



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, AUGUST 12, 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

a. Presentation of Civic Plus Website service - Ryan Anderson and Kaitlin Berry

INFO

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 22, 2025

ACTION

c. Consider Approval of Resolution R-214-2025 Approving the State of Minnesota Joint Powers Agreements with the City of North Branch on Behalf of its Police Department and the Court Data Services Subscriber Agreement.

ACTION

d. Memorandum of Agreement for Mass Dispensing Site Security Between Chisago County Public Health and North Branch Police Department

ACTION

- e. Approval of Mobile Food Truck License - Learn 2 Eat, Inc ACTION
- f. Approval of Tobacco Sales License - AM Tobacco LLC ACTION
- g. Approval of LG220 Application for Exempt Permit for the Vikings Quarterback Club ACTION
- h. Approval of New Animal Control Contract ACTION
- i. Receive legal report from City Attorney ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Finance Update INFO
- b. Budget Update INFO
- c. Approval of proposal for Local Option Sales Tax Report from University of Minnesota Extension Office ACTION
- d. Consider approval of Resolution R-215-2025 to accept the 2025 Assessment Policy ACTION
- e. Consider approval of proposal and quote from Civic Plus for website management ACTION

10. MAYOR/CITY COUNCIL

- a. Final discussion of the 2 vs 4 year term for Mayor INFO
- b. Advisory Committee updates VERBAL UPDATE

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.

City of North Branch

ACH Checks

5861 to 5890 - \$348,517.64

Checks

91902 to 92012- \$535,331.96

Payroll

08/01/2025 - \$120,696.75

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 8/7/2025 3:39 PM



NORTH BRANCH

Check No	Vendor No	Vendor Name	Check Date	Check Amount
5861	1592	US Postal Service	07/02/2025	699.67
5862	1468	PERA (Payroll W/H)	07/08/2025	40,057.87
5863	1118	Commissioner Of Revenue (W/H)	07/07/2025	9,565.01
5864	1431	Nationwide Retirement Solution	07/07/2025	5.00
5865	1585	United States Treasury	07/08/2025	43,146.98
5866	1118	Commissioner Of Revenue (W/H)	07/18/2025	8,751.78
5867	2170	Pathpoint Merchant Services LLC	07/02/2025	2,102.63
5868	1630	XCEL Energy	07/22/2025	322.63
5869	2236	Delta Dental	07/05/2025	2,566.83
5870	1899	BlueCross/Blue Shield Minnesota	07/18/2025	48,144.40
5871	2236	Delta Dental	08/05/2025	2,430.59
5872	1941	WEX, Inc.	06/25/2025	5,975.63
5873	1941	WEX, Inc.	06/25/2025	121.75
5874	1941	WEX, Inc.	07/03/2025	7,473.70
5875	1941	WEX, Inc.	07/25/2025	375.00
5876	1941	WEX, Inc.	07/25/2025	6,082.03
5877	1941	WEX, Inc.	07/25/2025	121.75
5878	2096	Xpress Solutions Inc	07/08/2025	2,471.80
5879	1592	US Postal Service	07/28/2025	1,174.29
5881	1118	Commissioner Of Revenue (W/H)	08/01/2025	8,382.50
5882	1468	PERA (Payroll W/H)	08/01/2025	34,400.84
5883	1431	Nationwide Retirement Solution	08/01/2025	5.00
5884	1585	United States Treasury	08/01/2025	37,076.23
5885	1372	Minnesota State Retirement	08/01/2025	2,348.68
5886	1372	Minnesota State Retirement	07/21/2025	9,609.30
5887	1431	Nationwide Retirement Solution	07/21/2025	5.00
5888	1585	United States Treasury	07/21/2025	38,394.90
5889	1468	PERA (Payroll W/H)	07/21/2025	35,842.63
5890	1365	Minnesota Energy Resources	07/18/2025	863.22

Report Total (29 checks):

348,517.64

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 07/25/2025 - 4:08PM
Batch: 00007.07.2025 - 07252025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00054	JUDITH A ALDERSON			Check Sequence: 1	ACH Enabled: False
	Refund Check 012754-000, 4998 384TH TRL	9.83	07/25/2025	615-00000-20200	
	Refund Check 012754-000, 4998 384TH TRL	7.13	07/25/2025	602-00000-20200	
	Refund Check 012754-000, 4998 384TH TRL	3.02	07/25/2025	612-00000-20200	
	Refund Check 012754-000, 4998 384TH TRL	0.41	07/25/2025	615-00000-20200	
	Check Total:	20.39			
Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 2	ACH Enabled: False
40003556	MONITORING STORE 1	56.16	07/25/2025	101-41420-50300	
40021695	MONITORING STORE 2	70.45	07/25/2025	101-41420-50300	
	Check Total:	126.61			
Vendor: 2144	AT&T			Check Sequence: 3	ACH Enabled: False
8917694015	BILLING @ HAND ACCT	30.98	07/25/2025	101-41420-50321	
	Check Total:	30.98			
Vendor: UB*00056	JEAN BRAUN			Check Sequence: 4	ACH Enabled: False
	Refund Check 005312-000, 39737 FAWN AVE	6.01	07/25/2025	602-00000-20200	
	Refund Check 005312-000, 39737 FAWN AVE	39.30	07/25/2025	615-00000-20200	
	Refund Check 005312-000, 39737 FAWN AVE	3.89	07/25/2025	615-00000-20200	
	Refund Check 005312-000, 39737 FAWN AVE	28.49	07/25/2025	602-00000-20200	
	Refund Check 005312-000, 39737 FAWN AVE	12.24	07/25/2025	612-00000-20200	
	Refund Check 005312-000, 39737 FAWN AVE	1.59	07/25/2025	615-00000-20200	
	Check Total:	91.52			
Vendor: UB*00053	EJ DEVELOPMENT LLC			Check Sequence: 5	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 013124-000, 4668 381ST TRL	8.58	07/25/2025	615-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	0.35	07/25/2025	615-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	0.04	07/25/2025	615-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	0.06	07/25/2025	602-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	2.67	07/25/2025	612-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	37.25	07/25/2025	615-00000-20200	
	Refund Check 013124-000, 4668 381ST TRL	6.22	07/25/2025	602-00000-20200	
	Check Total:	55.17			
Vendor: UB*00058	ELEVATE BUILDERS			Check Sequence: 6	ACH Enabled: False
	Refund Check 013312-000, 4710 381ST TRL	12.98	07/25/2025	602-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	0.51	07/25/2025	615-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	4.41	07/25/2025	612-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	13.07	07/25/2025	615-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	6.00	07/25/2025	612-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	9.52	07/25/2025	602-00000-20200	
	Refund Check 013312-000, 4710 381ST TRL	16.49	07/25/2025	615-00000-20200	
	Check Total:	62.98			
Vendor: 1410	Fuglie, Lisa			Check Sequence: 7	ACH Enabled: False
07-29-2025 ERAC	7/29/2025 CONCERT IN THE PARK	3,000.00	07/25/2025	403-46500-50300	
	Check Total:	3,000.00			
Vendor: UB*00051	JOHN, JESSICA & TAMERA HAGEN			Check Sequence: 8	ACH Enabled: False
	Refund Check 006361-000, 6242 PECAN ST	91.34	07/25/2025	602-00000-20200	
	Refund Check 006361-000, 6242 PECAN ST	17.23	07/25/2025	612-00000-20200	
	Refund Check 006361-000, 6242 PECAN ST	40.09	07/25/2025	602-00000-20200	
	Refund Check 006361-000, 6242 PECAN ST	55.31	07/25/2025	615-00000-20200	
	Refund Check 006361-000, 6242 PECAN ST	2.24	07/25/2025	615-00000-20200	
	Refund Check 006361-000, 6242 PECAN ST	59.17	07/25/2025	615-00000-20200	
	Check Total:	265.38			
Vendor: UB*00060	CODY HUMMELGARD			Check Sequence: 9	ACH Enabled: False
	Refund Check 005145-000, 6671 MAPLE ST	14.72	07/25/2025	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005145-000, 6671 MAPLE ST	16.06	07/25/2025	602-00000-20200	
	Refund Check 005145-000, 6671 MAPLE ST	10.40	07/25/2025	615-00000-20200	
	Refund Check 005145-000, 6671 MAPLE ST	6.20	07/25/2025	615-00000-20200	
	Refund Check 005145-000, 6671 MAPLE ST	0.59	07/25/2025	615-00000-20200	
	Refund Check 005145-000, 6671 MAPLE ST	4.58	07/25/2025	612-00000-20200	
	Refund Check 005145-000, 6671 MAPLE ST	10.67	07/25/2025	602-00000-20200	
	Check Total:	63.22			
Vendor: 1925	James Ibinger			Check Sequence: 10	ACH Enabled: False
LMC 2025	PARKING \$10/DAY	30.00	07/25/2025	101-41110-50331	
LMC 2025	DINNER 6/25	25.16	07/25/2025	101-41110-50331	
LMC 2025	MILEAGE TO LMC CONF 6/25 - 6/27	154.00	07/25/2025	101-41110-50331	
LMC 2025	HOTEL	340.84	07/25/2025	101-41110-50331	
	Check Total:	550.00			
Vendor: UB*00050	MICHAEL & KATHY LERACH			Check Sequence: 11	ACH Enabled: False
	Refund Check 007483-000, 6073 GOLDEN OA	37.55	07/25/2025	615-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	1.23	07/25/2025	615-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	22.02	07/25/2025	602-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	30.37	07/25/2025	615-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	57.97	07/25/2025	602-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	99.74	07/25/2025	615-00000-20200	
	Refund Check 007483-000, 6073 GOLDEN OA	9.47	07/25/2025	612-00000-20200	
	Check Total:	258.35			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 12	ACH Enabled: False
11965	COUNTY/PD WORK/TESTING	93.75	07/25/2025	101-41420-50300	
12140	PD IT SUPPORT	125.00	07/25/2025	101-41420-50300	
12233	ON SITE SERVICE 2/7/2025	3,154.50	07/25/2025	101-41420-50300	
12244	PD IT SUPPORT 2/8/2025	125.00	07/25/2025	101-41420-50300	
12293	PW IT SUPPORT 2/10/2025	62.50	07/25/2025	101-41420-50300	
12332	PD IT SUPPORT 2/11/2025	125.00	07/25/2025	101-41420-50300	
12435	PD IT SUPPORT 2/20/2025	187.50	07/25/2025	101-41420-50300	
12440	MTG ABOUT CITY WEBSITE 2/21/25	62.50	07/25/2025	101-41420-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
12520	TICKETS 672869 AND 132162 2/24/25	625.00	07/25/2025	101-41420-50300	
12531	DATA REQUEST 2/24/2025	500.00	07/25/2025	101-41420-50300	
12555	PD IT SUPPORT 2/25/2025	93.75	07/25/2025	101-41420-50300	
14388	ADJUSTABLE STAND MONITOR	200.69	07/25/2025	101-41420-50300	
	Check Total:	5,355.19			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 13	ACH Enabled: False
2025-178	MOTOR FUELS - BLDG	60.58	07/25/2025	101-42400-50212	
2025-178	MOTOR FUELS - WATER	247.52	07/25/2025	615-49550-50212	
2025-178	MOTOR FUELS - FD	590.69	07/25/2025	101-42280-50212	
2025-178	MOTOR FUELS - PD	2,644.60	07/25/2025	101-42110-50212	
2025-178	MOTOR FUELS - GEN	25.63	07/25/2025	620-49600-50212	
2025-178	MOTOR FUELS - PUBLIC WORKS	881.86	07/25/2025	101-43000-50212	
2025-178	MOTOR FUELS - WASTEWATER	160.54	07/25/2025	602-49450-50212	
	Check Total:	4,611.42			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 14	ACH Enabled: False
661602082025	LIFE INSURANCE FOR AUG 2025	64.00	07/25/2025	101-00000-21714	
	Check Total:	64.00			
Vendor: UB*00049	PW PROPERTIES			Check Sequence: 15	ACH Enabled: False
	Refund Check 006212-000, 38964 12TH AVE	0.29	07/25/2025	615-00000-20200	
	Refund Check 006212-000, 38964 12TH AVE	13.89	07/25/2025	615-00000-20200	
	Refund Check 006212-000, 38964 12TH AVE	4.33	07/25/2025	612-00000-20200	
	Refund Check 006212-000, 38964 12TH AVE	10.08	07/25/2025	602-00000-20200	
	Refund Check 006212-000, 38964 12TH AVE	13.92	07/25/2025	602-00000-20200	
	Refund Check 006212-000, 38964 12TH AVE	9.03	07/25/2025	615-00000-20200	
	Check Total:	51.54			
Vendor: UB*00052	SCALES PROPERTIES			Check Sequence: 16	ACH Enabled: False
	Refund Check 013122-000, 6586 381ST ST	27.21	07/25/2025	602-00000-20200	
	Check Total:	27.21			
Vendor: 2237	STANDARD INSURANCE COMPANY - RC			Check Sequence: 17	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
EE FOR AUG	VOL LIFE INSURANCE- AUG	499.95	07/25/2025	101-00000-21714	
EE FOR AUG	VOL LTD INSURANCE- AUG	1,020.37	07/25/2025	101-00000-21715	
EE FOR JULY	VOL LTD INSURANCE- JULY	1,047.53	07/25/2025	101-00000-21715	
EE FOR JULY	VOL LIFE INSURANCE- JULY	503.15	07/25/2025	101-00000-21714	
ER FOR AUG	STD INSURANCE- AUG	875.92	07/25/2025	101-00000-21715	
ER FOR AUG	BASIC LIFE INSURANCE- AUG	270.25	07/25/2025	101-00000-21714	
ER FOR JULY	STD INSURANCE- JULY	857.12	07/25/2025	101-00000-21715	
ER FOR JULY	BASIC LIFE INSURANCE- JULY	264.50	07/25/2025	101-00000-21714	
	Check Total:	5,338.79			
Vendor: UB*00057	GLORIA STILL			Check Sequence: 18	ACH Enabled: False
	Refund Check 012518-000, 38546 GRAND AVI	28.60	07/25/2025	615-00000-20200	
	Refund Check 012518-000, 38546 GRAND AVI	20.72	07/25/2025	602-00000-20200	
	Refund Check 012518-000, 38546 GRAND AVI	8.90	07/25/2025	612-00000-20200	
	Refund Check 012518-000, 38546 GRAND AVI	1.16	07/25/2025	615-00000-20200	
	Refund Check 012518-000, 38546 GRAND AVI	1.79	07/25/2025	602-00000-20200	
	Refund Check 012518-000, 38546 GRAND AVI	1.16	07/25/2025	615-00000-20200	
	Check Total:	62.33			
Vendor: UB*00055	ELIZABETH VILLANUEVA			Check Sequence: 19	ACH Enabled: False
	Refund Check 006885-000, 38330 HUNTERS F	43.58	07/25/2025	615-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	0.54	07/25/2025	615-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	97.85	07/25/2025	615-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	3.97	07/25/2025	615-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	67.32	07/25/2025	602-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	30.48	07/25/2025	612-00000-20200	
	Refund Check 006885-000, 38330 HUNTERS F	70.95	07/25/2025	602-00000-20200	
	Check Total:	314.69			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 20	ACH Enabled: False
FOR MAY 2025	R-027889-000-4 AGOL MIGRATION	546.25	07/25/2025	101-45000-50300	
FOR MAY 2025	R-028009-000-5 LOCAL OVERLAY	1,570.00	07/25/2025	602-49450-50303	
FOR MAY 2025	R-024886-000-7 PLAN REVIEW	4,170.75	07/25/2025	101-00000-21164	
FOR MAY 2025	R-021286-000-24 OBSERV/INSP	378.00	07/25/2025	101-00000-21140	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
FOR MAY 2025	R-0030615-000-1 SPEED STUDY	1,578.00	07/25/2025	101-43000-50482	
FOR MAY 2025	R-026625-000-5 CITY PLANNING	862.50	07/25/2025	101-00000-21178	
FOR MAY 2025	R-028150-000-5 PLAN REVIEW	1,776.75	07/25/2025	101-00000-21178	
FOR MAY 2025	R-017678-000-30 OBSERV/PLAN REV	567.00	07/25/2025	101-00000-21101	
FOR MAY 2025	R-028146-000-4 PLAN REVIEW	70.00	07/25/2025	101-00000-21181	
FOR MAY 2025	R-027688-000-5 FLINK AVE TRL	38,515.00	07/25/2025	486-46500-50303	
FOR MAY 2025	R-028099-000-4 TRANSPORTATION STUDY	2,253.00	07/25/2025	101-00000-21165	
FOR MAY 2025	R-027792-000-5 RETAINER	2,090.00	07/25/2025	101-41700-50303	
FOR MAY 2025	R-019771-000-29 MS4 SERVICES	1,084.50	07/25/2025	612-49700-50303	
FOR MAY 2025	R-025975-000-10 PLAN REVIEW	5,942.25	07/25/2025	101-00000-21167	
FOR MAY 2025	R-024317-000-15 PLAN REVIEW	140.00	07/25/2025	101-00000-21165	
FOR MAY 2025	R-027636-000-6 PLAN REVIEW	560.00	07/25/2025	101-00000-21179	
FOR MAY 2025	R-028163-000-4 PLAN REVIEW	3,907.25	07/25/2025	101-00000-21180	
FOR MAY 2025	R-017948-000-12 PLAN REVIEW	346.75	07/25/2025	101-00000-21132	
FOR MAY 2025	R-021646-000-14 SRTS TRAIL	4,304.00	07/25/2025	486-46500-50303	
FOR MAY 2025	R-026345-000-5 LIUNA PLAN REV	70.00	07/25/2025	101-00000-21173	
FOR MAY 2025	R-026625-000-5 CITY PLANNING	487.50	07/25/2025	101-41910-50300	
FOR MAY 2025	R-027113-000-8 2025 COMP PLAN	8,537.00	07/25/2025	602-49450-50303	
Check Total:		79,756.50			
Vendor: UB*00059	ALAN H. YELLE			Check Sequence: 21	ACH Enabled: False
	Refund Check 007819-000, 7790 385TH ST	0.60	07/25/2025	615-00000-20200	
	Refund Check 007819-000, 7790 385TH ST	10.62	07/25/2025	602-00000-20200	
	Refund Check 007819-000, 7790 385TH ST	0.11	07/25/2025	615-00000-20200	
	Refund Check 007819-000, 7790 385TH ST	4.56	07/25/2025	612-00000-20200	
	Refund Check 007819-000, 7790 385TH ST	0.17	07/25/2025	602-00000-20200	
	Refund Check 007819-000, 7790 385TH ST	14.67	07/25/2025	615-00000-20200	
Check Total:		30.73			
Total for Check Run:		100,137.00			
Total of Number of Checks:		21			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 08/01/2025 - 2:16PM
Batch: 00001.08.2025 - 0801



