AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING

WEDNESDAY, MARCH 6, 2024 – 7:00 PM
COUNCIL CHAMBERS

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comment

E. Adopt Agenda

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes
1. February 20, 2024 - City Council Meeting Minutes
2. February 20, 2024 - Committee of the Whole Meeting Minutes

H. Announcements
1. Committee of the Whole Meeting - Tuesday, March 19, 2024 at 5:00 pm
2. Planning Commission Meeting - Tuesday, March 19, 2024 at 6:00 pm
3. City Council Meeting - Tuesday, March 19, 2024 at 7:00 pm

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Liquor License Renewals
    a. Resolution to Approve the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
    b. Resolution to Approve the On-Sale and Sunday Liquor License Renewal for Rum River VFW Post 2735
    c. Resolution to Approve the On-Sale and Sunday Liquor License Renewals for Wintergreen's Golf and Grill
    d. Resolution to Approve the Brewer Off-Sale and Tap Room On-Sale Sunday License Renewal for Thunder Brothers Brewery, Inc.
2. Resolution Awarding the Bid for the 2024 Pavement Management Project
3. Resolution for Municipal State Aid Funds Advancement
4. Ordinance Amending Chapter 262; Sewer and Water Service Charges
5. Ordinance Amending Chapter 325; Water
6. Ordinance Amending Chapter 445; Zoning Code, Section 16: Signs
7. Resolution in Opposition to Redesigning the State Flag and Seal
8. Resolution in Opposition to of the North Star Act
9. Illuminate Isanti Options

L. Approve Consent Agenda

1. Payroll in the Amount of $146,384.64 and Accounts Payable in the Amount of $452,849.23
2. Resolution to Consider Approving Updated Park Code of Conduct Policy in Public Facilities and Events

M. Other Communications

N. Adjournment

AGENDA ITEM NO. G.1

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: February 20, 2024 - City Council Meeting Minutes

Background:
Attached are the minutes from the February 20, 2024 City Council meeting for consideration of approval.

Request:
Staff is requesting action on this item.

Attachment(s):
- 2-20-2024 City Council Minutes

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING

TUESDAY, FEBRUARY 20, 2024 – 7:00 PM
COUNCIL CHAMBERS

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

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: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker, Public Services Director Matt Sylvester, Utility Manager Jim Mager, City Engineer Jason Cook, and Chief of Police Travis Muyres

D. Public Comment
None.

E. Adopt Agenda
Motion by Councilmember Steve Lundeen, seconded by Councilmember Luke Merrill to adopt agenda. Motion carried: 5 - 0.

F. Proclamations/Commendations/Certificate Award
None.

G. Approve City Council Minutes
1. February 6, 2024 - City Council Meeting Minutes

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

H. Announcements
1. **CANCELLED - Parks and Recreation Board Meeting - Tuesday, February 27, 2024**
2. **PRESIDENTIAL NOMINATING PRIMARY ELECTION - Tuesday, March 5, 2024**
3. **City Council Meeting - Wednesday, March 6, 2024 at 7:00 pm**
4. **EDA Meeting - Wednesday, March 6, 2024** ***(Immediately Following City Council Meeting)***

I. Council Committee Reports
Councilmember Jeff Holmgren shared updates from the RRBMX meeting he attended which included the expectation of attendees for the Governors Cup to be approximately 2500 people.

Councilmember Luke Merrill shared that he has signed up for LMC's Economic Development and

HR sessions.

J. Public Hearings

None.

K. Business Items

1. Ordinance to Amend Chapter 253; Rental Dwellings

Ordinance No. 804 Amending Chapter 253; Rental Dwellings

CA Wood shared it was approved December 2022 to amend Chapter 256 to revise the date of when rental licenses will expire. However, it was not changed in Chapter 253 so the attached ordinance amendment is to make that change. The ordinance amendment was posted for the required 10 days and is changing the date of expiration from December 31st to June 1st to reflect the change that was approved by Council in 2022.

Councilmember Jeff Holmgren asked why the date was changed. Mayor Gordon responded because it is easier to do inspections in the summer rather than the winter.

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

2. Ordinance to Amend Chapter 256; Property Maintenance Standards

Ordinance No. 805 Amending Chapter 256; Property Maintenance Standards

CA Wood shared that this was discussed at the last Council meeting to amend the language to make it clear for what kind of lock was required for these properties. The language was to include sliding bolt lock.

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

3. Resolution to Consider Approving Public Works Salt Shed Replacement

Resolution 2024-020 Approving Public Works Salt Shed Replacement

PSD Sylvester shared that there is $169,000.00 budgeted for a public works salt shed. Staff reached out to three different vendors. The salt shed will be 41' x 40' and hold approximately 445 tons of salt.

PSD Sylvester continued to share that public works staff will do the grading and prep work for the project using existing dirt. The pavement for the building will occur during the Pavement Management Street Project this summer for additional savings. Total anticipated cost is $158,493.50 including a 10% contingency.

CA Wood suggested using the extra funds available to fund the paver project downtown.

Motion by Councilmember Steve Lundeen, seconded by Councilmember George Hemen to approve with the addition to use the extra funds for paver project. Motion carried: 5 - 0.

4. **Resolution to Consider Approving Graduating Senior Street Pole Banner Policy**

Resolution 2024-021 Approving Graduating Isanti Seniors Street Pole Banner Policy

CDD Hillesheim shared that staff finalized the graduating senior street pole banner policy originally brought forward at the August 2023. As discussed there are 13 street poles with brackets to hold the banners along Main Street. Having double sided banners will accommodate 26 seniors to be recognized at a first come first serve basis. In the policy it states that the ordering would be available each year starting January 1st through April 1st, however with the timeline this year there would only be a month to order starting March 1st through April 1st.

CDD Hillseheim continued to share that the banners will be installed and removed by Public Works and will be displayed the month of May and will be removed after graduation ceremonies are completed each year. Banners will display graduating year, the student's name, and a photo of them.

CDD Hillesheim further shared that the cost will be half the production cost of the banner provided for one side of the double sided banner. All double sided banners will be kept by the city. The city will need to purchase brackets to place on the poles to hold the banners. If a family wishes to have a banner to keep for personal use, a separate order will be placed for a single sided banner at full production cost.

CA Wood added that the policy states for Isanti graduating seniors so preference would be given to them first.

Mayor Gordon asked how the city will get the word out about it. CDD Hillsheim responded with the use of social media and the website.

Mayor Gordon shared desire that the city also notify the school.

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

L. Approve Consent Agenda

1. **Payroll in the Amount of $141,177.76 and Accounts Payable in the Amount of 351,581.71**
2. **Resolution to Declare Metal As Surplus and Authorize Its Disposal**

Resolution 2024-022 To Declare Metal as Surplus and Authorize its Disposal

3. **Resolution to Consider Approving the Purchase of Redaction Hardware**

Resolution 2024-023 Approving Purchase of Video Redaction Hardware

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

M. Other Communications

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

N. Adjournment

Motion by Councilmember Steve Lundeen, seconded by Councilmember Luke Merrill to adjourn. The meeting adjourned at 7:23 p.m.

Respectfully Submitted,

Jaden Strand
City Clerk

MINUTES
CITY OF ISANTI
COMMITTEE OF THE WHOLE MEETING

TUESDAY, FEBRUARY 20, 2024 – 5:00 PM
COUNCIL CHAMBERS

A. Call to Order
Mayor Gordon called the meeting to order at 5:00 p.m.

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: City Administrator Josi Wood, City Clerk Jaden Strand, Community Development Director Stephanie Hillesheim, Finance Director Mike Betker, Public Services Director Matt Sylvester, City Engineer Jason Cook, Utility Manager Jim Mager, Parks and Recreation Coordinator Julia Cederberg, and Chief of Police Travis Muyres

Others Present: Fire Chief Al Jankovich, Troy Petermeyer, Brian Guldan, and Steve Strandlund Sr.

D. Public Comment
None.

E. New Business

1. Well Study and Allowing Private Wells Discussion

- Brian Guldan shared a presentation in regards to the well study.
- Committee discussed allowing sand point wells and all potable wells.
- Committee consensus is to increase capacity on current wells through DNR and draft letter to legislature.
- Further consensus is to post draft ordinance and bring to City Council for consideration.

Motion to recess by Councilmember Luke Merrill, seconded by Councilmember Jeff Holmgren at 6:01 p.m. Motion carried 5-0.

Motion to resume meeting by Councilmember Luke Merrill, seconded by Councilmember Steve Lundeen at 7:32 p.m. Motion carried 5-0.

2. Speed Bump Discussion

- Troy Petermeyer, 805 Dogwood ST SW, shared his safety concern in regards to speeding cars and the safety of children on Dogwood ST.
- Committee discussed.
- Committee consensus is for PD to place speed sign on the road, collect data, and revisit

at a later date if needed.

3. Public Safety Aid

- Committee continued discussion that began at the January COW in regards to how the funds shall be used.
- Majority consensus is for staff to draft a plan to utilize funds with PD.

4. Isantian Re-Format

- CA Wood shared 3 options for reformatting the Isantian.
- Committee discussed.
- Committee consensus is to move forward with option 1 with the addition of a QR code that link to events calendar.

5. Illuminate Isanti 2023 Recap and 2024 Planning Discussion

- CDD Hillesheim shared a recap of Illuminate Isanti for 2023.
- Committee discussed.
- Committee consensus is for staff to look further into it and bring scenarios to March 19th Council meeting for further discussion.

Councilmember Steve Lundeen left the meeting at 9:00 p.m.

6. Door Postings and Disconnects

- FD Betker shared the process for door postings and disconnects.
- Committee discussed.
- Committee consensus is to move forward with no disconnects or door postings and follow procedure for assessing delinquent charges.
- Further consensus is to post ordinance amendment and bring to City Council for consideration.

7. New State Flag Discussion

- Mayor Gordon requested this item for discussion.
- A draft resolution was presented.
- Committee discussed.
- Committee consensus is for staff to draft letter and send to the County, Braham, and Cambridge on behalf of the City Council encouraging them to do the same.
- CA Wood shared she would send the draft letter to the Mayor to review prior to it being sent out.
- Further consensus is to bring resolution to Council for consideration.

8. Red Flag Gun Laws Discussion

- Mayor Gordon requested discussion on this item.
- Chief Muyres shared that the new law is an extreme protection order. There is 21 other states that have something similar which has a similar process like an order for protection where a judge has to order it, however this particular law is to remove guns from a particular person due to a threat.
- There was no further consensus.

9. Opposing the North Star

- Mayor Gordon requested discussion on this item.
- Mayor Gordon drafted a resolution that was shared.
- Committee discussed.
- Committee consensus is for staff to draft letter and send to the County, Braham, and Cambridge on behalf of the City Council encouraging them to do the same.
- Further consensus is to bring resolution to City Council for consideration.

F. Old Business

1. Election Voting Process

- This item will be brought to March COW.

G. Goals

Recession Planning	Leaf Pickup	Facebook Polls and Surveys
Dynamic Sign	CSAH 5 Road Improvements	Lighting In-Fill
Park Dedication Funds Discussion	Veterans Memorial	Reducing Overall Budget
Snowmaker for Sledding Hill	Rubber Mats at Playgrounds	Archery Kids Day
Fishing Tournament	Hwy 65 Overlay District	Sign Ordinance Revisions
Remove Dog Licensing	Newsletter - Newspaper Insert	Additional Parking at Bluebird Park
Last Street Dance 1st Week of October with Fire	Sidewalk In-Fill (Whiskey Rd and Main St)	Capital Planning for Tyler Ave SE and 4th Ave SW

H. Adjournment

Motion by Councilmember George Hemen, seconded by Councilmember Jeff Holmgren to adjourn. The meeting adjourned at 9:47 p.m.

Respectfully Submitted,

Jaden Strand
City Clerk

AGENDA ITEM NO. K.1

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Liquor License Renewals

a. Resolution to Approve the On-Sale and Sunday Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
b. Resolution to Approve the On-Sale and Sunday Liquor License Renewal for Rum River VFW Post 2735
c. Resolution to Approve the On-Sale and Sunday Liquor License Renewals for Wintergreen's Golf and Grill
d. Resolution to Approve the Brewer Off-Sale and Tap Room On-Sale Sunday License Renewal for Thunder Brothers Brewery, Inc.

