



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember, Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
TUESDAY, JULY 22, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

4. AGENDA APPROVAL

- a. Approve Agenda

ACTION

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.

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.

- | | |
|---|--------|
| a. Claims | ACTION |
| b. Minutes - City Council Meeting - July 8, 2025, 7:00 PM | ACTION |
| c. Approval of Resolution R-209-2025 to approve the Westside Commons 3rd Addition Preliminary Plat | ACTION |
| d. Approval of Resolution R-210-2025 to approve the Westside Commons 3rd Addition Final Plat | ACTION |
| e. Consider Approval of Resolution R-208-2025 to Approve the Agreement to Provide School Resource Officer (SRO) Services to the North Branch Area School District 2025-2026 | ACTION |

- f. Memorandum of Agreement between the City of North Branch and Law Enforcement Labor Services, Local No. 277 regarding the School Resource Officer Assignment ACTION
- g. Approval of LG230 Application to Conduct Off-Site Gambling for Stacy Lions Club ACTION
- h. Approval of LG220 Application for Exempt Permit for the International Snowmobile Racing Hall of Fame ACTION
- i. Approval of Mobile Food Truck License - Olakino Shakes LLC ACTION
- j. Approval of LG220 Application for Exempt Permit for North Branch Sno-Drifters ACTION
- k. Approval of Transient Merchant License - Branch Busters LLC ACTION
- l. Approval of Resolution R-206-2025 Releasing Developer Obligations as Stated in the Development Agreement for Riverside Villas ACTION
- m. Resolution R-211-2025 Approving Co.Rd. 30 Project Pay Request #2 ACTION
- n. Approval of LG220 Application for Exempt Permit for the Minnesota Deer Hunters Association - Wild River Chapter ACTION
- o. Approval of an amendment to the Meadows North Townhomes 1st and 2nd Addition Planned Unit Development Agreement ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider Approval of Resolution R-208-2025 to approve a conditional use permit to allow for multiple principal buildings on one parcel for the Main Street Apartments ACTION
- b. Human Resource Update INFO
- c. Public Works Project Updates INFO

10. MAYOR/CITY COUNCIL

- a. Commission reports. Planning and Zoning, Parks Trails and Open Space, and EDA VERBAL UPDATE
- b. Feedback request - Assessment Policy Draft INFO
- c. Annual North Branch City Gala INFO
- d. Consideration of changing the term of Mayor's seat from two to four years INFO

11. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the City Council on each Agenda item in advance from Staff and appointed Commissions; and decisions are based on this information and past experiences. In addition some items may also have been discussed preliminarily at Council Work Sessions. If you are aware of information that has not been discussed, please raise your hand to be recognized. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 06/13/2025

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5860 TO 5860 - \$1,038.49

Checks

91798 TO 91901 - \$454,090.34

Payroll

07/18/2025 - \$122,896.09

Accounts Payable

Check Detail

User: TiffaniFolstad
Printed: 07/17/2025 - 4:34PM



Check Number	Check Date	Amount
1592 - US Postal Service		
5860	06/26/2025	
Inv		1,038.49
5860 Total:		1,038.49
1592 - US Postal Service Total:		1,038.49
Total:		1,038.49

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad

Printed: 07/07/2025 - 3:22PM

Batch: 00003.07.2025 - 07072025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2270	Church of Cash LLC			Check Sequence: 1	ACH Enabled: False
0708 CONCERT	CONCERT IN THE PARK 07/08/2025	3,500.00	07/03/2025	403-46500-50300	
	Check Total:	3,500.00			
Vendor: 2274	KIM SWEET			Check Sequence: 2	ACH Enabled: False
0703 PR	PAYROLL 07/03/2025	17.91	07/03/2025	101-00000-10100	
	Check Total:	17.91			
	Total for Check Run:	3,517.91			
	Total of Number of Checks:	2			

Accounts Payable

Computer Check Proof List by Vendor

User:

TiffaniFolstad

Printed:

07/10/2025 - 1:45PM

Batch:

00004.07.2025 - 07102025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1621	Windstream			Check Sequence: 1	ACH Enabled: False
6/25-7/24/2025	PHONE LINES & FAXES 11734875	321.58	07/10/2025	101-41420-50321	
	Check Total:	321.58			
	Total for Check Run:	321.58			
	Total of Number of Checks:	1			

Accounts Payable

Computer Check Proof List by Vendor

User: SharonWright
Printed: 07/15/2025 - 3:23PM
Batch: 00005.07.2025 - 07152025SMW



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 1	ACH Enabled: False
12039748T067	TRASH SERVICE FOR JULY 2025	111.22	07/15/2025	101-45500-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	63.36	07/15/2025	615-49550-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	210.45	07/15/2025	101-41940-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	149.77	07/15/2025	609-49750-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	335.64	07/15/2025	101-43000-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	69.43	07/15/2025	101-42280-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	111.10	07/15/2025	615-49550-50387	
12039748T067	TRASH SERVICE FOR JULY 2025	261.52	07/15/2025	602-49450-50387	
	Check Total:	1,312.49			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 2	ACH Enabled: False
287294265529X07	MOBILE SERVICE FOR JUNE 2025	1,554.05	07/15/2025	101-41420-50321	
	Check Total:	1,554.05			
Vendor: 1092	Central Pension Fund			Check Sequence: 3	ACH Enabled: False
For JUNE 2025	CENTRAL PENSION CONTRIBUTIONS	5,192.37	07/15/2025	101-00000-21705	
	Check Total:	5,192.37			
Vendor: 1125	Custom Pole Buildings, LLC			Check Sequence: 4	ACH Enabled: False
2508730	NEW PW STORAGE BLDG	4,552.50	07/15/2025	612-49700-50525	
2508730	NEW PW STORAGE BLDG	3,035.00	07/15/2025	615-49550-50525	
2508730	NEW PW STORAGE BLDG	4,552.50	07/15/2025	602-49450-50525	
2508730	NEW PW STORAGE BLDG	18,210.00	07/15/2025	101-49990-50525	
	Check Total:	30,350.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1268	IUOE Local #49			Check Sequence: 5	ACH Enabled: False
FOR JUL 2025	UNION DUES CREDIT	-35.00	07/15/2025	101-00000-21708	
FOR JUL 2025	UNION DUES	490.00	07/15/2025	101-00000-21708	
	Check Total:	455.00			
Vendor: 1308	LegalShield			Check Sequence: 6	ACH Enabled: False
FOR JULY 2025	FOR JULY 2025	46.85	07/15/2025	101-00000-21712	
	Check Total:	46.85			
Vendor: 1353	MIDCONTINENT			Check Sequence: 7	ACH Enabled: False
16640100114806	CITYWIDE INTERNET/MODEM LEASE	920.39	07/15/2025	101-41420-50243	
	Check Total:	920.39			
Vendor: 1385	MN Dept Of Health-E			Check Sequence: 8	ACH Enabled: False
Q2 2025 FEE	Q2 STATE WATER CONNECT FEE	6,225.66	07/15/2025	615-49550-50315	
	Check Total:	6,225.66			
Vendor: 2275	Sherco Construction			Check Sequence: 9	ACH Enabled: False
BP 13170	REFUND 4321 363RD ST TEMP CO	2,500.00	07/15/2025	101-00000-22000	
	Check Total:	2,500.00			
Vendor: 2233	STANDARD INSURANCE COMPANY			Check Sequence: 10	ACH Enabled: False
FOR AUG 2025	VISION FOR AUG 2025	165.68	07/15/2025	101-00000-21706	
	Check Total:	165.68			
Vendor: 1751	The Whitesidewalls			Check Sequence: 11	ACH Enabled: False
7-15-25 CONCERT	NB CONCERT IN THE PARK	1,250.00	07/15/2025	403-46500-50300	
	Check Total:	1,250.00			
	Total for Check Run:	49,972.49			
	Total of Number of Checks:	11			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 07/17/2025 - 4:26PM
Batch: 00006.07.2025 - 07172025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 1	ACH Enabled: False
1GLN-GVQH-3JF9	CLAMPS & CLIPS	39.96	07/17/2025	101-42110-50210	
1JQV-PL3M-LL9M	FLASH DRIVES	69.70	07/17/2025	101-41420-50201	
1K1V-CHW1-Q4M9	WEB CAM/NITRILE GLOVES	97.95	07/17/2025	101-42110-50210	
1RKX-YW4N-JCN9	PD BOOT	101.19	07/17/2025	101-42110-50237	
1YXH-YD4X-FGCW	AWARD PLAQUE	81.98	07/17/2025	101-42110-50210	
	Check Total:	390.78			
Vendor: 1646	Ameritas			Check Sequence: 2	ACH Enabled: False
0718 AMER	PAYROLL CONTRIBUTIONS 07/18/2025	90.00	07/17/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1023	Amphora Imports, LLC			Check Sequence: 3	ACH Enabled: False
20398	WINE	264.65	07/17/2025	609-49750-50253	
	Check Total:	264.65			
Vendor: 1025	ANDERSON AND KOCH FORD			Check Sequence: 4	ACH Enabled: False
513849	SQUAD 118 REPAIRS	1,351.04	07/17/2025	101-42110-50404	
	Check Total:	1,351.04			
Vendor: 1870	Armand Advertising, LLC			Check Sequence: 5	ACH Enabled: False
1737	SUPPLIES	27.00	07/17/2025	851-42280-50210	
	Check Total:	27.00			
Vendor: 1029	Artisan Beer Company			Check Sequence: 6	ACH Enabled: False
3779352	BEER	55.40	07/17/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3779353	BEER	60.00	07/17/2025	609-48000-50252	
3781188	BEER	123.00	07/17/2025	609-49750-50252	
3781189	BEER	95.40	07/17/2025	609-48000-50252	
	Check Total:	333.80			
Vendor: 1031	Aspen Mills			Check Sequence: 7	ACH Enabled: False
356902	UNIFORM ITEMS - WB	173.50	07/17/2025	101-42280-50237	
357123	UNIFORM ITEMS - RS	130.90	07/17/2025	101-42110-50237	
	Check Total:	304.40			
Vendor: 1901	Larry Beach			Check Sequence: 8	ACH Enabled: False
BP 13136	TEMP CO REFUND 5337 391ST ST	2,500.00	07/17/2025	101-00000-22000	
	Check Total:	2,500.00			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 9	ACH Enabled: False
0110023600	N/A SALES	176.81	07/17/2025	609-49750-50250	
0208223800	LIQUOR	1,466.50	07/17/2025	609-48000-50251	
0208296200	LIQUOR	2,761.21	07/17/2025	609-49750-50251	
0300092200	THC	521.55	07/17/2025	609-48000-50254	
	Check Total:	4,926.07			
Vendor: 1052	BERNICKS			Check Sequence: 10	ACH Enabled: False
10375351	BEER	1,768.55	07/17/2025	609-48000-50252	
10375357	N/A SALES	201.00	07/17/2025	609-49750-50250	
10375357	BEER	2,203.80	07/17/2025	609-49750-50252	
10375358	N/A SALES	56.96	07/17/2025	609-49750-50250	
10378206	THC	175.00	07/17/2025	609-48000-50254	
10378207	BEER	2,215.80	07/17/2025	609-48000-50252	
10378207	N/A SALES	58.00	07/17/2025	609-48000-50250	
10378212	THC	245.60	07/17/2025	609-49750-50254	
10378213	N/A SALES	278.50	07/17/2025	609-49750-50250	
10378213	BEER	4,014.40	07/17/2025	609-49750-50252	
10378214	N/A SALES	158.59	07/17/2025	609-49750-50250	
10378215	BEER CREDIT	-8.40	07/17/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	11,367.80			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 11	ACH Enabled: False
122204748	LIQUOR	662.39	07/17/2025	609-48000-50251	
122204862	WINE	867.55	07/17/2025	609-49750-50253	
122205048	BEER	123.00	07/17/2025	609-48000-50252	
122205049	LIQUOR	123.00	07/17/2025	609-48000-50251	
122316951	LIQUOR	300.30	07/17/2025	609-49750-50251	
122316952	N/A SALES	105.65	07/17/2025	609-49750-50250	
122317778	LIQUOR	75.00	07/17/2025	609-49750-50251	
	Check Total:	2,256.89			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 12	ACH Enabled: False
3160386	BEER	1,051.70	07/17/2025	609-49750-50252	
3160386	N/A	42.00	07/17/2025	609-49750-50250	
3160386	LIQUOR	900.00	07/17/2025	609-49750-50251	
	Check Total:	1,993.70			
Vendor: 1905	Cemstone Products Co., Inc.			Check Sequence: 13	ACH Enabled: False
7766819	POTHOLE PATCHING	278.64	07/17/2025	101-43000-50224	
7766850	POTHOLE PATCHING	281.88	07/17/2025	101-43000-50224	
7786269	POTHOLE PATCHING	283.50	07/17/2025	101-43000-50224	
	Check Total:	844.02			
Vendor: 2209	Wendy Chelberg			Check Sequence: 14	ACH Enabled: False
Q2 PTOS 2025	Q2 PTOS 2025 - X 2	50.00	07/17/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 1096	Chisago County			Check Sequence: 15	ACH Enabled: False
R-193-2025 #1	R-193-2025 PAY REQUEST #1	25,149.69	07/17/2025	486-46500-50506	
R-193-2025 #1	R-193-2025 PAY REQUEST #1	3,920.88	07/17/2025	101-43000-50482	
	Check Total:	29,070.57			
Vendor: 1100	Chisago County EDA			Check Sequence: 16	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
25-0701	HRA-EDA Repayment-ESSBY Land	112,500.00	07/17/2025	476-47000-50601	
	Check Total:	112,500.00			
Vendor: 1103	Chisago County Recorder			Check Sequence: 17	ACH Enabled: False
202500000046	DOCUMENT A 682201	46.00	07/17/2025	101-00000-34950	
	Check Total:	46.00			
Vendor: 2124	Steve Cich			Check Sequence: 18	ACH Enabled: False
Q2 PLAN 2025	Q2 PLANNING 2025 - X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1109	Cintas			Check Sequence: 19	ACH Enabled: False
4231912385	MOPS/MATS FOR LIBRARY	26.60	07/17/2025	101-45500-50300	
4231912470	MATS PD GARAGE	14.03	07/17/2025	101-42280-50300	
4231912537	EAST LS MATS/MOPS/CLEAN SUPPLIES	47.92	07/17/2025	609-49750-50300	
4231912635	WATER PLANT MATS	4.80	07/17/2025	615-49550-50300	
4231912685	WEST LS MATS/MOPS/SUPPLIES	43.70	07/17/2025	609-48000-50300	
4232101645	WASTE WATER UNIFORMS	29.54	07/17/2025	602-49450-50237	
4232101645	WASTE WATER MATS	22.04	07/17/2025	602-49450-50300	
4234927045	STORE 1 MATS/MOPS OPER SUPP	47.92	07/17/2025	609-49750-50300	
4235652599	WASTE WATER UNIFORMS	35.80	07/17/2025	602-49450-50237	
4235652599	WASTE WATER MOP	1.99	07/17/2025	602-49450-50300	
4235652739	SHOP TOWELS	10.55	07/17/2025	101-43000-50300	
4235652739	UNIFORMS	87.68	07/17/2025	101-43000-50237	
4235652739	UNIFORMS	7.71	07/17/2025	101-45000-50237	
4235652739	UNIFORMS	8.04	07/17/2025	620-49600-50237	
4235652739	UNIFORMS	16.59	07/17/2025	615-49550-50237	
4236302225	WASTE WATER UNIFORMS	35.80	07/17/2025	602-49450-50237	
4236302306	WATER UNIFORMS	16.59	07/17/2025	615-49550-50237	
4236302306	GENERATION UNIFORMS	8.04	07/17/2025	620-49600-50237	
4236302306	PUBLIC WORKS UNIFORMS	87.68	07/17/2025	101-43000-50237	
4236302306	PUBLIC WORKS SUPPLIES	10.55	07/17/2025	101-43000-50300	
4236302306	PARKS UNIFORMS	7.71	07/17/2025	101-45000-50237	
4236316091	EAST LS MATS/MOPS/SUPPLIES	47.92	07/17/2025	609-49750-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4236316333	WEST LS MATS/MOPS/SUPPLIES	47.19	07/17/2025	609-48000-50300	
	Check Total:	666.39			
Vendor: 1114	Coffee Mill Inc			Check Sequence: 20	ACH Enabled: False
273344	PD COFFEE	154.00	07/17/2025	101-42110-50210	
	Check Total:	154.00			
Vendor: 2206	Core & Main LP			Check Sequence: 21	ACH Enabled: False
X173935	MARKING PAINT	396.00	07/17/2025	602-49450-50210	
X173935	MARKING PAINT	396.00	07/17/2025	615-49550-50210	
	Check Total:	792.00			
Vendor: 2195	Creative Earth Innovations, LLC			Check Sequence: 22	ACH Enabled: False
05282025	CLEAN UP-PERKINS	400.00	07/17/2025	101-49990-50300	
06282025	CLEAN UP-PERKINS	400.00	07/17/2025	101-49990-50300	
	Check Total:	800.00			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 23	ACH Enabled: False
01-500785	N/A SALES	100.80	07/17/2025	609-48000-50250	
01-500788	N/A SALES	172.64	07/17/2025	609-49750-50250	
01-500888	N/A SALES	90.88	07/17/2025	609-48000-50250	
01-500891	N/A SALES	419.52	07/17/2025	609-49750-50250	
	Check Total:	783.84			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 24	ACH Enabled: False
1836-00028	KEG CREDIT	-30.00	07/17/2025	609-00000-11560	
2510210	LIQUOR CREDIT	-1,350.00	07/17/2025	609-49750-50251	
2510213	LIQUOR	1,350.00	07/17/2025	609-48000-50251	
2511724	THC	351.00	07/17/2025	609-49750-50254	
2511725	LIQUOR	235.00	07/17/2025	609-49750-50251	
2511726	N/A SALES	109.40	07/17/2025	609-49750-50250	
2511727	BEER	13,868.45	07/17/2025	609-49750-50252	
2511812	N/A SALES	31.00	07/17/2025	609-48000-50250	
2511813	THC	85.00	07/17/2025	609-48000-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2511814	LIQUOR	47.00	07/17/2025	609-48000-50251	
2511815	BEER	3,195.80	07/17/2025	609-48000-50252	
2517899	THC	283.50	07/17/2025	609-49750-50254	
2517900	LIQUOR	2,742.80	07/17/2025	609-49750-50251	
2517901	N/A SALES	363.65	07/17/2025	609-49750-50250	
2517917	LIQUOR	47.00	07/17/2025	609-48000-50251	
2517918	THC	138.00	07/17/2025	609-48000-50254	
2517919	N/A SALES	68.00	07/17/2025	609-48000-50250	
2517920	BEER	2,878.65	07/17/2025	609-48000-50252	
2517921	BEER	7,530.90	07/17/2025	609-49750-50252	
2520703	LIQUOR CREDIT	-188.00	07/17/2025	609-49750-50251	
2520705	LIQUOR	188.00	07/17/2025	609-48000-50251	
	Check Total:	31,945.15			
Vendor: 1144	DRESSER TRAP ROCK, INC			Check Sequence: 25	ACH Enabled: False
152392	HEMINGWAY CULVERT MAINT	1,094.68	07/17/2025	612-49700-50407	
	Check Total:	1,094.68			
Vendor: 1146	Earl F. Andersen			Check Sequence: 26	ACH Enabled: False
156427	NORTHWOODS DNR GRANT	237.35	07/17/2025	486-46500-50506	
	Check Total:	237.35			
Vendor: 2256	NATHAN EHALT			Check Sequence: 27	ACH Enabled: False
Q2 PLAN 2025	Q2 PLANNING 2025 - X 2	50.00	07/17/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 1152	Ehlers			Check Sequence: 28	ACH Enabled: False
102089	GENERAL TIF COMMUNICATION/MTG	450.00	07/17/2025	201-46500-50300	
	Check Total:	450.00			
Vendor: 1168	Envirotech			Check Sequence: 29	ACH Enabled: False
CD202514431	CALCIUM CHLORIDE FOR GRAVEL RDS	48,036.80	07/17/2025	101-43000-50308	
	Check Total:	48,036.80			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1981	EXPRESS SERVICES INC			Check Sequence: 30	ACH Enabled: False
32501191	TEMP ACCT 6/16 TO 6/20	881.60	07/17/2025	101-41500-50300	
32545975	TEMP ACCT 6/23 TO 6/27	1,856.00	07/17/2025	101-41500-50300	
32570807	TEMP ACCT 6/30 TO 7/04	417.60	07/17/2025	101-41500-50300	
	Check Total:	3,155.20			
Vendor: 2205	FES, Inc.			Check Sequence: 31	ACH Enabled: False
21575	NAME PANEL - MH	99.24	07/17/2025	101-42280-50201	
	Check Total:	99.24			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 32	ACH Enabled: False
23331	REAL ESTATE/GEN MUNI - JUNE	161.25	07/17/2025	201-46500-50304	
23331	REAL ESTATE/GEN MUNI - JUNE	310.00	07/17/2025	609-48000-50304	
23331	REAL ESTATE/GEN MUNI - JUNE	1,128.75	07/17/2025	101-41910-50304	
23331	REAL ESTATE/GEN MUNI - JUNE	2,415.00	07/17/2025	101-41610-50304	
23390	LABOR/EMP MATTERS JUNE	990.00	07/17/2025	101-41610-50304	
	Check Total:	5,005.00			
Vendor: 1192	Flying Star Products			Check Sequence: 33	ACH Enabled: False
25005	DRILL BIT SHARPENING	9.66	07/17/2025	101-43000-50210	
	Check Total:	9.66			
Vendor: 2240	GigFire LLC			Check Sequence: 34	ACH Enabled: False
667997	PARKS WIFI 08/07 TO 09/06/2025	179.95	07/17/2025	101-41420-50243	
	Check Total:	179.95			
Vendor: 1224	TAMMY GIMPL			Check Sequence: 35	ACH Enabled: False
FOR JUNE 2025	MONTHLY RATE FOR SERVICE	350.00	07/17/2025	101-42700-50310	
	Check Total:	350.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 36	ACH Enabled: False
5060643	397 BILLABLE LOCATES	178.65	07/17/2025	612-49700-50300	
5060643	397 BILLABLE LOCATES	178.65	07/17/2025	602-49450-50300	
5060643	397 BILLABLE LOCATES	178.65	07/17/2025	615-49550-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	535.95			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 37	ACH Enabled: False
7113217	WASTE WATER CHEMICALS	1,273.67	07/17/2025	602-49450-50210	
7114884	WATER CHEMICALS	3,640.18	07/17/2025	615-49550-50210	
7134124	WASTE WATER CHEMICALS	3,790.43	07/17/2025	602-49450-50210	
	Check Total:	8,704.28			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 38	ACH Enabled: False
100001229885	NETWORK SWITCHES/FIREWALLS	1,849.78	07/17/2025	101-41420-50244	
	Check Total:	1,849.78			
Vendor: 1246	HOHENSTEINS, INC.			Check Sequence: 39	ACH Enabled: False
837146	BEER	283.50	07/17/2025	609-49750-50252	
837151	BEER	126.00	07/17/2025	609-48000-50252	
	Check Total:	409.50			
Vendor: 2273	INDELCO PLASTICS CORP			Check Sequence: 40	ACH Enabled: False
528610	WATER PLANT 2 VALVE	585.67	07/17/2025	615-49550-50404	
	Check Total:	585.67			
Vendor: 2142	INSIGHT BREWING COMPANY, LLC			Check Sequence: 41	ACH Enabled: False
25247	THC	180.00	07/17/2025	609-49750-50254	
25247	BEER	69.20	07/17/2025	609-49750-50252	
	Check Total:	249.20			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 42	ACH Enabled: False
1900209	COMP PLAN AD	244.80	07/17/2025	101-49990-50300	
1900260	ORDINANCE 394-25	15.60	07/17/2025	101-41400-50351	
1901099	COMP PLAN AD	244.80	07/17/2025	101-49990-50300	
974504	ADVERTISING	70.00	07/17/2025	609-49750-50340	
	Check Total:	575.20			
Vendor: 1954	Dennis Johnson			Check Sequence: 43	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Q2 EDA 2025	Q2 EDA 2025 - X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 44	ACH Enabled: False
139973	LIQUOR CREDIT	-121.84	07/17/2025	609-49750-50251	
2826566	LIQUOR	426.27	07/17/2025	609-49750-50251	
2826567	WINE	297.20	07/17/2025	609-49750-50253	
2826568	WINE	171.68	07/17/2025	609-49750-50253	
2826569	LIQUOR	117.65	07/17/2025	609-49750-50251	
2826570	THC	322.75	07/17/2025	609-49750-50254	
2826571	WINE	161.52	07/17/2025	609-49750-50253	
2826572	LIQUOR	278.18	07/17/2025	609-48000-50251	
2826573	LIQUOR	759.36	07/17/2025	609-48000-50251	
2826574	WINE	99.68	07/17/2025	609-48000-50253	
2828084	WINE	10.46	07/17/2025	609-49750-50253	
2831368	LIQUOR	426.88	07/17/2025	609-49750-50251	
2831369	WINE	1,774.84	07/17/2025	609-49750-50253	
2831370	LIQUOR	3,287.42	07/17/2025	609-49750-50251	
2831371	LIQUOR	247.36	07/17/2025	609-49750-50251	
2831372	WINE	472.50	07/17/2025	609-49750-50253	
2831373	LIQUOR	1,949.86	07/17/2025	609-48000-50251	
2831374	WINE	1,552.81	07/17/2025	609-48000-50253	
2831375	LIQUOR	280.86	07/17/2025	609-48000-50251	
	Check Total:	12,515.44			
Vendor: 1292	Knife River			Check Sequence: 45	ACH Enabled: False
1120890	ROCK FOR WATER VALVE REPLACE	327.36	07/17/2025	615-49550-50407	
	Check Total:	327.36			
Vendor: 1949	Farfum Ladroma			Check Sequence: 46	ACH Enabled: False
Q2 PTOS 2025	ATTENDANCE Q2 PTOS X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 47	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
859593	Legislative Representation June 2025	2,500.00	07/17/2025	101-41800-50300	
	Check Total:	2,500.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 48	ACH Enabled: False
FOR JUL 2025	UNION DUES FOR JULY 2025	-73.00	07/17/2025	101-00000-21708	
FOR JUL 2025	UNION DUES FOR JULY 2025	1,022.00	07/17/2025	101-00000-21708	
	Check Total:	949.00			
Vendor: 1176	M Health Fairview			Check Sequence: 49	ACH Enabled: False
15008460484	VISIT 15008460484 ON 6/2/2025	151.00	07/17/2025	101-42110-50314	
15008492846	VISIT 15008492846 ON 6/24/2025	116.00	07/17/2025	101-43000-50406	
15008496759	VISIT 15008496759 ON 6/26/2025	116.00	07/17/2025	101-43000-50406	
15008497660	VISIT 15008497660 ON 6/26/2025	35.00	07/17/2025	101-43000-50406	
15008505243	VISIT 15008505243 ON 7/07/2025	269.04	07/17/2025	101-43000-50406	
	Check Total:	687.04			
Vendor: 2271	MAVRICK NELSON			Check Sequence: 50	ACH Enabled: False
0625	CENTRAL PARK STUMP REMOVAL	475.00	07/17/2025	101-45000-50300	
	Check Total:	475.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 51	ACH Enabled: False
814616	BEER	1,659.75	07/17/2025	609-48000-50252	
814616	N/A SALES	21.40	07/17/2025	609-48000-50250	
814616	THC	71.76	07/17/2025	609-48000-50254	
814616	LIQUOR	200.50	07/17/2025	609-48000-50251	
814641	LIQUOR	630.00	07/17/2025	609-49750-50251	
814642	N/A SALES	367.60	07/17/2025	609-49750-50250	
814642	LIQUOR	67.20	07/17/2025	609-49750-50251	
814642	BEER	11,406.70	07/17/2025	609-49750-50252	
815596	THC	71.76	07/17/2025	609-48000-50254	
815596	LIQUOR	140.20	07/17/2025	609-48000-50251	
815596	BEER	1,084.00	07/17/2025	609-48000-50252	
815694	THC	143.52	07/17/2025	609-49750-50254	
815694	BEER	3,388.50	07/17/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
815694	N/A SALES	42.80	07/17/2025	609-49750-50250	
815749	BEER CREDIT	-75.10	07/17/2025	609-49750-50252	
815750	LIQUOR	78.00	07/17/2025	609-49750-50251	
816003	BEER CREDIT	-125.25	07/17/2025	609-48000-50252	
8860670	BEER CREDIT	-19.70	07/17/2025	609-49750-50252	
	Check Total:	19,153.64			
Vendor: 1386	MN Dept Of Labor Industry Bld			Check Sequence: 52	ACH Enabled: False
Q2 BP SURCHARGE	Q2 BLDG PERMIT SURCHARGE	2,349.66	07/17/2025	101-00000-21716	
	Check Total:	2,349.66			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 53	ACH Enabled: False
1411189842	NEW OFFICER SQUAD/BODY CAM	2,700.00	07/17/2025	101-41420-50242	
1411189944	PD BODY CAM SOFTWARE	20,160.00	07/17/2025	101-41420-50242	
	Check Total:	22,860.00			
Vendor: 2145	Nelson Electric Inc			Check Sequence: 54	ACH Enabled: False
67031	372ND ST SIREN REPAIR	838.50	07/17/2025	101-42500-50404	
	Check Total:	838.50			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 55	ACH Enabled: False
324632	FLOOR MATS FOR NEW SQUADS	439.96	07/17/2025	701-70100-50550	
	Check Total:	439.96			
Vendor: 1449	Nuss Truck & Equipment			Check Sequence: 56	ACH Enabled: False
PSO214501-1	BREAKS FOR M4	1,057.34	07/17/2025	101-43000-50404	
	Check Total:	1,057.34			
Vendor: 1763	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE			Check Sequence: 57	ACH Enabled: False
DV25060450	WIDE AREA NETWORK SERVICES	1,150.00	07/17/2025	101-41420-50243	
	Check Total:	1,150.00			
Vendor: 1453	Olson Power & Equipment			Check Sequence: 58	ACH Enabled: False
E02354	SKID LOADER LEASE	1,500.00	07/17/2025	612-49700-50407	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
E02354	SKID LOADER LEASE	1,500.00	07/17/2025	602-49450-50407	
P22266	CHAINSAW PARTS	37.07	07/17/2025	612-49700-50404	
R01132	TRACTOR RENTAL - MAY	2,600.00	07/17/2025	101-45000-50410	
R01179	TRACTOR RENTAL - JUNE	2,600.00	07/17/2025	101-45000-50410	
R01233	ZERO TURN RENTAL - JULY	1,050.00	07/17/2025	101-45000-50410	
R01234	TRACTOR RENTAL - JULY	2,600.00	07/17/2025	101-45000-50410	
	Check Total:	11,887.07			
Vendor: 2265	PARKSON CORPORATION			Check Sequence: 59	ACH Enabled: False
ARI/51043885	PRETREAT MAINTENANCE	6,411.21	07/17/2025	602-49450-50404	
	Check Total:	6,411.21			
Vendor: 1955	Sara Paul			Check Sequence: 60	ACH Enabled: False
Q2 EDA 2025	Q2 EDA 2025- X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 61	ACH Enabled: False
5005206	LIQUOR	497.86	07/17/2025	609-49750-50251	
5005207	WINE	138.68	07/17/2025	609-49750-50253	
5005208	LIQUOR	226.84	07/17/2025	609-48000-50251	
5005209	WINE	183.36	07/17/2025	609-48000-50253	
5008983	LIQUOR	436.66	07/17/2025	609-49750-50251	
5008984	WINE	137.52	07/17/2025	609-49750-50253	
5008985	LIQUOR	48.00	07/17/2025	609-48000-50251	
5008986	WINE	213.52	07/17/2025	609-48000-50253	
553323	LIQUOR CREDIT	-159.84	07/17/2025	609-49750-50251	
	Check Total:	1,722.60			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 62	ACH Enabled: False
140541	CLERK BUSINESS CARDS	99.99	07/17/2025	101-41400-50210	
140719	COUNCIL APPRECIATION	129.98	07/17/2025	101-41110-50300	
140902	MPCA REPORTING	16.05	07/17/2025	602-49450-50210	
141039	CLERK STAMP	31.90	07/17/2025	101-41400-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	277.92			
Vendor: 2232 W-101190	Pryes Brewing Company LLC BEER	120.00	07/17/2025	Check Sequence: 63 609-49750-50252	ACH Enabled: False
	Check Total:	120.00			
Vendor: 2019 PPLN02-001	QUADIENT, INC POSTAGE	700.00	07/17/2025	Check Sequence: 64 101-41940-50322	ACH Enabled: False
	Check Total:	700.00			
Vendor: 1489 1524 1524	R & H Painting, LLC STORM SEWER MANHOLE LINING SEWER MANHOLE LINING	3,415.00 4,461.60	07/17/2025 07/17/2025	Check Sequence: 65 612-49700-50407 602-49450-50407	ACH Enabled: False
	Check Total:	7,876.60			
Vendor: 2066 B017996 B018112 B018255 B018256	RMB Environmental Laboratories, Inc. WASTE WATER LAB TEST WASTE WATER LAB TEST WASTE WATER LAB TEST WATER SAMPLES	158.20 158.20 158.20 105.00	07/17/2025 07/17/2025 07/17/2025 07/17/2025	Check Sequence: 66 602-49450-50315 602-49450-50315 602-49450-50315 615-49550-50315	ACH Enabled: False
	Check Total:	579.60			
Vendor: 2257 18	Row Sewer Service PARK RESTROOMS 7/11-8/7	2,145.00	07/17/2025	Check Sequence: 67 101-45000-50415	ACH Enabled: False
	Check Total:	2,145.00			
Vendor: 1495 39320	Rusch Corporation LIFT STATION REPAIRS	2,454.81	07/17/2025	Check Sequence: 68 602-49450-50404	ACH Enabled: False
	Check Total:	2,454.81			
Vendor: 1513 310649 310650 311023	Safe-Fast, Inc. JACKET - BG SHIRTS - NEW EE SAFETY VESTS	241.99 271.60 132.00	07/17/2025 07/17/2025 07/17/2025	Check Sequence: 69 101-43000-50237 101-43000-50237 615-49550-50210	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
311023	SAFETY VESTS	132.00	07/17/2025	602-49450-50210	
	Check Total:	777.59			
Vendor: 1514	Safety Signs, LLC			Check Sequence: 70	ACH Enabled: False
25001751	MIDSUMMER SIGN RENTALS	1,039.30	07/17/2025	101-43000-50226	
	Check Total:	1,039.30			
Vendor: 1519	Schaefer, Gary			Check Sequence: 71	ACH Enabled: False
Q2 PLAN 2025	Q2 PLANNING 2025 - X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 2116	Amy Schweigert			Check Sequence: 72	ACH Enabled: False
1182	NBPD Therapy for June	1,260.00	07/17/2025	101-42110-50300	
	Check Total:	1,260.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 73	ACH Enabled: False
2642027	WINE	353.68	07/17/2025	609-48000-50253	
2642027	LIQUOR	1,116.06	07/17/2025	609-48000-50251	
2642399	LIQUOR	268.95	07/17/2025	609-49750-50251	
2642400	WINE	159.38	07/17/2025	609-49750-50253	
2644452	LIQUOR	105.05	07/17/2025	609-48000-50251	
2644452	WINE	311.74	07/17/2025	609-48000-50253	
2644952	LIQUOR	3,441.76	07/17/2025	609-49750-50251	
2644953	WINE	885.02	07/17/2025	609-49750-50253	
	Check Total:	6,641.64			
Vendor: 1542	Staples			Check Sequence: 74	ACH Enabled: False
6036495103	OFFICE SUPPLIES/PAPER	215.95	07/17/2025	101-41940-50210	
	Check Total:	215.95			
Vendor: 1548	Stop Stick, Ltd			Check Sequence: 75	ACH Enabled: False
38901	CORD REEL	54.00	07/17/2025	101-42110-50404	
	Check Total:	54.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1550 1771133	STREICHERS EARPIECE-AH	129.99	07/17/2025	Check Sequence: 76 101-42110-50237	ACH Enabled: False
	Check Total:	129.99			
Vendor: 1641 6713515	Taft Stettinius & Hollister LLP Client/File #: M35574/00006	1,250.00	07/17/2025	Check Sequence: 77 201-46500-50304	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: 1521 7022-8	THE SHERWIN-WILLIAMS CO., INC STREET LINE PAINT	1,235.75	07/17/2025	Check Sequence: 78 101-43000-50224	ACH Enabled: False
7532-2	CROSSWALK REFLECTIVE BEADS	273.46	07/17/2025	101-43000-50224	
9024-7	STREET LINE PAINT	503.24	07/17/2025	101-43000-50224	
9324-1	STREET LINE PAINT	412.75	07/17/2025	101-43000-50224	
	Check Total:	2,425.20			
Vendor: 1956 Q2 EDA 2025	Jessica Thelander Q2 EDA 2025 - X 2	50.00	07/17/2025	Check Sequence: 79 101-41110-50331	ACH Enabled: False
	Check Total:	50.00			
Vendor: 2228 6427	Edward Tiller CITY HALL CARPET CLEANING	2,632.28	07/17/2025	Check Sequence: 80 101-41940-50300	ACH Enabled: False
	Check Total:	2,632.28			
Vendor: 1584 559784871	U.S. Bank Equipment Finance COPY MACHINE LEASE	370.00	07/17/2025	Check Sequence: 81 101-41420-50219	ACH Enabled: False
	Check Total:	370.00			
Vendor: 2276 777367	UDOFOT ENTERPRISES, INC BEER	115.00	07/17/2025	Check Sequence: 82 609-49750-50252	ACH Enabled: False
	Check Total:	115.00			
Vendor: 1585 Q2 941 2025	United States Treasury Q2 941 2025	4.41	07/17/2025	Check Sequence: 83 101-00000-21703	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	4.41			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 84	ACH Enabled: False
3708104	N/A SALES	167.00	07/17/2025	609-49750-50250	
	Check Total:	167.00			
Vendor: 1611	WATSON COMPANY			Check Sequence: 85	ACH Enabled: False
151035	N/A SALES	911.20	07/17/2025	609-49750-50250	
151035	OPERATIONS SUPPLIES	48.48	07/17/2025	609-49750-50210	
151035	OPERATIONS SUPPLIES	68.62	07/17/2025	609-48000-50210	
	Check Total:	1,028.30			
Vendor: 1620	Wilson, Lynn			Check Sequence: 86	ACH Enabled: False
Q2 PTOS 2025	Q2 PTOS 2025 - X 3	75.00	07/17/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1622	WINE MERCHANTS			Check Sequence: 87	ACH Enabled: False
7526147	WINE	145.84	07/17/2025	609-48000-50253	
	Check Total:	145.84			
Vendor: 1624	Winnick Supply, Inc.			Check Sequence: 88	ACH Enabled: False
75211	HEMINGWAY CULVERT MAINT	6,469.47	07/17/2025	612-49700-50407	
	Check Total:	6,469.47			
Vendor: 1788	Witmer Public Safety Group, Inc.			Check Sequence: 89	ACH Enabled: False
710449	WASH & WAX	118.90	07/17/2025	101-42280-50210	
	Check Total:	118.90			
Vendor: 1637	Ziegler Cat			Check Sequence: 90	ACH Enabled: False
1971506	CAB FILTERS GRADER/LOADER	420.18	07/17/2025	101-43000-50404	
	Check Total:	420.18			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	400,278.36			
	Total of Number of Checks:	90			



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. Feedback requested from Council Members.

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





Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/19/2025

Board & Commission: Planning Commission

Subject: Approval of Resolution R-209-2025 to approve the Westside Commons 3rd Addition Preliminary Plat

Recommended Planning Commission Action

Motion to recommend approval of Resolution R-209-2025 approving the Preliminary Plat for Westside Commons 3rd Addition, with the condition the Applicant provide copies of recorded ingress/egress access easements and agreements and comply with the city engineers memo dated June 13, 2025.

Overview / Background

Isaac Ryba (Applicant) has requested Preliminary and Final Plat approval for Westside Commons 3rd Addition (Plat), subdividing the 27.91-acre parcel located adjacent to Highway 95 and Falcon Ave at PID 11.00399.05 (Subject Property). The owner of the Subject Property is GS2, LLC. If approved, the Plat would create one (1) new lot in the northeast corner of the existing parcel (Westside Commons 2nd Addition) with the remaining area becoming Outlot A. The purpose of the Plat is for supporting the development of a restaurant and drive-thru for Culver's. A Right-Of-Way (labeled Explorer Way) is proposed heading north from 386th St to give the site access to Falcon Ave. There is not a proposed access to Highway 95 from this plat submittal.

State Statute establishes an automatic 120-day review period for Preliminary Plats; that period expires on June 5, 2025. The Applicant has addressed all City staff comments related to the Preliminary Plat. Development plans are subject to Site Plan review, which is handled administratively. Approval of the Site Plan is contingent upon Plat approval. The Final Plat is subject to City Council approval. All required notices were published in the local newspaper and mailed to adjacent property owners.

Issue(s) to Consider

1. Land Use and Zoning
2. Proposed Preliminary Plat
3. Plat Standards
4. Access Easements

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is guided **Business**, per the Comprehensive Plan, and zoned **B - Business**.

Land Use and Zoning standards are satisfied.

2. Proposed Preliminary Plat

As described above, the Applicant is proposing to re-plat the Subject Property (currently Westside Commons 2nd Addition), subdividing the existing 27.9 acre parcel into a developable 2.56 acre parcel with the remaining 25.34 acres being designated as Outlot A. As a result, the future Culver's site would be legally described as Lot 1, Block 1 of Westside Commons 3rd Addition. This plat proposes new right of way being dedicated. Road access to the newly created parcel will come off of 386th Street and head north. This road is proposed to line up directly with the road to the south of 386th Street connecting the Boka Haven property.

For the purpose of plat approval, City staff and Planning Commission may only consider whether the division of land and creation of lots meet minimum lot standards based on the applicable zoning district. That said, the type of development proposed is allowed by both land use and zoning.

3. Plat Standards

Lots created by plat are required to satisfy specific lot performance standards as established by City Code. The minimum requirements for the **B Business** zoning district are listed in the table below.

Lot Standards

Type	Area (sf)	Width	Depth
B - Business	5,000	50'	100'

The Plat proposes the following specific to these standards:

Lot Standards			
Type	Area (sf)	Width	Depth
Lot 1, Block 1	111,660	339.74'	338.91'
Outlot A	1,103,712	913.78'	1240.81'

Lot 1, Block 1 is primarily a rectangular lot. The northeast corner of the lot is angled due to existing utilities on the corner of Falcon Ave and Highway 95. The southeast corner of the lot is extended south and is proposed to be the location of the storm water pond for the future development. Lot 1 satisfies all minimum width and depth standards.

Outlot A includes all remaining area to the west of the proposed Lot 1, and the future Right-Of-Way. Outlot A satisfies all minimum width and depth standards for the B Business zoning district.

All minimum required performance standards, including setbacks, parking requirements, architectural (material) standards, etc., will be reviewed as part of the Site Plan review and conform to City requirements.

Preliminary Plat standards are satisfied.

4. Access Easements

Access to the parcel is provided by 386th St, a connecting street to Falcon Ave. The preliminary plat identifies existing easements per doc #676278 to provide said access. The future street heading north to the site (labeled Explorer Way) is proposed to be a city street and must be constructed to all City of North Branch standards and specifications. The developer of the site is expected to enter into a Development Agreement with the City to meet these standards and specifications for the new Right-Of-Way.

Planning Commission Recommendation

The Planning Commission recommended approval the Preliminary for Westside Commons 3rd Addition, with the condition the Applicant provide copies of recorded ingress/egress access easements and agreements and complies with the city engineers memo

Requested Action

Motion to recommend approval of Resolution R-209-2025, approving the Preliminary Plat for Westside Commons 3rd Addition, with the condition the Applicant provide copies of recorded ingress/egress access easements and agreements benefitting Lot 2 of the Plat and to comply with the City Engineers memo dated June 13, 2025.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-209-2025

**A RESOLUTION APPROVING THE WESTSIDE COMMONS 3RD ADDITION
PRELIMINARY PLAT**

WHEREAS, the Applicant, Isaac Ryba, has requested preliminary plat approval for Westside Commons 3rd Addition; and

WHEREAS, the property is legally described as Outlot A, Westside Commons 2nd Addition; and

WHEREAS, the developing area of the subdivision was guided for Business use in the Comprehensive Plan; and

WHEREAS, the developing area of the subdivision was zoned for Business use on the zoning map; and,

WHEREAS, on May 22, 2025, after being published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on June 3, 2025, at an official public hearing, the Planning Commission considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and

WHEREAS, on June 3, 2025, the Planning Commission unanimously recommended approval of the Preliminary Plat; and,

WHEREAS, the applicant requested a variance for access to Chisago County onto County Road 68/Falcon Ave and on July 2, 2025, the Chisago County Board unanimously recommended denial of the access request; and,

WHEREAS, on July 22, 2025, the City Council considered the requested preliminary plat and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH CITY COUNCIL OF NORTH BRANCH, MINNESOTA, HEREBY APPROVES THE REQUESTED

PRELIMINARY PLAT FOR WESTSIDE COMMONS 3RD ADDITION BASED ON THE FOLLOWING CONDITIONS:

1. The Applicant shall work with the Engineer to address any Engineering concerns or revisions provided in the Engineering memo dated June 13, 2025.
2. The Owner shall seek Final Plat approval within six (6) months from the date of Preliminary Plat approval for Westside Commons 3rd Addition.
3. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney's review of the title work and plat opinion.
4. Owner shall enter into and execute a Development Agreement with the City governing the Development in conjunction with City approvals of which said Development Agreement shall outline the terms and conditions and financial obligations of the Owner for the Development as stated below.
5. Owner shall pay to the City all applicable fees and expenses incurred by the City as related to the Development.
6. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

BE IT FURTHER RESOLVED, the Owner shall be responsible, at Owner expense, for all public improvements as outlined in the Development Agreement and Approved Plans for the Development, and constructed according to the City's engineering and design standards.

Passed by the City Council of North Branch, Minnesota this 22nd day of July, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

PRELIMINARY PLAT OF "WESTSIDE COMMONS 3RD ADDITION"

FOR: GS2, LLC PID # 11.00399.03

AREA SUMMARY

LOT 1, BLOCK 1: 99,660 SF/2.29 AC.
OUTLOT A: 1,088,650 SF/24.99 AC.
TOTAL OUTLOT AREA: 1,088,650 SF/24.99 AC.
TOTAL R/W AREA: 26,762 SF/0.61 AC.
TOTAL AREA: 1,215,373 SF/27.90 AC.

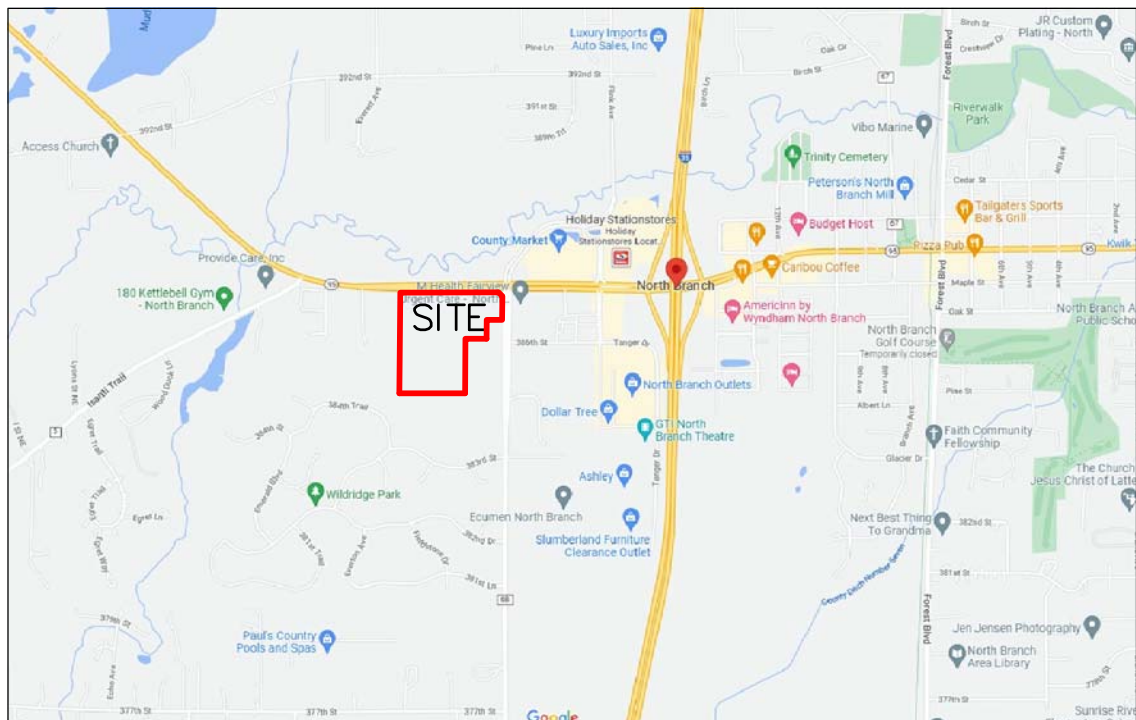
SITE DATA

ZONING: COMMERCIAL BUSINESS (B)
GROSS AREA: 1,215,373 SF/27.90 AC.
PROPOSED ROW: 26.762 SF/0.61 AC
PROPOSED NEW EASEMENTS: 51,801 SF/1.19 AC.
NET AREA: 1,136,810 SF/26.1 AC.

