components. WECS shall be white or light gray. Other neutral colors may be allowed at the discretion of the City Council. The surface shall be matte or non-reflective. Blades may be

black in order to facilitate de-icing.

I. Code Compliance.

1. Compliance with State Building Code. Standard drawings of the structural components of the wind energy conservation system and support structures, including base and footings shall be provided along with engineering data and calculations to demonstrate compliance with the structural design provisions of the State Building Code. Drawings and engineering calculations shall be certified by a Minnesota licensed engineer.
2. Compliance with National Electrical Code. WECS electrical equipment and connections shall be designed and installed in adherence to the National Electrical Code as adopted by the City.

J. Manufacturing Warranty. The applicant shall provide documentation or other evidence from the dealer or manufacturer that the WECS has been successfully operated in atmospheric conditions similar to the conditions within Isanti. The WECS shall be warranted against any system failures reasonably expected in severe weather operation conditions.

L. Ornamental Wind Devices and Windmills. Windmills used for agricultural pumping of water and ornamental wind devices that are less than thirty-five (35) feet in height shall be exempt from the provisions of this Section and shall conform to other applicable provisions of this Ordinance.

M. Inspection. The City hereby reserves the right upon issuing any WECS Conditional Use Permit to inspect the premises on which the WECS is located. If a WECS is not maintained in operational condition and poses a potential safety hazard, the owner shall take expeditious action to correct the situation.

~~M.~~ N. Decommissioning or Abandonment. Any WECS or tower which is not used for twelve (12) successive months shall be deemed abandoned and shall be dismantled and removed from the property at the expense of the property owner; unless the City Council grants an exemption or an extension.

a. The City of Isanti shall require the posting of a bond, letter of credit or the establishment of an escrow account at the time of construction to ensure proper decommissioning.

Subdivision 2: Solar Energy Systems

Except as otherwise provided herein, all Solar Energy Systems within the City shall be subject to the following general provisions:

A. Permitted Accessory Use. Solar energy systems are a permitted accessory use in all zoning districts where structures of any sort are allowed, subject to certain requirements as set forth below. Solar carports and associated electric vehicle charging equipment are a permitted accessory use on surface parking lots in the R-4, B-2, B-3, BIT and I-1 zoning districts. Solar energy systems that do not meet the following design standards will require a conditional use permit.

1. Height. Solar energy systems must meet the following height requirements:

(a) Building- or roof- mounted solar energy systems shall not exceed the maximum allowed height in any zoning district. For purposes for height measurement, solar energy systems other than building-integrated systems shall be given an equivalent exception to height standards as building-mounted mechanical devices or equipment.

(b) Ground- or pole-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

(c) Solar carports in non-residential districts shall not exceed 20 feet in height.

2. Set-back. Solar energy systems must meet the accessory structure setback for the zoning district and primary land use associated with the lot on which the system is located, except as allowed below.

(a) Roof- or Building-mounted Solar Energy Systems. The collector surface and mounting devices for roof-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built, unless the collector and mounting system has been explicitly engineered to safely extend beyond the edge, and setback standards are not violated. Exterior piping for solar hot water systems shall be allowed to extend beyond the perimeter of the building on a side-yard exposure. Solar collectors mounted on the sides of buildings and serving as awnings are considered to be building-integrated systems and are regulated as awnings.

(b) Ground-mounted Solar Energy Systems. Ground-mounted solar energy systems may not extend into the side-yard or rear setback when oriented at minimum design tilt, except as otherwise allowed for building mechanical systems.

3. Visibility. Solar energy systems in residential districts shall be designed to minimize visual impacts from the public right-of way, as described in 3. (a)-(c), to the extent that doing so does not affect the cost or efficacy of the system.

Visibility standards do not apply to systems in non-residential districts, except for historic building or district review as described in 5. below.

(a) Building Integrated Photovoltaic Systems. Building integrated photovoltaic solar energy systems shall be allowed regardless of whether the system is visible from the public right-of-way, provided the building component in which the system is integrated meets all required setback, land use, or performance standards for the district in which the building is located.

(b) Aesthetic restrictions. Roof-mount or ground-mount solar energy systems shall not be restricted for aesthetic reasons if the system is not visible from the closest edge of any public right-of-way other than an alley, or if the system meets the following standards.