Background:
Prior to being brought to City Council for consideration of a Liquor License renewal, all Liquor License applications are reviewed for completeness undergo a background check by the Police Department, taxes and assessments are reviewed against the licensed property to make sure they are current; fees owed to the City are checked to ensure there are no delinquent fees. Staff has reviewed completed applications and each applicant has met the requirements outlined in City Code.

The following license holders have submitted complete applications, and through review, have been recommended to proceed forward to the City Council for consideration for renewal of their license at this time:

- Junction Bowl and Whistle Stop Bar and Grill
- Rum River VFW Post #2735
- Wintergreens Golf and Grill
- Thunder Brothers Brewery, Inc.

Request:
Staff is requesting City Council action on this item.

Attachment(s):

- Liquor Stats 2023
- Resolution to Approve Renewal for Junction Bowl and Whistle Stop Bar and Grill
- Resolution to Approve Renewal for Rum River VFW 2735
- Resolution to Approve Renewal for Wintergreen's Golf and Grill
- Resolution to Approve Renewal for Thunder Brothers Brewery, Inc

Incidents at Establishments Holding Liquor Licenses - 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023

		Assault	Disorderly	Fight	Harassment	Domestic	Disturbance	DUIs	Theft/Burglary	Total
VFW	2015	2	3	4	1	1	1	1	0	13
	2016	2	1	2	0	0	0	3	2	10
	2017	1	1	2	0	0	1	0	0	5
	2018	1	1	0	0	2	2	0	1	7
	2019	0	4	2	0	1	1	0	1	9
	2020	1	2	1	0	0	0	0	1	5
	2021	2	4	2	0	0	0	0	2	10
	2022	1	2	1	0	0	0	0	1	5
	2023	0	5	0	0	0	2	0	2	9
Wintergreens	2015	0	0	0	0	0	1	1	0	2
	2016	0	2	1	0	0	0	0	1	4
	2017	1	0	0	1	0	0	0	0	2
	2018	0	0	0	1	0	0	0	0	1
	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	1	0	1
	2022	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0
Junction Bowl	2015	1	0	0	0	0	0	1	3	5
	2016	0	0	0	0	0	0	0	1	1
	2017	0	1	0	0	0	0	0	0	1
	2018	0	1	0	1	0	0	0	0	2
	2019	0	1	0	0	1	0	0	1	3
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	1	1
	2022	0	1	1	0	0	0	0	0	2
	2023	0	0	0	0	0	0	0	0	0
Sanbrook	2018	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0
	2020	0	1	0	0	0	0	0	0	1
	2021	0	0	0	0	0	0	0	1	1
Thunder Brothers Brewery	2019	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0
	2022	0	0	0	0	0	0	0	0	0
	2023	0	0	0	0	0	0	0	0	0
Total 2015		3	3	4	1	1	2	3	3	20
Total 2016		2	3	3	0	0	0	3	4	15
Total 2017		2	2	2	1	0	1	0	0	8
Total 2018		1	2	0	1	2	2	0	1	9
Total 2019		1	3	1	0	1	0	0	2	8
Total 2020		1	2	1	0	0	0	1	3	8
Total 2021		2	4	2	0	0	0	1	4	13
Total 2022		1	3	2	0	0	0	0	1	7
Total 2023		0	5	0	0	0	2	0	2	9

RESOLUTION 2024-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2024; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

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

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited for any state/local liquor law violations;

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

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2024 through March 31, 2025.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March 2024.

Attest: Mayor James Gordon

Jaden Strand
City Clerk

RESOLUTION 2024-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2024; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all tax assessments against the property are current; and,

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

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited for any state/local liquor law violations;

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

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2024 through March 31, 2025.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March 2024.

Attest: Mayor James Gordon

Jaden Strand
City Clerk

RESOLUTION 2024-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2024; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

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

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited for any state/local liquor law violations;

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

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2024 through March 31, 2025.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March 2024.

Attest: Mayor James Gordon

Jaden Strand
City Clerk

RESOLUTION 2024-XXX

APPROVING THE BREWER OFF-SALE AND TAP ROOM ON-SALE SUNDAY LICENSE RENEWAL APPLICATION FOR THUNDER BROTHERS BREWERY, INC

WHEREAS, Thunder Brothers Off-Sale and Tap Room On-Sale Sunday License will expire on March 31, 2024; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

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

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited for any state/local liquor law violations;

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

1. Thunder Brothers Brewer Off-Sale and Tap Room On-Sale Sunday Renewal is approved.
2. The effective date of the Brewer Off-Sale and Tap Room On-Sale Sunday License shall be April 1, 2024 through March 31, 2025.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 6th day of March 2024.

Attest: Mayor James Gordon

Jaden Strand
City Clerk

AGENDA ITEM NO. K.2

BOLTON & MENK

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jason W. Cook, P.E., City Engineer
Date: March 6, 2024
Subject: Resolution Awarding the Bid for the 2024 Pavement Management Project

---

Background:

Two bids were received on February 27, 2024, for the 2024 Pavement Management Project. The bids were checked and tabulated, and the results are summarized as follows:

Bidder	Bid Price
Asphalt Surface Technologies Corp.	$429,043.50
Knife River Corp	$452,343.40
Engineer's Estimate	*$388,259.50*

Asphalt Surface Technologies Corp. is the low responsible bidder. We recommend award of the project to Asphalt Surface Technologies Corp. in the amount of $429,043.50.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Request:
We recommend the City Council award the bid to the responsible low bidder.

Attachment(s):
- Resolution to Award of Bid 2024 Pavement Management Project

RESOLUTION 2024-XXX

AWARDING THE BID FOR THE 2024 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2024 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on February 27, 2024; and,

WHEREAS, two bids were received; and,

WHEREAS, Asphalt Surface Technologies Corp. was the responsible low bidder with a bid of $429,043.50; and,

WHEREAS, the finance department has confirmed that the project is financially feasible;

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

1) That the City shall award the project entitled "2024 Pavement Management Project" to Asphalt Surface Technologies Corp in the amount of $429,043.50.

2) Funding for the project shall come from utility franchise fees.

This resolution was duly approved by the Isanti City Council this 6th day of March 2024.

_____

Attest: Mayor James Gordon

_____

Jaden Strand
City Clerk

AGENDA ITEM NO. K.3

BOLTON & MENK

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jason W. Cook, P.E., City Engineer
Date: March 6, 2024
Subject: Resolution for Municipal State Aid Funds Advancement

---

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

As previously approved, the council intends to fund the railroad crossing improvements through the use of state aid funds.

We attempted to process this advance request last year, however, we did not receive the invoices from the Railroad until January of this year, so we were not able to receive the funds in 2023. The MSAS system requires a new advance request resolution for each year an advance is requested, so we need to pass the attached updated resolution for 2024.

We have incurred $101,838.50 of eligible State Aid costs on the Railroad Crossing Improvements project. We have also agreed to pay $134,400.00 for the cost of the planking the railroad installed for a total project cost of $236,238.50.

We recommend approval of the attached resolution requesting a total State Aid advancement of $236,238.50 in 2024 to cover the full cost of the project.

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

Request:
Staff recommends approving the state aid advance request resolution.

Attachment(s):
- Resolution for MSAS Advancement

RESOLUTION 2024-XXX

REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti implemented Municipal State Aid Projects in 2023 which require State Aid funds in excess of those available in its Municipal Account; and,

WHEREAS, said City is prepared to pay for the construction of said projects through the use of an advance from the Municipal State Aid Construction Fund to supplement the available funds in their Municipal State-Aid Construction Account; and,

WHEREAS, said City has incurred eligible costs in the amount of $236,238.50 on the 2023 Railroad Crossing Improvement project; and,

WHEREAS, the advance is based on the following determination of expenditures:

	Total Project Cost	**State Aid Eligible**	**2024 State Aid Reimbursement**	**Total City Cost**
Railroad Planking Improvements	**$236,238.50**	**$236,238.50**	**$236,238.50**	**$0**

Account Balance as of date 2/28/2024	($123,203.48)
Estimated Eligible Expenditures:	
Project #245-106-002– Railroad Crossing Improvements	($54,887.50)
Project #245-101-002– Railroad Crossing Improvements	($183,137.50)
Total Amount Currently Available for Advance	$1,240,581.52
Advance Amount Requested	$236,238.50

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

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

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

1. That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Isanti in an amount up to $236,238.50 I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 6th day of March 2024.

Attest: _____
Mayor James Gordon

_____
Jaden Strand
City Clerk

AGENDA ITEM NO. K.4

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Ordinance Amending Chapter 262; Sewer and Water Service Charges

---

Background:
Committee of the Whole discussed door postings and disconnects at the February COW meeting. Committee consensus was to move forward with no disconnects or door postings and follow procedure for assessing delinquent charges. Additional Committee consensus was to post draft ordinance and bring to City Council for consideration.

Request:
Staff is requesting action on this item.

Attachment(s):
- An Ordinance Amending Chapter 262; Sewer and Water Service Charges

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 779 ADOPTED ON DECEBMER 6, 2022 AND ORDINANCE NO. 763 ADOPTED ON JULY 20, 2021 AND ORDINANCE NO. 717 ADOPTED ON JANUARY 7, 2022 THE CODE FOR THE CITY OF ISANTI ADDING CHAPTER 262, SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:
Section 1 -Amendment. Ordinance 779, Ordinance 763 and Ordinance 717, codified in Chapter 262 of the City Code, is hereby amended as follows:

Chapter 262

SEWER AND WATER SERVICE CHARGES

Article I
Sanitary Sewer and Water Rates and Regulations

§ **262-5 Accounts and billing for services**
§ **262-6 Right to discontinue service**
§ **262-7 Refusal to allow access~~Miscellaneous provisions~~**

Article I Sanitary Sewer and Water Rates and Regulations
§ 262-5 **Accounts and billing for services.**

A. Accounts. All accounts shall be carried in the name of the owner who personally, or by their tenant as authorized agent, are designated the account holder and shall apply for sanitary sewer service and/or water service. If the building or premises is rented, the tenant, if so authorized by the owner, may carry the account in their name. The owner shall, at all times, be personally liable for sanitary sewer and water services used in the building or premises, whether they are occupying the same or not. Any unpaid charges shall become a lien on the property, as per Section 262-5 (G)~~7 (B)~~ of this Chapter.

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

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

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

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

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

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

~~H.~~F. Utility rate undercharge. In the event an account has been undercharged through no fault of their own, the City will seek recovery for up to 12 months of undercharged use. At the request of the account holder, the City will provide a payment plan for the undercharged usage equivalent to the number of months being charged at no interest to the account holder, provided that payments by the account holder prior to discovery of the undercharge were current. If not current, undercharged usage charges are due upon discovery and notification of the account holder. If the undercharge in total exceeds $1,000.00, a longer time period shall be determined by the City Council. The City reserves the right to collect these charges as per § 262-5 (G)~~7B~~ of this chapter.

G.

Certification of unpaid account balances with taxes. Unpaid sanitary sewer and/or water service charges, interest and penalties on accounts shall be certified to the county auditor once annually, and may be done more often if deemed necessary, as permitted by MN Statute 444.075 subd. 3e, as may be amended from time to time. Prior to certification, a notice shall be sent by U.S. mail to the account holder and state the date that payment needs to be made prior to certification. The notice shall also inform the account holder of their right to a hearing before the City Council to dispute the amount owned. If approved by the City Council, all delinquent amounts, penalties and charges, including administrative fees, shall be certified to the County Auditor for collection with property taxes.