DEVELOPMENT REGULATIONS

LOT WIDTH (min): 50 FT.
LOT DEPTH (min): 100 FT.
LOT AREA (min): 5,000 SF
FRONT SETBACK: 15 FT.
SIDE SETBACK: 10 FT.
CORNER SETBACK: 15 FT.
REAR SETBACK: 15 FT.
MAXIMUM IMPERVIOUS: 90%

LOCATION MAP (NOT TO SCALE)



NORTH BRANCH, MINNESOTA

LEGEND

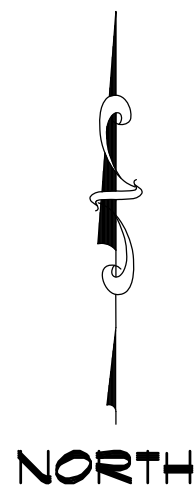
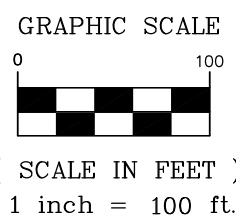
- DENOTES COUNTY MONUMENT
- DENOTES IRON MONUMENT FOUND
- DENOTES IRON MONUMENT SET
- DENOTES UTILITY POLE
- DENOTES TRAFFIC LIGHT POLE
- DENOTES ELECTRIC METER/BOX
- DENOTES CABLE BOX
- DENOTES BITUMINOUS
- DENOTES CATCH BASIN
- DENOTES OVERHEAD WIRE
- DENOTES UNDERGROUND ELECTRIC
- DENOTES UNDERGROUND TELEPHONE
- DENOTES WATERMAIN
- DENOTES SANITARY SEWER
- DENOTES SETBACKS
- DENOTES STORM SEWER
- DENOTES EXISTING FENCE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES STORM SEWER MANHOLE
- DENOTES GATE VALVE
- DENOTES FIRE HYDRANT
- DENOTES TEMPORARY EASEMENT (TURN AROUND)
- DENOTES RESTRICTED ACCESS

BENCHMARK

MNDOT Horn Point "Otterness 2",
Elevation = 902.872 (NAVD88)

LEGAL DESCRIPTION

OUTLOT A, WESTSIDE COMMONS 2ND ADDITION, Chisago County, Minnesota



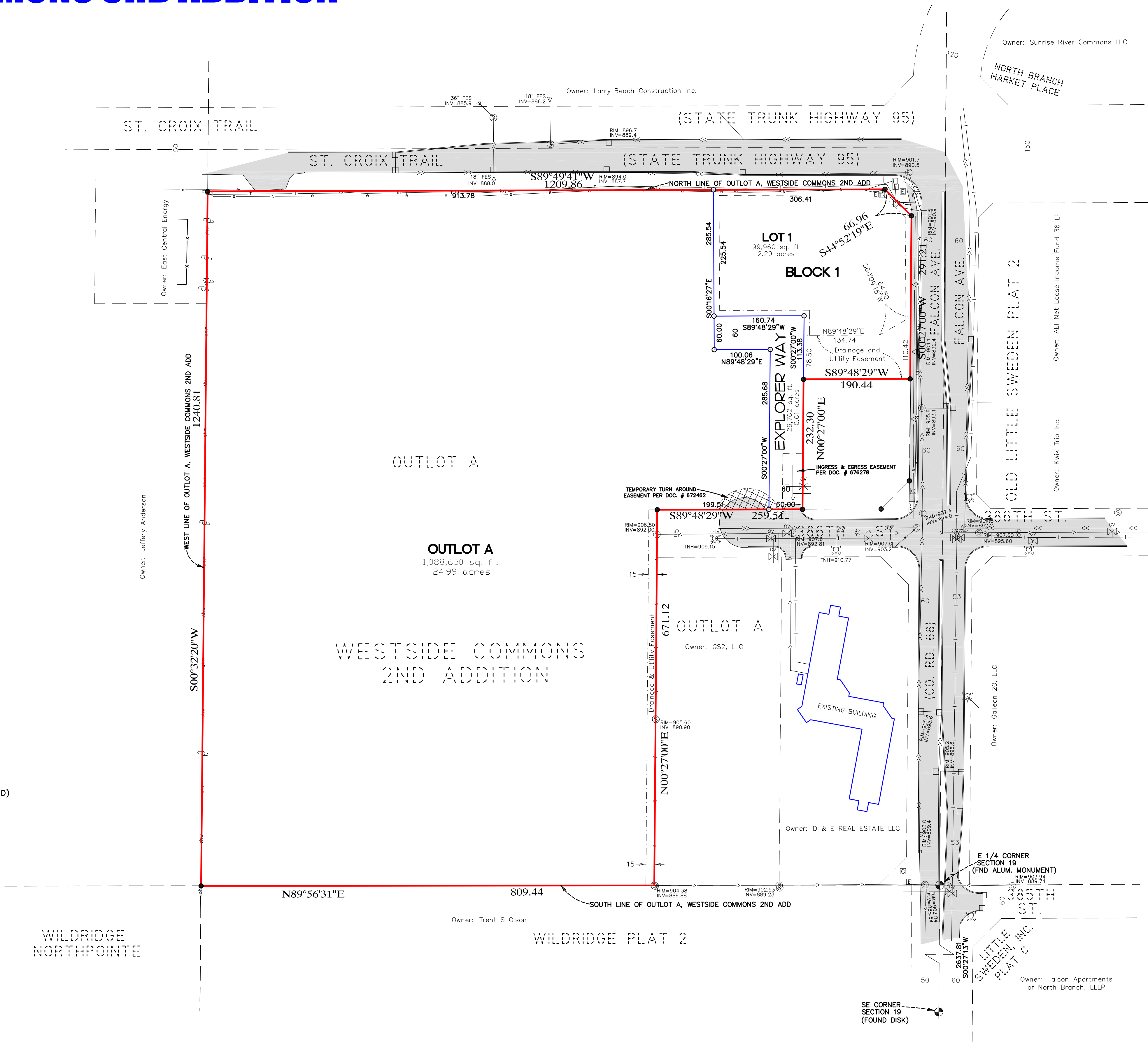
GENERAL NOTES

- Elevations shown are based on NAVD88, see benchmark.
- Boundary area of the surveyed premises: ±1,215,373 sq. ft. (±27.90 acres).
- The City of North Branch has indicated that the surveyed premises shown is Comprehensive Plan Designation: Business.
Zoning standards for the property are the following:
Lot Width (min) = 50'
Lot Depth (min) = 100'
Lot Area (min) = 5,000 sf
Setbacks - Front/Side/Corner/Rear = 15/10/15/15'
Maximum impervious = 90%
- The surveyed premises has access to 386th Street, a public street.
- Utilities shown hereon are observed and proposed (designed by others). Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Property is located in Zone X, per FEMA FIRM panel 27025C0145D, dated 04/17/2012.
- Bearing shown are based on Chisago County coordinate system. (NAD83, 96adj)
- Legal description take from title commitment no. 25-00249, prepared by Results Title, dated January 16, 2025 @ 7:00 am.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

JOSHUA P. SCHNEIDER

Revised: 5-29-2025 (new layout)
Date: 2-5-2025 Reg. No. 44655



ACRE LAND SURVEYING
9140 Baltimore Street NE
Suite 100, Blaine, MN
763-238-6278 js.acrelandsurvey@gmail.com

JOB #24278

Memorandum

To: City of North Branch Development Review Committee

From: Justin Messner and Jeff Oliver, WSB

Date: June 13, 2025

Re: Culvers at Westside Commons
WSB Project No. 028163-000

An application for Site Plan Review and Preliminary and Final Plat were submitted for the proposed Culver's at Westside Commons development in the City of North Branch. The proposed development is located in the southwest quadrant of State Trunk Highway 95 and Falcon Avenue (County Road 68).

The plans for the proposed development were reviewed for conformance to the City's and industry standards. Additional redline comments are provided on the submitted civil plans. Applicant should provide responses to each comment and redline comment. We offer the following comments below.

- ~~1. The applicant must provide written verification that the proposed turn lane off Falcon Avenue has been approved in concept by the Chisago County Highway Department. This verification must also identify if the access point is a right in only, or a right in/right out. The approved layout must be shown on the plans. Removed from plans~~
- ~~2. The streets shown on the concept plan must be City streets and identified appropriately on all the plans. These streets must therefore be constructed to all City of North Branch standards and specifications, and the developer must enter into a Development Agreement with the City.~~
- ~~3. The preliminary plat and Site Plan must include an identification of future land use and conceptual layout for all property included in this proposed development.~~
- ~~4. In addition to city streets, the plans must demonstrate the ability to provide sanitary sewer, water supply and storm sewer to the entire area within the proposed preliminary plat.~~
- ~~5. In order to reduce the risk of turning conflicts and vehicle crashes, the proposed right-angle intersection immediately south of the site must be modified to include a curved intersection like that shown to the west. If approved by the county, the site plans and revised intersection must be incorporated into the access drive from Falcon Drive, the access into the site, and access to the drive through lanes.~~
- ~~6. An exhibit must be included with the submittal demonstrating that the parking areas designated for boat trailers and recreational vehicles are appropriately designed to accommodate these vehicles and must include turning a movement analysis that shows appropriate space for ingress and egress into the site and the parking stalls.~~

Existing Conditions and Removals Plan

- ~~1. See all comments on planset for additional details~~
- ~~2. Show the existing surveyed trail and not the previous proposed trail on the east side of the site~~
 - ~~a. Delete previous proposed trail~~
- ~~3. Verify whether an existing retaining wall is present near northeast corner~~
- ~~4. Label existing utility stubs to the site~~
- ~~5. There is a conflict between the proposed trail extension and the existing signal/light pole~~

Site Plan

- ~~1. See all comments on planset for additional details~~
- ~~2. Show surveyed trail as existing NOT former 'proposed' trail~~
 - ~~a. Delete previous proposed trail~~
- ~~3. Show commercial aprons (RDW-008) at both parking area connections to City streets~~
 - ~~a. Add linework in the plan view that reflects the apron and curb~~
 - b. Drive thru would be a commercial entrance with the City street as well**
- ~~4. Previous review asked for turning templates, please provide.~~
 - ~~a. Assume largest motorhome, full size pickup with 20 ft boat.~~
 - ~~b. Assume vehicles on both sides, no encroachment on cars parked on west curb, no driving over curb and single movement out of stall.~~
- ~~5. Show curved curbed public road similar to the west curve alignment at the south side of the site~~
 - ~~a. Eliminate drive thru connection to City street (connect through parking area)~~
 - ~~b. Provide curb and gutter through both sides of the curve.~~
 - ~~c. Should entire curve be moved to the SW to provide enough room for proposed driveways in safe locations?~~
6. Provide temporary cul de sac
 - a. Clarify bituminous and curb limits
 - b. Detail all transitions and terminations (permanent or temporary)
 - i. End curbs with 3' 'beaver tail' transitions**
 - ~~c. Provide type 3 barricades with future thru sign~~
 - ~~i. Protect temporary hydrant~~
- ~~7. Show connect to existing B6XX curb with proposed B6XX curb at existing intersection~~
- ~~8. Clarify bituminous and curb limits along City Road~~
 - ~~a. Detail all transitions and terminations (permanent or temporary)~~
9. Sidewalk/Trail to tie into existing pedestrian ramp
 - a. Mirror connections from southeast corner of intersection
 - b. Show connection and any necessary modifications to the existing pedestrian ramp

- ~~i. Note that the back of the existing pedestrian ramp has a curb on it that will probably need to be removed~~
 - ~~c. There is a conflict between the proposed trail extension and the existing signal/light pole~~
- ~~10. Provide a continuation of the sidewalk and lighting established on the south side of St. Croix Trail to the western development limits~~
 - ~~a. Will need to be sidewalk with coloring details for construction plans~~
- ~~11. Dimension any 'non-typical' parking area widths~~
- ~~12. Show curb on west side of lot to protect bituminous~~
- ~~13. Label Bus/RV/Trailer stalls as 10'x40' (not 10'x20')~~
- ~~14. Add proposed bollards to a legend?~~
- ~~15. The westernmost lane in the parking area is shown as 'one way' south. This should be 'two way' to allow access to the western most parking spaces~~
- ~~16. Show extents/linework of ramps that are labeled~~
 - ~~a. Provide limits and a detail for raised sidewalk curb~~
- ~~17. Provide do not enter signs due to winter snow cover~~
 - ~~a. 'Do not enter' pavement markings should be closer to intersection to allow for turnaround~~
- ~~18. Label all proposed signs~~
- ~~19. Extend the commercial apron for the drive thru or provide additional valley gutter for channelized drainage crossing north from the parking area to the southern curb cut~~

Grading

- ~~1. See all comments on planset for additional details~~
- ~~2. Show all gutter linework locations (not just curb)~~
 - ~~a. Show areas of tipout curb~~
- ~~3. Verify whether a valley gutter is proposed near the south end of the lot based on drainage arrows~~
- ~~4. Call out all high points and low points present on the site~~
- ~~5. Provide additional spot elevations along all curb lines (every 100' or so)~~
 - ~~a. Add proposed spot elevation labels to legend~~
 - ~~b. Clarify whether top of curb (TC) or gutter (G) elevations~~
- ~~6. Provide top and bottom of wall elevations~~
 - ~~a. Provide grades for the proposed contours from the bottom of wall to the proposed sidewalk~~
 - ~~b. Provide grades from the proposed sidewalk to the existing back of curb~~
 - ~~c. Provide existing back of curb shots~~

- ~~7. Provide details of the preferred storm drop pipe penetrating the retaining wall~~
 - ~~a. Provide outlet elevation~~
 - ~~b. Drainage proposed overland across sidewalk to street not acceptable~~
 - ~~c. Consider secondary storm drop pipe location~~
- ~~8. Pond banks must be covered by erosion control fabric, see 2025 detail~~
 - ~~a. Include ERO-011 detail in the plans~~
- ~~9. Stabilize (riprap, etc.) EOF route from Infiltration Pond 1B. Stabilize EOF with riprap rather than fabric/vegetation.~~
- ~~10. Extend the commercial apron for the drive thru or provide additional valley gutter for channelized drainage crossing north from the parking area to the southern curb cut~~
- ~~11. Coming out of the curve in the drive thru a 4' drop immediately on the back side of a curb without any recovery may be problematic~~
 - ~~a. Recommend guard rail or railing~~
- ~~12. Confirm top of pond elevation, Noted as 904.5 but 905 contour shown to encompass the entire pond.~~

Utilities

- ~~1. See all comments on planset for additional details~~
- ~~2. Provide proposed centerline grades and any vertical curves~~
 - ~~a. Minimal (0.5%) centerline grades~~
 - ~~b. Verify drainage in curblines with construction~~
- ~~3. Label all proposed water fittings~~
- ~~4. Call out connections to existing utility stubs~~
 - ~~a. Connect to existing 12" watermain stub with 12" gate valve~~
- ~~5. Label all existing utility stubs in the plan and profile views~~
- ~~6. Show existing hydrant~~
 - ~~a. City Fire Official to review hydrant coverage and emergency access~~
 - ~~b. Additional hydrants anticipated to be required along watermain, see fire coverage circles on plan.~~
- ~~7. Maintain minimum 10' horizontal separation between sewer and water (on northern east-west street)~~
 - ~~a. Shift water or storm sewer to north side of the street~~
- ~~8. Shift proposed/future utilities line in profile to structure SANMH 14~~
 - ~~a. Profile proposed/future lines in profile do not appear to match plan view~~
 - ~~b. Shift proposed watermain linework limits~~
- ~~9. Match existing sanitary sewer main pipe grade with proposed connection and extension~~

- ~~10. Use 8" PVC SDR 35 main at 0.40% between SANMH 13 and SANMH 14~~
- ~~11. Show a 12" to 6" reducer and 6" temporary hydrant assembly and the west end of the proposed watermain~~
- ~~12. Provide a symbol on the plan for the 4" sanitary cleanout~~
- ~~13. Clarify how the 6" water service is becoming a fire protection line and 2" domestic service~~
 - ~~a. Label all fittings (corp stop, curb stop, etc.)~~
 - ~~b. Verify with City fire official that single combined stub is allowed~~

Stormwater Management

- ~~1. Soil borings should be provided to confirm infiltration feasibility and required separation to groundwater per the NPDES permit.~~
- ~~2. Based on the existing contours drainage would be split and drain both north and south. Drainage areas should be updated to show what would drain south versus what would drain north and discharge rates should be compared at the different discharge points. Similar comment for proposed conditions.~~
- ~~3. Drawdown calculations for the infiltration basins to confirm they can draw down in 48 hours per the NPDES permit.~~
- ~~4. Pretreatment is required prior to an infiltration basin. Show sump elevation and location on plans. Note sump elevation on the profile.~~
- ~~5. In future submittals include who will be responsible for maintenance of erosion control BMPs. To be provided once contractor is known. Nothing further needed at this time.~~
- ~~6. Proposed impervious area is not consistent between SWPPP and stormwater management plan (2.4 vs 2.06 acres)~~
- ~~7. Include silt fence length in SWPPP~~
- ~~8. Provide storm sewer calculations and a drainage area map to confirm storm sewer is sized for a 10-year storm event. Not provided.~~
- ~~9. Show inlet protection on proposed structures onsite~~
- ~~10. Note connect to existing structure shall be core drilled. Include existing rim and all existing invert elevations on the callout at the connection. Difficult to read survey underneath.~~
- ~~11. Note daylighting elevation of roof drainage line.~~
- ~~12. Include full perimeter silt fence around the site.~~
- ~~13. Note if storm sewer to the south of the site is proposed for future development~~
- ~~14. Structure 51 should include a sump for pretreatment.~~
- ~~15. Create storm sewer profiles for each alignment. See comment on planset for details.~~
 - ~~a. Update pipe directionality from structure 53 to 79 in plan view.~~

- b. ~~Fix overlapping text.~~
- c. ~~Shift callouts so they can be fully seen within the profile view.~~
- d. ~~Currently showing an 18" pipe routed to a 12" pipe, update.~~
- e. ~~Note the sump elevation on the profile view.~~
- f. Remove structure 80 and structure 51 from the roadway profile, only show in the crossing profiles. See additional comment on plans.
- g. Seed and mulch on the pond bank consistent with Standard Detail ERO-011 needs to be called out on the plans. The detail is included in the plans
- h. Existing and proposed sanitary sewer and watermain, including crossings, need to be shown in the plan and profile views for the storm sewer.
- i. Existing and proposed storm sewer need to be shown, including crossings, on the sewer and water plan and profiles.



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 06/19/2025

Board & Commission: Planning Commission

Subject: Approval of Resolution R-210-2025 to approve the Westside Commons 3rd Addition Final Plat

Requested Action

Motion to recommend approval of Resolution R-210-2025 approving the Final Plat for Westside Commons 3rd Addition, with the condition the Applicant provide copies of recorded ingress/egress access easements and agreements and comply with the city engineers memo dated June 13, 2025.

Overview / Background

Isaac Ryba (Applicant) has requested Preliminary and Final Plat approval for Westside Commons 3rd Addition (Plat), subdividing the 27.91-acre parcel located adjacent to Highway 95 and Falcon Ave at PID 11.00399.05 (Subject Property). The owner of the Subject Property is GS2, LLC. If approved, the Plat would create one (1) new lot in the northeast corner of the existing parcel (Westside Commons 2nd Addition) with the remaining area becoming Outlot A. The purpose of the Plat is for supporting the development of a restaurant and drive-thru for Culver's. A Right-Of-Way (labeled Explorer Way) is proposed heading north from 386th St to give the site access to Falcon Ave. There is not a proposed access to Highway 95 from this plat submittal.

State Statute establishes an automatic 120-day review period for Preliminary Plats; that period expires on June 5, 2025. The Applicant has addressed all City staff comments related to the Preliminary Plat. Development plans are subject to Site Plan review, which is handled administratively. Approval of the Site Plan is contingent upon Plat approval. The Final Plat is subject to City Council approval. All required notices were published in the local newspaper and mailed to adjacent property owners.

Issue(s) to Consider

1. Land Use and Zoning
2. Proposed Preliminary Plat
3. Plat Standards
4. Access Easements

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is guided **Business**, per the Comprehensive Plan, and zoned **B - Business**.

Land Use and Zoning standards are satisfied.

2. Proposed Preliminary Plat

As described above, the Applicant is proposing to re-plat the Subject Property (currently Westside Commons 2nd Addition), subdividing the existing 27.9 acre parcel into a developable 2.56 acre parcel with the remaining 25.34 acres being designated as Outlot A. As a result, the future Culver's site would be legally described as Lot 1, Block 1 of Westside Commons 3rd Addition. This plat proposes new right of way being dedicated. Road access to the newly created parcel will come off of 386th Street and head north. This road is proposed to line up directly with the road to the south of 386th Street connecting the Boka Haven property.

For the purpose of plat approval, City staff and Planning Commission may only consider whether the division of land and creation of lots meet minimum lot standards based on the applicable zoning district. That said, the type of development proposed is allowed by both land use and zoning.

3. Plat Standards

Lots created by plat are required to satisfy specific lot performance standards as established by City Code. The minimum requirements for the **B Business** zoning district are listed in the table

below.

Type	Lot Standards		
	Area (sf)	Width	Depth
B - Business	5,000	50'	100'

The Plat proposes the following specific to these standards:

Type	Lot Standards		
	Area (sf)	Width	Depth
Lot 1, Block 1	111,660	339.74'	338.91'
Outlot A	1,103,712	913.78'	1240.81'

Lot 1, Block 1 is primarily a rectangular lot. The northeast corner of the lot is angled due to existing utilities on the corner of Falcon Ave and Highway 95. The southeast corner of the lot is extended south and is proposed to be the location of the storm water pond for the future development. Lot 1 satisfies all minimum width and depth standards.

Outlot A includes all remaining area to the west of the proposed Lot 1, and the future Right-Of-Way. Outlot A satisfies all minimum width and depth standards for the B Business zoning district.

All minimum required performance standards, including setbacks, parking requirements, architectural (material) standards, etc., will be reviewed as part of the Site Plan review and conform to City requirements.

Preliminary Plat standards are satisfied.

4. Access Easements

Access to the parcel is provided by 386th St, a connecting street to Falcon Ave. The preliminary plat identifies existing easements per doc #676278 to provide said access. The future street heading north to the site (labeled Explorer Way) is proposed to be a city street and must be constructed to all City of North Branch standards and specifications. The developer of the site is expected to enter into a Development Agreement with the City to meet these standards and specifications for the new Right-Of-Way.

Requested Action

Motion to recommend approval of Resolution R-210-2025, approving the Final Plat for

Westside Commons 3rd Addition, with the condition the Applicant provide copies of recorded ingress/egress access easements and agreements benefitting Lot 2 of the Plat and to comply with the City Engineers memo dated June 13, 2025.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-210-2025

A RESOLUTION APPROVING THE WESTSIDE COMMONS 3RD ADDITION FINAL PLAT

WHEREAS, the Applicant, Isaac Ryba, has requested preliminary plat approval for Westside Commons 3rd Addition; and

WHEREAS, the property is legally described as Outlot A, Westside Commons 2nd Addition; and

WHEREAS, the developing area of the subdivision was guided for Business use in the Comprehensive Plan; and

WHEREAS, the developing area of the subdivision was zoned for Business use on the zoning map; and,

WHEREAS, on May 22, 2025, after being published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on June 3, 2025, at an official public hearing, the Planning Commission considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and

WHEREAS, on June 3, 2025, the Planning Commission unanimously recommended approval of the Preliminary Plat; and,

WHEREAS, the applicant requested a variance for access to Chisago County onto County Road 68/Falcon Ave and on July 2, 2025, the Chisago County Board unanimously recommended denial of the access request; and,

WHEREAS, on July 22, 2025, the City Council approved the preliminary plat per Resolution R-209-2025

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH CITY COUNCIL OF NORTH BRANCH, MINNESOTA, HEREBY APPROVES THE REQUESTED FINAL PLAT FOR WESTSIDE COMMONS 3RD ADDITION BASED ON THE FOLLOWING

CONDITIONS:

1. The Applicant shall work with the Engineer to address any Engineering concerns or revisions provided in the Engineering memo dated June 13, 2025.
2. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney's review of the title work and plat opinion.
3. Owner shall enter into and execute a Development Agreement with the City governing the Development in conjunction with City approvals of which said Development Agreement shall outline the terms and conditions and financial obligations of the Owner for the Development as stated below.
4. Owner shall pay to the City all applicable fees and expenses incurred by the City as related to the Development.
5. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

BE IT FURTHER RESOLVED, the City of North Branch and Isaac Ryba shall execute a Developer's Agreement for the Development, identifying the terms and conditions of the development and fees, escrows and financial security obligations of the Applicant. The Agreement shall be filed with Chisago County for recording. This resolution authorizes staff to make minor changes including the final amounts for financial security and development fees based on updated bids or estimates supplied by the developer.

BE IT FURTHER RESOLVED, the Final Plat shall be not released for recording until all fees and other financial obligations and agreements, if required, are received and executed by the City; recording of the Final Plat with the land records office of Chisago County must occur within 30 days of its release by the City to Applicant.

Passed by the City Council of North Branch, Minnesota this 22nd day of July, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

WESTSIDE COMMONS 3RD ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That North Branch Custard, LLC, a Minnesota limited liability company, owner and proprietors of the following described property situated in the County of Chisago, State of Minnesota, to wit:

Outlot A, WESTSIDE COMMONS 2ND ADDITION, Chisago County, Minnesota

Has caused the same to be surveyed and platted as WESTSIDE COMMONS 3RD ADDITION and do hereby dedicate to the public for public use forever the public way, drainage and utility easements and controlled access to Chisago County as shown on this plat.

In witness whereof North Branch Custard, LLC, a Minnesota limited liability company has caused these presents to be signed by its proper officer this ____ day of _____, 20 ____.

Signed: North Branch Custard, LLC

Isaac Ryba, Member

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20 ____ by North Branch Custard, LLC, a Minnesota limited liability company.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

I Joshua P. Schneider do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20 ____.

Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

This instrument was acknowledged before me this ____ day of _____, 20 ____ by Joshua P. Schneider.

(DO NOT USE STAMP)

Notary Public, _____, County, Minnesota
My Commission Expires _____

Approved by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 20 ____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

By _____ Mayor By _____ Clerk

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505.021, Minnesota Statutes this ____ day of _____, 20 ____.

County Surveyor

This plat was recommended for approval this ____ day of _____, 20 ____.

County Engineer

No delinquent taxes and transfer entered this ____ day of _____, 20 ____.

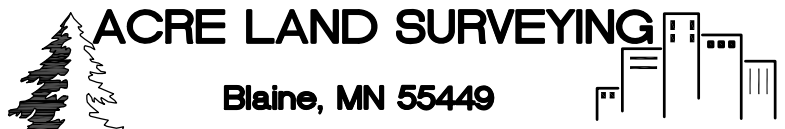
County Auditor

I hereby certify that the taxes for the year 20 ____ on the property described herein are paid this ____ day of _____, 20 ____.

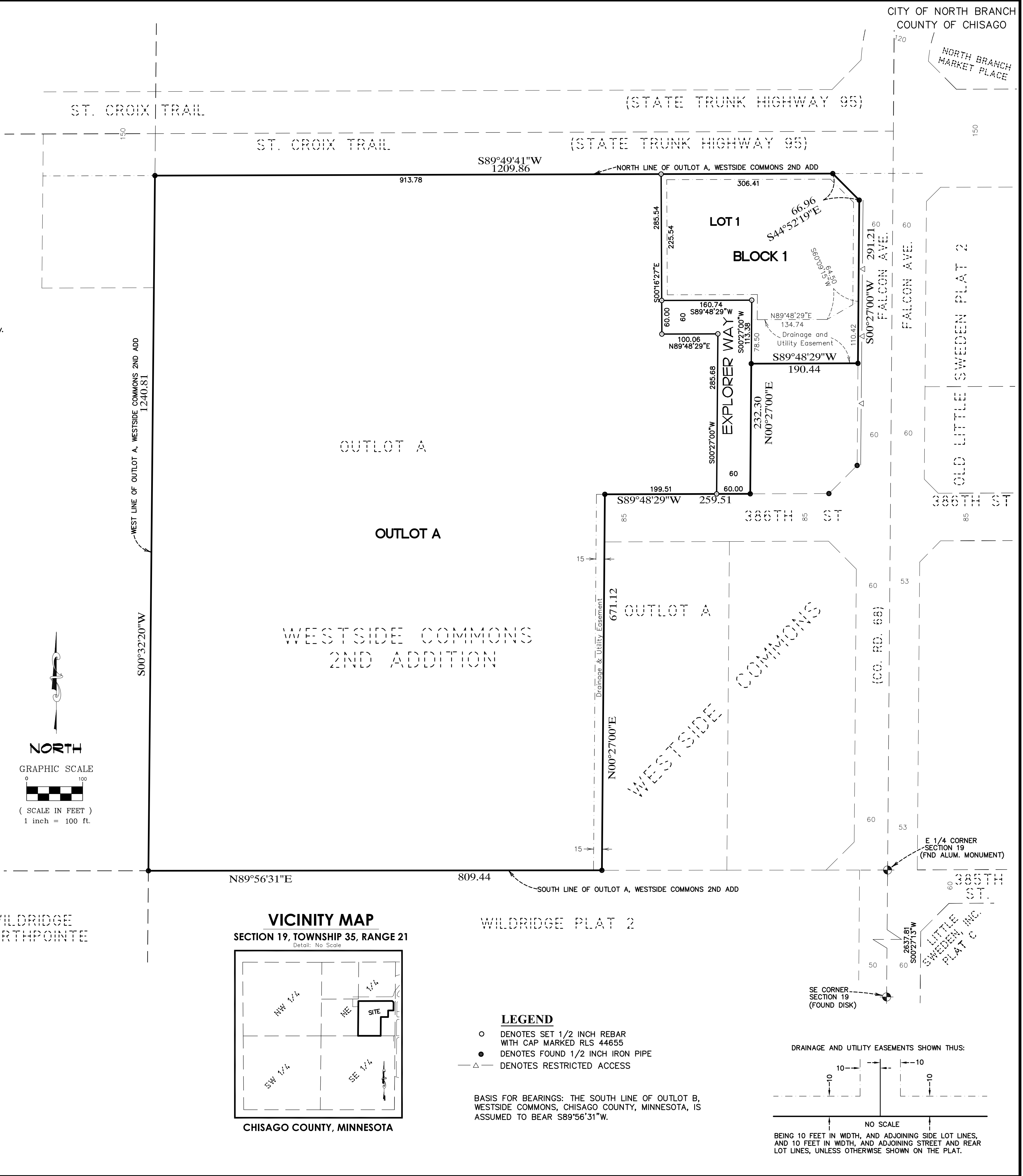
County Treasurer

Document No. ____
I hereby certify that this instrument was filed for record in the Office of the County Recorder for record on this ____ day of _____, 20 ____, at o'clock ____ M. and was duly recorded in Chisago County Records.

County Recorder



10 11 12 13 14 15 16 17 18 19 20



Memorandum

To: City of North Branch Development Review Committee

From: Justin Messner and Jeff Oliver, WSB

Date: June 13, 2025

Re: Culvers at Westside Commons
WSB Project No. 028163-000

An application for Site Plan Review and Preliminary and Final Plat were submitted for the proposed Culver's at Westside Commons development in the City of North Branch. The proposed development is located in the southwest quadrant of State Trunk Highway 95 and Falcon Avenue (County Road 68).

The plans for the proposed development were reviewed for conformance to the City's and industry standards. Additional redline comments are provided on the submitted civil plans. Applicant should provide responses to each comment and redline comment. We offer the following comments below.

- ~~1. The applicant must provide written verification that the proposed turn lane off Falcon Avenue has been approved in concept by the Chisago County Highway Department. This verification must also identify if the access point is a right in only, or a right in/right out. The approved layout must be shown on the plans. Removed from plans~~
- ~~2. The streets shown on the concept plan must be City streets and identified appropriately on all the plans. These streets must therefore be constructed to all City of North Branch standards and specifications, and the developer must enter into a Development Agreement with the City.~~
- ~~3. The preliminary plat and Site Plan must include an identification of future land use and conceptual layout for all property included in this proposed development.~~
- ~~4. In addition to city streets, the plans must demonstrate the ability to provide sanitary sewer, water supply and storm sewer to the entire area within the proposed preliminary plat.~~
- ~~5. In order to reduce the risk of turning conflicts and vehicle crashes, the proposed right-angle intersection immediately south of the site must be modified to include a curved intersection like that shown to the west. If approved by the county, the site plans and revised intersection must be incorporated into the access drive from Falcon Drive, the access into the site, and access to the drive through lanes.~~
- ~~6. An exhibit must be included with the submittal demonstrating that the parking areas designated for boat trailers and recreational vehicles are appropriately designed to accommodate these vehicles and must include turning a movement analysis that shows appropriate space for ingress and egress into the site and the parking stalls.~~

Existing Conditions and Removals Plan

- ~~1. See all comments on planset for additional details~~
- ~~2. Show the existing surveyed trail and not the previous proposed trail on the east side of the site~~
 - ~~a. Delete previous proposed trail~~
- ~~3. Verify whether an existing retaining wall is present near northeast corner~~
- ~~4. Label existing utility stubs to the site~~
- ~~5. There is a conflict between the proposed trail extension and the existing signal/light pole~~

Site Plan

- ~~1. See all comments on planset for additional details~~
- ~~2. Show surveyed trail as existing NOT former 'proposed' trail~~
 - ~~a. Delete previous proposed trail~~
- ~~3. Show commercial aprons (RDW-008) at both parking area connections to City streets~~
 - ~~a. Add linework in the plan view that reflects the apron and curb~~
 - b. Drive thru would be a commercial entrance with the City street as well**
- ~~4. Previous review asked for turning templates, please provide.~~
 - ~~a. Assume largest motorhome, full size pickup with 20 ft boat.~~
 - ~~b. Assume vehicles on both sides, no encroachment on cars parked on west curb, no driving over curb and single movement out of stall.~~
- ~~5. Show curved curbed public road similar to the west curve alignment at the south side of the site~~
 - ~~a. Eliminate drive thru connection to City street (connect through parking area)~~
 - ~~b. Provide curb and gutter through both sides of the curve.~~
 - ~~c. Should entire curve be moved to the SW to provide enough room for proposed driveways in safe locations?~~
6. Provide temporary cul de sac
 - a. Clarify bituminous and curb limits
 - b. Detail all transitions and terminations (permanent or temporary)
 - i. End curbs with 3' 'beaver tail' transitions**
 - ~~c. Provide type 3 barricades with future thru sign~~
 - ~~i. Protect temporary hydrant~~
- ~~7. Show connect to existing B6XX curb with proposed B6XX curb at existing intersection~~
- ~~8. Clarify bituminous and curb limits along City Road~~
 - ~~a. Detail all transitions and terminations (permanent or temporary)~~
9. Sidewalk/Trail to tie into existing pedestrian ramp
 - a. Mirror connections from southeast corner of intersection
 - b. Show connection and any necessary modifications to the existing pedestrian ramp

- ~~i. Note that the back of the existing pedestrian ramp has a curb on it that will probably need to be removed~~
 - ~~c. There is a conflict between the proposed trail extension and the existing signal/light pole~~
- ~~10. Provide a continuation of the sidewalk and lighting established on the south side of St. Croix Trail to the western development limits~~
 - ~~a. Will need to be sidewalk with coloring details for construction plans~~
- ~~11. Dimension any 'non-typical' parking area widths~~
- ~~12. Show curb on west side of lot to protect bituminous~~
- ~~13. Label Bus/RV/Trailer stalls as 10'x40' (not 10'x20')~~
- ~~14. Add proposed bollards to a legend?~~
- ~~15. The westernmost lane in the parking area is shown as 'one way' south. This should be 'two way' to allow access to the western most parking spaces~~
- ~~16. Show extents/linework of ramps that are labeled~~
 - ~~a. Provide limits and a detail for raised sidewalk curb~~
- ~~17. Provide do not enter signs due to winter snow cover~~
 - ~~a. 'Do not enter' pavement markings should be closer to intersection to allow for turnaround~~
- ~~18. Label all proposed signs~~
- ~~19. Extend the commercial apron for the drive thru or provide additional valley gutter for channelized drainage crossing north from the parking area to the southern curb cut~~

Grading

- ~~1. See all comments on planset for additional details~~
- ~~2. Show all gutter linework locations (not just curb)~~
 - ~~a. Show areas of tipout curb~~
- ~~3. Verify whether a valley gutter is proposed near the south end of the lot based on drainage arrows~~
- ~~4. Call out all high points and low points present on the site~~
- ~~5. Provide additional spot elevations along all curb lines (every 100' or so)~~
 - ~~a. Add proposed spot elevation labels to legend~~
 - ~~b. Clarify whether top of curb (TC) or gutter (G) elevations~~
- ~~6. Provide top and bottom of wall elevations~~
 - ~~a. Provide grades for the proposed contours from the bottom of wall to the proposed sidewalk~~
 - ~~b. Provide grades from the proposed sidewalk to the existing back of curb~~
 - ~~c. Provide existing back of curb shots~~

- ~~7. Provide details of the preferred storm drop pipe penetrating the retaining wall~~
 - ~~a. Provide outlet elevation~~
 - ~~b. Drainage proposed overland across sidewalk to street not acceptable~~
 - ~~c. Consider secondary storm drop pipe location~~
- ~~8. Pond banks must be covered by erosion control fabric, see 2025 detail~~
 - ~~a. Include ERO-011 detail in the plans~~
- ~~9. Stabilize (riprap, etc.) EOF route from Infiltration Pond 1B. Stabilize EOF with riprap rather than fabric/vegetation.~~
- ~~10. Extend the commercial apron for the drive thru or provide additional valley gutter for channelized drainage crossing north from the parking area to the southern curb cut~~
- ~~11. Coming out of the curve in the drive thru a 4' drop immediately on the back side of a curb without any recovery may be problematic~~
 - ~~a. Recommend guard rail or railing~~
- ~~12. Confirm top of pond elevation, Noted as 904.5 but 905 contour shown to encompass the entire pond.~~

Utilities

- ~~1. See all comments on planset for additional details~~
- ~~2. Provide proposed centerline grades and any vertical curves~~
 - ~~a. Minimal (0.5%) centerline grades~~
 - ~~b. Verify drainage in curblines with construction~~
- ~~3. Label all proposed water fittings~~
- ~~4. Call out connections to existing utility stubs~~
 - ~~a. Connect to existing 12" watermain stub with 12" gate valve~~
- ~~5. Label all existing utility stubs in the plan and profile views~~
- ~~6. Show existing hydrant~~
 - ~~a. City Fire Official to review hydrant coverage and emergency access~~
 - ~~b. Additional hydrants anticipated to be required along watermain, see fire coverage circles on plan.~~
- ~~7. Maintain minimum 10' horizontal separation between sewer and water (on northern east-west street)~~
 - ~~a. Shift water or storm sewer to north side of the street~~
- ~~8. Shift proposed/future utilities line in profile to structure SANMH 14~~
 - ~~a. Profile proposed/future lines in profile do not appear to match plan view~~
 - ~~b. Shift proposed watermain linework limits~~
- ~~9. Match existing sanitary sewer main pipe grade with proposed connection and extension~~

- ~~10. Use 8" PVC SDR 35 main at 0.40% between SANMH 13 and SANMH 14~~
- ~~11. Show a 12" to 6" reducer and 6" temporary hydrant assembly and the west end of the proposed watermain~~
- ~~12. Provide a symbol on the plan for the 4" sanitary cleanout~~
- ~~13. Clarify how the 6" water service is becoming a fire protection line and 2" domestic service
 - a. Label all fittings (corp stop, curb stop, etc.)
 - b. Verify with City fire official that single combined stub is allowed~~

Stormwater Management

- ~~1. Soil borings should be provided to confirm infiltration feasibility and required separation to groundwater per the NPDES permit.~~
- ~~2. Based on the existing contours drainage would be split and drain both north and south. Drainage areas should be updated to show what would drain south versus what would drain north and discharge rates should be compared at the different discharge points. Similar comment for proposed conditions.~~
- ~~3. Drawdown calculations for the infiltration basins to confirm they can draw down in 48 hours per the NPDES permit.~~
- ~~4. Pretreatment is required prior to an infiltration basin. Show sump elevation and location on plans. Note sump elevation on the profile.~~
- ~~5. In future submittals include who will be responsible for maintenance of erosion control BMPs. To be provided once contractor is known. Nothing further needed at this time.~~
- ~~6. Proposed impervious area is not consistent between SWPPP and stormwater management plan (2.4 vs 2.06 acres)~~
- ~~7. Include silt fence length in SWPPP~~
- ~~8. Provide storm sewer calculations and a drainage area map to confirm storm sewer is sized for a 10-year storm event. Not provided.~~
- ~~9. Show inlet protection on proposed structures onsite~~
- ~~10. Note connect to existing structure shall be core drilled. Include existing rim and all existing invert elevations on the callout at the connection. Difficult to read survey underneath.~~
- ~~11. Note daylighting elevation of roof drainage line.~~
- ~~12. Include full perimeter silt fence around the site.~~
- ~~13. Note if storm sewer to the south of the site is proposed for future development~~
- ~~14. Structure 51 should include a sump for pretreatment.~~
- ~~15. Create storm sewer profiles for each alignment. See comment on planset for details.
 - a. Update pipe directionality from structure 53 to 79 in plan view.~~

- b. ~~Fix overlapping text.~~
- c. ~~Shift callouts so they can be fully seen within the profile view.~~
- d. ~~Currently showing an 18" pipe routed to a 12" pipe, update.~~
- e. ~~Note the sump elevation on the profile view.~~
- f. Remove structure 80 and structure 51 from the roadway profile, only show in the crossing profiles. See additional comment on plans.
- g. Seed and mulch on the pond bank consistent with Standard Detail ERO-011 needs to be called out on the plans. The detail is included in the plans
- h. Existing and proposed sanitary sewer and watermain, including crossings, need to be shown in the plan and profile views for the storm sewer.
- i. Existing and proposed storm sewer need to be shown, including crossings, on the sewer and water plan and profiles.



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 07/09/2025

Board & Commission: City Council

Subject: Consider Approval of Resolution R-208-2025 to Approve the Agreement to Provide School Resource Officer (SRO) Services to the North Branch Area School District 2025-2026

As was briefly mentioned at the last city council meeting, we are excited to move our school resource officer (SRO) back to a full-time assignment for the upcoming 2025-2026 school year. I worked with Superintendent Paul and her staff to update our current SRO agreement to reflect this change. As per the agreement, the school district agrees to pay for 4 hours of SRO services per school day and the City of North Branch agrees to assign the SRO to the school district 8 hours per school day. The North Branch School Board passed the agreement at their regular meeting on June 10, 2025.

STAFF RECOMMENDATION

City Staff recommend approval of the resolution.

RECOMMENDED CITY COUNCIL ACTION

Motion to approve Resolution R-208-2025, to provide school resource officer services to the North Branch Area School District during the 2025-2026 school year.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-208-2025

**AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICER SERVICES TO THE
NORTH BRANCH SCHOOL DISTRICT**

WHEREAS, the City provides police services with the City of North Branch, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of North Branch, Minnesota; and

WHEREAS, City and the School District desire to enter into agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers (“SRO”) and provide School Resource Officer services (hereinafter the “SRO Services”) to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth in the agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH; in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the Agreement to Provide School Resource (SRO) Services to the North Branch Area School District is hereby approved.

Passed by the City Council of North Branch, Minnesota this 22nd day of July, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

**AGREEMENT TO PROVIDE SCHOOL RESOURCE OFFICER (SRO) SERVICES TO THE NORTH BRANCH AREA
SCHOOL DISTRICT**

2025-2026

This Agreement is made by and between the City of North Branch, Minnesota (hereinafter the "City"), and Independent School District No. 138, North Branch, Minnesota (hereinafter the "School District").

RECITALS:

WHEREAS, the City provides police services with the City of North Branch, Minnesota; and

WHEREAS, the School District provides educational instruction and services to children enrolled therein; and

WHEREAS, the School District generally provides such instruction and services at public schools located within the City of North Branch, Minnesota; and

WHEREAS, City and the School District desire to enter into agreement whereby the City shall assign one or more peace officers to serve as School Resource Officers ("SRO") and provide School Resource Officer services (hereinafter the "SRO Services") to the School District; and

WHEREAS, the purpose of the SRO Services includes enhancing security and safety within the School District facilities and School District property; building positive relationships between law enforcement, students and school staff; maintaining a law enforcement presence at School District events and facilities, and providing prompt responses to, and investigations of, criminal or delinquent offenses committed on or about School District property or School District facilities; and

WHEREAS, the City is prepared to provide the SRO Services to the School District according to the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. Employment of the School Resource Officer; Uniforms and Equipment. The City agrees to employ and provide a peace officer to work in and about the School District's property and facilities during the school year (hereinafter the "School Resource Officer" or "SRO"). It is acknowledged and agreed-to by the parties that the SRO is an employee of the City, subject to the administration, supervision, and control of the City. It is understood and agreed that in performing the SRO Services, the City, and any person employed by or contracted with the City, shall not be an employee or agent of the School District. The City will furnish training, uniforms, equipment, and schedule of deployment required under Minnesota law or that is needed for the implement of this Agreement. The SRO shall wear a City--approved uniform or other approved attire when providing the SRO Services. The School District will provide the SRO with a secure work space, as well as ancillary support services, such as occasional clerical assistance, use of copiers and telephones.

2. Compensation for the SRO Services. In exchange for providing the SRO Services, the School District shall pay the City as set forth in Exhibit A, attached hereto. The School District shall not assume liability for the direct payment of any salaries, wages, or other compensation to the SRO or any City personnel performing services hereunder for said SRO Services, and the City hereby assumes said responsibility for payment of wages and benefits, including vacation and sick leave; mileage, uniforms; public employees retirement contributions; workers' compensation, automobile, general liability insurance costs; general overhead, including indirect expenses and supplies, radio unit expense, and health expenses.
3. Supervision of the SRO; Assignment and Reassignment. The City, in its sole discretion, shall have the power and authority to hire, assign, reassign, discharge, and discipline the SRO. As an employee of the City, the SRO will be subject to the chain of command of the City's Police Department. The SRO's effectiveness in the program will be evaluated at the end of each school term. In the event the School District is dissatisfied with the SRO who has been assigned to the School District, the School District's Administration will recommend that the officer not be assigned as an SRO during the following year. If any problems or concerns arise with the SRO or with the SRO's performance during the school term, the school district shall immediately notify the Chief of Police. The City reserves the right to remove or reassign any SRO upon written notification to the Superintendent of the School District. If it is reasonably anticipated that the assigned SRO will be unable to perform the duties for periods of less than one month for reasons related to vacation, illness or injury, the City, after consulting the School District, will determine if there is a need to assign another peace officer to fill the temporary vacancy. If the SRO resigns or is otherwise unable or unwilling to perform the duties and the anticipated absence is one month or longer or is permanent, the City shall assign a replacement peace officer to provide the SRO Services if police department staffing allows.
4. Hours of Work; Duties of the SRO. The SRO's regularly scheduled hours of work will be 7:30 AM to 3:30 PM, or a similar schedule to coincide with the hours school is in session. If the SRO responds to a school incident or a school emergency outside of these regularly scheduled hours, the SRO may act in their official SRO capacity while handling the incident. The SRO's duties shall include, but not be limited to, the following:
 - a. Foster a positive school climate through relationship building and open communication. Build relationships, enhance community-policing activities, identify safety concerns within the schools, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators and staff;
 - b. In coordination with school administrators, provide presentations in the areas of safety, crime prevention, bullying, etc.
 - c. Engage students and staff during School District hours or at designated School District events to establish rapport between the SRO and the student population;

- d. Patrol School District grounds and facilities during School District hours and at other specified times or events in order to reduce or deter incidents of school violence; and maintain a safe and secure environment on school grounds; North Branch Public Schools/City of North Branch SRO
- e. Coordinate with School District administration and staff and provide advice on the School District's Emergency Operations Plans and the implementation of any safety drills, including fire, inclement weather, active shooter, or other lock-down drills;
- f. At the School District's request, periodically review and assess the School District's physical space, policies, and/or procedures to complete a threat assessment, evaluate potential risks for student and staff safety, and identify vulnerabilities in school facilities and safety protocols;
- g. Present drug awareness and resistance education (DARE or other similar program) to students or provide education on personal safety and other law enforcement topics to students and/or staff as requested by School District administration;
- h. Respond to complaints and investigate matters of alleged criminal or delinquent activity;
- i. Attend and participate in applicable school meetings and to communicate and coordinate with the School District's principals and other appropriate school administrators concerning the needs of the school and its students;
- j. Promptly notify school administration upon removing a student from the school campus;
- k. Notify a parent as soon as practicable when minor students are issued a criminal citation or arrested;
- l. Provide appropriate, and when warranted, immediate response and interventions regarding students who may be abused, neglected and otherwise maltreated pursuant to Minnesota Statutes § 626.556 or Minnesota Statutes § 260C.001, et seq. This response may include making reports to the local social service agency, taking immediate action to place a student on a hold pursuant to Minnesota Statutes § 260C.175; or enforcing court orders;
- m. Enforce criminal laws and protect students, staff, and visitors to the school grounds from criminal activity.
- n. Serve as a liaison from law enforcement to school officials. Coordinate, when practical, the investigative approach between the City, other law enforcement authorities (if involved) and the School District. The SRO shall comply with applicable legal standards for searches, seizures, and interviews. The SRO will not be involved with administrative activities of school personnel unless a violation of law (criminal, delinquent, juvenile petty offense, or juvenile traffic offense) is alleged or there is an exigent circumstance requiring intervention for safety or to prevent flight;
- o. Assist School District staff and respond to concerns of visitors at the School District facilities, including the presence of unauthorized adults, allegations of trespass or threatening behaviors, and alleged violations of Orders for Protection, Domestic Abuse No Contact Orders or Harassment Restraining Orders; and North Branch Public Schools/City of North Branch SRO

- p. At the request of the School District, participate as a witness in any administrative, quasi-judicial or judicial proceeding in which the School District is party, including, but not limited to, expulsion hearings.
5. Personnel Policies. The SRO shall be subject to all personnel policies and practices of the City, except as such policies or practices may be modified by the terms and conditions of this Agreement.
 6. Responsibility for Student Discipline. The parties hereto acknowledge and agree that the School District shall be responsible for disciplining students for violations of School District policies, rules and procedures. The SRO must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.
 7. Term of Agreement; Termination. This Agreement shall commence on September 1, 2025 and end on June 30, 2026, unless otherwise renewed or extended by the parties. Any party may terminate this Agreement without cause by notifying the other party no earlier than ninety (90) days prior to the date of termination.
 8. Default. In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue uncured for a period of thirty (30) days after written notice thereof, the nondefaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, immediately terminate this Agreement.
 9. Notices. All notices to be given under the terms of this Agreement shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below.

City of North Branch

ATTN: Chief of Police

6408 Elm Street

North Branch, MN 55056

and

Independent School District No. 138

ATTN: Superintendent of Schools

38705 Grand Ave.

North Branch, MN 55056

10. Workers' Compensation. The City agrees to be responsible for any claim of injury or sickness to the SRO stemming from the performance of work under this Agreement.
11. Liability. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees,

commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any common law or statutory protections and immunities or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.

12. Insurance. The City will maintain workers' compensation insurance, public employees' liability insurance, and automobile insurances, in amounts deemed appropriate and not less than the coverage limits prescribed under Minn. Stat. Chapter 466. The City and the School District will each maintain general liability insurance with coverage limits not less than those prescribed in Minn. Stat. Chapter 466.
13. Data Practices. The parties will share information as necessary for the administration and performance of this Agreement, consistent with local, state and federal law relating to confidentiality and disclosure of government data, including but not limited to education records created or maintained by educational institutions and law enforcement agencies. For the purposes of access to student records by an SRO, the SRO is considered a "school official" as provided in the Federal Educational Rights and Privacy Act ("FERPA") 20 U.S.C. 1232g. A SRO may be provided access to student information only as needed by the SRO to perform his duties related to educational or school administration activities when the SRO's use of such student information remains under the direct control of the School District. A SRO may also be granted access to education records in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose such student information consistent with FERPA and the Minnesota Government Data Practices Act.
14. Non-Discrimination. In the performance of work under this Agreement, the City agrees not to discriminate against any School District employee, volunteer, student, or student family member because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, or disability.
15. Entire Agreement/Modifications/Applicable Law. This Agreement (including Exhibit A) contains all of the agreements and understandings between the parties and supersedes and replaces any prior agreements, negotiations or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party nor agent of any other party, has made any promises, representations or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This document may not be modified or altered except by a subsequent writing to be signed by all parties hereto. All terms and conditions shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.
16. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable under present or future laws, rules or regulations, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement, and the remaining provisions of this Agreement

shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provisions or by its severance from this Agreement.

17. No Assignment or Subcontract. The City shall not assign, delegate or subcontract any right or obligation hereunder without the prior written consent of the School District.
18. No Third Party Beneficiary Rights. The provisions of this Agreement are for the sole benefit of the parties and their successors and permitted assigns, and they will not be construed as conferring any rights to any third party (including any third-party beneficiary rights).
19. Force Majeure. A party is not liable for failure to perform the party's obligations under this Agreement if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, pandemic, epidemic, or other natural disaster), lack of fuel, strikes, labor disputes, national emergency, state-wide emergency, war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, terrorist activities, or government sanction. Except as mutually agreed-to by the parties in writing, the School District has no liability or payment obligation concerning, or in respect to, SRO Services that the City did not perform during an event of Force Majeure.
20. Binding Agreement. This Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, executors, administrators, successors and assigns.
21. No Oral Waiver. No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

IN WITNESS WHEREOF, the City, by resolution duly adopted by its Council, has caused this Agreement to be signed by its Mayor, Clerk, and Chief of Police and the seal of the City to be affixed hereto on the ____ day of _____, 2025; and the School District, by resolution of its School Board and signature of its Board Chair and Clerk of said Board on the 10th day of July, 2025 [SIGNATURES TO FOLLOW]

CITY OF NORTH BRANCH

By: Mayor of the City of North Branch

By: Clerk By:

Chief of Police

INDEPENDENT SCHOOL DISTRICT NO. 138

By: Board Chair



By: Clerk

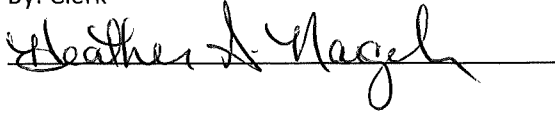


EXHIBIT A

TERMS OF COMPENSATION

The daily rate, based on 4 hours per school day, for the SRO Services is \$ \$273.20 per school day during the time period from September 1, 2025 to December 31, 2025.