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0801 AMER	Ameritas PAYROLL WITHHOLDING	90.00	08/01/2025	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1036 287294264933X08	AT & T MOBILITY WIRELESS SERVICES	2,440.00	08/01/2025	Check Sequence: 2 101-41420-50321	ACH Enabled: False
	Check Total:	2,440.00			
Vendor: 1092 FOR JUL 2025	Central Pension Fund CPF FOR JULY 2025	2,019.29	08/01/2025	Check Sequence: 3 101-00000-21705	ACH Enabled: False
	Check Total:	2,019.29			
Vendor: 2279 101-21152	Dolores J Fairbanks Irrevocable Trust ESCROW REFUND 38734 HEMINGWAY	2,954.00	08/01/2025	Check Sequence: 4 101-00000-21152	ACH Enabled: False
	Check Total:	2,954.00			
Vendor: 1302 FOR AUG 2025	Law Enforcement Labor Services 13 - MONTHLY DUES	949.00	08/01/2025	Check Sequence: 5 101-00000-21708	ACH Enabled: False
	Check Total:	949.00			
Vendor: 1404 FOR AUG 2025	MN TEAMSTERS #320	1,778.00	08/01/2025	Check Sequence: 6 101-00000-21708	ACH Enabled: False
	Check Total:	1,778.00			
Vendor: 1482 141358 141358	Post Haste Business Solutions	74.95 59.96	08/01/2025 08/01/2025	Check Sequence: 7 101-41910-50210 101-45000-50210	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
141358		74.95	08/01/2025	201-46500-50210	
141358		74.95	08/01/2025	101-41110-50300	
	Check Total:	284.81			
	Total for Check Run:	10,515.10			
	Total of Number of Checks:	7			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 08/07/2025 - 3:09PM
 Batch: 00002.08.2025 - 08072025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2278	A Hard Day's Night Tribute to the Beatles LLC			Check Sequence: 1	ACH Enabled: False
0812	08/12/2025 CONCERT IN THE PARK	2,500.00	08/07/2025	403-46500-50300	
	Check Total:	2,500.00			
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 2	ACH Enabled: False
12159630T067	TRASH SVC FOR AUGUST 2025	149.77	08/07/2025	609-49750-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	111.10	08/07/2025	615-49550-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	111.22	08/07/2025	101-45500-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	210.45	08/07/2025	101-41940-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	261.52	08/07/2025	602-49450-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	69.43	08/07/2025	101-42280-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	335.64	08/07/2025	101-43000-50387	
12159630T067	TRASH SVC FOR AUGUST 2025	178.36	08/07/2025	615-49550-50387	
	Check Total:	1,427.49			
Vendor: 2012	Alltrees, LLC			Check Sequence: 3	ACH Enabled: False
2624-INSTALL	2ND HALF CAMERA INSTALL GENERATIO	4,914.31	08/07/2025	620-49600-50300	
	Check Total:	4,914.31			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 4	ACH Enabled: False
1FND-67FR-F33J	LANYARDS	22.98	08/07/2025	101-41420-50201	
1IWJ-K9KR-7KWD	STAND UP DESK	89.99	08/07/2025	101-41420-50201	
1K41-1FYL-QJ97	5 PRIVACY SCREENS	394.20	08/07/2025	101-42110-50332	
1LYC-YJTC-4RGD	WIRELESS KEYBOARD	41.18	08/07/2025	101-41420-50201	
1TT1-TVYM-T14T	1 PRIVACY SCREENS	78.84	08/07/2025	101-42110-50332	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	627.19			
Vendor: 1029	Artisan Beer Company			Check Sequence: 5	ACH Enabled: False
3784347	BEER	55.40	08/07/2025	609-48000-50252	
3784348	THC	415.00	08/07/2025	609-48000-50254	
	Check Total:	470.40			
Vendor: 1031	Aspen Mills			Check Sequence: 6	ACH Enabled: False
358650	RAPTOR RESCUE SCISSOR W/HOLSTER	99.95	08/07/2025	101-42280-50237	
	Check Total:	99.95			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 7	ACH Enabled: False
87294265529X080	MOBILE SERVICE FOR JULY 2025	1,525.41	08/07/2025	101-41420-50321	
	Check Total:	1,525.41			
Vendor: 1038	AUTOMATIC SYSTEMS CO.			Check Sequence: 8	ACH Enabled: False
043592	COMPACTLOGIX OUTPUT MODULE (2)	4,161.36	08/07/2025	615-49550-50404	
043695	WATER PLANT 1 VFD REPROGRAM	468.75	08/07/2025	615-49550-50300	
	Check Total:	4,630.11			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 9	ACH Enabled: False
3007981	DIESEL FUEL	1,074.80	08/07/2025	101-45000-50212	
3007981	DIESEL FUEL	1,074.80	08/07/2025	101-43000-50212	
3007981	DIESEL FUEL	1,074.79	08/07/2025	612-49700-50212	
	Check Total:	3,224.39			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 10	ACH Enabled: False
0110058200	OPERATING SUPPLIES	232.06	08/07/2025	609-48000-50210	
0110097000	N/A SALES	68.75	08/07/2025	609-49750-50250	
0110097000	OPERATING SUPPLIES	401.00	08/07/2025	609-49750-50210	
0208372600	LIQUOR	659.05	08/07/2025	609-48000-50251	
0208437400	LIQUOR	791.85	08/07/2025	609-49750-50251	
0208437800	LIQUOR	240.10	08/07/2025	609-48000-50251	
0208437800	WINE	152.40	08/07/2025	609-48000-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
0208442800	LIQUOR	489.89	08/07/2025	609-49750-50251	
0208442800	WINE	795.22	08/07/2025	609-49750-50253	
0208504300	LIQUOR	834.45	08/07/2025	609-49750-50251	
0300153900	THC	429.90	08/07/2025	609-48000-50254	
0300174100	THC	91.65	08/07/2025	609-49750-50254	
	Check Total:	5,186.32			
Vendor: 1052	BERNICKS			Check Sequence: 11	ACH Enabled: False
10380942	THC	85.00	08/07/2025	609-48000-50254	
10380943	N/A SALES	58.00	08/07/2025	609-48000-50250	
10380943	BEER	1,337.60	08/07/2025	609-48000-50252	
10380951	BEER	6,814.60	08/07/2025	609-49750-50252	
10380951	LIQUOR	157.50	08/07/2025	609-49750-50251	
10380952	N/A SALES	18.48	08/07/2025	609-49750-50250	
10380953	BEER CREDIT	-6.16	08/07/2025	609-49750-50252	
10383654	THC	170.00	08/07/2025	609-48000-50254	
10383655	N/A SALES	23.00	08/07/2025	609-48000-50250	
10383655	BEER	3,219.35	08/07/2025	609-48000-50252	
10383656	BEER CREDIT	-54.96	08/07/2025	609-48000-50252	
10383662	N/A SALES	69.40	08/07/2025	609-49750-50250	
10383662	BEER	9,082.00	08/07/2025	609-49750-50252	
10383663	N/A SALES	63.38	08/07/2025	609-49750-50250	
10386309	BEER	1,779.25	08/07/2025	609-48000-50252	
10386309	LIQUOR	96.00	08/07/2025	609-48000-50251	
10386310	BEER CREDIT	-15.66	08/07/2025	609-48000-50252	
10386312	N/A SALES	291.10	08/07/2025	609-49750-50250	
10386312	LIQUOR	126.00	08/07/2025	609-49750-50251	
10386312	BEER	3,662.70	08/07/2025	609-49750-50252	
10386313	BEER CREDIT	-8.46	08/07/2025	609-49750-50252	
	Check Total:	26,968.12			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 12	ACH Enabled: False
250206	ASPHALT PATCHING	217.46	08/07/2025	101-43000-50224	
250230	ASPHALT PATCHING	202.88	08/07/2025	101-43000-50224	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	420.34			
Vendor: 1652	Blue to Gold, LLC			Check Sequence: 13	ACH Enabled: False
BTG-ERM-143231	ADVANCE SEARCH/SEIZURE & TRAF STO	450.00	08/07/2025	101-42110-50332	
	Check Total:	450.00			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 14	ACH Enabled: False
122415127	LIQUOR	829.50	08/07/2025	609-48000-50251	
122415128	N/A SALES	25.65	08/07/2025	609-48000-50250	
122418942	LIQUOR	3,434.31	08/07/2025	609-49750-50251	
122521718	LIQUOR	1,534.27	08/07/2025	609-48000-50251	
122521719	WINE	161.65	08/07/2025	609-48000-50253	
122525042	LIQUOR	1,363.65	08/07/2025	609-49750-50251	
122629495	LIQUOR	717.74	08/07/2025	609-48000-50251	
122629598	LIQUOR	75.00	08/07/2025	609-48000-50251	
122629815	LIQUOR	622.50	08/07/2025	609-49750-50251	
122629817	WINE	69.15	08/07/2025	609-49750-50253	
413642641	LIQUOR CREDIT	-1.38	08/07/2025	609-49750-50251	
413710157	LIQUOR CREDIT	-26.65	08/07/2025	609-48000-50251	
413710188	LIQUOR CREDIT	-163.73	08/07/2025	609-49750-50251	
413766771	LIQUOR CREDIT	-118.65	08/07/2025	609-49750-50251	
413799550	LIQUOR CREDIT	-118.65	08/07/2025	609-49750-50251	
	Check Total:	8,404.36			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 15	ACH Enabled: False
3159728	BEER	656.80	08/07/2025	609-49750-50252	
3159728	LIQUOR	900.00	08/07/2025	609-49750-50251	
3159728	N/A	42.00	08/07/2025	609-49750-50250	
3159841	BEER	36.40	08/07/2025	609-49750-50252	
3159842	BEER	268.50	08/07/2025	609-49750-50252	
	Check Total:	1,903.70			
Vendor: 1905	Cemstone Products Co., Inc.			Check Sequence: 16	ACH Enabled: False
7771223	POT HOLE PATCHING	279.45	08/07/2025	101-43000-50224	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	279.45			
Vendor: 2281	CHISAGO COLLISION LLC			Check Sequence: 17	ACH Enabled: False
600	LMC INS CLAIM CA44819	5,111.10	08/07/2025	101-42110-50404	
	Check Total:	5,111.10			
Vendor: 1103	Chisago County Recorder			Check Sequence: 18	ACH Enabled: False
202500000063	DOCUMENT A 683740	46.00	08/07/2025	101-00000-34950	
	Check Total:	46.00			
Vendor: 1109	Cintas			Check Sequence: 19	ACH Enabled: False
4232101764	GEN BUILD MATS	20.67	08/07/2025	620-49600-50300	
4232101764	UNIFORMS - PW	91.30	08/07/2025	101-43000-50237	
4232101764	UNIFORMS - PARKS	7.71	08/07/2025	101-45000-50237	
4232101764	UNIFORMS - GEN	8.04	08/07/2025	620-49600-50237	
4232101764	SHOP SUPPLIES	25.13	08/07/2025	101-43000-50300	
4232101764	UNIFORMS - WATER	16.59	08/07/2025	615-49550-50237	
4237128313	UNIFORMS - WASTEWATER	31.07	08/07/2025	602-49450-50237	
4237128422	UNIFORMS - GEN	8.04	08/07/2025	620-49600-50237	
4237128422	UNIFORMS - PW	80.83	08/07/2025	101-43000-50237	
4237128422	UNIFORMS - PARKS	14.56	08/07/2025	101-45000-50237	
4237128422	SHOP SUPPLIES	10.55	08/07/2025	101-43000-50300	
4237128422	UNIFORMS - WATER	16.59	08/07/2025	615-49550-50237	
4237771514	UNIFORMS - WASTEWATER	31.07	08/07/2025	602-49450-50237	
4237771514	SHOP SUPP - WASTEWATER	22.04	08/07/2025	602-49450-50300	
4237771683	RUGS - GEN	20.17	08/07/2025	620-49600-50300	
4237771683	UNIFORMS - PW	87.68	08/07/2025	101-43000-50237	
4237771683	UNIFORMS - GEN	8.04	08/07/2025	620-49600-50237	
4237771683	SHOP SUPPLIES	28.28	08/07/2025	101-43000-50300	
4237771683	UNIFORMS - PARKS	7.71	08/07/2025	101-45000-50237	
4237771683	UNIFORMS - WATER	16.59	08/07/2025	615-49550-50237	
4237785605	RUGS - FIRE	14.03	08/07/2025	101-42280-50300	
4237785625	RUGS - LIBRARY	26.60	08/07/2025	101-45500-50300	
4237785668	RUGS - CITY HALL	52.00	08/07/2025	101-41940-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4237785724	SUPPLIES LIQUOR STORE	47.92	08/07/2025	609-49750-50300	
4237785843	SUPPLIES LIQUOR STORE	47.19	08/07/2025	609-48000-50300	
4237785845	RUGS - GEN	4.80	08/07/2025	615-49550-50300	
4238548784	MOP- WASTEWATER	1.99	08/07/2025	602-49450-50300	
4238548784	UNIFORMS - WASTEWATER	31.07	08/07/2025	602-49450-50237	
4238548984	UNIFORMS - PARKS	7.71	08/07/2025	101-45000-50237	
4238548984	SHOP SUPPLIES	10.55	08/07/2025	101-43000-50300	
4238548984	UNIFORMS - PW	87.68	08/07/2025	101-43000-50237	
4238548984	UNIFORMS - WATER	16.59	08/07/2025	615-49550-50237	
4238548984	UNIFORMS - GEN	8.04	08/07/2025	620-49600-50237	
	Check Total:	908.83			
Vendor: 2206	Core & Main LP			Check Sequence: 20	ACH Enabled: False
18832	RUBBER GLOVES	898.40	08/07/2025	602-49450-50210	
18938	TESTING SUPPLIES	66.94	08/07/2025	602-49450-50210	
323273	EROSION BLANKET REPAIRS	187.08	08/07/2025	612-49700-50407	
	Check Total:	1,152.42			
Vendor: 2195	Creative Earth Innovations, LLC			Check Sequence: 21	ACH Enabled: False
July292025	MAINTAINING PERKINS SITE	400.00	08/07/2025	101-49990-50300	
	Check Total:	400.00			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 22	ACH Enabled: False
01-500968	N/A SALES	80.16	08/07/2025	609-48000-50250	
01-500971	N/A SALES	234.56	08/07/2025	609-49750-50250	
01-501049	N/A SALES	152.48	08/07/2025	609-49750-50250	
01-501135	N/A SALES	176.48	08/07/2025	609-48000-50250	
01501138	N/A SALES	324.00	08/07/2025	609-49750-50250	
	Check Total:	967.68			
Vendor: 1125	Custom Pole Buildings, LLC			Check Sequence: 23	ACH Enabled: False
2508737	6793 ASH ST PROJECT	10,200.00	08/07/2025	101-49990-50525	
2508737	6793 ASH ST PROJECT	2,550.00	08/07/2025	612-49700-50525	
2508737	6793 ASH ST PROJECT	1,700.00	08/07/2025	615-49550-50525	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2508737	6793 ASH ST PROJECT	2,550.00	08/07/2025	602-49450-50525	
2508739	6793 ASH ST NEW PW BUILDING	2,500.00	08/07/2025	615-49550-50525	
2508739	6793 ASH ST NEW PW BUILDING	15,000.00	08/07/2025	101-49990-50525	
2508739	6793 ASH ST NEW PW BUILDING	3,750.00	08/07/2025	602-49450-50525	
2508739	6793 ASH ST NEW PW BUILDING	3,750.00	08/07/2025	612-49700-50525	
	Check Total:	42,000.00			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 24	ACH Enabled: False
1836-00033	KEG CREDIT	-30.00	08/07/2025	609-00000-11560	
1836-00035	BEER CREDIT	-34.60	08/07/2025	609-49750-50252	
2523754	THC	939.00	08/07/2025	609-49750-50254	
2523818	THC	144.00	08/07/2025	609-48000-50254	
2523819	LIQUOR	99.00	08/07/2025	609-48000-50251	
2523820	N/A SALES	56.50	08/07/2025	609-48000-50250	
2523821	BEER	4,580.50	08/07/2025	609-48000-50252	
2523822	LIQUOR	52.60	08/07/2025	609-49750-50251	
2523823	N/A SALES	277.00	08/07/2025	609-49750-50250	
2523824	BEER	9,044.90	08/07/2025	609-49750-50252	
2527483	LIQUOR	94.00	08/07/2025	609-48000-50251	
2527485	LIQUOR CREDIT	-94.00	08/07/2025	609-49750-50251	
2529516	THC	159.00	08/07/2025	609-49750-50254	
2529517	LIQUOR	1,409.00	08/07/2025	609-49750-50251	
2529518	N/A SALES	270.98	08/07/2025	609-49750-50250	
2529519	BEER	11,186.20	08/07/2025	609-49750-50252	
2529542	THC	69.00	08/07/2025	609-48000-50254	
2529543	LIQUOR	249.00	08/07/2025	609-48000-50251	
2529544	BEER	2,754.05	08/07/2025	609-48000-50252	
2535229	LIQUOR	949.00	08/07/2025	609-48000-50251	
2535333	N/A SALES	31.00	08/07/2025	609-48000-50250	
2535334	BEER	3,060.05	08/07/2025	609-48000-50252	
2535770	LIQUOR	193.60	08/07/2025	609-49750-50251	
2535771	N/A SALES	513.70	08/07/2025	609-49750-50250	
2535772	THC	2,177.00	08/07/2025	609-49750-50254	
2535775	BEER	12,226.60	08/07/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2535836	THC	1,268.00	08/07/2025	609-48000-50254	
	Check Total:	51,645.08			
Vendor: 2280 1290-7	DARREN PIERCE	325.00	08/07/2025	Check Sequence: 25 101-42280-50199	ACH Enabled: False
	Check Total:	325.00			
Vendor: 2132 93798	Data-Smart Computers, Inc. SONIC WALL PROTECTION	4,567.50	08/07/2025	Check Sequence: 26 101-41420-50244	ACH Enabled: False
	Check Total:	4,567.50			
Vendor: 1133 10709184561 10812771008M	Dell Marketing, L.P. CREDIT FOR DUP PMT MICROSOFT 365 APPS	-138.58 3,722.40	08/07/2025 08/07/2025	Check Sequence: 27 101-43000-50207 101-41420-50242	ACH Enabled: False
	Check Total:	3,583.82			
Vendor: 1168 CD202518096	Envirotech CALCIUM CHLORIDE GRAVEL ROADS	13,761.60	08/07/2025	Check Sequence: 28 101-43000-50308	ACH Enabled: False
	Check Total:	13,761.60			
Vendor: 1981 32597757 32631935 32664981	EXPRESS SERVICES INC TEMP ACCT 7/7 TO 7/11/25 TEMP ACCT 7/14-7/18/25 TEMP ACCT 7/21-7/25	626.40 707.60 1,856.00	08/07/2025 08/07/2025 08/07/2025	Check Sequence: 29 101-41500-50300 101-41500-50300 101-41500-50300	ACH Enabled: False
	Check Total:	3,190.00			
Vendor: 1657 16515	Fire Catt FIRE HOSE TESTING	4,977.00	08/07/2025	Check Sequence: 30 101-42280-50404	ACH Enabled: False
	Check Total:	4,977.00			
Vendor: 1216 5070643 5070643 5070643	Gopher State One-Call, Inc. 339 TOTAL BILLABLE TICKETS 339 TOTAL BILLABLE TICKETS 339 TOTAL BILLABLE TICKETS	152.55 152.55 152.55	08/07/2025 08/07/2025 08/07/2025	Check Sequence: 31 602-49450-50300 615-49550-50300 612-49700-50300	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	457.65			
Vendor: 1833	Grizzly Concrete & Masonry			Check Sequence: 32	ACH Enabled: False
1463	MEADOWS NORTH PARK CONCRETE	17,944.50	08/07/2025	486-46500-50506	
1463	MEADOWS NORTH PARK CONCRETE	13,125.00	08/07/2025	101-45000-50400	
	Check Total:	31,069.50			
Vendor: 2243	Guardian Fleet Safety, LLC			Check Sequence: 33	ACH Enabled: False
302949	OPTICOM POWER SUPPLY	258.63	08/07/2025	101-42110-50404	
302982	2025 FORD PIU REBUILD #122	11,182.15	08/07/2025	101-42110-50404	
	Check Total:	11,440.78			
Vendor: 1234	Hach Company			Check Sequence: 34	ACH Enabled: False
14585586	FLUORIDE FOR WATER PLANTS	494.72	08/07/2025	615-49550-50210	
	Check Total:	494.72			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 35	ACH Enabled: False
7143079	CHEMICALS FOR WATER PLANTS	7,604.76	08/07/2025	615-49550-50210	
7146416	WASTEWATER DISINFECTION CHEMICALS	2,239.01	08/07/2025	602-49450-50210	
	Check Total:	9,843.77			
Vendor: 1246	HOHENSTEINS, INC.			Check Sequence: 36	ACH Enabled: False
841318	BEER	159.50	08/07/2025	609-49750-50252	
841321	BEER	405.00	08/07/2025	609-48000-50252	
845661	BEER	279.00	08/07/2025	609-49750-50252	
845691	BEER	126.00	08/07/2025	609-48000-50252	
	Check Total:	969.50			
Vendor: 2142	INSIGHT BREWING COMPANY, LLC			Check Sequence: 37	ACH Enabled: False
25425	BEER	411.30	08/07/2025	609-49750-50252	
	Check Total:	411.30			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 38	ACH Enabled: False
976122	PUBL HEARING JOHNSON & NORDQUIST	17.55	08/07/2025	101-41910-50351	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	17.55			
Vendor: 1269	IUOE Local 49 Fringe Benefit			Check Sequence: 39	ACH Enabled: False
FOR SEPT 2025	PW HEALTH INS FOR SEPT	20,345.00	08/07/2025	101-00000-21706	
	Check Total:	20,345.00			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 40	ACH Enabled: False
2828084	WINE CREDIT HOUSE SAMPLES	-10.46	08/07/2025	609-49750-50253	
2836185	LIQUOR	2,147.87	08/07/2025	609-49750-50251	
2836186	THC	322.75	08/07/2025	609-49750-50254	
2836187	LIQUOR	423.78	08/07/2025	609-49750-50251	
2836188	WINE	647.84	08/07/2025	609-49750-50253	
2836189	LIQUOR	851.36	08/07/2025	609-49750-50251	
2836190	WINE	178.76	08/07/2025	609-49750-50253	
2836191	LIQUOR	288.84	08/07/2025	609-48000-50251	
2836192	LIQUOR	136.84	08/07/2025	609-48000-50251	
2836193	THC	342.60	08/07/2025	609-48000-50254	
2836194	WINE	394.22	08/07/2025	609-48000-50253	
2836195	LIQUOR	228.76	08/07/2025	609-48000-50251	
2836196	WINE	323.68	08/07/2025	609-48000-50253	
2840973	LIQUOR	1,432.18	08/07/2025	609-49750-50251	
2840974	N/A SALES	149.52	08/07/2025	609-49750-50250	
2840975	WINE	236.29	08/07/2025	609-49750-50253	
2840976	LIQUOR	1,464.74	08/07/2025	609-49750-50251	
2840977	LIQUOR	386.79	08/07/2025	609-49750-50251	
2840978	WINE	389.66	08/07/2025	609-49750-50253	
2840979	LIQUOR	102.68	08/07/2025	609-48000-50251	
2840980	WINE	195.68	08/07/2025	609-48000-50253	
2840981	LIQUOR	662.82	08/07/2025	609-48000-50251	
2840982	N/A SALES	77.68	08/07/2025	609-48000-50250	
2840983	LIQUOR	249.34	08/07/2025	609-48000-50251	
2840984	LIQUOR	398.04	08/07/2025	609-48000-50251	
2840985	WINE	45.84	08/07/2025	609-48000-50253	
2840986	N/A SALES	41.84	08/07/2025	609-48000-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2846288	WINE	73.36	08/07/2025	609-48000-50253	
2846289	WINE	73.36	08/07/2025	609-49750-50253	
2846290	WINE	50.58	08/07/2025	609-48000-50253	
2846291	LIQUOR	381.88	08/07/2025	609-49750-50251	
2846292	WINE	223.36	08/07/2025	609-49750-50253	
2846293	LIQUOR	1,482.06	08/07/2025	609-49750-50251	
2846294	LIQUOR	634.86	08/07/2025	609-49750-50251	
2846295	WINE	195.18	08/07/2025	609-49750-50253	
2846296	WINE	486.44	08/07/2025	609-49750-50253	
2846297	LIQUOR	1,007.31	08/07/2025	609-48000-50251	
2846298	LIQUOR	720.78	08/07/2025	609-48000-50251	
2846299	WINE	45.84	08/07/2025	609-48000-50253	
2846300	WINE	171.68	08/07/2025	609-48000-50253	
2846301	WINE	101.40	08/07/2025	609-48000-50253	
	Check Total:	17,758.03			
Vendor: 1292	Knife River			Check Sequence: 41	ACH Enabled: False
1121455	BEDDING CULVERT REPLACEMENT ON HI	1,141.12	08/07/2025	612-49700-50407	
1125153	392ND STREET PATCHING	472.56	08/07/2025	101-43000-50224	
	Check Total:	1,613.68			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 42	ACH Enabled: False
002324	BEER	284.00	08/07/2025	609-49750-50252	
	Check Total:	284.00			
Vendor: 1304	League Of Minnesota Cities			Check Sequence: 43	ACH Enabled: False
428477	SAFETY & LOSS CONTROL WORKSHOP	20.00	08/07/2025	101-42280-50332	
	Check Total:	20.00			
Vendor: 1308	LegalShield			Check Sequence: 44	ACH Enabled: False
FOR AUG 2025	FOR AUG 2025	46.85	08/07/2025	101-00000-21712	
	Check Total:	46.85			
Vendor: 1907	LJJ Wastwater Maintenance, Inc.			Check Sequence: 45	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
0725-1862	JET/TELEVIS STORM DRAINS	6,317.50	08/07/2025	101-00000-21140	
0725-1863	JET/TELEVIS SANITARY SEWER	8,045.00	08/07/2025	101-00000-21144	
	Check Total:	14,362.50			
Vendor: 1643	McDonald Distributing			Check Sequence: 46	ACH Enabled: False
816745	THC	71.76	08/07/2025	609-48000-50254	
816745	LIQUOR	60.30	08/07/2025	609-48000-50251	
816745	BEER	330.00	08/07/2025	609-48000-50252	
816773	BEER CREDIT	-78.13	08/07/2025	609-49750-50252	
816774	THC	71.76	08/07/2025	609-49750-50254	
816774	LIQUOR	100.80	08/07/2025	609-49750-50251	
816774	BEER	7,690.95	08/07/2025	609-49750-50252	
817843	BEER	2,201.80	08/07/2025	609-48000-50252	
817843	LIQUOR	567.50	08/07/2025	609-48000-50251	
817976	LIQUOR	816.30	08/07/2025	609-49750-50251	
817977	BEER	10,455.25	08/07/2025	609-49750-50252	
818979	BEER CREDIT	-233.20	08/07/2025	609-48000-50252	
819049	LIQUOR	60.30	08/07/2025	609-48000-50251	
819049	N/A SALES	21.40	08/07/2025	609-48000-50250	
819049	BEER	3,503.05	08/07/2025	609-48000-50252	
819075	LIQUOR	218.90	08/07/2025	609-49750-50251	
819082	N/A SALES	153.60	08/07/2025	609-49750-50250	
819082	BEER	6,567.30	08/07/2025	609-49750-50252	
8390001	BEER CREDIT	-40.80	08/07/2025	609-49750-50252	
8860679	BEER CREDIT	-21.10	08/07/2025	609-49750-50252	
	Check Total:	32,517.74			
Vendor: 1644	MEGA BEER			Check Sequence: 47	ACH Enabled: False
IN-28247	BEER	287.84	08/07/2025	609-49750-50252	
IN-28247	THC	134.50	08/07/2025	609-49750-50254	
IN-28248	THC	171.40	08/07/2025	609-48000-50254	
IN-28248	BEER	434.50	08/07/2025	609-48000-50252	
	Check Total:	1,028.24			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1348	Metro Sales Inc.			Check Sequence: 48	ACH Enabled: False
INV2851925	COPY MACHINE LEASE	259.00	08/07/2025	101-41420-50219	
	Check Total:	259.00			
Vendor: 1353	MIDCONTINENT			Check Sequence: 49	ACH Enabled: False
16640100114862	CITYWIDE INTERNET/MODEM LEASE	920.39	08/07/2025	101-41420-50243	
	Check Total:	920.39			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 50	ACH Enabled: False
1136456	CITY HALL ELEVATOR INSPECTION MONT	140.00	08/07/2025	101-41940-50300	
1141223	CITY HALL ELEVATOR INSPECTION MONT	140.00	08/07/2025	101-41940-50300	
	Check Total:	280.00			
Vendor: 1376	MMUA			Check Sequence: 51	ACH Enabled: False
66669	PW PRE EMP DRUG TEST	150.00	08/07/2025	101-42280-50314	
66669	PW PRE EMP DRUG TEST	50.00	08/07/2025	101-42110-50314	
66669	PW PRE EMP DRUG TEST	50.00	08/07/2025	101-41910-50300	
66669	PW PRE EMP DRUG TEST	100.00	08/07/2025	101-43000-50406	
66669	PW PRE EMP DRUG TEST	50.00	08/07/2025	101-41400-50314	
66810	2025 ANNUAL CONSORTIUM FEE PW	500.00	08/07/2025	101-43000-50406	
66810	2025 ANNUAL CONSORTIUM FEE WATER	100.00	08/07/2025	615-49550-50406	
66810	2025 ANNUAL CONSORTIUM FEE WASTE	100.00	08/07/2025	602-49450-50406	
	Check Total:	1,100.00			
Vendor: 1401	MN State Fire Chiefs Assn.			Check Sequence: 52	ACH Enabled: False
9456	1-ANNUAL CONFERENCE REGISTRATION	325.00	08/07/2025	101-42280-50332	
9457	LINE OFFICER 2025 MEMBERSHIP	60.00	08/07/2025	101-42280-50433	
9458	2-ANNUAL CONFERENCE & 3-CONFERENCE	770.00	08/07/2025	101-42280-50332	
	Check Total:	1,155.00			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 53	ACH Enabled: False
SB32-06	BEER	39.00	08/07/2025	609-48000-50252	
SB32-08	BEER	18.00	08/07/2025	609-49750-50252	
SB34001	BEER	54.00	08/07/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
SB34-001	BEER	75.00	08/07/2025	609-48000-50252	
	Check Total:	186.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 54	ACH Enabled: False
14463	PD IT SUPPORT 6/23	125.00	08/07/2025	101-41420-50300	
14467	PD IT SUPPORT 6/24	125.00	08/07/2025	101-41420-50300	
14474	CHISAGO SITE TO SITE CHANGES	750.00	08/07/2025	101-41420-50300	
14477	CHISAGO SITE TO SITE CHANGES	625.00	08/07/2025	101-41420-50300	
14498	CHISAGO SITE TO SITE CHANGES	250.00	08/07/2025	101-41420-50300	
14587	PD IT SUPPORT	125.00	08/07/2025	101-41420-50300	
14790	ON SITE SERVICE 7/16/2025	1,529.50	08/07/2025	101-41420-50300	
14802	PD IT SUPPORT BCA/STATE	250.00	08/07/2025	101-41420-50300	
14812	SCAN TO EMAIL #762079	250.00	08/07/2025	101-41420-50300	
14825	PW IT SUPPORT 7/18/2025 #969083	62.50	08/07/2025	101-41420-50300	
14832	LAPTOP BATTERY - FINANCE	109.40	08/07/2025	101-41420-50300	
14865	PD IT SUPPORT 7/21/2025	125.00	08/07/2025	101-41420-50300	
14888	PD IT SUPPORT 7/23/2025	125.00	08/07/2025	101-41420-50300	
	Check Total:	4,451.40			
Vendor: 1413	MPCA - 64893			Check Sequence: 55	ACH Enabled: False
10000201034	ANNUAL PERMIT	1,450.00	08/07/2025	602-49450-50236	
	Check Total:	1,450.00			
Vendor: 1440	North Central Bus & Equip Inc.			Check Sequence: 56	ACH Enabled: False
324632X1	SEAT COVERS NEW SQUAD	1,160.00	08/07/2025	701-70100-50550	
	Check Total:	1,160.00			
Vendor: 1893	Parman Energy Group, LLC			Check Sequence: 57	ACH Enabled: False
0328217-IN	\$4.30 PER QRT FOR GENERATORS	947.83	08/07/2025	620-49600-50404	
	Check Total:	947.83			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 58	ACH Enabled: False
5012826	LIQUOR	329.67	08/07/2025	609-49750-50251	
5012827	WINE	338.70	08/07/2025	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5012828	WINE	131.84	08/07/2025	609-48000-50253	
5012829	WINE	183.36	08/07/2025	609-48000-50253	
5016714	LIQUOR	225.88	08/07/2025	609-49750-50251	
5016715	WINE	935.28	08/07/2025	609-49750-50253	
5016715	LIQUOR	69.84	08/07/2025	609-49750-50251	
5016716	LIQUOR	1,949.93	08/07/2025	609-48000-50251	
5016717	WINE	473.38	08/07/2025	609-48000-50253	
5020667	LIQUOR	913.56	08/07/2025	609-49750-50251	
5020668	LIQUOR	53.29	08/07/2025	609-49750-50251	
5020668	WINE	361.72	08/07/2025	609-49750-50253	
5020669	LIQUOR	707.45	08/07/2025	609-48000-50251	
5020670	WINE	137.52	08/07/2025	609-48000-50253	
	Check Total:	6,811.42			
Vendor: 1478	PLC Towing & Recovery			Check Sequence: 59	ACH Enabled: False
25-43094	PD TOW	160.00	08/07/2025	101-42110-50300	
	Check Total:	160.00			
Vendor: 1987	POMP'S TIRE SERVICE INC			Check Sequence: 60	ACH Enabled: False
2390027337	PD SQUAD TIRES	1,684.51	08/07/2025	101-42110-50404	
	Check Total:	1,684.51			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 61	ACH Enabled: False
W-101968	BEER	133.00	08/07/2025	609-49750-50252	
W-102917	BEER	129.00	08/07/2025	609-48000-50252	
W-102920	BEER	107.00	08/07/2025	609-49750-50252	
	Check Total:	369.00			
Vendor: 2245	Pye-Barker Fire & Safety, LLC			Check Sequence: 62	ACH Enabled: False
341876	EXTINGUISHER INSP/CHRG	1,245.20	08/07/2025	101-42280-50210	
	Check Total:	1,245.20			
Vendor: 2019	QUADIENT, INC			Check Sequence: 63	ACH Enabled: False
Q1952310	BILL STUFFER 3RD QTR LEASE	137.99	08/07/2025	602-49450-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Q1952310	BILL STUFFER 3RD QTR LEASE	137.99	08/07/2025	615-49550-50210	
Q1952310	BILL STUFFER 3RD QTR LEASE	137.99	08/07/2025	612-49700-50210	
	Check Total:	413.97			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 64	ACH Enabled: False
B018264	WASTEWATER LAB TEST 7/31/25	425.00	08/07/2025	602-49450-50315	
B018266	WASTEWATER LAB TEST 7/31/25	425.00	08/07/2025	602-49450-50315	
B018267	REQUIREMENT WASTEWATER PERMIT TEST	402.20	08/07/2025	602-49450-50315	
B018358	WASTEWATER LAB TEST 7/23/25	158.20	08/07/2025	602-49450-50315	
B018480	WASTEWATER LAB TEST 7/31/25	158.20	08/07/2025	602-49450-50315	
B018482	WATER PLANT LAB TEST 7/23/25	105.00	08/07/2025	615-49550-50300	
B018659	WATER PLANT LAB TEST	158.20	08/07/2025	602-49450-50315	
B018756	BACTERIA TESTING AT HYDRANT ON 377TH	52.50	08/07/2025	615-49550-50300	
	Check Total:	1,884.30			
Vendor: 2257	Row Sewer Service			Check Sequence: 65	ACH Enabled: False
15	PARK RESTROOMS	2,145.00	08/07/2025	101-45000-50415	
	Check Total:	2,145.00			
Vendor: 1495	Rusch Corporation			Check Sequence: 66	ACH Enabled: False
39551	CHLORINE BOOST PUMP REPAIR WTR PLANT	310.90	08/07/2025	615-49550-50404	
	Check Total:	310.90			
Vendor: 1952	Kevin Schieber			Check Sequence: 67	ACH Enabled: False
LMC 2025	MILEAGE TO & FROM LMC CONF	152.60	08/07/2025	101-41110-50331	
LMC 2025	HOTEL FOR LMC CONF	340.84	08/07/2025	101-41110-50331	
	Check Total:	493.44			
Vendor: 2116	Amy Schweigert			Check Sequence: 68	ACH Enabled: False
1190	NBPD THERAPY	540.00	08/07/2025	101-42110-50300	
1202	NBPD THERAPY	900.00	08/07/2025	101-42110-50300	
	Check Total:	1,440.00			
Vendor: 1520	Sealtech, Inc			Check Sequence: 69	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1622	WATER VALVE REPLACE 7TH & MAPLE	450.00	08/07/2025	615-49550-50407	
	Check Total:	450.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 70	ACH Enabled: False
2647093	LIQUOR	275.27	08/07/2025	609-48000-50251	
2647093	WINE	155.97	08/07/2025	609-48000-50253	
2647561	LIQUOR	2,201.20	08/07/2025	609-49750-50251	
2647562	WINE	555.60	08/07/2025	609-49750-50253	
2649702	LIQUOR	2,168.90	08/07/2025	609-48000-50251	
2649702	WINE	362.18	08/07/2025	609-48000-50253	
2650196	LIQUOR	3,229.41	08/07/2025	609-49750-50251	
2650197	WINE	476.04	08/07/2025	609-49750-50253	
2652308	LIQUOR	2,897.53	08/07/2025	609-48000-50251	
2652803	LIQUOR	2,676.71	08/07/2025	609-49750-50251	
2652804	WINE	368.74	08/07/2025	609-49750-50253	
5128744	LIQUOR	811.76	08/07/2025	609-49750-50251	
5128748	LIQUOR	794.96	08/07/2025	609-48000-50251	
9651994	WINE CREDIT	-62.00	08/07/2025	609-49750-50253	
9652837	WINE CREDIT	-104.00	08/07/2025	609-49750-50253	
	Check Total:	16,808.27			
Vendor: 1550	STREICHERS			Check Sequence: 71	ACH Enabled: False
1773733	LL GEAR	3,668.50	08/07/2025	101-42110-50201	
	Check Total:	3,668.50			
Vendor: 2277	Twin Cities Window Coverings LLC			Check Sequence: 72	ACH Enabled: False
1092	FIRE DEPARTMENT BLINDS	6,872.81	08/07/2025	101-42280-50401	
	Check Total:	6,872.81			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 73	ACH Enabled: False
559886999	COPY MACHINE LEASE	958.08	08/07/2025	101-41420-50219	
	Check Total:	958.08			
Vendor: 1583	U.S. Bank-CM9690			Check Sequence: 74	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7792292	GO REF BONDS 2017B	575.00	08/07/2025	393-47000-50620	
7792293	TAX INCREMENT REFUNDING 2017C	575.00	08/07/2025	323-47000-50620	
	Check Total:	1,150.00			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 75	ACH Enabled: False
E-40374	BEER	249.50	08/07/2025	609-49750-50252	
E-40375	THC	335.00	08/07/2025	609-48000-50254	
	Check Total:	584.50			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 76	ACH Enabled: False
3708158	N/A SALES	181.20	08/07/2025	609-49750-50250	
3726265	N/A SALES	263.25	08/07/2025	609-49750-50250	
3726266	N/A SALES	260.40	08/07/2025	609-48000-50250	
	Check Total:	704.85			
Vendor: 1601	VINOCOPIA, Inc.			Check Sequence: 77	ACH Enabled: False
0377348-IN	LIQUOR	146.18	08/07/2025	609-49750-50251	
0377350-IN	LIQUOR	146.18	08/07/2025	609-48000-50251	
	Check Total:	292.36			
Vendor: 1611	WATSON COMPANY			Check Sequence: 78	ACH Enabled: False
151075	N/A SALES CREDIT	-22.28	08/07/2025	609-49750-50250	
151199	N/A SALES	1,136.58	08/07/2025	609-49750-50250	
151199	OPERATIONS SUPPLIES	26.66	08/07/2025	609-49750-50210	
151565	N/A SALES	1,020.89	08/07/2025	609-49750-50250	
	Check Total:	2,161.85			
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 79	ACH Enabled: False
308646	BULK MAILING ENVELOPES	130.72	08/07/2025	615-49550-50210	
308646	BULK MAILING ENVELOPES	130.72	08/07/2025	612-49700-50210	
308646	BULK MAILING ENVELOPES	130.72	08/07/2025	602-49450-50210	
	Check Total:	392.16			
Vendor: 1621	Windstream			Check Sequence: 80	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7/25-8/24/2025	7/25-8/24/2025	319.01	08/07/2025	101-41420-50321	
	Check Total:	319.01			
Vendor: 1624	Winnick Supply, Inc.			Check Sequence: 81	ACH Enabled: False
076635	BULK WATER HYDRANT VALVE 7/31/25	64.23	08/07/2025	615-49550-50407	
	Check Total:	64.23			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 82	ACH Enabled: False
FOR JUNE 2025	R-025975-000-11 SUNRISE BLUFF 3RD PLAN	4,603.25	08/07/2025	101-00000-21167	
FOR JUNE 2025	R-028163-000-5 WESTSIDE PLAN REVIEW	1,306.75	08/07/2025	101-00000-21180	
FOR JUNE 2025	R-027113-000-9 2025 COMP PLAN	3,010.00	08/07/2025	602-49450-50300	
FOR JUNE 2025	R-028099-000-5 TRANS STUDY	852.50	08/07/2025	101-00000-21165	
FOR JUNE 2025	2025 PAVEMENT IMPROVE PROJECT	87.50	08/07/2025	458-43000-50303	
FOR JUNE 2025	R-027792-000-6 RETAINER PHASE	2,090.00	08/07/2025	101-41700-50303	
FOR JUNE 2025	R-028150-000-6 CEDAR RDG PLAN REV	948.50	08/07/2025	101-00000-21178	
FOR JUNE 2025	R-030615-000-3 SPEED LIMIT POLICY	4,918.00	08/07/2025	101-43000-50482	
FOR JUNE 2025	R-027889-000-5 AGOL/DATAFI	1,172.00	08/07/2025	101-45000-50300	
FOR JUNE 2025	R-027398-000-2 2024 PAVEMENT MGMT	3,933.00	08/07/2025	101-43000-50300	
FOR JUNE 2025	R-027636-000-7 FOX RUN PHASE 2 DEVELO	116.00	08/07/2025	101-00000-21179	
	Check Total:	23,037.50			
	Total for Check Run:	424,679.86			
	Total of Number of Checks:	82			