§ 262-6 **Right to discontinue service.**

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

~~B. The amount owed the City, including any interest or other appropriate charges.~~

~~C. The date by which the account must be paid.~~

~~D. Who the account holder may contact regarding this matter. This includes the right of the account holder to discuss the delinquent charge(s) and/or set up a payment plan if applicable as per Section 260-4(F).~~

~~E.~~

~~F. If the account is not paid by the date that was in the first notification, the City shall hand deliver a notice to the dwelling or premises by posting on the front entry door.~~

~~G. A delinquent posting notice fee, as per the City Fee Schedule, shall be charged to the delinquent party's account to cover administrative costs associated with the preparation and delivery of this notice. This second notice shall state that the delinquent account balance and door posting fee shall be paid by the specified time and date. It shall also state who the account holder may contact to appeal the shutoff. Any appeal must be made prior to the close of the last business day before the day the utility is shutoff. The appeal shall be made to the City Administrator or their designee. The notice shall also include all applicable charges to disconnect and to reconnect the service as per this Chapter and that these fees shall be applied to the account balance.~~

~~H.~~

~~I. Shutoff. Services will be discontinued to the accounts which have not made payment or arrangements with the City regarding the delinquent account. In the event of a sanitary sewer service in a building or premises served by a private well, if practical a removable plug be placed in the building drain or service connection. If not practical, sewage usage shall be continued to be billed against the account. Shutoff of services shall not be done in the following situations:~~

~~J. The account holder's household has a member of the armed forces that has issued orders for active duty, for deployment, or for a permanent change in duty in accordance with Minn. Statutes 325E.028.~~

~~K. In cases where the National Weather Service has issued an excessive heat watch, heat advisory or heat warning, and those warnings and watches are in effect.~~

~~L.~~

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

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

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

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

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

~~R.~~D. Request for disconnection. The account holder, owner or authorized agent, may request that their sanitary sewer and/or water service be discontinued. The City will then shut off the water and if necessary, remove the water meter. A disconnection fee will be charged and if reconnected, a reconnection feel will also be charged. When the sanitary sewer service and/or water service is discontinued, a monthly fee equivalent to 50% of the sewer base and water base fee will be charged. The owner is responsible for the base fee charges, and if unpaid shall be an assessment on the property. ~~lien on the property pursuant to § 262-7B of this chapter~~.

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

§ 262-7 **Refusal to allow access~~Miscellaneous provisions~~.**

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

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

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 March 2024.

_____
Mayor James Gordon

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 2-21-2024
Reading Date: 3-6-2024
Publication Date: 3-14-2024
Effective Date: 3-14-2024

AGENDA ITEM NO. K.5

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Ordinance Amending Chapter 325; Water

Background:
Committee of the Whole discussed allowing sand point and potable wells at the February meeting. Committee consensus was to post draft ordinance and bring to City Council for consideration.

Request:
Staff is requesting action on this item.

Attachment(s):
- An Ordinance Amending Chapter 325; Water

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 763 ADOPTED ON JULY 20, 2021, ORDINANCE NO. 768 ADOPTED ON FEBRUARY 15, 2022 AND ORDINANCE NO. 778 ADOPTED ON NOVEMBER 15, 2022 THE CODE FOR THE CITY OF ISANTI ADDING CHAPTER 262, SEWER AND WATER SERVICE CHARGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 1 -Amendment. Ordinance 763, Ordinance 768 and Ordinance 778, codified in Chapter 262 of the City Code, is hereby amended as follows:

Chapter 325

WATER

Article III
New Private Wells ~~Not~~ Allowed ~~Except~~ with City Council Authorization

§ 325-13 Private Wells; Testing; Water Quality; Condemnation
§ 325-14 New Private Wells ~~Not~~ Allowed ~~Except~~ with City Council Authorization

§ 325-14 **New private wells ~~not~~ allowed ~~except~~ with City Council authorization.**
~~No new private wells for human consumption shall be constructed in the City in any area where the public water system is available. In cases of hardship where the public water system is not available, an owner may request an exemption from the City Council to construct a private well. The hardship shall no longer exist once a water main and a water service line is extended to the parcel. On that date, the owner will have 60 months to connect to the public water supply system unless their well is found unfit for human consumption in accordance with the requirements of this article.~~

Private wells with City Council authorization shall be constructed in accordance with the Minnesota State Well Code provided there are no means of cross connection or contamination between the private well and the municipal water supply. If a cross connection is determined, the city will notify the owner to sever the connection immediately. If not disconnected, the city will disconnect the water supply. The owner will assume all associated disconnection costs. Private wells for domestic water purposes will require a private septic system. Private wells installed for domestic water purposes must also provide evidence that the well will provide adequate supply of potable water.

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 March 2024.

_____
Mayor James Gordon

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 2-21-2024
Reading Date: 3-6-2024
Publication Date: 3-14-2024
Effective Date: 3-14-2024

AGENDA ITEM NO. K.6

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Ordinance Amending Chapter 445; Zoning Code, Section 16: Signs

---

Background:
Originally requested by Council for review, Section 16 of the Zoning Ordinance has been evaluated by the Committee of the Whole and the Planning Commission; all requested changes were made. The updates have been posted for 10 days. If approved by Council the changes will go into effect on March 14, 2024.

Request:
Staff is requesting action on this item.

Attachment(s):
- Ordinance Amending Chapter 445- Signs-3.6.24

ORDINANCE NO. XXX

AN ORDINANCE AMENDING ORDINANCE NO. 445 ZONING; SECTION 16 SIGNS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 445

SECTION 16: Signs

Subdivision 2: Measurement Standards

A. Sign Area and Dimensions.

1. Wall Signs.
    a. For signs that are framed, outlined, painted or otherwise prepared and intended to provide a background for a sign display, the area and dimensions shall include the entire portion within the frame or background.
    b. For signs comprised of individual letters, figures, or elements on a wall or similar surface of the building or structure, the area and dimensions of the sign shall encompass a regular geometric shape (rectangle, triangle, square, circle, etc.) or a combination of regular geometric shapes, which approximate, the perimeter of all elements of the sign, the frame and any applied background that is not part of the building architecture. Minor appendages to a particular regular shape, as determined by the Zoning Administrator or their designee shall not be included in the total sign area.
2. Freestanding Signs. The sign area shall include the face of the sign panel and the sign frame, if any, but shall not include: (1) a pole or other structural support unless the pole or structural support is internally illuminated or otherwise so design to constitute a display device, or a part of the display device and (2) architectural features that are either part of the building or part of a freestanding structure and not an integral part of the sign, and which may consist of landscaping, building or structural forms complementing the site in general.
3. All Other Signs. The area in square feet of all faces of a sign panel, including the frame shall be used to calculate the square footage.

B. Sign Height. The height of the sign shall be calculated as the vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.

C. Sign Setback. Signs shall be setback a minimum of ten (10) feet from the property line. Signs should not be in locations that would interfere with safe vehicular and pedestrian circulation or public safety signals. Signs shall meet the provisions of Section 4, Subdivision 3 with regards to the Vision Clearance Triangle.

D. Building Frontage Determination.

1. The length of any primary or secondary building frontage shall be the sum of all wall lengths parallel or nearly parallel to such frontage. The Zoning Administrator or their designee shall determine it such wall meets the criteria to be considered frontage.
2. For buildings that are identified as having two or more frontages, the length of the wall and allowable sign area shall be calculated separately for each such building frontage. ~~Additional signage located on a secondary frontage shall not exceed the size of the sign located on the primary frontage~~.
3. The building frontage for a building unit shall be measured from the centerline of the party walls defining the building unit.

Subdivision 3: Establishment of Sign Overlay Districts

A. Findings.

The City has determined that property zoned "B-2" General Business District have frontage along the Heritage Boulevard and Trunk Highway 65 corridors; each of which present a unique set of conditions that may be distinguished from all other similarly zoned property within the City because of increased roadway capacity in terms of design, size, and traffic volume and speed. As a result, the City finds that it is in the public interest to create a Heritage Boulevard Sign Overlay District and a TH 65 Sign Overlay District; in order to provide for special regulations that allow appropriate sign dimensions and types as well as to encourage economic development that fits the character of the roadway and protects the overall character of the community.

B. Establishment of the Heritage Boulevard Sign Overlay District.

The Heritage Boulevard Sign Overlay District is hereby established and consists of those parcels or lots that are located within the "B-2" General Business District of the City, as shown on the Zoning Map, as amended, which have frontage on Heritage Boulevard also known as County Road 5.

C. Establishment of the Trunk Highway 65 Sign Overlay District.

The Trunk Highway 65 Overlay District is hereby established and consists of those parcels or lots that are located within the "B-2" General Business District and "T1-R" Tier One Business District of the City, as shown on the Zoning Map, as amended, which have frontage on Trunk Highway 65.

D. For those properties having frontage along both Trunk Highway 65 and Heritage Blvd; the more restrictive requirements will take effect.

E. For properties having no frontage on either corridor (Heritage Blvd or TH 65), the standard requirements provided for the "B-2" General Business District shall be met.

Subdivision 4: Permitted and Conditional Signs

	R	B-1	B-2			B-3	I-1	RC	CBT	POS
			Standard	Heritage	TH 65					
Awning/Canopy		P	P	P	P	P	P	P	P	
Billboard					C					
Changeable Copy		P	P	P	P	P	P	P	P	P
Dynamic	C		P	C	P		P	C		C
Exempt	P	P	P	P	P	P	P	P	P	P
Freestanding	P		P	P	P	P	P	P		
Ground	P	P	P	P	P	P	P	P	P	P
Monument	P		P	P	P	P	P	P	P	P
Off-Premise			P	P	P		P			
Projecting		P	P	P	P	P		P	P	
Pylon			P		P		P			
Temporary	P	P	P	P	P	P	P	P	P	P
Wall		P	P	P	P	P	P	P	P	
Mural		C								

**The sign would be generally permitted within the zoning district designation as provided. In multiple tenant centers, each business is not entitled to its own freestanding sign. In those instances, the freestanding sign would identify the entire center or development.

Subdivision 5: Development Standards

A. Wall signs.

1. Wall signs shall be located a minimum of one (1) foot from the side of the building or unit line.
2. The minimum sign area for each building or tenant shall be not less than twenty-five (25) square feet.
3. The maximum wall sign area is to be no greater than three hundred (300) square feet per business or unit regardless of wall size.
4. One (1) wall sign per building or unit is permitted on the primary frontage. Additional wall signage may be permitted on the secondary frontage ~~which shall not exceed eighty (80) percent of the primary sign area allowance~~.
5. Wall signs shall not exceed the number of square feet for every lineal frontage of building or unit wall in which the sign is to be located, for the district in which it is located, as provided:

Zoning District	Square feet of Sign Area
B-1	1 x 1 Lineal Foot of Frontage
CBT, B-3, RC, POS	1.5 x 1 Lineal Foot of Frontage
Heritage Blvd Overlay, I-1	1.75 x 1 Lineal Foot of Frontage
B-2	2 x 1 Lineal Foot of Frontage
TH 65 Overlay	2.5 x 1 Lineal Foot of Frontage

6. Wall signs shall not project more than eighteen (18) inches from the façade of the building.
7. ~~On non-residential multiple story buildings, wall signs shall be located below the bottom of the second story; except that wall signs indicating the building name or the name of the primary occupant shall be permitted above the floor level of the highest floor in the building.~~
8.7. Illumination. The light source shall be either internal or shielded external to minimize glare and light spilling unto neighboring properties. The illumination of signs shall not interfere with surrounding uses.

B. Projecting Signs.

1. The maximum area of a projecting sign is twelve (12) square feet.
2. The sign shall not project more than four (4) feet from the wall or 2/3 the width of the sidewalk, whichever is greater.
3. The minimum spacing between projecting signs is twenty (20) feet.
4. A minimum eight (8) foot clearance must be between the sidewalk and the bottom of the sign.

C. Freestanding Signs.

1. ~~A maximum of one (1)~~Two (2) freestanding sign are~~is~~ permitted~~, with the exception of a business center greater than two (2) acres~~. One (1) freestanding sign per ~~three (300)~~one hundred fifty (150) feet of zoning lot frontage may be located not less than ~~three~~ one hundred fifty (150~~300~~) feet from any other freestanding sign for the same center.

2. The maximum area and height of a freestanding sign are shown below for the zoning district in which the sign is located.