1) Roof-mounted systems on pitched roofs that are visible from the nearest edge of the front right-of-way shall have the same finished pitch as the roof and be no more than ten inches above the roof.

2) Roof-mount systems on flat roofs that are visible from the nearest edge of the front right-of-way shall not be more than five feet above the finished roof and are exempt from any rooftop equipment or mechanical system screening.

(c) Reflectors. All solar energy systems using a reflector to enhance solar production shall minimize glare from the reflector affecting adjacent or nearby properties.

4. Lot Coverage. Ground-mount systems total collector area shall not exceed half the building footprint of the principal structure.

(a) Ground-mount systems shall be exempt from lot coverage or impervious surface standards if the soil under the collector is maintained in vegetation and not compacted.

(b) Ground-mounted systems shall not count toward accessory structure limitations.

(c) Solar carports in non-residential districts are exempt from lot coverage limitations.

5. Historic Buildings. Solar energy systems on buildings within designated historic districts or on locally designated historic buildings (exclusive of State or Federal historic designation) must be consistent with the standards for solar energy systems on historically designated buildings published by the U.S. Department of Interior.

6. Plan Approval Required. All ground mounted solar energy systems requiring a building permit or other permit from the City of Isanti shall provide a site plan for review.

(a) Plan Applications. Plan applications for solar energy systems shall be

accompanied by to-scale horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building or on the property for a ground-mount system, including the property lines.

(b) Plan Approvals. Applications that meet the design requirements of this ordinance shall be granted administrative approval by the zoning official and shall not require Planning Commission review. Plan approval does not indicate compliance with Building Code or Electric Code.

7. Approved Solar Components. Electric solar energy system components must have a UL or equivalent listing and solar hot water systems must have an SRCC rating.

8. Compliance with Building Code. All solar energy systems shall meet approval of local building code officials, consistent with the State of Minnesota Building Code, and solar thermal systems shall comply with HVAC-related requirements of the Energy Code.

9. Compliance with State Electric Code. All photovoltaic systems shall comply with the Minnesota State Electric Code.

10. Compliance with State Plumbing Code. Solar thermal systems shall comply with applicable Minnesota State Plumbing Code requirements.

11. Utility Notification. All grid-intertie solar energy systems shall comply with the interconnection requirements of the electric utility. Off-grid systems are exempt from this requirement.

B. Principal Uses. The development of commercial or utility scale solar energy systems are to be constructed where such systems present few land use conflicts with current and future development patterns. Any ground- mounted solar energy system whether it is considered to be a Community-Scale Solar Energy System, Community Solar Garden, Grid-intertie Solar Energy System or a Large-Scale Solar Energy System that is the principal use on the development lot or lots are allowed through a conditional use permit in the R-1A "Rural Residential" Zoning District.

1. Lot Requirements and Setbacks.

(a) Lot Requirements.

1) Minimum Lot Size. 20 Acres

2) Height Restriction. Ground- or pole-mounted solar energy systems shall not exceed 15 feet in height when oriented at maximum tilt.

(b) Setbacks.

1) Property line setback for buildings or structures in the district in which the system is located, except as other determined in this section (b).5 below.

2) Roadway setback of 150 feet from the ROW centerline of State highways and CSAHs, 100 feet for other roads,

except as other determined in this section (b).5 below.

3) Housing unit setback of 150 feet from any existing dwelling unit, except as other determined in this section (b).5 below.

4) Setback distance should be measured from the edge of the solar energy system array, excluding security fencing, screening, or berm.

5) All setbacks can be reduced by 50% if the array is fully screened from the setback point of measurement.

2. Maximum Impervious Surface Coverage. Ground-mounted systems shall be exempt from lot coverage or impervious surface standards if the beneficial habitat standard consistent with Minnesota Statutes are met as is outlined in B. 5. (b) of this ordinance. If otherwise compacted or improved, the maximum coverage allowed shall follow the requirements of the underlying zoning district.

3. Plan Approval Required. A detailed site plan for both existing and proposed conditions must be submitted, showing location of all solar arrays, other structures, property lines, rights-of-way, service roads, floodplains, wetlands and other protected natural resources, topography, electric equipment, and all other characteristics requested by the City of Isanti. A Site Plan application should be submitted and all information and processes as outlined in City Ordinance Chapter 445 Section 18: Site Plan Review shall be required.