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**

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 22, 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

City Administrator Matthew Hill explained that there are a couple of changes to the agenda. Items 7g and 7h are two applications that are located outside the City of North Branch limits. He explained that the City of North Branch has been in contact with each of the applicants, and they are pursuing applying

to the correct townships. Their applications have been returned to the applicants.

RESULT: Passed
MOVER: Kevin Schieber
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.

There was no public comment.

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.

Mayor Schieber asked for a motion to approve the consent agenda items 7a through 7o, minus 7g and 7h.

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

- | | | |
|----|--|--------|
| 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-213-2025 to approve a conditional use permit to allow for multiple principal buildings on one parcel for the Main Street Apartments ACTION

Director of Community Development Nate Sondrol asked the City Council to consider the approval of the conditional use permit for multiple principal buildings at the Old Main Street School site. The property is zoned Central Business District, and it's also guided Central Business District. Director Sondrol explained that the use that's being requested is the conditional use permit for multiple buildings on one parcel. Apartments and multifamily are permitted uses within that zoning district. It is 2 1/2 acres and there are 32 units; 8 units in each building, equaling 13.3 units per acre. He explained that as far as the design elements, the developers provided the second content drawing. It is inside the business district, and that does require meeting the design requirements of 65% of class one and 35% of class two. The way the building is designed today is at about 30% class one and around 60% class two. The side requirements are for those portions that are visible from the street. There's been a lot of conversation among the Planning Commission regarding materials. Director Sondrol explained that it does meet the landscaping requirements by putting in additional trees, which exceed the required amount of trees for the site. There would be 46 trees on the site. As far as parking, there would be 88 parking spaces, and the requirement is 64 parking spaces. There was a traffic analysis done back in 2023 for a concept that included a 65-unit building. The traffic analysis at that point in time determined that it could have a minimal impact on the roadways, based on that trails and sidewalks are planned for the entire site. There have also been comments at the public hearing about the possibility of having a space for a small play area. The first public hearing was held on May 6th, where there was quite a bit of public comment, mainly regarding traffic concerns. The planning commission did table requests to talk about design standards and landscaping. The applicant did bring forth revised plan that had original plan that had materials that did not meet the design code requirements, material types, and landscaping that was provided. At the July 1st planning commission meeting, the planning commission reviewed the revised plan and ultimately recommended approval of the conditional use permit for the site.

Commissioner Goulet asked what the intent of a single building on that lot. Director Sondrol said the developer would have the ability to put in 1 large building. They could essentially have 32 units in 1 building. The developer has really been trying to work to have the site match, to have the two-story buildings, to try and fit the neighborhood. The whole reason for the conditional use permit is to make sure that you can't just sell off one of the buildings. There are also utility connections, which are always a big thing to get multiple principal buildings, and so making sure that each individual building has its

own individual services, which this site does.

Commissioner Ibinger asked about sidewalks around the building. Director Sondrol stated that sidewalks would be required to be installed on all sides of the development.