Zoning District	Square feet of Sign Area	Height
R-1, R-2, R-3A, R-3B	8	4
R-4	24	4
B-2	120	35

TH 65 Overlay	200	45
B-3, RC	100	12
I-1	100	25
Heritage Overlay	110	30

~~3. Landscaping requirements. A dense clustering of plantings, with a minimum area of one (1) square foot per square foot of sign face for a double-faced sign or two (2) square feet per square foot of sign face for a single-faced sign. The plantings shall include evergreens and may include perennials, annuals, and other varieties of plantings. The line of sight of the sign must not be compromised by the height of the landscaping.~~

~~4.~~3. No part of a freestanding sign shall be within ten (10) feet of the property line.

~~5. Trunk Highway 65 Overlay District Additional Freestanding Sign Standards~~
~~a. The base of the sign shall be enclosed with brick or a material that matches the main building on which the sign is for. If the sign has a double pole structure a minimum four-foot brick (or established material) base is required.~~

D. Pylon Signs. Pylon signs must meet the requirements as defined for freestanding signs for the district in which the sign will be located. *(Ord. No. 595)*

E. Awnings. When permitted within the zoning district, awnings shall meet the following requirements:

1. An awning may project over a public sidewalk provided that it is at least eight (8) feet above grade and does not project more than two-thirds (2/3) the width of the public sidewalk as measured from the building.
2. Awnings and canopies should be made of ~~high-quality~~high-quality materials that complement the overall design, colors, and materials of the building. Brightly colored awnings shall be compatible with the colors used on the main building.
3. Awnings must be constructed of a durable, water-repellent material such as canvas or metal. Plastic or fiberglass awnings are not permitted.
~~4. Backlighting or illuminating of awnings is not permitted.~~
~~5.~~4. Retractable or fixed awnings may be used.
~~6.~~5. Awnings shall not extend across multiple storefronts and/or multiple buildings. Long expanses of awnings should be broken into segments that reflect the door or window openings located beneath.
~~7.~~6. Awnings and canopies deteriorate over time; regular maintenance and replacement is required.
~~8.~~7. Signage on awnings is permitted. Lettering size shall be proportional to the space available and shall meet the requirements as provided for wall signs.
~~9.~~8. Color renderings showing the location, size, color, and any proposed signage shall be submitted for review by the Planning Commission. Awnings that encroach within or above the public right-of-way shall receive approval by the City Council prior to construction of the awning.

F. Ground sign (sandwich board signs). A sign mounted at ground level, the face of which is no more than thirty-six (36) inches wide. Ground signs must be brought inside each evening at the completion of business hours. Ground signs may not be located in such a way to impede pedestrian traffic. If business owner desires ground sign to be located on a sidewalk or trail, approval must be given by City Council prior to the sign being erected.

G. Billboards. Off-premise signs which are generally for hire. Billboards shall meet the following conditions:

1. Billboard shall only be allowed in the commercial and industrial zones, provided that they are adjacent to the right-of-way of Highway 65 or a Highway 65 frontage road. No billboard shall be allowed within a "B-1" district.
2. The applicant must provide written permission from the property owner where the billboard is proposed to be located, at the time of making application for a conditional use permit.
3. The applicant must provide proof of having obtained a permit from the Minnesota Department of Transportation, prior to being issued a conditional use permit.
4. Billboards shall be located a minimum of 100 ft. ~~1,320 feet (¼ mile)~~ from the ~~nearest~~ nearest advertising device as outlined in Minnesota State Statute Chapter 173 and shall follow all requirements set forth. ~~billboard~~.
~~4.~~5. Billboards along HWY 65 require additional permitting from the Minnesota Department of Transportation.
~~5. Only one billboard shall be located on a parcel. The parcel must be a minimum of 43,560 square feet (1 acre). All existing structures on the parcel and the proposed billboard shall not exceed a maximum of 60% lot coverage. Lot coverage shall be deemed to include square footage of all existing structures and square footage equal to the billboard face and supporting structures of one side of the proposed billboard.~~

H. Off-Premise Signs. The signs shall meet the requirements for the property and district in which the sign is located. The permit must be accompanied by written documentation from the owner of the property on which the sign is located.

I. Monument Sign. When permitted within the zoning district, the following requirements shall be met:
1. Signs constructed in commercial, industrial, mixed use and overlay areas shall not exceed the square feet of sign area and height requirements as shown for freestanding signs.
2. Signs intended to permanently identify a single-family residential development or a multi-family residential development shall be permitted with the following conditions:
   (i) Signs shall not exceed one hundred (100) square feet in sign face area and shall not exceed 8 feet in height as measured from natural grade.
   (ii) Signs shall be either single-faced or double-faced.
   (iii) The total number of signs permitted shall be subject to review by city staff depending upon the number of entryways into the development.
   ~~(iv) Decorative landscaping shall be provided around the base of the sign.~~
   ~~(v)~~(iv) The location of the sign shall not interfere with the safe movement and visibility of traffic or street maintenance operations. Signs shall be setback a minimum of five (5) feet from all property lines. Size, location, and configuration of the sign may result in a greater setback requirement.
   ~~(vi)~~(v) The City shall not be responsible for the maintenance of the sign. An entity shall be established to the satisfaction of the City such as a homeowner's association or a dedicated permanent easement with a homeowner's association shall be identified as responsible for perpetual maintenance of the sign.
   ~~(vii)~~(vi) Signs may be externally illuminated.
~~3. Landscaping requirements. A dense clustering of plantings, with a minimum area of one (1) square foot per square foot of sign face for a double-faced sign or two (2) square feet per square foot of sign face for a single-faced sign. The plantings shall include evergreens and may include perennials, annuals, and other varieties of plantings. The line of sight of the sign must not be compromised by the height of the landscaping.~~

J. Murals. When permitted within the zoning district, ~~awnings~~ murals shall meet the following requirements:
(1) Murals are solely permitted by conditional use permit within the "B-1" Central

Business District
(2) Color renderings showing the location, size, and color shall be submitted for review by the Planning Commission.

Subdivision 6: Dynamic and Changeable Copy Signs

A. Dynamic Signs. Any characteristics of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or its components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, flashing, blinking or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method of technology that allows a sign face to present a series of images or displays.

1. Findings. Studies show that there is a correlation between dynamic displays on signs and the distraction of highway drivers. Distraction can lead to traffic accidents. Drivers can be distracted not only by a changing message, but also by knowing that the sign has a changing message. Drivers may watch a sign waiting for the next change to occur. Additionally, drivers are more distracted by special effects used to change the message, such as fade-ins and fade-outs. Time and temperature signs appear to be an exception to these concerns because the messages are short, easily absorbed, and become inaccurate without frequent changes. Despite these public safety concerns, there is merit to allowing new technologies to easily update messages. Except as prohibited by state or federal law, sign owners should have the opportunity to use these technologies with certain restrictions. The restrictions are intended to minimize potential driver distraction and to minimize proliferation in residential districts where signs can adversely impact residential character. The City finds that dynamic displays should be allowed on signs but with significant controls to minimize their proliferation and their potential threats to public safety.
2. Permitted sign type and locations. Dynamic displays are solely permitted as freestanding signs and only within the "T1-B" Tier One Business District, "B-2" General Business District, "B-3" Neighborhood Business District, "RC" Recreational Commercial District, "T1-I" Tier One Industrial Park District, and "I-1" Industrial Park District.
3. Duration of Image. A dynamic display image, or any portion thereof, may not change more than once every twenty (20) seconds, except one for which changes are necessary to correct hour-and-minute, date, or temperature information. A display of time, date, or temperature must remain for at least twenty (20) seconds before changing to a different display, but the time, date, or temperature information itself may change not more often than once every three (3) seconds.
4. Transition. If a dynamic display's image or any portion thereof changes, the change sequence must be instantaneous without any special effects.
5. Prohibition on Video Display. No portion of a dynamic display may change any part of its sign face by a method of display characterized by motion or pictorial imagery, or depict action or a special effect to imitate movement, or display pictorials or graphics in a progression of frames that gives the illusion of motion of any kind.
6. Prohibition of fluctuating or flashing illumination. No portion of a dynamic display image may fluctuate in light intensity or use intermittent, strobe or moving light, or light that changes in intensity in sudden transitory bursts, streams, zooms, twinkles, sparkles or any other manner that creates the illusion of movement.
7. Audio. Dynamic displays shall not be equipped with audio speakers.
8. Malfunctions. Dynamic displays must be designed and equipped to freeze the sign face in one position if a malfunction occurs. Dynamic displays must be equipped with a means to immediately discontinue the display if it malfunctions and the sign owner or

operator must immediately turn off the display when notified by the City that it is not complying with the standards of this Ordinance.

9. Brightness. All dynamic displays shall meet the following brightness standards:
   a) No dynamic display may exceed a maximum illumination of 5,000 nits (candelas per square meter) during the daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness.
   b) All dynamic displays having illumination by means other than natural light must be equipped with a dimmer control or other mechanism that automatically controls the sign's brightness to comply with the requirements of this Section.
   c) No dynamic displays may be of such intensity or brilliance that it interferes with the effectiveness of an official traffic sign, device, or signal.
   d) The owner or controller of the dynamic display must adjust the sign to meet these brightness standards in accordance with the City's instructions. The adjustment must be made immediately upon notice of non-compliance from the City.
   e) A written certification from the sign manufacturer that light intensity has been preset to conform to the brightness levels established by code and that the preset level is protected from end user manipulation by password protected software or other method. This would offer the advantage of ensuring that electronic signs at a minimum cannot exceed the standards.

~~10. Dynamic displays are allowed only on free standing signs in the permitted districts.~~
   ~~a. Dynamic Signs that are used in conjunction with static signage may occupy not more than eighty (80) percent of the actual copy and graphic area of the sign.~~
   ~~b. Dynamic Signs that are not used in conjunction with static signage may be a maximum size of seventy (70) square feet.~~
   ~~c. Any Dynamic Signs installed shall be reviewed for aesthetics by the Development and Operations Committee.~~

~~11. The installation of any Dynamic Sign voids any use of any temporary signage on the parcel that the Dynamic Sign is installed on.~~

B. Changeable Copy Signs. Changeable copy signs must meet the requirements as defined for wall or freestanding signs for the district in which the sign will be located.

Subdivision 7: Temporary Signs

The following signs require a temporary sign permit in all zoning districts and shall meet the requirements as provided within this Section.

A. Public interest signs publicizing a charitable or non-profit event of general public interest for more than a one (1) day event. Such signs may be erected only on private property with the consent of the owner. Such signs shall be limited to thirty-two (32) square feet. Public interest signs shall be permitted only fourteen (14) days before and must be removed seven (7) days after the event to which it pertains.

B. Banners, portable signs, and inflatable figures:
   1. No more than one (1) banner ~~or portable sign not to exceed thirty-two (32) square feet~~ or one (1) inflatable figure not to exceed ten (10) feet in width or depth shall be permitted in a commercial or industrial district for a special event sponsored and/or run by a commercial enterprise in connection with a seasonal sale or other special offer.
   ~~1.~~2. Banners~~, portable signs~~ and inflatable figures for these types of events are permitted, provided they may be allowed for a maximum of thirty (30) consecutive days.~~, no more than four (4) times per year. A minimum of one month is required between events.~~
   3. In a shopping center or multi-tenant building, no more than two (2) temporary signs can

be displayed at any one time upon the property.

4. Portable letter board signs shall be allowed in the commercial or industrial zoning districts.

~~2.~~5. Portable Dynamic Signs shall be allowed in the commercial or industrial zoning districts for up to thirty (30) days, temporary dynamic signs in place for longer than thirty (30) days require a conditional use permit and must meet all requirements for dynamic signs within this ordinance.

Subdivision 8: Special Use Signs

A. Gas/Service Stations.

For gas/service stations, only the following signs are permitted in addition to the permitted signs for the district in which the use is located. All other signs are subject to the other requirements of this Section.

1. Other non-illuminated permanent and temporary signs, customarily incidental to a gas/service station use, are allowed but the signs must not exceed a combined area of 100 square feet for the premises.
2. Signs identifying the gas station brand on the gas pumps shall not count against the sign area allowance for the property.
3. Sign island canopy may contain the color, logo, and brand name around the perimeter of the canopy. The height of the combined elements shall not exceed twenty-four (24) inches.