4. Screening. Community- and large-scale solar shall be screened.

(a) A screening plan shall be submitted that identifies the type and extent of screening.

(b) Screening fences shall be a minimum of six (6) feet in height and a maximum of ten (10) feet in height with a minimum opaqueness of 80 percent. Screening height shall be measured form the finished grade level.

(c) A combination of coniferous and deciduous trees shall be planted to soften the appearance of the fence or wall from adjacent properties or the public street.

(d) The City of Isanti may require screening where it determines there is a clear community interest in maintaining a viewshed.

5. Ground Cover Buffer Areas. The following provisions shall be met related to the clearing of existing vegetation and establishment of vegetated ground cover. Additional requirements may apply as required by the City of Isanti.

(a) Large-scale removal of mature trees on the site is discouraged. The City of Isanti requires all development including large-scale solar to comply with City Ordinance Chapter 536 Article 9: Tree

Preservation.

(b) The project site design shall include the installation and establishment of ground cover meeting the beneficial habitat standard consistent with Minnesota Statutes, section 216B.1642, or successor statutes and guidance as set by the Minnesota Board of Water and Soil Resources (BWSR).

(c) Panels should be at least 36 inches off the ground to allow mowing and other maintenance.

(d) Panels should be spaced to allow vegetation to be self-sustaining.

(e) Use of pesticides to maintain vegetation on the site is not allowed.

(f) The applicant shall submit a planting plan accompanied by a completed "Project Planning Assessment Form" provided by BWSR for review by BWSR or the County SWCD.

(g) Beneficial habitat standards shall be maintained on the site for the duration of operation, until the site is decommissioned. The owner of the solar array shall complete BWSR's "Established Project Assessment Form" at year 4 and every 3 years after that, and allow the County SWCD to conduct a site visit to verify compliance.

(h) The City of Isanti may require submittal of inspection fee at the time of the initial permit application to support ongoing inspection of the beneficial habitat ground cover.

(i) The applicant shall submit a financial guarantee in the form of a letter of credit, cash deposit or bond in favor of the Community equal to one hundred twenty-five (125) percent of the costs to meet the beneficial habitat standard. The financial guarantee shall remain in effect until vegetation is sufficiently established.

6. Agricultural Protection. Solar farms must comply with site assessment or soil identification standards that are intended to identify agricultural soils. The City of Isanti may require mitigation for use of prime soils for solar array placement, including the following:

(a) Demonstrating co-location of agricultural uses (agrivoltaics) on the project site.

(b) Using an interim use or time-limited CUP that allows the site to be returned to agriculture at the end of life of the solar installation.

(c) Placing agricultural conservation easements on an equivalent number of prime soil acres adjacent to or surrounding the project site.

(d) Locating the project in a Drinking Water Supply Management Area or wellhead protection area is not permitted.

7. Decommissioning or Abandonment. A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life.

    (a) Decommissioning of the system must occur in the event the project is not in use for 12 consecutive months.

    (b) The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and assurances that financial resources will be available to fully decommission the site.

    (c) Disposal of structures and/or foundations shall meet the provisions outlined in the City of Isanti Residential and Non-residential Property Maintenance Standards.

    (d) The City of Isanti shall require the posting of a bond, letter of credit or the establishment of an escrow account to ensure proper decommissioning.

8. Feder lines. All on-site power and communications lines running between the elements of the project and the connection point shall be buried underground on premise.

9. Approved Solar Components. Electric solar energy system components must have a UL or equivalent listing and solar hot water systems must have an SRCC rating.

10. Compliance with Building Code. All solar energy systems shall meet approval of local building code officials, consistent with the State of Minnesota Building Code, and solar thermal systems shall comply with HVAC-related requirements of the Energy Code.

11. Compliance with State Electric Code. All photovoltaic systems shall comply with the Minnesota State Electric Code. Additionally, all commercial solar energy system projects should evaluate and include where practical harmonics limiting design and/or equipment at the point of common coupling consistent The Institute of Electrical and Electronics engineers (IEEE) 519 Standard.