Mayor Schieber commented that there's a lot of value there, and it's time to welcome somebody trying to invest in our community. He felt that it fit in well with the neighborhood.

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

b. Human Resource Update INFO

Human Resource Generalist Travis Miles gave the Human Resource update to the City Council. Some of the highlights included the onboarding of new employees and resignations in the fire department. The City is currently reviewing applications for the Public Works position and a patrol officer position. There was some discussion regarding the state's changes to employee sick and paid family leave, and the potential costs to the City. The City Council discussed the pros and cons of using the state system versus private insurance for paid family leave.

c. Public Works Project Updates INFO

Public Works Director Shawn Williams gave the Public Works Project update. Shawn provided an update on various public works projects, including the county road 30 project and the walking path project. There was some discussion about the condition of asphalt near the intersection of County Road 20 and Highway 95. Director Williams also discussed that the Compost site hours are posted on our website and our Facebook page, and that Public Works will also make appointments for community members to drop off at the compost site. There are an average of about 75 people each time that they are open. Lots of positive feedback regarding the Compost site.

10. MAYOR/CITY COUNCIL

a. Commission reports. Planning and Zoning, Parks Trails and Open Space, and EDA VERBAL UPDATE

Commissioner Meacham gave the Planning and Zoning Commission report.
Mayor Schieber gave the Parks, Trails, and Open Space report.
The EDA did not meet last week due to attendance. EDA will be meeting next week.

b. Feedback request - Assessment Policy Draft INFO

City Administrator Matthew Hill gave an update that we did receive a draft of the assessment policy from the city engineer. We are hoping to bring this back at our next council meeting on August 12th, for approval.

c. Annual North Branch City Gala INFO

Mayor Schieber proposed the idea that the City of North Branch hosts an annual city gala that would celebrate the community's achievements and provide a platform for historical presentations. The City Council discussed the potential structure and benefits of the gala, including possibly involving the school

district and local businesses. The council supported the idea and suggested further discussion and planning for the event.

d. Consideration of changing the term of Mayor's seat from two to four years INFO

Mayor Schieber proposed changing the term for the mayor's seat from a two-year term to a four-year term to provide better continuity and stability to the City of North Branch. The council discussed pros and cons of the proposal and agreed to consider the proposal further and bring it back for a vote in August.

11. ADJOURNMENT

The City Council meeting adjourned at 8:06pm.

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



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 07/30/2025

Board & Commission: City Council

Subject: Consider Approval of Resolution R-214-2025 Approving the State of Minnesota Joint Powers Agreements with the City of North Branch on Behalf of its Police Department and the Court Data Services Subscriber Agreement.

BACKGROUND

Our Joint Powers Agreement (JPA) and our Court Data Services Subscriber Amendment that we have with the Bureau of Criminal Apprehension (BCA) are due to expire in September. Our JPA with the BCA was originally approved by the city council in 2010 and was renewed in 2015 and in 2020. The JPA and the Court Data Services Subscriber Amendment are necessary to maintain access to all the BCA's systems and tools, including their computerized criminal history databases, the criminal justice data communication network, court records, and the MN predatory offender registry.

STAFF RECOMMENDATION

City Staff recommend approval of the resolution.

RECOMMENDED CITY COUNCIL ACTION

Motion to approve Resolution R-214-2025, to approve the State of Minnesota Joint Powers Agreements with the City of North Branch on behalf of its police department and the attached Court Data Services Subscriber Amendment.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-214-2025

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS
AGREEMENTS WITH THE CITY OF NORTH BRANCH ON BEHALF OF ITS
POLICE DEPARTMENT**

WHEREAS, the City of North Branch on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of North Branch on behalf of its Police Department, are hereby approved.
2. That the Chief of Police, Daniel Meyer, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Kevin Schieber, the Mayor for the City of North Branch, and Tonya Kostuch, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 12th day of August, 2025.

CITY OF NORTH BRANCH

By: Kevin Schieber
Its Mayor

ATTEST: _____
By: Tonya Kostuch

Its City Clerk



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of North Branch on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.
- 2.2 **Methods of Access.**

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

 - A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
 - B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
 - C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a

method of access and can change the methodology following the process in Clause 2.10.

- 2.3 Federal Systems Access.** In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.
- 2.4 Governmental Unit Policies.** Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.
- 2.5 Governmental Unit Resources.** To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.
- 2.6 Access Granted.**
- A. Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
 - B. To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.
- 2.7 Future Access.** On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.
- 2.8 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.9 Supersedes Prior Agreements.** This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.
- 2.10 Requirement to Update Information.** The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

- 2.11 Transaction Record.** The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a

particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

- 2.12 Court Information Access.** Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.
- 2.13 Vendor Personnel Screening.** The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent annually for a total annual cost of Six Hundred Dollars (\$600.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name:	Diane Bartell, Deputy Superintendent
Address:	Minnesota Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Avenue Saint Paul, MN 55106
Telephone:	651.793.2590

Email Address: Diane.Bartell@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Dan Meyer, Chief
Address: 6408 Elm St
North Branch, MN 55056
Telephone: 651.277.5237
Email Address: danm@ci.north-branch.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

- 7.1** Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.
- Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3** If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.
- 7.4** If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA; the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5** To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.
- 9.2 Sanctions Involving Only BCA Systems and Tools.**
The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.
- 9.2.1** For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.
- 9.2.2** If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.
- 9.3 Sanctions Involving Only Court Data Services**
The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber

Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.

9.3.2 Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of North Branch on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract number 264700, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. **TERM; TERMINATION; ONGOING OBLIGATIONS.** This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. **Definitions.** Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. **“Authorized Court Data Services”** means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. **“Court Data Services”** means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. **“Court Records”** means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. **“DCA”** shall mean the district courts of the state of Minnesota and their respective staff.

e. **“Policies & Notices”** means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. **“Rules of Public Access”** means the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court, as the same may be amended from time to time, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records* or *Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. **“Court”** shall mean the State of Minnesota, State Court Administrator's Office.

h. **“Subscriber”** shall mean the Agency.

i. **“Subscriber Records”** means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. **Activation.** Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. **Rejection.** Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. **Requests for Termination of One or More Authorized Court Data Services.** The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

a. To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.

b. To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.

c. To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.

d. That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.

e. That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subscriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS. Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 07/30/2025

Board & Commission: City Council

Subject: Memorandum of Agreement for Mass Dispensing Site Security Between Chisago County Public Health and North Branch Police Department

In 2007, the North Branch Police Department worked with Chisago County Public Health in developing a mass dispensing site security plan in the event that there was a catastrophic biological incident or other public health emergency requiring mass dispensing of medications or other supplies. Chisago County Public Health identified the North Branch Area High School as a primary mass dispensing site (MDS site) and the North Branch Outlet Mall as a triage/staging site. Chisago County Public Health and members of the North Branch Police Department periodically review the plan and renew the memorandum of agreement that is in place for security at the MDS site and the triage/staging location that are within the North Branch city limits. Our last review and renewal took place in 2020.

STAFF RECOMMENDATION

City Staff recommend approval of the memorandum of agreement.

RECOMMENDED CITY COUNCIL ACTION

Motion to approve the memorandum of agreement for mass dispensing site security between Chisago County Public Health and the North Branch Police Department.

Voting Requirements:

Voting Options Simple Majority

**Memorandum of Agreement Mass
Dispensing Site Security
Between Chisago County Public Health and North Branch Police Department**

This Memorandum of Agreement is entered into this the 24th day of June, 2025, irrespective of the dates of the signatures below, between Chisago County Public Health (CCPH) for and on behalf of Chisago County, a municipal corporation and the North Branch Police Department (hereinafter "NBPD"), for and on behalf of the City of North Branch, Minnesota, both located in State of Minnesota.

The Centers for Disease Control and Prevention (CDC) will through the Minnesota Department of Health (MDH) provide federal medical countermeasure resources from the Strategic National Stockpile (SNS), which include medications and medical supplies, to CCPH for Chisago County in the event of a catastrophic biological incident or other public health emergency requiring mass dispensing of medications or medical supplies.

CCPH and the NBPD agree to collaborate to enhance their medical countermeasure response capabilities. NBPD will fulfill the role of Security Agency for the Mass Dispensing and Triage Site(s).

The Parties hereto agree as follows:

The NBPD Agrees:

To assume responsibility for providing security to the mass dispensing and triage sites as outlined in the CCPH All-Hazards Response and Recovery Plan, and in accordance with any liability protections afforded under local, State, or Federal law. Minnesota Statute § 12.27 subdivision 3 states liability coverage will occur of volunteers and personnel in a declared emergency.

The NBPD agrees that it will provide security in accordance with the mass dispensing operations plan and any applicable appendices to that plan. The Police Department's Chief or designee will coordinate security at the distribution points and at the North Branch dispensing and North Branch triage locations within Chisago County.

The security provided under this agreement includes the following activities as staffing and resources allow or as warranted:

1. Responsibility for drafting and updating the Mass Dispensing Site (MOS) Security Plan.
2. Provide the staffing for the security of the Mass Dispensing Site location and the North Branch Triage location.
3. Provide security for the pharmaceutical assets stored at the site, including locked and limited access to pharmaceutical storage areas within the mass dispensing site.
4. Assist with providing security for transportation of pharmaceutical assets in support of the Sheriff's Office who has primary responsibility for picking up or transferring assets.

5. Ensuring crowd control and orderly flow of traffic and parking at the triage and clinic sites. Ensure restriction of access to the mass dispensing site by unauthorized personnel. Assist in maintaining orderly movement of queued medicine/ vaccine recipients throughout the mass dispensing process. Provides necessary control if persons become unruly.

6. Provides security for all staff, providers, and volunteers at all parking, triage, and MOS distribution sites.

7. Provide ongoing assessment of security risks at all parking, triage, and MOS and modify security in light of changing threats and new intelligence information.

8. Should the Sheriff's Office not be available as the Distribution and Transportation Agency for SNS assets. At that point either Lakes Area Police or the North Branch Police would become the back-up agency as a Distribution and Transportation Agency for picking up and delivering SNS assets.

Chisago County Public Health Agrees:

1. To provide specific training/education opportunities to identified staff.
2. To provide pre-event planning and technical assistance, including but not limited to plans, schedules, lists, site layouts, fact sheets, etc. to the North Branch Police Department
3. To provide coordination of services (within Emergency Operations Committee (EOC)) as outlined in the CCHP All-Hazards Response and Recovery Plan for and with the North Branch Police Department.
4. To provide consultation and assistance as needed and available for the given public health emergency as partners within the EOC.
5. As appropriate, to assist in seeking any available reimbursement under the Stafford Act or other authorities for costs associated with North Branch Police Department's response activities by liaising between all law enforcement within Chisago County and the state and local Emergency Operations Center.
6. To provide after-action consultation with the North Branch Police Department.

IN WITNESS OF THIS the law enforcement agency named below agrees to provide security for the parking, triage, and mass dispensing distribution sites. and for the command and control of the distribution of medicine and supplies. and for the MOS facilities of Chisago County Public Health.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

Signed:
Title:
Date:

**COUNTY OF CHISAGO:
APPROVED**

Signed:
Title: Dan Dahlberg, Chair, County Board
Date:

Certified:

Signed:
Title: Chase Burnham, County Administrator
Date:

Signed:
Title: Robert Benson, Health and Human Service Director
Date:

Reviewed as to Form:

Signed:
Title: Janet Reiter, Chisago County Attorney
Date:



NORTH BRANCH

VENDOR LICENSE APPLICATION

MOBILE FOOD UNIT

APPLICANT INFORMATION	
Full Legal Name (F,M,L)	Derek Anthony Grams
Address	
Phone	Home _____ Cell _____
Email	learn2eat@gmail.com

BUSINESS INFORMATION	
Business Owner Name	☐ Same as applicant.
Business Name	Learn 2 Eat, Inc
Doing Business As	Signature on Wheels

OWNER INFORMATION	
Operator Name	☒ Same as applicant.
Employee Name	John Lentsch
Employee Name	
Employee Name	

VEHICLE INFORMATION					
License Plate	State	Make	Model	Year	Color
	MN	Worldwide	Trailer	2015	Red

LOCATION INFORMATION			
☐ Private Property	☐ Downtown District	☐ City Property	☒ Community Event
Location Address	North Branch Outlets 38500 Tanger Dr North Branch, MN 55065		
Vehicle Location on Site	TBD		

OPERATIONS INFORMATION			
Date of Operation	From	August 24	To
Hours of Operation	From	1 PM	To 2PM
Items to be Sold	See Menu		

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.

Derek A Grams

Applicant Signature

07/08/2025
Date

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

396

LICENSE NO.

FOR THE OPERATION OF:

License Categories: Base Fee - FBL, Hospitality Fee, Mobile Food Unit

LICENSE PERIOD: January 1, 2025 THRU December 31, 2025

ISSUED TO:

Learn 2 Eat, Inc
1781 Sims Ave
St Paul, Minnesota 55119

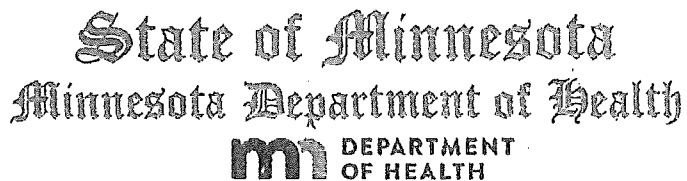
ESTABLISHMENT NAME:

Signature on Wheels

St Paul, Minnesota 55119

License Type(s): Mobile Food Unit

County: Mobile Unit



Certificate of Certified Food Protection Manager

To:

Derek Grams

Certification Number

Dr. Brooke Cunningham
Commissioner

EFFECTIVE DATE
April 14, 2025

EXPIRATION DATE
April 13, 2028



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/22/2025

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 Jordan Agency, Inc. 111 S Broadway St Jordan MN 55352		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):
INSURED Learn2Eat, Inc Signature on Wheels ST PAUL MN 55119-3401		INSURER(S) AFFORDING COVERAGE INSURER A: North Star		NAIC #
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 20250722084133288

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 ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	N	N	CM63641	07/12/2025	07/12/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Fire Legal Liability \$
	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	N	N	326321	07/12/2025	07/12/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 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)

CERTIFICATE HOLDER

CANCELLATION

CITY OF NORTH BRANCH

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

Tony Oldenberg



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	Derek Grams
Business Name	Learn 2 Eat, Inc
Doing Business As	Signature on Wheels

PROPERTY INFORMATION		
Location	☐ Public Property ☐ Private Property	
Business Name	New Kingdom Healthcare/ Tanger Outlet	
Address	38500 Tanger Drive North Branch	
Contact Name	Angie Gallagher	Position Director
Phone	612-345-0873	
Email	Foundation@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.	
Property Owner or Authorized Representative Signature	7/28/25 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



Tonya Kostuch <tonyak@ci.north-branch.mn.us>

Re: Food Truck License

1 message

Derek Grams <learn2eat@gmail.com>

Tue, Jul 29, 2025 at 10:17 PM

To: Tonya Kostuch <tonyak@ci.north-branch.mn.us>

Let me know if there is anything else we need to move forward with this.



Derek Grams
Signature on Wheels



Sandwiches

	A La Carte	w/ Fries
BBQ Pulled Pork w/Coleslaw	\$14.00	\$18.00
Classic Cheddar Cheeseburger	\$12.00	\$16.00
Blackened Chicken Tender w/Gruyere	\$13.00	\$17.00
Portabella with Gruyere and Basil Aioli	\$13.00	\$17.00

Beer Battered Chicken Tenders	\$14.00	\$18.00
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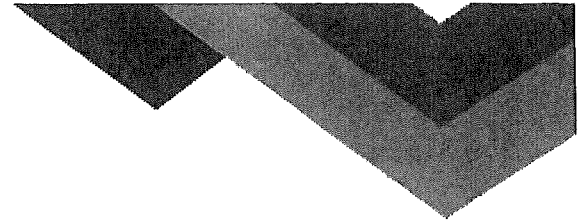
Sweet Potato or Shoestring Fries	Basket	\$9.00
	Side	\$6.00

Cheese Curds	\$13.00
---------------------	----------------

Signature Poutine: Sweet Potato Fries topped with, Gruyere Cheese, BBQ Pulled Pork, Coleslaw & BBQ Sauce. Substitute Shoestring Fries, Portabella Mushrooms or Blackened Chicken Tender

\$21.00

Like us on Facebook



**CITY OF NORTH BRANCH APPLICATION/RENEWAL
FOR TOBACCO SALES LICENSE**

License Fee:
\$250.00

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 Dept. 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. 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.

Licensee's MN Sales and Use Tax ID #: To apply for a Minnesota Sales Tax Number, call 651.296.6181			
Licensee's Federal Tax ID #:			
Workers Comp. Insurance Company Name:		Policy Number:	Coverage Dates:
Applicant's Full First, Middle, and Last Name <i>Mahmoud Musa Ibrahim</i>		Business, Partnership, Corporation Name <i>AM Tobacco LLC</i>	
Business Street Address (Local North Branch address)		Business Phone	Applicant's Phone:
City <i>North Branch</i>	County <i>Chisago</i>	State / Zip <i>MN 55056</i>	E-mail
Date of Birth (DOB)	Social Sec. #	Driver's License #	State of Issuance for DL <i>MN</i>

Informed Consent for Background Investigation for License Application
(A separate form must be filled out for each applicant, officer, and/or partner)

The following named individual has made application with this the City of North Branch for a liquor, wine, 3.2 or tobacco license. To determine if the applicant is eligible to receive the license, a criminal history check must be conducted. The information provided below is to assist the BCA's investigation.

PLEASE PRINT LEGIBLY

Last Name of Applicant <u>Ibrahim</u>	First Name (full name please) <u>Mahmoud</u>	Middle Name (full name) <u>Musa</u>
Any Maiden, Alias or Former Name(s)		
Date of Birth (MM/DD/YYYY)	Sex <u>M</u>	Race
Social Security Number		

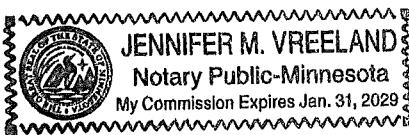
I, Mahmoud Musa Ibrahim, authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of North Branch and the North Branch Police Department for the purpose of conducting a criminal background check for determining eligibility for a liquor/wine/3.2 or tobacco license within the City as outlined in Minn. Stat. §340A.802.

The authorization shall expire one year from the date of my signature.

[Signature]
Applicant's signature

07.21.25
Date

STATE OF MINNESOTA)
COUNTY OF CHISAGO)



BEFORE ME, the undersigned authority, on this day personally appeared Mahmoud M Ibrahim known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that e/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND and seal of office this 21st day of July, 2025.

[Signature]
Notary's signature

07.21.25
Date

CORPORATIONS / PARTNERSHIPS

If a corporation, give the name, title, address, DOB, and social security number of each officer. If a partnership or LLC, give name, address, DOB, and social security number of each partner.

Partner/Officer Name & Title	Address	Social Security #	DOB
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Partner/Officer Name & Title	Address	Social Security #	DOB
Partner/Officer Name & Title	Address	Social Security #	DOB
Partner/Officer Name & Title	Address	Social Security #	DOB

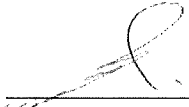
CORPORATIONS

Date of Incorporation	State of Incorporation	Certificate Number	Is the corporation authorized to do business in Minnesota? ☐ yes ☐ no
-----------------------	------------------------	--------------------	--

If a subsidiary of another corporation, give name and address of parent corporation

As the license holder, I ensure that all employees receive training on the legal sale of tobacco products and that training documentation is on the licensed premises and available for inspection by the City if requested.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTION. I CERTIFY THAT THE ANSWER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

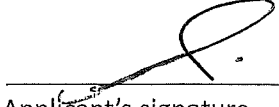


Applicant's signature

07.23.25
Date

Oath and Signature of Applicant

I CERTIFY THAT I HAVE READ THE ABOVE INFORMATION AND QUESTIONS. I CERTIFY THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.



Applicant's signature

07.21.25
Date

Classification of Data Provided

Under MN statute §13.41 sub.2 names and the designated contact address and telephone number are public data and available upon request. All other information provided on your application prior to licensure approval is classified by law as private data and is accessible to you, but not to the public. Upon license approval, all information provided on your application, except for: date of birth, social security, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID's, or data classified under MN statute §13.02 sub.12 as private or sub.13 as protected nonpublic, is public data. Public data is available to any

License Application to Make Retail Sales of Cigarette and Other Tobacco Products

To be completed by applicant when applying for a license with a city or county.

Print or Type

Business Information

Statement of Understanding

Sign Here

Applicant's Minnesota Tax ID Number

The Minnesota Tax ID must be issued in the same legal name of the licensee below.