B. Drive-Thru Signs.

A use necessitating a drive-thru function will be permitted to have wall signs or freestanding signs as regulated under this section depending upon the zoning district. The property will be permitted to have additional signage related to the function of the drive thru, which meet the following requirements:

1. Menu boards shall be limited to two (2) signs per property (not including the speaker if unattached).
2. Menu boards are limited to sixty (60) square feet in size and can be internally or externally illuminated.

C. Dynamic Signs.

Dynamic signs may be permitted through the issuance of a conditional use permit for governmental buildings, recreational centers, convention centers, hotels, theaters, and schools. This type of signage may only be part of a freestanding sign and must comply with the regulations for this type of signage as stipulated within this Section.

Subdivision 9: Exempt Signs

The following signs are exempt from permit requirements in all zoning districts.

A. Real estate signs and construction/development signs.

1. One (1) temporary real estate sign is permitted for the sale or lease of an existing building or vacant lot for each street frontage of the parcel and must be located on the premises. Such sign shall not exceed twelve (12) square feet in a residential district or thirty-two (32) square feet in all other districts. No more than two directional signs not exceeding six (6) square feet shall be permitted along a public right-of-way leading directly to such building or lot.
2. One temporary development real estate sign not exceeding thirty-two (32) square feet in area and located on the property shall be permitted on each public street frontage of a commercial, industrial, or residential development with five (5) or more units or lots for rent, sale, or lease. No more than two directional signs not exceeding sixteen (16) square feet in area shall be permitted on a collector or arterial street leading directly to such development.

B. Window signs.

~~1. Total Coverage Limitations. Window signs painted on or attached to the inside of a~~

~~window can occupy no more than 90% of the total area of the window.~~

~~2.~~1. Information Generally Permitted. The application upon a window or the glass surface of a door that includes lettering or decals giving the address, hours of operation, entrance or exit information, professional or security affiliations or members, the acceptance of credit cards or other similar information, shall not be considered as the display of signs for the purpose of this Section.

C. Political signs. Political signs of any size may be posted in any number from forty-six (46) days before the primary election until ten (10) days following the general or special election.

D. Holiday signs. Holiday signs shall be allowed for a period of not more than sixty (60) days before and fifteen (15) days after said holiday.

~~D.~~E. Garage sale signs. Garage sale signs shall be allowed provided they are legible and do not violate any of the items as provided within Subdivision 2 of this Section. Signs shall be removed twenty-four (24) hours after the last day of the sale or will be removed by City staff. A phone number and address shall be placed on the sign.

~~E.~~F. Names plates. A name plate sign identifying the owners or occupants of a building or dwelling unit, provided such sign does not exceed two (2) square feet. *(Ord. No. 595)*

~~F.~~G. Directional signs. Directional signs not exceeding two (2) square feet in surface area displaying directional information for churches, schools, hospitals, sanitariums, clubs, libraries, business districts, special events, or other similar uses provided that such use shall be limited to one such sign per thoroughfare approach. Such signs shall not be illuminated and all shall comply with all applicable regulations of the road authorities.

~~G.~~H. Government or public signs. Such signs include, traffic signs, railroad crossing signs, legal notices, location of underground utilities, traffic lights and signals, and other similar signs as well as directional signs in any parking area where such signs are necessary for the orderly movement of traffic.

~~H.~~I. Any sign located inside a building, not attached to a window or door, which is not able to be read by pedestrians or vehicles passing on abutting streets.

~~I.~~J. No trespassing, no soliciting, or no dumping signs.

~~J.~~K. Ground Signs, so long as they are not located on a sidewalk or trail and are brought inside every night at the completion of business hours. *(Ord. No. 595)*

Subdivision 10: Prohibited Signs

The following signs are prohibited and shall not be erected or maintained:

A. Any sign which purports to be or resembles an official traffic control device, sign, or signal, or railroad sign or signal; or which hides from view or interferes in any material degree with the effectiveness of any traffic control device, sign, or signal, or railroad sign or signal, or which obstructs or interferes with the driver's view of approaching, merging, or intersecting traffic for a distance not to exceed five hundred (500) feet.

B. Any sign which prominently displays the word "stop" or "danger" for commercial purposes.

C. Any sign which contains statements, words, or pictures of an obscene, indecent, or immoral character, or such as would offend public morals or decency on any right-of-way of any highway, except as otherwise provided by law or allowed by the Commissioner of the Minnesota Department of Transportation.

D. Any sign on private land without the written consent of the owner thereof.

E. Any sign on trees, shrubs, or which are painted or drawn upon rocks or natural features, or on any public utility poles.

F. Any sign which has distracting flashing or moving lights so designed as to be a traffic hazard.

G. Any sign to which access can be obtained only from an interstate main traveled way but excluding frontage roads adjacent thereto.

H. Any signs which are structurally unsafe, in disrepair, or are abandoned.

I. Any signs which are attached to trees or utility poles, other than those posted by the City.

~~J. In all zoning districts, any sign which appears to be drawn free-hand and not professionally made. Garage sale signs and temporary directional signs in place for 24 hours shall be excluded.~~

~~K.~~J. In commercial, mixed-use, and industrial zoning districts, temporary signs cannot be used for a business's permanent sign. This includes, but is not limited to, banners, sandwich boards, and changeable copy signs either mounted on the building or freestanding.

~~L. Roof signs, search lights, and revolving signs.~~

~~M.~~K. Off-premise business and/or advertising signs in residential districts (except those permitted in Subdivision 7 Temporary Signs). *(Ord. No. 595)*

Subdivision 11: Non-Conforming Signs

A. Signs which do not conform to the provisions of this Section or do not conform with any other provision of this Ordinance applicable thereto shall be a legal nonconforming use and structure, subject to the provisions of Section 19 of this Ordinance.

B. A sign has legal non-conforming status if it was lawfully erected prior to the regulations set forth in this section. A sign will lose its legal non-conforming status and shall be removed if:
   1. The sign is altered in any way in structure or copy, except for copy on changeable copy signs and normal maintenance;
   2. The sign is relocated or moved;
   3. The sign is replaced; or
   4. The sign is enlarged or expanded in any manner, to include but is not limited to an increase in weight, depth, height, area, intensity, technological advancements, etc.

Subdivision 12: Sign Review Procedures

A. Permits. It is unlawful to erect, move, or change a sign without obtaining a sign permit from the City and written consent of the property owner. Every sign permit will become null and void if construction does not commence and final approval has not been granted by the City within one hundred eighty (180) days from the date of permit issuance. The following activities shall not require a permit unless otherwise noted:
   1. Changing a tenant panel, marquee copy, or any message that is specifically designed for the use of changeable copy.
   2. Painting, repairing, cleaning or other normal maintenance of a sign or sign structure for which a permit has been previously issued so long as the aesthetic concept of the sign is not modified or changed in any way.
   3. Changes in window displays or window signs.

4. Exempt signs in all districts.

B. Application for Permits. Temporary and Permanent sign application shall be made to City staff. Sign permits shall be reviewed by the Building Department and, if necessary, the construction and installation regulated by the International Building Code (IBC). The permit shall be submitted with the following information:
   1. Name and address of the premises where the sign is to be located.
   2. Name and address of all parties involved in the sign erection (sign company, electrical contractor, owner, property manager, landscape company, etc.). Names listed on the permit are legally responsible for each respective area.
   3. When appropriate, a completed building permit application with drawings showing dimensions, construction supports, electrical wiring and components, materials of the sign, and any additional items as requested by the Building Official.
   4. Site plan showing the location of the sign on the parcel as well as dimensions from property lines, landscaping areas, etc.
   5. Clear and legible drawings with a description of the colors, construction materials, sign dimensions, location of the sign and building elevations.
   6. Written authorization from the property owner for the sign to be located on the property.
   7. Any additional information as required by City staff to review the proposal.
   8. Sign permit fee as approved by the City Council within the fee schedule.

C. Inspection of Signs. Every sign that requires a permit must be inspected by the City of Isanti to verify that the location, size, and construction of the sign conform to approved drawings and code requirements. The contractor installing or altering the sign shall provide the City of Isanti with access to the sign and all sign components so that a proper inspection of the sign can be performed. The construction and installation of the sign shall conform to the submitted drawings showing the dimensions, supports, sizes, and electrical components. Any substantial deviation from the approved drawing may result in revocation of the sign permit.

Subdivision 13: Signage Master Plans *(Ord. No. 595)*

A. Purpose. The purpose of a signage master plan is to establish a fair and equitable process for complex signage situations that accommodate the need for a well-maintained, safe, and attractive community, and the need for effective communications including business identification.

B. Entities subject to this section are as outlined below:
   1. Sports/Recreation Facilities. To include, soccer fields, sports arenas, baseball fields, and other similar uses.
      a. Additional signage may be permitted with the submittal of a signage master plan, recommendation by the Parks and~~,~~ Recreation~~, and Culture~~ Board, and approval by the City Council.
      b. Special events must submit an application for temporary signage as part of the Special Event Permitting process.
      c. No advertisements for products or services detrimental or inappropriate to the health or welfare of children including, but not limited to, alcoholic beverages, tobacco products, adult entertainment, gambling, or questionable content will be permitted.
   2. Hospitals.
   3. Businesses with campus-like settings.
   4. Colleges
   5. Strip malls or office complexes, with two (2) or more tenants, constructed after December 2014.
   6. Other similar facilities.

C. Review. Master sign plans shall follow the Application for Permit process as outlined in Subdivision 12(B), in addition to a recommendation for approval by the appropriate committee and approval by

the City Council. Parks and recreation facility sign plans shall be reviewed by the Parks and, Recreation, and Culture Board, all other facilities shall be reviewed by the Planning Commission prior to City Council approval.

Subdivision 14: Supplemental Information

A. Façade Repair and Winter Sign Installation.

1. Prior to the issuance of any sign permit for a renovated or new wall sign, the building façade or wall shall be repaired and returned to a condition similar to the remainder of the building.
2. For sign permits that are issued during winter months, the applicant may request permission to complete façade repairs or provide landscaping at a later date. The request shall be made to the Zoning Administrator and include a date by which the required repairs or landscaping will be complete. The request shall be accompanied by an acceptable surety in the amount set by the City Council. The request shall also be accompanied by a guarantee of right of entry which would allow the City to complete the required work if the applicant fails to do so. Should the request be granted, holes in the façade shall be filled to provide adequate protection against the weather.

Subdivision 15: Maintenance and Removal of Signs

A. Any sign now or hereafter existing which no longer advertises or identifies a bona fide business conducted, service rendered or a product sold, shall be taken down and removed by the owner, agent, or other person having the beneficial use of the building or structure upon which the sign may be found, within ten (10) days after written notice from the Zoning Administrator.

B. All signs shall be maintained so as not to be unsightly to adjoining areas or create hazards to the public health, safety or general welfare. The term unsightly shall mean a condition where the sign has deteriorated to the point that one-fourth (1/4) or more of the surface of the name, identification, description or other symbol is no longer clearly recognizable to the human eye at a distance of forty (40) feet. In the case of painted signs, unsightly shall mean that the paint is peeling away from the structure surface or is faded so that it is not clearly recognizable to the human eye at a distance of forty (40) feet. All signs, together with their supports, braces, guys, anchors, shall be kept in repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly painted or posted at all times. The City Council may order the removal of any sign that is not properly maintained. Upon proper presentation of credentials, the Zoning Administrator or his authorized representatives may enter at reasonable times any building, land, or structure in the City to inspect or re-inspect any sign.

C. Business identification must be removed or professionally covered and properly secured within thirty (30) days of a business closing or moving from the location. A fine of $50 per day will be charged each day the sign is not removed.

Subdivision 16: Violations

The violation of, or failure to comply with any of the provisions of this Section, or the erection, use or display of any sign not in compliance with all the provisions of this Section shall be and is declared to be unlawful.

A. Injunction and Abatement. The City, through its authorized agents, may initiate an injunction or abatement proceeding or other appropriate action in a court of competent jurisdiction against any person who violates or fails to comply with the provisions of this Section or the erector, owner, or user of an unlawful sign or owner of property on which an unlawful sign is located, to prevent, enjoin, abate, or terminate violations of this Section.