12. Compliance with State Plumbing Code. Solar thermal systems shall comply with the applicable Minnesota State Plumbing Code Requirements.

13. Utility Notification. Grid-intertied solar energy systems must comply with the interconnection requirements of the electric utility. Off-grid systems are exempt from this requirement.

14. Compliance with MPCA regulations. Solar farms are subject to the City of Isanti's stormwater management and erosion and sediment control provisions and NPDES permit requirements. Solar collectors shall not be considered impervious surfaces if the project is certified as beneficial habitat solar, as described in B. 5. (b). of this ordinance.

15. Reflectors. All solar energy systems using a reflector to enhance solar production shall minimize glare from the reflector affecting adjacent or

nearby properties. The City of Isanti may require a glare study be completed at the cost of the developer where necessary.

C. Solar Access. The protection of solar access in all new subdivisions should be considered.

1. Solar Easements Allowed. The City of Isanti allows solar easements to be filed, consistent with Minnesota State Code 500. Any property owner can purchase an easement across neighboring properties to protect access to sunlight. The easement can apply to buildings, trees, or other structures that would diminish solar access.

2. Easements within Subdivision Process. The City of Isanti requires new subdivisions to identify and create solar easements when solar energy systems are implemented as a condition of a PUD, subdivision, conditional use, or other permit, as specified in Section 8 of this ordinance.

Section 2- Effective Date.

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

Adopted by the City Council this _____ day of _____ 202__.

_____
Interim Mayor Luke Merrill

Attest:

_____
Jaden Strand
City Clerk

Posting Date:12/19/2024
Reading Date: 1/6/2025
Publication Date: 1/16/2025
Effective Date:1/16/2025

AGENDA ITEM NO. L.8

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jausica Swanson, Park and Recreation Coordinator
Date: January 6, 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. In accordance with Resolution 2024-106, volunteer groups will split forty percent (40%) of the total donations for the event, with sixty percent (60%) of the total donations going back to the City for event expenses.
The donations from Illuminate Isanti will be disbursed in the following manner:

- The City of Isanti will keep $479.24.
- Cambridge Fire Relief Association will receive $53.25.
- FXR BMX Racing LTD will receive $53.25.
- Isanti Ambassador Program will receive $53.25.
- Silver Lakers 4H will receive $53.25.
- Ogilvie Fire Department will receive $53.25.
- The Brave Foundation will receive $53.25.

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, in accordance with Resolution 2024-106, volunteer groups will split forty percent (40%) of the total donations for the event, with sixty percent (60%) of the total donations going back to the City for event expenses;

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. The City of Isanti will keep $479.24.
2. Cambridge Fire Relief Association will receive $53.25.
3. FXR BMX Racing LTD will receive $53.25.
4. Isanti Ambassador Program will receive $53.25.
5. Silver Lakers 4H will receive $53.25.
6. Ogilvie Fire Department will receive $53.25.
7. The Brave Foundation will receive $53.25.

This resolution was duly adopted by the Isanti City Council this 6th day of January 2025.

_____
Interim Mayor Luke Merrill

_____
Jaden Strand
City Clerk

AGENDA ITEM NO. M.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Pam Dahlheimer, Assistant Finance Director
Date: January 6, 2025
Subject: 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

Background:
AP and Payroll are attached.

Request:
Staff is requesting action on this item.

Attachment(s):
- 12.20.2024 Payroll Period
- 12.20.24 CC 4 Payroll
- AP241204
- AP241205

City of Isanti

Gross Payroll	130,785.36
Social Security & Medicare	6,693.24
Public Employees Retirement	13,944.64
Total City Expense	151,423.24

Pay Date 12/20/2024

Pay Period 26 (12/1/24-12/14/24)

City of Isanti

Gross Payroll	8,244.25
Social Security & Medicare	630.68
Total City Expense	8,874.93

Pay Date 12/20/2024

Pay Period Quarter 4 CC (10/1-12/31/24)