FOR MUNICIPAL USE ONLY

License Authority
License Number
Period Covered
Date of Issuance

Cigarettes/tobacco products will be sold (a separate license is required for each location or vending machine):

☒ Over Counter ☐ Through Vending Machine ☐ Both

Licensee's Legal Name Mahmoud Musa Ibrahim		Federal Employer ID Number (FEIN)	
Business Trade Name (doing business as) AM Tobacco LLC		Daytime Phone	
Complete Address of Business Location (permit location) 38855 Forest blvd North Branch MN		Other Phone Number	
City North Branch	State MN	ZIP Code 55056	Fax Number
Mailing Address (if different than business address)	City	State	ZIP Code
		Email Address	

Type of legal organization (check one):

☐ Sole proprietor ☐ Minnesota corporation: Enter date of incorporation _____
☐ Partnership ☐ Out-of-state corporation: State of incorporation _____
☒ Other (describe) **LLC** Are you registered to do business in Minnesota? ☐ Yes ☐ No

Corporate officers or partners (attach a list if necessary)

Name	Title		
Address	City	State	ZIP Code
Name	Title		
Address	City	State	ZIP Code

As a licensed tobacco products or cigarette retailer, I understand that:

1. I can purchase cigarettes and tobacco from a Minnesota distributor or subjobber who holds a license with the Minnesota Department of Revenue. The Cigarette and Tobacco Distributor List is on our website. Go to www.revenue.state.mn.us and type Distributor List in the Search box.
2. I must obtain a tobacco products distributor license if I purchase untaxed tobacco products from an out-of-state company.
3. I may not sell cigarettes affixed with Minnesota Native American stamps unless my retail business is located on a reservation that has a tax agreement with the State of Minnesota.
4. I may not purchase from or exchange cigarettes or tobacco products with another retailer.
5. I must keep complete and legible cigarette and tobacco products invoices on the licensed premises, or make invoices available within one hour of request, for at least one year after the date of the purchase.
6. I know that the Minnesota Department of Revenue and/or law enforcement may conduct cigarette and tobacco inspections of the premises, including inspections of inventory, invoices and licenses, and I understand that a refusal to allow an inspection is grounds for revocation of my license.
7. I know that failure to comply with all requirements can result in criminal penalties, including the loss of cigarettes and tobacco products.

Licensee Signature 	Title owner	Print Name Mahmoud	Date 7-21-25	Daytime Phone ...
Licensing Agent's Signature	Title	Print Name	Date	Daytime Phone

License applicant: Submit this form to the licensing authority along with the license application.

Licensing authority: Mail, email or fax to:
 Minnesota Revenue, Mail Station 3331, St. Paul, MN 55146-3331.
 Fax: 651-556-5236. Email: cigarette.tobacco@state.mn.us



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 08/04/2025

Board & Commission: City Council

Subject: Approval of LG220 Application for Exempt Permit for the Vikings Quarterback Club

Background Information:

The Vikings Quarterback Club will be holding a Raffle and Bingo at Tailgaters Sports Bar and Restaurant on October 11th, 2025, at 6355 Elm Street, North Branch, MN 55056. The clerk's office reviews and signs off on the application before sending it to the Minnesota Gambling Control Board, 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 Vikings Quarterback Club.

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: Vikings Quarterback Club Previous Gambling Permit Number: X- 95563-24-001
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: 6171 Elm Street
 City: North Branch State: MN Zip: 55056 County: Chisago
 Name of Chief Executive Officer (CEO): Sen Digbor
 CEO Daytime Phone _____ 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 & Restaurant

Physical Address (do not use P.O. box): 6355 Elm St, Ste-C, North Branch, MN 55056

Check one:

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

Date(s) of activity (for raffles, indicate the date of the drawing): Oct. 11th, 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.

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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. Print City Name: _____ Signature of City Personnel: _____ Title: _____ Date: _____	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: _____
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: Sen Nighbor Date: 7/25/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Sen Nighbor

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.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

VIKINGS QUARTERBACK CLUB
36605 KOST TRL
NORTH BRANCH, MN 55056-6757

Date:
04/03/2024
Employer ID number:

Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
March 4, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053488001094

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.

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, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 08/06/2025

Board & Commission: City Council

Subject: Approval of New Animal Control Contract

I recently learned that the individual we currently contract with for animal control services, Tammy Gimpl of Gratitude Farms, no longer has an interim use permit to kennel dogs on her property and is no longer able to continue her animal control services. I reached out to several area law enforcement agencies and identified two businesses that provide animal control services in the area - Michelle Russell with Isanti County Animal Care and Control and Brit Harmon with Companion Animal Care and Control. I reached out to both individuals and they provided the attached proposals for animal control services for the City of North Branch.

Below is a breakdown of their fees:

Isanti County Animal Care and Control:

- \$400/month retainer for animal control services
- \$100 for each call-out for unclaimed dogs (this would be paid by the animal owner if the owner is found)
- Round-trip mileage at \$.70/mile (this would be paid by the animal owner if the owner is found)
- \$30/day for animal boarding (this would be paid by the animal owner if the owner is found)
- Up to \$300 for urgent veterinary services

Companion Animal Care and Control:

- \$300/month retainer for animal control services
- \$300/month retainer for kennel boarding
- \$100 for each daytime call-out (additional \$40 per call-out on holidays)
- \$175 for each overnight call-out (additional \$40 per call-out on holidays)

- \$200/dog if dog is not reclaimed
- Round-trip mileage at IRS business rate
- Up to \$150 for urgent veterinary services

Staff Recommendation and Requested Action:

I respectfully request the city council to approve the animal control agreement with Michelle Russell with Isanti County Animal Care and Control.

Voting Requirements:

Voting Options Simple Majority

ANIMAL CONTROL AGREEMENT

THIS AGREEMENT made this 12th day of August, 2025 by and between Michelle Russell, 1124 175th Ave Ogilvie, MN 56358, hereinafter referred to as "Contractor", and the City of North Branch, hereinafter referred to as "City".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

1. STATEMENT OF WORK: Contractor shall furnish all labor, equipment, and services performed for the job of animal control officer for City, as set forth below in an efficient and workmanlike manner in accordance with this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

2. THE CONTRACT PRICE: The City shall pay Contractor for performance of this Contract, in current funds as follows: A monthly 24 hours a day, 7 days a week retainer of \$400 per month, \$100 per animal control call out and the current IRS rate for mileage (.70 per mile) for pick-up and drop off of dogs as directed by the members of the North Branch Police Department or dispatch, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge for call out or mileage. If the contractor is en route and the call is canceled, charges will be re-calculated accordingly. If the owner is found, said owner will be responsible for all fees.

3. BOARDING FEE: There is a \$30 boarding fee per day, per dog. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found and the dog is not claimed after the 5 business day impound stay. If the owner is found, said owner will be responsible for all fees.

4. MISCELLANEOUS: Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and Contractor on a case-by-case basis.

5. CONTRACTOR RESPONSE TIMES: Contractor shall have 1-2 hours to respond to a call from the City and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety and ICR number.

6. CONTRACTOR'S DUTIES: Contractor shall upon request of the members of the

North Branch Police Department or Dispatch Center, take all reasonable steps to pick up any dog determined to be in violation of any City Ordinance or Minnesota State Statute.

All apprehensions of dogs directed by members of the North Branch Police Department shall be treated humanely and shall be delivered into the custody of the party of the facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary medical attention needed. All stray dogs picked up will be listed on social media such as Lost Dogs MN Facebook page or similar sites in an attempt to locate the owner.

7. RECLAIMING: All animals conveyed to the pound shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days, unless the animal has bitten a person in which case it shall be kept for a minimum of 10 business days or the times specified in § 6-62. All animals unclaimed by the end of the impound period shall be surrendered to an appropriate facility for adoption or euthanasia.

Owners reclaiming their dogs will pay for all costs associated with picking up and boarding the dog. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc) and rate, mileage and boarding fees.

8. VETERINARY CARE: Dogs that are picked up and are injured or severely neglected and require urgent veterinary care, shall be treated at East Central Veterinarians during business hours. Emergency cases will be referred to an emergency clinic on a case-by-case basis. East Central Veterinarians are authorized to stabilize a dog up to \$300 including euthanasia if required. All billing will be sent to the North Branch Police Department.

9. IDENTIFICATION: The City shall provide Contractor with appropriate credentials and/or identification to identify her as the “Animal Control Official for the City of North Branch”.

10. IDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor’s performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages

or any inconvenience resulting from the theft, damage to, or destruction of personal Property. Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties.

11. LEGAL STATUS: The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

12. TERMINATION: City and Contractor may terminate this agreement at any time with or without cause by providing written notice to the other party no later than sixty (60) days prior to the termination date. City and Contractor may immediately terminate this agreement upon breach of any of the material terms herein by providing written notice of the termination. Such notice shall be given to the City at City offices. Such notices shall be given to Contractor at its place of business.

13. REPRESENTATION: The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

14. TERM: This Contract shall become effective upon its execution and continue for one year. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor

CONTRACTOR:

CITY OF NORTH BRANCH:

Michelle Russell

Matthew Hill, City Administrator

Dan Meyer, Police Chief

Dated: _____

**Companion Animal Control LLC & Companion Animal Care LLC
DBA Companion Animal Care & Control
and**

<Municipality>

'Full Service' Agreement for Animal Control & Animal Impound Services

1. Companion Animal Control Agrees To: (ANIMAL CONTROL SERVICES)

- a. Within the jurisdiction, Companion Animal Control shall upon request of the members of the public, law enforcement and municipality officials complete all reasonable steps to address violation(s) of any Municipality Ordinance or State Statutes pertaining to animals.
- b. The Companion Animal Control shall be required to collect and transport contained dogs and cats only. When requested to respond to other animal species; Companion Animal Control shall determine call response necessity on a case-by-case basis to ensure public safety and cooperation with law enforcement.
- c. Companion Animal Control shall provide all equipment necessary to complete animal control services as outlined within this contract.
- d. Companion Animal Control shall respond work in conjunction with County Sheriff's Department to address complaints, issue citations and enforce animal related laws.
- e. Companion Animal Control shall be available for call response at all times, including nights and holidays, and shall primarily respond to urgent/priority calls during 7:00pm-7:00am as determined on a case-by-case basis.
- f. If the rightful owner of an animal is located during a call response and the animal is returned to owner, Companion Animal Control shall end call response accordingly while the fee for service shall remain. Companion Animal Control is not responsible for securing owner information from finder.
- g. All animal impoundments and holds in accordance with State Statutes shall be completed at the contracted Companion Animal Care listed above.
- h. All stray/at large animals impounded shall be posted to the www.companionanimalcontrol.com website.
- i. Companion Animal Control may require proof of ownership and compliance with local, state and/or federal statutes pertaining to animal welfare prior to an animal being reclaimed from Companion Animal Care. Reclaim/boarding fees incurred are responsibility of the owner. Failure to comply and/or reclaim an animal by completion of holding period results in owner abandonment of animal.
- j. If an animal found at large is delivered to the Companion Animal Care by a member of the public, Companion Animal Control shall confirm the found location of the animal was within Municipality jurisdiction and approve the impoundment.
- k. At the completion of an animal holding period Companion Animal Control shall ensure a humane outcome when possible for all impounded animals.
- l. Municipality shall not be held responsible for costs associated with any animal surrendered by an owner, which was not previously at large.
- m. In the circumstance that the Companion Animal Control determines an animal is severely injured so that it would be considered inhumane to impound the animal without immediate veterinary care available, the Companion Animal Control shall relinquish the animal to the Animal Emergency & Referral Center of Minnesota in Oakdale, Minnesota. All expenses resulting from care of said animal shall be solely the responsibility of the owner, if located. Recovery of those expenses and return of the animal to said owner shall be the responsibility of the Animal Emergency & Referral Center of Minnesota in Oakdale, Minnesota or 501c3 rescue assuming ownership care of the animal. Companion Animal Control is not responsible for any outcome of the animal, including death or humane euthanasia.
- n. Companion Animal Control shall maintain reasonably adequate books and records of its activities hereunder and make those available to the Municipality upon request.

- o. Companion Animal Control shall assist the Municipality in its preparation and interpretation of all animal-related ordinances or procedures to insure humane animal treatment and public safety.

2. Companion Animal Control Fees: (ANIMAL CONTROL SERVICES)

- a. A monthly availability retainer to provide animal control services 24/7/365 of \$300
- b. Daytime call response 7:00 am - 7:00 pm: \$100
- c. Overnight call response 7:00 pm - 7:00 am: \$175
- d. Round trip mileage in accordance with IRS business rate.
- e. Multiple (two or more) animal fee: \$35/animal (litters under 3 mo. count as one animal)
- f. Time spent for enforcement animal control duties at a rate of \$45/hour. This includes but is not limited to participation in court hearings, animal welfare checks, kennel inspections, bite/dangerous dog investigations, seizure of animals, cruelty/neglect case processing, and enforcement, etc.
- g. Additional fee for call response on holidays: \$40
(Easter, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, Independence Day, New Year's Eve and New Year's Day)

3. Companion Animal Care Agrees To: (ANIMAL IMPOUND SERVICES)

- a. Provide housing for stray or abandoned animals that are lawfully retrieved by municipality's law enforcement officer (LEO) or Companion Animal Control.
- b. For stray animals that are brought into the location by a citizen and Companion Animal Control verifies the animal was retrieved within the municipality jurisdiction, Companion Animal Care may but under no circumstances is required to, accept animals dropped off at the facility as its capabilities and space may permit.
- c. Housing to be provided under kennel licensing by the Minnesota Board of Animal Health is defined to include kennel space, outdoor time, daily cleaning, food and water.
- d. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded.
- e. Provide compassionate euthanasia services as deemed necessary by Companion Animal Care and performed by a licensed veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
- f. Animal placement services to ensure live outcomes for as many animals as possible, including private adoptions, transfer to 501c3 rescues and animal welfare organizations. All animals will be evaluated for these outcomes throughout their legally required holding period to determine the most appropriate outcome for each animal while ensuring the safety of the public.
- g. Provide animal rabies quarantine or diagnostic service as required by state statute for felines, canines and ferrets that have bitten a person.
- h. Hold animals for the legally required Minnesota stray holding period or until reclaimed by owner within this holding period.
- i. Municipality may request and view Companion Animal Care policies at any time.
- a. Companion Animal Care may choose to place any animal in a temporary foster home to ensure a live outcome, such as animals with compromised immune systems, pregnant, injuries, age related risks, etc. during the mandatory stray hold period.
- b. Companion Animal Care may choose to accept owner surrendered animals (not including non-stray/at large or abandoned animals) at no cost to the municipality.
- c. Companion Animal Care has the sole discretion to return any animal to the animal's owner or authorized caretaker with or without impoundment, including the ability to waive any fees assessed.
- d. Companion Animal Care is not responsible for collecting any fees from an owner for a municipality.
- e. Companion Animal Care is not responsible for sick or injured animals that are left after hours by a law enforcement officer. Outside treatment must be sought for these animals prior to leaving the animals at the Companion Animal Care facility when staff members are not on duty.
- f. Municipality law enforcement officers must contact Companion Animal Care for guidance prior to any seized animal being brought to Companion Animal Care that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.

- g. Companion Animal Care has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- h. Companion Animal Care will not accept un-handleable feral cats, with the exception of bite quarantines and/or injured animals, without prior approval by Companion Animal Care.
- i. Companion Animal Care shall not be mandated to perform any service that contradicts the organization's mission and/or philosophical beliefs regarding animal welfare.

3. Companion Animal Care Fees: (ANIMAL IMPOUND SERVICES)

- a. A monthly retainer to reserve kennel boarding kennels for animals from municipality of \$300
- b. Standard stray, seized or abandonment fee of \$200 per canine or feline and a \$50 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
- c. If an animal is reclaimed by an owner, the municipality will not be charged for housing.
- d. Litters of canines or felines under 8 weeks of age will count as one animal fee, not individual animals.
- e. A disposal fee of \$75 for 'deceased on arrival' animals.
- f. A fee up to \$150 to medically stabilize or euthanize an animal as deemed necessary.
- g. A bite/rabies quarantine fee of \$50 per day for unclaimed stray animals held the entirety of the state mandated 10-day holding period to the municipality.
- h. If the owner of a bite quarantine animal is known prior to intake, the owner is responsible for the entirety of the fee to be paid up-front and housing fees will not be charged to the municipality.

4. Municipality Agrees To:

- a. If Municipality utilizes law enforcement officers, LEOs will adhere to the drop off procedures set forth by Companion Animal Care including animal housing at the location and paperwork. Drop off procedures and paperwork training for law enforcement officers will be provided.
- b. Invoices shall be sent to the Municipality via email during the first week of each month. Payment is expected within 30 days and any billing disputes must be raised within 10 days of receipt of billing. Invoices will include all services provided, case number, date, time, call location, animal details, mileage, fee details, animal outcome (if hold completed) and relevant case notes.
- c. Adhere to state laws and local ordinances that apply to animals. Municipality is responsible for ensuring its ordinances are not contradictory to the services outlined in this agreement, that ordinances are not contradictory to Minnesota State Statutes. Such as that the holding periods for animals within the municipality ordinance are the same length as the holding periods (i.e. number of days) as Minnesota State Statutes.
- d. Be available to members of your community to resolve their concerns related to the actions of your law enforcement officers and your municipality's procedures, policies and requirements.
- e. Municipality shall provide Companion Animal Control notice in a timely manner in the event that any animal related topic is added to a Council Meeting Agenda.
- f. Municipality shall post on their website the Companion Animal Control website link & phone number.
- g. Municipality shall post on their website Companion Animal Care phone number.
- h. Municipality shall provide the following documentation to Companion Animal Control, if applicable based on Municipality's current animal ordinances:
 - 1. List of existing licenses for animals
 - 2. List of existing kennel permits
 - 3. List of animal ordinance violations within the past year
 - 4. Payment schedule
 - 5. Electronic version of animal ordinances

4. Insurance Requirements.

- a. Companion Animal Care & Companion Animal Control shall procure and maintain, at its expense, general liability insurance coverage in the amounts listed below and shall provide to Municipality a Certificate of Insurance as evidence that the coverages are in full force and effect.:
 - i. General Aggregate: \$2,000,000
 - ii. Products and Completed Operations \$2,000,000

- iii. Each Occurrence: \$1,000,000
- iv. Personal and Advertising Injury: \$1,000,000
- v. Damage to Premises: \$100,000

5. Indemnification:

- a. To the fullest extent permitted by law, Companion Animal Care agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Care, Companion Animal Care's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Care, or anyone for whose acts Companion Animal Care may be liable. Companion Animal Care agrees this indemnity obligation shall survive the completion or termination of this agreement.
- b. To the fullest extent permitted by law, Companion Animal Control agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Companion Animal Control, Companion Animal Control's sub, Companion Animal Control(s), or anyone directly or indirectly employed or hired by Companion Animal Control, or anyone for whose acts Companion Animal Control may be liable. Companion Animal Control agrees this indemnity obligation shall survive the completion or termination of this agreement.
- c. To the fullest extent permitted by law, Municipality agrees to defend and indemnify Companion Animal Control, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Municipality, or anyone directly or indirectly employed or hired by Municipality, or anyone for whose acts Municipality may be liable. Municipality agrees this indemnity obligation shall survive the completion or termination of this agreement.

6. Term:

- a. This Contract shall become effective upon its execution by both parties and continue annually, subject to termination upon 30-day advance written notification of termination by either party. Fees will be evaluated by Companion Animal Control on an annual basis for cost-of-living adjustments up to 10%, any adjustments will be communicated in writing to Municipality. No amendment or modification of this agreement shall be effective unless made in writing and signed by both parties. All provisions of this contract relating to insurance, indemnity and compliance with the State Data Practices act shall survive termination to the full extent needed for the protection of the Municipality, Companion Animal Control and Companion Animal Care.
- b. If requested by either party at any time a contractual review shall be completed for the purpose of determining the effectiveness of the program, review costs and to implement improvement measures.

This agreement is entered into on the _____ day of _____, 202__ by



Brittany Harmon, Owner & Operator
Companion Animal Care & Control

Signed on behalf of Municipal Authority

Printed Name and Title

MEMORANDUM

To: The Honorable Kevin Schieber
City of North Branch City Council

VIA EMAIL ONLY

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: August 6, 2025

Re: Legal Staff Report for August 12, 2025 City Council Meeting

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We are submitting this memorandum to update the City of North Branch City Council on the work we performed as City Attorney during July 2025. The matters listed below are discussed in a general manner only for sake of brevity and to maintain any attorney-client privileged and/or confidential information/data.

Summary of City Matters

1. **Personnel and Labor Matters**
Attorneys researched, reviewed, analyzed, and drafted documents and correspondence regarding union and personnel matters.
2. **Municipal Matters**
Attorneys researched, reviewed, analyzed, advised and drafted documents related to franchise fee ordinances.
3. **Land Use and Real Estate Matters**
Attorneys researched, reviewed, advised and drafted documents related to a cost share agreement. Attorneys researched, reviewed, advised and drafted documents related to a real estate transaction.
4. **Staff Communications**
Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sc



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director, Carla Golden, Liquor Operations Director

Date: 07/30/2025

Board & Commission: City Council

Subject: Finance Update

This is the June Financial Update brought to Council for the monthly update. Presented here includes the Cash and Investment balances. These amounts are right before the City receives the first allotment of property tax from the County for 2025. The ending balance is down slightly at the end of June but with the property tax revenue and the Local Government Aid received in July, these should be comparable to July 2024.

The financial updates do not show anything surprising for June. The projections have been re-analyzed from a mid-year perspective.

