



# NORTH BRANCH —Minnesota—

**CITY COUNCIL  
REGULAR AGENDA  
TUESDAY, JULY 8, 2025 @ 7:00 PM  
CITY HALL, 6408 ELM STREET, NORTH  
BRANCH, MN 55056**

Kevin Schieber  
Mayor

Robert Canada  
Councilmember

Jeff Goulet  
Councilmember

Jim Ibinger  
Councilmember

Patrick Meacham  
Councilmember

## **MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA**

### **REGULAR MEETING**

**Tuesday, July 8, 2025**

**1. CALL TO ORDER**

The North Branch City Council met in REGULAR and Mayor Kevin Schieber called the meeting to order at 7PM.

**2. PLEDGE OF ALLEGIANCE**

Mayor Schieber led the pledge of allegiance.

**3. ROLL CALL**

**Present:** Mayor Kevin Schieber, Councilmember Jeff Goulet, Councilmember Jim Ibinger, Councilmember Patrick Meacham, Councilmember Robert Canada

**Absent:**

**Remote:**

**Others Present:**

**Notes:**

**4. AGENDA APPROVAL**

a. Approve Agenda

**ACTION**

**RESULT:** Passed

**MOVER:** Patrick Meacham

**SECONDER:** Robert Canada

**AYES:** Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

**ABSENT:**

**NOTES:**

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

*Provides an opportunity for the public to address the Council on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes.*

Mr. Tom Hefty signed up for Public Comment.

Mr. Hefty asked if something could be done around The Grove at WildRidge neighborhood to limit overnight street parking. He mentioned that it is a safety issue with vehicles parking overnight and people having to go around the vehicles. Would it be possible to have no parking on the streets from 2 am to 7 am in the morning? City Administrator Matthew Hill responded that we are in the process of doing a traffic study and that this would be a good time to discuss this issue.

Mr Hefty also mentioned that in some areas in North Branch, there are neighborhood watch signs. He was wondering if it would be possible to get some neighborhood crime watch signs, or what the process is for getting signs. Mayor Schieber said that he would get the Chief of Police, Dan Meyer, in contact with him.

7. CONSENT AGENDA

*All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.*

**RESULT:** Passed

**MOVER:** Patrick Meacham

**SECONDER:** Jim Ibinger

**AYES:** Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

**ABSENT:**

**NOTES:**

- |                                                                                                                             |        |
|-----------------------------------------------------------------------------------------------------------------------------|--------|
| a. Claims                                                                                                                   | ACTION |
| b. Minutes - City Council Meeting - June 24, 2025                                                                           | ACTION |
| c. Receive Legal Staff Report from City Attorney                                                                            | INFO   |
| d. Approval of LG220 gambling permits for St. Gregory the Great Catholic Church                                             | ACTION |
| e. Approval of Resolution R-205-2025 Accepting the offer of dedication for public improvements Luchts Crossing 4th Addition | ACTION |

8. PUBLIC HEARINGS

9. STAFF REPORTS

- |                                                      |      |
|------------------------------------------------------|------|
| a. Receive and Review Draft of New Assessment Policy | INFO |
|------------------------------------------------------|------|

Justin Messner of WSB Engineering presented the draft Special Assessment Policy for the City of North Branch.

b. Finance Update

INFO

Director of Finance Sharon Wright gave the City of North Branch Finance Update.

c. Consider Approval of Resolution R-203-2025 SRTS CSAH 30 Improvement Project - ACTION  
Cost Share Agreement

Community Development Director Nate Sondrol gave a brief recap of the R-203-2025 SRTS CSAH 30 Improvement Project-Cost Share Agreement.

**RESULT:** Passed

**MOVER:** Kevin Schieber

**SECONDER:** Robert Canada

**AYES:** Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

**ABSENT:**

**NOTES:**

10. MAYOR/CITY COUNCIL

a. League of Minnesota Cities Conference update - Mayor Schieber and Council Member Jim Ibinger INFO

Council Member Jim Ibinger and Mayor Kevin Schieber discussed the sessions at the League of Minnesota Cities Conference that they attended.

b. Advisory Committee member updates - Public Safety, Personnel, Public Works, Finance, Liquor Store INFO

Public Safety Committee - The fire hall's roof is leaking; we're hoping to get this fixed later this year. Midsummer Days recap - What worked, what didn't work, what are we going to do next year?, There will be a full-time SRO next year versus a part-time SRO. The Police Department is looking at the Flock Safety License Plate Readers.

Personnel Committee - We have a new Organizational Chart, and we have filled most of the major positions that were open for the City of North Branch.

Public Works Committee - The compost site is now being staffed, and the committee is looking at what infrastructure updates are needed. The committee has been meeting at different locations to look at the different Public Works sites.

Finance Committee - Discussion on looking at a new Finance software system, and how it could be funded.

Liquor Store Committee - Discussed the inventory average and ordering cycles.

- c. Consider approval of Resolution # R-204-2025 adopting amendment to the City of ACTION North Branch Policies & Procedures Manual (Code of Conduct and Bylaws).

**RESULT:** Passed  
**MOVER:** Jeff Goulet  
**SECONDER:** Jim Ibinger  
**AYES:** Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada  
**ABSENT:**  
**NOTES:**

11. ADJOURNMENT

The City Council meeting adjourned at 9:07pm.

**RESULT:** Passed  
**MOVER:** Kevin Schieber  
**SECONDER:** Jim Ibinger  
**AYES:** Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada  
**ABSENT:**  
**NOTES:**

APPROVED: Kevin Schieber ATTEST: Jana Korta