The daily rate, based on 4 hours per school day, for the SRO Services is \$283.32 per school day during the time period from January 1, 2026 to June 30, 2026.

The City shall invoice the School District in December 2025 for services rendered by the SRO from September 1, 2025 to December 31, 2025. The City shall invoice the School District in June 2026 for services rendered by the SRO from January 1, 2026 to June 30, 2026.

For the 2025 - 2026 school year, the School District agrees to pay for 4 hours of SRO services per school day and the City of North Branch agrees to assign the SRO to the District 8 hours per school day.

If the School District requires additional police services outside of the terms of this contract (such as security at athletic events or other school sponsored events, etc.), the City shall invoice the School District the cost of these services pursuant to the City's current fee schedule.



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 07/10/2025

Board & Commission: City Council

Subject: Memorandum of Agreement between the City of North Branch and Law Enforcement Labor Services, Local No. 277 regarding the School Resource Officer Assignment

We will be transitioning back to a full-time School Resource Officer (SRO) starting in September 2025. During the past several years, our SRO has been assigned to assist the patrol staff with road coverage as their time and schedule permits. As our newest officers complete their field training and as we transition into a new patrol schedule in September, our SRO will be taken off of the patrol schedule and will be assigned to assist our investigation unit. The SRO will be assigned to work cases as an investigator during the school year, as time permits, and will work as a full-time investigator during the summer when school is not in session. Due to the changes in job duties and the nature of the work that will be performed by the SRO moving forward, there needs to be a Memorandum of Agreement (MOU) in place between the City and the LELS union to recognize this change. Attached is a draft MOU between the City of North Branch and Law Enforcement Labor Services, Local No. 277 for council consideration.

Financial/Budget Impacts:

Moving the SRO into the Police Investigator Job Classification will not have any significant impact to the budget as the hourly rate of pay will slightly decrease with this transition (tier 1 of the investigator's pay scale is less than tier 3 of the school resource officer's pay scale in the current LELS contract).

Staff Recommendation and Requested Action:

I respectfully request the city council to approve the attached MOU between the City of North Branch and Law Enforcement Labor Services.

Voting Requirements:

Voting Options Simple Majority

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is made by and between the City of North Branch (“Employer”) and Law Enforcement Labor Services, Local No. 277 (“Union”).

WHEREAS, the Employer and Union are parties to a Labor Agreement in effect from January 1, 2025 to December 31, 2026 (“Labor Agreement”) establishing terms and conditions of employment for bargaining unit employees; and

WHEREAS, it is the intent of the Employer that employees assigned to the position of School Resource Officer (“SRO”) will work cases as an investigator during the school year as time permits, and will work as a full-time investigator during the summer when school is not in session; and

WHEREAS, based on the nature of the work to be performed by the SRO, compensation for the assignment should be at the same level as that of the Police Investigator.

NOW THEREFORE, the parties agree as follows:

1. Appendix A of the Labor Agreement is hereby amended to include the following language:

Effective September 1, 2025, employees assigned to the SRO position shall receive pay at the same rate as the Police Investigator Job Classification as shown in the wage appendix herein.

2. This MOA shall remain in effect until modified or discontinued by written agreement of the parties.
3. This MOA constitutes the entire agreement between the parties with respect to this matter.

IN WITNESS HEREOF, the parties hereto have executed this Memorandum of Agreement on the latest date affixed to the signatures below.

CITY OF NORTH BRANCH:

UNION:

Mayor Date

Business Agent Date

City Administrator Date

Steward Date

City Clerk Date



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/09/2025

Board & Commission: City Council

Subject: Approval of LG230 Application to Conduct Off-Site Gambling for Stacy Lions Club

Background Information:

Stacy Lions Club will be holding a Pull-Tabs event at A-1Tire Service located at 5550 Athens Trail, North Branch, MN 55056 on September 20, 2025.

The clerk's office reviews and signs off on the application before sending it to the Minnesota Alcohol and Gambling Enforcement office, which then issues a permit for the event as requested.

Requested Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by Stacy Lions Club.

Voting Requirements:

Voting Options Simple Majority

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: Stacy Lions Club License Number: 01897

Address: PO Box 1 City: Stacy, MN Zip: 55079

Chief Executive Officer (CEO) Name: James Willeck Daytime Phone: 952-292-8068

Gambling Manager Name: Justin Burvee Daytime Phone: 612-221-4458

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 9 / 20 / 2025 to 9 / 20 / 2025

Check the type of games that will be conducted:

☐

Raffle

☒

Pull-Tabs

☐

Bingo

☐

Tipboards

☐

Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: A-1 Tire Service

Street address and

City (or township): 5550 Athens Trail, North Branch Zip: 55056 County: Chisago

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐

Yes If yes, a lease is not required.

☒

No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Jeff Selvey

Date: 7-7-25

Print Lessor's Name: Jeff Selvey

CONTINUE TO PAGE 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____ Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

**Local unit of government
must sign.**

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



Signature of CEO (must be CEO's signature; designee may not sign)

7-7-25

Date

Mail or fax to:

Minnesota Gambling Control Board
 Suite 300 South
 1711 West County Road B
 Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/14/2025

Board & Commission: City Council

Subject: Approval of LG220 Application for Exempt Permit for the International Snowmobile Racing Hall of Fame

Background Information:

The International Snowmobile Racing Hall of Fame will be holding a Raffle event at Hay Days, on September 6th and 7th, 2025, at 38740 Oriole Avenue, North Branch, MN 55056. The clerk's office reviews and signs off on the application before sending it to the Minnesota Alcohol and Gambling Enforcement office, which then issues a permit for the event as requested.

Requested Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the International Snowmobile Racing Hall of Fame.

Voting Requirements:

Voting Options Simple Majority

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: International Snowmobile Racing Hall of Fame Previous Gambling Permit Number: X- N/A
 Minnesota Tax ID Number, if any: N/A Federal Employer ID Number (FEIN), if any: 39-1547859
 Mailing Address: PO Box 720
 City: St. Germain State: WI Zip: 54558 County: USA
 Name of Chief Executive Officer (CEO): Craig Marchbank
 CEO Daytime Phone: 708.774.0604 CEO Email: m
 Email permit to (if other than the CEO): C (permit will be emailed to this email address unless otherwise indicated below)

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Hay Days - 6th 7th

Physical Address (do not use P.O. box): 38740 Oriole Ave

Check one:
☒ City: North Branch Zip: 55056 County: Chisago
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). ☐ The application is denied.	☐ The application is acknowledged with no waiting period. ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. ☐ The application is denied.
Print City Name: _____	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Craig Marchbank Date: 7/11/25
 (Signature must be CEO's signature; designee may not sign)

Print Name: Craig Marchbank

REQUIREMENTS MAIL APPLICATION AND ATTACHMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
 1711 West County Road B, Suite 300 South
 Roseville, MN 55113

Questions?
 Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK ROAD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORRegistration@wisconsin.gov
website: revenue.wi.gov

000499

Letter ID L0720562224

INTERNATIONAL SNOWMOBILE RACING HALL OF FAME
INC
PO BOX 720
SAINT GERMAIN WI 54558-0720

November 15, 2023

Batch Index: 1206784-498

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide the seller a fully completed Wisconsin sales and use tax exemption certificate (Form S-211 or S-211E), listing the CES number shown below.

If your organization makes sales subject to sales tax, it may need a seller's permit. Information on registration requirements can be found in Publication 206. Sales Tax Exemption for Nonprofit Organizations.

Forms and publications can be obtained through our website at revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the Common Questions pages on our website. You may also contact us by telephone at (608) 266-2776 or by email at DORRegistration@revenue.wi.gov.



**WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)**
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER
008-0000149519-05
DATE ISSUED
11/9/2023

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 327-0235, email DORRegistration@wisconsin.gov, or at our website revenue.wi.gov

INTERNATIONAL SNOWMOBILE RACING HALL OF FAME
INC
PO BOX 720
SAINT GERMAIN WI 54558-0720

Internal Revenue Service
District Director

Department of the Treasury

P O BOX A-3290 DPN 22-2
CHICAGO, IL 60670

Date: OCT 06 1989

INTERNATIONAL SNOWMOBILE RACING
HALL OF FAME INC
C/O JAY A JAEHNKE
PO BOX 1268
EAGLE RIVER, WI 54521

Employer Identification Number:
39-1547859
Contact Person:
R. WALLACE
Contact Telephone Number:
(812) 886-1278
Accounting Period Ending:
June 30th
Form 990 Required:
Yes
Addendum Applies:
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(2).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/14/2025

Board & Commission: City Council

Subject: Approval of Mobile Food Truck License - Olakino Shakes LLC

Background Information:

Olakino Shakes has applied for a Mobile Food Truck License to serve smoothies, protein shakes, and coffee at the New Kingdom Healthcare and Minnesotans for Health and Parental Rights at 38500 Tanger Drive, North Branch, MN 55056 on 08/24/25. The organization has applied for the License along with appropriate fees and accompanying documents. All the documents are in order.

Requested Action:

Approve the Mobile Food Truck License application for Olakino Shakes.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

VENDOR LICENSE APPLICATION

MOBILE FOOD UNIT

APPLICANT INFORMATION		
Full Legal Name (F,M,L)	Jessica Howes	
Address	512 63rd Ave Ne Fridley MN 55432 United States	
Phone	Home	Cell 612-834-4298
Email		

BUSINESS INFORMATION	
Business Owner Name	Jessica Howes ☒ Same as applicant.
Business Name	Olakino Shakes LLC
Doing Business As	Olakino Shakes

OWNER INFORMATION	
Operator Name	☐ Same as applicant.
Employee Name	Regina Purtle
Employee Name	Jake Howes
Employee Name	Will Bonfe

VEHICLE INFORMATION					
License Plate	State	Make	Model	Year	Color
YCF4104E	MN	Chevy	P30 Workhorse	2000	Yellow

LOCATION INFORMATION			
☐ Private Property	☐ Downtown District	☐ City Property	☒ Community Event
Location Address	38500 Tanger Dr, North Branch, MN 55056		
Vehicle Location on Site	TBD		

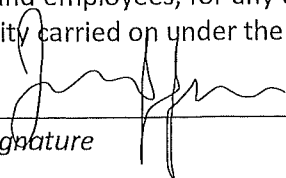
OPERATIONS INFORMATION				
Date of Operation	From	08/24/2025	To	08/24/2025
Hours of Operation	From	1pm	To	5pm
Items to be Sold	Smoothies, protein shakes, coffee			

FEES			
☒ \$30 – Event (1 to 3 Days)	☐ \$100 – Annual	☐ \$50 – Background Check*	

Background Check Fee for Ice Cream Vendors only.

ACKNOWLEDGEMENT

I have completed all of the applicable licensing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct. I have read the City ordinance regarding Mobile Food Units, and understand the rules and regulations set therein. I agree to hold harmless and indemnify the City, and its officers and employees, for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of this license.


Applicant Signature

06/30/2025
Date

OPERATIONAL REQUIREMENTS

City Code Section §18-350 to §18-357 sets the following the conditions of operation for Mobile Food Units.

1. Must possess valid City Vendor License for dates of operation.
2. Must possess and present valid food license from State and/or Chisago County health agencies.
3. May operate from 8 a.m. to 10 p.m., and must be removed by 10:30 p.m., unless otherwise permitted.
4. Must have permission to operate on public or private property, and must be located in excess of 50 feet from a restaurant main entrance, unless otherwise permitted.
5. Must meet setbacks of five (5) feet from side and rear yards and 20 feet from driveways on public and private property, except in the Downtown District.
6. May occupy no more than two (2) on-street parking spaces when operating in the Downtown District, and may not obstruct pedestrian or traffic movement.
7. May not occupy accessible parking spaces or spaces used to fulfill minimum parking requirements.
8. May not sell to the general public in residential zones unless a Special Event Permit is issued to the Mobile Food Unit, except for Ice Cream Vendors.
9. Must provide own power supply and garbage and recycling receptacles.
10. May not have external seating, and only signage affixed to the vehicle is allowed.
11. Must provide food from a fixed location and may not operate a drive up or drive through service.
12. May not generate external audible noise, other than that which is typical to the operation, except for Ice Cream Vendors which may use outdoor music or noise-making devices to announce their presence.

OPERATIONAL REQUIREMENTS

Application Fee	Non-refundable application fee payable to the City of North Branch.
Background Check Fee	Non-refundable fee for background verification; Ice Cream Vendors only.
Licenses	A copy of all applicable licenses issued by the State of Minnesota and/or Chisago County necessary to operate a mobile food vending operation.
Insurance	A copy of Liability and Worker's Compensation insurances.
Property Approval	Completed Special Permissions Form authorizing a Mobile Food Unit to operate on private property.
Restaurant Waiver	Completed Special Permissions form authorizing a Mobile Food Unit to operate within 50 feet of a restaurant main entrance.
Pictures	Pictures of vehicle(s) to be located in community and set up of operation.
Menu	Copy of menu of food items for sale from the Mobile Food Unit.
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy of Application & Attachments Electronic copy of Application & Attachments

All documents are public information.

NOTICE TO APPLICANT

A License Application is required for each Mobile Food Unit vehicle. Each owner, operator and/or employee of an Ice Cream Vendor that may conduct business in the City must complete the required background check. All License Applications for Mobile Food Units are reviewed individually and are evaluated based on their own merit(s). It is the responsibility of all applicants and license holders to review, understand and follow City Code Section §18-350 to §18-357 regarding Mobile Food Unit operations. The City reserves the right to deny applications for reasons including, but not limited to, failure to provide required information, and to revoke licenses for failure to comply with Mobile Food Unit operational requirements or other reasons as stated in City Code and/or loss of other required licenses, insurance, etc.



CONSENT FOR THE RELEASE OF INFORMATION FOR APPLICATIONS

The individual(s) signing below authorizes the release of information to the City of North Branch the following information for the purpose of doing a background check on the applicant for Tobacco Licenses.

The individual(s) signing below understands that their records under state and federal privacy regulations are private and cannot be disclosed without my written consent unless otherwise provided by law.

The individual(s) signing below may cancel this consent at any time prior to the information being released and that in any event this consent form expires ninety days after signing.

Jessica Howes

FULL NAME (PRINTED)

02/10/1997

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

06/30/2025

DATE SIGNED

VENDOR LICENSE APPLICATION

MOBILE FOOD UNIT – SPECIAL PERMISSIONS

NOTICE TO PROPERTY OWNER	
Written consent is required of a Mobile Food Unit operator to conduct business on public or private property. City Code states, but is not limited to, the following regarding such operations on public or private property.	
1. Must be setback five (5) feet from side and rear property lines and 20 feet from driveways. 2. Must be located in excess of 50 feet from a restaurant main entrance, unless otherwise permitted. 3. May not occupy accessible parking spaces or spaces used to fulfill minimum parking requirements. 4. May operate from 8 a.m. to 10 p.m., and must be removed by 10:30 p.m. unless otherwise permitted.	

APPLICANT INFORMATION	
Name	Jessica Howes
Business Name	Olaking Shakes
Doing Business As	Olaking shakes

PROPERTY INFORMATION			
Location	☐ Public Property	☐ Private Property	
Business Name	New Kingdom Healthcare & Minnesotans for Health & Parental Rights		
Address	38500 Tanger Drive, North Branch		
Contact Name	Angie Gallagher	Position	MHPR Director
Phone	6123450270		
Email	angie.gallagher@mnrights.org		

CONSENT	
---------	--

I hereby grant permission to the Mobile Food Unit listed on this application to temporarily locate their mobile vending operation on my property for the time period as described on the attached License Application.

Angie Monarrey 7/8/25
Property Owner or Authorized Representative Signature Date

RESTAURANT WAIVER			
Mobile Food Unit shall be located within 50 feet of restaurant main entrance			
Restaurant Name			
Address			
Contact Name		Position	
Phone			
Email			

CONSENT	
---------	--

I hereby grant permission to the Mobile Food Unit listed on this application to temporarily locate their mobile vending operation on my property for the time period as described on the attached License Application.

Property Owner or Authorized Representative Signature Date




SUNSET SWIRL - \$13

Passion fruit, pineapple, mango, banana, coconut milk, & coconut whip cream


LAVENDER LANI - \$11

Lavender, banana, almond butter, maple syrup, butterfly pea powder, almond milk, & coconut whip cream


STRAWBERRY GLOW - \$12

Strawberry, banana, avocado, date, maple syrup, almond milk, & coconut whip cream


PINK PARADISE - \$12

Passion fruit, dragonfruit, pineapple, banana, coconut milk, & coconut whip cream


COCOA CRUSH - \$12

Chocolate Truvani pea protein, banana, almond butter, date, maple syrup, almond milk, & coconut whip cream


TROPICMINT CHIP - \$11

Vanilla Sprout Living pea protein, banana, peppermint, banana, greens, cocoa nibs, maple syrup, almond milk, & coconut whip cream


BANANA ICED COFFEE - \$7

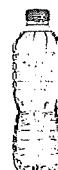
Banana, cinnamon, maple syrup, almond milk, & coffee


LAVENDER ICED OR HOT COFFEE - \$6

Lavender honey, almond milk, coffee


ICED OR HOT COFFEE - \$5

Black coffee with your choice of almond or coconut milk, maple syrup, stevia, & coconut vanilla creamer (hot coffee)


WATER - \$2

MERCH - \$25

Olakino Shakes yellow t-shirt.
Green, Black, or White hat.

POST
CONSPICUOUSLY

MINNESOTA DEPARTMENT of HEALTH
625 Robert Street North, P.O. Box 64975
Environmental Health Division
St. Paul, Minnesota 55164-0975
(651) 201-4500

NOT TRANSFERABLE
AS TO PERSON
OR PLACE

Fee Paid: \$290.00
740

LICENSE NO. FBL-44395-64934 FOR THE OPERATION OF:
License Categories: Base Fee - FBL, Hospitality Fee, Mobile Food Unit

LICENSE PERIOD: May 7, 2025 THRU December 31, 2025

ISSUED TO:

olakino shakes
512 63rd Ave NE
Fridley, Minnesota 55432

ESTABLISHMENT NAME:

Olakino Shakes - MFU
512 63rd Ave NE
Fridley, Minnesota 55432

License Type(s): Mobile Food Unit

County: Mobile Unit



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME:	
	PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No):	
INSURED OLAKINO SHAKES 512 63RD AVE NE FRIDLEY, MN 55432	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Hiscox Insurance Company Inc	NAIC # 10200
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y		P104.019.596.1	10/18/2024	10/18/2025	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	☐ SCHEDULED AUTOS						\$
	☐ NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	☐ OCCUR						\$
	☐ CLAIMS-MADE						
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N ☐	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of North Branch, 6408 Elm Street, North Branch, MN 55056

CERTIFICATE HOLDER**CANCELLATION**

City of North Branch
6408 Elm Street
North Branch, MN 55056

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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City of North Branch
 PO Box 910
 North Branch, MN 55056
 (651) 674-8113

XBP Confirmation Number: 236960971

Transaction detail for payment to City of North Branch.		Date: 07/14/2025 - 9:09:09 AM MT
Transaction Number: 247268270		
Visa — XXXX-XXXX-XXXX-7858		
Status: Successful		

Account #	Item	Receipt Number	Quantity	Item Amount
	LICENSE CLUB		1	\$30.00

TOTAL: \$30.00

Transaction detail for payment to City of North Branch.		Date: 07/14/2025 - 9:09:10 AM MT
Transaction Number: 247268271		
Visa — XXXX-XXXX-XXXX-7858		
Status: Successful		

Account #	Item	Quantity	Item Amount
	North Branch SF	1	\$0.90

TOTAL: \$0.90

Billing Information
 Jessica Howes
 55056

Transaction taken by: Admin tonyak



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/15/2025

Board & Commission: City Council

Subject: Approval of LG220 Application for Exempt Permit for North Branch Sno-Drifters

Background:

The North Branch Sno-Drifters will be holding a Raffle event on December 11, 2025 at the North Branch American Legion which is located at 6439 Elm Street, North Branch, MN 55056. The clerk's office reviews and signs off on the application before sending it to the Minnesota Alcohol and Gambling Enforcement Office, which then issues a permit for the event as requested.

Recommended Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the International Snowmobile Racing Hall of Fame.

Voting Requirements:

Voting Options Simple Majority

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: North Branch Sno-Drifters Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 41-1601704

Mailing Address: PO Box 114

City: North Branch State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO): Kevin Gustafson

CEO Daytime Phone: 651-775 3872 CEO Email:
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): .com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): North Branch American Legion

Physical Address (do not use P.O. box): 6439 Elm St.

Check one:
☒ City: North Branch, MN Zip: 55056 County: Chisago
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): December 11, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 7-10-2025

(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin Gustafson

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JAN 07 2015**

NORTH BRANCH SNO-DRIFTERS INC
PO BOX 114
NORTH BRANCH, MN 55056-0000

Employer Identification Number:
41-1601704
DLN:
26053405002345
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a) (2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 2, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Your exemption under IRC Section 501(c)(3) is effective as of the date listed at the top of this letter. You were exempt under Section 501(c)(7) prior to this date.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities,

Letter 5436



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 07/15/2025

Board & Commission: City Council

Subject: Approval of Transient Merchant License - Branch Busters LLC

Background:

Garrett Monk has completed an application for a 30-day Transient License for Branch Busters LLC. All paperwork has been received along with payment.

Recommended Action:

Motion and second to approve the application for a 30-day Transient Merchant License to Garrett Monk, Branch Busters LLC

Voting Requirements:

Voting Options Simple Majority

CITY OF NORTH BRANCH

Application for Transient Merchant License

****IF YOU HAVE MULTIPLE EMPLOYEES GOING DOOR TO DOOR, EACH INDIVIDUAL MUST COMPLETE SECTION 1. ADDITIONAL SPACE IS PROVIDED ON BACK****

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

Monk Garrett Parker

APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

5273 Nottingham Rd. North Branch, MN 55056

APPLICANT'S PHONE NUMBER

612-720-6165

APPLICANT'S DRIVER'S LICENSE NUMBER

C

APPLICANT'S DATE OF BIRTH

08/09/1999

APPLICANT'S SOCIAL SECURITY NUMBER

46

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☒ NO
IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.

SECTION 2 - INFORMATION ON COMPANY

COMPANY NAME (PERSON, FIRM, ASSOCIATION OR CORPORATION WHOSE MERCHANDISE IS BEING SOLD)

Branch Busters LLC

COMPANY ADDRESS (STREET ADDRESS, CITY, STATE, ZIP) A PO BOX NUMBER IS NOT AN ACCEPTABLE ADDRESS

5273 Nottingham Rd. North Branch, MN 55056

COMPANY PHONE NUMBER

612-720-6165

MINNESOTA ID NUMBER

1318106

FEDERAL ID NUMBER

33-1540614

SECTION 3 - INFORMATION ON GOODS TO BE OFFERED

DESCRIPTION OF GOODS, WARES, MERCHANDISE, OR SERVICES BEING OFFERED BY TRANSIENT MERCHANT

Lawn Care, stump grinding, tree services

DATES GOODS ARE BEING OFFERED

30 days upon approval

AREA WHERE GOODS ARE BEING OFFERED

North Branch town & surrounding area

I certify that the information given herein is true and complete to the best of my knowledge. I authorize the City of North Branch to do a criminal background investigation as may be necessary in issuance of a Transient Merchant License.

SIGNATURE OF APPLICANT

[Signature]

DATE

7-8-2025

FOR OFFICE USE ONLY

BACKGROUND CHECK COMPLETED BY _____

DATE OF INVESTIGATION _____

RECOMMEND ☐ APPROVAL OR ☐ DENIAL

☐ APPROVED OR ☐ DENIED BY CITY COUNCIL

DATE OF COUNCIL ACTION _____

Transient Merchant License Applicants

Notice to all License Applicants:

Attached is:

- The North Branch City Code on Peddlers, Solicitors and Transient Merchants.
- Transient Merchant License Application

The license is good for a 30-day period. The license fee is \$78.

The North Branch Police Department will conduct a background investigation on all solicitors. If more than one individual will be going door-to-door you must provide the name, date of birth and driver's license number for each solicitor.

License applications must be approved by the North Branch City Council before you can begin going door-to-door. You must be in possession of the approved licensed signed by the City prior to going door-to-door. G

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

Monk, Garrett, Parker

APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

5273 Nottingham Rd. North Branch, MN, 55056

APPLICANT'S PHONE NUMBER

612-720-6168

APPLICANT'S DRIVER'S LICENSE NUMBER

APPLICANT'S DATE OF BIRTH

08/09/1999

APPLICANT'S SOCIAL SECURITY NUMBER

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☒ NO
IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

APPLICANT'S ADDRESS (STREET ADDRESS, CITY, STATE, ZIP)

APPLICANT'S PHONE NUMBER

APPLICANT'S DRIVER'S LICENSE NUMBER

APPLICANT'S DATE OF BIRTH

APPLICANT'S SOCIAL SECURITY NUMBER

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☐ NO
IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.

SECTION 1 - INFORMATION ON APPLICANT

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE)

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APPLICANT'S DATE OF BIRTH

APPLICANT'S SOCIAL SECURITY NUMBER

HAS APPLICANT EVER BEEN CONVICTED OF A VIOLATION OF ANY FEDERAL STATE OR CITY ORDINANCES OR LAWS? ☐ YES ☐ NO
IF SO LIST NATURE OF VIOLATION, DATE OF CONVICTION, AND NAME OF JURISDICTION INVOLVED.



NORTH BRANCH

CONSENT FOR THE RELEASE OF INFORMATION FOR TRANSIENT MERCHANT APPLICATIONS

The individual(s) signing below authorizes the release of information to the City of North Branch the following information for the purpose of doing a background check on the applicant for Transient Merchant Licenses.

The individual(s) signing below understands that their records under state and federal privacy regulations are private and cannot be disclosed without my written consent unless otherwise provided by law.

The individual(s) signing below may cancel this consent at any time prior to the information being released and that in any event this consent form expires ninety days after signing.

FULL NAME(PRINTED)

Garrett Parker Monk

DATE OF BIRTH

08/09/1999

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

FULL NAME (PRINTED)

DATE OF BIRTH

SIGNATURE (authorizing release)

DRIVERS LICENSE NUMBER

DATE SIGNED

2025 License Renewal

LICENSE APPLICANT:

Pursuant to Minnesota Statute 270.72 Tax Clearance: Issuance of Licenses, the licensing authority is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the social security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we are required to advise you of the following regarding the use of this information:

1. This information may be used to deny the issuance, renewal or transfer of your license in the event you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest;
2. Upon receiving this information, the licensing authority will supply it only to the Minnesota Department of Revenue upon their request. However, under the Federal Exchange of Information Agreement the Department of Revenue may supply this information to the Internal Revenue Service;
3. Failure to supply this information may jeopardize or delay the processing of your licensing issuance or renewal application.

Please supply the following information and return along with your application to the agency issuing the license. **DO NOT RETURN TO THE DEPARTMENT OF REVENUE.**

LICENSE BEING APPLIED FOR OR RENEWED: Transient Merchant

LICENSING AUTHORITY: City of North Branch, Chisago County, Minnesota

LICENSE RENEWAL DATE: _____

PERSONAL INFORMATION (If applicable):

Applicant's Name Garrett Mook

Applicant's Address 5273 Nottingham Rd. North Branch, MN, 55056
City State Zip

Social Security Number: _____

BUSINESS INFORMATION (If applicable):

Business Name Branch Busters LLC

Business Address 5273 Nottingham Rd. North Branch, MN, 55056
City State Zip

MINNESOTA TAX IDENTIFICATION NO: 1318106

FEDERAL TAX IDENTIFICATION NO: 33-1540614

If a Minnesota Tax Identification number is not required, please explain on the reverse side.

[Signature] Owner 7-8-2025
Signature Position (Officer, Partner, etc.) Date

City of North Branch
PO Box 910
North Branch, MN 55056
651-674-8113
www.ci.north-branch.mn.us

Date: 07/14/2025

Receipt No: 00035516

Name: Garrett Monk
Account Number:

Service Address:

CR	78.00
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Cash: 78.00
Check: 0.00 Check No:
Credit Card: 0.00

Total: 78.00

Thank you!



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 07/15/2025

Board & Commission: City Council

Subject: Approval of Resolution R-206-2025 Releasing Developer Obligations as Stated in the Development Agreement for Riverside Villas

Overview / Background

The North Branch City Council approved the Final Plat for Riverside Villas (“Development”) on September 28, 2021, and entered into a Subdivision Agreement (“Agreement”) for the Development, also on September 28, 2021. The Developer completed the public improvements (“Improvements”) as required by the Agreement, and offered to dedicate the Improvements on December 12, 2023, entering the one (1) year warranty period. The Developer has satisfactorily completed the warranty period and has requested the City return all remaining security and escrow specific to the Development. Additionally, the release of financial security and escrow means the public portion of the project is complete, allowing the City to release the Developer from its terms, conditions and obligations as outlined in the Agreement. Because the Agreement is recorded with Chisago County, the City must approve a resolution and document for recording, releasing the Developer from the Agreement.

Staff Recommendation

City staff recommend accepting, releasing and returning to the developer the financial securities and remaining escrow balance for Riverside Villas.

Recommended City Council Action

Motion to approve Resolution No. R-206-2025, accepting, releasing and returning to the developer the financial securities and remaining escrow balance for Riverside Villas.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-206-2025

WHEREAS, the City of North Branch (“City”) and Graphic Homes, LLC (“Developer”) entered into a Subdivision Agreement (“Agreement”) on November 3, 2021, for the purpose of the construction of a residential subdivision, known as Riverside Villas (“Development”); and,

WHEREAS, said Agreement for the Development was submitted to and recorded with Chisago County on November 3, 2021, as Document No. 652333; and,

WHEREAS, the public improvements (“Improvements”) are complete and have been accepted by the City, and the remaining financial securities and escrow were authorized for release and return to the Developer, pursuant to Resolution No. R-206-2025, as approved by the City Council on July 22, 2025; and,

WHEREAS, the City has reviewed the Agreement and has determined all terms and conditions described therein have been satisfied by the Developer and that the improvements related to the Development are deemed complete.

the Mayor and City Clerk are hereby authorized to release the Development and Subdivision Agreement for Riverside Villas with Graphic Homes, Inc as described in Exhibit A.

ADOPTED this 22nd day of July 2025.

Approved:

Kevin Schieber, Mayor

Attested:

Matthew Hill, City Administrator

EXHIBIT A
RELEASE OF
PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT
FOR RIVERSIDE VILLAS
WITH GRAPHIC HOMES, INC

The City of North Branch hereby states the Developer, Graphic Homes, Inc, has met the conditions of that certain Development and Subdivision Agreement entered into on the 28th day of September 2021, between the City of North Branch and Graphic Homes, Inc for the construction of a residential subdivision, known as Riverside Villas, which was recorded with Chisago County on November 3, 2021 (Document No. 652333).

The legal description of the property subject to the Development and Subdivision Agreement is as follows:

Lots 1-7, Block 1, Lots 1-5, Block 2, and Outlots A and B Riverside Villas, Chisago County, Minnesota

The City hereby RELEASES the Developer, its successors and assigns, from the terms and conditions of said Development and Subdivision Agreement (Document No. 652333).

CITY OF NORTH BRANCH

Kevin Schieber

Mayor

Matthew Hill

STATE OF MINNESOTA)

) ss.

COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____,
2025 by Kevin Schieber and Matthew Hill, the Mayor and City Administrator respectively, of the City of
North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to
the authority granted by its City Council.

Notary Public



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 07/16/2025

Board & Commission: City Council

Subject: Resolution R-211-2025 Approving Co.Rd. 30 Project Pay Request #2

The County Road 30 reconstruction and trail project is underway and Chisago County has submitted pay request #2 for this project. The quantities completed to date have been reviewed and agreed upon by Chisago County and the Contractor and our engineering firm WSB, and have recommended the approval of construction pay voucher No. 2 for Chisago County in the amount of \$74,958.37. The amount reflects work done through June 2, 2025 with a 5% retainage applied. I am asking council to consider a motion to approve this pay request as presented.

Project Background:

The City is partnering with Chisago County for the construction of a trail and crosswalk improvements along the west side of CSAH 30 from Maple Street to 377th Street and a roundabout improvement at the intersection of CSAH 30 and 377th Street. These improvements are included as part of the overall CSAH 30 Improvement project from Maple Street to Co Rd 17.

The City Council approved a letter of understanding (LOU) between Chisago County and the City for the project that outlined the roles and responsibilities for each entity for the project at the September 24, 2024, meeting and approved the plans and specs and authorized obtaining bids at the same meeting.

Chisago County obtained bids and awarded Knife River Corporation the contract with the low quote for the project in the amount of \$6,586,316.60. The City Council approved the award of the low bid and the city's contribution to the project at the October 26, 2024 meeting with the City's contribution for the project would be \$1,718,103.56 with a breakdown of the costs below. The project is bid on unit quantities and final project cost will be based on actual quantities used. The city requires a 5% contingency for all projects. The funding for the project was identified in the 2025 budget discussions and through srts grant funding.

CSAH 30 SRTS CITY COSTS

Total	\$1,718,103.56	Funding Source
City	\$1,145,628.06	Reserves
SRTS	\$322,475.50	Grant
Developer	\$250,000.00	Developer

The developer conducted and EAW for the Townsedge development that required the installation of turn lanes on CSAH 30 to the development. The developer has agreed to contribute funds to the cost of the construction of the roundabout in lieu of the installation of the turn lanes. The cost share agreement with developer, Graphic Homes, inc (CR Real Estate LLC) would outline the roles and responsibilities for the proposed improvements. The cost share agreement is being finalized and will provided asap.

Voting Requirements:

Voting Options	Simple Majority
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STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-211-2025

Resolution R-211-2025 Approving Co.Rd. 30 Project Pay Request #2

WHEREAS, pursuant to City Council Authorization on February 11, 2025 this project was approved, and the project was awarded to Knife River Corporation and the city is partnering with Chisago County Public Works on this project, and the city cost for this project will be \$1,718,103.56. Our funding break down is as follows, received a safe routes to school grant in the amount of \$250,000.00,, the developer Graphic Homes Inc. will pay \$250,000, and the balance of \$1,145,628.06 will come from city reserves.

WHEREAS, Chisago County has submitted pay voucher no.2 in the amount \$74,958.37, and the quantities have been reviewed and approved by both the contractor, Chisago County, and the City's Engineer WSB and Associates as accurate,

Now, Therefore, Be It Resolved That: The City of North Branch Council approve Pay Request number 2 in the amount of \$74,958.37 to Chisago County as outlined in the said report for the Co.Rd. 30 reconstruction and trail project.

ADOPTED this 22nd day of July 2025.

Approved:

Kevin Schieber, Mayor

Attested:



July 15, 2025

Mr. Shawn Williams
City of North Branch
PO Box 910
North Branch, MN 55056

Re: CSAH 30 (Forest Blvd) & Safe Routes to School Trail Project
City of North Branch, MN
WSB Project No. 021646-000

Dear Mr. Williams:

Please find enclosed Construction Pay Voucher No. 2 for the above referenced project in the amount of \$74,958.37. The quantities completed to date have been reviewed and agreed upon by Chisago County and the contractor, and we hereby recommend that the City of North Branch approve Construction Pay Voucher No. 2 for Chisago County.

The amount indicated above reflects work certified through June 2, 2025, with a 5% retainage applied. Please include one executed copy with the payment to Chisago County and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.388.9652.

Sincerely,

WSB

Justin Messner PE
Director, Municipal Services

Attachments

CSAH 30 Improvements - Pay Voucher #2

Item No.	Description	Unit	Unit Price			50% CHISAGO COUNTY SAP 013-630-021 50% CITY OF NORTH BRANCH SAP 225-102-004			SAP 225-591-007 CITY OF NORTH BRANCH			CITY OF NORTH BRANCH					
				NORTH BRANCH TOTAL		ROADWAY		STORM SEWER		SAFE ROUTES TO SCHOOL							
				Contract Quantity	Total Cost	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date
2021.501	MOBILIZATION	LUMP SUM	\$460,000.00	0.19	\$85,100.00	0.13			0.04			0.05	0.04	\$18,400.00	0.05	0.05	\$23,000.00
2051.501	MAINT AND RESTORATION OF HAUL ROADS	LUMP SUM	\$10,500.00														
2101.502	CLEARING	EACH	\$199.00	50.50	\$10,049.50	1	1	\$199.00				50	58	\$11,542.00			
2101.502	GRUBBING	EACH	\$199.00	50.50	\$10,049.50	1	1	\$199.00				50	57	\$11,343.00			
2101.505	CLEARING	ACRE	\$2,501.00	0.35	\$875.35	0.5	0.5	\$1,250.50				0.1	0.1	\$250.10			
2101.505	GRUBBING	ACRE	\$2,501.00	0.35	\$875.35	0.5	0.5	\$1,250.50				0.1	0.1	\$250.10			
2104.502	REMOVE BOX CULVERT	EACH	\$3,700.00														
2104.502	REMOVE BOX CULVERT END	EACH	\$3,700.00														
2104.502	REMOVE GATE VALVE AND BOX	EACH	\$1,800.00	3.00	\$5,400.00	2						2	1	\$1,800.00			
2104.502	REMOVE HYDRANT	EACH	\$1,500.00	3.00	\$4,500.00	2						2	1	\$1,500.00			
2104.502	REMOVE DELINEATOR / MARKER	EACH	\$175.00														
2104.502	REMOVE SIGN	EACH	\$25.00	2.50	\$62.50	1	1	\$25.00							2	2	\$50.00
2104.502	REMOVE LIGHT FOUNDATION	EACH	\$150.00	0.50	\$75.00	1	1	\$150.00									
2104.502	SALVAGE LIGHTING UNIT	EACH	\$635.32	0.50	\$317.66	1	1	\$635.32									
2104.502	SALVAGE SIGN	EACH	\$25.00														
2104.502	SALVAGE MAIL BOX SUPPORT	EACH	\$200.00	5.00	\$1,000.00	2									4		
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$6.00	12.00	\$72.00	24	24	\$144.00									
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$1.90	110.00	\$209.00							70	160	\$304.00	40	33	\$62.70
2104.503	REMOVE PIPE CULVERTS	LIN FT	\$17.00	54.00	\$918.00	108											
2104.503	REMOVE WATER MAIN	LIN FT	\$15.00	110.00	\$1,650.00										110		
2104.503	REMOVE CURB AND GUTTER	LIN FT	\$4.50	118.00	\$531.00							78	15	\$67.50	40		
2104.503	REMOVE GUARDRAIL-PLATE BEAM	LIN FT	\$18.00														
2104.503	REMOVE STEEL CASING	LIN FT	\$10.00	100.00	\$1,000.00										100		
2104.503	REMOVE TENSION CABLE GUARDRAIL	LIN FT	\$20.00														
2104.504	REMOVE PAVEMENT	SQ YD	\$2.00	1173.00	\$2,346.00	2346											
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$2.75														
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$2.00	170.00	\$340.00							161			9		
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.00	2005.50	\$4,011.00	2861	3425	\$6,850.00							575		
2104.518	REMOVE BITUMINOUS WALK	SQ FT	\$2.00	5017.50	\$10,035.00	10035											
2104.518	REMOVE CONCRETE WALK	SQ FT	\$2.00	733.00	\$1,466.00										733		
2104.602	REMOVE SIGN SPECIAL	EACH	\$25.00	0.50	\$12.50	1	1	\$25.00									
2104.602	SALVAGE SIGN SPECIAL	EACH	\$25.00														
2104.602	SALVAGE SIGN PANEL SPECIAL	EACH	\$25.00														
2106.507	EXCAVATION - COMMON	CU YD	\$6.00	6587.50	\$39,525.00	4649						3103	1412	\$8,472.00	1160		
2106.507	EXCAVATION - SUBGRADE	CU YD	\$8.50	2605.00	\$22,142.50	3510									850		
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$11.50	3256.00	\$37,444.00	4794									859		
2106.507	SELECT GRANULAR EMBANKMENT MOD 10% (CV)	CU YD	\$11.50														
2106.507	COMMON EMBANKMENT (CV)	CU YD	\$8.00	8255.00	\$66,040.00	1278						7277			339		
2106.601	DEWATERING	LUMP SUM	\$42,000.00														
2130.523	WATER	M GALLON	\$50.00														
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	\$42.00	1953.00	\$82,026.00	1630						801			337		
2221.509	SHOULDER BASE AGGREGATE CLASS 5 MOD	TON	\$44.50														
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	\$1.80														
2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GALLON	\$6.00														
2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$2.50	323.50	\$808.75	403									122		

CSAH 30 Improvements - Pay Voucher #2

Item No.	Description	Unit	Unit Price			50% CHISAGO COUNTY SAP 013-630-021 50% CITY OF NORTH BRANCH SAP 225-102-004						SAP 225-591-007 CITY OF NORTH BRANCH			CITY OF NORTH BRANCH		
				NORTH BRANCH TOTAL		ROADWAY			STORM SEWER			SAFE ROUTES TO SCHOOL					
				Contract Quantity	Total Cost	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	\$67.00	151.50	\$10,150.50	303											
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	\$82.00	672.50	\$55,145.00	605							36			334	
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (4;F)	TON	\$114.00	238.50	\$27,189.00	477											
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (4;F)	TON	\$106.00	119.50	\$12,667.00	239											
2411.507	STRUCTURE EXCAVATION CLASS E	CU YD	\$10.00														
2412.502	9X4 PRECAST CONCRETE BOX CULVERT END SECTION	EACH	\$12,000.00														
2412.503	9X4 PRECAST CONCRETE BOX CULVERT	LIN FT	\$1,650.00														
2451.507	GRANULAR BEDDING (CV)	CU YD	\$11.50														
2501.502	18" GS PIPE APRON	EACH	\$300.00														
2501.502	15" RC PIPE APRON	EACH	\$2,700.00														
2501.502	18" RC PIPE APRON	EACH	\$2,900.00														
2501.502	24" RC PIPE APRON	EACH	\$3,200.00														
2501.502	30" RC PIPE APRON	EACH	\$3,400.00	1.00	\$3,400.00				2								
2501.502	36" RC PIPE APRON	EACH	\$3,800.00														
2501.502	15" RC SAFETY APRON	EACH	\$2,775.00	1.00	\$2,775.00				2								
2501.502	18" RC SAFETY APRON	EACH	\$2,950.00														
2501.503	18" CAS PIPE CULVERT	LIN FT	\$38.00														
2501.503	18" RC PIPE CULVERT DESIGN 3006 CLASS III	LIN FT	\$46.00	9.00	\$414.00										9		
2501.503	24" RC PIPE CULVERT DESIGN 3006 CLASS III	LIN FT	\$57.50														
2502.503	4" PERF TP PIPE DRAIN	LIN FT	\$18.00	100.00	\$1,800.00	200											
2503.503	12" PVC PIPE SEWER	LIN FT	\$54.00	280.00	\$15,120.00											280	
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$38.10	681.50	\$25,965.15				1363								
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$42.40														
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$52.50														
2503.503	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$73.00	235.00	\$17,155.00				470								
2503.503	36" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	\$101.40														
2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	\$4,500.00	1.00	\$4,500.00										1		
2503.603	20" STEEL CASING PIPE	LIN FT	\$140.00	90.00	\$12,600.00										90		
2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$4,000.00	4.00	\$16,000.00										4	1	\$4,000.00
2504.602	HYDRANT	EACH	\$7,600.00	4.00	\$30,400.00										4	1	\$7,600.00
2504.602	ADJUST HYDRANT AND GATE VALVE	EACH	\$1,500.00	1.00	\$1,500.00							1					
2504.602	ADJUST GATE VALVE AND BOX	EACH	\$500.00	1.00	\$500.00	2											
2504.602	6" GATE VALVE AND BOX	EACH	\$2,884.00	4.00	\$11,536.00										4	1	\$2,884.00
2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$54.00	44.00	\$2,376.00										44	20	\$1,080.00
2504.603	10" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$84.00	170.00	\$14,280.00										170		
2504.603	16" STEEL CASING PIPE	LIN FT	\$100.00	150.00	\$15,000.00										150		
2506.502	CASTING ASSEMBLY	EACH	\$1,000.00	11.00	\$11,000.00				18						2		
2506.502	ADJUST FRAME AND RING CASTING	EACH	\$950.00	1.00	\$950.00										1		
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	LIN FT	\$960.00	6.10	\$5,856.00				12.2								
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$705.00	44.20	\$31,161.00				88.4								
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$600.00	5.45	\$3,270.00				10.9								
2506.602	ADJUST FRAME AND RING CASTING (SPECIAL)	EACH	\$650.00	0.50	\$325.00	1											
2506.603	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	LIN FT	\$600.00	10.50	\$6,300.00										10.5		
2506.603	RECONSTRUCT DRAINAGE STRUCTURE SPECIAL	LIN FT	\$516.00	6.20	\$3,199.20										6.2		
2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	\$3.80														

CSAH 30 Improvements - Pay Voucher #2

Item No.	Description	Unit	Unit Price			50% CHISAGO COUNTY SAP 013-630-021 50% CITY OF NORTH BRANCH SAP 225-102-004						SAP 225-591-007 CITY OF NORTH BRANCH			CITY OF NORTH BRANCH			
				NORTH BRANCH TOTAL		ROADWAY			STORM SEWER			SAFE ROUTES TO SCHOOL						
				Contract Quantity	Total Cost	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity
2511.507	RANDOM RIPRAP CLASS I	CU YD	\$125.00															
2511.507	RANDOM RIPRAP CLASS II	CU YD	\$125.00	4.10	\$512.50				8.2									
2511.507	RANDOM RIPRAP CLASS III	CU YD	\$120.00															
2521.518	4" CONCRETE WALK	SQ FT	\$5.79	11461.00	\$66,359.19	14310							3546			760		
2521.518	7" CONCRETE WALK	SQ FT	\$13.35	1762.50	\$23,529.38	3525												
2521.518	3" BITUMINOUS WALK	SQ FT	\$1.75	43632.00	\$76,356.00	11408							37928					
2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	EACH	\$8.50	76.50	\$650.25	33							60					
2521.618	CONCRETE CURB RAMP WALK	SQ FT	\$9.50	3111.50	\$29,559.25	1619							2302					
2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	\$24.50	107.00	\$2,621.50											107		
2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	\$20.25	745.00	\$15,086.25	286							32			570		
2531.503	CONCRETE CURB AND GUTTER DESIGN R424	LIN FT	\$26.50	187.00	\$4,955.50	374												
2531.503	CONCRETE CURB AND GUTTER DESIGN S524	LIN FT	\$22.75	1843.50	\$41,939.63	3687												
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$71.00															
2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$84.00	125.00	\$10,500.00											125		
2531.618	TRUNCATED DOMES	SQ FT	\$50.00	500.00	\$25,000.00	160							420					
2540.602	INSTALL MAIL BOX SUPPORT	EACH	\$275.00	5.00	\$1,375.00	2										4		
2545.502	LIGHTING UNIT TYPE 9-30	EACH	\$3,801.18	5.50	\$20,906.49	11												
2545.502	LIGHT FOUNDATION DESIGN E	EACH	\$1,052.09	0.50	\$526.05	1												
2545.502	LIGHT FOUNDATION DESIGN STEEL E	EACH	\$1,440.28	5.50	\$7,921.54	11												
2545.502	SERVICE CABINET -TYPE L1	EACH	\$9,718.81	0.50	\$4,859.41	1												
2545.502	SERVICE EQUIPMENT	EACH	\$1,326.23	0.50	\$663.12	1												
2545.502	EQUIPMENT PAD B	EACH	\$1,140.75	0.50	\$570.38	1												
2545.503	2" NON-METALLIC CONDUIT	LIN FT	\$4.79	750.00	\$3,592.50	1500												
2545.503	UNDERGROUND WIRE 1/C 8 AWG	LIN FT	\$1.14	3250.00	\$3,705.00	6500												
2545.602	INSTALL LIGHTING UNIT	EACH	\$1,123.50	0.50	\$561.75	1												
2554.502	GUIDE POST TYPE B	EACH	\$85.00	2.00	\$170.00				4									
2557.503	WIRE FENCE DESIGN 48V-9322	LIN FT	\$80.00															
2563.601	TRAFFIC CONTROL	LUMP SUM	\$34,000.00	0.19	\$6,290.00	0.13			0.04				0.05	0.04	\$1,360.00	0.05	0.05	\$1,700.00
2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UNIT DAY	\$75.00															
2563.618	CONSTRUCTION SIGN SPECIAL	SQ FT	\$200.00															
2564.602	INSTALL SIGN	EACH	\$450.00															
2564.602	INSTALL SIGN SPECIAL	EACH	\$250.00															
2564.602	INSTALL SIGN PANEL SPECIAL	EACH	\$250.00															
2564.602	DELINEATOR / MARKER	EACH	\$350.00	1.00	\$350.00	2												
2564.602	DELINEATOR / MARKER PANEL	EACH	\$95.00	5.00	\$475.00	4										3		
2564.618	SIGN	SQ FT	\$73.50	154.50	\$11,355.75	173										68		
2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	\$1,097.52															
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	\$26,666.16	1.50	\$39,999.24	1										1		
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$1,500.00															
2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$765.34															
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$200.00	12.00	\$2,400.00	16										4	1	\$200.00
2573.502	CULVERT END CONTROLS	EACH	\$220.00	8.00	\$1,760.00								8					

CSAH 30 Improvements - Pay Voucher #2

Item No.	Description	Unit	Unit Price			50% CHISAGO COUNTY SAP 013-630-021 50% CITY OF NORTH BRANCH SAP 225-102-004			SAP 225-591-007 CITY OF NORTH BRANCH			CITY OF NORTH BRANCH					
				NORTH BRANCH TOTAL		ROADWAY		STORM SEWER		SAFE ROUTES TO SCHOOL							
				Contract Quantity	Total Cost	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date	Contract Quantity	Quantity To Date	Amount To Date
2573.503	SILT FENCE, TYPE MS	LIN FT	\$1.95	1126.00	\$2,195.70	474	405	\$789.75				889	746	\$1,454.70			
2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LIN FT	\$2.35	1235.50	\$2,903.43	729	420	\$987.00				597	656	\$1,541.60	274	420	\$987.00
2573.602	TEMPORARY STREAM DIVERSION SYSTEM	EACH	\$10,000.00														
2574.508	FERTILIZER TYPE 3	POUND	\$0.74	783.50	\$579.79	549						404			105		
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	\$1.70	6686.00	\$11,366.20							5450	837	\$1,422.90	1236		
2575.505	SEEDING	ACRE	\$525.00	3.35	\$1,758.75	1.9						1.8			0.6		
2575.505	DISK ANCHORING	ACRE	\$175.00	1.25	\$218.75	1.5									0.5		
2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	\$0.91	4183.00	\$3,806.53	1306						3420			110		
2575.509	MULCH MATERIAL TYPE 3	TON	\$650.00	1.60	\$1,040.00	2.2									0.5		
2575.523	RAPID STABILIZATION METHOD 3	M GALLON	\$495.00	10.00	\$4,950.00	3						8	4	\$1,980.00	0.5		
2575.608	SEED TURFGRASS	POUND	\$3.45	286.50	\$988.43	89						234			8		
2575.608	SEED MESIC INSLOPE	POUND	\$10.30	154.50	\$1,591.35	105						80			22		
2582.503	4" SOLID LINE PAINT	LIN FT	\$0.13														
2582.503	6" SOLID LINE PAINT	LIN FT	\$0.17														
2582.503	24" SOLID LINE PAINT	LIN FT	\$3.70	42.00	\$155.40										42		
2582.503	4" BROKEN LINE PAINT	LIN FT	\$0.13														
2582.503	6" DOTTED LINE PAINT	LIN FT	\$0.17														
2582.503	10" DOTTED LINE PAINT	LIN FT	\$0.40														
2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	\$0.26	776.00	\$201.76										776		
2582.503	4" SOLID LINE PAINT GROUND IN (WR)	LIN FT	\$1.10	1008.50	\$1,109.35	1543									237		
2582.503	6" SOLID LINE PAINT GROUND IN (WR)	LIN FT	\$1.30	1020.50	\$1,326.65	2041											
2582.503	6" DOTTED LINE PAINT GROUND IN (WR)	LIN FT	\$1.30	11.50	\$14.95	23											
2582.503	12" DOTTED LINE PREFORM THERMO GROUND IN	LIN FT	\$20.00	64.50	\$1,290.00	43									43		
2582.518	PAVEMENT MESSAGE PAINT	SQ FT	\$4.00	15.50	\$62.00	31											
2582.518	CROSSWALK PREFORM THERMOPLASTIC	SQ FT	\$13.00														
2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	SQ FT	\$15.00	270.00	\$4,050.00	180									180		
TOTAL					\$1,175,575.14			\$12,505.07						\$61,687.90			\$41,563.70