Voting Requirements:

Bank Account Balances 6/30/2025

	EOM Balance	Interest Rate
Bremer - Checking (0753)	775,529.05	0.0%
Bremer - MM (2886)	2,406,304.85	4.0%
Associated - Checking (4089)	74,601.17	0.0%
Associated - MM (3859)	1,229,955.21	3.92%
Xpress Cash Balance	32,527.89	0.00%
Total Checking/Savings	\$ 4,518,918.17	

Investments

US Bank	15,259,174.62	Varies
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,042,702.67	Varies
Total Investments	\$ 17,301,877.29	

Total Cash & Investments	\$ 21,820,795.46
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City of North Branch

June 2025 Update

Percent of Year

0.50%

General Fund

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Taxes	\$ -	\$ -	\$ -	\$ 6,152,620	\$ 6,246,315
Licenses & Permits	164,615	182,708	(18,094)	329,229	347,800
Intergovernmental	256,774	163,617	93,157	1,549,547	1,570,822
Charges for Services	104,845	112,899	(8,054)	209,689	104,300
Fines & Forfeits	13,470	12,745	724	26,939	17,000
Other Revenue	140,483	366,773	(226,290)	280,965	150,400
Other Financing Sources	14,701	-	14,701	344,702	315,300
Total Revenues	\$ 694,886	\$ 838,743	\$ (143,857)	\$ 8,893,693	\$ 8,751,937
Expenditures:					
City Council	\$ 7,314	\$ 21,357	\$ (14,043)	30,000	\$ 32,382
City Administrator	97,866	27,601	70,266	205,680	261,168
City Clerk	22,739	69,617	(46,878)	74,394	132,406
Elections	-	4,756	(4,756)	-	-
Technology	255,844	-	255,844	377,000	481,100
Finance	185,505	152,430	33,075	371,009	404,753
City Attorney	45,610	85,673	(40,062)	91,000	50,000
City Engineer	12,500	9,671	2,829	37,500	40,000
Legislative	15,112	12,500	2,612	30,224	31,500
Planning & Zoning	33,798	58,865	(25,068)	111,130	153,239
City Facilities	69,860	119,240	(49,380)	139,720	172,189
Police	1,340,165	1,305,738	34,427	2,680,330	2,777,895
Fire	379,815	239,441	140,374	694,130	809,257
Building Inspection	165,608	156,678	8,930	331,217	352,169
Civil Defense	5,263	32,976	(27,713)	10,526	4,200
Animal Control	1,750	2,100	(350)	3,500	4,500
Street Lights	28,869	27,605	1,264	57,737	109,000
Public Works	815,417	559,990	255,426	2,630,834	3,176,340
Parks	88,310	160,263	(71,953)	176,621	382,074
Library	48,791	41,446	7,345	97,582	116,202
Non-Dept Exps	54,921	37,724	17,197	307,582	301,100
Total Expenditures	\$ 3,675,056	\$ 3,125,668	\$ 549,388	8,457,716	\$ 9,791,474
Net Postion increase/(decrease)	\$ (2,980,170)	\$ (2,286,926)	\$ (693,244)	\$ 435,977	\$ (1,039,537)

EDA (201)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Taxes	\$ -	\$ 301,479	(301,479)	554,593	\$ 561,045
Charges for Services	10,400	-	10,400	20,800	4,066
Other Revenue	21,498	2,100	19,398	21,498	3,600
Other Financing Sources	-	-	-	185,000	185,000
Total Revenues	\$ 31,898	\$ 303,579	\$ (271,681)	\$ 781,890	\$ 753,711
Expenditures:					
Operating Expenditures	\$ 35,656	\$ 71,618	(35,962)	510,503	\$ 605,579
Total Expenditures	\$ 35,656	\$ 71,618	\$ (35,962)	\$ 510,503	\$ 605,579
Net Postion increase/(decrease)	\$ (3,758)	\$ 231,961	\$ (235,719)	\$ 271,387	\$ 148,132
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Sewer Fund (602)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ 130,412	\$ 233,721	\$ (103,309)	394,680	\$ 355,000
Utility Charges	886,942	684,043	202,899	1,783,719	1,803,000
Other Revenue	66,851	-	66,851	66,851	5,000
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 1,084,205	\$ 917,764	\$ 166,441	\$ 2,245,250	\$ 2,163,000
Expenditures:					
Sanitary Sewer	\$ 751,513	\$ 448,082	303,430	2,078,025	\$ 2,325,610
Total Expenditures	\$ 751,513	\$ 448,082	\$ 303,430	\$ 2,078,025	\$ 2,325,610
Net Postion increase/(decrease)	\$ 332,692	\$ 469,682	\$ (136,989)	\$ 167,225	\$ (162,610)

Liquor Store Fund (609)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Liquor Store - East	\$ 1,377,691	\$ 1,030,133	\$ 347,558	\$ 3,026,450	\$ 3,017,572
Liquor Store - West	567,884	423,290	144,594	1,297,050	1,247,411
Cost of Liquor Sold - East	(999,254)	(796,948)	(202,306)	(2,194,176)	(2,258,504)
Cost of Liquor Sold - West	(397,692)	(324,251)	(73,441)	(907,935)	(848,339)
Other Revenue	4,932	954	3,979	9,865	4,200
Total Revenues	<u>\$ 553,561</u>	<u>\$ 333,177</u>	<u>\$ 220,383</u>	<u>\$ 1,231,254</u>	<u>\$ 1,162,340</u>
Operating Expenses:					
Liquor Store - East	\$ 236,922	\$ 221,383	15,539	\$ 720,832	\$ 763,666
Liquor Store - West	160,840	166,736	(5,897)	371,337	393,998
Total Operating Expenses	<u>\$ 397,761</u>	<u>\$ 388,120</u>	<u>\$ 9,642</u>	<u>\$ 1,092,169</u>	<u>\$ 1,157,664</u>
Net Postion increase/(decrease)	<u>\$ 155,799</u>	<u>\$ (54,942)</u>	<u>\$ 210,742</u>	<u>\$ 139,085</u>	<u>\$ 4,676</u>
Net Profit Percentage	7.99%	-3.78%		3.21%	

Stormwater Fund (612)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Utility Charges	\$ 319,940	\$ 298,843	21,096	502,773	\$ 475,500
Other Revenue	12,656	-	12,656	38,622	300
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>\$ 332,595</u>	<u>\$ 298,843</u>	<u>\$ 33,752</u>	<u>\$ 541,395</u>	<u>\$ 475,800</u>
Expenditures:					
Storm Sewer	\$ 108,475	\$ 148,493	(40,017)	475,000	\$ 563,413
Total Expenditures	<u>\$ 108,475</u>	<u>\$ 148,493</u>	<u>\$ (40,017)</u>	<u>\$ 475,000</u>	<u>\$ 563,413</u>
Net Postion increase/(decrease)	<u>\$ 224,120</u>	<u>\$ 150,351</u>	<u>\$ 73,769</u>	<u>\$ 66,395</u>	<u>\$ (87,613)</u>

Water Fund (615)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ 70,380	\$ 338,463	\$ (268,083)	140,760	\$ 135,000
Water Charges	964,130	872,498	91,632	1,928,259	1,969,468
Other Revenue	50,207	16,476	33,731	100,414	50,000
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>\$ 1,084,716</u>	<u>\$ 1,227,437</u>	<u>\$ (142,721)</u>	<u>\$ 2,169,433</u>	<u>\$ 2,154,468</u>
Expenditures:					
Water	\$ 576,790	\$ 514,376	62,414	2,010,000	\$ 2,700,682
Total Expenditures	<u>\$ 576,790</u>	<u>\$ 514,376</u>	<u>\$ 62,414</u>	<u>\$ 2,010,000</u>	<u>\$ 2,700,682</u>
Net Postion increase/(decrease)	<u>\$ 507,927</u>	<u>\$ 713,061</u>	<u>\$ (205,134)</u>	<u>\$ 159,433</u>	<u>\$ (546,214)</u>

Generation Fund (620)

	6/30/2025 Actual	6/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Revenues:					
Charges for Services	\$ -	\$ 9,563	\$ (9,563)	-	\$ -
Utility Charges	180,000	180,000	-	360,000	360,000
Other Revenue	137,963	14,644	123,318	137,963	-
Other Financing Sources	-	-	-	-	-
Total Revenues	<u>\$ 317,963</u>	<u>\$ 204,207</u>	<u>\$ 113,755</u>	<u>\$ 497,963</u>	<u>\$ 360,000</u>
Expenditures:					
Generation	\$ 129,399	\$ 93,481	35,918	308,798	\$ 361,151
Total Expenditures	<u>\$ 129,399</u>	<u>\$ 93,481</u>	<u>\$ 35,918</u>	<u>\$ 308,798</u>	<u>\$ 361,151</u>
Net Postion increase/(decrease)	<u>\$ 188,564</u>	<u>\$ 110,726</u>	<u>\$ 77,837</u>	<u>\$ 189,165</u>	<u>\$ (1,151)</u>

Monthly Report for Liquor Store - Council Report

June 2025

Percent of Year: 0.50%

Sales by Month and Year-to-Date

Month	2025 Sales	3 Year Avg Sales	2024 Sales	2023 Sales	2022 Sales	2021 Sales
January	\$ 291,927	\$ 258,152	\$ 249,337	\$ 260,869	\$ 264,251	\$ 294,006
February	271,922	259,711	260,707	258,033	260,393	266,208
March	312,449	284,347	295,583	287,435	270,023	304,564
April	320,504	291,390	288,819	294,541	290,810	327,239
May	390,851	353,492	359,929	360,263	340,284	366,090
June	362,853	369,694	356,157	396,703	356,222	370,136
July	-	386,768	387,761	384,874	387,670	406,355
August	-	377,153	416,855	374,215	340,390	337,323
September	-	358,098	367,288	364,930	342,075	329,748
October	-	320,305	348,507	320,341	292,066	332,607
November	-	324,683	360,918	315,225	297,905	310,290
December	-	404,453	425,741	392,734	394,885	375,740
Total	\$ 1,950,507	\$ 3,988,246	\$ 4,117,602	\$ 4,010,162	\$ 3,836,975	4,020,305

YTD Sales compared to 3 Year Avg	\$ 133,721
YTD Sales compared to 2024 Sales	\$ 139,974

YTD Sales compared to 3 Year Avg	107.36%
YTD Sales compared to 2024 Sales	107.73%

Expenses by Month and Year-to-Date

Month	2025 Expenses	3 Year Avg Expenses	2024 Expenses	2023 Expenses	2022 Expenses	2021 Expenses
January	267,093	246,181	175,638	255,794	307,113	293,718
February	262,001	279,673	331,652	272,608	234,760	282,744
March	281,533	334,265	324,884	326,195	351,716	382,787
April	306,612	303,311	287,748	309,284	312,900	317,321
May	382,917	358,198	389,397	327,960	357,236	325,980
June	294,551	327,872	275,479	306,429	401,707	361,741
July	-	353,050	378,477	364,310	316,364	365,403
August	-	354,394	365,253	364,211	333,718	338,110
September	-	327,614	346,710	330,720	305,413	329,361
October	-	271,933	234,669	306,036	275,092	279,299
November	-	366,419	378,443	378,576	342,238	279,323
December	-	440,927	534,146	487,602	301,033	392,250
Total	\$ 1,794,708	\$ 3,963,836	\$ 4,022,495	\$ 4,029,724	\$ 3,839,288	3,948,037

YTD Expenses compared to 3 Year Avg	\$ (54,791)
YTD Expenses compared to 2024 Exps	\$ 9,910

YTD Expenses compared to 3 Year Avg	97.04%
YTD Expenses compared to 2024 Exps	100.56%

	2025	3 Year Avg	2024	2023	2022	2021
YTD Net Income (Before Transfers)	\$ 155,799	\$ 115,929	\$ 175,107	\$ 80,438	\$ 92,243	\$ 172,269
Net Income Percentage	7.99%	2.89%	4.25%	2.01%	2.40%	4.28%

Gross Margin NOTE: Gross Margin measures the revenue generated less the cost of the items sold

Monthly Report for Liquor Store - Council Report

June 2025

Percent of Year: 0.50%

	2025 Annual Budget	Actual 2025 YTD	Actual East	Actual West
Sales	\$ 4,259,583	\$ 1,945,575	\$ 1,377,691	\$ 567,884
Cost of Sales	3,106,843	1,396,946	999,254	397,692
Gross Margin	\$ 1,152,740 27.1%	\$ 548,629 28.2%	\$ 378,437 27.5%	\$ 170,192 30.0%

	2025 Annual Budget	Actual 2025 YTD	East Actual	West Actual
Gross Margin by Category - Budget vs Actual				
Liquor	\$ 418,468	\$ 168,031	\$ 117,052	\$ 50,980
Beer	556,299	262,449	189,061	73,388
Wine	123,638	75,199	40,698	34,501
Non-Alcoholic	37,335	22,490	18,156	4,335
THC	17,000	20,460	13,471	6,989
Other	-	-	-	-
	<u>\$ 1,152,740</u>	<u>\$ 548,629</u>	<u>\$ 378,437</u>	<u>\$ 170,192</u>

2025 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	291,017	108,447	134,588	29,854	8,527	9,601
February	270,498	102,744	122,439	29,206	7,886	8,224
March	311,711	115,750	145,909	32,016	8,543	9,492
April	319,634	117,478	151,667	31,388	9,222	9,879
May	389,862	143,857	191,703	31,187	9,203	13,912
June	362,853	131,376	179,666	29,633	8,187	13,992
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>1,945,575</u>	<u>719,652</u>	<u>925,973</u>	<u>183,283</u>	<u>51,568</u>	<u>65,100</u>

2025 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	215,775	88,594	91,132	23,825	4,551	7,672
April	248,250	94,221	127,565	14,754	5,188	6,523
May	302,502	112,929	148,341	25,240	5,761	10,231
June	243,217	86,363	138,001	7,370	3,131	8,352
July	-					
August	-					
September	-					
October	-					
November	-					
December	-					
Total	<u>1,396,946</u>	<u>551,620</u>	<u>663,524</u>	<u>108,084</u>	<u>31,108</u>	<u>42,609</u>

Monthly Report for Liquor Store - Council Report

June 2025

Percent of Year: 0.50%

2024 Sales to Cost of Goods Sold Comparison

2024 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	249,162	96,471	116,344	27,809	-	8,539
February	260,303	99,256	121,438	30,641	-	8,968
March	295,369	111,612	140,575	33,741	-	9,440
April	287,961	105,719	143,013	28,776	-	10,454
May	359,716	128,807	184,939	32,723	-	13,247
June	356,247	127,840	182,522	32,263	-	13,622
July	387,751	132,338	208,092	31,690	-	15,631
August	416,555	142,184	221,495	36,758	909	15,209
September	367,288	127,223	188,095	34,381	4,368	13,221
October	348,482	128,231	167,580	35,655	5,341	11,675
November	360,318	133,546	163,115	47,104	5,691	10,861
December	421,538	166,694	178,546	56,103	8,411	11,784
Total	4,110,689	1,499,920	2,015,754	427,645	24,720	142,651

2024 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	98,488	54,374	39,284	3,003	-	1,826
February	257,805	102,021	116,719	29,676	-	9,389
March	232,041	99,025	98,637	25,000	-	9,379
April	222,083	77,625	113,174	22,005	-	9,280
May	310,782	105,537	152,552	38,043	-	14,650
June	206,602	69,342	112,660	11,939	-	12,660
July	302,657	87,152	175,558	28,314	-	11,633
August	278,520	93,741	156,504	18,515	-	9,760
September	280,341	100,389	141,435	21,712	6,959	9,845
October	177,997	46,801	103,408	18,209	3,421	6,158
November	298,206	94,454	151,680	38,439	3,429	10,205
December	311,851	92,170	183,084	31,170	(340)	5,767
Total	2,977,372	1,022,631	1,544,694	286,026	13,470	110,552



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 07/30/2025

Board & Commission: City Council

Subject: Budget Update

This is a General Fund Budget update to the City Council. The Department Heads have been working with Finance to find ways to create a budget plan for the City of North Branch. This has been discussed with the Finance Committee and some changes have been made. The objective today is to present these changes to the full City Council for further discussion and feedback.

Chisago County provided the "2025 Assessment of Chisago County Report" at the end of the first quarter of 2025. From this report, we have the estimated market value for the City of North Branch. This has been used to anticipate the taxable market value that the property taxes will be based on for the 2026 fiscal year. The City normally receives the preliminary estimated market value on property tax for the City of North Branch from Chisago County the first part of August. Once this is received, any necessary changes will be made in relation to this.

Voting Requirements:

Levy Increments

2026 Estimated Tax Capacity	\$ 16,000,000	1.21%
2025 Tax Capacity From Chisago County	\$ 15,808,110	

		2026 Proposed Levy	2025 Final Levy	Increase to Tax Revenue %
General Fund Operating Levy				
Salaries & Benefits	5,371,848			
Operating Supplies	1,230,870			
Professional Services	1,172,025			
Repairs & Maintenance	1,051,900			
Capital Outlay	-			
GF Debt Pmts	118,312			
Less: Other General Fund Revenue	(2,644,021)			
Total General Fund Operating Levy		6,300,934	6,037,315	
EDA Operating Levy		185,000	185,000	
Debt Service Levy		268,800	385,685	
Total Levy		6,754,734	6,608,000	2.22%

Additional Needs

Building Official	59,550	6,814,284	3.1%
2 Part Time Seasonal Parks Employees	12,934	6,827,218	3.3%
Police Officer Promotion (salary & benefits) - hire in June	22,122	6,849,340	3.7%
Police Officer Promotion (salary & benefits) - hire in Sept	12,812	6,862,152	3.8%
New Police Officer (salary & benefits) - hire in Sept	42,869	6,905,021	4.5%
GIS Equipment	25,000	6,930,021	4.9%
Capital Plan Funding	150,000	7,080,021	7.1%
PW Operating supplies increased needs	10,000	7,090,021	7.3%
Planning & Zoning increase to professional services	11,000	7,101,021	7.5%
Fire Dept additional repair & maintenance needs	68,000	7,169,021	8.5%
PW repair & maintenance building needs	60,000	7,229,021	9.4%

Cares Act Money in Reserve - earmarked for Streets	213,073
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Levy Projection

Description	Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
General Fund - operating levy		5,788,951.00	6,449,934.00	6,864,230.00	7,237,599.00	7,755,903.00	8,563,698.00	9,232,333.00	9,840,950.00	10,332,998.00	10,849,648.00	11,573,780.00
Economic Development - operating levy		185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00	185,000.00
Capital Plan Funding		-	150,000.00	300,000.00	350,000.00	375,000.00	400,000.00	450,000.00	500,000.00	550,000.00	600,000.00	600,000.00
		5,973,951.00	6,784,934.00	7,349,230.00	7,772,599.00	8,315,903.00	9,148,698.00	9,867,333.00	10,525,950.00	11,067,998.00	11,634,648.00	12,358,780.00
General Fund - operating levy			7.3%	4.0%	4.0%	4.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Already Committed Debt Levies												
Chisago County	476	198,585.00	80,500.00	-	-	-	-	-	-	-	-	-
2020A*	322	45,100.00	43,300.00	47,000.00	44,000.00	-	-	-	-	-	-	-
2022A*	399	142,000.00	145,000.00	147,500.00	102,500.00	106,000.00	104,000.00	102,000.00	-	-	-	-
Total Committed Debt Levies		385,685.00	268,800.00	194,500.00	146,500.00	106,000.00	104,000.00	102,000.00	-	-	-	-
Staffing Needs												
Administrative		96,136.00		-	-	-	89,000.00	-	-	-	65,000.00	65,000.00
Building Inspections		-	59,550.00	-	85,000.00	85,000.00	-	-	-	-	-	-
Community Development		-	-	-	-	81,000.00	-	-	-	-	108,000.00	108,000.00
Finance		-	-	-	-	84,000.00	-	-	-	-	-	-
Public Works		31,906.00	-	-	-	35,000.00	25,000.00	25,000.00	-	-	-	-
Parks		-	12,934.00	-	70,000.00	-	-	-	-	-	-	-
Police		30,000.00	77,803.00	95,000.00	65,000.00	115,000.00	115,000.00	115,000.00	-	-	-	-
Fire		65,322.00		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Total Staffing Needs		223,364.00	150,287.00	95,000.00	220,000.00	400,000.00	229,000.00	140,000.00	-	-	173,000.00	173,000.00
Capital Needs:												
Equipment Replacement by Dept												
Building Inspections	701	-	-	-	-	80,000.00	-	-	-	-	-	-
Public Works	701	-	-	-	-	285,000.00	240,000.00	-	-	60,000.00	-	-
Parks	701	-	25,000.00	-	-	-	-	-	-	-	-	-
Information Technology	701	-	-	-	-	100,000.00	-	-	-	-	500,000.00	500,000.00
Police	701	-	-	-	255,000.00	-	407,000.00	-	-	309,000.00	-	-
Fire	701	-	-	130,000.00	110,000.00	-	-	-	-	-	-	-
	701	-	-	-	-	-	-	-	-	-	-	-
Total Equipment Needs		-	25,000.00	130,000.00	365,000.00	465,000.00	647,000.00	-	-	369,000.00	500,000.00	500,000.00
Parks												
Infrastructure		-	-	-	-	-	250,000.00	750,000.00	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Total Parks & Infrastructure Needs		25,000.00	-	-	87,000.00	97,000.00	358,000.00	1,368,000.00	1,800,000.00	1,900,000.00	1,900,000.00	1,900,000.00
Recommended Future Debt Levies												
2025/2026 Bond - \$3 Million		-	-	175,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
Loan for Police vehicles - 2026		-	-	-	60,000.00	60,000.00	60,000.00	60,000.00	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Total Recommended Future Debt Levies		-	-	175,000.00	410,000.00	410,000.00	410,000.00	410,000.00	350,000.00	350,000.00	350,000.00	350,000.00
Total Tax Levy												
Total Tax Levy		6,608,000.00	7,229,021.00	7,943,730.00	9,001,099.00	9,793,903.00	10,896,698.00	11,887,333.00	12,675,950.00	13,686,998.00	14,557,648.00	15,281,780.00
Increase/(Decrease) \$ over prior year		708,000.00	621,021.00	714,709.00	1,057,369.00	792,804.00	1,102,795.00	990,635.00	788,617.00	1,011,048.00	870,650.00	724,132.00
% increase/(Decrease) over prior year		12.0%	9.4%	9.9%	13.3%	8.8%	11.3%	9.1%	6.6%	8.0%	6.4%	5.0%