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
24-Dec	12/18/2024	65006	494	ALLINA HEALTH SYSTEM	603-20200	27.3
24-Dec	12/18/2024	65007	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	869.84
24-Dec	12/18/2024	65008	53	BELLBOY CORPORATION	609-20200	4,301.35
24-Dec	12/18/2024	65009	9	BERNICKS PEPSI-COLA	609-20200	2,339.43
24-Dec	12/18/2024	65010	2321	C EMERY NELSON INC	602-20200	295.3
24-Dec	12/18/2024	65011	2487	CAPITOL BEVERAGE SALES	609-20200	1,567.50
24-Dec	12/18/2024	65012	3112	CHERYLS ENTERTAINMENT LLC	228-20200	1,800.00
24-Dec	12/18/2024	65013	2807	DAUDT, BRANDON	603-20200	99.99
24-Dec	12/18/2024	65014	2992	EARTHLINK BUSINESS	101-20200	247.59
24-Dec	12/18/2024	65015	2478	EAST CENTRAL ENERGY	101-20200	40.9
24-Dec	12/18/2024	65016	912	FASTENAL COMPANY	602-20200	105.86
24-Dec	12/18/2024	65017	2028	FURTHER	861-20200	88.7
24-Dec	12/18/2024	65018	949	GRAINGER INC	602-20200	337.73
24-Dec	12/18/2024	65019	3684	HALLMARK BUILDERS INC	101-20200	81
24-Dec	12/18/2024	65020	2209	INNOVATIVE OFFICE SOLUTIONS	101-20200	130.79
24-Dec	12/18/2024	65021	3384	INVICTUS BREWING CO	609-20200	117
24-Dec	12/18/2024	65022	1891	ISANTI AREA JOINT FIRE DISTRICT	101-20200	76,875.55
24-Dec	12/18/2024	65023	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,105.49
24-Dec	12/18/2024	65024	5	KAWALEK TRUCKING	609-20200	217.2
24-Dec	12/18/2024	65025	3118	KLOCKOW BREWING COMPANY INC	609-20200	72
24-Dec	12/18/2024	65026	17	MCDONALD DISTRIBUTING CO	609-20200	11,552.45
24-Dec	12/18/2024	65027	2953	MIDCONTINENT COMMUNICATIONS	101-20200	203.45
24-Dec	12/18/2024	65028	2116	MINUTEMAN PRESS	228-20200	404
24-Dec	12/18/2024	65029	176	MN DEPT OF REVENUE	101-20200	48,658.00
24-Dec	12/18/2024	65030	2080	MVTL LABORATORIES INC	602-20200	251.64
24-Dec	12/18/2024	65031	3683	MYLES MECHANICAL	101-20200	30
24-Dec	12/18/2024	65032	3530	NORTH CENTRAL INTERNATIONAL LLC	101-20200	1,343.28
24-Dec	12/18/2024	65033	617	PAUSTIS WINE COMPANY	609-20200	2,208.50
24-Dec	12/18/2024	65034	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,445.20
24-Dec	12/18/2024	65035	2630	RAPP, JORDAN	603-20200	100
24-Dec	12/18/2024	65036	2396	SOUTHERN GLAZERS OF MN	609-20200	12,119.46
24-Dec	12/18/2024	65037	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	2,075.00
24-Dec	12/18/2024	65038	1290	THE AMBLE GROUP	602-20200	126.56
24-Dec	12/18/2024	65039	626	THE WINE COMPANY	609-20200	1,042.25
24-Dec	12/18/2024	65040	97	TOTAL CONTROL SYSTEMS INC	602-20200	7,673.79
24-Dec	12/18/2024	65041	4	WATSON CO INC	609-20200	1,363.21
24-Dec	12/18/2024	65042	780	WINE MERCHANTS	609-20200	684
24-Dec	12/18/2024	65043	2872	WINEBOW	609-20200	1,071.50
					AP241204 Total	193,072.81