B. Penalties. Any person who violates or fails to comply with any of the provisions of this code or the erector, owner, or user of an unlawful sign or the owner of property on which an unlawful

sign is located shall be subject to the penalties as specified within Section 23 of this Ordinance.

Subdivision 17: Definitions

The following definitions shall have the following meaning within this Section.

Banner

A temporary sign constructed of cloth, paper, plastic, or other material upon which copy is written and supported either between poles or posts or fastened to a building or structure.

Commercial Speech

Speech advertising a business, profession, commodity, service or entertainment.

Dynamic Display

Any characteristic of a sign that appear to have movement or that appear to change, caused by any method other than physically removing and replacing the sign or is components, whether the apparent movement or change is in the display, the sign structure itself, or any other component of the sign. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

Expansion

An increase in the area, size, shape, volume, height, weight, or intensity of the use. Expansion can also be determined by: (1) the extent to which the current use reflects the nature and purpose of the original use; (2) any difference in character, nature, and kind of use involved; and (3) any substantial difference in affect upon the neighborhood resulting from differences in activities conducted on the property.

Non-Commercial Speech

Dissemination of messages not classified as commercial speech, which include, but are not limited to, messages concerning political, religious, social, ideological, public service and informational topics.

Off Premise Sign

A sign whose message advertises a product, service, business, event or activity which is not offered for sale, rent or does not take place on the premises in which the sign is located. The term off premise sign shall also include a billboard sign on which space is leased or rented by the owner thereof to others for the purpose of conveying a commercial or noncommercial message.

On Premise Sign

A sign whose message advertises a product, service, business, event or activity which is offered for sale, rent or does take place on the premises in which the sign is located.

Primary Sign Frontage

The portion of any frontage containing the primary public entrance to a building or building unit.

Secondary Sign Frontage

The frontage containing secondary public entrances to a building or building unit as well as building walls facing a public street or primary parking area.

Sign, Billboard

A large sign that directs attention to a business, commodity, service, or entertainment conducted, sold, or offered at another location other than the premises on which the sign is located.

Sign, Changeable Copy
A sign in which the display or message must be changed manually rather than by electronic means.

Sign Face
The surface of the sign upon, against, or through which the message of the sign is exhibited.

Sign, Freestanding
Any sign supported by structures or supports that are placed on or anchored in the ground, and that are independent from any building or other structure.

Sign, Mural
A sign applied to the wall of a building that covers all or substantially all of a wall and depicts a scene or event.

Sign, Projecting
Any sign which is affixed to the building or wall in such a manner as the sign face extends perpendicular to the building or wall face.

Sign, Pylon
A freestanding sign permanently affixed to the ground by supports, but not having the appearance of a solid base.

Sign, Temporary
A sign designed to be displayed for a limited amount of time that is not permanently affixed to the land or a structure. Temporary signs may be constructed of or include paper, cloth, canvas, inflatable objects, pennants or other light non-durable material.

Sign, Wall
A sign mounted or attached parallel to a wall or painted on the wall surface which displays one sign surface.

Unified Business Center
A group of two (2) or more buildings, planned or developed in a joint manner with shared parking facilities, regardless of whether such buildings, units, or uses are located on the same lot or parcel.

Window
The area of the building façade which is occupied by transparent or translucent glass or other similar material.

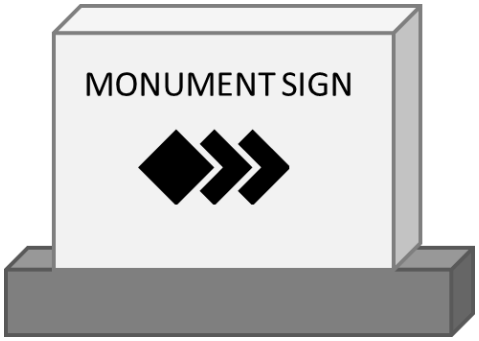
Window Sign
Any sign, picture, symbol, or combination thereof, placed inside a window or upon the window that can be viewed through the window by the public.

Subdivision 18: Sign Diagrams *(Ord No. 595)*

Freestanding Sign:



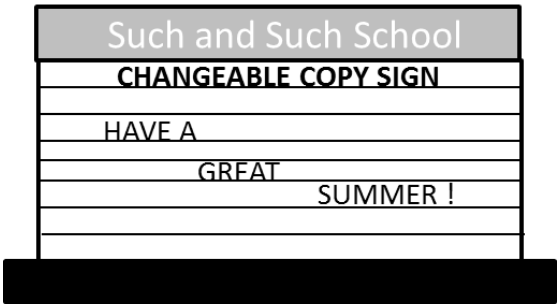
Monument Sign:



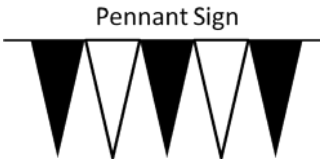
Pylon Sign:



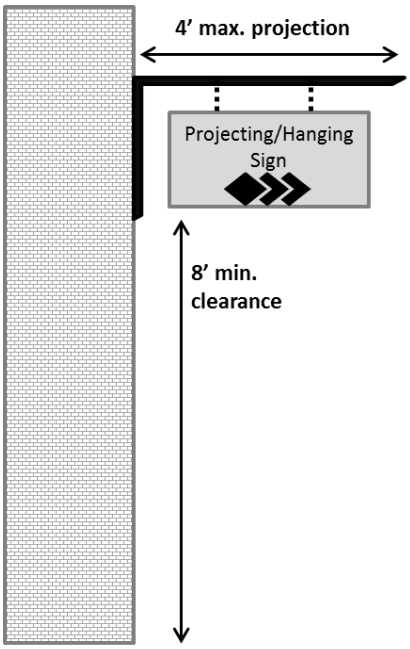
Changeable Copy Sign:



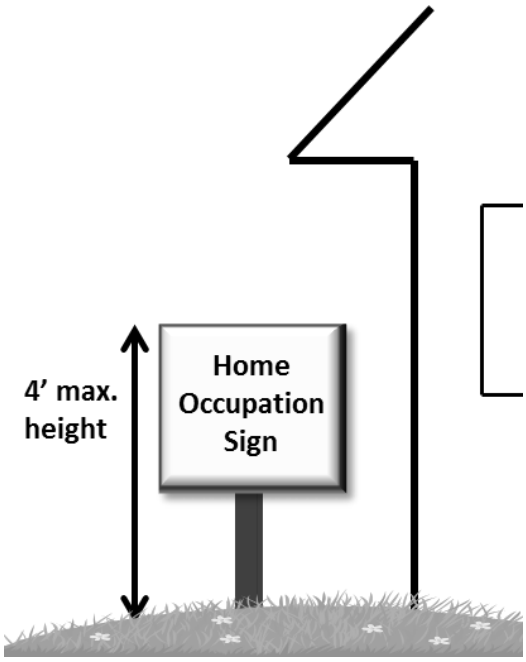
Pennant Sign:



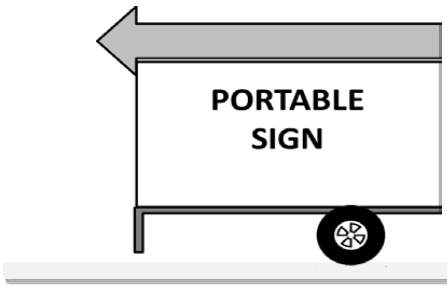
Projecting Sign:



Home Occupation Sign:



Portable Sign:



Ground Sign:



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 2nd day of May 2023.

_____
Mayor James Gordon

Attest:

_____
Jaden Strand
City Clerk

Posting Date: 2-22-2024
Reading Date: 3-6-2024
Publication Date:3-14-2024
Effective Date: 3-14-2024

AGENDA ITEM NO. K.7

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Resolution in Opposition to Redesigning the State Flag and Seal

---

Background:
Per discussion at Committee of the Whole on February 20th, Committee consensus is to move forward with attached resolution and bring to City Council for consideration.

Request:
Committee requests action on this item.

Attachment(s):
- Resolution in Opposition to Redesigning Flag and Seal

RESOLUTION 2024-XXX

OPPOSITION TO REDESIGNING THE STATE FLAG AND SEAL

WHEREAS, the 2023 Legislature created a State Emblems Redesign Commission in the Laws of Minnesota, Chapter 62, Article 2, Section 118 with the purpose of which is to redesign the official state flag and official state seal; and,

WHEREAS, should **t**he Legislation not vote to reject the new emblems, they will become official May 11, 2024; and,

WHEREAS, the official seal of the State of Minnesota has remained unchanged since 1858; the current official state flag was created in 1957 with minor modifications done in 1983; and,

WHEREAS, the official state flag and seal are not only symbols of our state, but also of our history and both the current official state flag and official state seal contain historical information on our farming background, Native American heritage and the co-existence that is part of the rich history of our state; and,

WHEREAS, there is a substantial public cost associated with making this change that does not advance the public interest; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby urges our legislative delegation and the Governor to reject the work of the State Emblems Redesign Commission;

BE IT FURTHER RESOLVED the City Council of the City of Isanti, Minnesota, hereby urges our legislative delegation and the Governor to retain the existing state seal and state flag as the official emblems for the State of Minnesota.

This Resolution is hereby approved by the Isanti City Council this ____ day of _____ 2024.

Attest: Mayor James Gordon

Jaden Strand
City Clerk

AGENDA ITEM NO. K.8

MEMO

To: **Mayor Gordon and Members of City Council**
From: Jaden Strand, City Clerk
Date: March 6, 2024
Subject: Resolution in Opposition to of the North Star Act

Background:
Per discussion at Committee of the Whole on February 20th, Committee consensus is to move forward with attached resolution and bring to City Council for consideration.

Request:
Committee requests action on this item.

Attachment(s):
- Resolution Opposing North Star Act

RESOLUTION 2024-XXX

OPPOSITION TO NORTH STAR ACT (SF2724, HF2860)

WHEREAS, a “Sanctuary State” is a jurisdiction that restricts state and local officials from cooperating with federal immigration enforcement efforts; and,

WHEREAS, it is the duty of Congress to establish all laws and rules regarding naturalization; and,

WHEREAS, the 14th Amendment to the United States Constitution was ratified on July 9, 1869, and granted citizenship to “all persons born or naturalized in the United States” are citizens of the United States and of the State wherein they reside; and,

WHEREAS, law enforcement in the city of Isanti is dedicated to protecting the community they serve and promoting public safety requires the assistance and cooperation of the community, so law enforcement has the ability to gather the information necessary to investigate and deter crime; and,

WHEREAS, the Isanti City Council supports all law enforcement officers, federal, state, county and municipal, upholding the Constitution of the United States and the State of Minnesota; and,

WHEREAS, the Legislature is reviewing approval of Senate File (SF) 2724 and House File (HF) 2860 effectively making Minnesota a “Sanctuary State” by prohibiting law enforcement, city employees, and schools from collecting information on immigration or citizenship status, prohibiting the sharing of any other information about individuals for the purposes of immigration enforcement, and prohibiting the use of City resources for immigration enforcement; and,

WHEREAS, SF2724 and HF2860 interferes with the City and its employees’ ability to perform current functions, imposes implementation hurdles and burdens upon the City, creates ambiguity and possible conflicts with federal law, may subject the City and its employees to statutory violations, employment consequences, and possible civil and criminal liability; and,

WHEREAS, the City of Isanti supports legal immigration and the positive impact it provides for our communities and the local and state economy; and,

WHEREAS, the City of Isanti citizens should not be negatively impacted from results caused by illegal immigration and the North STAR Act on the budgeting of taxpayer dollars and public resources; and,

NOW, THEREFORE, BE IT RESOLVED, the Isanti City Council hereby urges our legislative delegation and the Governor to reject the North STAR Act proposals in Senate File 2724 and House File 2860, and give ample acknowledgment to public and local government input and the true impact of a "Sanctuary State" designation;

BE IT HEREBY RESOLVED, the Isanti City Council hereby urges our legislative delegation and the Governor to require support and adherence to applicable federal immigration law.