50% Split = \$6,252.54

50% Split =

Less 5% Retainage = \$5,939.91

Less 5% Retainage =

Less 5% Retainage = \$58,603.51

Less 5% Retainage = \$39,485.52

Total Amount to Date = \$104,028.94

Less Previoius Payments = \$29,070.57

Total Due This Pay Voucher = \$74,958.37



JOE TRIPLETT, P.E., DIRECTOR / ENGINEER

To: City of North Branch
6408 Elm Street
North Branch, MN 55056

INVOICE

Date: 7/2/2025

Quantity	Description	Price	Amount
	Project: SAP 013-630-021 / CSAH 30		
1	Pay Estimate #2 - RAB Split	3253.75	3,253.75
1	Pay Estimate #2 - SRTS	33453.82	33,453.82
1	Pay Estimate #2 - City Funds	38250.80	38,250.80
			\$ 74,958.37
			\$ -
	Total		\$ 74,958.37

All accounts must be paid within 30 days

Make Check Payable to: Chisago County Finance

Please Mail to: Chisago County Public Works
313 North Main Street, Room 400
Center City, MN 55012

06/04/2025

RTH MU



Chisago County Public Works Department
313 North Main Street, Room 400
Center City, MN 55012
Main: (651) 213-8700

RECEIVED

JUN 04 2025

Chisago County Public Works

Contract Number: SAP 013-630-021
Pay Request Number: 2

Project Number	Project Description
SAP 021-030-021	CSAH 30 Improvement Project

Contractor: Knife River Corporation 4787 Shadowwood Dr NE Sauk Rapids, MN 56379	Vendor Number: N/A Up To Date: 06/02/2025
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Contract Amount

Funds Encumbered

Original Contract	\$6,586,316.60	Original	\$6,586,316.60
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$6,586,316.60	Total	\$6,586,316.60

Work Certified To Date

Base Bid Items	\$1,110,357.73
Contract Changes	\$
Material On Hand	\$0.00
Total	\$1,110,357.73

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$923,670.16	\$1,110,357.73	\$55,517.89	\$177,353.19	\$877,486.65	\$1,054,839.84
Percent Retained: 5%			Percent Complete: 16.86%		

IPS = 03.325.6605

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By: BEN HOBERT

Approved By: Tom Dobrick

Signature: Ben Hobert

Signature: Tom Dobrick

Chisago County Project Engineer

Knife River Corporation Project Manager

Date: 6/3/2025

Date: 6/4/25



Chisago County Public Works Department
 313 North Main Street, Room 400
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Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-05-02	\$186,687.57	\$9,334.38	\$177,353.19
2	2025-06-02	\$923,670.16	\$46,183.51	\$877,486.65

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Reconstruction		\$655,304.96	\$32,765.25	\$104,042.28	\$518,497.43	\$622,539.71
Storm Sewer		\$339,296.10	\$16,964.81	\$41,554.18	\$280,777.11	\$322,331.29
Roadway		\$12,505.07	\$625.26	\$5,372.32	\$6,507.49	\$11,879.81
3 - SRTS		\$61,687.90	\$3,084.39	\$25,149.69	\$33,453.82	\$58,603.51
4 - City Local		\$41,563.70	\$2,078.18	\$1,234.72	\$38,250.80	\$39,485.52

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1 - County Part	Regular (CSAH) (SAAS Act. # 70)	\$799,274.54	\$4,863,273.04	\$4,863,273.04	\$944,871.00
2 - RAB Split	Local / Other[1]	\$6,507.49	\$1,094,936.84	\$1,094,936.84	\$11,879.81
3 - SRTS	Municipal (MSAS > 5000) (SAAS Act.# 90)	\$33,453.82	\$322,475.50	\$322,475.50	\$58,603.51
4 - City Local Funds	Municipal (MSAS > 5000) (SAAS Act.# 90)	\$38,250.80	\$305,631.22	\$305,631.22	\$39,485.52

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	1	0.75	\$345,000.00	0.75	\$345,000.00
Base Bid	2	2051.501/00010 MAINT AND RESTORATION OF HAUL ROADS (LUMP SUM)	\$10,500.00	1	0	\$0.00	0	\$0.00
Base Bid	3	2101.502/00020 CLEARING (EACH)	\$199.00	51	0	\$0.00	59	\$11,741.00
Base Bid	4	2101.502/00030 GRUBBING (EACH)	\$199.00	51	0	\$0.00	58	\$11,542.00
Base Bid	5	2101.505/00020 CLEARING (ACRE)	\$2,501.00	0.7	0	\$0.00	0.7	\$1,750.70
Base Bid	6	2101.505/00030 GRUBBING (ACRE)	\$2,501.00	0.7	0	\$0.00	0.7	\$1,750.70



Chisago County Public Works Department
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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	7	2104.502/00090 REMOVE BOX CULVERT (EACH)	\$3,700.00	2	0	\$0.00	0	\$0.00
Base Bid	8	2104.502/00100 REMOVE BOX CULVERT END (EACH)	\$3,700.00	4	0	\$0.00	0	\$0.00
Base Bid	9	2104.502/00850 REMOVE GATE VALVE AND BOX (EACH)	\$1,800.00	4	1	\$1,800.00	1	\$1,800.00
Base Bid	10	2104.502/00880 REMOVE HYDRANT (EACH)	\$1,500.00	4	1	\$1,500.00	1	\$1,500.00
Base Bid	11	2104.502/01185 REMOVE DELINEATOR / MARKER (EACH)	\$175.00	5	0	\$0.00	5	\$875.00
Base Bid	12	2104.502/01220 REMOVE SIGN (EACH)	\$25.00	25	0	\$0.00	30	\$750.00
Base Bid	13	2104.502/01580 REMOVE LIGHT FOUNDATION (EACH)	\$150.00	6	0	\$0.00	6	\$900.00
Base Bid	14	2104.502/02920 SALVAGE LIGHTING UNIT (EACH)	\$635.32	6	0	\$0.00	6	\$3,811.92
Base Bid	15	2104.502/03300 SALVAGE SIGN (EACH)	\$25.00	5	0	\$0.00	5	\$125.00
Base Bid	16	2104.502/03590 SALVAGE MAIL BOX SUPPORT (EACH)	\$200.00	14	0	\$0.00	1	\$200.00
Base Bid	17	2104.503/00195 SAWING CONCRETE PAVEMENT (FULL DEPTH) (LIN FT)	\$6.00	695	0	\$0.00	697	\$4,182.00
Base Bid	18	2104.503/00205 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	\$1.90	758	0	\$0.00	834	\$1,584.60



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	19	2104.503/00255 REMOVE PIPE CULVERTS (LIN FT)	\$17.00	914	276	\$4,692.00	310	\$5,270.00
Base Bid	20	2104.503/00270 REMOVE WATER MAIN (LIN FT)	\$15.00	110	0	\$0.00	0	\$0.00
Base Bid	21	2104.503/00315 REMOVE CURB AND GUTTER (LIN FT)	\$4.50	1120	0	\$0.00	729	\$3,280.50
Base Bid	22	2104.503/00460 REMOVE GUARDRAIL-PLATE BEAM (LIN FT)	\$18.00	465	0	\$0.00	465	\$8,370.00
Base Bid	23	2104.503/00820 REMOVE STEEL CASING (LIN FT)	\$10.00	100	0	\$0.00	0	\$0.00
Base Bid	24	2104.503/01150 REMOVE TENSION CABLE GUARDRAIL (LIN FT)	\$20.00	505	0	\$0.00	405	\$8,100.00
Base Bid	25	2104.504/00070 REMOVE PAVEMENT (SQ YD)	\$2.00	10531	0	\$0.00	4093	\$8,186.00
Base Bid	26	2104.504/00080 REMOVE CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$2.75	431	0	\$0.00	0	\$0.00
Base Bid	27	2104.504/00110 REMOVE BITUMINOUS DRIVEWAY PAVEMENT (SQ YD)	\$2.00	710	0	\$0.00	238	\$476.00
Base Bid	28	2104.504/00120 REMOVE BITUMINOUS PAVEMENT (SQ YD)	\$2.00	35469	25400	\$50,800.00	34950	\$69,900.00
Base Bid	29	2104.518/00100 REMOVE BITUMINOUS WALK (SQ FT)	\$2.00	10035	0	\$0.00	0	\$0.00



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	30	2104.518/00140 REMOVE CONCRETE WALK (SQ FT)	\$2.00	970	0	\$0.00	0	\$0.00
Base Bid	31	2104.602/00300 REMOVE SIGN SPECIAL (EACH)	\$25.00	1	0	\$0.00	1	\$25.00
Base Bid	32	2104.602/00400 SALVAGE SIGN SPECIAL (EACH)	\$25.00	7	0	\$0.00	7	\$175.00
Base Bid	33	2104.602/00500 SALVAGE SIGN PANEL SPECIAL (EACH)	\$25.00	3	0	\$0.00	3	\$75.00
Base Bid	34	2106.507 EXCAVATION - COMMON (P) (CU YD)	\$6.00	22005	3935.5	\$23,613.00	5882	\$35,292.00
Base Bid	35	2106.507 EXCAVATION - SUBGRADE (P) (CU YD)	\$8.50	20871	3524.5	\$29,958.25	5408	\$45,968.00
Base Bid	36	2106.507 SELECT GRANULAR EMBANKMENT (CV) (P) (CU YD)	\$11.50	24404	6050	\$69,575.00	6050	\$69,575.00
Base Bid	37	2106.507 SELECT GRANULAR EMBANKMENT MOD 10% (CV) (P) (CU YD)	\$11.50	1022	0	\$0.00	0	\$0.00
Base Bid	38	2106.507 COMMON EMBANKMENT (CV) (P) (CU YD)	\$8.00	13075	963	\$7,704.00	963	\$7,704.00
Base Bid	39	2106.601/00015 DEWATERING (LUMP SUM)	\$42,000.00	1	0	\$0.00	0	\$0.00
Base Bid	40	2130.523/00010 WATER (M GALLON)	\$50.00	400	34.1	\$1,705.00	34.1	\$1,705.00



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	41	2211.507 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$42.00	12188	1604	\$67,368.00	1604	\$67,368.00
Base Bid	42	2221.509/00090 SHOULDER BASE AGGREGATE CLASS 5 MOD (TON)	\$44.50	494	0	\$0.00	0	\$0.00
Base Bid	43	2232.504/00060 MILL BITUMINOUS SURFACE (2.0") (SQ YD)	\$1.80	40837	0	\$0.00	0	\$0.00
Base Bid	44	2355.506/00010 BITUMINOUS MATERIAL FOR FOG SEAL (GALLON)	\$6.00	2163	0	\$0.00	0	\$0.00
Base Bid	45	2357.506/00010 BITUMINOUS MATERIAL FOR TACK COAT (GALLON)	\$2.50	11170	0	\$0.00	0	\$0.00
Base Bid	46	2360.509/23205 TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B) (TON)	\$67.00	5102	0	\$0.00	0	\$0.00
Base Bid	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	17081	0	\$0.00	0	\$0.00
Base Bid	48	2360.509/24600 TYPE SP 12.5 WEARING COURSE MIXTURE (4,F) (TON)	\$114.00	477	0	\$0.00	0	\$0.00
Base Bid	49	2360.509/24605 TYPE SP 12.5 NON WEARING COURSE MIXTURE (4,F) (TON)	\$106.00	239	0	\$0.00	0	\$0.00
Base Bid	50	2411.507/04000 STRUCTURE EXCAVATION CLASS E (CU YD)	\$10.00	2743	0	\$0.00	0	\$0.00
Base Bid	51	2412.502/09050 9X4 PRECAST CONCRETE BOX CULVERT END SECTION (EACH)	\$12,000.00	2	0	\$0.00	0	\$0.00



Chisago County Public Works Department
313 North Main Street, Room 400
Center City, MN 55012
Main: (651) 213-8700

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	52	2412.503/09040 9X4 PRECAST CONCRETE BOX CULVERT (LIN FT)	\$1,650.00	200	0	\$0.00	0	\$0.00
Base Bid	53	2451.507/00150 GRANULAR BEDDING (CV) (CU YD)	\$11.50	183	0	\$0.00	0	\$0.00
Base Bid	54	2501.502/04018 18" GS PIPE APRON (EACH)	\$300.00	14	0	\$0.00	0	\$0.00
Base Bid	55	2501.502/05015 15" RC PIPE APRON (EACH)	\$2,700.00	2	0	\$0.00	0	\$0.00
Base Bid	56	2501.502/05018 18" RC PIPE APRON (EACH)	\$2,900.00	8	0	\$0.00	0	\$0.00
Base Bid	57	2501.502/05024 24" RC PIPE APRON (EACH)	\$3,200.00	6	0	\$0.00	0	\$0.00
Base Bid	58	2501.502/05030 30" RC PIPE APRON (EACH)	\$3,400.00	3	1	\$3,400.00	1	\$3,400.00
Base Bid	59	2501.502/05036 36" RC PIPE APRON (EACH)	\$3,800.00	1	0	\$0.00	0	\$0.00
Base Bid	60	2501.502/44015 15" RC SAFETY APRON (EACH)	\$2,775.00	2	0	\$0.00	0	\$0.00
Base Bid	61	2501.502/44018 18" RC SAFETY APRON (EACH)	\$2,950.00	2	0	\$0.00	0	\$0.00
Base Bid	62	2501.503/00018 18" CAS PIPE CULVERT (LIN FT)	\$38.00	320	0	\$0.00	0	\$0.00
Base Bid	63	2501.503/24183 18" RC PIPE CULVERT DESIGN 3006 CLASS III (LIN FT)	\$46.00	376	0	\$0.00	0	\$0.00
Base Bid	64	2501.503/24243 24" RC PIPE CULVERT DESIGN 3006 CLASS III (LIN FT)	\$57.50	300	0	\$0.00	0	\$0.00



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	65	2502.503/10040 4" PERF TP PIPE DRAIN (LIN FT)	\$18.00	600	236	\$4,248.00	236	\$4,248.00
Base Bid	66	2503.503/13120 12" PVC PIPE SEWER (LIN FT)	\$54.00	280	0	\$0.00	0	\$0.00
Base Bid	67	2503.503/19155 15" RC PIPE SEWER DESIGN 3006 CLASS V (LIN FT)	\$38.10	3307	599	\$22,821.90	599	\$22,821.90
Base Bid	68	2503.503/19183 18" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$42.40	1012	198	\$8,395.20	198	\$8,395.20
Base Bid	69	2503.503/19243 24" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$52.50	2054	1271	\$66,727.50	1544	\$81,060.00
Base Bid	70	2503.503/19303 30" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$73.00	947	105	\$7,665.00	377	\$27,521.00
Base Bid	71	2503.503/19363 36" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$101.40	267	0	\$0.00	0	\$0.00
Base Bid	72	2503.602/00310 CONNECT TO EXISTING MANHOLES (SAN) (EACH)	\$4,500.00	1	0	\$0.00	0	\$0.00
Base Bid	73	2503.603/31200 20" STEEL CASING PIPE (LIN FT)	\$140.00	90	0	\$0.00	0	\$0.00
Base Bid	74	2504.602/00010 CONNECT TO EXISTING WATER MAIN (EACH)	\$4,000.00	4	1	\$4,000.00	1	\$4,000.00
Base Bid	75	2504.602/00020 HYDRANT (EACH)	\$7,600.00	4	1	\$7,600.00	1	\$7,600.00



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Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	76	2504.602/00026 ADJUST HYDRANT AND GATE VALVE (EACH)	\$1,500.00		1	\$0.00	0	\$0.00
Base Bid	77	2504.602/00032 ADJUST GATE VALVE AND BOX (EACH)	\$500.00		2	\$0.00	0	\$0.00
Base Bid	78	2504.602/00806 6" GATE VALVE AND BOX (EACH)	\$2,884.00		4	\$2,884.00	1	\$2,884.00
Base Bid	79	2504.603/01062 6" WATERMAIN DUCTILE IRON CL 52 (LIN FT)	\$54.00		44	\$1,080.00	20	\$1,080.00
Base Bid	80	2504.603/01102 10" WATERMAIN DUCTILE IRON CL 52 (LIN FT)	\$84.00		170	\$0.00	0	\$0.00
Base Bid	81	2504.603/04160 16" STEEL CASING PIPE (LIN FT)	\$100.00		150	\$0.00	0	\$0.00
Base Bid	82	2506.502/06000 CASTING ASSEMBLY (EACH)	\$1,000.00		70	\$0.00	0	\$0.00
Base Bid	83	2506.502/06020 ADJUST FRAME AND RING CASTING (EACH)	\$950.00		2	\$0.00	0	\$0.00
Base Bid	84	2506.503/00070 CONSTRUCT DRAINAGE STRUCTURE DESIGN G (LIN FT)	\$960.00		94.2	\$36,960.00	38.5	\$36,960.00
Base Bid	85	2506.503/02420 CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 (LIN FT)	\$705.00		276.7	\$60,665.25	99.6	\$70,218.00
Base Bid	86	2506.503/03020 CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 (LIN FT)	\$600.00		26.9	\$0.00	0	\$0.00



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	87	2506.602/06450 ADJUST FRAME AND RING CASTING (SPECIAL) (EACH)	\$650.00	2	0	\$0.00	0	\$0.00
Base Bid	88	2506.603/30000 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (LIN FT)	\$600.00	10.5	0	\$0.00	0	\$0.00
Base Bid	89	2506.603/50000 RECONSTRUCT DRAINAGE STRUCTURE SPECIAL (LIN FT)	\$516.00	6.2	0	\$0.00	0	\$0.00
Base Bid	90	2511.504/00017 GEOTEXTILE FILTER TYPE 7 (SQ YD)	\$3.80	398	0	\$0.00	0	\$0.00
Base Bid	91	2511.507/00012 RANDOM RIPRAP CLASS I (CU YD)	\$125.00	7	0	\$0.00	0	\$0.00
Base Bid	92	2511.507/00013 RANDOM RIPRAP CLASS II (CU YD)	\$125.00	62.8	0	\$0.00	0	\$0.00
Base Bid	93	2511.507/00014 RANDOM RIPRAP CLASS III (CU YD)	\$120.00	400	0	\$0.00	0	\$0.00
Base Bid	94	2521.518/00040 4" CONCRETE WALK (SQ FT)	\$5.79	19101	0	\$0.00	0	\$0.00
Base Bid	95	2521.518/00070 7" CONCRETE WALK (SQ FT)	\$13.35	3525	0	\$0.00	0	\$0.00
Base Bid	96	2521.518/00130 3" BITUMINOUS WALK (SQ FT)	\$1.75	49336	0	\$0.00	0	\$0.00
Base Bid	97	2521.602/00030 DRILL AND GROUT REINF BAR (EPOXY COATED) (EACH)	\$8.50	93	0	\$0.00	0	\$0.00
Base Bid	98	2521.618/00400 CONCRETE CURB RAMP WALK (SQ FT)	\$9.50	4449	0	\$0.00	0	\$0.00



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Base Bid	99	2531.503/02310 CONCRETE CURB AND GUTTER DESIGN B612 (LIN FT)	\$24.50	270	0	\$0.00	0	\$0.00
Base Bid	100	2531.503/02320 CONCRETE CURB AND GUTTER DESIGN B624 (LIN FT)	\$20.25	9892	3026	\$61,276.50	3026	\$61,276.50
Base Bid	101	2531.503/18120 CONCRETE CURB AND GUTTER DESIGN R424 (LIN FT)	\$26.50	374	0	\$0.00	0	\$0.00
Base Bid	102	2531.503/19220 CONCRETE CURB AND GUTTER DESIGN S524 (LIN FT)	\$22.75	3687	0	\$0.00	0	\$0.00
Base Bid	103	2531.504/00060 6" CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$71.00	340	0	\$0.00	0	\$0.00
Base Bid	104	2531.504/00080 8" CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$84.00	628	0	\$0.00	0	\$0.00
Base Bid	105	2531.618/00010 TRUNCATED DOMES (SQ FT)	\$50.00	580	0	\$0.00	0	\$0.00
Base Bid	106	2540.602/00140 INSTALL MAIL BOX SUPPORT (EACH)	\$275.00	14	0	\$0.00	0	\$0.00
Base Bid	107	2545.502/09030 LIGHTING UNIT TYPE 9-30 (EACH)	\$3,801.18	11	0	\$0.00	0	\$0.00
Base Bid	108	2545.502/14080 LIGHT FOUNDATION DESIGN E (EACH)	\$1,052.09	6	0	\$0.00	0	\$0.00
Base Bid	109	2545.502/16050 LIGHT FOUNDATION DESIGN STEEL E (EACH)	\$1,440.28	11	0	\$0.00	0	\$0.00



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Base Bid	110	2545.502/21201 SERVICE CABINET -TYPE L1 (EACH)	\$9,718.81	1	0	\$0.00	0	\$0.00
Base Bid	111	2545.502/22510 SERVICE EQUIPMENT (EACH)	\$1,326.23	1	0	\$0.00	0	\$0.00
Base Bid	112	2545.502/22521 EQUIPMENT PAD B (EACH)	\$1,140.75	1	0	\$0.00	0	\$0.00
Base Bid	113	2545.503/01053 2" NON-METALLIC CONDUIT (LIN FT)	\$4.79	1500	0	\$0.00	0	\$0.00
Base Bid	114	2545.503/03080 UNDERGROUND WIRE 1/C 8 AWG (LIN FT)	\$1.14	6500	0	\$0.00	0	\$0.00
Base Bid	115	2545.602/23130 INSTALL LIGHTING UNIT (EACH)	\$1,123.50	6	0	\$0.00	0	\$0.00
Base Bid	116	2554.502/00002 GUIDE POST TYPE B (EACH)	\$85.00	21	0	\$0.00	0	\$0.00
Base Bid	117	2557.503/01223 WIRE FENCE DESIGN 48V-9322 (LIN FT)	\$80.00	50	0	\$0.00	0	\$0.00
Base Bid	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	1	0.75	\$25,500.00	0.75	\$25,500.00
Base Bid	119	2563.613/01100 PORTABLE CHANGEABLE MESSAGE SIGN (UNIT DAY)	\$75.00	100	0	\$0.00	28	\$2,100.00
Base Bid	120	2563.618/00100 CONSTRUCTION SIGN SPECIAL (SQ FT)	\$200.00	7	0	\$0.00	1	\$200.00



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Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	121	2564.602/01515 INSTALL SIGN (EACH)	\$450.00	5	0	\$0.00	0	\$0.00
Base Bid	122	2564.602/01516 INSTALL SIGN SPECIAL (EACH)	\$250.00	7	0	\$0.00	0	\$0.00
Base Bid	123	2564.602/01519 INSTALL SIGN PANEL SPECIAL (EACH)	\$250.00	3	0	\$0.00	0	\$0.00
Base Bid	124	2564.602/02340 DELINEATOR / MARKER (EACH)	\$350.00	3	0	\$0.00	0	\$0.00
Base Bid	125	2564.602/02350 DELINEATOR / MARKER PANEL (EACH)	\$95.00	13	0	\$0.00	0	\$0.00
Base Bid	126	2564.618/00010 SIGN (SQ FT)	\$73.50	682	0	\$0.00	0	\$0.00
Base Bid	127	2565.602/51717 RIGID PVC LOOP DETECTOR 6'X6' (EACH)	\$1,097.52	9	0	\$0.00	0	\$0.00
Base Bid	128	2565.616/00060 PEDESTRIAN CROSSWALK FLASHER SYSTEM (SYSTEM)	\$26,666.16	3	0	\$0.00	0	\$0.00
Base Bid	129	2573.501/00025 STABILIZED CONSTRUCTION EXIT (LUMP SUM)	\$1,500.00	1	0	\$0.00	0	\$0.00
Base Bid	130	2573.501/00030 EROSION CONTROL SUPERVISOR (LUMP SUM)	\$765.34	1	0.75	\$574.01	0.75	\$574.01
Base Bid	131	2573.502/00110 STORM DRAIN INLET PROTECTION (EACH)	\$200.00	78	0	\$0.00	14	\$2,800.00



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Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	132	2573.502/00140 CULVERT END CONTROLS (EACH)	\$220.00	17	0	\$0.00	0	\$0.00
Base Bid	133	2573.503/00023 SILT FENCE, TYPE MS (LIN FT)	\$1.95	8278	0	\$0.00	7666	\$14,948.70
Base Bid	134	2573.503/00060 SEDIMENT CONTROL LOG TYPE STRAW (LIN FT)	\$2.35	3678	119	\$279.65	3366	\$7,910.10
Base Bid	135	2573.602/00030 TEMPORARY STREAM DIVERSION SYSTEM (EACH)	\$10,000.00	1	0	\$0.00	0	\$0.00
Base Bid	136	2574.508/00013 FERTILIZER TYPE 3 (POUND)	\$0.74	3378	0	\$0.00	0	\$0.00
Base Bid	137	2575.504/00110 RAPID STABILIZATION METHOD 4 (SQ YD)	\$1.70	31170	837	\$1,422.90	837	\$1,422.90
Base Bid	138	2575.505/00021 SEEDING (ACRE)	\$525.00	12.3	0	\$0.00	0	\$0.00
Base Bid	139	2575.505/00025 DISK ANCHORING (ACRE)	\$175.00	8.4	0	\$0.00	0	\$0.00
Base Bid	140	2575.508/40006 HYDRAULIC STABILIZED FIBER MATRIX (POUND)	\$0.91	9445	0	\$0.00	0	\$0.00
Base Bid	141	2575.509/00030 MULCH MATERIAL TYPE 3 (TON)	\$650.00	12.4	0	\$0.00	0	\$0.00
Base Bid	142	2575.523/00020 RAPID STABILIZATION METHOD 3 (M GALLON)	\$495.00	22	9	\$4,455.00	9	\$4,455.00
Base Bid	143	2575.608/25080 SEED TURFGRASS (POUND)	\$3.45	645	0	\$0.00	0	\$0.00



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Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	144	2575.608/25100 SEED MESIC INSLOPE (POUND)	\$10.30	648	0	\$0.00	0	\$0.00
Base Bid	145	2582.503/10104 4" SOLID LINE PAINT (LIN FT)	\$0.13	9597	0	\$0.00	0	\$0.00
Base Bid	146	2582.503/10106 6" SOLID LINE PAINT (LIN FT)	\$0.17	44609	0	\$0.00	0	\$0.00
Base Bid	147	2582.503/10124 24" SOLID LINE PAINT (LIN FT)	\$3.70	545	0	\$0.00	0	\$0.00
Base Bid	148	2582.503/10204 4" BROKEN LINE PAINT (LIN FT)	\$0.13	3950	0	\$0.00	0	\$0.00
Base Bid	149	2582.503/10306 6" DOTTED LINE PAINT (LIN FT)	\$0.17	37	0	\$0.00	0	\$0.00
Base Bid	150	2582.503/10310 10" DOTTED LINE PAINT (LIN FT)	\$0.40	88	0	\$0.00	0	\$0.00
Base Bid	151	2582.503/10404 4" DOUBLE SOLID LINE PAINT (LIN FT)	\$0.26	6680	0	\$0.00	0	\$0.00
Base Bid	152	2582.503/20104 4" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.10	2869	0	\$0.00	0	\$0.00
Base Bid	153	2582.503/20106 6" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	3856	0	\$0.00	0	\$0.00
Base Bid	154	2582.503/20306 6" DOTTED LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	46	0	\$0.00	0	\$0.00
Base Bid	155	2582.503/76312 12" DOTTED LINE PREFORM THERMO GROUND IN (LIN FT)	\$20.00	86	0	\$0.00	0	\$0.00



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Contract Item Status

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	156	2582.518/01000 PAVEMENT MESSAGE PAINT (SQ FT)	\$4.00	1105	0	\$0.00	0	\$0.00
Base Bid	157	2582.518/08000 CROSSWALK PREFORM THERMOPLASTIC (SQ FT)	\$13.00	474	0	\$0.00	0	\$0.00
Base Bid	158	2582.518/08020 CROSSWALK PREFORM THERMOPLASTIC GROUND IN (SQ FT)	\$15.00	360	0	\$0.00	0	\$0.00
Base Bid Totals:						\$923,670.16		\$1,110,357.73

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 021-030-021		\$923,670.16	\$1,110,357.73

Contract Change Item Status

Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$1,110,357.73
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Contract Change Totals

Number	Description	Amount This Request	Amount To Date

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining



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Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconditioning	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.07	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	43	2232.504/00060 MILL BITUMINOUS SURFACE (2.0") (SQ YD)	\$1.80	36863	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	44	2355.506/00010 BITUMINOUS MATERIAL FOR FOG SEAL (GALLON)	\$6.00	2163	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	45	2357.506/00010 BITUMINOUS MATERIAL FOR TACK COAT (GALLON)	\$2.50	3326	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	4413	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.07	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	145	2582.503/10104 4" SOLID LINE PAINT (LIN FT)	\$0.13	3065	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	146	2582.503/10106 6" SOLID LINE PAINT (LIN FT)	\$0.17	25698	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	148	2582.503/10204 4" BROKEN LINE PAINT (LIN FT)	\$0.13	2610	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconditioning	150	2582.503/10310 10" DOTTED LINE PAINT (LIN FT)	\$0.40	88	0	\$0.00	0	\$0.00



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Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconditioning	156	2582.518/01000 PAVEMENT MESSAGE PAINT (SQ FT)	\$4.00	79	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.48	0.48	\$220,800.00	0.48	\$220,800.00
1 - SAP 013-630-021 / Reconstruction	2	2051.501/00010 MAINT AND RESTORATION OF HAUL ROADS (LUMP SUM)	\$10,500.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	5	2101.505/00020 CLEARING (ACRE)	\$2,501.00	0.1	0	\$0.00	0.1	\$250.10
1 - SAP 013-630-021 / Reconstruction	6	2101.505/00030 GRUBBING (ACRE)	\$2,501.00	0.1	0	\$0.00	0.1	\$250.10
1 - SAP 013-630-021 / Reconstruction	11	2104.502/01185 REMOVE DELINEATOR / MARKER (EACH)	\$175.00	5	0	\$0.00	5	\$875.00
1 - SAP 013-630-021 / Reconstruction	12	2104.502/01220 REMOVE SIGN (EACH)	\$25.00	22	0	\$0.00	27	\$675.00
1 - SAP 013-630-021 / Reconstruction	13	2104.502/01580 REMOVE LIGHT FOUNDATION (EACH)	\$150.00	5	0	\$0.00	5	\$750.00
1 - SAP 013-630-021 / Reconstruction	14	2104.502/02920 SALVAGE LIGHTING UNIT (EACH)	\$635.32	5	0	\$0.00	5	\$3,176.60
1 - SAP 013-630-021 / Reconstruction	15	2104.502/03300 SALVAGE SIGN (EACH)	\$25.00	5	0	\$0.00	5	\$125.00
1 - SAP 013-630-021 / Reconstruction	16	2104.502/03590 SALVAGE MAIL BOX SUPPORT (EACH)	\$200.00	8	0	\$0.00	1	\$200.00



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Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconstruction	17	2104.503/00195 SAWING CONCRETE PAVEMENT (FULL DEPTH) (LIN FT)	\$6.00	671	0	\$0.00	673	\$4,038.00
1 - SAP 013-630-021 / Reconstruction	18	2104.503/00205 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	\$1.90	648	0	\$0.00	641	\$1,217.90
1 - SAP 013-630-021 / Reconstruction	19	2104.503/00255 REMOVE PIPE CULVERTS (LIN FT)	\$17.00	806	276	\$4,692.00	310	\$5,270.00
1 - SAP 013-630-021 / Reconstruction	21	2104.503/00315 REMOVE CURB AND GUTTER (LIN FT)	\$4.50	1002	0	\$0.00	714	\$3,213.00
1 - SAP 013-630-021 / Reconstruction	22	2104.503/00460 REMOVE GUARDRAIL-PLATE BEAM (LIN FT)	\$18.00	465	0	\$0.00	465	\$8,370.00
1 - SAP 013-630-021 / Reconstruction	24	2104.503/01150 REMOVE TENSION CABLE GUARDRAIL (LIN FT)	\$20.00	505	0	\$0.00	405	\$8,100.00
1 - SAP 013-630-021 / Reconstruction	25	2104.504/00070 REMOVE PAVEMENT (SQ YD)	\$2.00	8185	0	\$0.00	4093	\$8,186.00
1 - SAP 013-630-021 / Reconstruction	26	2104.504/00080 REMOVE CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$2.75	431	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	27	2104.504/00110 REMOVE BITUMINOUS DRIVEWAY PAVEMENT (SQ YD)	\$2.00	540	0	\$0.00	238	\$476.00
1 - SAP 013-630-021 / Reconstruction	28	2104.504/00120 REMOVE BITUMINOUS PAVEMENT (SQ YD)	\$2.00	32033	21975	\$43,950.00	31525	\$63,050.00
1 - SAP 013-630-021 / Reconstruction	30	2104.518/00140 REMOVE CONCRETE WALK (SQ FT)	\$2.00	237	0	\$0.00	0	\$0.00



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Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconstruction	32	2104.602/00400 SALVAGE SIGN SPECIAL (EACH)	\$25.00	7	0	\$0.00	7	\$175.00
1 - SAP 013-630-021 / Reconstruction	33	2104.602/00500 SALVAGE SIGN PANEL SPECIAL (EACH)	\$25.00	3	0	\$0.00	3	\$75.00
1 - SAP 013-630-021 / Reconstruction	34	2106.507 EXCAVATION - COMMON (P) (CU YD)	\$6.00	13093	2523.5	\$15,141.00	4470	\$26,820.00
1 - SAP 013-630-021 / Reconstruction	35	2106.507 EXCAVATION - SUBGRADE (P) (CU YD)	\$8.50	16511	3524.5	\$29,958.25	5408	\$45,968.00
1 - SAP 013-630-021 / Reconstruction	36	2106.507 SELECT GRANULAR EMBANKMENT (CV) (P) (CU YD)	\$11.50	18751	6050	\$69,575.00	6050	\$69,575.00
1 - SAP 013-630-021 / Reconstruction	38	2106.507 COMMON EMBANKMENT (CV) (P) (CU YD)	\$8.00	4181	963	\$7,704.00	963	\$7,704.00
1 - SAP 013-630-021 / Reconstruction	39	2106.601/00015 DEWATERING (LUMP SUM)	\$42,000.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	40	2130.523/00010 WATER (M GALLON)	\$50.00	400	34.1	\$1,705.00	34.1	\$1,705.00
1 - SAP 013-630-021 / Reconstruction	41	2211.507 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$42.00	9420	1604	\$67,368.00	1604	\$67,368.00
1 - SAP 013-630-021 / Reconstruction	42	2221.509/00090 SHOULDER BASE AGGREGATE CLASS 5 MOD (TON)	\$44.50	494	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	43	2232.504/00060 MILL BITUMINOUS SURFACE (2.0") (SQ YD)	\$1.80	3974	0	\$0.00	0	\$0.00



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Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconstruction	45	2357.506/00010 BITUMINOUS MATERIAL FOR TACK COAT (GALLON)	\$2.50	7319	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	46	2360.509/23205 TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B) (TON)	\$67.00	4799	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	11693	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	54	2501.502/04018 18" GS PIPE APRON (EACH)	\$300.00	14	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	56	2501.502/05018 18" RC PIPE APRON (EACH)	\$2,900.00	8	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	57	2501.502/05024 24" RC PIPE APRON (EACH)	\$3,200.00	6	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	61	2501.502/44018 18" RC SAFETY APRON (EACH)	\$2,950.00	2	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	62	2501.503/00018 18" CAS PIPE CULVERT (LIN FT)	\$38.00	320	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	63	2501.503/24183 18" RC PIPE CULVERT DESIGN 3006 CLASS III (LIN FT)	\$46.00	367	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	64	2501.503/24243 24" RC PIPE CULVERT DESIGN 3006 CLASS III (LIN FT)	\$57.50	300	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	65	2502.503/10040 4" PERF TP PIPE DRAIN (LIN FT)	\$18.00	400	236	\$4,248.00	236	\$4,248.00



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1 - SAP 013-630-021 / Reconstruction	83	2506.502/06020 ADJUST FRAME AND RING CASTING (EACH)	\$950.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	87	2506.602/06450 ADJUST FRAME AND RING CASTING (SPECIAL) (EACH)	\$650.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	92	2511.507/00013 RANDOM RIPRAP CLASS II (CU YD)	\$125.00	35.8	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	94	2521.518/00040 4" CONCRETE WALK (SQ FT)	\$5.79	485	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	98	2521.618/00400 CONCRETE CURB RAMP WALK (SQ FT)	\$9.50	528	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	99	2531.503/02310 CONCRETE CURB AND GUTTER DESIGN B612 (LIN FT)	\$24.50	163	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	100	2531.503/02320 CONCRETE CURB AND GUTTER DESIGN B624 (LIN FT)	\$20.25	9004	3026	\$61,276.50	3026	\$61,276.50
1 - SAP 013-630-021 / Reconstruction	103	2531.504/00060 6" CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$71.00	340	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	104	2531.504/00080 8" CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$84.00	503	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	106	2540.602/00140 INSTALL MAIL BOX SUPPORT (EACH)	\$275.00	8	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	108	2545.502/14080 LIGHT FOUNDATION DESIGN E (EACH)	\$1,052.09	5	0	\$0.00	0	\$0.00



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1 - SAP 013-630-021 / Reconstruction	115	2545.602/23130 INSTALL LIGHTING UNIT (EACH)	\$1,123.50	5	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	116	2554.502/00002 GUIDE POST TYPE B (EACH)	\$85.00	13	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	117	2557.503/01223 WIRE FENCE DESIGN 48V-9322 (LIN FT)	\$80.00	50	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.48	0.48	\$16,320.00	0.48	\$16,320.00
1 - SAP 013-630-021 / Reconstruction	119	2563.613/01100 PORTABLE CHANGEABLE MESSAGE SIGN (UNIT DAY)	\$75.00	100	0	\$0.00	28	\$2,100.00
1 - SAP 013-630-021 / Reconstruction	120	2563.618/00100 CONSTRUCTION SIGN SPECIAL (SQ FT)	\$200.00	7	0	\$0.00	1	\$200.00
1 - SAP 013-630-021 / Reconstruction	121	2564.602/01515 INSTALL SIGN (EACH)	\$450.00	5	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	122	2564.602/01516 INSTALL SIGN SPECIAL (EACH)	\$250.00	7	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	123	2564.602/01519 INSTALL SIGN PANEL SPECIAL (EACH)	\$250.00	3	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	124	2564.602/02340 DELINEATOR / MARKER (EACH)	\$350.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	125	2564.602/02350 DELINEATOR / MARKER PANEL (EACH)	\$95.00	6	0	\$0.00	0	\$0.00



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1 - SAP 013-630-021 / Reconstruction	126	2564.618/00010 SIGN (SQ FT)	\$73.50	441	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	127	2565.602/51717 RIGID PVC LOOP DETECTOR 6'X6' (EACH)	\$1,097.52	9	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	128	2565.616/00060 PEDESTRIAN CROSSWALK FLASHER SYSTEM (SYSTEM)	\$26,666.16	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	129	2573.501/00025 STABILIZED CONSTRUCTION EXIT (LUMP SUM)	\$1,500.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	130	2573.501/00030 EROSION CONTROL SUPERVISOR (LUMP SUM)	\$765.34	1	0.750006533	\$574.01	0.750006533	\$574.01
1 - SAP 013-630-021 / Reconstruction	131	2573.502/00110 STORM DRAIN INLET PROTECTION (EACH)	\$200.00	58	0	\$0.00	13	\$2,600.00
1 - SAP 013-630-021 / Reconstruction	132	2573.502/00140 CULVERT END CONTROLS (EACH)	\$220.00	9	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	133	2573.503/00023 SILT FENCE, TYPE MS (LIN FT)	\$1.95	6915	0	\$0.00	6515	\$12,704.25
1 - SAP 013-630-021 / Reconstruction	134	2573.503/00060 SEDIMENT CONTROL LOG TYPE STRAW (LIN FT)	\$2.35	2078	0	\$0.00	1870	\$4,394.50
1 - SAP 013-630-021 / Reconstruction	136	2574.508/00013 FERTILIZER TYPE 3 (POUND)	\$0.74	2320	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	137	2575.504/00110 RAPID STABILIZATION METHOD 4 (SQ YD)	\$1.70	24484	0	\$0.00	0	\$0.00



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Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconstruction	138	2575.505/00021 SEEDING (ACRE)	\$525.00	8	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	139	2575.505/00025 DISK ANCHORING (ACRE)	\$175.00	6.4	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	140	2575.508/40006 HYDRAULIC STABILIZED FIBER MATRIX (POUND)	\$0.91	4609	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	141	2575.509/00030 MULCH MATERIAL TYPE 3 (TON)	\$650.00	9.7	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	142	2575.523/00020 RAPID STABILIZATION METHOD 3 (M GALLON)	\$495.00	10.5	5	\$2,475.00	5	\$2,475.00
1 - SAP 013-630-021 / Reconstruction	143	2575.608/25080 SEED TURFGRASS (POUND)	\$3.45	314	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	144	2575.608/25100 SEED MESIC INSLOPE (POUND)	\$10.30	441	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	145	2582.503/10104 4" SOLID LINE PAINT (LIN FT)	\$0.13	6532	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	146	2582.503/10106 6" SOLID LINE PAINT (LIN FT)	\$0.17	18911	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	147	2582.503/10124 24" SOLID LINE PAINT (LIN FT)	\$3.70	503	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	148	2582.503/10204 4" BROKEN LINE PAINT (LIN FT)	\$0.13	1340	0	\$0.00	0	\$0.00



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Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1 - SAP 013-630-021 / Reconstruction	149	2582.503/10306 6" DOTTED LINE PAINT (LIN FT)	\$0.17	37	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	151	2582.503/10404 4" DOUBLE SOLID LINE PAINT (LIN FT)	\$0.26	5904	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	152	2582.503/20104 4" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.10	1089	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	153	2582.503/20106 6" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	1815	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	154	2582.503/20306 6" DOTTED LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	23	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	156	2582.518/01000 PAVEMENT MESSAGE PAINT (SQ FT)	\$4.00	995	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Reconstruction	157	2582.518/08000 CROSSWALK PREFORM THERMOPLASTIC (SQ FT)	\$13.00	474	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.18	0.18	\$82,800.00	0.18	\$82,800.00
1 - SAP 013-630-021 / Storm Sewer	7	2104.502/00090 REMOVE BOX CULVERT (EACH)	\$3,700.00	2	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	8	2104.502/00100 REMOVE BOX CULVERT END (EACH)	\$3,700.00	4	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	37	2106.507 SELECT GRANULAR EMBANKMENT MOD 10% (CV) (P) (CU YD)	\$11.50	1022	0	\$0.00	0	\$0.00



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1 - SAP 013-630-021 / Storm Sewer	50	2411.507/04000 STRUCTURE EXCAVATION CLASS E (CU YD)	\$10.00	2743	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	51	2412.502/09050 9X4 PRECAST CONCRETE BOX CULVERT END SECTION (EACH)	\$12,000.00	2	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	52	2412.503/09040 9X4 PRECAST CONCRETE BOX CULVERT (LIN FT)	\$1,650.00	200	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	53	2451.507/00150 GRANULAR BEDDING (CV) (CU YD)	\$11.50	183	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	55	2501.502/05015 15" RC PIPE APRON (EACH)	\$2,700.00	2	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	58	2501.502/05030 30" RC PIPE APRON (EACH)	\$3,400.00	1	1	\$3,400.00	1	\$3,400.00
1 - SAP 013-630-021 / Storm Sewer	59	2501.502/05036 36" RC PIPE APRON (EACH)	\$3,800.00	1	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	67	2503.503/19155 15" RC PIPE SEWER DESIGN 3006 CLASS V (LIN FT)	\$38.10	1944	599	\$22,821.90	599	\$22,821.90
1 - SAP 013-630-021 / Storm Sewer	68	2503.503/19183 18" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$42.40	1012	198	\$8,395.20	198	\$8,395.20
1 - SAP 013-630-021 / Storm Sewer	69	2503.503/19243 24" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$52.50	2054	1271	\$66,727.50	1544	\$81,060.00
1 - SAP 013-630-021 / Storm Sewer	70	2503.503/19303 30" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$73.00	477	105	\$7,665.00	377	\$27,521.00
1 - SAP 013-630-021 / Storm Sewer	71	2503.503/19363 36" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$101.40	267	0	\$0.00	0	\$0.00



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1 - SAP 013-630-021 / Storm Sewer	82	2506.502/06000 CASTING ASSEMBLY (EACH)	\$1,000.00	50	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	84	2506.503/00070 CONSTRUCT DRAINAGE STRUCTURE DESIGN G (LIN FT)	\$960.00	82	38.5	\$36,960.00	38.5	\$36,960.00
1 - SAP 013-630-021 / Storm Sewer	85	2506.503/02420 CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 (LIN FT)	\$705.00	188.3	86.05	\$60,665.25	99.6	\$70,218.00
1 - SAP 013-630-021 / Storm Sewer	86	2506.503/03020 CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 (LIN FT)	\$600.00	16	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	90	2511.504/00017 GEOTEXTILE FILTER TYPE 7 (SQ YD)	\$3.80	398	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	91	2511.507/00012 RANDOM RIPRAP CLASS I (CU YD)	\$125.00	7	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	92	2511.507/00013 RANDOM RIPRAP CLASS II (CU YD)	\$125.00	18.8	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	93	2511.507/00014 RANDOM RIPRAP CLASS III (CU YD)	\$120.00	400	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	116	2554.502/00002 GUIDE POST TYPE B (EACH)	\$85.00	4	0	\$0.00	0	\$0.00
1 - SAP 013-630-021 / Storm Sewer	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.18	0.18	\$6,120.00	0.18	\$6,120.00
1 - SAP 013-630-021 / Storm Sewer	135	2573.602/00030 TEMPORARY STREAM DIVERSION SYSTEM (EACH)	\$10,000.00	1	0	\$0.00	0	\$0.00



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2 - RAB / Roadway	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.13	0	\$0.00	0	\$0.00
2 - RAB / Roadway	3	2101.502/00020 CLEARING (EACH)	\$199.00	1	0	\$0.00	1	\$199.00
2 - RAB / Roadway	4	2101.502/00030 GRUBBING (EACH)	\$199.00	1	0	\$0.00	1	\$199.00
2 - RAB / Roadway	5	2101.505/00020 CLEARING (ACRE)	\$2,501.00	0.5	0	\$0.00	0.5	\$1,250.50
2 - RAB / Roadway	6	2101.505/00030 GRUBBING (ACRE)	\$2,501.00	0.5	0	\$0.00	0.5	\$1,250.50
2 - RAB / Roadway	9	2104.502/00850 REMOVE GATE VALVE AND BOX (EACH)	\$1,800.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	10	2104.502/00880 REMOVE HYDRANT (EACH)	\$1,500.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	12	2104.502/01220 REMOVE SIGN (EACH)	\$25.00	1	0	\$0.00	1	\$25.00
2 - RAB / Roadway	13	2104.502/01580 REMOVE LIGHT FOUNDATION (EACH)	\$150.00	1	0	\$0.00	1	\$150.00
2 - RAB / Roadway	14	2104.502/02920 SALVAGE LIGHTING UNIT (EACH)	\$635.32	1	0	\$0.00	1	\$635.32
2 - RAB / Roadway	16	2104.502/03590 SALVAGE MAIL BOX SUPPORT (EACH)	\$200.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	17	2104.503/00195 SAWING CONCRETE PAVEMENT (FULL DEPTH) (LIN FT)	\$6.00	24	0	\$0.00	24	\$144.00



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2 - RAB / Roadway	19	2104.503/00255 REMOVE PIPE CULVERTS (LIN FT)	\$17.00	108	0	\$0.00	0	\$0.00
2 - RAB / Roadway	25	2104.504/00070 REMOVE PAVEMENT (SQ YD)	\$2.00	2346	0	\$0.00	0	\$0.00
2 - RAB / Roadway	28	2104.504/00120 REMOVE BITUMINOUS PAVEMENT (SQ YD)	\$2.00	2861	3425	\$6,850.00	3425	\$6,850.00
2 - RAB / Roadway	29	2104.518/00100 REMOVE BITUMINOUS WALK (SQ FT)	\$2.00	10035	0	\$0.00	0	\$0.00
2 - RAB / Roadway	31	2104.602/00300 REMOVE SIGN SPECIAL (EACH)	\$25.00	1	0	\$0.00	1	\$25.00
2 - RAB / Roadway	34	2106.507 EXCAVATION - COMMON (P) (CU YD)	\$6.00	4649	0	\$0.00	0	\$0.00
2 - RAB / Roadway	35	2106.507 EXCAVATION - SUBGRADE (P) (CU YD)	\$8.50	3510	0	\$0.00	0	\$0.00
2 - RAB / Roadway	36	2106.507 SELECT GRANULAR EMBANKMENT (CV) (P) (CU YD)	\$11.50	4794	0	\$0.00	0	\$0.00
2 - RAB / Roadway	38	2106.507 COMMON EMBANKMENT (CV) (P) (CU YD)	\$8.00	1278	0	\$0.00	0	\$0.00
2 - RAB / Roadway	41	2211.507 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$42.00	1630	0	\$0.00	0	\$0.00
2 - RAB / Roadway	45	2357.506/00010 BITUMINOUS MATERIAL FOR TACK COAT (GALLON)	\$2.50	403	0	\$0.00	0	\$0.00



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2 - RAB / Roadway	46	2360.509/23205 TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B) (TON)	\$67.00	303	0	\$0.00	0	\$0.00
2 - RAB / Roadway	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	605	0	\$0.00	0	\$0.00
2 - RAB / Roadway	48	2360.509/24600 TYPE SP 12.5 WEARING COURSE MIXTURE (4;F) (TON)	\$114.00	477	0	\$0.00	0	\$0.00
2 - RAB / Roadway	49	2360.509/24605 TYPE SP 12.5 NON WEARING COURSE MIXTURE (4;F) (TON)	\$106.00	239	0	\$0.00	0	\$0.00
2 - RAB / Roadway	65	2502.503/10040 4" PERF TP PIPE DRAIN (LIN FT)	\$18.00	200	0	\$0.00	0	\$0.00
2 - RAB / Roadway	77	2504.602/00032 ADJUST GATE VALVE AND BOX (EACH)	\$500.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	87	2506.602/06450 ADJUST FRAME AND RING CASTING (SPECIAL) (EACH)	\$650.00	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	94	2521.518/00040 4" CONCRETE WALK (SQ FT)	\$5.79	14310	0	\$0.00	0	\$0.00
2 - RAB / Roadway	95	2521.518/00070 7" CONCRETE WALK (SQ FT)	\$13.35	3525	0	\$0.00	0	\$0.00
2 - RAB / Roadway	96	2521.518/00130 3" BITUMINOUS WALK (SQ FT)	\$1.75	11408	0	\$0.00	0	\$0.00
2 - RAB / Roadway	97	2521.602/00030 DRILL AND GROUT REINF BAR (EPOXY COATED) (EACH)	\$8.50	33	0	\$0.00	0	\$0.00