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
24-Dec	12/27/2024	65047	127	ABDO	609-20200	7,750.00
24-Dec	12/27/2024	65048	953	ALL AMERICAN TITLE CO INC	601-20200	27.25
24-Dec	12/27/2024	65049	2863	AMAZON CAPITAL SERVICES	228-20200	27.87
24-Dec	12/27/2024	65050	2504	ANCONA TITLE & ESCROW	601-20200	75.63
24-Dec	12/27/2024	65051	2030	ARTISAN BEER COMPANY	609-20200	40
24-Dec	12/27/2024	65052	3623	ASPHALT SURFACE TECHNOLOGIES	440-20200	107,739.46
24-Dec	12/27/2024	65053	53	BELLBOY CORPORATION	609-20200	74.95
24-Dec	12/27/2024	65054	2853	BENEFIT EXTRAS INC	101-20200	3.75
24-Dec	12/27/2024	65055	9	BERNICKS PEPSI-COLA	609-20200	2,568.69
24-Dec	12/27/2024	65056	1500	BOLTON & MENK INC	601-20200	38,254.00
24-Dec	12/27/2024	65057	2319	BREAKTHRU BEVERAGE OF MN	609-20200	19,285.13
24-Dec	12/27/2024	65058	1815	CENTURYLINK	602-20200	538.78
24-Dec	12/27/2024	65059	1822	CENTURYLINK BUSINESS SERVICES	101-20200	4.53
24-Dec	12/27/2024	65060	120	CONNEXUS ENERGY	101-20200	13,056.12
24-Dec	12/27/2024	65061	8	DAHLHEIMER DISTRIBUTING CO	609-20200	36,283.17
24-Dec	12/27/2024	65062	2992	EARTHLINK BUSINESS	609-20200	316.2
24-Dec	12/27/2024	65063	2933	ELAN FINANCIAL SERVICES	228-20200	4,439.09
24-Dec	12/27/2024	65064	2028	FURTHER	861-20200	72.61
24-Dec	12/27/2024	65065	2537	GROTTE, KATIE	101-20200	223.16
24-Dec	12/27/2024	65066	3384	INVICTUS BREWING CO	609-20200	120
24-Dec	12/27/2024	65067	114	ISANTI COUNTY RECORDER	505-20200	46
24-Dec	12/27/2024	65068	7	JOHNSON BROTHERS LIQUOR CO	609-20200	15,573.08
24-Dec	12/27/2024	65069	3382	JTK DISTRIBUTORS	609-20200	123.5
24-Dec	12/27/2024	65070	5	KAWALEK TRUCKING	609-20200	330.2
24-Dec	12/27/2024	65071	1170	LAND TITLE INC	601-20200	62.21
24-Dec	12/27/2024	65072	1479	LOFFLER COMPANIES INC	108-20200	238.45
24-Dec	12/27/2024	65073	17	MCDONALD DISTRIBUTING CO	609-20200	16,304.78
24-Dec	12/27/2024	65074	2953	MIDCONTINENT COMMUNICATIONS	609-20200	201.53
24-Dec	12/27/2024	65075	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,434.57
24-Dec	12/27/2024	65076	2130	PROGRESSIVE BUILDERS INC	601-20200	526.01
24-Dec	12/27/2024	65077	3308	RED PINE WINERY	609-20200	639.84
24-Dec	12/27/2024	65078	3685	SKOG, MELISSA	505-20200	250
24-Dec	12/27/2024	65079	2396	SOUTHERN GLAZERS OF MN	609-20200	18,342.59
24-Dec	12/27/2024	65080	1442	ST LOUIS MRO INC	101-20200	50
24-Dec	12/27/2024	65081	73	STAR	101-20200	43.58
24-Dec	12/27/2024	65082	1290	THE AMBLE GROUP	601-20200	14.86
24-Dec	12/27/2024	65083	3125	UNCOMMON LOON BREWING CO	609-20200	177
24-Dec	12/27/2024	65084	2944	UNIFIRST CORPORATION	609-20200	396.32
24-Dec	12/27/2024	65085	42	VIKING COCA-COLA BOTTLING CO	609-20200	1,501.61
24-Dec	12/27/2024	65086	1286	VINOCOPIA INC	609-20200	1,303.75
24-Dec	12/27/2024	65087	4	WATSON CO INC	609-20200	2,437.19
24-Dec	12/27/2024	65088	3686	WEBBER, MICHELLE	601-20200	75.03
24-Dec	12/27/2024	65089	780	WINE MERCHANTS	609-20200	430.5
24-Dec	12/27/2024	65090	2872	WINEBOW	609-20200	1,260.00
					AP241205 Total	295,662.99

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

AGENDA ITEM NO. M.2

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Mike Betker, Finance Director
Date: January 6, 2025
Subject: Resolution to Declare The Official Intent of The City of Isanti to Reimburse Certain Expenditures

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Background:
This Resolution acts as an insurance policy in the event of a large unforeseen project that ensures all project costs would be reimbursable thru a bond issue. It is not expected that this declaration of intent will be needed, however if it is unexpectedly needed this declaration helps protect the City fiscally and provides maximum flexibility in related financial decisions.