This Resolution is hereby approved by the Isanti City Council this 6th day of March 2024.

Attest:

Mayor James Gordon

Jaden Strand
City Clerk

AGENDA ITEM NO. K.9

MEMO

To: **Mayor Gordon and Members of City Council**
From: Mike Betker, Finance Director
Date: March 6, 2024
Subject: Illuminate Isanti Options

Background:
Staff has worked to put together four options for Illuminate Isanti in 2024 based on comments and suggestions received from Council. Staff has also included expenditures and revenue beginning in year one of the event as well as potential costs that coincide with the options identified.

Option 1: The same event as the past two years, ticket prices remain the same and growth of the event is needed to continue to get similar attendance as the past two years.

Option 2: Lower ticket prices, but costs remain the same as people paying for the event will expect the same event and attendance numbers will need to increase.

Option 3: Free Event to be held December 1-31st, each Fridays and Saturdays would include volunteers, vendors/food trucks with a wood fire pit; Santa would visit for the 3 Saturdays prior to Christmas. No fence would be installed, all items would be displayed in the park. Lights set to timers 5-9pm. No expansion or giveaways unless donated. Items would be repaired and/or replaced as needed.

Option 4: Free Event to be held December 1-31st, Santa would be hosted one day during the event. Only the largest items would be displayed in the park. No fence. Lights would be on timers 5-10pm. No expansion or giveaways unless donated. No replacement of items once in disrepair.

Request:
Staff is requesting discussion on this item and action to determine which option is in the best interest of the City.

Attachment(s):
- ILLUMINATE PROGRAM REVENUES & EXPENDITURES BY CATEGORY - 02.28.2024.pdf
- ILLUMINATE FUTURE PROGRAM OPTIONS - 02.28.2024
- ILLUMINATE REVIEW OPTION 1 - 02.28.2024
- ILLUMINATE REVIEW OPTION 2 - 02.28.2024
- ILLUMINATE REVIEW OPTION 3 - 02.28.2024.pdf
- ILLUMINATE REVIEW OPTION 4 - 02.28.2024

PROGRAM REVENUES & EXPENDITURES BY CATEGORY

	2022	2023	2024	TOTALS	
SPONSOR/DONATION	$ 15,650.00	$ 18,950.00	$ -	$ 34,600.00	
VENDOR	$ 425.00	$ 300.00	$ -	$ 725.00	
TICKETING	$ 27,814.06	$ 25,142.97	$ -	$ 52,957.03	
GRANT	$ -	$ 4,218.00	$ 2,429.64	$ 6,647.64	
	$ 43,889.06	$ 48,610.97	$ 2,429.64	**$ 94,929.67**	**TOTAL REVENUES**

	2022	2023	2024	TOTALS	
DECORATION	$ 91,991.90	$ 32,759.53	$ -	$ 124,751.43	
ADVERTISING	$ 8,047.22	$ 2,194.00	$ -	$ 10,241.22	
PROMOTIONAL	$ 6,153.24	$ 2,176.65	$ -	$ 8,329.89	
STAFFING	$ 5,560.41	$ 9,547.95	$ 642.46	$ 15,750.82	
SUPPLIES	$ 25,416.97	$ 31,264.02	$ 951.94	$ 57,632.93	
DONATION REFUND	$ 1,800.00	$ -	$ -	$ 1,800.00	
PARK IMPROVEMENTS	$ 20,714.35	$ (9,798.43)	$ -	$ 10,915.92	
SANTA	$ 4,350.00	$ 3,600.00	$ -	$ 7,950.00	
TICKETING	$ 82.95	$ 4,039.61	$ -	$ 4,122.56	
	$ 164,117.04	$ 75,783.33	$ 1,594.40	**$ 241,494.77**	**TOTAL EXPENSES**

2/28/2024 CASH BALANCE - FUND 228 **$(146,565.10)**

FUTURE PROGRAM OPTIONS

	STARTING CASH	REVENUES	EXPENSES	ENDING CASH
OPTION 1				
SAME EVENT	$ (146,565.10)	$ 47,500.00	$ 60,291.00	$ (159,356.10)
ASSUMES ROUGH AVERAGE IN REVENUES BASED ON PAST 2 YEARS				
OPTION 2				
LOWER TICKET PRICE	$ (146,565.10)	$ 44,360.00	$ 60,291.00	$ (162,496.10)
ASSUMES HALF PRICE & DOUBLE AVG. DAILY ATTENDANCE INCREASE TO 782				
ASSUMES GRANT REV 3K, DONATION REV 17.5K, VENDOR REV 400				
OPTION 3				
FREE w/ SAT. EVENTS	$ (146,565.10)	$ 20,500.00	$ 26,639.00	$ (152,704.10)
ASSUMES GRANT REV 3K, DONATION REV 17.5K				
OPTION 4				
FREE w/ 1 SANTA DAY	$ (146,565.10)	$ 20,500.00	$ 13,004.00	$ (139,069.10)
ASSUMES GRANT REV 3K, DONATION REV 17.5K				

Option 1 Same Event
Considerations:

Fence
Open December 12-15, 19-22 (8 nights)
Ticket Prices:

Adult (12 and up)	$ 12.00
Youth (6-12)	$ 5.00
Child (5 and under)	FREE
Senior/Veteran (62 plus)	$ 10.00

Giveaways on Thurs/Sunday nights (ornaments, mugs, light wands)
Volunteers (parade, set up, event, & take down)
Vendors
Food Trucks
Propane Fire Pits
Kids activity run by volunteer groups
2 Staff Each Evening
Santa every night

2024 Expenses for Illuminate Isanti- Ticketed

Boom Lift Rental	$	2,520.00
Advertising	$	3,000.00
Signage	$	1,000.00
Santa Claus	$	4,500.00
Rugs for Amphitheater	$	384.00
Sound Equipment Maintenance/Expansion	$	1,000.00
Popcorn Supplies	$	1,334.00
Giveaway Items	$	3,656.00
Marshmallows/Sticks/Propane	$	1,303.00
Infill Lighting, Decoration and Display Alteration	$	5,195.00
Replacement Cords	$	935.00
Replacement Canvas for Gingerbread House	$	2,500.00
Display replacements (misc. lights, cords, arches)	$	4,000.00
Stanchions	$	1,000.00
Registration/ticket platform	$	2,084.00
Portable Restrooms (heated and standard)	$	4,400.00
Outfit and Decorate Vendor Sheds	$	980.00
New Displays	$	-
Total	$	39,791.00

Staff Time-		
Contractors (parade, set up, event, & take down)	$	8,000.00
Seasonals x 3	$	8,000.00
PW Overtime	$	1,500.00
City Hall Staff Overtime	$	3,000.00
Total Cost of Staffing	$	20,500.00

Potential Park Dedication Dollars:		
Move electric pedestals underground	$	10,000.00

Total Cost:	$	70,291.00

Option 2 Lower Ticket Cost
Considerations:

Fence
Open December 12-15, 19-22 (8 nights)
Ticket Prices:

Adult (12 and up)	$ 6.00
Youth (6-12)	$ 2.50
Child (5 and under)	$ -
Senior/Veteran (62 plus)	$ 5.00

Giveaways on Thurs/Sunday nights (ornaments, mugs, light wands)
Volunteers (parade, set up, event, & take down)
Vendors
Food Trucks
Propane Fire Pits
Kids activity run by volunteer groups
2 Staff Each Evening
Santa every night

2024 Expenses for Illuminate Isanti

Boom Lift Rental	$ 2,520.00
Advertising	$ 3,000.00
Signage	$ 1,000.00
Santa Claus	$ 4,500.00
Rugs for Amphitheater	$ 384.00
Sound Equipment Maintenance/Expansion	$ 1,000.00
Popcorn Supplies	$ 1,334.00
Giveaway Items	$ 3,656.00
Marshmallows/Sticks/Propane	$ 1,303.00
Infill Lighting, Decoration and Display Alteration	$ 5,195.00
Replacement Cords	$ 935.00
Replacement Canvas for Gingerbread House	$ 2,500.00
Display replacements (misc. lights, cords, arches)	$ 4,000.00
Stanchions	$ 1,000.00
Registration/ticket platform	$ 2,084.00
Portable Restrooms (heated and standard)	$ 4,400.00
Outfit and Decorate Vendor Sheds	$ 980.00
New Displays	$ -
Total	$ 39,791.00

Staff Time-	
Seasonals x 3	$ 8,000.00
Contractors (parade, set up, event, & take down)	$ 8,000.00
PW Overtime	$ 1,500.00
City Hall Staff Overtime	$ 3,000.00
Total Cost of Staffing	$ 20,500.00

Potential Park Dedication Dollars:	
Move electric pedestals underground	$ 10,000.00

Total Cost:	$ 70,291.00

Option 3 Free with Sat. Events

Considerations:

No Fence
Open each night December 1-31st
Lights on Timers from 5-9pm
No giveaways unless donated (ornaments, mugs, popcorn etc.)

Sun-Thurs:	No vendors
	Not staffed
	No Santa
Fri-Sat:	
Fridays:	Volunteer run- can collect donations
	Vendors
	Food Trucks
	Fire Pit with Wood
	Kids activity run by volunteer groups
	Popcorn
Add on Saturdays:	1 Staff Person
	Santa (3 Saturdays)

Boom Lift Rental	$	2,520.00
Advertising	$	1,000.00
Signage	$	1,000.00
Santa Claus	$	1,800.00
Rugs for Amphitheater	$	384.00
Sound Equipment Maintenance	$	500.00
Replacement Cords	$	935.00
Replacement Canvas for Gingerbread House	$	2,500.00
Display replacements (misc. lights, cords, arches)	$	4,000.00
Stanchions	$	600.00
Portable Restrooms (heated and standard)	$	4,400.00
Light Timers		
New Displays	$	-
Total	$	19,639.00

Staff Time-		
Seasonals x 3	$	6,000.00
PW Overtime	$	500.00
City Hall Staff Overtime	$	500.00
Total Cost of Staffing	$	7,000.00

Potential Park Dedication Dollars:		
Move electric pedestals underground	$	10,000.00

Total Cost:	$	36,639.00

Option 4 Free 1 Santa Day

Considerations:

No Fence
Open each night December 1-31st
Lights on Timers from 5-10pm
No giveaways
1 Santa Day on the first Saturday
No vendors
No food
No replacement of items
No volunteers needed at event
Only large items displayed to save staff set-up time:
- Tree
- Snowman
- Shooting Star
- Present
- Santa Sleigh
- Polar Bear Faces
- Singing Reindeer
- Tunnels
- Wings
- Trees

Volunteers- to sponsor and decorate smaller scenes on one volunteer day prior to event.

Boom Lift Rental	$	2,520.00
Advertising	$	1,000.00
Signage	$	1,000.00
Santa Claus	$	600.00
Rugs for Amphitheater	$	384.00
Portable Restrooms (standard)	$	500.00
Light Timers		
New Displays	$	-
Total	$	6,004.00

Staff Time-		
Seasonals x 3	$	6,000.00
PW Overtime	$	500.00
City Hall Staff Overtime	$	500.00
Total Cost of Staffing	$	7,000.00

Potential Park Dedication Dollars:		
Move electric pedestals underground	$	10,000.00

Total Cost:	$	23,004.00

AGENDA ITEM NO. L.1

MEMO

To: **Mayor Gordon and Members of City Council**
From: Pam Dahlheimer, Assistant Finance Director
Date: March 6, 2024
Subject: Payroll in the Amount of $146,384.64 and Accounts Payable in the Amount of $452,849.23

Background:
AP and Payroll are attached.

Request:
Staff is requesting action on this item.