Tax Capacity Rate 44.71%

General Fund

2026 Revenue Budget

Description	2023 Actual	2024 Actual (Unaudited)	2025 Adopted	2025 Jan-Jun Actual	2026 Proposed
Current Ad Valorem Taxes	\$ 4,479,919	\$ 5,348,768	\$ 6,222,315	\$ -	\$ 6,960,221
Delinquent Ad Valorem Taxes	77,537	44,104	-	-	-
Mkt Value -Ag-Mobile Hom	-	-	-	-	-
Tax-Incrmnt /+Excess & Surplus	(2,850)	-	-	-	-
Other Taxes/Solar Prod Tx	23,773	23,710	24,000	-	24,000
Penalties and Interest DelTax	-	2,744	-	-	-
Home Occupation License	-	250	-	-	-
Business Licenses/Permits	1,100	575	1,000	550	1,000
Alcoholic Beverage License	15,950	18,250	15,000	250	15,000
Beer Off/On Sale License	600	225	600	-	600
Liquor Off/On Sale	125	-	150	750	150
Sunday License	800	1,600	1,000	-	1,000
Professional and Transient	1,466	1,302	750	1,216	1,500
Tobacco License	3,000	2,750	3,000	250	2,500
Refuse License (Garbage)	936	156	1,000	1,248	1,500
Building Permits	230,051	230,265	200,000	87,936	200,000
Septic Permits and Opinion	5,685	10,880	6,000	2,770	6,000
Plan Check Fee	96,992	89,541	75,000	38,922	85,000
Mechanical Permits	24,714	22,967	20,000	11,365	22,000
Plumbing Permits	14,777	23,657	15,000	6,776	15,000
Site Locate/Permit	-	2,160	-	2,640	2,000
Grading Permit	1,000	1,000	750	-	1,000
Conditional Use Permit	600	900	750	300	1,000
Sewer & Water Permit	-	12,300	-	4,560	15,000
Excavation Permit/License	3,600	14,700	5,000	4,000	5,000
Animal Licenses	1,242	840	1,500	849	750
Dance Permits	360	60	400	60	50
Sign Permits	375	1,110	400	450	500
Other Permits	5,425	2,195	500	75	500
State Grants and Aids	2,788	5,993	-	-	6,500
Local Government Aid	855,681	1,029,202	1,030,822	96,918	1,032,838
Mkt Value Credit	10,281	11,275	9,000	-	10,000
Muni State Aid St Maintenance	222,240	245,270	210,000	134,033	210,000
Other State Aid Grants	60,711	35,142	15,000	8,644	20,000
Other Federal Aid/Grants	-	24,000	-	-	-
Fire Aid	102,601	122,334	120,000	4,000	125,000
Police Aid	627,051	168,158	160,000	-	170,000
Youth Officer School Reimb.	25,253	35,251	26,000	13,179	37,000
Zoning and Subdivision Fees	5,345	20,770	8,000	1,025	8,000

General Fund

2026 Revenue Budget

Description	2023 Actual	2024 Actual (Unaudited)	2025 Adopted	2025 Jan-Jun Actual	2026 Proposed
Plat Fee	2,060	9,490	6,000	5,560	6,000
Assessment Search Fees	250	475	300	225	300
Fire Service Contract	67,119	77,051	75,000	89,275	75,000
Other Revenues	8,080	14,294	15,000	8,760	12,500
Court Fines	17,444	24,796	17,000	13,470	17,000
False Alarm Fees	225	-	-	-	-
Special Assessments	2,270	-	-	-	-
Misc Revenue	19,188	-	-	-	-
Reimbursement-Police	40,339	25,191	20,000	12,454	20,000
Reimbursement-Pbl Wks	36,010	24,945	35,000	3,761	25,000
Reimbursement-Fire Dept	22,183	3,950	-	650	-
PD ADM Citations	-	440	-	-	-
Interest Earnings	168,683	119,439	65,000	55,149	75,000
Refunds & Reimbursements	205	-	-	-	-
Refunds & Reimbursements - W&L	10,061	-	-	-	-
Other Revenues	160	11,794	10,000	6,789	12,000
Other Rents and Royalties	15,296	23,210	20,400	19,589	22,000
Insurance Reimbursement	17,046	26,481	-	42,090	-
Contributions and Donations	4,000	-	-	-	-
Sales of General Fixed Assets	204,245	-	-	14,701	-
Transfer from Other Fund	398,704	121,800	315,300	-	358,833
Total Revenue	\$ 7,932,695	\$ 8,037,761	\$ 8,751,937	\$ 695,239	\$ 9,604,242

General Fund
2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 3,051,245	\$ 2,938,590	\$ 3,258,398	\$ 3,329,781	\$ 1,366,129	\$ 3,510,589
Overtime	151,419	211,279	146,385	146,385	97,885	200,819
Part-Time Employees	14,395	28,775	33,500	33,500	24,437	70,982
Fire Call-Edu	46,200	49,200	94,500	94,500	33,356	124,000
PERA	381,310	391,200	417,564	429,779	187,591	463,616
FICA and Medicare	144,433	145,312	173,334	174,624	65,456	188,337
Employer Paid Health	543,960	537,930	618,674	626,766	310,240	752,597
Unemployment Benefit Payments	574	1,042	1,000	1,000	-	1,000
Worker's Comp Insurance	175,624	154,906	185,381	185,381	176,036	205,195
Training & Instruction Inside	3,234	650	5,000	5,000	973	5,000
Salaries & Benefits	\$ 4,512,395	\$ 4,458,884	\$ 4,933,736	\$ 5,026,716	\$ 2,262,105	\$ 5,522,135
Non-capital Equipment	44,250	84,117	273,673	273,673	172,102	133,300
Computer	35,014	73,605	20,400	20,400	20,707	35,200
Operating Supplies	77,274	85,099	88,305	88,305	34,998	109,750
Motor Fuels	109,617	73,620	106,100	106,100	36,095	105,100
Copy Machine Lease	19,562	16,816	25,900	25,900	10,712	25,900
SCBA Maint	1,966	-	8,000	8,000	-	8,000
Street Maint Materials	47,979	16,710	25,000	25,000	9,041	25,000
Traffic Signs	3,054	12,471	15,000	15,000	828	20,100
Vehical/Truck Lease	5,545	5,512	6,600	6,600	6,501	-
Gravel	126,558	140,052	154,000	154,000	75,780	158,620
Traffic Signals	9,118	9,240	44,000	44,000	4,139	10,000
License And Permits	15	127	1,800	1,800	401	1,800
Uniforms	47,769	65,974	47,400	47,400	30,537	50,200
Small Tools and Minor Equip	6,553	12,265	46,000	46,000	6,687	25,100
Software	-	-	292,900	292,900	118,866	287,300
Internet Lease	16,392	16,176	25,000	25,000	12,156	25,000
Network Switches/Firewall	9,166	9,198	27,200	27,200	17,447	15,000
Salt - Sidewalks	2,274	548	5,000	5,000	640	5,000
Street Lights	59,957	56,293	65,000	65,000	24,730	60,000
Salt And Sand	132,960	140,391	140,000	140,000	121,469	140,000
Operating Supplies	\$ 755,021	\$ 818,213	\$ 1,417,278	\$ 1,417,278	\$ 703,836	\$ 1,240,370
Professional Services	362,460	348,577	233,500	233,500	152,170	232,500
Auditing and Acct g Services	61,460	36,270	30,000	30,000	22,665	28,500
Engineering Fees	15,933	58,138	85,000	85,000	12,500	90,000
Attorney's Fees	119,782	157,238	55,300	55,300	47,792	55,300
Crack Sealing	65,461	67,420	75,000	75,000	70,907	80,000
Dust Control	56,084	55,679	75,000	75,000	-	90,000
Consultant Services	3,500	4,550	4,200	4,200	1,750	4,200
Pension-Fire Relief Assoc	103,601	122,334	100,000	100,000	-	105,000
Medical Exams	6,426	8,218	10,200	10,200	13,130	15,600
Communications	14,332	17,112	24,750	24,750	1,969	36,000
Telephone	26,723	28,288	49,700	49,700	27,848	49,700
Postage	4,866	3,811	6,500	6,500	2,900	6,500

Travel Expenses	5,821	6,391	9,600	9,600	1,789	13,675
Conference & Training	43,961	50,314	73,200	73,200	33,987	49,700
Meeting Expense	139	-	500	500	-	500
Advertising	-	-	-	-	1,138	-
Legal Notices	1,972	2,296	2,900	2,900	1,380	2,800
General Notices	44	5,195	200	200	-	200
Insurance	127,225	151,342	140,300	140,300	12,000	176,490
Insurance - Deductible	2,178	-	5,000	5,000	-	5,000
Rental Bldg Expense	11	11	2,500	2,500	-	2,500
Utility Services	85,903	70,952	115,560	115,560	42,639	107,360
Refuse	10,135	10,691	10,200	10,200	6,050	11,000
Professional Services	\$ 1,118,017	\$ 1,204,829	\$ 1,109,110	\$ 1,109,110	\$ 452,614	\$ 1,162,525
Repairs & Maint Cont	20,582	6,464	114,000	114,000	-	114,000
Repairs/Maint Buildings	33,492	36,748	83,500	83,500	32,756	242,500
Repairs/Maint Machinery/Equip	170,500	148,286	178,800	178,800	69,340	178,800
Drug & Alcohol Testing	212	897	500	500	1,530	800
Rentals	12,359	4,209	25,800	25,800	-	34,400
Other Equipment Rentals	19,516	29,093	10,200	10,200	9,086	10,200
Miscellaneous	4,780	9,684	5,300	5,300	3,245	5,300
Dues and Subscriptions	29,092	19,631	34,100	34,100	22,805	22,800
Books and Pamphlets	-	-	1,500	1,500	-	1,500
Recording Fees	630	414	-	-	184	-
PropTaxes/ Assessments	4,144	3,160	3,600	3,600	3,278	3,600
Streets	85,120	489,161	507,000	507,000	30,778	507,000
Contingency	17,868	-	40,800	40,800	-	30,000
Repairs & Maintenance	\$ 398,296	\$ 747,746	\$ 1,005,100	\$ 1,005,100	\$ 173,003	\$ 1,150,900
Capital Outlay	-	51,218	-	-	-	-
Improvements - Buildings	-	-	-	-	18,000	-
Improvements Other Than Bldgs	246,883	40,064	50,000	50,000	-	-
Motor Vehicles	237,761	159,707	-	-	-	-
Capital Outlay	\$ 484,644	\$ 250,988	\$ 50,000	\$ 50,000	\$ 18,000	\$ -
Debt Srv Principal	47,275	49,241	52,000	52,000	51,290	93,093
Interest	18,225	16,258	14,250	14,250	14,209	25,218
Debt Service	\$ 65,499	\$ 65,499	\$ 66,250	\$ 66,250	\$ 65,499	\$ 118,312
Operating Transfers	-	663,580	210,000	210,000	-	410,000

Total Expenditures

\$ 7,333,872	\$ 8,209,738	\$ 8,791,474	\$ 8,884,454	\$ 3,675,056	\$ 9,604,242
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General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 5,250	\$ 21,000
PERA	600	600	1,050	1,050	100	1,050
FICA and Medicare	1,607	1,607	1,607	1,607	402	1,607
Worker's Comp Ins	69	58	75	75	57	70
Computer	1,374	432	-	-	-	-
Professional Services	-	8,979	3,500	3,500	35	3,500
Travel Expenses	3,144	1,865	2,000	2,000	675	1,200
Conference & Training	447	1,345	2,500	2,500	765	2,500
Legal Notices Publishing	-	-	500	500	-	-
General Notices	-	5,195	-	-	-	-
Insurance	201	4	50	50	-	10
Dues and Subscriptions	30	-	100	100	30	100
City Council	\$ 28,472	\$ 41,085	\$ 32,382	\$ 32,382	\$ 7,314	\$ 31,037
Employees Wages & Salaries	\$ 234,862	\$ 58,068	\$ 185,528	\$ 185,528	\$ 67,826	\$ 127,995
PERA	8,504	2,722	14,515	14,515	5,852	11,520
FICA and Medicare	10,524	4,306	14,193	14,193	5,127	9,792
Employer Paid Health	15,033	10,449	39,082	39,082	14,059	19,182
Worker s Comp Insurance	623	658	750	750	577	700
Operating Supplies	221	-	275	275	-	300
Professional Srvs	-	24,093	1,000	1,000	-	1,000
Communications	514	278	750	750	-	-
Travel Expenses	-	-	500	500	612	1,800
Conference & Training	2,800	83	2,500	2,500	620	1,400
Meeting Expense	139	-	500	500	-	500
Insurance	891	42	75	75	-	50
Miscellaneous	-	-	-	-	2,335	-
Dues and Subscriptions	1,270	-	1,500	1,500	180	1,500
City Administrator	\$ 275,380	\$ 100,699	\$ 261,168	\$ 261,168	\$ 97,189	\$ 175,739
Employees Wages & Salaries	\$ 86,957	\$ 113,352	\$ 96,855	\$ 96,855	\$ 6,817	\$ 81,307
Overtime	-	2,341	-	-	345	7,290
PERA	6,426	7,293	7,264	7,264	480	6,645
FICA and Medicare	6,311	8,546	7,410	7,410	544	6,778
Employer Paid Health	8,124	11,078	11,127	11,127	2,464	23,890
Worker s Comp Insurance	623	658	750	750	577	700
Operating Supplies	-	2,227	-	-	-	1,000
Professional Srvs	33,153	14,229	1,000	1,000	10,277	2,000
Medical Exams	194	155	-	-	-	-
Travel Expense	-	-	500	500	-	1,100
Conference & Training	1,835	1,185	2,000	2,000	55	700
Advertising	-	-	-	-	432	-
Legal Notices Publishing	727	-	800	800	563	800
General Notices and Pub Info	44	-	200	200	-	200
Insurance	1,474	3,855	4,000	4,000	-	4,000
Dues and Subscriptions	314	334	500	500	-	100
Recording Fees	630	414	-	-	184	-
City Clerk	\$ 146,813	\$ 165,667	\$ 132,406	\$ 132,406	\$ 22,739	\$ 136,510

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Part-Time Employees	\$ -	\$ 13,156	\$ -	\$ -	\$ -	15,000
Operating Supplies	-	1,504	-	-	-	2,000
Travel Expenses	-	697	-	-	-	900
Elections	\$ -	\$ 15,357	\$ -	\$ -	\$ -	\$ 17,900
Non-Capitalized Equipment	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 6,227	\$ 5,000
Computer	-	-	20,400	20,400	20,707	35,200
Operating Supplies	-	-	5,000	5,000	1,540	5,000
Copy Machine Lease	-	-	25,900	25,900	10,712	25,900
Software	-	-	292,900	292,900	118,866	287,300
Internet Lease	-	-	25,000	25,000	12,156	25,000
Network Switches/Firewall	-	-	27,200	27,200	17,447	15,000
Professional Svcs	-	-	30,000	30,000	40,480	20,000
Telephone	-	-	49,700	49,700	27,709	49,700
Technology	\$ -	\$ -	\$ 481,100	\$ 481,100	\$ 255,844	\$ 468,100
Employees Wages & Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,040
PERA	-	-	-	-	-	5,853
FICA and Medicare	-	-	-	-	-	5,970
Employer Paid Health	-	-	-	-	-	21,536
Operating Supplies	-	-	-	-	118	400
Professional Svcs	-	-	-	-	-	-
Medical Exams	-	-	-	-	191	3,000
Travel Expenses	-	-	-	-	-	500
Conference & Training	-	-	-	-	-	1,300
Advertising	-	-	-	-	367	-
Dues and Subscriptions	-	-	-	-	-	100
Human Resources	\$ -	\$ -	\$ -	\$ -	\$ 676	\$ 116,699
Employees Wages & Salaries	\$ 197,722	\$ 226,362	\$ 255,297	\$ 259,407	\$ 113,631	\$ 261,207
Overtime	1,070	101	-	-	-	5,470
PERA	13,848	17,492	19,147	19,455	8,247	20,001
FICA and Medicare	14,158	16,104	19,531	19,845	8,258	20,401
Employer Paid Health	46,863	43,254	55,628	55,628	29,666	61,077
Worker s Comp Insurance	1,867	2,972	3,500	3,500	1,731	3,000
Professional Svcs	64,144	-	14,000	14,000	678	-
Auditing and Acct g Services	61,460	36,270	30,000	30,000	22,665	28,500
Telephone	423	537	-	-	-	-
Travel Expenses	2,188	3,830	3,900	3,900	52	3,900
Conference & Training	3,365	2,762	2,600	2,600	100	2,700
Insurance	1,850	126	150	150	-	145
Dues and Subscriptions	460	850	1,000	1,000	477	1,100
Finance	\$ 409,420	\$ 350,659	\$ 404,753	\$ 409,485	\$ 185,505	\$ 407,501

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Attorneys Fees	\$ 119,782	\$ 154,016	\$ 50,000	\$ 50,000	\$ 45,610	\$ 50,000
City Attorney	\$ 119,782	\$ 154,016	\$ 50,000	\$ 50,000	\$ 45,610	\$ 50,000
Engineering Fees	\$ (1,845)	\$ 41,079	\$ 40,000	\$ 40,000	\$ 12,500	\$ 40,000
City Engineer	\$ (1,845)	\$ 41,079	\$ 40,000	\$ 40,000	\$ 12,500	\$ 40,000
Professional Svcs	\$ 35,110	\$ 30,000	\$ 31,500	\$ 31,500	\$ 15,112	\$ 31,500
Legislative	\$ 35,110	\$ 30,000	\$ 31,500	\$ 31,500	\$ 15,112	\$ 31,500
Employees Wages & Salaries	\$ 137,004	\$ 47,457	\$ 88,385	\$ 88,385	\$ 27,975	\$ 106,279
PERA	8,912	3,306	6,629	6,629	2,084	7,971
FICA and Medicare	8,847	3,586	6,761	6,761	2,029	8,130
Employer Paid Health	11,332	4,428	14,739	14,739	5,031	24,242
Workers Comp Insurance	1,490	1,534	1,900	1,900	1,446	1,650
Operating Supplies	-	-	200	200	136	200
Professional Svcs	6,828	112,962	19,000	19,000	(6,707)	25,000
Engineering Fees	5,354	17,059	5,000	5,000	-	10,000
Attorneys Fees	-	3,222	5,000	5,000	1,004	5,000
Telephone	1,618	1,371	-	-	-	-
Travel Expenses	211	-	1,600	1,600	-	2,400
Conference & Training	491	-	1,300	1,300	-	1,900
Advertising	-	-	-	-	315	-
Legal Notices Publishing	1,245	2,259	1,600	1,600	485	2,000
Insurance	1,201	101	125	125	-	125
Dues and Subscriptions	758	-	1,000	1,000	-	1,000
Planning & Zoning	\$ 185,290	\$ 197,285	\$ 153,239	\$ 153,239	\$ 33,798	\$ 195,897
Employees Wages & Salaries	\$ 44,503	\$ 51,597	\$ 48,598	\$ 48,598	\$ 22,539	\$ 48,288
Overtime	4,781	4,055	6,420	6,420	2,620	1,789
PERA	3,646	4,296	4,127	4,127	1,815	3,756
FICA and Medicare	3,663	4,126	4,209	4,209	1,938	3,831
Employer Paid Health	7,913	9,754	10,099	10,099	4,741	10,156
Worker s Comp Insurance	2,247	512	1,056	1,056	492	575
Non-Capitalized Equipment	6,235	150	-	-	-	-
Computer	21,019	23,271	-	-	-	-
Operating Supplies	11,659	12,284	12,480	12,480	7,223	15,000
Copy Machine Lease	11,838	9,468	-	-	-	-
Internet Lease	13,800	13,800	-	-	-	-
Network Switches/Firewall	5,518	5,589	-	-	-	-
Professional Svcs	57,980	20,422	10,000	10,000	9,832	10,000
Telephone	11,646	11,503	-	-	-	-
Postage	4,773	3,811	6,500	6,500	2,900	6,500
Insurance	9,369	9,175	14,400	14,400	-	11,000
Utility Services	16,349	12,603	20,000	20,000	7,985	15,000
Refuse	2,111	2,304	2,000	2,000	1,263	2,500
Repairs/Maint Buildings	13,535	6,225	30,000	30,000	6,409	30,000
Repairs/Maint Machinery/Equip	-	145	2,000	2,000	-	2,000
Miscellaneous	285	-	-	-	-	-
Dues and Subscriptions	-	2,412	300	300	105	300
City Facilities	\$ 252,870	\$ 207,503	\$ 172,189	\$ 172,189	\$ 69,860	\$ 160,695