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Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2 - RAB / Roadway	98	2521.618/00400 CONCRETE CURB RAMP WALK (SQ FT)	\$9.50	1619	0	\$0.00	0	\$0.00
2 - RAB / Roadway	100	2531.503/02320 CONCRETE CURB AND GUTTER DESIGN B624 (LIN FT)	\$20.25	286	0	\$0.00	0	\$0.00
2 - RAB / Roadway	101	2531.503/18120 CONCRETE CURB AND GUTTER DESIGN R424 (LIN FT)	\$26.50	374	0	\$0.00	0	\$0.00
2 - RAB / Roadway	102	2531.503/19220 CONCRETE CURB AND GUTTER DESIGN S524 (LIN FT)	\$22.75	3687	0	\$0.00	0	\$0.00
2 - RAB / Roadway	105	2531.618/00010 TRUNCATED DOMES (SQ FT)	\$50.00	160	0	\$0.00	0	\$0.00
2 - RAB / Roadway	106	2540.602/00140 INSTALL MAIL BOX SUPPORT (EACH)	\$275.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	107	2545.502/09030 LIGHTING UNIT TYPE 9-30 (EACH)	\$3,801.18	11	0	\$0.00	0	\$0.00
2 - RAB / Roadway	108	2545.502/14080 LIGHT FOUNDATION DESIGN E (EACH)	\$1,052.09	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	109	2545.502/16050 LIGHT FOUNDATION DESIGN STEEL E (EACH)	\$1,440.28	11	0	\$0.00	0	\$0.00
2 - RAB / Roadway	110	2545.502/21201 SERVICE CABINET -TYPE L1 (EACH)	\$9,718.81	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	111	2545.502/22510 SERVICE EQUIPMENT (EACH)	\$1,326.23	1	0	\$0.00	0	\$0.00



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2 - RAB / Roadway	112	2545.502/22521 EQUIPMENT PAD B (EACH)	\$1,140.75	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	113	2545.503/01053 2" NON-METALLIC CONDUIT (LIN FT)	\$4.79	1500	0	\$0.00	0	\$0.00
2 - RAB / Roadway	114	2545.503/03080 UNDERGROUND WIRE 1/C 8 AWG (LIN FT)	\$1.14	6500	0	\$0.00	0	\$0.00
2 - RAB / Roadway	115	2545.602/23130 INSTALL LIGHTING UNIT (EACH)	\$1,123.50	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.13	0	\$0.00	0	\$0.00
2 - RAB / Roadway	124	2564.602/02340 DELINEATOR / MARKER (EACH)	\$350.00	2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	125	2564.602/02350 DELINEATOR / MARKER PANEL (EACH)	\$95.00	4	0	\$0.00	0	\$0.00
2 - RAB / Roadway	126	2564.618/00010 SIGN (SQ FT)	\$73.50	173	0	\$0.00	0	\$0.00
2 - RAB / Roadway	128	2565.616/00060 PEDESTRIAN CROSSWALK FLASHER SYSTEM (SYSTEM)	\$26,666.16	1	0	\$0.00	0	\$0.00
2 - RAB / Roadway	131	2573.502/00110 STORM DRAIN INLET PROTECTION (EACH)	\$200.00	16	0	\$0.00	0	\$0.00
2 - RAB / Roadway	133	2573.503/00023 SILT FENCE, TYPE MS (LIN FT)	\$1.95	474	0	\$0.00	405	\$789.75



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Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2 - RAB / Roadway	134	2573.503/00060 SEDIMENT CONTROL LOG TYPE STRAW (LIN FT)	\$2.35	729	0	\$0.00	420	\$987.00
2 - RAB / Roadway	136	2574.508/00013 FERTILIZER TYPE 3 (POUND)	\$0.74	549	0	\$0.00	0	\$0.00
2 - RAB / Roadway	138	2575.505/00021 SEEDING (ACRE)	\$525.00	1.9	0	\$0.00	0	\$0.00
2 - RAB / Roadway	139	2575.505/00025 DISK ANCHORING (ACRE)	\$175.00	1.5	0	\$0.00	0	\$0.00
2 - RAB / Roadway	140	2575.508/40006 HYDRAULIC STABILIZED FIBER MATRIX (POUND)	\$0.91	1306	0	\$0.00	0	\$0.00
2 - RAB / Roadway	141	2575.509/00030 MULCH MATERIAL TYPE 3 (TON)	\$650.00	2.2	0	\$0.00	0	\$0.00
2 - RAB / Roadway	142	2575.523/00020 RAPID STABILIZATION METHOD 3 (M GALLON)	\$495.00	3	0	\$0.00	0	\$0.00
2 - RAB / Roadway	143	2575.608/25080 SEED TURFGRASS (POUND)	\$3.45	89	0	\$0.00	0	\$0.00
2 - RAB / Roadway	144	2575.608/25100 SEED MESIC INSLOPE (POUND)	\$10.30	105	0	\$0.00	0	\$0.00
2 - RAB / Roadway	152	2582.503/20104 4" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.10	1543	0	\$0.00	0	\$0.00
2 - RAB / Roadway	153	2582.503/20106 6" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	2041	0	\$0.00	0	\$0.00
2 - RAB / Roadway	154	2582.503/20306 6" DOTTED LINE PAINT GROUND IN (WR) (LIN FT)	\$1.30	23	0	\$0.00	0	\$0.00



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2 - RAB / Roadway	155	2582.503/76312 12" DOTTED LINE PREFORM THERMO GROUND IN (LIN FT)	\$20.00	43	0	\$0.00	0	\$0.00
2 - RAB / Roadway	156	2582.518/01000 PAVEMENT MESSAGE PAINT (SQ FT)	\$4.00	31	0	\$0.00	0	\$0.00
2 - RAB / Roadway	158	2582.518/08020 CROSSWALK PREFORM THERMOPLASTIC GROUND IN (SQ FT)	\$15.00	180	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.04	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	58	2501.502/05030 30" RC PIPE APRON (EACH)	\$3,400.00	2	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	60	2501.502/44015 15" RC SAFETY APRON (EACH)	\$2,775.00	2	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	67	2503.503/19155 15" RC PIPE SEWER DESIGN 3006 CLASS V (LIN FT)	\$38.10	1363	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	70	2503.503/19303 30" RC PIPE SEWER DESIGN 3006 CLASS III (LIN FT)	\$73.00	470	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	82	2506.502/06000 CASTING ASSEMBLY (EACH)	\$1,000.00	18	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	84	2506.503/00070 CONSTRUCT DRAINAGE STRUCTURE DESIGN G (LIN FT)	\$960.00	12.2	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	85	2506.503/02420 CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 (LIN FT)	\$705.00	88.4	0	\$0.00	0	\$0.00



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2 - RAB / Storm Sewer	86	2506.503/03020 CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 (LIN FT)	\$600.00	10.9	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	92	2511.507/00013 RANDOM RIPRAP CLASS II (CU YD)	\$125.00	8.2	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	116	2554.502/00002 GUIDE POST TYPE B (EACH)	\$85.00	4	0	\$0.00	0	\$0.00
2 - RAB / Storm Sewer	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.04	0	\$0.00	0	\$0.00
3 - SRTS	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.05	0.04	\$18,400.00	0.04	\$18,400.00
3 - SRTS	3	2101.502/00020 CLEARING (EACH)	\$199.00	50	0	\$0.00	58	\$11,542.00
3 - SRTS	4	2101.502/00030 GRUBBING (EACH)	\$199.00	50	0	\$0.00	57	\$11,343.00
3 - SRTS	5	2101.505/00020 CLEARING (ACRE)	\$2,501.00	0.1	0	\$0.00	0.1	\$250.10
3 - SRTS	6	2101.505/00030 GRUBBING (ACRE)	\$2,501.00	0.1	0	\$0.00	0.1	\$250.10
3 - SRTS	9	2104.502/00850 REMOVE GATE VALVE AND BOX (EACH)	\$1,800.00	2	1	\$1,800.00	1	\$1,800.00
3 - SRTS	10	2104.502/00880 REMOVE HYDRANT (EACH)	\$1,500.00	2	1	\$1,500.00	1	\$1,500.00
3 - SRTS	18	2104.503/00205 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	\$1.90	70	0	\$0.00	160	\$304.00



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3 - SRTS	21	2104.503/00315 REMOVE CURB AND GUTTER (LIN FT)	\$4.50	78	0	\$0.00	15	\$67.50
3 - SRTS	27	2104.504/00110 REMOVE BITUMINOUS DRIVEWAY PAVEMENT (SQ YD)	\$2.00	161	0	\$0.00	0	\$0.00
3 - SRTS	34	2106.507 EXCAVATION - COMMON (P) (CU YD)	\$6.00	3103	1412	\$8,472.00	1412	\$8,472.00
3 - SRTS	38	2106.507 COMMON EMBANKMENT (CV) (P) (CU YD)	\$8.00	7277	0	\$0.00	0	\$0.00
3 - SRTS	41	2211.507 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$42.00	801	0	\$0.00	0	\$0.00
3 - SRTS	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	36	0	\$0.00	0	\$0.00
3 - SRTS	76	2504.602/00026 ADJUST HYDRANT AND GATE VALVE (EACH)	\$1,500.00	1	0	\$0.00	0	\$0.00
3 - SRTS	94	2521.518/00040 4" CONCRETE WALK (SQ FT)	\$5.79	3546	0	\$0.00	0	\$0.00
3 - SRTS	96	2521.518/00130 3" BITUMINOUS WALK (SQ FT)	\$1.75	37928	0	\$0.00	0	\$0.00
3 - SRTS	97	2521.602/00030 DRILL AND GROUT REINF BAR (EPOXY COATED) (EACH)	\$8.50	60	0	\$0.00	0	\$0.00
3 - SRTS	98	2521.618/00400 CONCRETE CURB RAMP WALK (SQ FT)	\$9.50	2302	0	\$0.00	0	\$0.00



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3 - SRTS	100	2531.503/02320 CONCRETE CURB AND GUTTER DESIGN B624 (LIN FT)	\$20.25	32	0	\$0.00	0	\$0.00
3 - SRTS	105	2531.618/00010 TRUNCATED DOMES (SQ FT)	\$50.00	420	0	\$0.00	0	\$0.00
3 - SRTS	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.05	0.04	\$1,360.00	0.04	\$1,360.00
3 - SRTS	132	2573.502/00140 CULVERT END CONTROLS (EACH)	\$220.00	8	0	\$0.00	0	\$0.00
3 - SRTS	133	2573.503/00023 SILT FENCE, TYPE MS (LIN FT)	\$1.95	889	0	\$0.00	746	\$1,454.70
3 - SRTS	134	2573.503/00060 SEDIMENT CONTROL LOG TYPE STRAW (LIN FT)	\$2.35	597	119	\$279.65	656	\$1,541.60
3 - SRTS	136	2574.508/00013 FERTILIZER TYPE 3 (POUND)	\$0.74	404	0	\$0.00	0	\$0.00
3 - SRTS	137	2575.504/00110 RAPID STABILIZATION METHOD 4 (SQ YD)	\$1.70	5450	837	\$1,422.90	837	\$1,422.90
3 - SRTS	138	2575.505/00021 SEEDING (ACRE)	\$525.00	1.8	0	\$0.00	0	\$0.00
3 - SRTS	140	2575.508/40006 HYDRAULIC STABILIZED FIBER MATRIX (POUND)	\$0.91	3420	0	\$0.00	0	\$0.00
3 - SRTS	142	2575.523/00020 RAPID STABILIZATION METHOD 3 (M GALLON)	\$495.00	8	4	\$1,980.00	4	\$1,980.00



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3 - SRTS	143	2575.608/25080 SEED TURFGRASS (POUND)	\$3.45	234	0	\$0.00	0	\$0.00
3 - SRTS	144	2575.608/25100 SEED MESIC INSLOPE (POUND)	\$10.30	80	0	\$0.00	0	\$0.00
4 - City Local	1	2021.501/00010 MOBILIZATION (LUMP SUM)	\$460,000.00	0.05	0.05	\$23,000.00	0.05	\$23,000.00
4 - City Local	12	2104.502/01220 REMOVE SIGN (EACH)	\$25.00	2	0	\$0.00	2	\$50.00
4 - City Local	16	2104.502/03590 SALVAGE MAIL BOX SUPPORT (EACH)	\$200.00	4	0	\$0.00	0	\$0.00
4 - City Local	18	2104.503/00205 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	\$1.90	40	0	\$0.00	33	\$62.70
4 - City Local	20	2104.503/00270 REMOVE WATER MAIN (LIN FT)	\$15.00	110	0	\$0.00	0	\$0.00
4 - City Local	21	2104.503/00315 REMOVE CURB AND GUTTER (LIN FT)	\$4.50	40	0	\$0.00	0	\$0.00
4 - City Local	23	2104.503/00820 REMOVE STEEL CASING (LIN FT)	\$10.00	100	0	\$0.00	0	\$0.00
4 - City Local	27	2104.504/00110 REMOVE BITUMINOUS DRIVEWAY PAVEMENT (SQ YD)	\$2.00	9	0	\$0.00	0	\$0.00
4 - City Local	28	2104.504/00120 REMOVE BITUMINOUS PAVEMENT (SQ YD)	\$2.00	575	0	\$0.00	0	\$0.00
4 - City Local	30	2104.518/00140 REMOVE CONCRETE WALK (SQ FT)	\$2.00	733	0	\$0.00	0	\$0.00



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4 - City Local	34	2106.507 EXCAVATION - COMMON (P) (CU YD)	\$6.00	1160	0	\$0.00	0	\$0.00
4 - City Local	35	2106.507 EXCAVATION - SUBGRADE (P) (CU YD)	\$8.50	850	0	\$0.00	0	\$0.00
4 - City Local	36	2106.507 SELECT GRANULAR EMBANKMENT (CV) (P) (CU YD)	\$11.50	859	0	\$0.00	0	\$0.00
4 - City Local	38	2106.507 COMMON EMBANKMENT (CV) (P) (CU YD)	\$8.00	339	0	\$0.00	0	\$0.00
4 - City Local	41	2211.507 AGGREGATE BASE (CV) CLASS 5 (P) (CU YD)	\$42.00	337	0	\$0.00	0	\$0.00
4 - City Local	45	2357.506/00010 BITUMINOUS MATERIAL FOR TACK COAT (GALLON)	\$2.50	122	0	\$0.00	0	\$0.00
4 - City Local	47	2360.509/23300 TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) (TON)	\$82.00	334	0	\$0.00	0	\$0.00
4 - City Local	63	2501.503/24183 18" RC PIPE CULVERT DESIGN 3006 CLASS III (LIN FT)	\$46.00	9	0	\$0.00	0	\$0.00
4 - City Local	66	2503.503/13120 12" PVC PIPE SEWER (LIN FT)	\$54.00	280	0	\$0.00	0	\$0.00
4 - City Local	72	2503.602/00310 CONNECT TO EXISTING MANHOLES (SAN) (EACH)	\$4,500.00	1	0	\$0.00	0	\$0.00
4 - City Local	73	2503.603/31200 20" STEEL CASING PIPE (LIN FT)	\$140.00	90	0	\$0.00	0	\$0.00



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4 - City Local	74	2504.602/00010 CONNECT TO EXISTING WATER MAIN (EACH)	\$4,000.00	4	1	\$4,000.00	1	\$4,000.00
4 - City Local	75	2504.602/00020 HYDRANT (EACH)	\$7,600.00	4	1	\$7,600.00	1	\$7,600.00
4 - City Local	78	2504.602/00806 6" GATE VALVE AND BOX (EACH)	\$2,884.00	4	1	\$2,884.00	1	\$2,884.00
4 - City Local	79	2504.603/01062 6" WATERMAIN DUCTILE IRON CL 52 (LIN FT)	\$54.00	44	20	\$1,080.00	20	\$1,080.00
4 - City Local	80	2504.603/01102 10" WATERMAIN DUCTILE IRON CL 52 (LIN FT)	\$84.00	170	0	\$0.00	0	\$0.00
4 - City Local	81	2504.603/04160 16" STEEL CASING PIPE (LIN FT)	\$100.00	150	0	\$0.00	0	\$0.00
4 - City Local	82	2506.502/06000 CASTING ASSEMBLY (EACH)	\$1,000.00	2	0	\$0.00	0	\$0.00
4 - City Local	83	2506.502/06020 ADJUST FRAME AND RING CASTING (EACH)	\$950.00	1	0	\$0.00	0	\$0.00
4 - City Local	88	2506.603/30000 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (LIN FT)	\$600.00	10.5	0	\$0.00	0	\$0.00
4 - City Local	89	2506.603/50000 RECONSTRUCT DRAINAGE STRUCTURE SPECIAL (LIN FT)	\$516.00	6.2	0	\$0.00	0	\$0.00
4 - City Local	94	2521.518/00040 4" CONCRETE WALK (SQ FT)	\$5.79	760	0	\$0.00	0	\$0.00



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4 - City Local	99	2531.503/02310 CONCRETE CURB AND GUTTER DESIGN B612 (LIN FT)	\$24.50	107	0	\$0.00	0	\$0.00
4 - City Local	100	2531.503/02320 CONCRETE CURB AND GUTTER DESIGN B624 (LIN FT)	\$20.25	570	0	\$0.00	0	\$0.00
4 - City Local	104	2531.504/00080 8" CONCRETE DRIVEWAY PAVEMENT (SQ YD)	\$84.00	125	0	\$0.00	0	\$0.00
4 - City Local	106	2540.602/00140 INSTALL MAIL BOX SUPPORT (EACH)	\$275.00	4	0	\$0.00	0	\$0.00
4 - City Local	118	2563.601/00010 TRAFFIC CONTROL (LUMP SUM)	\$34,000.00	0.05	0.05	\$1,700.00	0.05	\$1,700.00
4 - City Local	125	2564.602/02350 DELINEATOR / MARKER PANEL (EACH)	\$95.00	3	0	\$0.00	0	\$0.00
4 - City Local	126	2564.618/00010 SIGN (SQ FT)	\$73.50	68	0	\$0.00	0	\$0.00
4 - City Local	128	2565.616/00060 PEDESTRIAN CROSSWALK FLASHER SYSTEM (SYSTEM)	\$26,666.16	1	0	\$0.00	0	\$0.00
4 - City Local	131	2573.502/00110 STORM DRAIN INLET PROTECTION (EACH)	\$200.00	4	0	\$0.00	1	\$200.00
4 - City Local	134	2573.503/00060 SEDIMENT CONTROL LOG TYPE STRAW (LIN FT)	\$2.35	274	0	\$0.00	420	\$987.00
4 - City Local	136	2574.508/00013 FERTILIZER TYPE 3 (POUND)	\$0.74	105	0	\$0.00	0	\$0.00



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4 - City Local	137	2575.504/00110 RAPID STABILIZATION METHOD 4 (SQ YD)	\$1.70	1236	0	\$0.00	0	\$0.00
4 - City Local	138	2575.505/00021 SEEDING (ACRE)	\$525.00	0.6	0	\$0.00	0	\$0.00
4 - City Local	139	2575.505/00025 DISK ANCHORING (ACRE)	\$175.00	0.5	0	\$0.00	0	\$0.00
4 - City Local	140	2575.508/40006 HYDRAULIC STABILIZED FIBER MATRIX (POUND)	\$0.91	110	0	\$0.00	0	\$0.00
4 - City Local	141	2575.509/00030 MULCH MATERIAL TYPE 3 (TON)	\$650.00	0.5	0	\$0.00	0	\$0.00
4 - City Local	142	2575.523/00020 RAPID STABILIZATION METHOD 3 (M GALLON)	\$495.00	0.5	0	\$0.00	0	\$0.00
4 - City Local	143	2575.608/25080 SEED TURFGRASS (POUND)	\$3.45	8	0	\$0.00	0	\$0.00
4 - City Local	144	2575.608/25100 SEED MESIC INSLOPE (POUND)	\$10.30	22	0	\$0.00	0	\$0.00
4 - City Local	147	2582.503/10124 24" SOLID LINE PAINT (LIN FT)	\$3.70	42	0	\$0.00	0	\$0.00
4 - City Local	151	2582.503/10404 4" DOUBLE SOLID LINE PAINT (LIN FT)	\$0.26	776	0	\$0.00	0	\$0.00
4 - City Local	152	2582.503/20104 4" SOLID LINE PAINT GROUND IN (WR) (LIN FT)	\$1.10	237	0	\$0.00	0	\$0.00
4 - City Local	155	2582.503/76312 12" DOTTED LINE PREFORM THERMO GROUND IN (LIN FT)	\$20.00	43	0	\$0.00	0	\$0.00



Chisago County Public Works Department
313 North Main Street, Room 400
Center City, MN 55012
Main: (651) 213-8700

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
4 - City Local	158	2582.518/08020 CROSSWALK PREFORM THERMOPLASTIC GROUND IN (SQ FT)	\$15.00	180	0	\$0.00	0	\$0.00
Totals:						\$923,670.16		\$1,110,357.73

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Minnesota Deer Hunters Association -Wild River Chapter Previous Gambling Permit Number: X-037920-25-021

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: P.O Box 125

City: Harris State: MN Zip: 55032 County: Chisago

Name of Chief Executive Officer (CEO): Noel Virkus

CEO Daytime Phone: 651-341-2880 CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Tailgaters Sports Bar & Grill

Physical Address (do not use P.O. box): 6355 Elm Street Suite C

Check one:

☐ City: North Branch Zip: 55056 County: Chisago
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): October 5th 2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 7-16-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Noel Virkus

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 07/17/2025

Board & Commission: Planning Commission

Subject: Approval of an amendment to the Meadows North Townhomes 1st and 2nd Addition Planned Unit Development Agreement

Overview / Background

LGI Homes – Minnesota, LLC is requesting an amendment to language within Exhibit H of the Developers Agreements for Meadows North Townhomes 1st and 2nd Additions, specifically pertaining to the front setback within the developments.

The Meadows North Townhomes development is a 116-unit residential townhome development located on the southwest corner of Flink Avenue and 400th Street. Phase 1 included 44 units and was approved by the City Council on June 13, 2023, per Resolution No. 39-23-CC. Phase 2 included 72 units and was by the City Council on May 14, 2024 per Resolution No R-39-2024. The Preliminary Plat and Planned Unit Development (PUD) standards were approved by the City Council on January 25, 2022, per Resolution No. 007-22-CC.

Issue(s) to Consider

The existing language in the PUD Currently a portion of Exhibit H reads as follows:

City Code 66-318 (d):

Yard dimensions:

1. Front yard setback: 30 feet from the lot line or road right-of-way if applicable.

Modify to: 12 feet from front property line to foundation/10' from front property line to projection of second story cantilever (2' cant.). Minimum distance from back of curb to foundation is 25'

The modification above were based on previous building plans that were submitted at the early stage of development. As a result the new minimums are a very specific size. The current minimums do not leave room for variations. LGI Homes has since submitted revised building

plans consisting of three different floorplans – all of the new plans meet the minimum 25 foot from curb setback. but some of the plans do not meet the setback with a cantilever. LGI wishes to revise the front yard setback to simplify the standard by eliminating a differentiation between a cantilevered unit or not and meeting the 25’ curb setback to allow for flexibility.

LGI Homes – Minnesota, LLC is proposing to revise the language as follows:

City Code 66-318 (d):

Yard dimensions:

1. Front yard setback: 30 feet from the lot line or road right-of-way if applicable.

Modify to: ~~12 feet from front property line to foundation/10’ from front property line to projection of second story cantilever (2’ cant.).~~ Minimum distance from back of curb to foundation is 25’

The proposed revision still provides meeting the setbacks of the overall PUD based on the lot line locations while still allowing for a margin for variation and changes to floorplans.

North Branch City Code Sec 66-798 allows for review and amendments to PUD’s by the Planning Agency and City Council as outlined below.

Sec 66-798 Review And Amendments

(c) Minor changes in the location, placement, and heights of the buildings or structures may be authorized by the planning director if required by engineering or other circumstances not foreseen at the time the final plan was approved.

(d) Approval of the planning agency and city council shall be required for other changes such as rearrangements of lots, blocks and building tracts. These changes shall be consistent with the purpose and intent of the approved final development plan.

Requested Action

Motion to approve the second amendment to language within Exhibit H of the Developers Agreements for Meadows North Townhomes 1st and 2nd Additions as proposed by LGI Homes - Minnesota LLC.

Voting Requirements:

Voting Options Simple Majority

MEADOWS NORTH TOWNHOMES

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 17, TWP. 35, RGE. 21

KNOW ALL PERSONS BY THESE PRESENTS: That LGI Homes — Minnesota, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot A, MEADOWS NORTH 3RD ADDITION, Chisago County, Minnesota

Has caused the same to be surveyed and platted as MEADOWS NORTH TOWNHOMES and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said LGI Homes — Minnesota, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper partner this 25 day of September, 20 23.

LGI Homes — Minnesota, LLC

Jay Roos as Officer

STATE OF Minnesota
COUNTY OF Anoka

This instrument was acknowledged before me on September 25, 2023 by Jay Roos as officer of LGI Homes — Minnesota, LLC, a Minnesota limited liability company, on behalf of the company.

Cynthia J. Morica (Signed)
Cynthia J. Morica (Printed)
Notary Public, Hennepin County, Minnesota
My commission expires January 31, 2025

I, Thomas R. Balluff, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this 21st day of SEPTEMBER, 20 23.

Thomas R. Balluff
Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40361

STATE OF Minnesota
COUNTY OF Anoka

This instrument was acknowledged before me on September 21st, 2023 by Thomas R. Balluff, licensed land surveyor

Cynthia J. Morica (Signed)
Cynthia J. Morica (Printed)
Notary Public, Hennepin County, Minnesota
My commission expires January 31, 2025

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

Approved by the City Council of the City of North Branch, Minnesota this 13th day of June, 20 23, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

By: Ken Schiele Mayor
By: Ragini Varma Clerk

COUNTY SURVEYOR

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes, this 10th day of October, 20 23.

By: Paul M. Gibson
Paul M. Gibson, Chisago County Surveyor

COUNTY AUDITOR

No delinquent taxes and transfer entered this 20th day of October, 20 23.

By: Bridgitte S. Konrad
Bridgitte S. Konrad, Chisago County Auditor

COUNTY TREASURER

I hereby certify that the taxes for the year 2023 on the property described herein are paid this 30th day of October, 20 23.

By: Bridgitte S. Konrad
Bridgitte S. Konrad, Chisago County Treasurer

COUNTY RECORDER

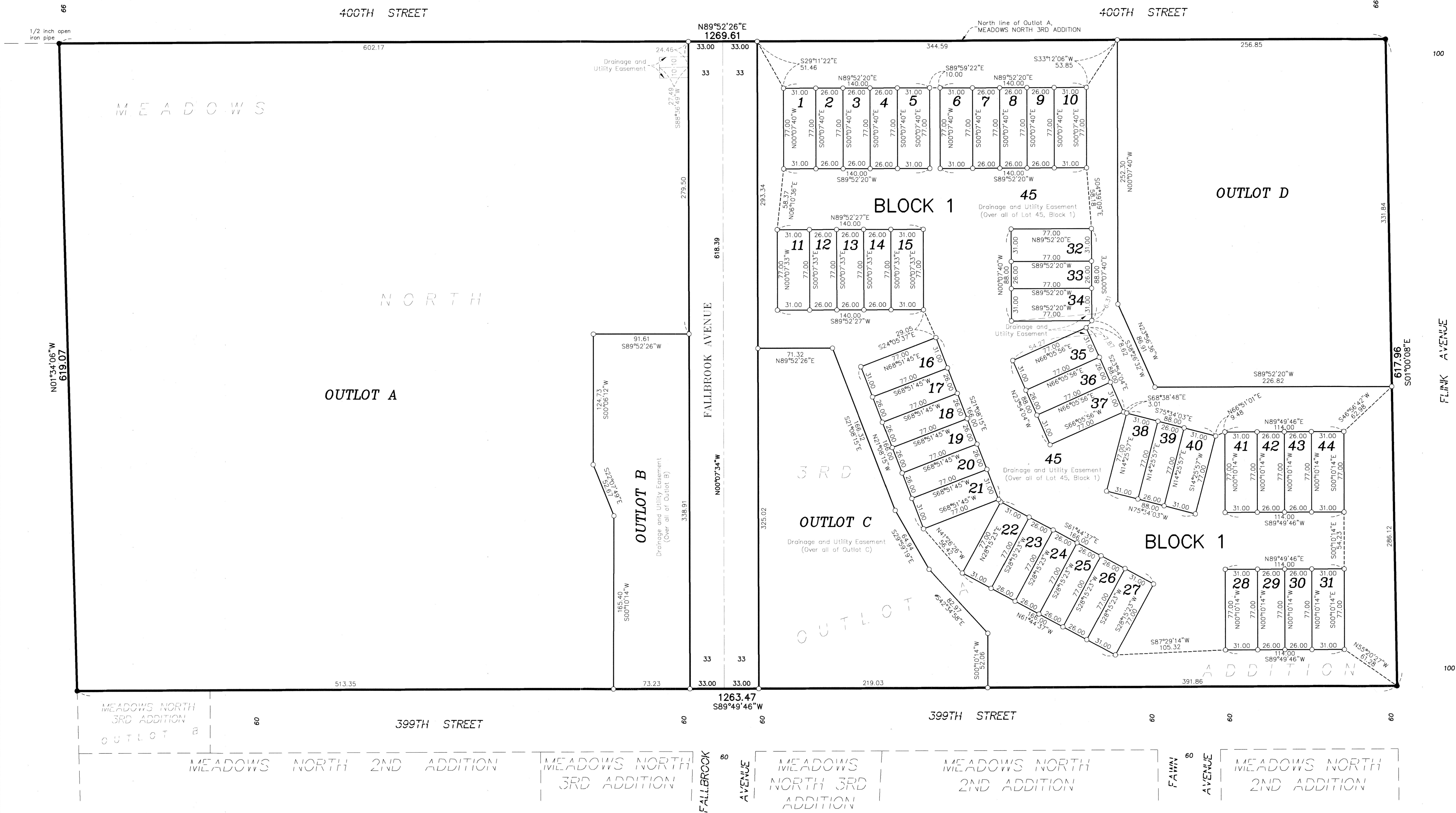
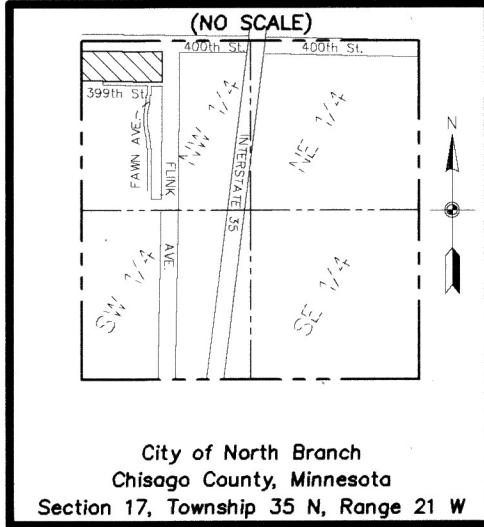
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this 20th day of October, 20 23 at 4:20 o'clock P.M., and was duly recorded in Chisago County Records. DOCUMENT 671356

By: Karen M. Long
Karen Long, Chisago County Recorder

MEADOWS NORTH TOWNHOMES

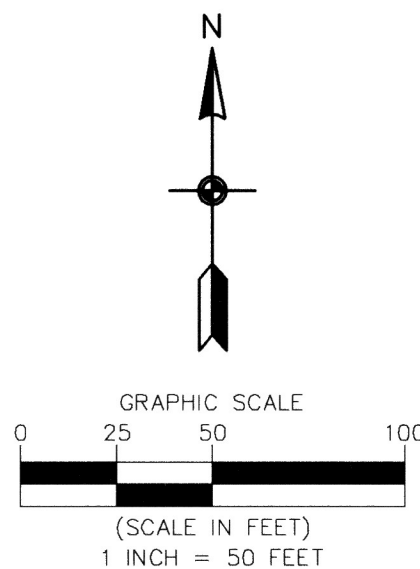
CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 17, TWP. 35, RGE. 21

VICINITY MAP



For the purposes of this plot, the North line of Outlot A, MEADOWS NORTH 3RD ADDITION, Chisago County, Minnesota is assumed to have a bearing of North 89 degrees 52 minutes 26 seconds East.

- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plot and marked with license number 40361
- Denotes Found 5/8 inch Rebar marked with RLS 40361 unless otherwise noted



MEADOWS NORTH TOWNHOMES 2ND ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 17, TWP. 35, RGE. 21

KNOW ALL PERSONS BY THESE PRESENTS: That LGI Homes – Minnesota, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot A, MEADOWS NORTH TOWNHOMES, Chisago County, Minnesota

AND

Outlot B, MEADOWS NORTH 3RD ADDITION, Chisago County, Minnesota

Has caused the same to be surveyed and platted as MEADOWS NORTH TOWNHOMES 2ND ADDITION and does hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said LGI Homes – Minnesota, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper partner this 9th day of October, 2024.

LGI Homes – Minnesota, LLC

Jay Roos as Officer

STATE OF Minnesota
COUNTY OF Anoka

This instrument was acknowledged before me on this 9th day of October, 2024 by Jay Roos as officer of LGI Homes – Minnesota, LLC, a Minnesota limited liability company, on behalf of the company.

Cynthia J. Morica (Signed)
Cynthia J. Morica (Printed)
Notary Public, Hennepin County, Minnesota
My commission expires January 31, 2025

I, Thomas R. Balluff, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this 16th day of August, 2024.

Thomas R. Balluff
Thomas R. Balluff, Licensed Land Surveyor
Minnesota License No. 40361

STATE OF Minnesota
COUNTY OF Anoka

The foregoing Surveyor's Certificate by Thomas R. Balluff, Minnesota license No. 40361, was acknowledged before me this 16th day of August, 2024.

Cynthia J. Morica (Signed)
Cynthia J. Morica (Printed)
Notary Public, Hennepin County, Minnesota
My commission expires January 31, 2025

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

Approved by the City Council of the City of North Branch, Minnesota this 14th day of May, 2024, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

By: Kevin Schickel, Mayor
By: Ayala E. Trat, Clerk

COUNTY SURVEYOR

Pursuant to Chisago County Subdivision Ordinance Number 99-2, I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes, this 18th day of December, 2024.

By: Paul M. Gibson, Chisago County Surveyor

COUNTY AUDITOR

No delinquent taxes and transfer entered this 18th day of December, 2024.

By: Bridgitte S. Konrad, Chisago County Auditor

COUNTY TREASURER

I hereby certify that the taxes for the year 2024 on the property described herein are paid this 18th day of December, 2024.

By: Bridgitte S. Konrad, Chisago County Treasurer

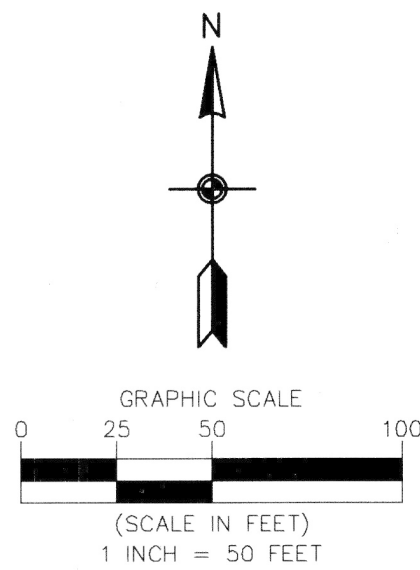
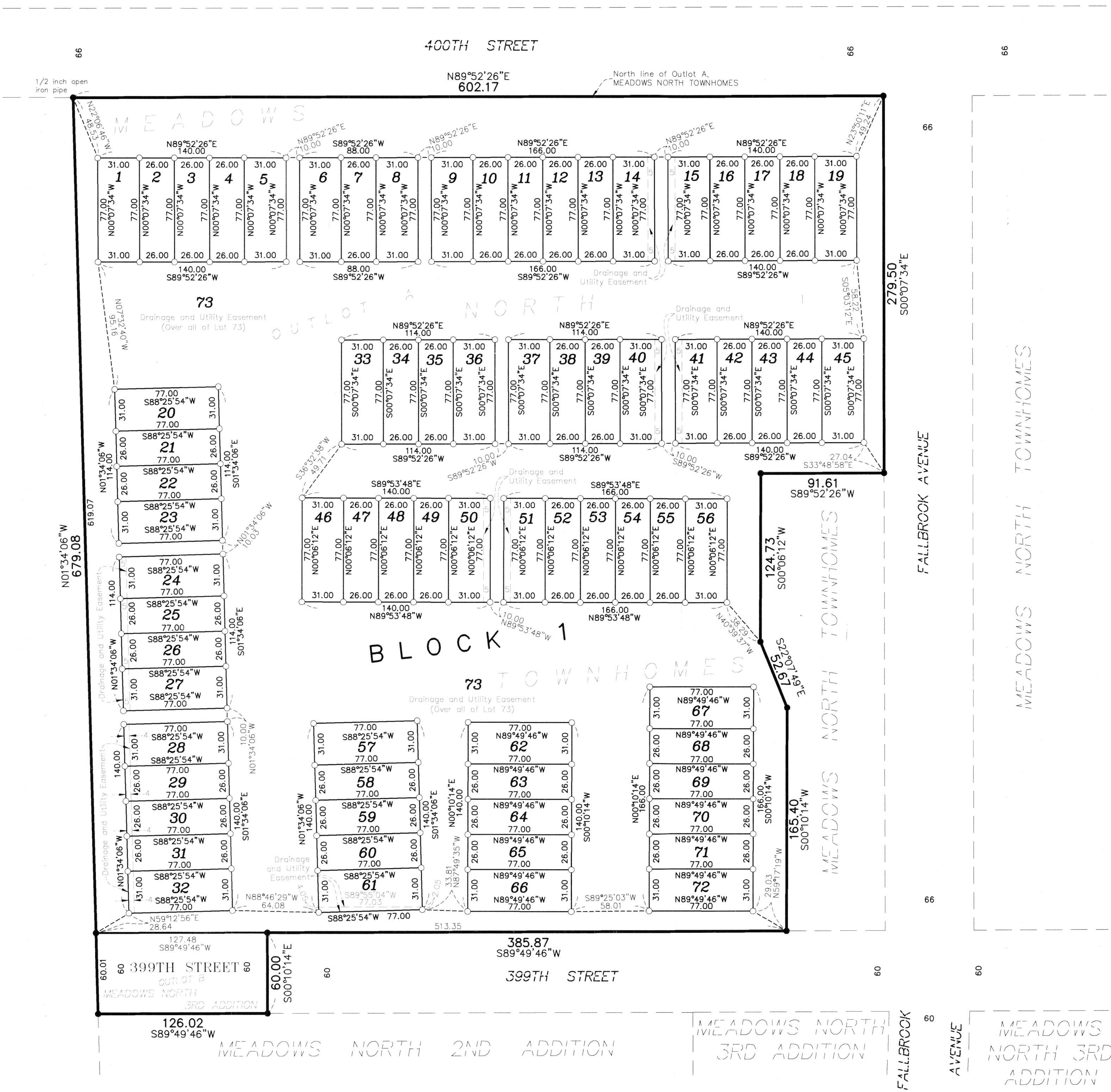
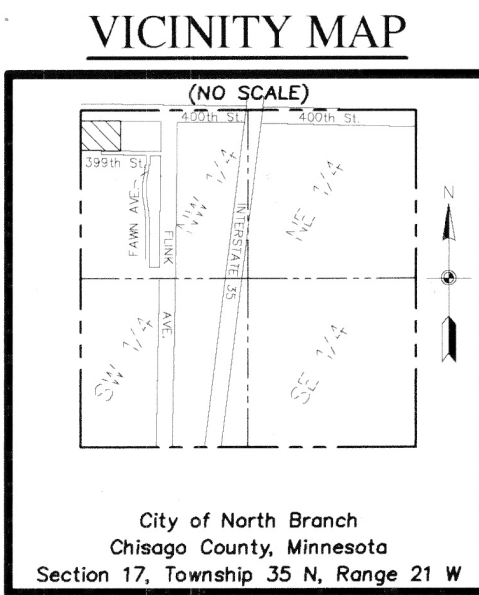
COUNTY RECORDER

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this 18th day of December, 2024, at 1:20 o'clock P.M., and was duly recorded in Chisago County Records. DOCUMENT 680835

By: Karen Long, Chisago County Recorder

MEADOWS NORTH TOWNHOMES 2ND ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 17, TWP. 35, RGE. 21



For the purposes of this plat, the North line of Outlot A, MEADOWS NORTH TOWNHOMES, Chisago County, Minnesota is assumed to have a bearing of North 89 degrees 52 minutes 26 seconds East.

- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found 5/8 inch Rebar marked with RLS 40361 unless otherwise noted

SECOND AMENDMENT TO
MEADOWS NORTH TOWNHOMES 1st ADDITION
PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT

THIS FIRST AMENDMENT TO THE PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT ("Amendment") is made this 25th day of February 2025 by and between the City of North Branch, a Minnesota municipal corporation ("City"), located at 6408 Elm Street, North Branch, Minnesota 55056, and LGI Homes – Minnesota, LLC., a Minnesota Limited Liability Corporation, located at 2850 Cutters Grove Ave Ste 207, Anoka, MN 55303 ("Developer").

WHEREAS, on June 13, 2023, Developer received Planned Unit Development (PUD) Subdivision Agreement approval for Meadows North Townhomes 1nd Addition, a 44-unit single-family townhome dwelling residential subdivision; and,

WHEREAS, the parties desire to amend the Agreement as follows:

1. AMENDMENT TO EXHIBIT "H" OF THE AGREEMENT.
Exhibit "E" of the Agreement is amended to the following language:

**THE PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT BETWEEN THE CITY OF NORTH
BRANCH, A MINNESOTA MUNICIPAL CORPORATION AND LGI HOMES - MINNESOTA, LLC, A
MINNESOTA LIMITED LIABILITY COMPANY**

This is Exhibit IH to that certain Planned Unit Development and Subdivision Agreement by and between the City of North Branch, a Minnesota municipal corporation and LGI HOMES - MINNESOTA, LLC, a Minnesota limited liability company. Capitalized terms used in this Exhibit shall have the meanings given them in the Planned Unit Development and Subdivision Agreement. Below are the terms and conditions of the preliminary plat and the planned unit development:

City Code 66-315 (a) (1) b 2:

A dwelling unit with one, two or more stories shall have a minimum of 800 square feet on the main floor.

Modify to: Main level minimum of 500 sq feet with a total finishable space

City Code 66-318 (a):

Total lot area: a minimum of 7,500 square feet per dwelling unit.

Modify to: 2,000 square feet.

City Code 66-318 (b):

Total width at front yard setback line: a minimum of 150 feet.

Modify to: 26 feet

City Code 66-318 (c):

Total minimum lot depth: 100 feet.

Modify to: 77 feet

City Code 66-318 (d):

Yard dimensions:

1. Front yard setback: 30 feet from the lot line or road right-of-way if applicable.

Modify to: ~~12 feet from front property line to foundation/10' from front property line to projection of second-story cantilever (2' cant.).~~ Minimum distance from back of curb to foundation is 25'

2. Side yard setback (each end of row): minimum of six feet from the (interior) lot lines or zero if dwelling unit is attached.

Modify to: 5 feet to property line

3. Corner side yard setback: minimum of 30 feet from the lot line or road right-of-way if applicable.

Modify to: As shown on plans.

4. Rear yard setback for interior lots: minimum of 30 feet from the lot line.

Modify to: 16 feet from property line to unit foundation, i.e. not including deck; minimum rear yard setback for a deck or patio is 6' not including stairs

5. Rear yard setback for corner lots: minimum of 15 feet from the lot line.

Modify to: As shown on plans.

2. EFFECT OF AGREEMENT. The Agreement shall remain in full force and effect, except as specifically amended herein. IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf, and the Developer has caused this Amendment to be duly executed in its name and behalf, on or as of the date first above written.

IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf, and the Developer has caused this Amendment to be duly executed in its name and behalf, on or as of the date first above written.

[Remainder of this page intentionally left blank.]

DEVELOPER:
LGI HOMES – MINNESOTA, LLC

Its: Officer

STATE OF MINNESOTA)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by _____, Officer of LGI Homes – Minnesota, LLC, Inc., a Minnesota Limited Liability Corporation, on behalf of the corporation.

Notary Public

CITY OF NORTH BRANCH

Kevin Schieber
Its: Mayor

Matthew Hill
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____ 2025, by Kevin Schieber and by Matthew Hill, the Mayor and City Administrator, respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of North Branch
6408 Elm Street
North Branch, MN 55056
(651) 674-8113

SECOND AMENDMENT TO
MEADOWS NORTH TOWNHOMES 2nd ADDITION
PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT

THIS FIRST AMENDMENT TO THE PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT ("Amendment") is made this 25th day of February 2025 by and between the City of North Branch, a Minnesota municipal corporation ("City"), located at 6408 Elm Street, North Branch, Minnesota 55056, and LGI Homes – Minnesota, LLC., a Minnesota Limited Liability Corporation, located at 2850 Cutters Grove Ave Ste 207, Anoka, MN 55303 ("Developer").

WHEREAS, on May 14, 2024, Developer received Planned Unit Development (PUD) Subdivision Agreement approval for Meadows North Townhomes 2nd Addition, a 72-unit single-family townhome dwelling residential subdivision; and,

WHEREAS, the parties desire to amend the Agreement as follows:

1. AMENDMENT TO EXHIBIT "H" OF THE AGREEMENT.
Exhibit "E" of the Agreement is amended to the following language:

**THE PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT BETWEEN THE CITY OF NORTH
BRANCH, A MINNESOTA MUNICIPAL CORPORATION AND LGI HOMES - MINNESOTA, LLC, A
MINNESOTA LIMITED LIABILITY COMPANY**

This is Exhibit IH to that certain Planned Unit Development and Subdivision Agreement by and between the City of North Branch, a Minnesota municipal corporation and LGI HOMES - MINNESOTA, LLC, a Minnesota limited liability company. Capitalized terms used in this Exhibit shall have the meanings given them in the Planned Unit Development and Subdivision Agreement. Below are the terms and conditions of the preliminary plat and the planned unit development:

City Code 66-315 (a) (1) b 2:

A dwelling unit with one, two or more stories shall have a minimum of 800 square feet on the main floor.

Modify to: Main level minimum of ~~572~~ 500 sq feet with a total finishable space

City Code 66-318 (a):

Total lot area: a minimum of 7,500 square feet per dwelling unit.

Modify to: 2,000 square feet.

City Code 66-318 (b):

Total width at front yard setback line: a minimum of 150 feet.

Modify to: 26 feet

City Code 66-318 (c):

Total minimum lot depth: 100 feet.

Modify to: 77 feet

City Code 66-318 (d):

Yard dimensions:

1. Front yard setback: 30 feet from the lot line or road right-of-way if applicable.

Modify to: ~~12 feet from front property line to foundation/10' from front property line to projection of second-story cantilever (2' cant.).~~ Minimum distance from back of curb to foundation is 25'

2. Side yard setback (each end of row): minimum of six feet from the (interior) lot lines or zero if dwelling unit is attached.

Modify to: 5 feet to property line

3. Corner side yard setback: minimum of 30 feet from the lot line or road right-of-way if applicable.

Modify to: As shown on plans.

4. Rear yard setback for interior lots: minimum of 30 feet from the lot line.

Modify to: 16 feet from property line to unit foundation, i.e. not including deck; minimum rear yard setback for a deck or patio is 6' not including stairs

5. Rear yard setback for corner lots: minimum of 15 feet from the lot line.

Modify to: As shown on plans.

2. EFFECT OF AGREEMENT. The Agreement shall remain in full force and effect, except as specifically amended herein. IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf, and the Developer has caused this Amendment to be duly executed in its name and behalf, on or as of the date first above written.

IN WITNESS WHEREOF, the City has caused this Amendment to be duly executed in its name and behalf, and the Developer has caused this Amendment to be duly executed in its name and behalf, on or as of the date first above written.

[Remainder of this page intentionally left blank.]

DEVELOPER:
LGI HOMES – MINNESOTA, LLC

Its: Officer

STATE OF MINNESOTA)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2025, by _____, Officer of LGI Homes – Minnesota, LLC, Inc., a Minnesota Limited Liability Corporation, on behalf of the corporation.

Notary Public

CITY OF NORTH BRANCH

Kevin Schieber
Its: Mayor

Matthew Hill
Its: City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____ 2025, by Kevin Schieber and by Matthew Hill, the Mayor and City Administrator, respectively, of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of North Branch
6408 Elm Street
North Branch, MN 55056
(651) 674-8113



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 07/15/2025

Board & Commission: Planning Commission

Subject: Consider Approval of Resolution R-208-2025 to approve a conditional use permit to allow for multiple principal buildings on one parcel for the Main Street Apartments

Requested Action

Motion to approve Resolution R-208-2025 approving the Conditional Use Permit for multiple principal buildings for the Main Street Apartments with conditions and findings of fact.

Overview / Background

Tommy Foster of Bigfork Valley (Applicant), has applied for a conditional use permit having multiple principal buildings on one lot. The applicant is proposing a multi-family apartment project housed in four buildings with 8-units in each. The site plan has four buildings located in the four corners of the site with parking located in the central portion of the site. The application is for a conditional use permit to allow more than one principal structure on the site.

The 2.4 acre site is located along Main Street and is zoned and guided for the Central Business District. The site is rectangular in shape and is bordered on all four sides by public roads. Hwy 95 or Main Street is to the south and is the most visible side of the site given the traffic volumes on the street.

Issue(s) to Consider

1. Land Use and Zoning
2. Development Overview
3. Conditional Use Permit

Analysis of Issue(s)

1. Land Use & Zoning

The property is zoned CBD, Central Business District and guided for LUCBD, which is Land Use Central Business District. The zoning ordinance permits apartments and also permits multi-family housing in the 7-16 units per acre density range. The proposed density of the site is 13.3 acres based upon 32 units on a 2.4 acre parcel.

The CBD zoning and comprehensive plan designation look for mixed use or commercial development, this site is more removed from the heart of the downtown area and is bordered primarily by single family residential development. There is some commercial development to the west, a funeral home which looks residential in character and a lower density office building to the south, which houses several smaller tenants. The office building is also residential in character, being one story with a pitched roof.

As noted, the comprehensive plan indicates that “new residential development should be part of a mixed use plan with a balance of housing and commercial uses within a single building or complex.” The Plan goes on to state that replacing single family homes with mixed use structures and redeveloping existing commercial buildings will help support a healthy business environment and allow more people to be able to walk to their destinations. The concept of mixed use is attractive since it brings both the commercial cities want and new residential, increasing the market for commercial uses. While it is understood that the City would like additional commercial mixes within the Downtown area, the location of this site is less downtown and more located within a mixed-use area, with more residential than commercial development. Because the site is deeper than just the frontage along Main Street, a residential use is more consistent with the immediately adjacent development pattern. There is residential development on all four sides of the site, with two non-residential buildings directly adjacent to the west and one across Main to the south.

Further, the economy and financial investors are less supportive of mixed use than previously. Lending institutions do not like the mix, and therefore the City may be in a better position to attract horizontal mixed use than vertical mixed use. Further, the traditional mixed use; three story buildings with commercial on the lower level and residential on the two higher floors, will mean that the project would be significantly larger in scale and height than the surrounding neighborhood development. It is reasonable to desire some commercial to continue to build out the downtown, although more cities are also focusing on bringing in more dense residential development to create additional markets for the downtown businesses, especially daytime customers.

It is understood that the comprehensive plan indicates a preference for mixed use, but the zoning ordinance permits apartments and multi-family at the density proposed by the project as permitted uses.

Attachments

Issue(s) to Consider

4. Land Use and Zoning
5. Development Overview
6. Conditional Use Permit

Analysis of Issue(s)

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It is understood that the comprehensive plan indicates a preference for mixed use, but the zoning ordinance permits apartments and multi-family at the density proposed by the project as permitted uses.