Attachment(s):
- 3.1.2024 Payroll Period.pdf
- AP240204.pdf
- AP240205.pdf

City of Isanti

Gross Payroll	126,497.56
Social Security & Medicare	7,034.32
Public Employees Retirement	12,852.76
Total City Expense	146,384.64

Pay Date 3/1/2024

Pay Period 5 (2/11/24-2/24/24)

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
24-Feb	2/22/2024	62866	1231	ACE SOLID WASTE INC	220-20200	707.76
24-Feb	2/22/2024	62867	936	APPLIED CONCEPTS INC	920-20200	3,530.00
24-Feb	2/22/2024	62868	2030	ARTISAN BEER COMPANY	609-20200	219.9
24-Feb	2/22/2024	62869	1141	ASSURANT EMPLOYEE BENEFITS	101-20200	866.15
24-Feb	2/22/2024	62870	1549	ASTECH CORP INC	440-20200	20,696.38
24-Feb	2/22/2024	62871	9	BERNICKS PEPSI-COLA	609-20200	3,255.46
24-Feb	2/22/2024	62872	1500	BOLTON & MENK INC	601-20200	34,172.33
24-Feb	2/22/2024	62873	2319	BREAKTHRU BEVERAGE OF MN	609-20200	3,397.92
24-Feb	2/22/2024	62874	2487	CAPITOL BEVERAGE SALES	609-20200	1,803.50
24-Feb	2/22/2024	62875	1474	CDW GOVERNMENT INC	614-20200	1,674.25
24-Feb	2/22/2024	62876	1815	CENTURYLINK	602-20200	502.51
24-Feb	2/22/2024	62877	3414	CITY HIVE INC	609-20200	49
24-Feb	2/22/2024	62878	2583	CONTINENTAL RESEARCH CORP	101-20200	764
24-Feb	2/22/2024	62879	8	DAHLHEIMER DISTRIBUTING CO	609-20200	36,925.91
24-Feb	2/22/2024	62880	1941	DELTA DENTAL	861-20200	4,767.88
24-Feb	2/22/2024	62881	100	DEPUTY REGISTRAR #90	101-20200	16.25
24-Feb	2/22/2024	62882	2478	EAST CENTRAL ENERGY	101-20200	42.85
24-Feb	2/22/2024	62883	1682	FERGUSON WATERWORKS	601-20200	1,428.30
24-Feb	2/22/2024	62884	2028	FURTHER	861-20200	7,994.65
24-Feb	2/22/2024	62885	2314	GREAT NORTHERN ENVIROMENTAL	602-20200	11,750.00
24-Feb	2/22/2024	62886	160	HAWKINS INC	601-20200	2,292.60
24-Feb	2/22/2024	62887	3436	INFINITE HEALTH COLLABORATIVE PA	101-20200	741.09
24-Feb	2/22/2024	62888	2209	INNOVATIVE OFFICE SOLUTIONS INC	101-20200	121.1
24-Feb	2/22/2024	62889	3538	ISANTI COUNTY	101-20200	2,227.65
24-Feb	2/22/2024	62890	586	ISANTI COUNTY LAW ENFORCEMENT ASSOC	101-20200	400
24-Feb	2/22/2024	62891	441	J P COOKE CO	101-20200	77.45
24-Feb	2/22/2024	62892	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,852.15
24-Feb	2/22/2024	62893	5	KAWALEK TRUCKING	609-20200	86.6
24-Feb	2/22/2024	62894	136	LEAGUE OF MN CITIES	101-20200	900
24-Feb	2/22/2024	62895	394	LMCIT	226-20200	174,191.00
24-Feb	2/22/2024	62896	2815	LUSK, KEITH	609-20200	43.42
24-Feb	2/22/2024	62897	17	MCDONALD DISTRIBUTING CO	609-20200	16,957.22
24-Feb	2/22/2024	62898	1642	MHSRC/RANGE & RESEARCH CENTER	101-20200	635
24-Feb	2/22/2024	62899	2953	MIDCONTINENT COMMUNICATIONS	609-20200	404.75
24-Feb	2/22/2024	62900	33	MN CHIEFS OF POLICE ASSOC	101-20200	376
24-Feb	2/22/2024	62901	2842	MN PEIP	861-20200	55,591.62
24-Feb	2/22/2024	62902	161	MN POLLUTION CONTROL AGENCY	602-20200	23
24-Feb	2/22/2024	62903	1407	MORRIS ELECTRONICS INC	101-20200	62.5
24-Feb	2/22/2024	62904	870	M-R SIGN CO INC	101-20200	288.66
24-Feb	2/22/2024	62905	2080	MVTL LABORATORIES INC	602-20200	214.68
24-Feb	2/22/2024	62906	3122	NEW FRANCE WINE COMPANY	609-20200	209
24-Feb	2/22/2024	62907	2992	NEXTERA COMMUNCATIONS	101-20200	960.58
24-Feb	2/22/2024	62908	2450	NORTHERN HOLLOW WINERY	609-20200	319.2
24-Feb	2/22/2024	62909	2553	O'REILLY	101-20200	87.84
24-Feb	2/22/2024	62910	617	PAUSTIS WINE COMPANY	609-20200	343.5
24-Feb	2/22/2024	62911	44	PHILLIPS WINE & SPIRITS INC	609-20200	841.32
24-Feb	2/22/2024	62912	3150	SBM ELECTRONICS INC	101-20200	1,088.00
24-Feb	2/22/2024	62913	2396	SOUTHERN GLAZERS OF MN	609-20200	3,284.63
24-Feb	2/22/2024	62914	3048	ST CLOUD REFRIGERATION INC	609-20200	513.71
24-Feb	2/22/2024	62915	1361	STAPLES ADVANTAGE	108-20200	250.64
24-Feb	2/22/2024	62916	219	SURPLUS SERVICES	101-20200	190
24-Feb	2/22/2024	62917	2793	TEAM LABORATORY CHEMICAL LLC	602-20200	4,150.00
24-Feb	2/22/2024	62918	1290	THE AMBLE GROUP	601-20200	167.05
24-Feb	2/22/2024	62919	1503	THE AMERICAN BOTTLING COMPANY	609-20200	151.56
24-Feb	2/22/2024	62920	1762	THE TITLE GROUP	425-20200	200
24-Feb	2/22/2024	62921	2962	THUNDER BROTHERS BREWERY INC	609-20200	276
24-Feb	2/22/2024	62922	1820	URBANS HARDWARE INC	101-20200	168.33
24-Feb	2/22/2024	62923	686	VERIZON WIRELESS	101-20200	1,614.04
24-Feb	2/22/2024	62924	42	VIKING COCA-COLA BOTTLING CO	609-20200	208.75
24-Feb	2/22/2024	62925	1286	VINOCOPIA INC	609-20200	758.75
24-Feb	2/22/2024	62926	4	WATSON CO INC	609-20200	4,104.00
24-Feb	2/22/2024	62927	780	WINE MERCHANTS	609-20200	144
					AP240204 Total	412,082.39

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-Feb	2/27/2024	62928	53	BELLBOY CORPORATION	609-20200	2,512.89
24-Feb	2/27/2024	62929	9	BERNICKS PEPSI-COLA	609-20200	1,883.03
24-Feb	2/27/2024	62930	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,717.20
24-Feb	2/27/2024	62931	346	EDAM	108-20200	320
24-Feb	2/27/2024	62932	526	GENERAL REPAIR SERVICE	602-20200	96.04
24-Feb	2/27/2024	62933	2314	GREAT NORTHERN ENVIROMENTAL	602-20200	481.82
24-Feb	2/27/2024	62934	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,536.95
24-Feb	2/27/2024	62935	5	KAWALEK TRUCKING	609-20200	123
24-Feb	2/27/2024	62936	2762	LEGACY SECURITY TECHNOLOGY INC	920-20200	742.91
24-Feb	2/27/2024	62937	3117	MAVERICK WINE LLC	609-20200	1,119.88
24-Feb	2/27/2024	62938	17	MCDONALD DISTRIBUTING CO	609-20200	8,253.11
24-Feb	2/27/2024	62939	616	MENARDS - CAMBRIDGE	101-20200	258.55
24-Feb	2/27/2024	62940	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
24-Feb	2/27/2024	62941	2018	NORTH FOLK WINERY	609-20200	240
24-Feb	2/27/2024	62942	2467	NORTHERN TECHNOLOGY INITIATIVE INC	108-20200	940
24-Feb	2/27/2024	62943	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,977.40
24-Feb	2/27/2024	62944	2396	SOUTHERN GLAZERS OF MN	609-20200	5,920.15
24-Feb	2/27/2024	62945	73	STAR	101-20200	139.66
24-Feb	2/27/2024	62946	2834	SUN MECHANICAL INC	101-20200	1,499.03
24-Feb	2/27/2024	62947	2944	UNIFIRST CORPORATION	609-20200	1,014.34
24-Feb	2/27/2024	62948	427	VESSCO INC	601-20200	994.41
24-Feb	2/27/2024	62949	42	VIKING COCA-COLA BOTTLING CO	609-20200	295.74
24-Feb	2/27/2024	62950	1286	VINOCOPIA INC	609-20200	1,250.73
					AP240205 Total	40,766.84

KEY
Early Release
ACH Payment
Hold - Do not mail

Dated: _____

Mayor: _____

City Council: _____

AGENDA ITEM NO. L.2

MEMO

To: **Mayor Gordon and Members of City Council**
From: Julia Cederberg, Park and Recreation Coordinator
Date: March 6, 2024
Subject: Resolution to Consider Approving Updated Park Code of Conduct Policy in Public Facilities and Events

---

Background:
Staff has updated the previous Park Code of Conduct Policy in Public Facilities to modify the name of policy to Park Code of Conduct Policy in Public Facilities and Events. The updated policy would include events.

Request:
Staff is requesting action on this item.

Attachment(s):
- Resolution Approve Updated Park Code of Conduct in Public Facilities and Events Policy

RESOLUTION 2024-XXX

APPROVING UPDATED PARK CODE OF CONDUCT IN PUBLIC FACILITIES AND EVENTS POLICY

WHEREAS, Park Code of Conduct in Public Facilities Policy was approved by City Council on November 18, 2014 (Resolution 2014-267); and,

WHEREAS, staff has updated original Park Code of Conduct in Public Facilities Policy to now include events; and,

WHEREAS, this policy shall supercede resolution No. 2014-267;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the Park Code of Conduct in Public Facilities and Events policy attached as "Exhibit A."

This resolution was duly approved by the Isanti City Council this 6th of March 2024.

Attest: _____
Mayor James Gordon

_____
Jaden Strand
City Clerk

Exhibit A

CITY OF ISANTI

PARK CODE OF CONDUCT POLICY IN PUBLIC FACILITIES AND EVENTS

Policy

City of Isanti Code of Conduct for Public Facilities and Events

This Code of Conduct covers behavior of the interaction between members of the public and City officials and City staff in any private or public meeting, community event or private or public correspondence.

- **Be considerate.** City officials and staff look forward to hearing feedback from members of the community. It is important to remember to treat others how you would like to be treated. We are a community of well-mannered individuals, and we conduct ourselves as such. Be kind to others. Harassment and other exclusionary behavior are not acceptable. This includes, but is not limited to:
    - Violent threats or language directed against another person.
    - Verbal abuse or behavior that undermines the working relationship.
    - Discriminatory jokes and language.
    - Posting sexually explicit or violent material.
    - Posting (or threatening to post) other people's personally identifying information.
    - Personal insults, especially those using racist or sexist terms.
    - Advocating for, or encouraging, any of the above behavior.
    - Repeated harassment of others. In general, if someone asks you to stop, then stop.
- **Be respectful.** City officials, staff and members of the community shall treat one another with respect. Everyone can make a valuable contribution. We may not always agree, but disagreement is no excuse for poor behavior and poor manners.
- **When unsure, ask for help.** Asking questions avoids many problems down the road, and so questions are encouraged. Those who are asked questions should be responsive and helpful. However, when asking a question or making statements, care must be taken to do so in an appropriate forum.

Policy Enforcement Plan

The emphasis on enforcing the Code of Conduct in Public Facilities and Events Policy is through voluntary compliance. A person not following this policy and/or actions resulting in harassment may be asked to leave the facility or event. If individual is not following the policy, staff with the City of Isanti reserves the right to ask them to leave the event, may not be considered as a vendor for future events, and individual will waive any fees paid to the City for the event.

Acknowledgment

As a vendor, I hereby understand and have read the Park Code of Conduct Policy in Public Facilities and Events and agree to follow as stated above.

_____ Printed Name _____ Printed Business Name
*If Applicable

_____ Signature _____ Date