Request:
Staff is recommending approval.

Attachment(s):
- Resolution to Declare The Official Intent of The City of Isanti to Reimburse Certain Expenditures

RESOLUTION 2025-XXX

DECLARING THE OFFICIAL INTENT OF THE CITY OF ISANTI TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and,

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond; and,

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations,

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

1. The City proposes to undertake the following projects (the "Projects"):

_____

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Projects from the proceeds of bonds in an estimated maximum principal amount of the following:

	20__-20__ Budget
_____	$_____

The City may declare other separate statements of reimbursement intent in connection with specific public improvement projects as they are initiated under Minnesota Statutes, Chapters 475, 429 and 444, or for other capital projects, with the understanding that such additional declarations of reimbursement intent will supplement this resolution. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except or the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of $100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City, based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Projects and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

This Resolution is hereby approved by the Isanti City Council this 6th day of January 2025.

Attest: Interim Mayor Luke Merrill

Jaden Strand
City Clerk

AGENDA ITEM NO. M.3

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Mike Betker, Finance Director
Date: January 6, 2025
Subject: Resolution to Authorize Signatories and City Credit Card Use

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Background:
Authorization of signatories is required whenever staff, mayor or mayor pro-tem changes occur. Officially designating signatories by resolution is a compulsory internal control mechanism. Authorized signatories will need to provide sensitive personal information and a copy of their drivers license to our banking institution.

Request:
Staff is recommending approval.

Attachment(s):
- Resolution to Authorize Signatories and City Credit Card Use

RESOLUTION 2025-XXX

AUTHORIZING SIGNATORIES AND CITY CREDIT CARD USE

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

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

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

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

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

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

Interim Mayor	Luke Merrill
Mayor Pro-Tem	As Designated by Resolution
Finance Director	Mike Betker
City Administrator	Josi Wood
Human Resources	Katie Grotte

2. The following are authorized to use the City Credit Card in conformance with City policies. The City Administrator, Finance Director and Assistant Finance Director are authorized to access information on the account;
    a. City Administrator Josi Wood
    b. Police Chief Travis Muyres
    c. Liquor Store Manager Keith Lusk
    d. Finance Director Mike Betker
    e. Assistant Finance Director Pamela Dahlheimer
    f. Human Resources Katie Grotte
    g. Community Development Director Stephanie Hillesheim
    h. Parks and Recreation Coordinator Jausica Swanson
    i. Public Services Director Matt Sylvester
    j. Equipment Mechanic Scot Klersy

3. At RBC Wealth Management and Oppenheimer & Co. Inc., the following shall be listed as signatories:

Finance Director	Mike Betker
City Administrator	Josi Wood

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

5. This resolution shall supersede any past resolutions.

This Resolution is hereby approved by the Isanti City Council this 6th day of January 2025.

Attest:

Interim Mayor Luke Merrill

Jaden Strand
City Clerk

AGENDA ITEM NO. N.1

MEMO

To: **Interim Mayor Luke Merrill and Members of City Council**
From: Jaden Strand, City Clerk
Date: January 6, 2025
Subject: Review Conflict of Interest Policy

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

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

Attachment(s):
- Conflicts of Interest Policy

18.01 CONFLICT OF INTEREST POLICY

Purpose

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

Definition

Public Officials will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
    a) Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
    b) Must not engage in, solicit, negotiate for, or promise to accept private employment nor will they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
    c) Must not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
    d) Must not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
    e) Must not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office. The following types of gifts are permitted under exceptions to the law:
        1. Lawful campaign contributions.
        2. Services to assist an official in the performance of official duties.
        3. Services of insignificant monetary value.
        4. A plaque or similar item.
        5. A trinket or item of insignificant monetary value.
        6. Informational material of unexceptional value.
        7. Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
        8. Gifts given because of the recipient's membership in a group.
        9. Gifts between family members.
    f) Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.

g) Must not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

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

Disclosures

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

Disclosure Form

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

Discipline

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

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

Violations

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