2. Development Overview

General Plan

The 2.4 acre rectangular site is currently vacant and is zoned and guided for Central Business Districts uses. The proposal is for four apartment buildings with 8 units in each. The project includes surface parking and access drives from the west and east. Stormwater ponding is located in the northeast and southeast. Utilities are available to the site and the developer will connect all four buildings to the municipal system.

The site is relatively flat, which creates some difficulty when installing new sanitary sewer and storm sewer. The high point is in the west central at 886' with the low points along the eastern property line. The building elevations present a building with a combination of brick and lap horizontal siding which is much more residential in character than anticipated by the exterior materials requirements for the CBD zoning. The landscape plan provides for an additional retaining 7 existing tree and adding 35 additional trees exceeding the required amount.

Dimensional Standards

The developer appears to be meeting the CBD dimensional standards found in the Dimensional & Design Standards Table.

Use	Ordinance Requirement (CBD)	Site Plan
Front-yard setback North	0 ft	8 ft
Front-yard setback South	0 ft	56 ft
Front-yard setback East	0 ft	48 ft
Front-yard setback West	0 ft	48 ft
Lot Width – corner lot – E to W	25 ft	301 ft

Lot Depth - minimum – N to S	100 ft	350 ft
Minimum Lot Size - sq ft	2,500 sq ft	104,544 sq ft
Building height - in ft	50 ft	
Impervious surface - maximum	NA	54.7%
Parking Setback	5 ft	22 ft
Parking Spaces- Minimum spaces	64	88

Parking

The zoning ordinance requires 2 parking spaces per unit for a total of 64 parking stalls. Parking and access aisles must be setback at least 5' from all property lines. The individual accesses to the site must be under 40' in width. The applicant is proposing 88 stalls that meet and exceed the required amount and setback requirements.

Design Elements (Façade Materials)

The ordinance requires building elevations with type and color of building materials, typical floor plans, dimensions of all structures and location of exterior buildings and equipment. The site is located in Zone 1 which requires that "Structures must provide a cohesive architectural appearance reflecting its functional purpose and must be composed of at least 65% Class I materials and not more than 35% Class II materials. Class I materials consist of brick, natural stone, glass curtain wall, copper or other comparable materials. Class II includes concrete block, precast concrete panels, masonry stucco, fiber-cement exterior siding, EFIS, smooth and scored block, and other similar materials.

The applicant has provided building elevations which depict 14.4% of the building is doors and windows, 15% is stone and the remainder is siding. Shake shingle side is under the roofline with the majority of the building being horizontal lap siding. It appears the stone wainscoting is approximately 3' and also highlights the center of the north and south elevations, surrounding the main entrance when appropriate. The sides of the buildings, the east and west, do not have any additional stone besides the wainscoting.

The plans as shown do not meet the Design Standards in Section 66-943. There could be some recognition of other project attributes (i.e. reduced number of units/density to align with the surrounding character of the neighborhood) which would allow some reduction in the exterior materials requirements. This is a high visibility site both due to its location and lack of topography and the city is interested in having a project that sets the tone for future development and redevelopment in the downtown area.

Landscape & Tree Preservation Plan

The tree preservation plan show the site contains 8 existing trees with 1 planned for removal. The site is a highly visible site in the downtown area and significant landscaping is desired for the site.

From a landscape perspective, the ordinance generally requires 1 tree per unit for multi-family development, which is what is proposed on the plan. The CBD district is not held to that standard necessarily; and given the sites high visibility and lack of natural vegetation. The plan illustrates 39 overstory trees along the perimeter of the site, with 14 on the south side, 11 on the west, 6 on the north and 11 on the east. Based upon the notes on the landscape plan they all appear to be either red oak or white maples

Utilities

The project has all public utilities available to the site and the project density can be accommodated by the existing systems and capacities. Because the site lacks elevation there has been a lot of discussion about getting the proper grades on the pipes for operational reasons. The applicant has addressed those issues.

The site will meet stormwater requirements in part through installation of two infiltration basins in the northeast and southeast. These may also provide some opportunity of differing landscaping on the site.

Signage

The plans do not depict any signage for the site. The applicant shall obtain a permit prior to installation of any signage.

Parks, Trails and Open Space

The Parks, Trails and Open Space Commission recommended the acceptance of cash for park dedication. There were comments received during the public hearing requesting the applicant provide a small play area on the site.

3. Conditional Use Permit

Section 66-932 Building Restrictions requires a conditional use permit in the CBD District to permit more than one principal structure on a site. The proposed use of multi-family apartments on the site, located within four different buildings, prompts the need for approval of a conditional use permit.

Planning Commission Recommendation

The Planning Commission held a public hearing on May 6, 2025, and obtained public input at that meeting. The Planning Commission considered the request and recommended tabling the request to the June 3, 2025, meeting to allow the developer to address meeting the landscaping and design standards. The developer agreed to extend the request out to July 1, 2025.

The developer provided a revised landscaping plan to address screening along the east side of the site, along with revised building and architectural plans. The revised landscaping plan meets the code, however the revised building and architectural plans do not meet the city design standards. The applicant shared that he would be willing to discuss and adjust percentage of

building façade materials however he noted that it would not be feasible to meet the full standards with the existing number of units.

The Planning Commission recommend approval of the conditional use permit to allow for multiple principal buildings for the Main Street Apartments.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO.

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR MULTIPLE PRINCIPAL BUILDINGS FOR THE MAIN STREET APARTMENTS

WHEREAS, Bigfork Valley Log Homes (“Applicant”), have requested a conditional use permit for multiple principal buildings for the Main Street Apartments; and,

WHEREAS, the property is legally described as:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 Block 24, Townsite of North Branch, Chisago County, Minnesota;and,

WHEREAS, the Subject Property is guided as Central Business District, per the Comprehensive Plan (“Land Use”), and zoned as CBD – Central Business District (“Zoning”); and,

WHEREAS, multiple principal buildings is a conditional use in the Central Business district as stated in Section 66-932 of the City Code; and,

WHEREAS, pursuant to Minnesota Statute §462.357 the Planning Commission (“Commission”) held a Public Hearing (“Hearing”) on May 6, 2025, to consider and receive public comment regarding the proposed conditional use permit; and,

WHEREAS, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

WHEREAS, all persons desiring to be heard concerning the conditional use permit were given the opportunity to speak thereon; and,

WHEREAS, following the Hearing, the Commission found the conditional use permit satisfies zoning standards and unanimously recommended approval of the requested conditional use permit with conditions as stated herein; and,

WHEREAS, the City Council of the City of North Branch, on July 22, 2025, considered the requested conditional use permit and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Conditional Use Permit for multiple principal buildings for the Main Street Apartments is hereby approved based on the following findings of fact:

1. The proposed CUP is consistent with the City's Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. Subject to conditions, the proposed use conforms with all performance standards contained in the City's Zoning Ordinance.
3. The four principal structures are compatible in nature and would not have limited impact on the future subdivision of the property.
4. The proposed use will be served by private utilities and will not overextend the City's infrastructure.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.
6. The use will not impose additional unreasonable costs on the public.

BE IT FURTHER RESOLVED that approval of the Conditional Use Permit for the multiple principal buildings shall be subject to the following conditions:

All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued.

1. The Applicant shall enter into a Site Improvement Agreement and pay all applicable fees and provide security prior to commencing construction on the property.
2. The applicant shall comply with all building and code requirements.
3. The Applicant shall record the Conditional Use Permit with the Chisago County Recorder.
4. The Applicant shall be responsible for all costs associated with the Conditional Use Permit application.
5. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.

Standards of the Conditional Use Permit

1. The four buildings shall be owned by the same entity and correspond in use, unless the property is subdivided meeting all code requirements.
2. No uses or improvements shall be permitted on the property that would limit the future subdivision of the parcel.
3. No transfers of ownership of properties, or portions of properties, issued a conditional use permit shall be authorized unless the property has been subdivided under the ordinances of the city.
4. No areas required for parking and loading maybe used for outdoor storage and/or parking of equipment that reduces the minimum number of parking spaces and loading areas required for the Subject Property.

Passed by the City Council of North Branch, Minnesota this 22nd day of July, 2025.

Kevin A. Schieber, Mayor

Attested:

Matthew A. Hill, City Administrator

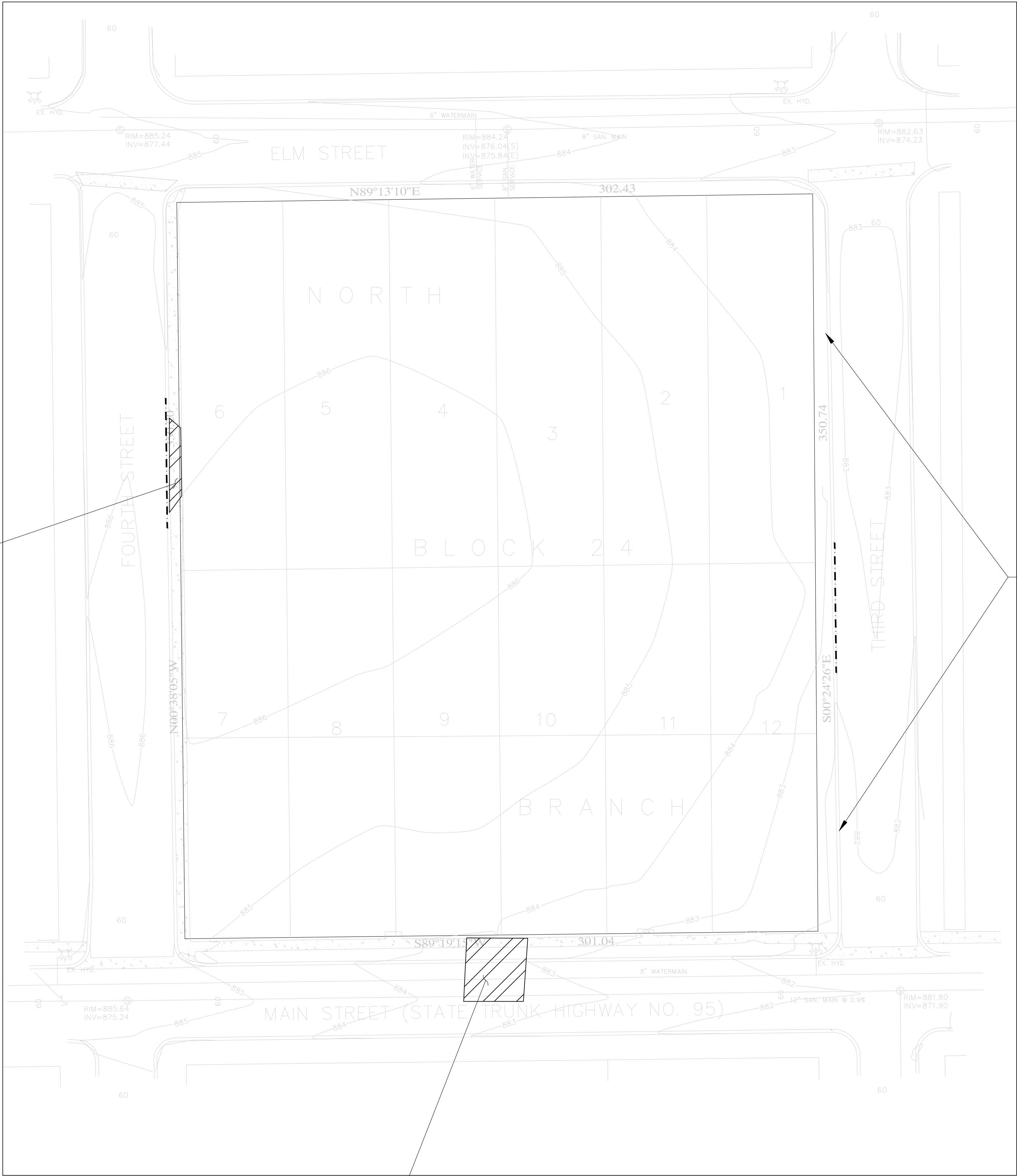
LEGEND

- CURB REMOVAL
- PAVEMENT OR SIDEWALK REMOVAL

REMOVE AND REPLACE WALK AND PAVEMENT
FOR UTILITY CONNECTIONS

REMOVE WALK FOR NEW ENTRANCE

REPLACE ENTIRE LENGTH OF
DEPRESSED CURB ALONG
EAST CURBLINE WITH B618
(CONFIRM THIS MATCHES
EXISTING),
EXCEPT IN LOCATION OF
NEW ENTRANCE.



LEGEND

- PROPOSED B618 CURB AND GUTTER
- PROPOSED BITUMINOUS PAVEMENT

TENTATIVE MAILBOX (8) LOCATION
SUBJECT TO LOCATION CHANGE

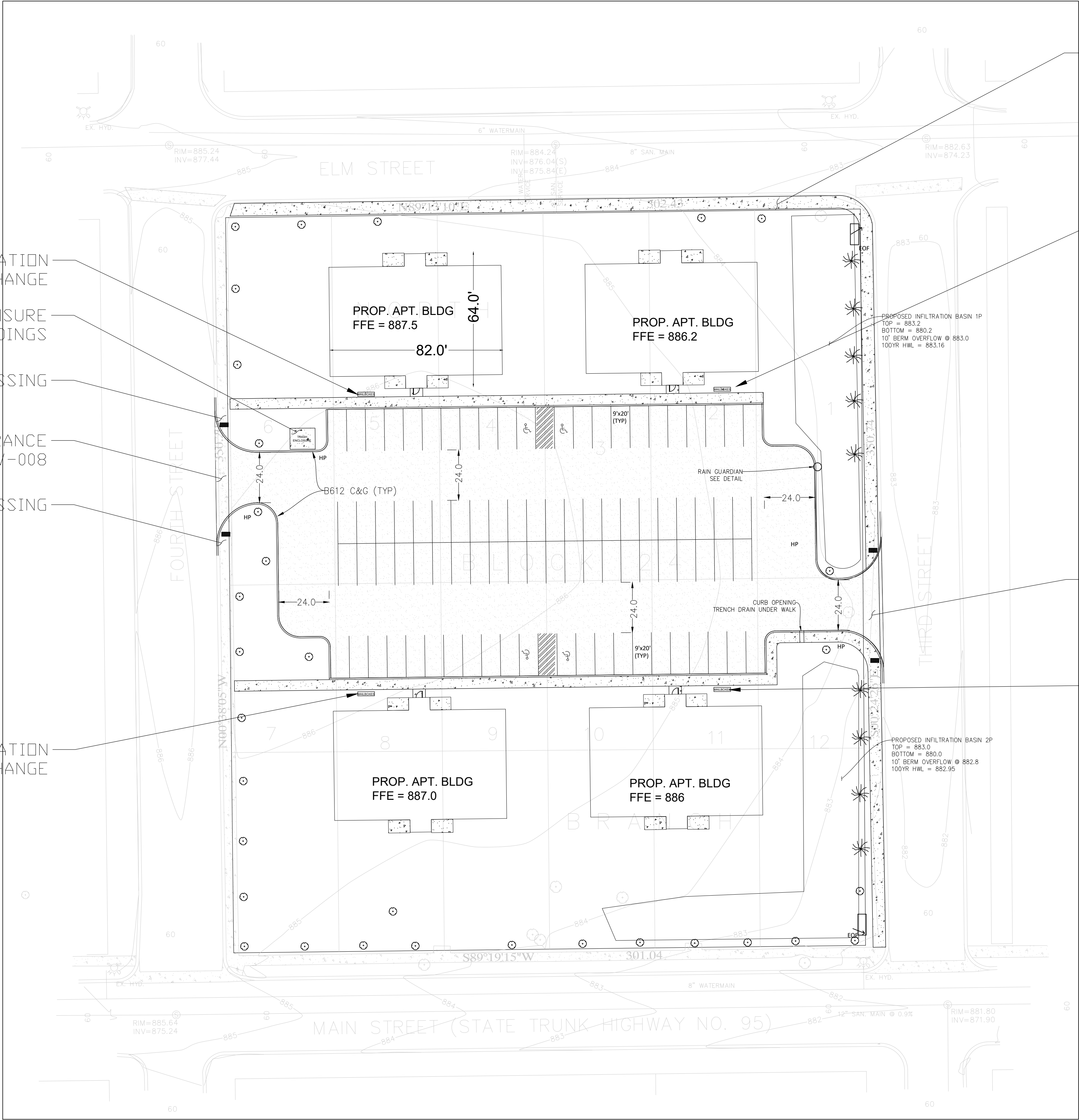
TRASH ENCLOSURE
MATERIAL TO MATCH BUILDINGS

ADA RAMP AT DRIVEWAY CROSSING

COMMERCIAL ENTRANCE
PER CITY STD DETAIL RDW-008

ADA RAMP AT DRIVEWAY CROSSING

TENTATIVE MAILBOX (8) LOCATION
SUBJECT TO LOCATION CHANGE



6' PERIMETER SIDEWALK
PER CITY STANDARDS

TENTATIVE MAILBOX (8) LOCATION
SUBJECT TO LOCATION CHANGE

COMMERCIAL ENTRANCE
PER CITY STD DETAIL RDW-008

TENTATIVE MAILBOX (8) LOCATION
SUBJECT TO LOCATION CHANGE

JOB NO. 24-02

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY

KRISTLE L. BLOCH

5-26-2025

49893

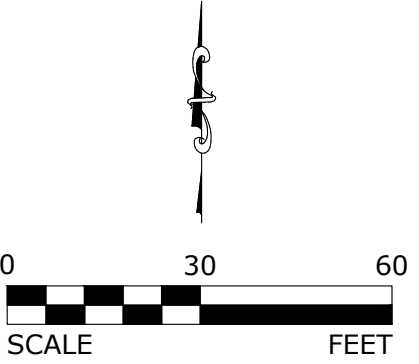
DATE

LIC. NO.

MAIN STREET APARTMENTS
OWNER: TOMMY FOSTER
1275 WEST 4TH ST, RUSH CITY, MN

SITE PLAN

REVISIONS		BY	DESCRIPTION
NO.	DATE		



 SILT FENCE

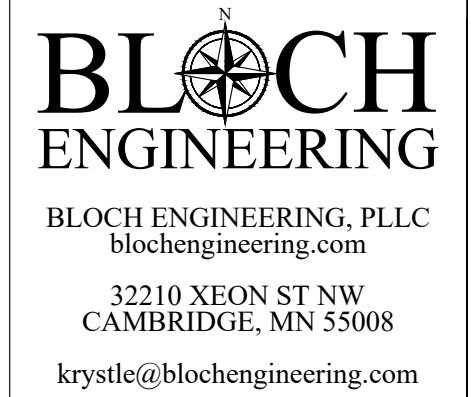
 TEMP. CONSTRUCTION EXIT

 DRAINAGE DIRECTION ARROW

 INLET PROTECTION

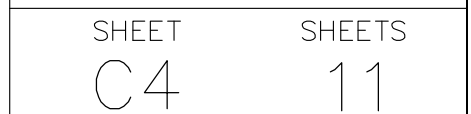
1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY THE FIELD LOCATION OF ALL PUBLIC AND PRIVATE UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT (651) 454-0002.
2. ALL CUT OR FILL SLOPES SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE NOTED.
3. EXISTING GRADE CONTOUR INTERVALS SHOWN AT 2 FOOT INTERVALS (TOPOGRAPHIC/SURVEY SHOT-BASED SURFACE).
4. PROPOSED GRADE CONTOUR INTERVALS SHOWN AT 1 FOOT INTERVALS.
5. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
6. CONTRACTOR SHALL ASSURE POSITIVE DRAINAGE AWAY FROM BUILDINGS FOR ALL NATURAL AND PAVED/GRAVEL AREAS.
7. TOPOGRAPHIC INFORMATION TAKEN FROM A TOPOGRAPHIC SURVEY BY LAND SURVEYORS, IF CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, HE SHALL HAVE MADE, AT HIS EXPENSE A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR AND SUBMIT TO THE OWNER FOR REVIEW.
8. CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
9. ALL PROPOSED SPOT ELEVATIONS ARE FLOWLINE UNLESS OTHERWISE NOTED.

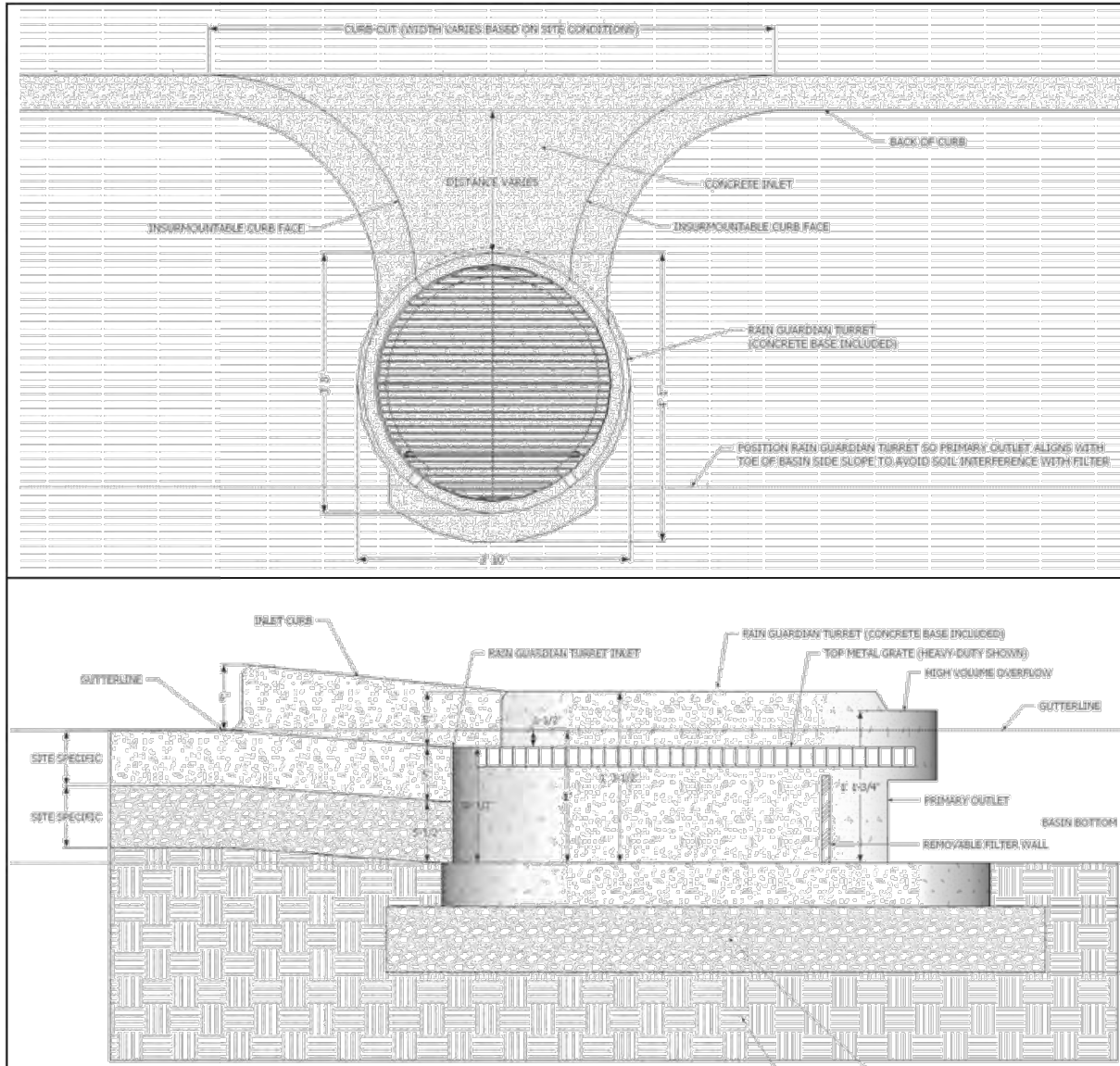
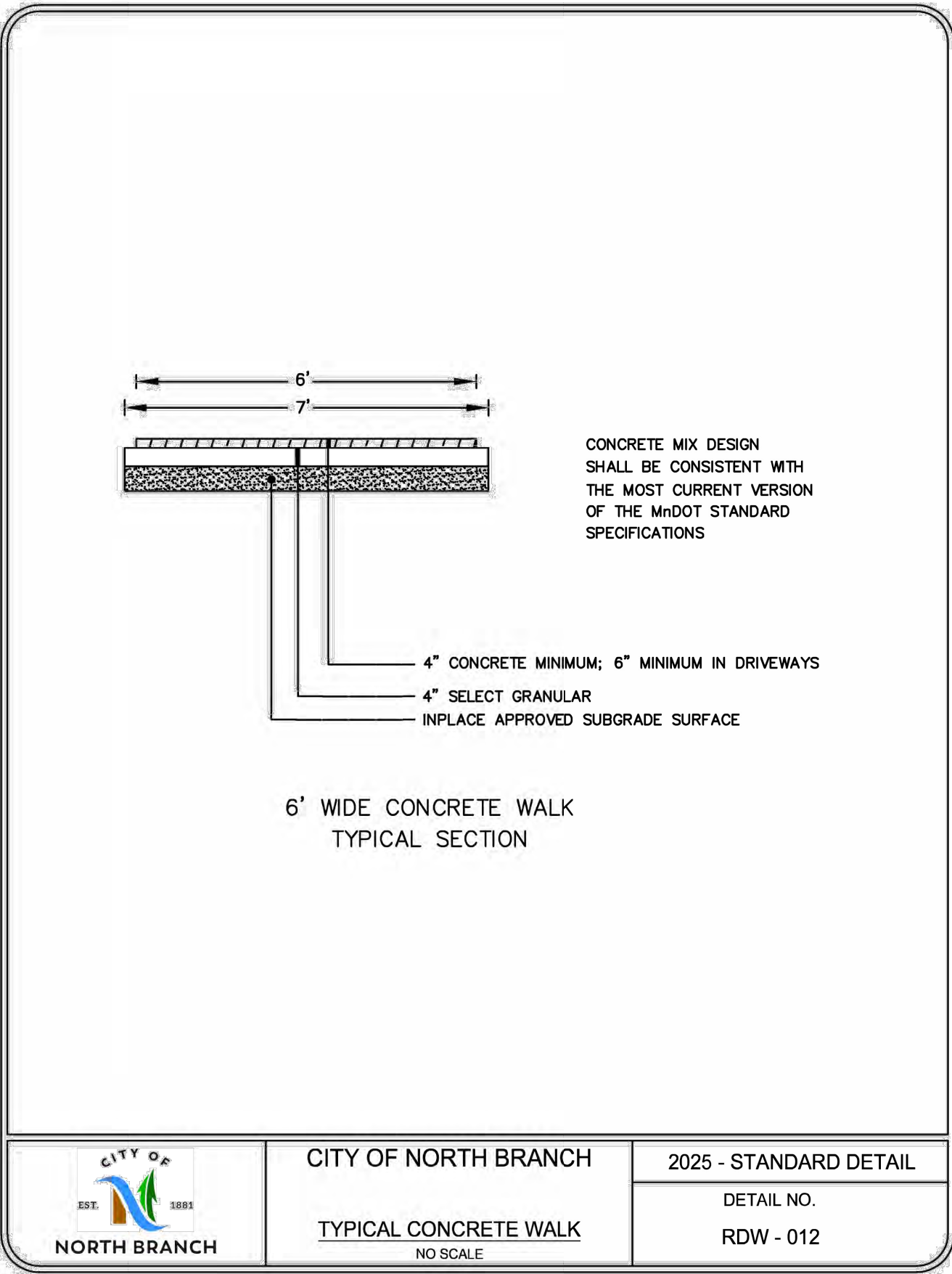
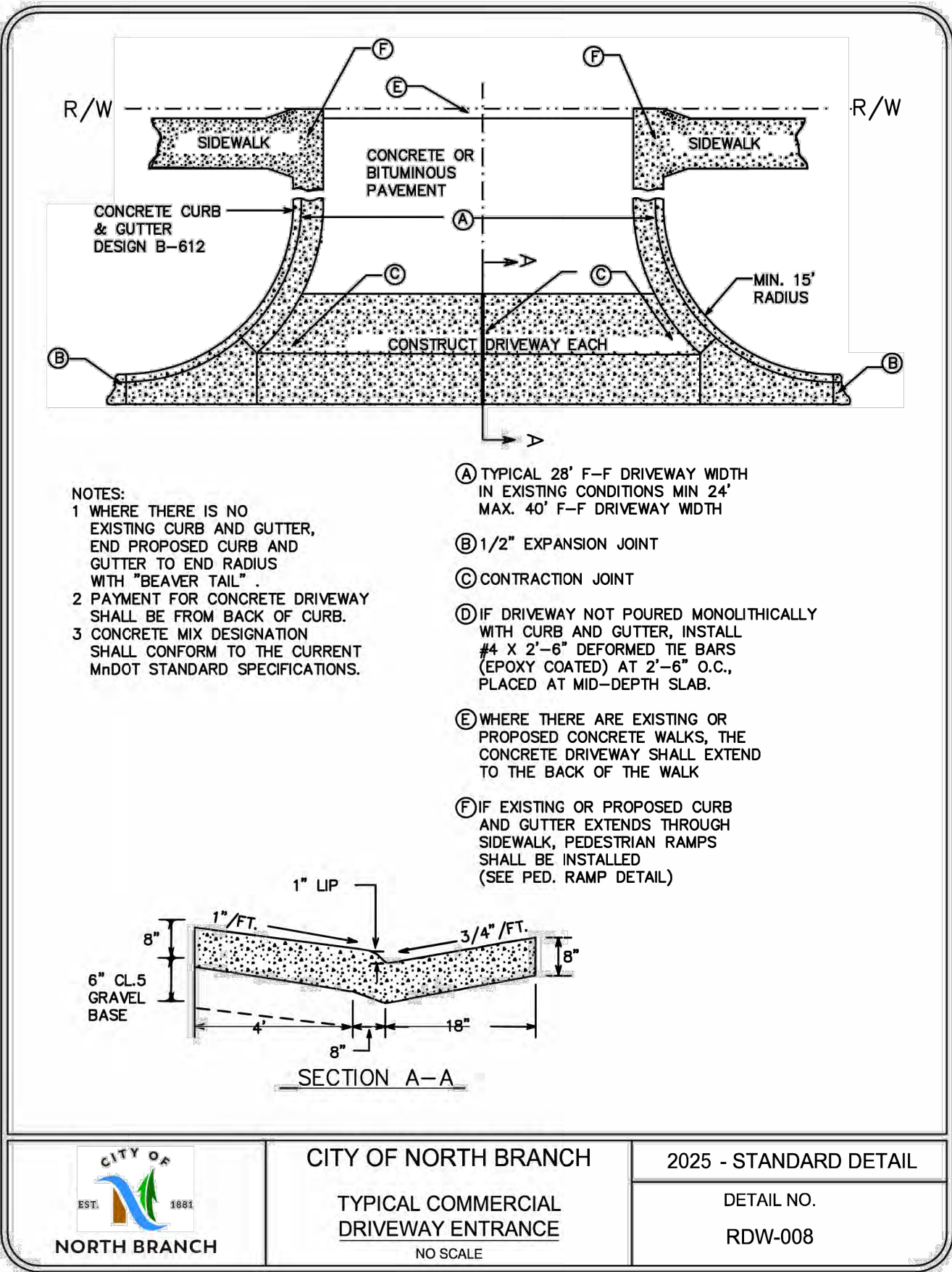
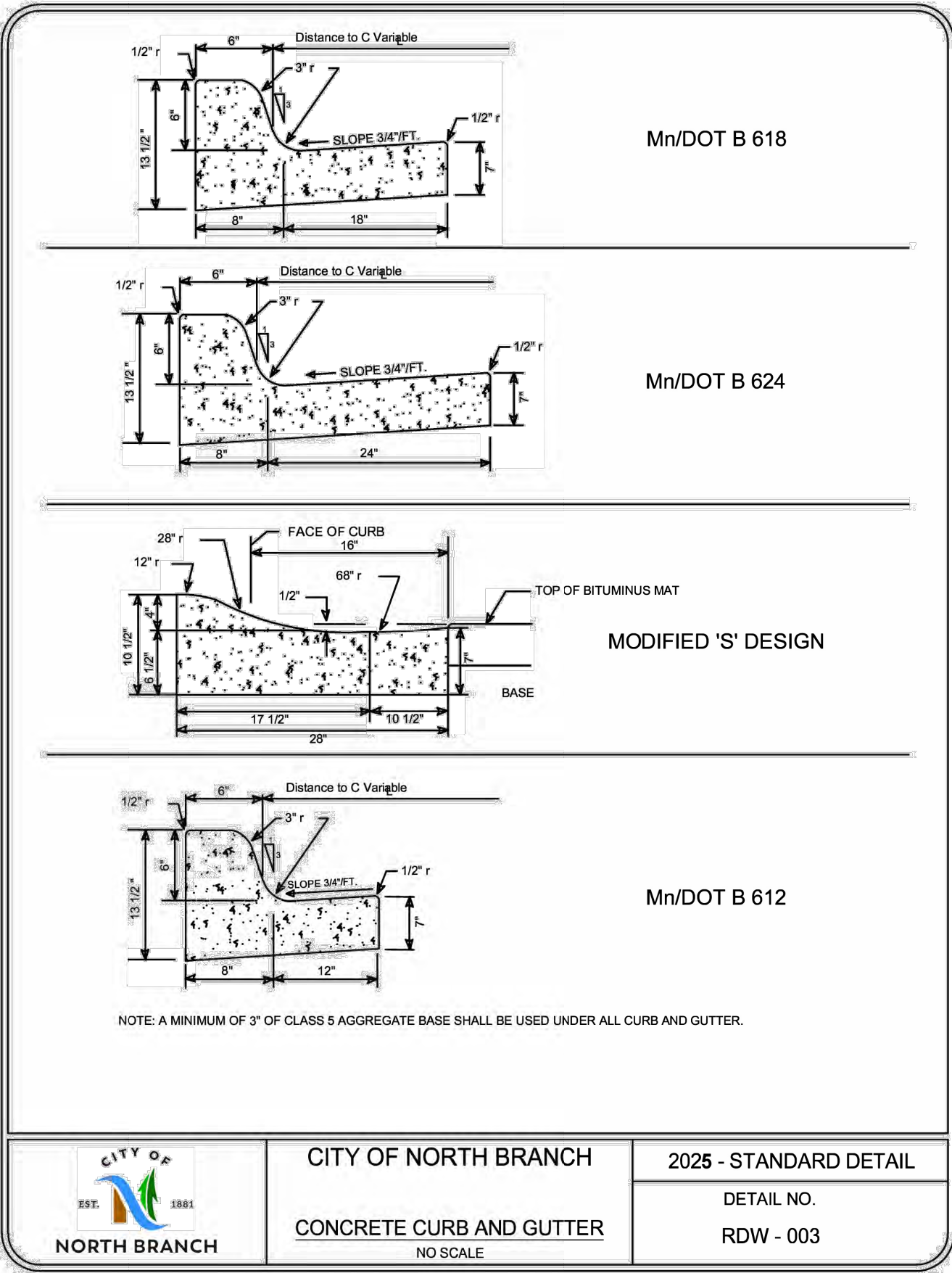
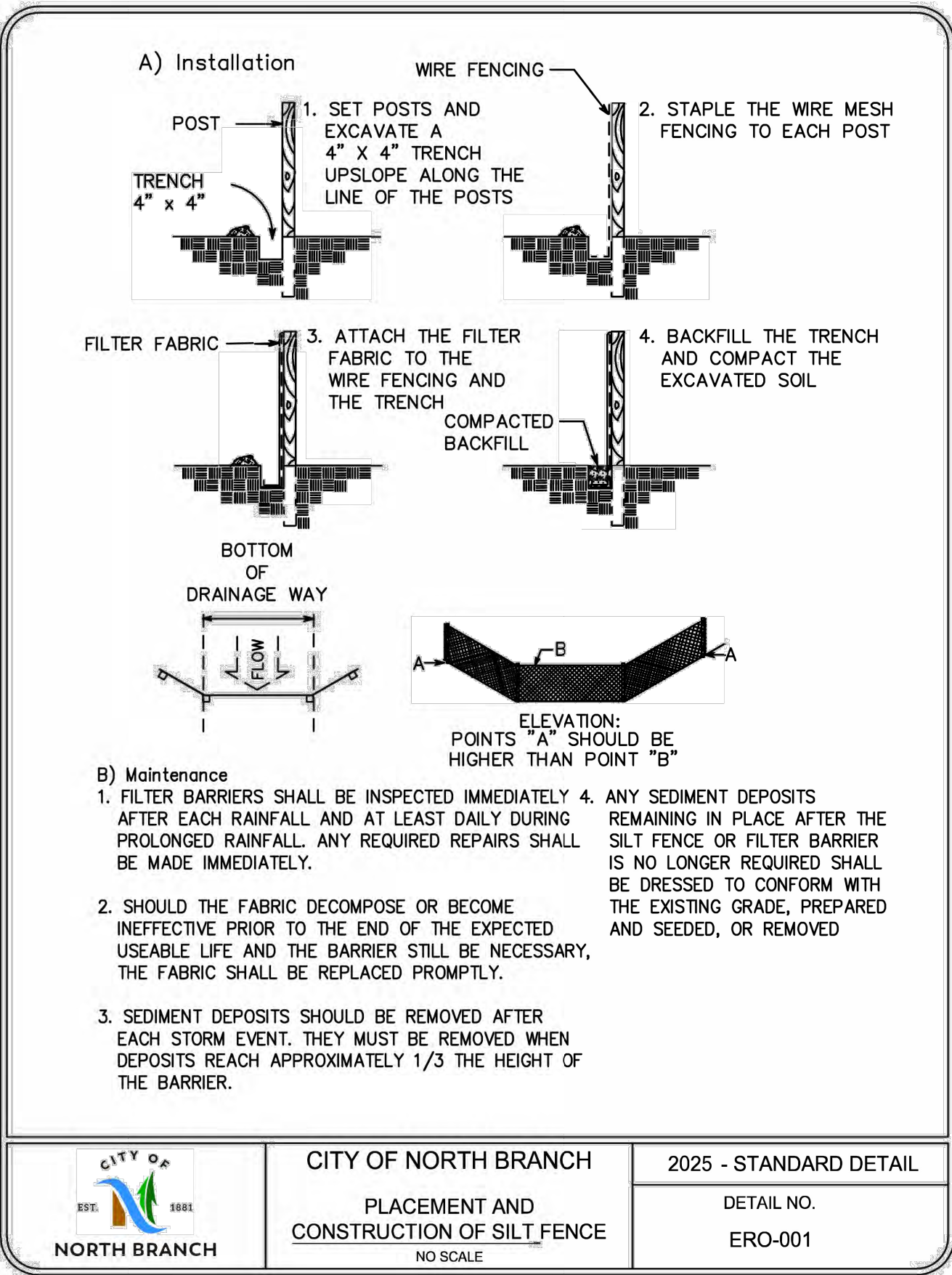
1. ALL DISTURBED AREAS TO BE SEEDED AND MULCHED. 4IN MIN TOPSOIL, EXCEPT IN RIGHT OF WAY. RIGHT OF WAY TO BE SODDED.
2. MULCH TYPE 1 (DISK ANCHORED) IN DISTURBED AREAS
3. SEED MNDOT TYPE 35-221, AT A RATE OF 36.5 LB/AC
4. ALL SLOPES STEEPER THAN 4:1, SHALL BE RESTORED WITH SEED AND PROTECTED WITH EROSION CONTROL BLANKET PER MndOT SPEC. 3885.1 OR SODDED AND STAKED.
5. SILT FENCE AROUND ENTIRE PERIMETER/PROPERTY LINE. MAY NEED TO USE EC LOGS IN LIEU OF SILT FENCE FOR MOBILITY IN AREAS WHERE THE BMPS WILL BE MOVED (NEAR PROPOSED SIDEWALKS)



I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER UNDER
THE LAWS OF THE STATE OF MINNESOTA.

GRADING AND EROSION CONTROL PLAN

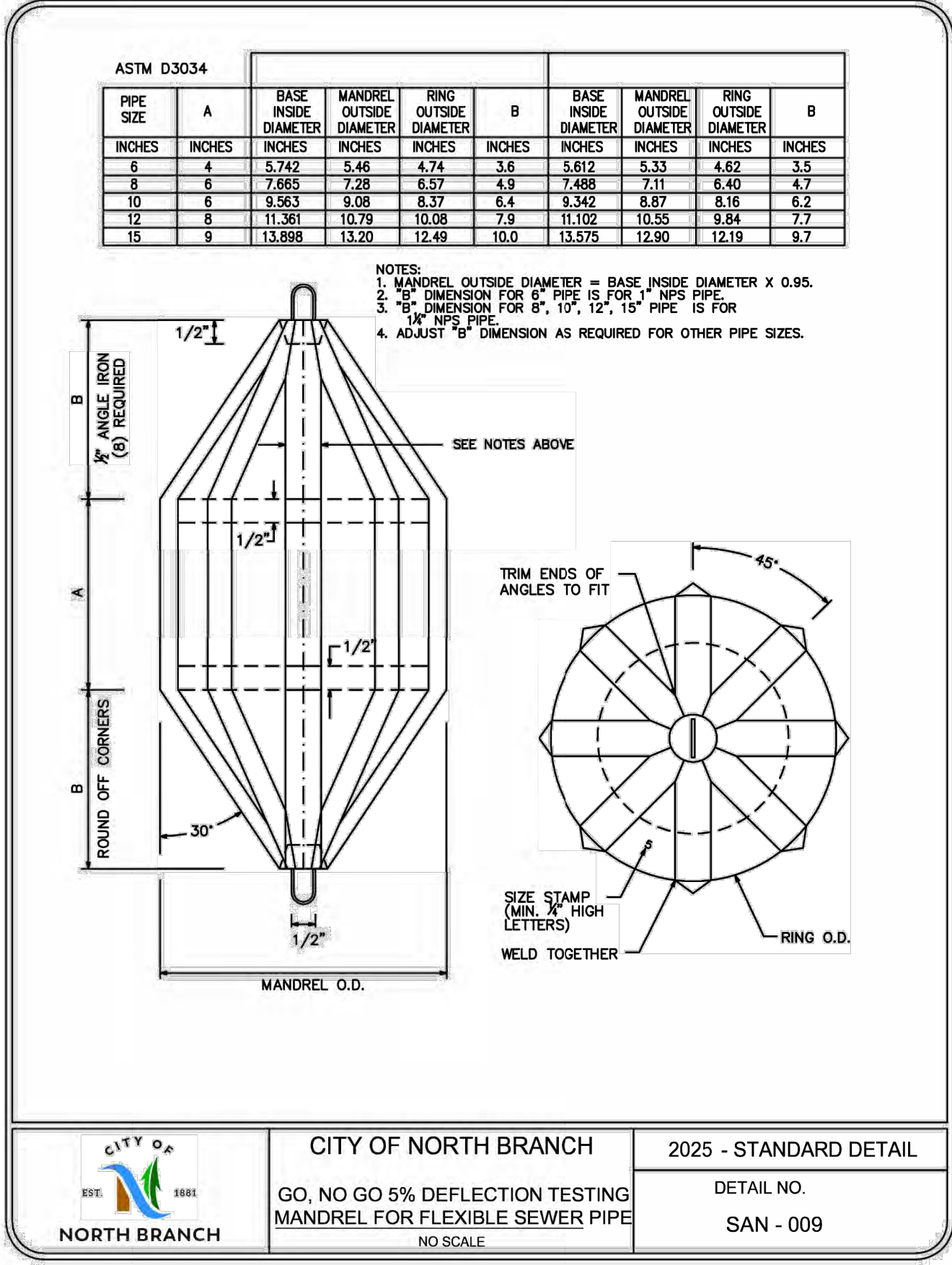
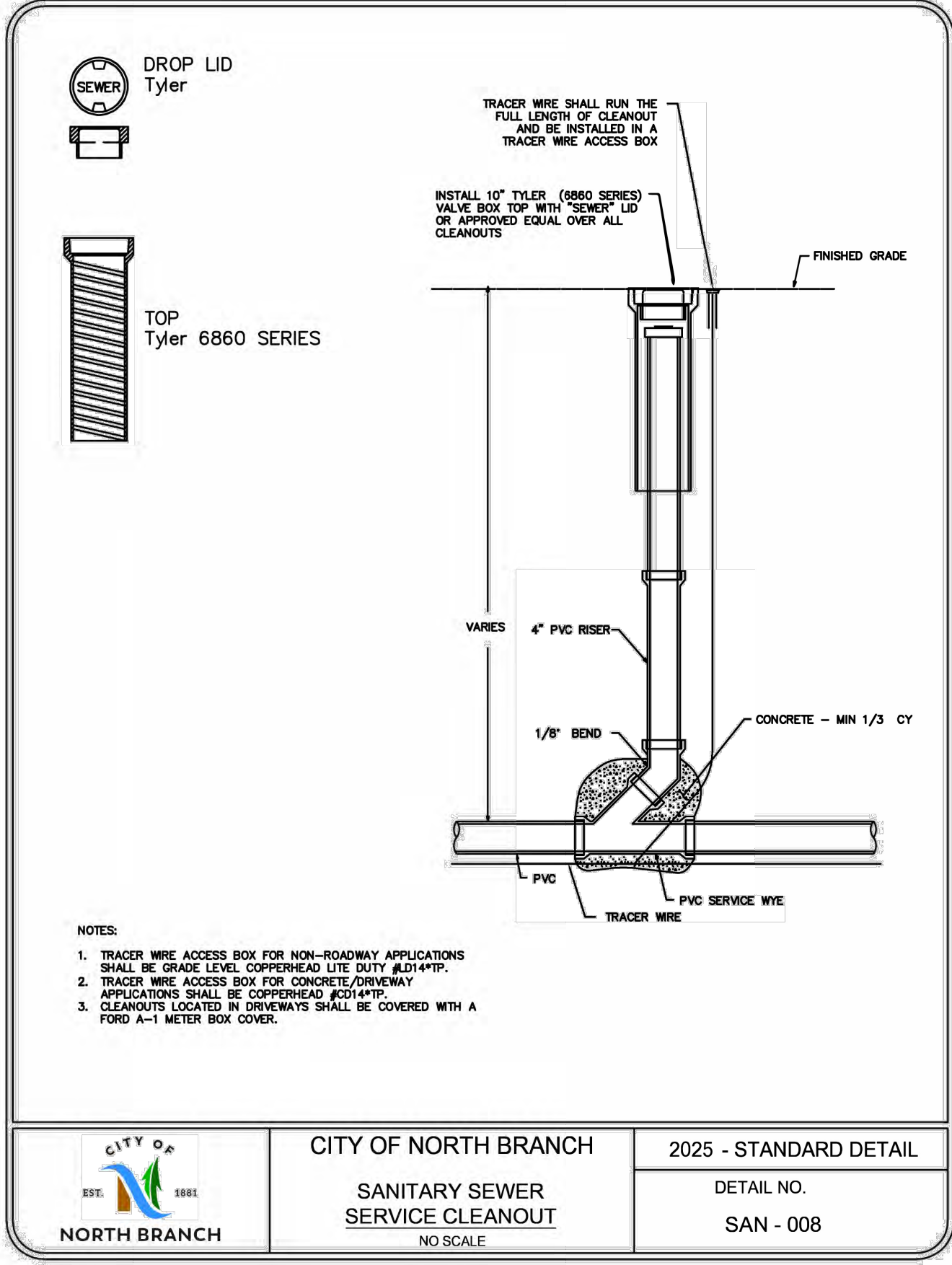
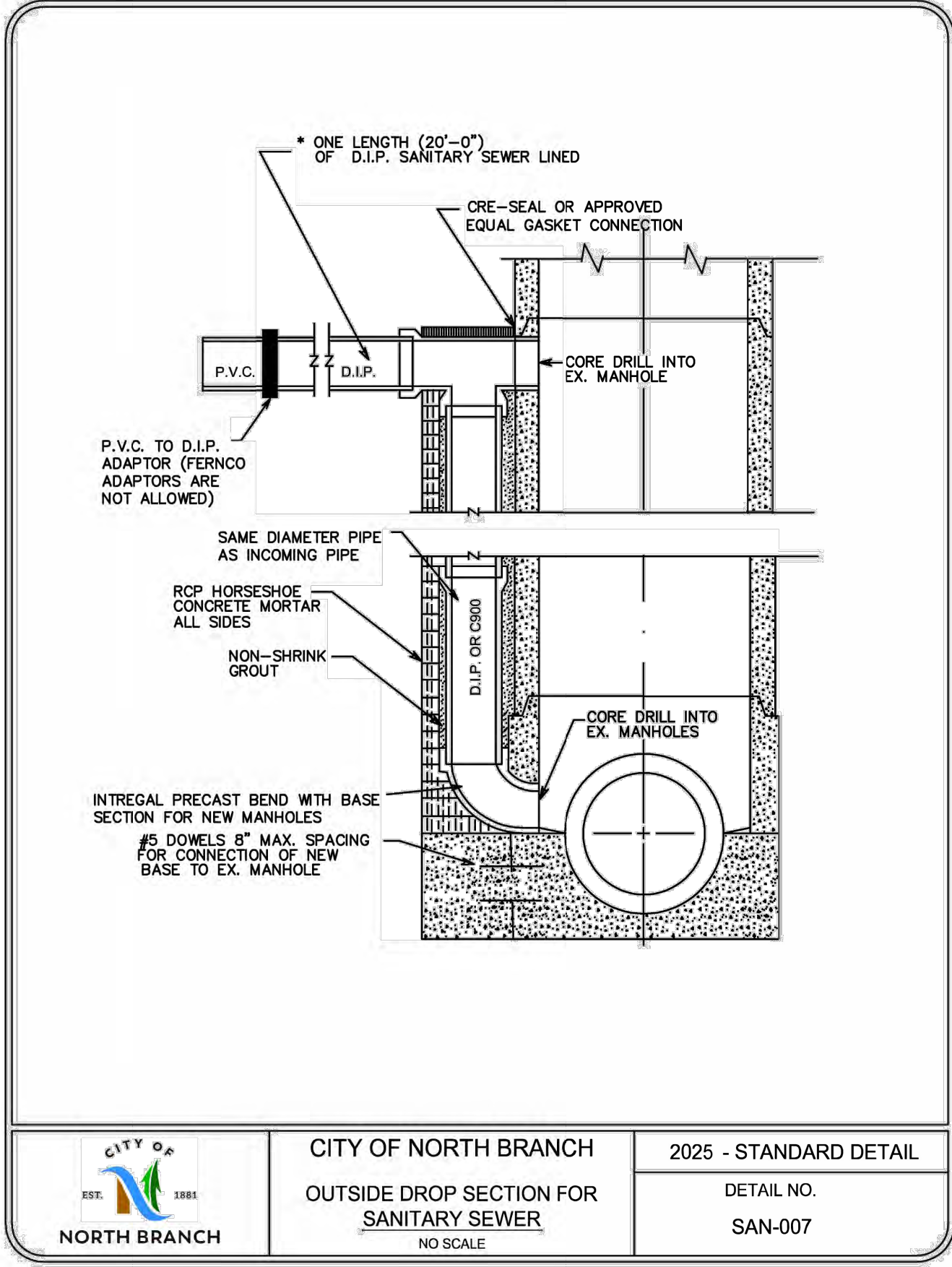
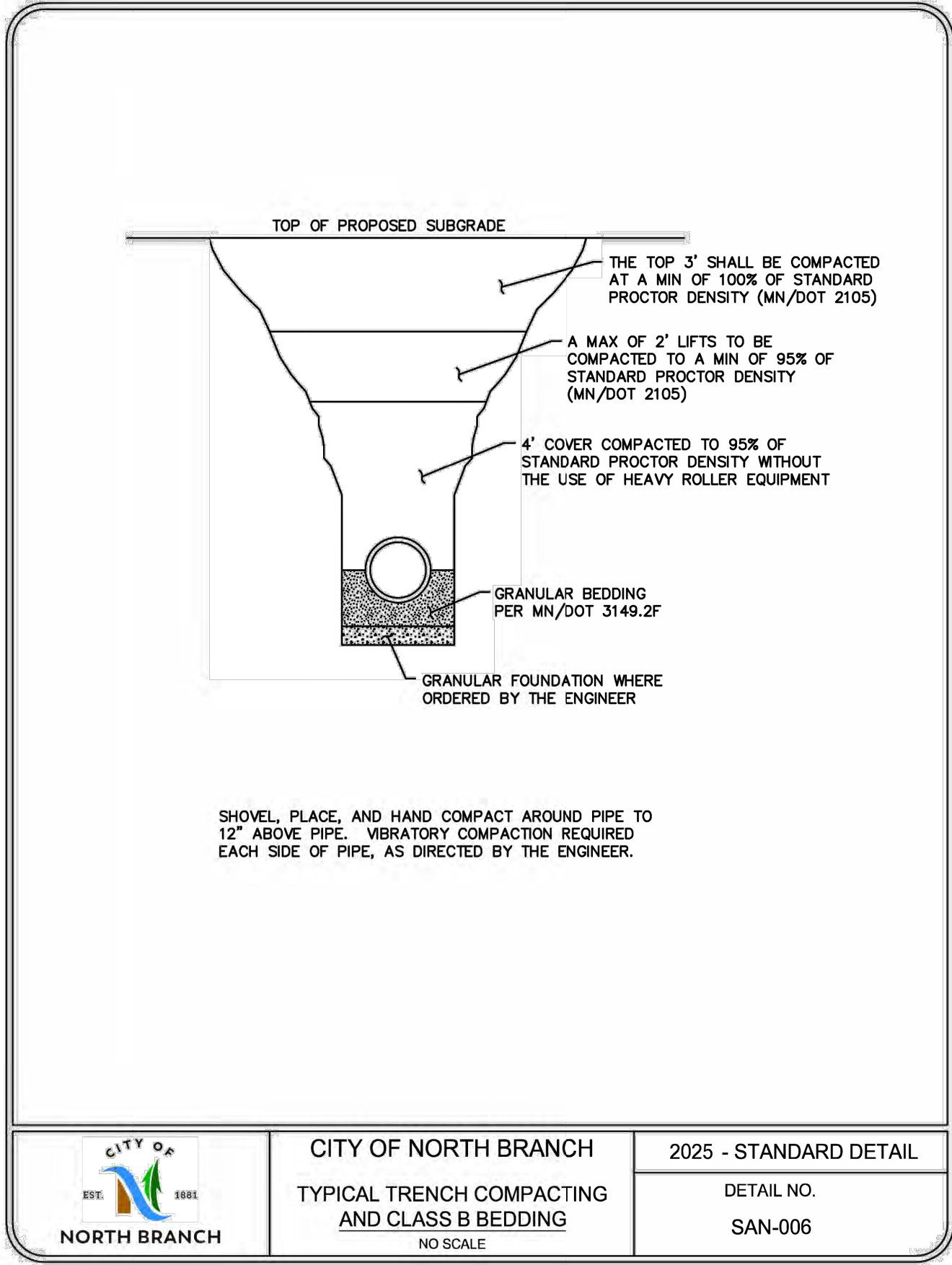
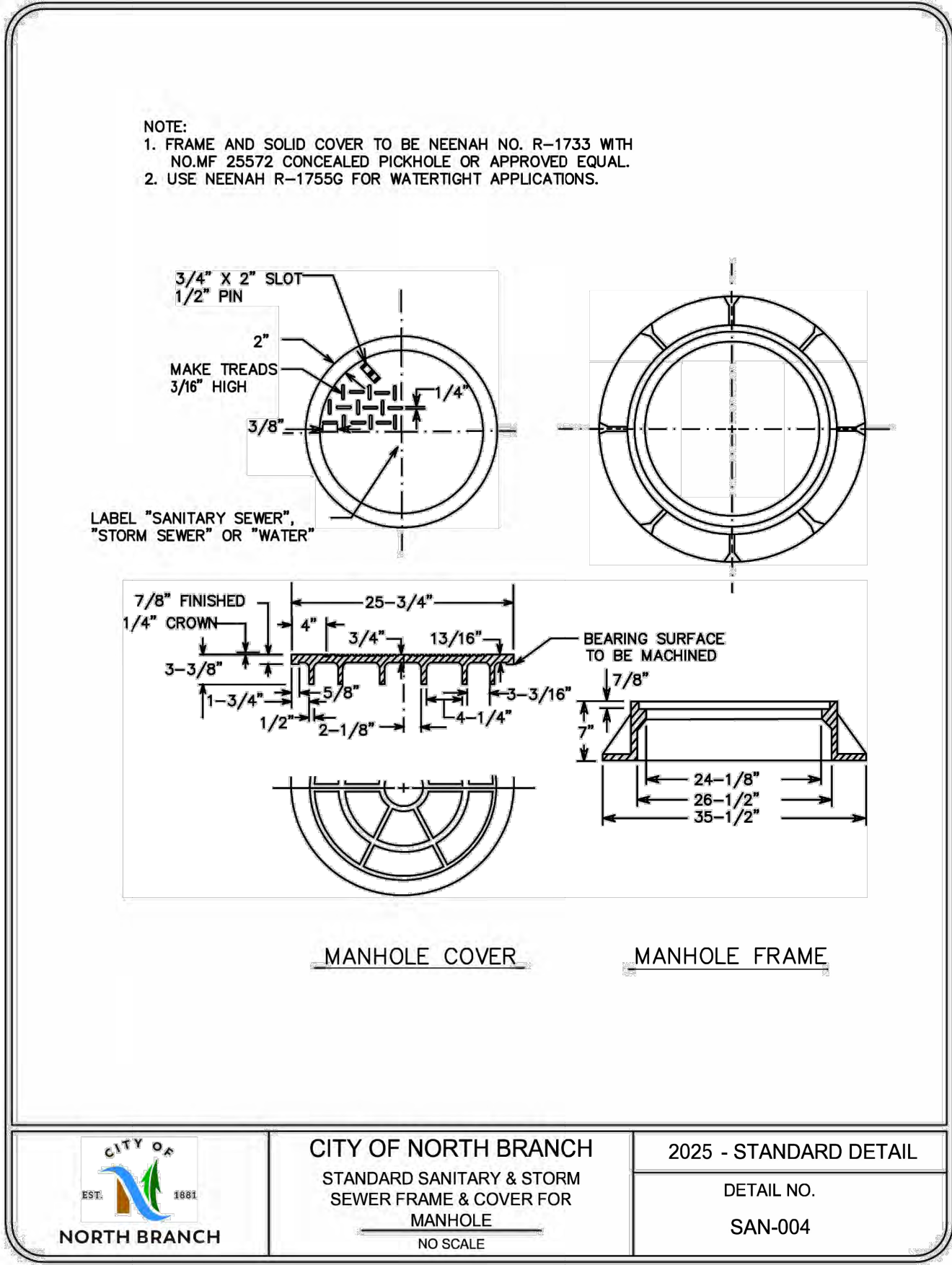
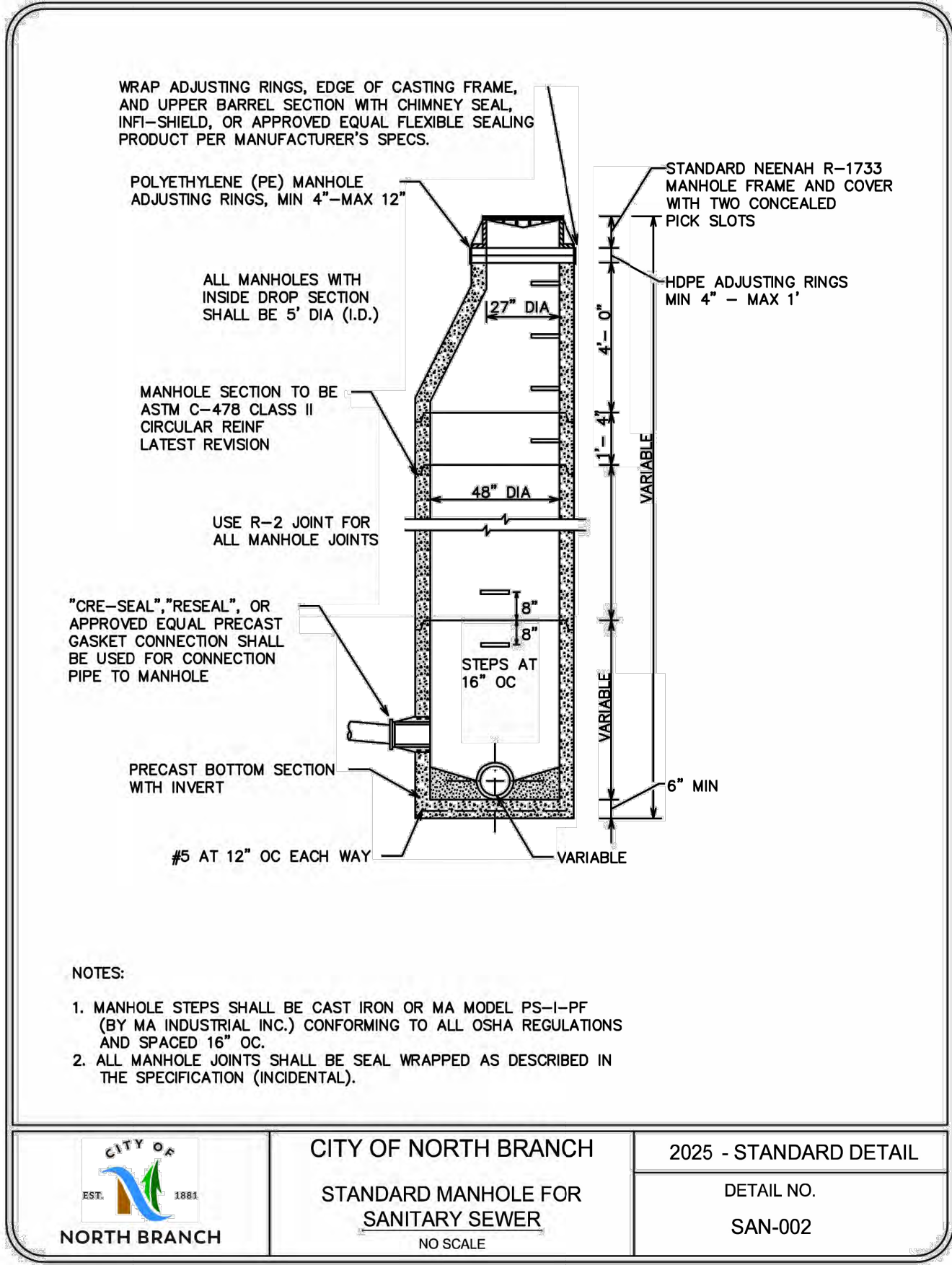
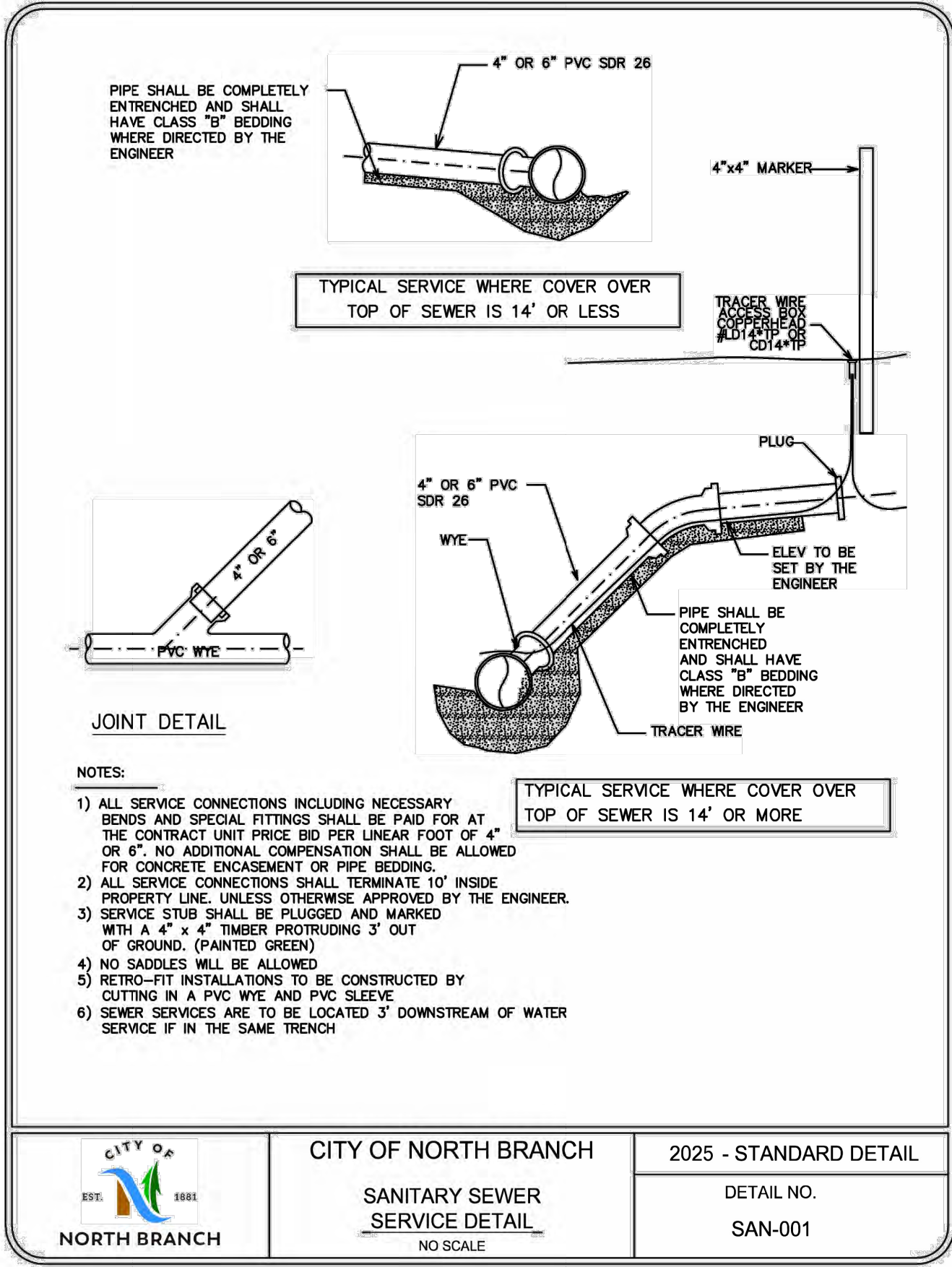
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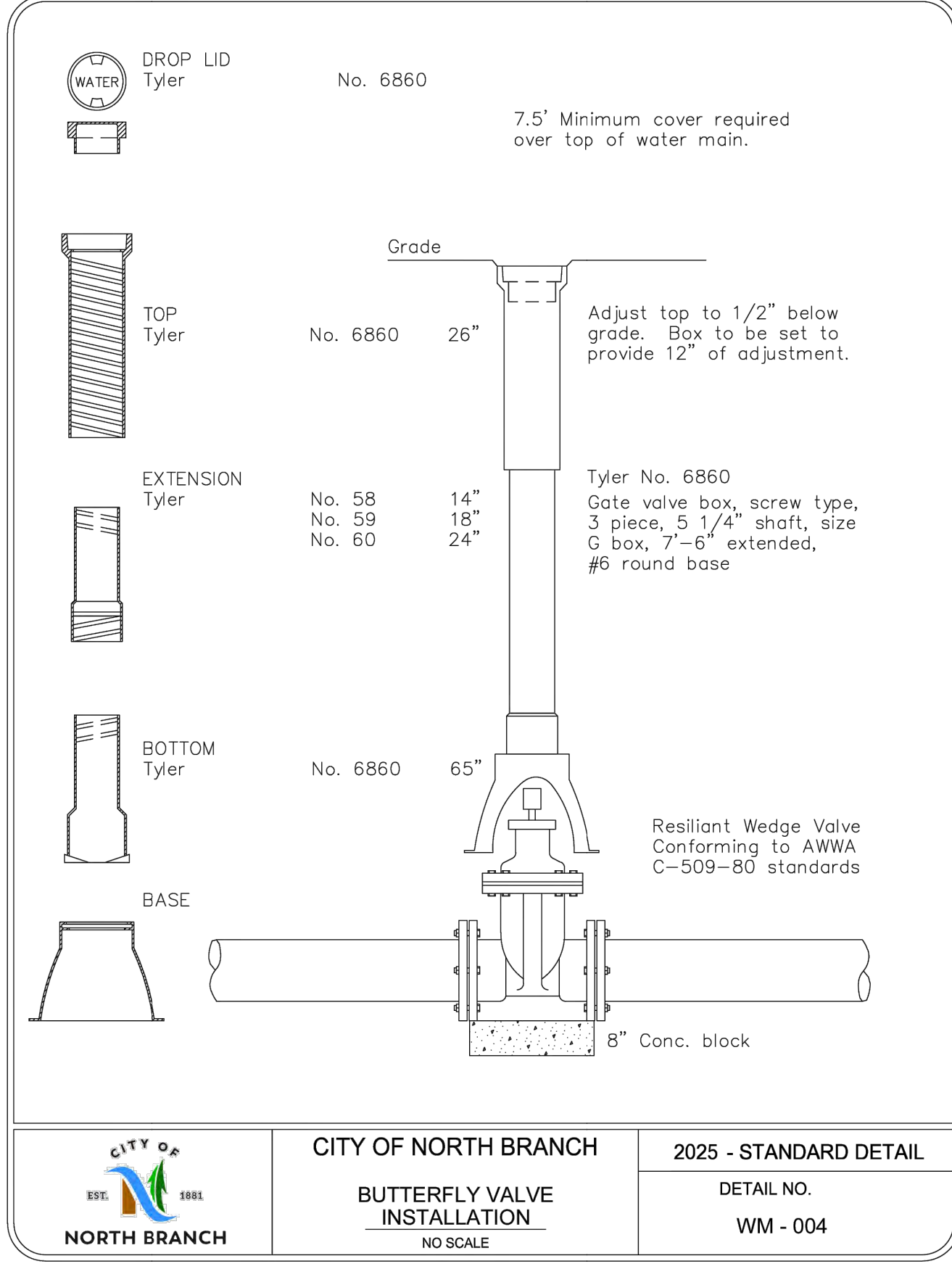
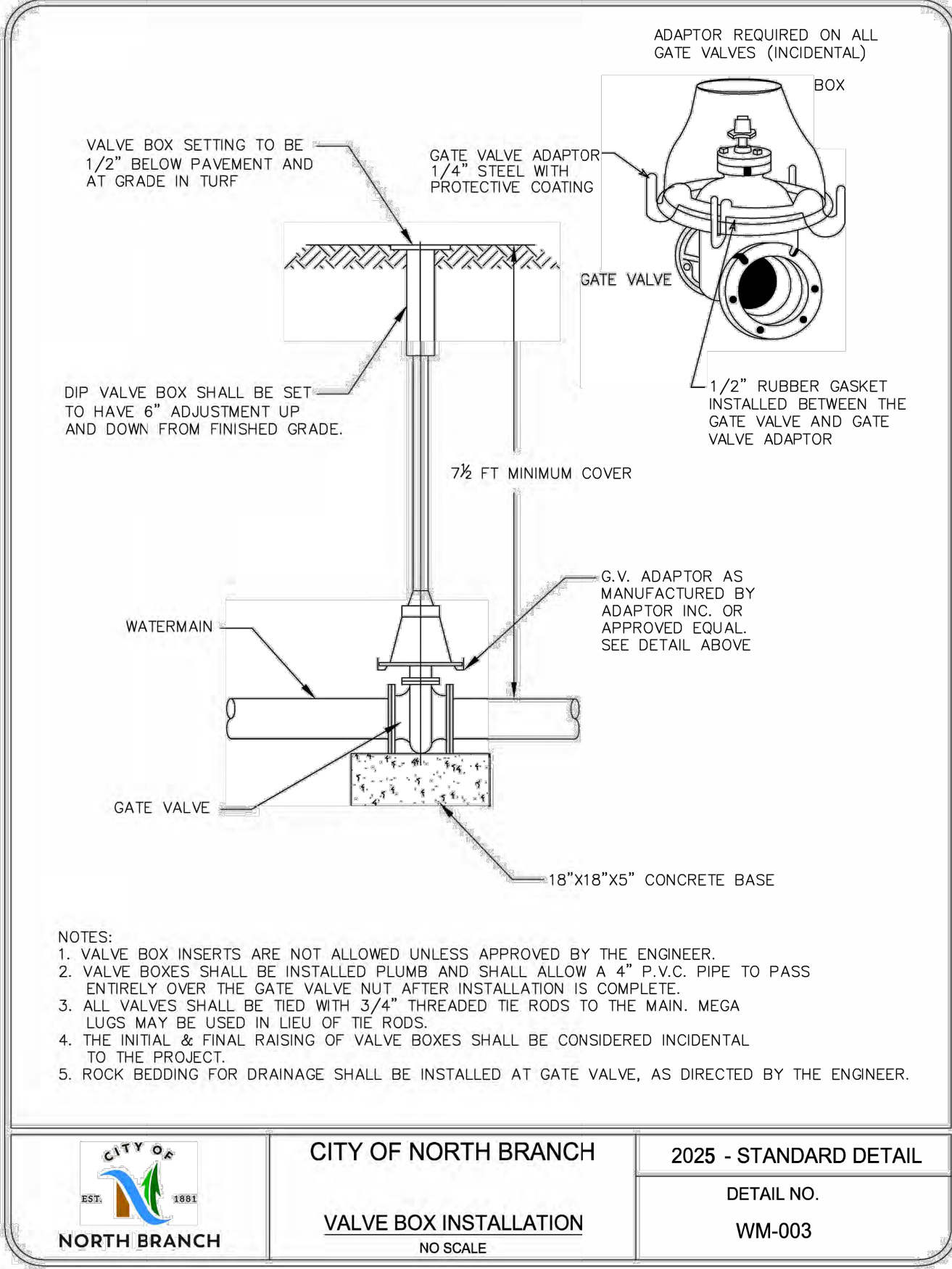
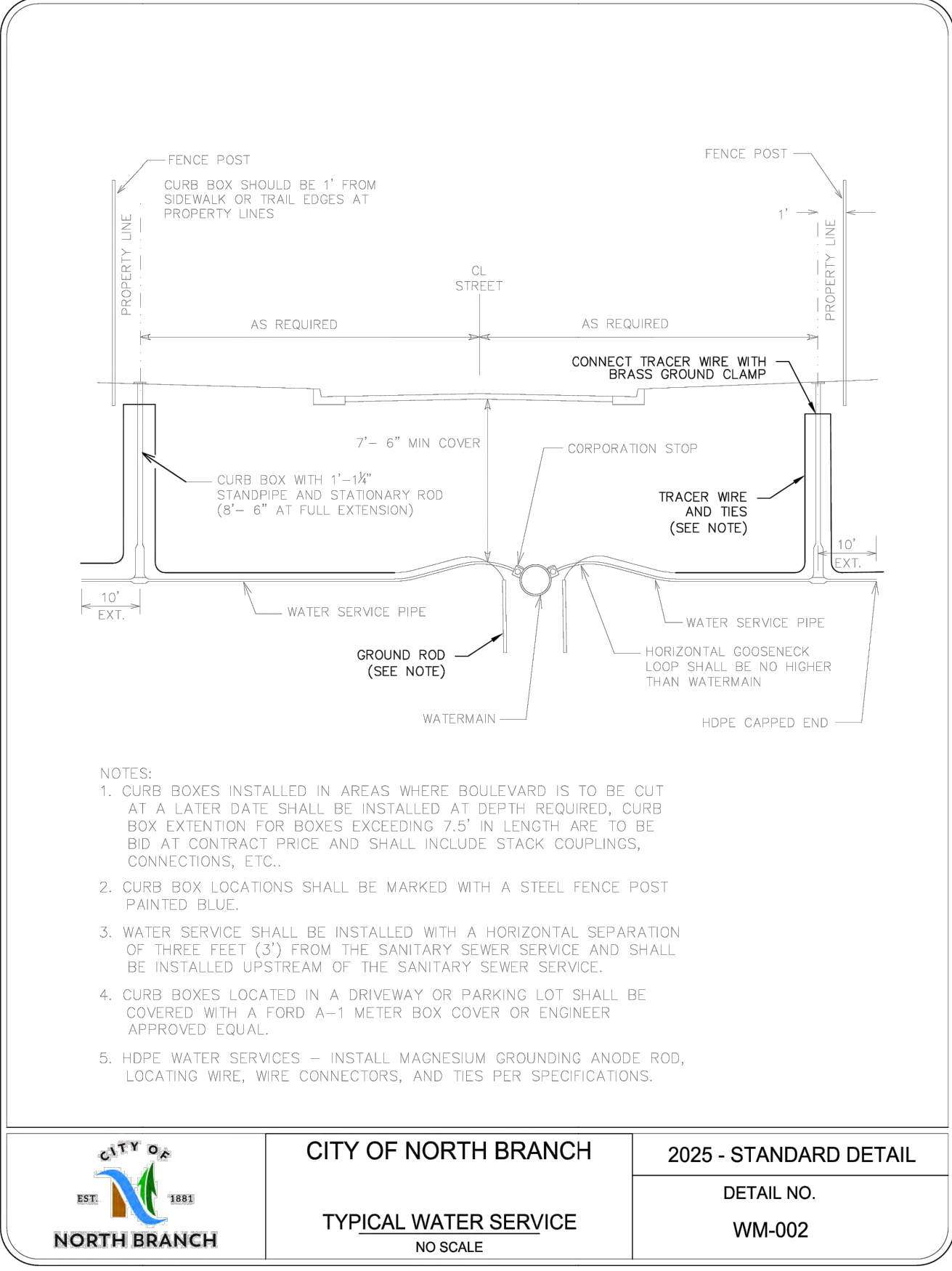
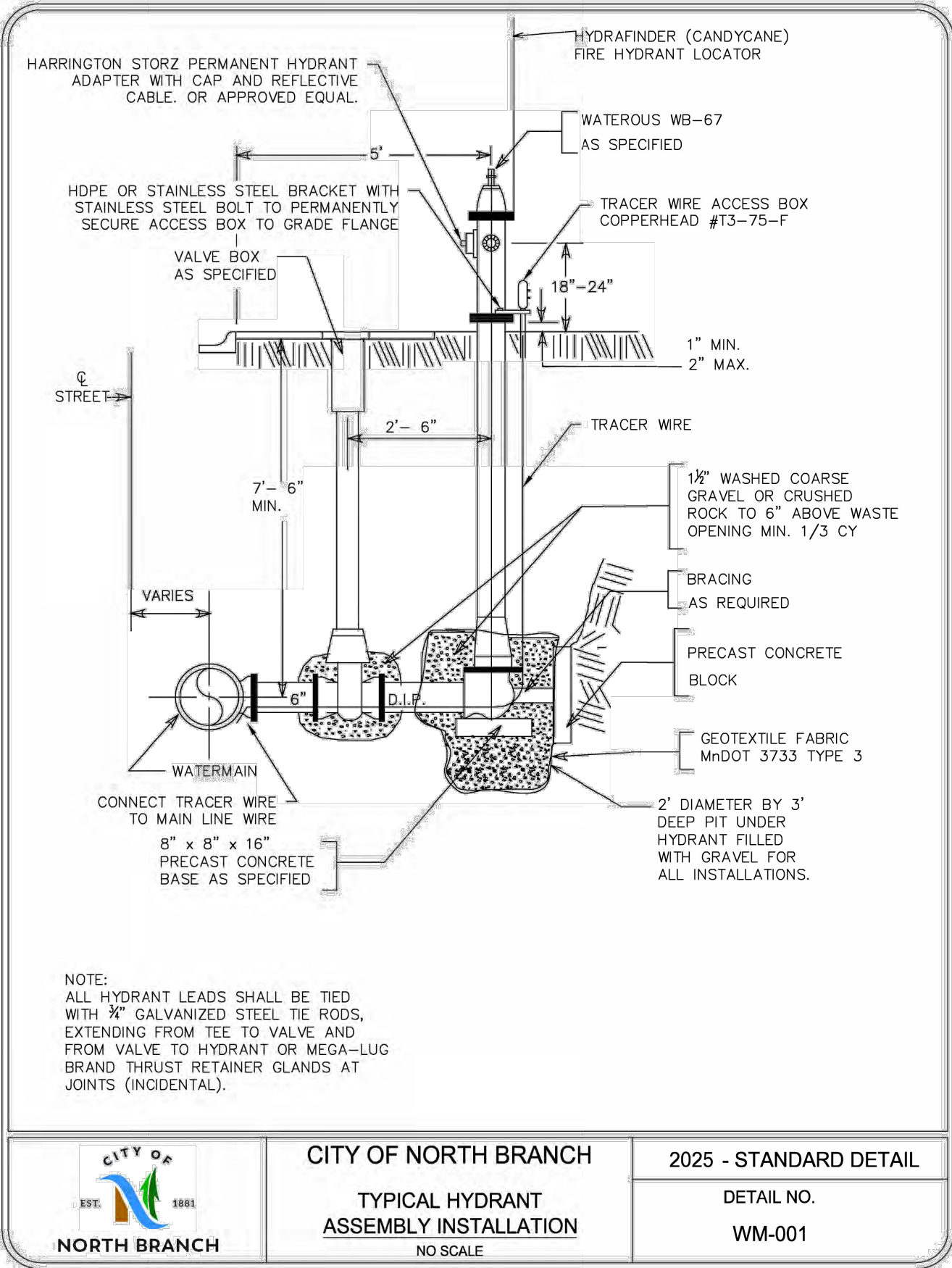
**RAIN GUARDIAN TURRET
PRETREATMENT CHAMBER**

BIORETENTION PONDING DEPTH: 1'

TYPICAL DETAIL



REVISIONS		BY		DESCRIPTION	
NO.	DATE				



BLOCH ENGINEERING

BLOCH ENGINEERING, PLLC
blochengineering.com

32210 XEON ST NW
CAMBRIDGE, MN 55008

krystle@blochengineering.com

JOB NO. 24-02

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY

KRYSTLE L. BLOCH
5-26-2025
DATE

49893
L.I.C. NO.

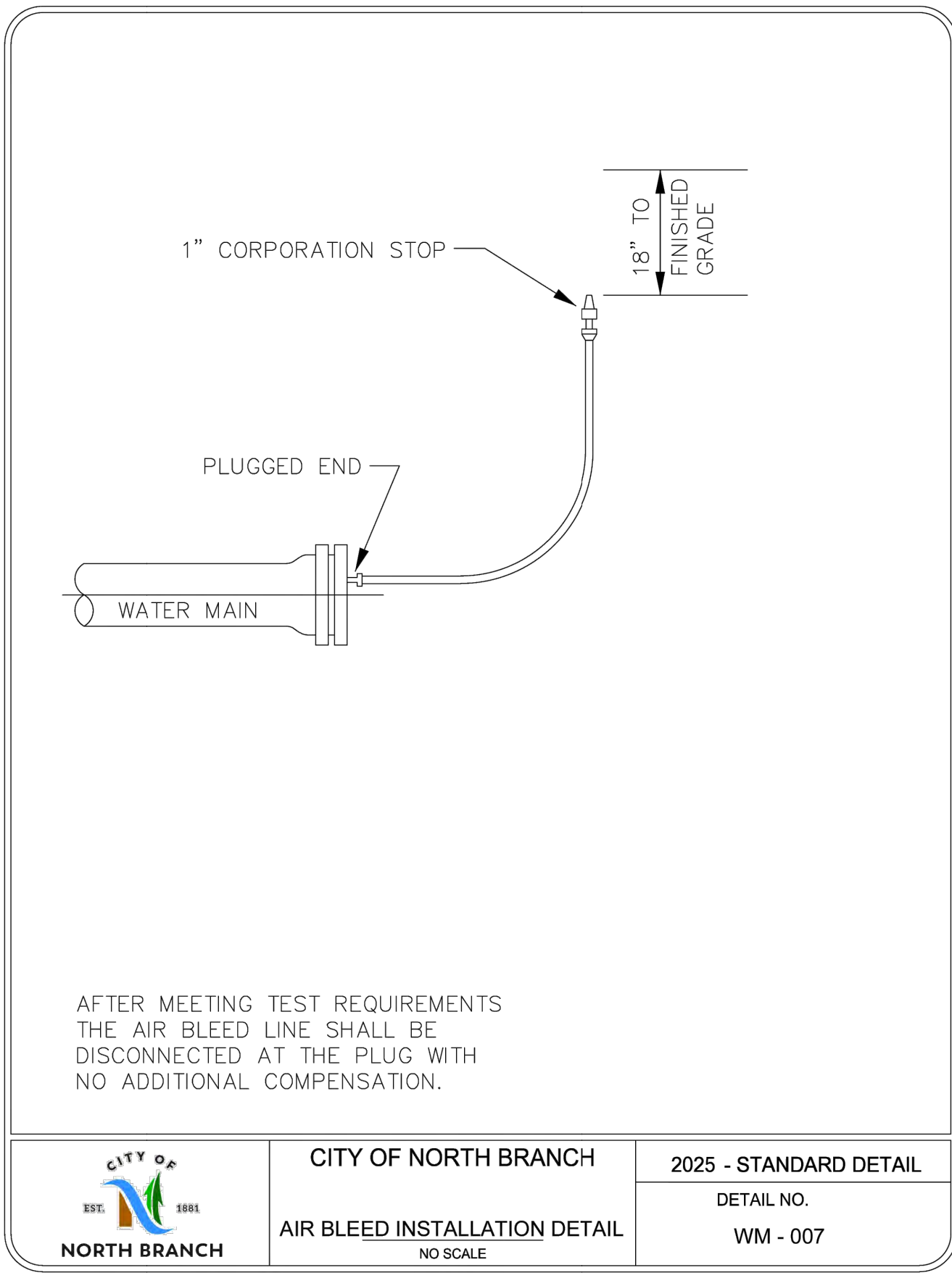
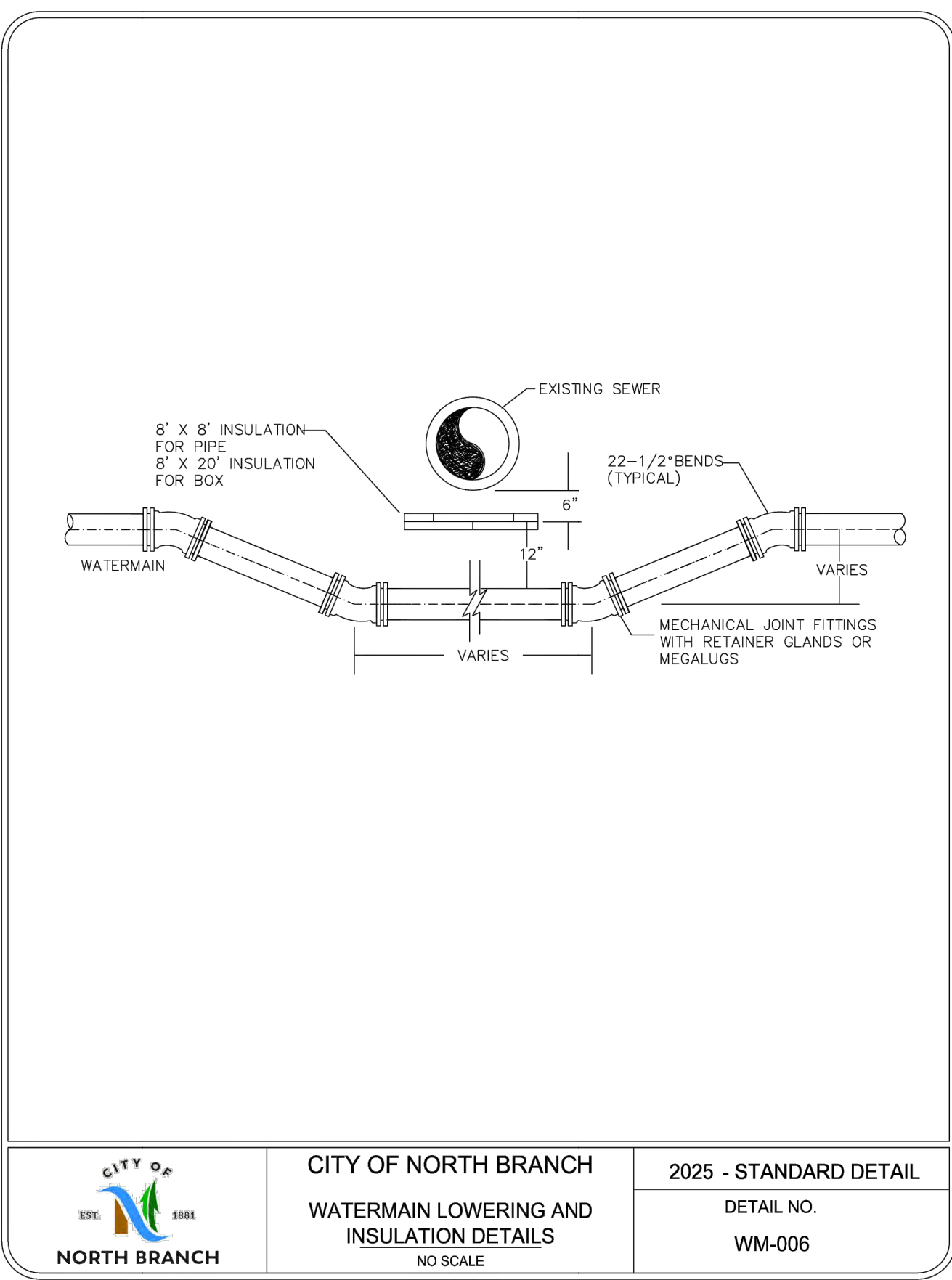
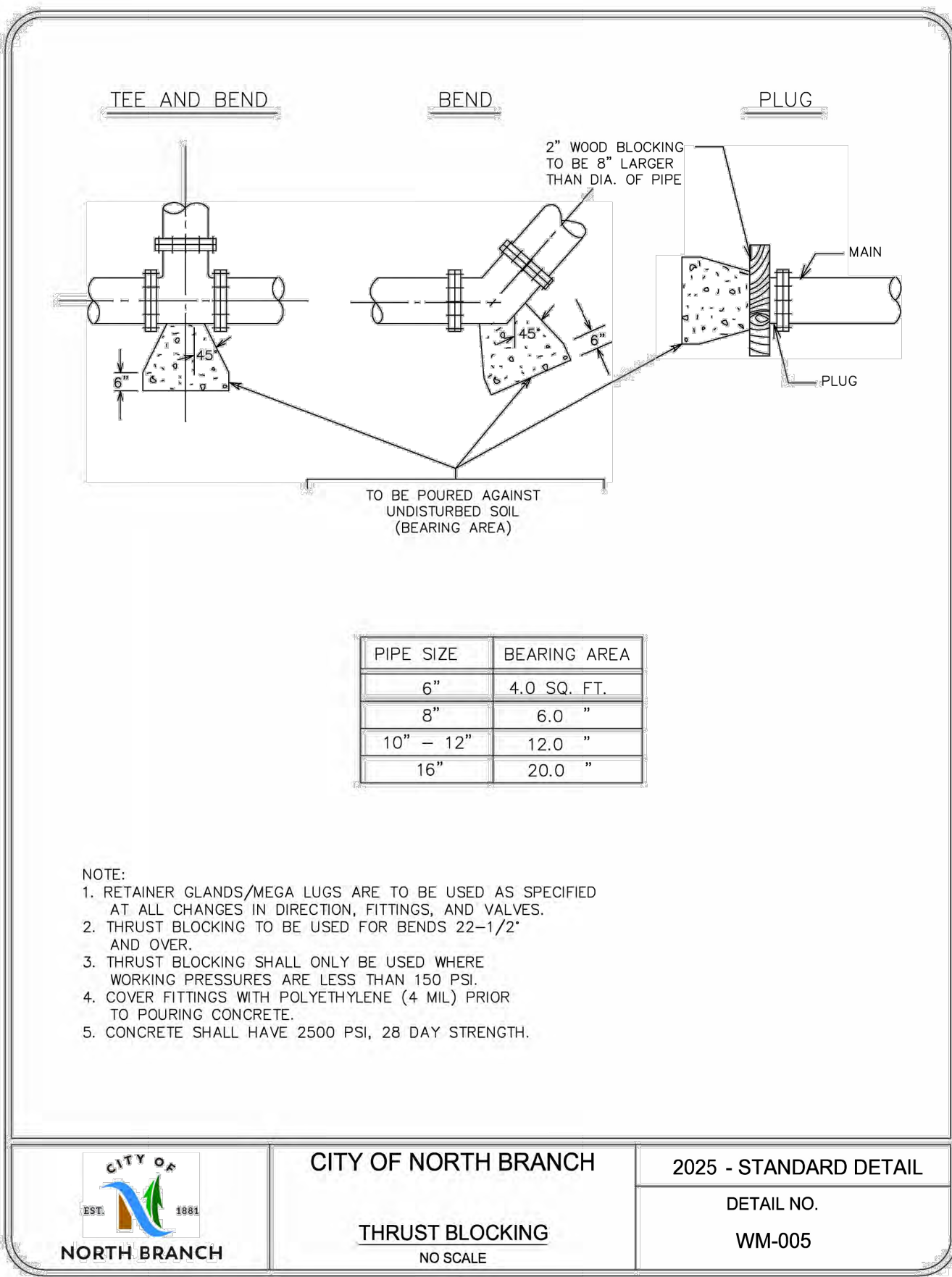
MAIN STREET APARTMENTS
OWNER: TOMMY FOSTER
1275 WEST 4TH ST, RUSH CITY, MN

STANDARD DETAILS

REVISIONS	NO.	DATE	BY	DESCRIPTION

SHEET C8

SHEETS 11



STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

PROJECT DESCRIPTION:

The existing site is a total of 2.4 acres, which will be regraded as part of this current project. Runoff from this site is routed to proposed infiltration ponds. Grading, infiltration, and paving will be installed as part of this project along with building construction.

SWPPP IMPLEMENTATION

The Project Engineer and the Contractor are responsible for implementation of the SWPPP and the installation, inspection, and maintenance of the erosion prevention and sediment control BMPs before and during construction. The Contractor will have an Erosion Control Supervisor who is responsible for coordinating the erosion prevention and sediment control BMPs.

PROJECT CONTACT IMPLEMENTATION/MAINTENANCE:

Erosion and Sediment Control, BMP Inspection Performed By:
Individual contact TBD
Erosion Works
Elk River, MN
763-262-7458

Long Term Pond Maintenance Provided By:
Bigfork Valley Log Cabins, LLC

TIMING OF BMP INSTALLATION

The erosion prevention and sediment control BMPs shall be installed as necessary to minimize erosion from disturbed surfaces and capture sediment on site.

1. Erosion and sediment control BMPs must be installed prior to the start of construction.
2. Where applicable, disturbed areas will immediately be temporarily stabilized prior to permanent turf establishment whenever construction ceases for 7 days, with special consideration of areas within 200 feet continuous positive slope of a surface water.
3. Temporary or permanent energy dissipation shall be placed at pipe outlets within 24 hours after connection to a surface water.
4. Temporary stabilization of stockpiles must be initiated immediately to limit soil erosion whenever any construction activity has permanently ceased on any portion of the site and will not resume for a period exceeding 7 calendar days.
5. Planned slopes of 1:3 (V:H) or steeper and greater than 75 ft. in length will be temporarily or permanently stabilized in increments not to exceed 75 ft., prior to constructing or disturbing a new increment.
6. BMPs must remain in place until final stabilization is achieved and permit NOT has been submitted to the MPCA.
7. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.

CALCULATIONS:

Total Area of Grading = 2.4 Ac
Total Existing Impervious = 0 Square Feet
Total New Impervious = 51250 Square Feet

$$\text{WATER QUALITY VOLUME} = (1'')(1'/12'')(51250 \text{ SF}) = 4271 \text{ CF}$$

SOIL TYPES:

Majority A Soils (Web Soil Survey)

EROSION CONTROL QUANTITIES:

EROSION CONTROL QUANTITIES		
	UNIT	QUANTITY
SILT FENCE	EACH	1300
TEMP. CONSTRUCTION EXIT	EACH	1
SEED	ACRE	2.40
MULCH	TON	5

APPLICATION RATES:
SEED TYPE 25-151 @ 120 LB/AC
MULCH TYPE 1 @ 2 TON/AC

CONSTRUCTION SEQUENCE:

Construction to begin spring 2025. Silt fence around where specified and Rock entrances to be installed before any of the following scheduled events take place. Existing structures shall also be protected from sediment from the start of construction.

1. Grading
2. Install Utilities
3. Building Construction
4. Infiltration basin(s) constructed
5. Landscaping and Turf Restoration

Construction completion expected Fall 2025. All temporary erosion control measures will be removed and disposed of according to MPCA requirements. Final stabilization will be established.

If construction is not completed before winter, stockpiles and any slopes must be stabilized with appropriate BMPs (mulch, seed, erosion control blanket) as applicable to avoid erosion in the following spring season.

See NPDES CWS Permit Part 11 for inspection frequency adjustments throughout the course of scheduled construction.

IMPAIRED AND SPECIAL WATERS

The Sunrise River is within one mile of discharge point, and has impairments for the following: Fecal Coliform, Fishes Bioassessments, Mercury in Fish Tissue.

KARST AREA PROTECTION:

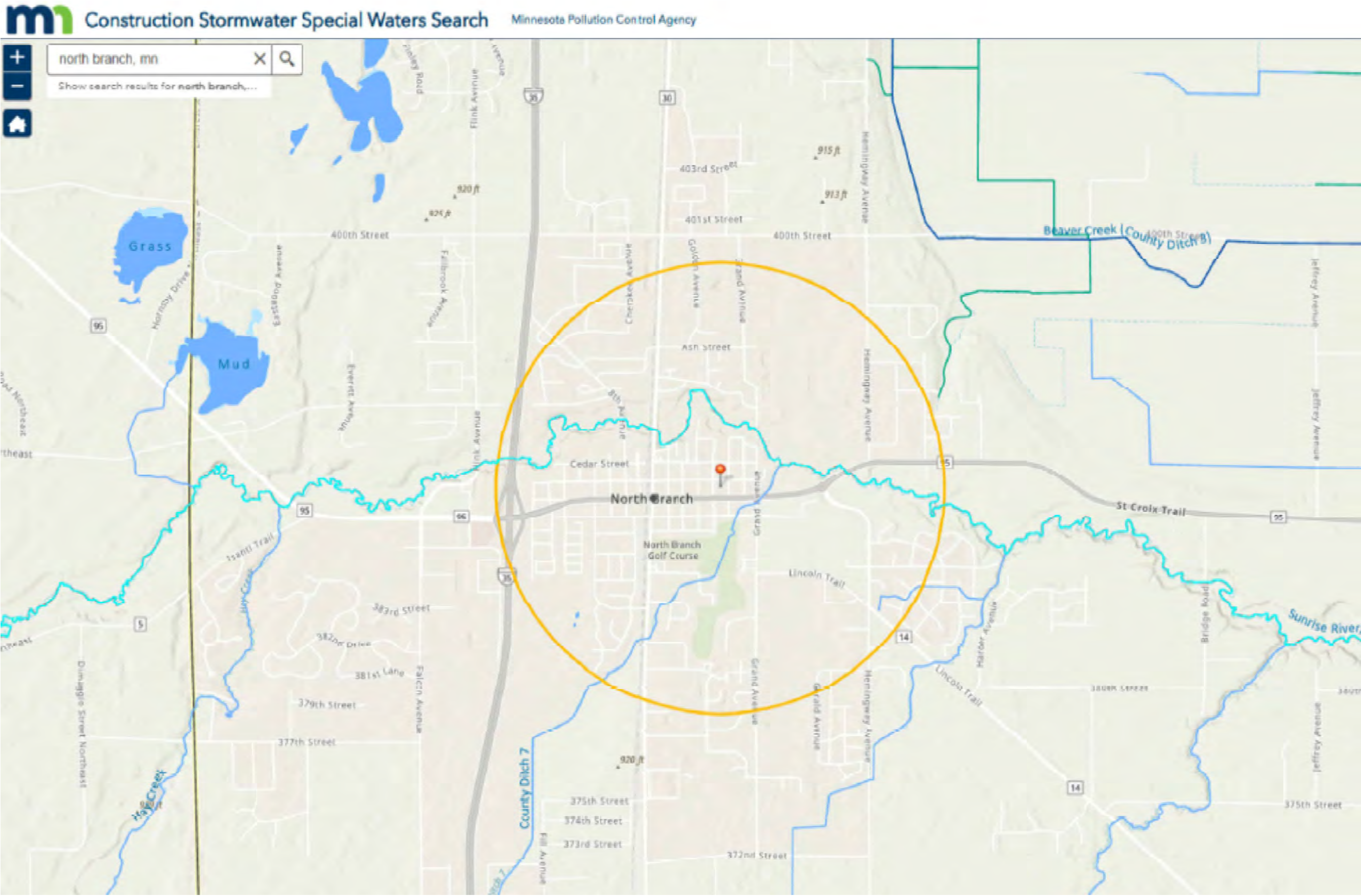
This area is not considered Karst area.

CALCAREOUS FENS:

No calcareous Fen sites exist on this project.

MITIGATION DUE TO REVIEWS:

There are no stormwater mitigation measures proposed as part of environmental, endangered species, archaeological or other required local, state or federal reviews conducted for the project.

[illegible]

PROPOSED B618 CURB AND GUTTER

PROPOSED BITUMINOUS PAVEMENT



PROPOSED CONIFEROUS TREE (TYP.)

TREE PLANTING NOTES

1. TREE LOCATION SUBJECT TO CHANGE TO AVOID UTILITY CONFLICT.
2. ALTERNATE RED OAK AND WHITE MAPLE TREES OR SIMILAR SPECIES. VERIFY SPECIES WITH CITY.

MINIMUM SIZE OF PLANTINGS

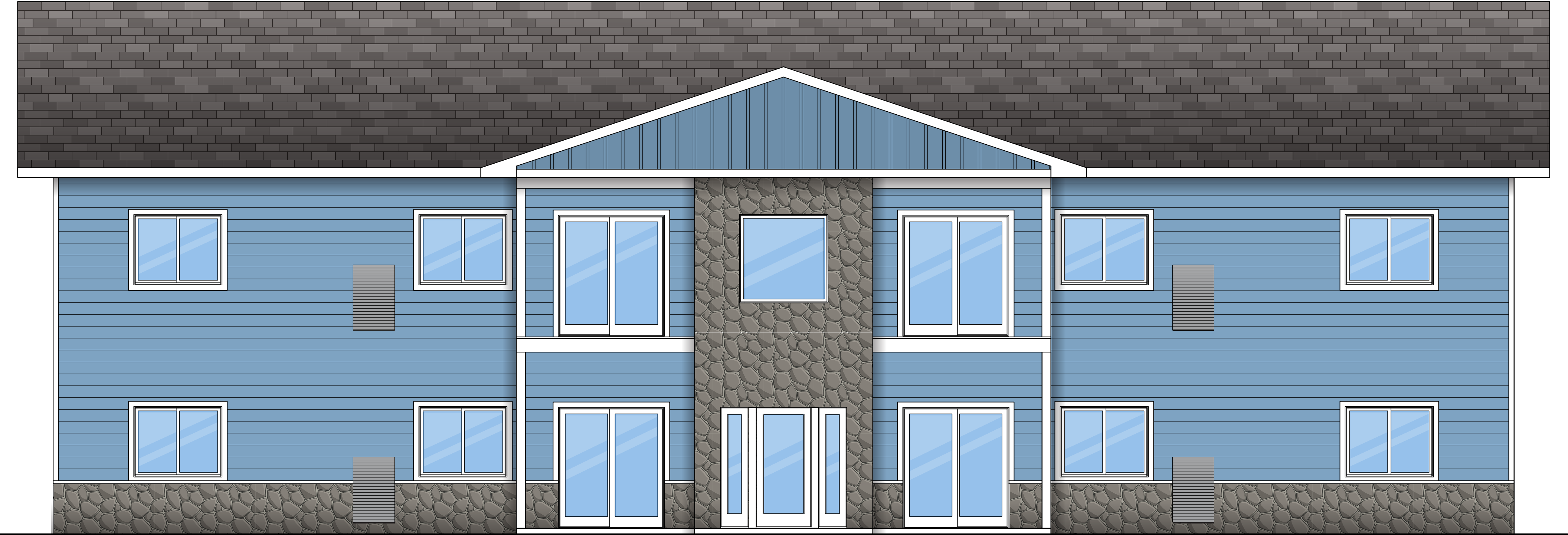
OVERSTORY DECIDUOUS: 2" CALIPER
CONIFEROUS: 6FT IN HEIGHT
ORNAMENTAL TREES: 1.5" CALIPER

PLANTING NUMBER REQUIREMENTS:

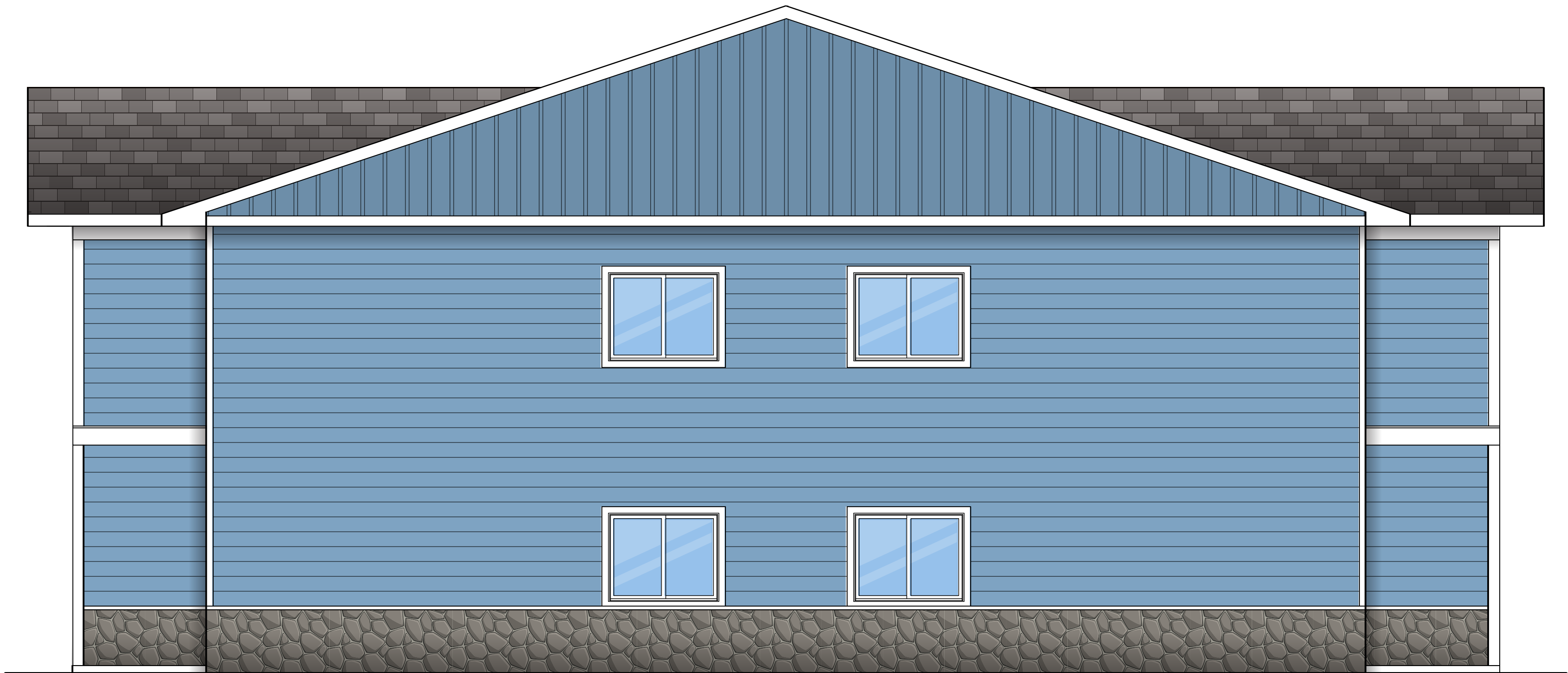
TOTAL BUILDING UNITS = 32

TOTAL TREE REQUIREMENT = ONE OVERSTORY TREE PER UNIT
= 32 TREES

TREE NO.	TYPE	DIA. (IN)	KEEP/REMOVE	NOTES
1216	ASH	16	KEEP	IN MAIN ST ROW
1219	OAK	15	KEEP	
1220	OAK	17	KEEP	
1221	OAK	29	KEEP	PROTECT ROOTS IN INFIL. POND EXCAVATION DEAD
1222	OAK	22	KEEP	
1233	OAK	22	REMOVE	
1236	OAK	25	KEEP	PROTECT ROOTS IN INFIL. POND EXCAVATION
NA	OAK?	?	KEEP	IN MAIN ST ROW - SIDEWALK BUILT AROUND IT



FRONT ELEVATION
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)



SIDE ELEVATIONS
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)

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DRAFTING

E.M.E. DRAFTING
ERIC EGERT
900 MAPLE AVE. E.
MORA, MN 55051

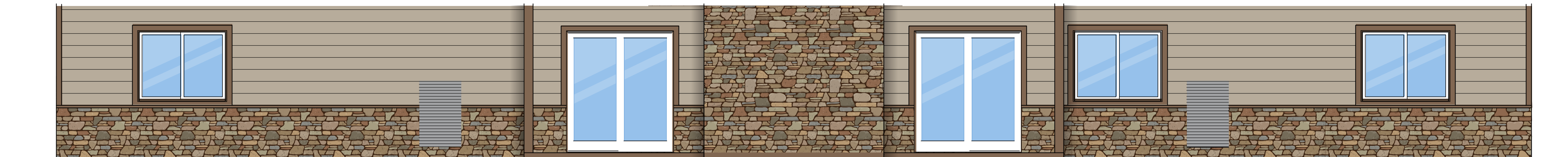
8 UNIT
NORTH BRANCH, MN 55056

FILE NAME:	8 UNIT
DRAWN BY:	EME
DATE:	4/7/25
REVISED:	----
REVISED:	----
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REVISED:	----

ELEVATION
A1.1



REAR ELEVATION



REAR ELEV @ H.C. UNIT
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)



REAR ELEV @ STREET
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)

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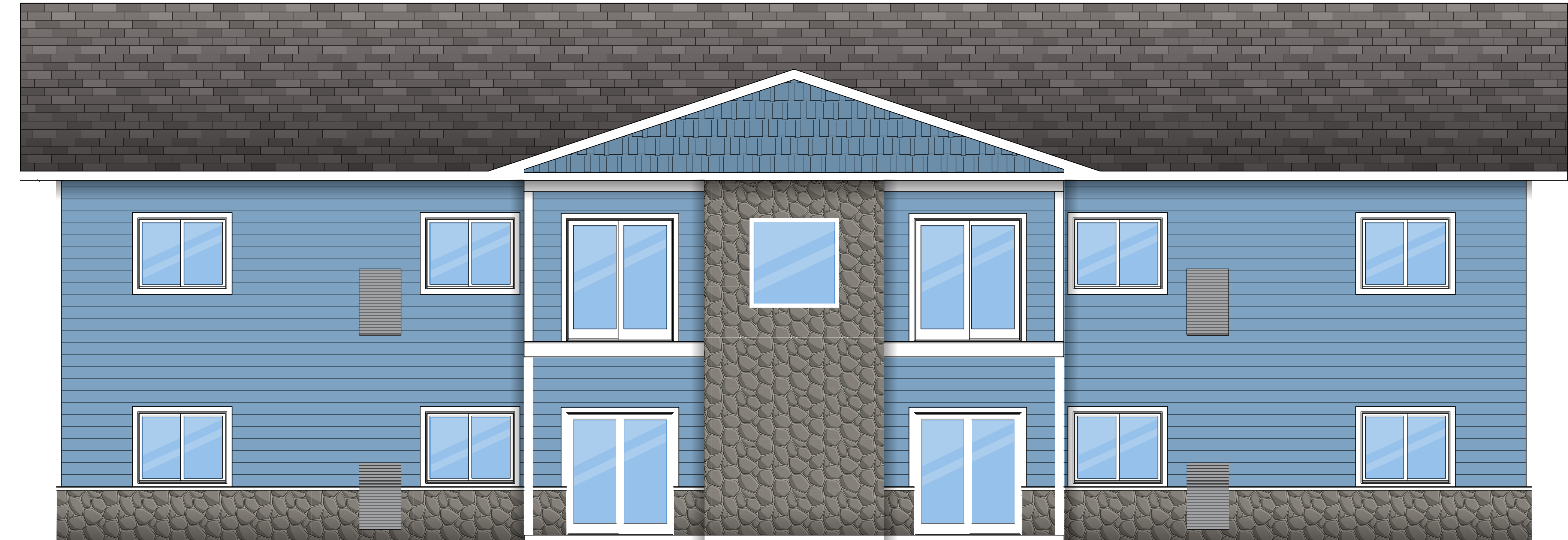
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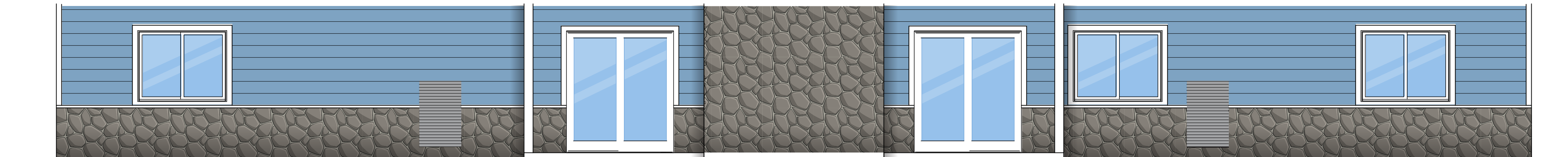
8 UNIT
NORTH BRANCH, MN 55056

FILE NAME:	8 UNIT
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DATE:	4/7/25
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REVISED:	----

ELEVATION 2
A1.2



REAR ELEVATION



REAR ELEV @ H.C. UNIT

SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)



REAR ELEV @ STREET

SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)

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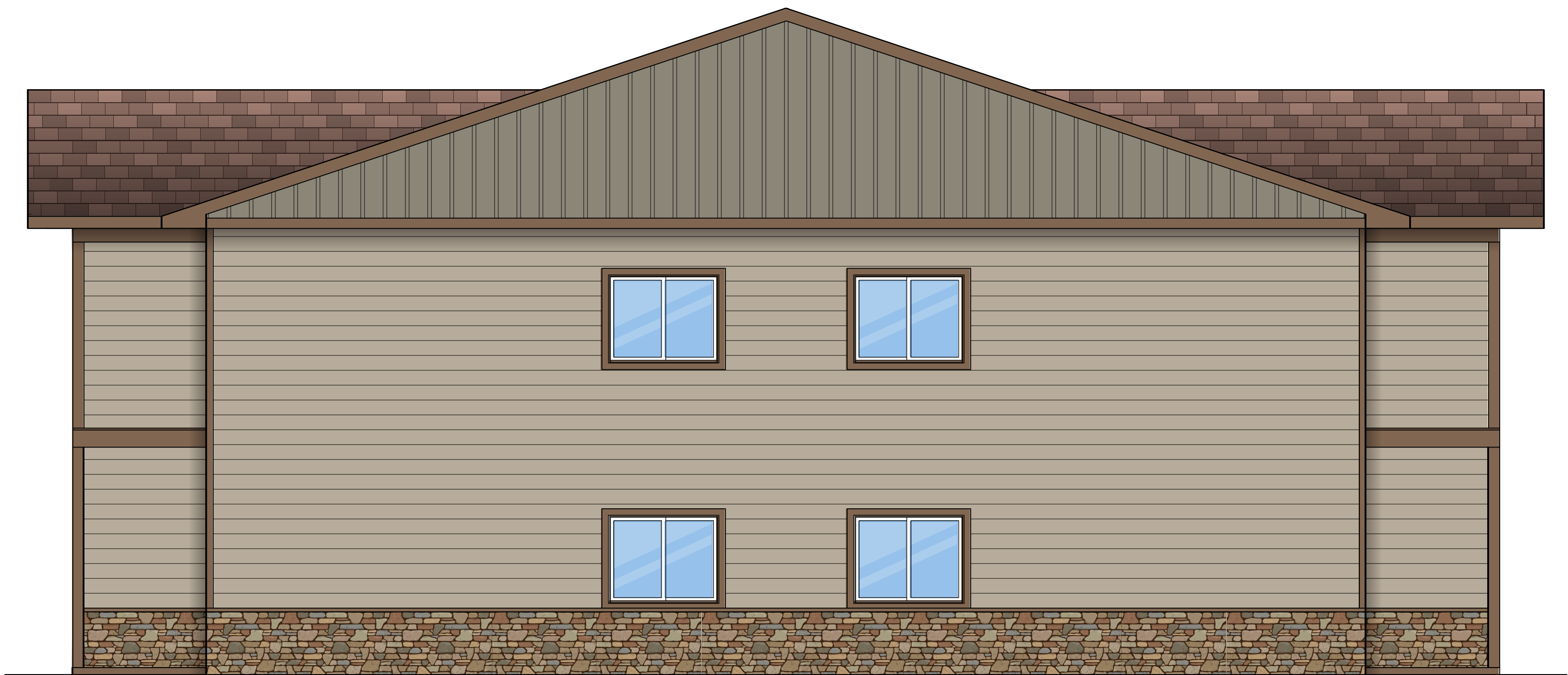
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NORTH BRANCH, MN 55056

FILE NAME:	8 UNIT
DRAWN BY:	EME
DATE:	4/7/25
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ELEVATION 2
A1.2



FRONT ELEVATION
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)



SIDE ELEVATIONS
SCALE: 1/4" = 1' (1/2 SCALE ON 11X17)

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ELEVATION	A1.1

PLANNING COMMISSION

REGULAR MEETING MINUTES

TUESDAY, MAY 6, 2025 @ 6:30 PM

City Hall, 6408 Elm St., North Branch, MN 55056

Members Present: Steve Cich, Gary Shaeffer, Ross Otto

Council Member Robert Canada and City Staff

Members Absent: Nate Ehalt

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

Members present: Cich, Otto, Schaefer, City Council Liaison Canada, along with City Staff and members of the public.

4. AGENDA APPROVAL

Member Schaefer motions to approve the agenda, seconded by Member Otto.
All aye 3-0, motion approved unanimously.

5. CONSENT AGENDA
 - a. Approval of April 1, 2025 Planning Commission Minutes

Member Schaefer motions to approve the agenda, seconded by Member Otto.
All aye 3-0, motion approved unanimously.

6. PUBLIC COMMENT

There were no public comments. Public comments were closed at 6:38 P.M.

7. PUBLIC HEARINGS
 - a. Public Hearing to consider a conditional use permit to allow for multiple principal buildings on one parcel for the Main Street Apartments

Community Development Director Sondrol presented an overview of the Main Street Apartments. The site is the old Main Street School site and zoned CBD, Central Business District. Four apartment buildings with 8 units each are proposed. Surrounding uses include mostly residential with a funeral home to the southwest of the site. The site is 2.4 acres with a density of 13.3 units per acre. The site is located in Zone 1 for building materials which includes a need for 65% of brick, stone, glass curtain wall. The applicant is proposing 15% of natural stone, 15% for glass and windows and steel. The steel will not

meet the Zone 1 classification but the other materials will meet the requirement. Parking on site exceeds parking minimums per city code with 88 stalls proposed while only needing to provide 64 stalls. A traffic study was conducted in the area for a previously proposed 64 unit development on this site in 2023 and the recommendation was that the roadway was unlikely to be impacted significantly with the increase in vehicles on site. Thirty two trees are proposed for screening on site from nearby residences. The Parks Commission recommended the acceptance of cash for this development, as there are already parks nearby the site. Sondrol finished the presentation of the project and asked if Commission Members had any questions. Member Cich asked how far along in conversations Sondrol was with developers regarding the proposed siding material of the building. Sondrol expressed that the developer would like to use a vertical steel siding due to durability and a 50 year warranty. The code prohibits steel in the class 1 building materials. Member Cich expressed that the apartments should be intended to look similar to homes in the immediate neighborhood and that the proposed steel siding will not look similar.

Public Hearing:

Emmanuel Kintu asked if these apartments would be low income. Sondrol responded by saying that these will be market rate apartments. Kintu asked if this would change in the future. Sondrol said that they would remain market rate. Kintu was concerned about traffic and if the study from 2023 could be relooked at. Sondrol said that the previous study didn't show a concern for traffic with 64 units proposed. This project is 32 units and would essentially be half the amount of vehicles as the original proposal. Charlie Klopp commented that he would like to see a small playground on site for residents of the future apartments since the nearby parks do not have playground equipment and Central Park is dangerous to get to from this particular site. Charlie also would like to see "no parking" signs on some of the surrounding streets to avoid congestion. Walt Anderson was concerned of the underlying zoning district used to be residential and this project would be too high density for the area. Resident Travis Miles stated that the proposed development would meet the zoning district classification of CBD Central Business District and the comprehensive plan designation and home town feel. The pitched roofs meet the look of the neighborhood homes. Travis mentions a need for multifamily housing in the state and the general area. Resident Bryan voiced concern for the proposed siding material and would not like to see it. Sondrol read aloud a public comment that was received via email from Christine Dinzel. The comment included statements of disapproval of the project and that it would decrease the open feel of the neighborhood and lower property values. The destruction of the Main Street School on this site would also present troubles with breathing in toxic materials and would be hazardous to people living in the area. Tommy Foster, the builder made comments about the durability being a 50 year warranty and that they install this material on several buildings including high end lake homes on Rush Lake. He mentioned that he could possibly go with a batten board wood siding but prefers the steel. Tommy mentions that they oversized the parking lot for guests and to eliminate the need for nearby street parking. Cich asked Foster what the warranty is for hardie board plank siding. Foster said he believes it is only 20 years for warranty and will crack from impacts and weathering. Schaefer asked what the builder's timeline looks like. Tommy said he would plan to start after approval but hoping as soon as July of this year to get going. Resident Jackie mentioned the traffic study needing updating and the funeral home has several overflow cars during an event and hopes that

this apartment wouldn't create additional congestion. She also voiced concern for school buses not coming to service the apartments due to proximity to the schools. Travis Miles mentioned that there is a busing route in the area. The public hearing was closed by Member Cich at 7:13 P.M.

Planning Commission Discussion:

Member Schaefer mentioned that he believes apartments are appropriate there based on the past use being a school, how it meets zoning, and the site plans not being overcrowded. Schaefer said he did not like the design of the building, and the materials would not meet the current Zone 1 requirements. Cich agreed that the builder needs to reconsider the siding to better fit the neighborhood. Schaeffer asked if Tommy Foster would be willing to change the siding to a lap style to match the neighborhood. Tommy said he will work with city staff to determine what would be best to accommodate the requirements of the Zone 1 building materials to match the look of the neighborhood while still having an aesthetic they are going for. Sondrol mentioned that he would ask the Commissioners to request an extension of the timeline beyond the June 5th date. Cich asked the developer if he would be willing to get the siding issue resolved prior to July 1st. Tommy, the developer agreed. Schaefer made a motion to table this item to the June 3rd Planning Commission Meeting. Otto seconded the motion. The motion to table the item passed unanimously with a 3-0 vote.

- b. Public Hearing to consider requests for a preliminary plat for Cedar Ridge Community and a zoning text amendment to clarify single family homes a permitted use in the R-3 Zoning District

Community Development Director Nate Sondrol presented the request for a text amendment to allow for single family homes in the R-3 Zoning District and preliminary plat approval for the Cedar Ridge Community. The site features 75 single family lots with 3 future lots designated for apartment style buildings (167 total units) on roughly 62 acres. Seven outlots are proposed for commercial development and storm water ponding. Density is proposed at 6.29 units per acre for single family residential and 16.2 units per acre for the apartments. The developer is proposing 2 phases for the development. Sondrol explains that currently single family homes are not permitted in the R-3 residential zoning district based on the permitted uses chart within city code. Sondrol finished the presentation and asked the Planning Commissioners if they had any questions. Member Schaefer asked what phase the apartments would be included within and questioned if they would ever be built. Member Cich asked if the single family homes and apartments would be built simultaneously. Sondrol answered that they are shown on the plat as Phase 1 but have been mostly ghost platted in the development and don't appear to be part of the preliminary plat. Member Schaefer asked if the road cutting through the development would be a part of 381st Street and link up with Tanger Drive and if it is dedicated Right-of-way. Sondrol said that they have included ROW but would need to be addressed to meet the state aid design standards. Cich closed the regular meeting at 7:40 and opened up the public meeting simultaneously.

Public Hearing:

Brandon Tervo, a resident who lives at the corner of 381st Ln and Falcon Ave, opened the public hearing and asked questions regarding buffers on Falcon for the increase in traffic as a result of the added houses in the area. Sondrol responded that typically the city does not install any buffers on adjacent properties for new developments but the plans do show landscaping plantings on the east side of their development along Falcon. Plantings include coniferous and deciduous trees for buffering. Haylee Goulet, a resident who lives on 382nd St, reiterated that traffic would be a concern and that traffic has increased on Falcon. Speeds were also a concern on Falcon with the addition of new homes. Haylee mentions that the sense of privacy and security is crucial for the residents of the Wild Ridge Community. Phil Carlson, a landowner south of the proposed site expresses that single family homes are better than apartments as far as traffic and increased density goes. Emmanuel Kintu, a resident on 381st Ln, speaks about the development happening first in the state, instead of preparing first by installing roads. Widening lanes and turn lanes are essential for new development. Kintu also asked if the goal of the city is to raise tax money through rooftops. Kelly Higbee was also worried about traffic and the tax base in the city. Kelly mentions that taxes in the city are already high and that there should be alternate ways to bring in revenue for the city such as industry. Kelly mentions that the increase in population will create the need for more services such as grocery stores. Brandon Tervo questioned if there were any discussions on the commercial businesses that would be a part of the Phase 3 development. Sondrol answered that the land is privately owned and haven't received any information for the types of businesses that would be located in Phase 3. Tervo asked if the developer has previously developed in North Branch. Sondrol said that they have not developed in North Branch before. Tervo asked the developers to speak on their previous developments that they have completed. Joss Jondahl, the home builder, approached the podium and stated that they have done roughly 8 developments and that in order to get business in the city, they first need rooftops. Josh said that they would be selling off the apartment land and don't have renderings for the design of the commercial or apartment areas on the site yet. Joss said that they build roughly 40 homes per year mostly around the Princeton area. Joss said that they are very hands-on builders and will be doing the roads, excavating and framing. Subcontractors will be as local as possible but will need to use larger contractors for certain projects to keep the prices as low as possible for the homes and end up in the high 300k house range. The builder said that they would also sell lots to other select builders. The builder has about 15 workers to help construct the houses and try to do most of the work in-house. Deb Donley who lives on 381st Ln asked if the state owned the roadway in the development for state aid. Sondrol explained that the extension of Tanger Drive is a city road. Different roads have state aid requirements for certain roads for design and engineering. Deb said that it would be nice if the people in this new community could access their site from Tanger Drive instead of Falcon Ave to minimize traffic. Sondrol said that they would be constructing the roads coming off from Falcon and that the city would request that the Right-of-Way would be platted to ensure that the roadway gets constructed as the commercial area gets developed. Jessica Kintu opposes apartments on the site based on traffic concerns and often sees people crossing Falcon Ave stating that it's dangerous. Jessica is also concerned with the value of their property in Wild Ridge going down due to the added development. Jessica asked how the services in the city would change such as fire and police presence. Haylee Goulet asked if there is any consideration of round a-bouts or additional stop signs on Falcon Ave. Sondrol responded by saying that Falcon Ave is a County roadway and they are the authority. Right and left

turn lanes are planned to be added to access the proposed community. Public Comment was closed by Member Cich at 8:18 P.M.

Planning Commission Discussion:

Member Cich explained that there is a lot to consider with this project, including the zoning, density, the commercial piece and apartments. Member Schaefer said that the site has been zoned R-3 for a long time, but adding the apartments would be the only way to reach the density requirements for this zoning district. Sondrol confirmed by expressing that it is zoned and guided for high density residential and that the site would need to meet the density requirements of a minimum of 6 units per acre of the R-3 district. Schaefer said that he thinks this would be a loophole for the development by using the apartments to satisfy the density requirements. Schaefer asked if the city would be setting precedence if they allowed single family homes in the R-3 district. Sondrol said that the R-3 district as of now allows for a variety of townhouses and apartment style housing and by allowing single family homes in this district, they would still have to meet the minimum density requirements based on the Comprehensive Plan designation. Member Otto questioned if they were to allow for the preliminary plat as presented and the single family homes were being built, whether the apartments would actually come to the site and if it would bring up issues down the road. Otto reiterated that the site would not meet density just with the single family houses and asked Sondrol if there is a timeline that the apartments would need to be constructed. Sondrol said that there can be conditions added that mention the inclusion of the apartments on the site and put certain restrictions on the property. Cich mentions that they are in a predicament if the apartments never come. Sondrol mentioned that if they were to go through with a text amendment, that it would allow for single family homes in all R-3 districts in the city and would essentially make these developments have tight lot widths to meet density requirements. Otto said that townhouses could also be an option instead of apartments in the R-3 District but for this specific development it might get tight to meet the density requirements and lot dimensions. Cich asked the Commissioners and Community Development Director if they wanted to open themselves up to allow for single family homes in the R-3 zoning district. Sondrol responded by saying that there are pros and cons to this, but a PUD could be an alternative option to allow the single family homes in the area while also providing the apartments. The comprehensive plan update will help guide where the city wants to see certain types of development. Cich asks Sondrol if they would be stuck if they went through with the text amendment. Sondrol said that through an ordinance it could be changed back but is looking for community collaboration through the future comprehensive plan amendment to see what the community wants. Cich asked if utilities would be a problem with the apartments. Sondrol confirmed that the utilities in the area were designed for high density. Member Schaefer said that he can't support the text amendment but believes this is a good project. Schaefer said that he believes that the text amendment would be a bad idea for future development. Member Cich said that they are trying to work with businesses and this development is a business, however the text amendment would impact more than originally intended.

Schaefer made a motion to deny the proposed text amendment for Section 66-6 of the city code, to allow for single family homes in the R-3 zoning district. Member Otto seconded that motion. Denial for the text amendment passed 3-0 with a unanimous aye vote.

Findings of Fact include the development not following the guidance of the comprehensive plan if the zoning is not permitted and opening up future developments to only construct single family homes in the R-3 District.

A second vote was taken for the preliminary plat. Schaefer made a motion to deny the preliminary plat and was seconded by Otto. Motion passes 3-0 unanimously.

Findings of fact include the preliminary plat not meeting the zoning district and density requirements.

Recommendation for denial of both the text amendment and preliminary plat will be forwarded to the City Council at the May 13th Meeting.

The public hearing for the text amendment and preliminary plat was closed at 8:45 P.M.

8. REPORTS

a. Comprehensive Plan Update

Sondrol explained that the City Council and Parks Board have begun looking at their sections of the city's comprehensive plan and expressed to have the Planning Commission start to review the comp plan as well. Certain issues with zoning designations and regions should be explored. Sondrol explained that there would be meetings in June and August for the public to express opinions on how the city should be guided and create goals to meet for the future of the city. City Administrator Hill reiterated that Commissioners should reach out to city staff for the parameters of the comp plan and what they would like changed. Hill said that the comprehensive plan was last completed in 2018 and the city has changed tremendously since then, so creating new goals is necessary to guide the city in the right direction.

9. NEXT MEETING – June 3, 2025 – 6:30 PM

a. Upcoming Agenda Items

- i. Falcon and 95 development
- ii. Text Amendments for inconsistency in zoning districts

10. ADJOURNMENT

Meeting was adjourned at 8:50 P.M.



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 07/16/2025

Board & Commission: City Council

Subject: Human Resource Update

As of the last HR update on May 27th, I have been able to finish meeting with all department heads to discuss Family Medical Leave, Employee Sick and Safe Time, and the Woman's Economic Security Act. We have been busy onboarding new employees. Lavonte and Jocelyn started as seasonal public works employees. The liquor store has hired two new clerks, Ronda and Kim. KaBao resigned from the Fire Department and Levi and Preston retired from the Fire Department. Join me in thanking the three of them for their service to the fire department and our community. Last week we completed accountant interviews and are in the process of reviewing those interviews. Currently, we have a temporary employee to help our Accounting Department. We had one resignation from Public Works Maintenance and are in the process of reviewing the applicant packages to fill that position. Currently, we have a Patrol Officer position posted to fill a vacancy within the Police Department.

The State of Minnesota has made changes to Employee Sick and Safe Time (ESST) and the upcoming Paid Family Leave (PFL) that takes effect August 1st. Human Resources is working on reviewing the City Policy around the ESST change of allowing the employer to request a medical note after two missed days versus three missed days. The new PFL changes reduced the maximum cost from 1.2% of annual wages to 1.1% of annual wages. We are still working with our insurance broker to determine if the City of North Branch should use the state system to administer the PFL or use a Private Insurance Plan to meet the requirements of the PFL law.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Shawn Williams, Public Works Director

Presenter: Shawn Williams, Public Works Director

Date: 07/17/2025

Board & Commission: City Council

Subject: Public Works Project Updates

County Road 30 Project:

The County Road 30 project is going well. The walking trail has been paved from just north of 381 St to Oak St. The sidewalk from Oak St. to Maple St. was completed today. The next sidewalk segment from Co. Rd. 30 east to 7th Ave is being prepped and will be done in the next two weeks. The transmission line power poles have been relocated, allowing the curb and gutter to be finished in the area of Oak St. Curb and gutter and base layer of asphalt has been completed from Maple St. south to just North of 381 st. The water and sewer main extensions at the roundabout are in the process of being extended west and will be completed Monday. Once this is done, construction of the round about will start. The box culvert under Co. Rd. 30 for county ditch 7 will be started next week, pending completion of the utility companies getting relocated. Grading work continues south of the round about and the project is still on schedule for substantial completion in September.

Compost Site

The site has been well attended using the hours we have posted that are Wednesday from 4:00-8:00 p.m., Saturdays from 9:00-12:00, and Sundays from 1:00 p.m. to 4:00 p.m. The average attendance is approximately 75 people per day and the comments from the residents have been positive.

2025 Local Overlay Project

The project started last week with the shaping and base paving of the gravel segment of Hemingway Ave. The final wear course will be placed on Hemingway tomorrow. Milling in the other areas will start tomorrow and continue next week. Once the milling is complete the overlay will start. As the council is aware, we had great bid prices, coming in under budget, allowing three road segments to be added. They are Ash Court, Coventry Dr, Wellington Dr., Wellington Court and Coventry Circle. The project should be completed by the first week in August.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/16/2025

Board & Commission: City Council

Subject: Feedback request - Assessment Policy Draft

Reminder to City Council Members to provide feedback or potential edits and/or revisions of the draft of the Assessment Policy provided by the City Engineer at the meeting on July 8, 2025. We hope to provide the City Council with a completed draft for approval at the Council meeting on August 12, 2025.

Voting Requirements:

Voting Options Simple Majority

CITY OF NORTH BRANCH SPECIAL ASSESSMENT POLICY

Updated July 2025

Policy Goals:

The following sets forth the City's general assessment policies. Assessment amounts are based upon the cost of the particular improvements and are allocated by the Council as guided by this policy. The amount assessed against any particular parcel is required to be not greater than the increase in the market value of the property due to the improvement, unless greater assessments have been agreed to by the owners impacted by the proposed improvements.

The special assessment method described in the policy statement cannot be considered as all inclusive. Unique or unusual circumstances may, at times, justify special consideration. In such situations, the City Council may, from time to time, establish by resolution or as part of a Feasibility Study amendments to the assessment policy to cover situations that may have not been contemplated in this policy.

Assessment Period:

The assessment shall be 15 years. The assessment amount shall be amortized over the term of the assessment, at the applicable interest rate, with equal installment payments through the term.

The owner of any property so assessed may, at any time prior to certification, make payments (partial or full) towards the balance owed.

The owner may, at any time after certification, pay the whole of the assessment, with interest accrued to the date of payment, except that no interest may be charged if the entire assessment is paid by November 30th of the assessment year.

The owner may, at any time, thereafter, pay to the Finance Director the entire amount of the assessment remaining unpaid, with interest accrued to December of the year in which such payment is made. Such payment must be made before November 14th or interest will be charged through December 31st of the succeeding year.

Assessable Costs:

The grand total of the assessments related to a project cannot exceed the City's total project cost.

The amount of any individual assessment cannot exceed the special benefit to the property. In this case, a special benefit is defined as the increase in the market value of the property because of the improvement.

The amounts included in the costs assessable under this policy shall include the following:

1. Contract Costs: Amount paid to contractors for constructing the improvements.
2. Construction Interest: The costs of financing during the period between the date when the first payment is made to the contractor exceeding any amount placed in escrow pursuant to the development agreement and the date the assessment roll is approved by the City Council.
3. Expenses: Costs incurred by the City in addition to the contract costs, including engineering, legal, advertising, finance charges, administration, easements/right-of-way, permit fees, and the assessment process.
4. Project Cost (total cost of the improvement): Total of contract costs, interest, and expenses.

Interest:

The rate of interest on assessments for which bonds were issued to finance the project shall be two percent (2%) greater than the rate of interest on the bonds. In the event that no bonds were issued to finance the project, the rate of interest shall be two percent (2%) greater than the average rate of interest on all bonds issued in the prior calendar year, or if no bonds were issued in the prior calendar year, two percent (2%) greater than the current bond market rate for the City of North Branch.

Method of Measurement:

1. Single Family Residential Property (Non-Tax Exempt): When residential parcels are assessed on a unit basis, a unit shall be defined as one buildable lot consistent with the prevailing zoning district in which the project is located. For single-family residential properties, corner, and other multiple-frontage, lots will be assessed one-half for each roadway frontage. In the case of lots with more than two frontages, the units will be prorated so the property assessment will total one unit once all frontages have been improved.
2. Other property classifications shall be assessed on a front-footage basis, for each adjacent roadway improvement.
 - a. Multifamily Residential - The unit cost is calculated by applying the front footage method to the parcel and distributing the portion of the allocated project cost equally to all residential lots/units, regardless of density.

Improvement Assessments:

1. Streets (New Construction and New Developments)

The assessments for new street construction for new developments or the assessments for streets which have not previously been publicly improved shall be assessed based on 100% of the total project costs (including surface, storm sewer, sanitary sewer, and watermain improvements).

2. Streets (Reconstruction)

Complete reconstruction shall include complete pavement removal, subgrade corrections as necessary, complete replacement/installation of concrete curb and gutter, installation or reconstruction of storm sewer, and stormwater management.

Complete reconstruction of existing roadways shall be assessed at a rate of 20% of the costs of the improvements to the benefiting properties. The City of North Branch will participate in the remaining 80% of the improvement costs.

3. Streets (Mill and Bituminous Overlay)

Mill and bituminous overlay of existing streets within City right-of-way or City easement are not assessed.

4. Sidewalks

Installation of new sidewalks and existing sidewalk removal and replacement within City right-of-way or City easement are not assessed.

5. Alleys

Alley construction, reconstruction, or overlays shall be assessed at 60% of the total improvements on a per unit basis to the abutting properties. The City of North Branch will participate in the remaining 40% of the improvement costs.

6. Storm Sewer

- a. In areas of new development, the assessment is 100% of the project cost for storm sewer and stormwater management.
- b. For improvements to existing storm sewer systems, the assessment rates as outlined in the individual street assessments listed previously.

7. Sanitary Sewer Mains

- a. In areas of new development, the assessment is 100% of the project cost for sanitary sewer mains.
- b. Improvement costs for sanitary sewer main line improvements located within City right-of-way or City easement shall be paid for wholly out of their respective utility funds and not assessed to benefited properties.

8. Water Mains

- a. In areas of new development, the assessment is 100% of the project cost for watermains.

- b. Improvement costs for water main line improvements located within City right-of-way or City easement shall be paid for wholly out of their respective utility funds and not assessed to benefited properties.

9. Water and Sanitary Sewer Services

- a. Repair, replacement, or installation of new sanitary sewer service and water service lines for individual properties shall be assessed at 100% of actual costs.

- i. Water service line improvement costs shall include the installation of new service line pipe, corporation stops and/or fittings, curb box shut off, and/or new gate valves, depending on the size of the water service.

- ii. Sanitary service line improvements shall include the installation of new service line pipe and wyes.

10. Diseased Tree Removal and Replacement

Diseased tree removal and replacement within City right-of-way or City easement are not assessed.

Methods for Determining Front Footage:

STANDARD LOT

Front footage equals the length of the lot abutting the street receiving the improvement. See Figure 1

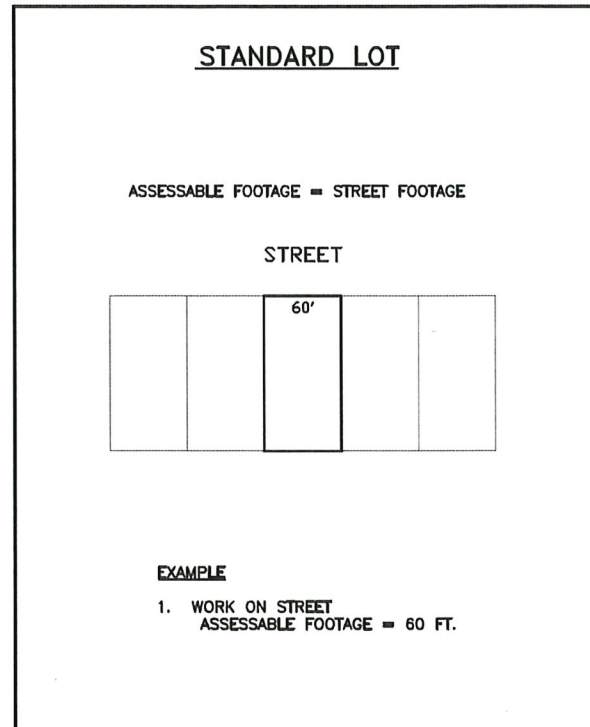


Figure 1

FOUR SIDED ODD SHAPED LOTS

Front footage equals the area of the lot divided by the average of the two depths. See Figure 2.

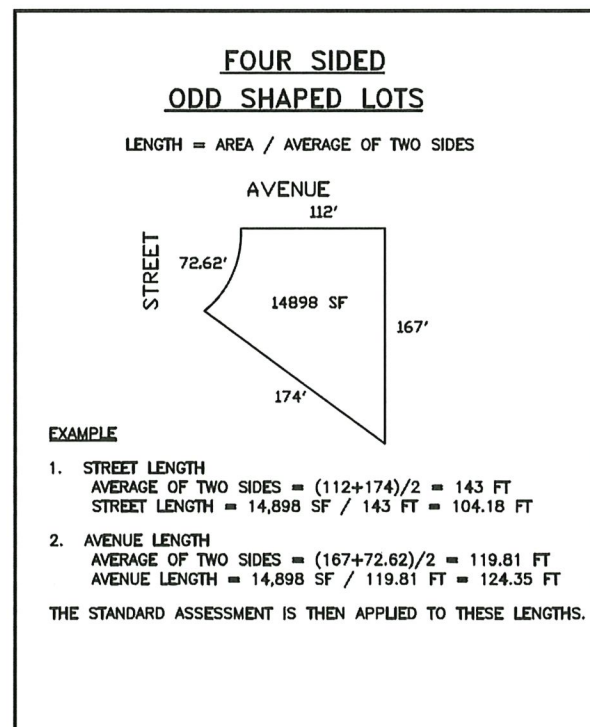


Figure 2

ODD-SHAPED LOTS WITH GREATER THAN 4 SIDES

Front footage equals the area of the lot divided by the average depth of lots in the immediate vicinity. See Figure 3.

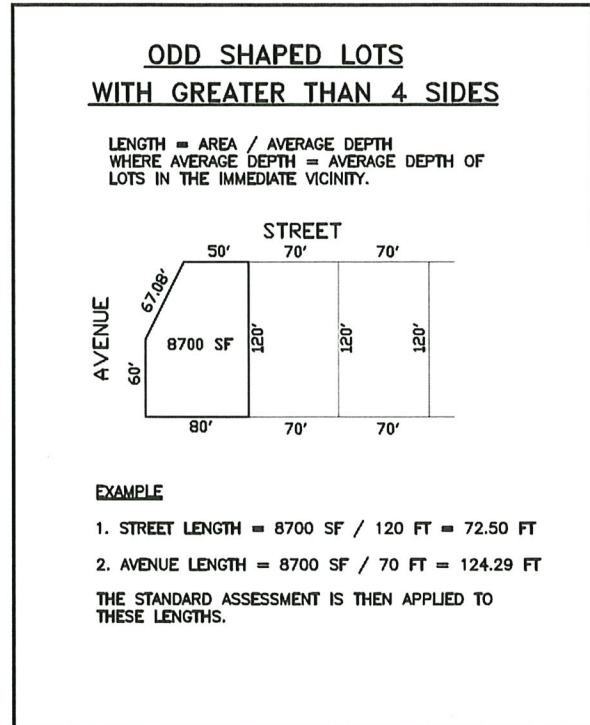


Figure 3

CORNER LOTS

Front footage equals the dimension of the shorter side plus one-third of the long side if work is done on both streets. If work is performed on the short side only, front footage equals the short side length. If work is performed on the long side only, front footage equals one third of the long side length. See Figure 4.

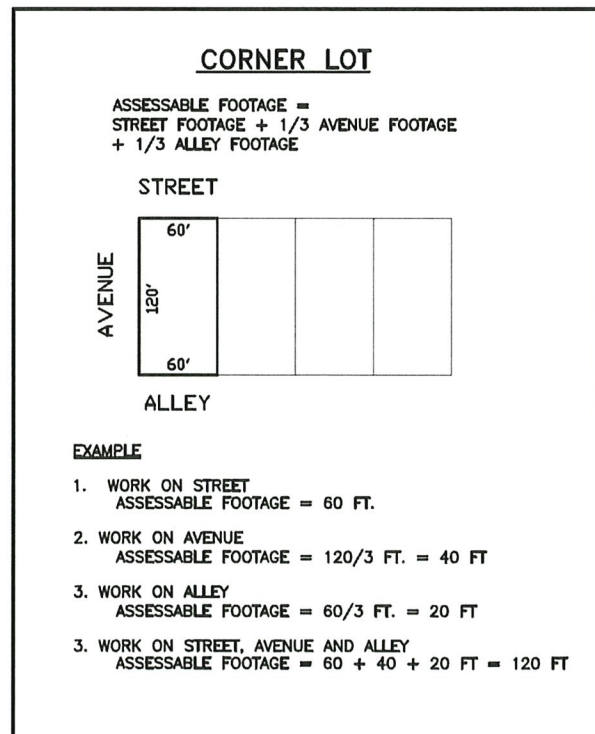


Figure 4

CORNER LOTS WITH CURVES

Front footage is determined for corner lots with curves as in standard corner lots, with $\frac{1}{2}$ of the curve length applied to the short side of the lot and $\frac{1}{2}$ of the curve length applied to the long side of the lot. See Figure 5.

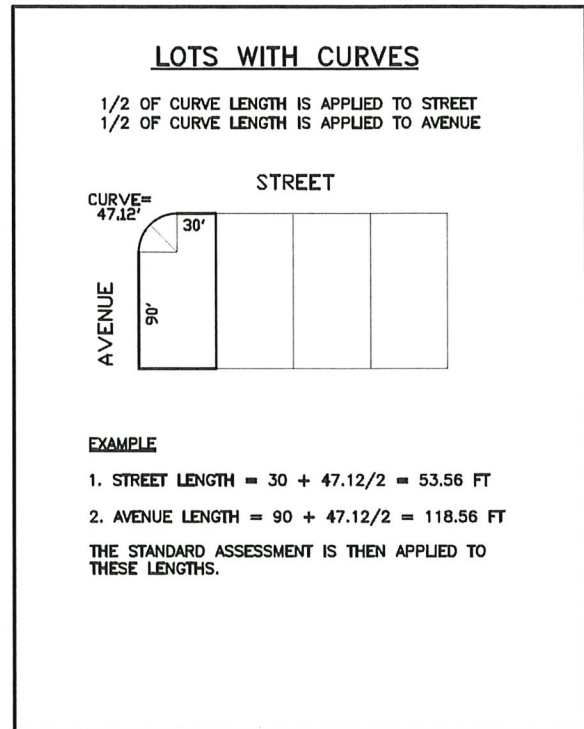


Figure 5

DOUBLE FRONTAGE LOTS

Front footage is determined similar to a corner lot. Work on one street is assessed full length while the other street is assessed $\frac{1}{3}$ of its length. In cases where the double frontage includes an alley, the street side shall be assessed the full length, and the alley side shall be assessed the $\frac{1}{3}$ length. See Figure 6.

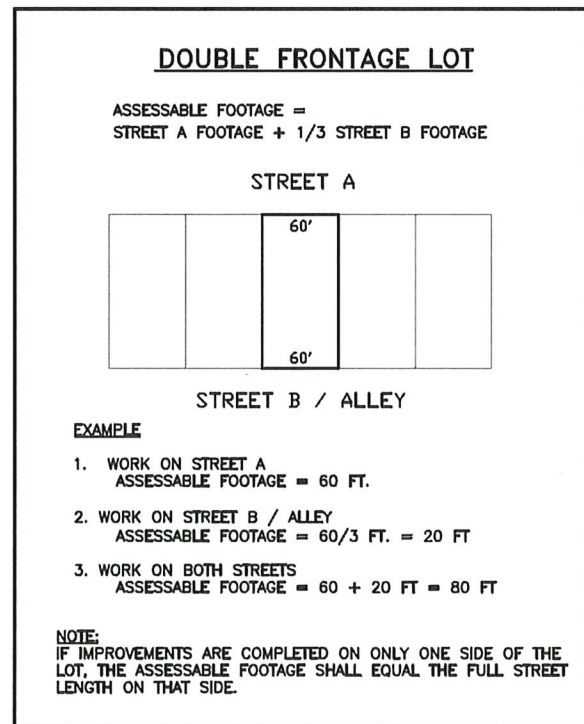


Figure 6

Senior Citizen Deferral of Special Assessments:

1. Establishment of Deferral:

Pursuant to Minn. Stat. 435.193 et seq., special assessment installment payments payable by senior citizens and persons retired by virtue of permanent and total disability are deferred if payment of such installments would create hardship.

2. Criteria:

In determining whether a person is eligible for deferral of special assessment installment payments, the following criteria are established:

a. Senior Citizens:

Senior citizens special assessment deferral applies to qualifying special assessments against all properties classified as "homestead" pursuant to Minn. Stat. Chapter 273, where one or more of the owners of such property is 65 years of age or older and it would create a hardship for the owner or owners of the property to pay the special assessment installments as they become due.

The senior citizen shall be required to prove eligibility for this special assessment deferral on the basis of age.

b. Persons Retired by Virtue of Permanent and Total Disability

The special assessment hardship deferral for persons retired by virtue of permanent and total disability applies to special assessments levied after the date of the adoption of this resolution.

This special assessment hardship deferral applies to qualifying special assessments against all properties classified as "homestead" pursuant to Minn. Stat. Chapter 273 where one or more of the owners of the property is retired by virtue of permanent or total disability and it would create a hardship for the owner or owners of the property to pay the special assessment installments as they become due.

It shall be presumed that a property owner is retired from employment by virtue of a permanent and total disability if:

- i. The individual has in fact retired from employment; and
- ii. The individual suffers from the total and permanent loss of the sight of both eyes, the loss of both arms at the shoulder, the loss of both legs so close to the hips that no effective artificial members can be used, completed and permanent paralysis, total and permanent loss of mental faculties, or any other injury which totally incapacitates the person from working at an occupation which brings an income.

The owner of the properties must provide proof and verify under oath that he or she qualifies under the criteria defining a permanent and total disability. In cases where exceptional and unusual circumstances exist, the City Council may determine that a permanent and total disability exists despite the fact that the definitional requirement of Section 2, B(3) are not met; such cases shall be decided by the Council on a case-by-case basis.

c. Hardship

It shall be presumed that a hardship exists if:

- i. The annual assessment installment exceeds one (1) percent of the previous year's total adjusted gross incomes, for Federal Income Tax purposes, for all owners of the property; in no event shall "total adjusted gross income" include social security benefits, railroad retirement benefits, retirement benefits attributable to employee contributions, disability benefits, personal injury awards, or worker's compensation payments.
- ii. All live owners of the property verify, under oath, that they meet the criteria for establishing a hardship by completing an application provided by the City or the County.

In cases where exceptional and unusual circumstances exist, the City Council may determine that a hardship exists despite the fact that the minimum income requirements of the Hardship Section are not met; such cases shall be decided by the Council on a case-by-case basis.

3. Interest:

Interest shall be charged on any assessment deferred pursuant to this document at a rate equal to the rate charged on other assessments for the particular public improvement project the assessment is financing.

4. Termination of Deferment:

The option to defer the payment of special assessments pursuant to this document shall terminate and all installment amounts previously deferred, and applicable interest, shall become due upon the occurrence of any of the following events:

- a. The request of the property owner.
- b. The death of the property owner who qualifies for the deferral, providing the surviving owner is otherwise not eligible for the deferral.
- c. The sale, transfer, or subdivision of the property or any part thereof.
- d. The loss of homestead status of the property.
- e. The City determines that a hardship no longer exists.



Prepared By: Kevin Schieber, Mayor

Presenter: Kevin Schieber, Mayor

Date: 07/18/2025

Board & Commission: City Council

Subject: Annual North Branch City Gala

Background: The city of North Branch experiences many positive achievements every year, with many members of our community reaching notable accomplishments (including city employees), but...we don't take the time to acknowledge or celebrate the numerous accolades with each other. While there is often a lot of attention put into the things that are lacking or need improvement within our community, I feel it is long past due to also celebrate the many positives that occur each year as well.

Discussion/action: I am proposing the idea that the city host an annual city gala in which we recognize people, accomplishments, and celebrate the history and culture that makes North Branch such a wonderful, thriving community. I will present more details at the council meeting about what the city gala could look like, should we choose to embrace this type of community event. I am looking for feedback on if the city council likes this type of initiative, and other ideas for how this event could be developed.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Kevin Schieber, Mayor

Presenter: Kevin Schieber, Mayor

Date: 07/18/2025

Board & Commission: City Council

Subject: Consideration of changing the term of Mayor's seat from two to four years

Background: When I began my first term as mayor in January 2023, there were many topics, city history and people that I needed to learn about for the duties of mayor. For me, it was an expected process of learning about my duties, but I also discovered during my first term as mayor that many city staff are also required to adjust to, and learn the personality, demeanor and leadership attributes of a new person in the mayor's seat.

Looking back, I can see that it was a challenge for everyone involved and I think it took more than a full year for me to get best acquainted with staff, and for key staff members to get familiar with me. When thinking about the election cycle where there is an election for two council members seats and the mayor seat every two years, there is also a two-year cycle of uncertainty for changes in city council leadership. With 2025 not being an election year, I felt it was the right time to bring up a proposed change for the 2026 elections, which is still more than a full year away.

Discussion/actions: As the city council continues to review where we can find better efficiency and performance for the management of our city's resources, I think providing increased stability and continuity with the city council is another way to enhance the working relationships and effectiveness between the council and staff. Having a system where the mayor is elected for only two years at a time, can create unintended lapses of leadership continuity while team members are adjusting to these changes. I think the term length of the mayor should match that of a council member. I am proposing that the seat of mayor be changed from a two-year term to a four-year term. I am looking forward to a good discussion, and consensus, for the desire of the full council.

Voting Requirements:

Voting Options Simple Majority