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 1,516,291	\$ 1,496,536	\$ 1,651,123	\$ 1,718,396	\$ 724,403	\$ 1,799,564
Overtime	86,047	142,826	85,620	85,620	68,732	141,127
PERA	275,051	279,411	291,289	303,196	138,496	327,358
FICA and Medicare	31,657	30,850	34,975	35,951	11,793	38,348
Employer Paid Health	297,711	269,755	278,288	286,380	156,350	361,336
Worker s Comp Insurance	99,357	87,964	105,000	105,000	91,445	105,000
Non-Capitalized Equipment	7,055	23,971	41,000	41,000	9,549	38,100
Computer	5,415	39,960	-	-	-	-
Operating Supplies	14,898	17,888	16,500	16,500	7,172	34,100
Motor Fuels	39,339	33,439	32,000	32,000	12,002	35,000
Copy Machine Lease	3,903	3,634	-	-	-	-
Vehical/Truck Lease	5,545	5,512	6,600	6,600	6,501	-
License And Permits	15	127	200	200	401	200
Uniforms	29,312	24,979	33,100	33,100	16,128	30,100
Professional Srvs	99,540	91,742	32,000	32,000	26,655	35,700
Attorneys Fees	-	-	300	300	103	300
Medical Exams	5,318	3,178	1,900	1,900	5,825	3,500
Telephone	721	420	-	-	-	-
Travel Expenses	277	-	100	100	449	75
Conference & Training	21,580	32,013	37,200	37,200	25,982	24,000
Insurance	51,282	59,594	65,000	65,000	-	70,000
Utility Services	3,722	2,507	4,800	4,800	651	3,000
Repairs/Maint Buildings	6,054	235	500	500	26	500
Repairs/Maint Machinery/Equip	26,613	36,954	46,800	46,800	29,196	46,800
Miscellaneous	-	-	300	300	-	300
Dues and Subscriptions	11,341	11,432	13,300	13,300	8,305	2,200
Motor Vehicles	121,295	159,707	-	-	-	-
Debt Srv Principal	-	-	-	-	-	39,670
Interest	-	-	-	-	-	13,143
Police	\$ 2,759,337	\$ 2,854,633	\$ 2,777,895	\$ 2,866,143	\$ 1,340,165	\$ 3,149,421

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Part-Time Employees	\$ 12,498	\$ 15,048	\$ 31,500	\$ 31,500	\$ 17,901	\$ 40,750
Fire Call-Edu	46,200	49,200	94,500	94,500	33,356	124,000
FICA and Medicare	4,490	4,552	9,634	9,634	3,665	13,669
Worker s Comp Insurance	25,659	23,529	29,700	29,700	20,550	25,000
Training & Instruction Inside	3,234	650	5,000	5,000	973	5,000
Non-Capitalized Equipment	30,961	59,996	227,673	227,673	156,326	90,200
Computer	3,673	6,837	-	-	-	-
Operating Supplies	5,047	7,565	10,000	10,000	1,345	7,000
Motor Fuels	8,851	6,176	10,000	10,000	2,713	6,000
Copy Machine Lease	1,227	1,139	-	-	-	-
SCBA Maint	1,966	-	8,000	8,000	-	8,000
Uniforms	6,019	31,076	5,000	5,000	5,839	5,000
Small Tools and Minor Equip	1,948	5,191	40,000	40,000	6,687	19,100
Internet Lease	1,296	1,188	-	-	-	-
Network Switches/Firewall	2,069	1,674	-	-	-	-
Professional Srvs	16,248	8,499	16,000	16,000	12,631	16,300
Pension-Fire Relief Assoc	103,601	122,334	100,000	100,000	-	105,000
Medical Exams	842	4,885	8,000	8,000	7,114	8,800
Communications	13,818	16,834	24,000	24,000	1,969	36,000
Telephone	3,811	4,007	-	-	-	-
Conference & Training	10,137	9,033	20,000	20,000	4,010	10,100
Insurance	9,507	10,269	12,000	12,000	-	12,000
Utility Services	12,352	7,758	15,000	15,000	4,804	15,000
Refuse	839	926	1,000	1,000	709	1,000
Repairs/Maint Buildings	4,233	23,801	19,000	19,000	24,010	88,000
Repairs/Maint Machinery/Equip	71,608	43,151	55,000	55,000	9,715	55,000
Dues and Subscriptions	2,257	200	2,000	2,000	-	2,000
Debt Srv Principal	47,275	49,241	52,000	52,000	51,290	53,423
Interest	18,225	16,258	14,250	14,250	14,209	12,076
Fire	\$ 469,888	\$ 531,019	\$ 809,257	\$ 809,257	\$ 379,815	\$ 758,418

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 247,181	\$ 242,244	\$ 237,664	\$ 237,664	\$ 110,489	\$ 295,063
Overtime	-	-	-	-	131	-
PERA	18,212	18,603	17,825	17,825	8,004	23,344
FICA and Medicare	17,366	16,937	18,180	18,180	7,857	22,571
Employer Paid Health	44,238	63,754	67,850	67,850	36,897	83,728
Worker s Comp Insurance	505	595	650	650	405	500
Operating Supplies	559	86	750	750	20	750
Motor Fuels	2,199	1,517	2,500	2,500	460	2,500
Uniforms	-	-	300	300	-	800
Telephone	933	1,075	-	-	-	-
Travel Expense	-	-	1,000	1,000	-	1,000
Conference & Training	2,276	2,353	2,100	2,100	1,345	2,100
Insurance	2,039	314	350	350	-	360
Repairs/Maint Machinery/Equip	1,905	198	1,500	1,500	-	1,500
Books and Pamphlets	-	-	1,500	1,500	-	1,500
Motor Vehicles	27,401	-	-	-	-	-
Building Inspection	\$ 364,814	\$ 347,676	\$ 352,169	\$ 352,169	\$ 165,608	\$ 435,716
Utility Services	\$ 2,951	\$ 4,584	\$ 3,000	\$ 3,000	\$ 1,815	\$ 3,000
Repairs/Maint Machinery/Equip	4,245	4,329	1,200	1,200	3,448	1,200
Capital Outlay	-	51,218	-	-	-	-
Civil Defense	\$ 7,196	\$ 60,130	\$ 4,200	\$ 4,200	\$ 5,263	\$ 4,200
Professional Svcs	\$ 350	\$ -	\$ 300	\$ 300	\$ -	\$ 300
Consultant Services	3,500	4,550	4,200	4,200	1,750	4,200
Animal Control	\$ 3,850	\$ 4,550	\$ 4,500	\$ 4,500	\$ 1,750	\$ 4,500
Traffic Signals	\$ 9,118	\$ 9,240	\$ 44,000	\$ 44,000	\$ 4,139	\$ 10,000
Street Lights	59,957	56,293	65,000	65,000	24,730	60,000
Street Lights	\$ 69,075	\$ 65,533	\$ 109,000	\$ 109,000	\$ 28,869	\$ 70,000

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 415,663	\$ 512,402	\$ 568,410	\$ 568,410	\$ 253,258	\$ 543,993
Overtime	43,298	50,605	46,355	46,355	23,004	43,354
Part-time Employees	-	-	-	-	320	-
PERA	33,802	43,535	47,204	47,204	19,966	44,052
FICA and Medicare	33,607	41,520	48,149	48,149	20,941	44,932
Employer Paid Health	82,572	94,524	120,522	120,522	53,392	117,130
Worker s Comp Insurance	35,744	25,233	30,000	30,000	55,422	60,000
Computer	3,534	3,104	-	-	-	-
Operating Supplies	27,116	25,107	26,000	26,000	8,081	26,000
Motor Fuels	56,386	23,366	46,000	46,000	17,565	46,000
Copy Machine Lease	2,594	2,575	-	-	-	-
Street Maint Materials	47,979	16,710	25,000	25,000	9,041	25,000
Traffic Signs	2,982	12,471	10,000	10,000	828	15,100
Gravel	126,558	140,052	154,000	154,000	75,780	158,620
License And Permits	-	-	500	500	-	500
Uniforms	11,230	8,672	8,000	8,000	8,080	13,000
Small Tools and Minor Equip	3,360	2,074	5,000	5,000	-	5,000
Internet Lease	1,296	1,188	-	-	-	-
Networks/Firewalls	1,579	1,936	-	-	-	-
Salt - Sidewalks	2,274	548	5,000	5,000	640	5,000
Salt And Sand	132,960	140,391	140,000	140,000	121,469	140,000
Professional Srvs	20,865	5,677	-	-	5,817	16,000
Engineering Fees	12,425	-	40,000	40,000	-	40,000
Crack Sealing	65,461	67,420	75,000	75,000	70,907	80,000
Dust Control	56,084	55,679	75,000	75,000	-	90,000
Medical Exams	72	-	300	300	-	300
Telephone	5,411	7,119	-	-	139	-
Postage	93	-	-	-	-	-
Travel Expenses	-	-	-	-	-	800
Conference & Training	955	856	1,000	1,000	1,110	1,000
Advertising	-	-	-	-	24	-
Legal Notices	-	37	-	-	332	-
Insurance	19,937	29,805	33,000	33,000	-	35,000
Utility Services	14,412	10,462	18,000	18,000	9,658	18,000
Refuse	6,058	6,232	6,000	6,000	3,447	6,000
Repairs/Maint Buildings	3,591	1,642	15,000	15,000	290	105,000
Repairs/Maint Machinery/Equip	58,633	53,165	65,000	65,000	23,596	65,000
Drug & Alcohol Testing	212	897	500	500	1,530	800
Rentals	-	-	5,000	5,000	-	5,000
Other Equipment Rentals	2,809	1,111	5,000	5,000	-	5,000
Dues and Subscriptions	286	-	400	400	-	400
Streets	85,120	489,161	507,000	507,000	30,778	507,000
Improvements Other Than Bldgs	246,883	40,064	50,000	50,000	-	-
Motor Vehicles	89,065	-	-	-	-	-
Public Works	\$ 1,752,904	\$ 1,915,341	\$ 2,176,340	\$ 2,176,340	\$ 815,417	\$ 2,262,981

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Employees Wages & Salaries	\$ 121,743	\$ 140,148	\$ 75,565	\$ 75,565	\$ 20,060	\$ 117,124
Overtime	13,180	8,771	3,905	3,905	1,387	-
Part-Time Employees	1,897	571	2,000	2,000	6,217	15,232
PERA	9,989	11,469	5,960	5,960	1,422	9,627
FICA and Medicare	9,872	10,785	6,080	6,080	1,706	9,820
Employer Paid Health	25,138	25,324	15,054	15,054	4,773	23,729
Worker s Comp Insurance	7,440	11,194	12,000	12,000	3,334	8,000
Operating Supplies	17,775	17,859	17,000	17,000	8,907	17,000
Motor Fuels	2,842	9,122	15,600	15,600	3,354	15,600
Traffic Signs	72	-	5,000	5,000	-	5,000
Licenses & Permits	-	-	1,100	1,100	-	1,100
Uniforms	1,209	1,247	1,000	1,000	491	1,300
Small Tools	1,246	5,000	1,000	1,000	-	1,000
Professional Srvs	-	608	41,400	41,400	19,265	41,400
Telephone	2,159	2,256	-	-	-	-
Conferences & Training	75	683	2,000	2,000	-	2,000
Insurance	23,281	8,064	8,750	8,750	-	9,300
Utility Services	5,759	8,832	18,360	18,360	3,607	18,360
Repairs & Maint Cont	20,582	6,464	114,000	114,000	-	114,000
Repairs/Maint Buildings	4,833	3,289	4,000	4,000	1,317	4,000
Repairs/Maint Machinery/Equip	7,496	10,344	6,300	6,300	3,385	6,300
Rentals	12,359	4,209	20,800	20,800	-	29,400
Other Equipment Rentals	16,708	27,982	5,200	5,200	9,086	5,200
Parks	\$ 305,654	\$ 314,219	\$ 382,074	\$ 382,074	\$ 88,310	\$ 454,492
Employees Wages & Salaries	\$ 28,318	\$ 29,424	\$ 29,973	\$ 29,973	\$ 13,880	\$ 30,729
Overtime	3,043	2,580	4,085	4,085	1,667	1,789
PERA	2,320	2,473	2,554	2,554	1,125	2,439
FICA and Medicare	2,331	2,394	2,605	2,605	1,197	2,488
Employer Paid Health	5,036	5,610	6,285	6,285	2,867	6,591
Operating Supplies	-	579	100	100	456	1,000
Professional Srvs	11,579	11,524	17,000	17,000	12,146	13,000
Utility Services	30,359	24,206	36,400	36,400	14,118	35,000
Refuse	1,127	1,228	1,200	1,200	632	1,500
Repairs/Maint Buildings	1,247	1,556	15,000	15,000	704	15,000
Repairs/Maint Machinery/Equip	-	-	1,000	1,000	-	1,000
Library	\$ 85,360	\$ 81,574	\$ 116,202	\$ 116,202	\$ 48,791	\$ 110,536

General Fund

2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Jun Actual	2026 Proposed
Unemployment Benefit Payments	\$ 574	\$ 1,042	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
Professional Svcs	16,662	19,842	16,800	16,800	5,950	16,800
Attorneys Fees	-	-	-	-	1,075	-
Insurance	6,193	29,993	2,400	2,400	12,000	34,500
Insurance - Deductible	2,178	-	5,000	5,000	-	5,000
Rental Bldg Expense	11	11	2,500	2,500	-	2,500
Miscellaneous	4,495	9,684	5,000	5,000	910	5,000
Dues and Subscriptions	12,376	4,403	14,000	14,000	13,708	14,000
PropTaxes/ Assessments	4,144	3,160	3,600	3,600	3,278	3,600
Contingency	17,868	-	40,800	40,800	-	30,000
Improvements - Buildings	-	-	-	-	18,000	-
Operating Transfers	-	663,580	210,000	210,000	-	410,000
Other General Expenditures	\$ 64,501	\$ 731,715	\$ 301,100	\$ 301,100	\$ 54,921	\$ 522,400
	\$ 7,333,872	\$ 8,209,738	\$ 8,791,474	\$ 8,884,454	\$ 3,675,056	\$ 9,604,242



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/31/2025

Board & Commission: City Council

Subject: Approval of proposal for Local Option Sales Tax Report from University of Minnesota Extension Office

Background:

The City of North Branch has requested support from the U of M Extension office to provide a report on potential revenue generation via a Local Option Sale Tax to support the City Council on making an informed decision on potentially adding a local option sales tax in the future to finance capital projects such as public buildings, libraries, parks, recreational facilities and other amenities and demonstrate 'regional significance' or benefit beyond the immediate taxing jurisdiction. The cost of the report is \$3,000 payable upon completion of the report.

The University will conduct a Local Option Sales Tax (LOST) study for the City of North Branch. The result will be a report that summarizes the following: a) an overview of the City of North Branch economy from the available data, b) a trend analysis of taxable sales in the City of North Branch from 2014 to 2023 or for the years and industry categories where data is available, c) estimates of tax proceeds generated at different levels of local option sales tax taxation for the City of North Branch, d) an estimate of what proportion of the local option sales tax proceeds may be paid by permanent, year-round residents vs visitors, travelers and seasonal residents for the City of North Branch, e) changes occurring from 2019 to 2023 and in what sectors, and f) a hypothetical analysis of taxes generated by implementing a 0.5% local sales tax for the years 2023, 2024 and 2025. Study findings will be presented in a concise report. An Extension educator will be available for a public presentation and Q&A about the study at the request of the City of North Branch.

North Branch will coordinate 3-5 staff members for a short focus session to discuss preliminary results.

Staff Recommendation:

Accept the proposal and report.

Request:

Motion and Second to accept and approve the proposal provided by the University of Minnesota
Extension office

Voting Requirements:

Voting Options **Simple Majority**

UNIVERSITY OF MINNESOTA
EXTENSION

Program Agreement

This Program Agreement along with its Exhibits and Addenda (the “Agreement”), dated as of the date of last signature (the “Effective Date”), is between the Regents of the University of Minnesota (the “**University**”), a Minnesota constitutional corporation, through its Extension Center for Community Vitality, Community Economics, at 240 Coffey Hall, 1420 Eckles Avenue, St.Paul, MN 55108 (“**Extension**”) and City of North Branch an Government, municipality at 6408 Elm Street, North Branch, MN 55056 (“**Customer**”).

The Parties agree as follows:

1. **Program.** Extension shall provide a Local Option Sales Tax study. Program shall be delivered on 8/4/25 through 10/31/25 for City of North Branch. See Exhibit A for detailed description of program, as applicable, and responsibilities of Extension and Customer.
2. **Term and Notices.** The term of this Agreement shall commence on the Effective Date and shall expire on 11/1/2025 unless extended by mutual written agreement or terminated earlier according to Section 5. Notices shall be sent to the parties at the addresses above.
3. **Payment.** For the program described in Section 1, Customer shall pay University the program fee of Three thousand and 0/100 Dollars \$3,000.00. Compensation shall be paid in the following manner (check one of the following):
 - ☐ ___% per installment on the following dates: .
 - ☒ ___ Upon the completion of the Program
4. **Invoicing.** University shall deliver to Customer an invoice for the Program Fee, and Customer shall pay to University the Program Fee within thirty (30) days of the delivery of the invoice. Invoices shall be sent to: Matthew Hill (first and last); PO Box 910- 6408 Elm Street, North Branch, MN 55056; matthewh@ci.north-branch.mn.us; and 651-674-8113.
5. **Cancellation/Termination.** Either party may cancel a specific program or terminate this Agreement by delivering to the other Party a written notice of cancellation within thirty (30) days prior to the Program. If Customer cancels for any reason less than 30 days before the Program, except for reasons beyond its reasonable control, Customer remains obligated for the full amount set forth in Section 3.
6. **Disclaimer of Warranty.** While the services will be performed in a professional manner, University makes no warranties, express or implied, concerning the goods and services provided under this program agreement, including, without limitation, implied warranties of non-infringement, of merchant ability and of fitness for a particular purpose.
7. **Liability** Each Party shall be solely liable for its and its employees, agents and contractors’ acts and omissions. In no event shall a Party be liable under this agreement for personal injury or property damages (except to the extent of the other party’s intentional acts) OR lost profits, lost business opportunity, lost data, incidental or consequential damages, of any kind. In no event shall a Party’s total liability for any and all direct damages exceed the amounts paid to University under this agreement.
8. **Indemnification.** Customer shall indemnify, defend, and hold harmless University against any and all claims, costs, or liabilities, including attorneys’ fees and court costs for any loss, damage, injury, or loss of life arising out of (i) use by Customer (or any third party acting on behalf of or under authorization from Customer) of information, reports, deliverables, materials, products, or other results of University’s work to be performed or deliverables to be provided under this Agreement, or (ii) Customer’s infringement of a third party’s intellectual property rights or violation of any law, rule, or regulation in the provision of any materials to the University. In the event services are conducted for commercial use or purpose, Customer represents that Customer has in force a policy of general

liability insurance, with limits not less than \$1,000,000 each occurrence, and Customer agrees to furnish proof of insurance upon request.

9. **Governing Law and Forum.** The laws of the state of Minnesota shall govern this Agreement. The state courts in Hennepin County, Minnesota shall have exclusive jurisdiction on a suit brought under this Agreement.
10. **Use of University Logo and Ownership of Materials.** Customer shall not permit others to use University's name, marks, or logos or state or imply University approval or endorsement of Customer without the prior written approval of an authorized representative of the University. University retains and shall hold all rights, title and interest in any works or other intellectual property prepared or generated in connection with the Program. Company may not copy or distribute materials provided during or in connection with the Program without the express written consent of University. Customer may not copy or record the Program without the express written consent of University.
11. **Non-discrimination.** Customer attests that it is in compliance with Federal, State, and University civil rights laws, statutes, and policies and that its programs, facilities, and employment are accessible to anyone without regard to race, color, creed, religion, national origin, gender, age, marital status, familial status, disability, public assistance status, membership or activity in a local commission created for the purpose of dealing with discrimination, veteran status, sexual orientation, gender identity, or gender expression.
12. **Programs with Minors.** If the Program will be open to minors who are not accompanied by a parent or legal guardian, unless otherwise stated on Exhibit A, Customer shall be responsible for providing qualified, properly trained and responsible adults to supervise minors who are attending the Program to ensure minors are safe and comply with all rules, regulations, and procedures associated with the Program and the location where the Program will be held.
13. **Electronic Execution.** This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one Agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.
14. **General.** This Agreement represents the final and complete agreement of the Parties on the subject matter hereof; and this Agreement cancels, supersedes and revokes all prior oral or written negotiations, representations and agreements between the Parties relating to that subject matter. An assignment or amendment to this Agreement shall be void and without legal effect unless it is in writing and duly signed by both Parties. The Parties are acting as independent contractors and independent employers under this Agreement. A Party shall not have any authority to act for or bind the other Party in any respect.

Accepted and Agreed by the undersigned duly authorized representatives of the parties:

University:

Customer:

Regents of the University of Minnesota

City of North Branch, MN

Signature: _____

Signature: _____

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

EXTENSION

Program Agreement

Exhibit A

1. Extension shall provide the following:

The University will conduct a Local Option Sales Tax (LOST) study for the City of North Branch. The result will be a report that summarizes the following: a) an overview of the City of North Branch economy from the available data, b) a trend analysis of taxable sales in the City of North Branch from 2014 to 2023 or for the years and industry categories where data is available, c) estimates of tax proceeds generated at different levels of local option sales tax taxation for the City of North Branch, d) an estimate of what proportion of the local option sales tax proceeds may be paid by permanent, year-round residents vs visitors, travelers and seasonal residents for the City of North Branch, e) changes occurring from 2019 to 2023 and in what sectors, and f) a hypothetical analysis of taxes generated by implementing a 0.5% local sales tax for the years 2023, 2024 and 2025. Study findings will be presented in a concise report. An Extension educator will be available for a public presentation and Q&A about the study at the request of the City of North Branch following University of Minnesota Covid-19 guidelines.

2. Customer shall provide the following:

Will coordinate 3-5 staff members for short 'focus group' session to discuss preliminary results

CIVIL RIGHTS NON-DISCRIMINATION FORM

PARTNERS: City of North Branch, MN

Directions: *Use this form to give notice to partners when a program or service agreement is required and the agreement doesn't include non-discrimination language.*

By partnering with the University of Minnesota Extension, partners (agencies, businesses, and organizations) agree to comply with Federal, State, and University civil rights laws, statutes, and policies and agree that its programs, facilities, and employment are accessible to anyone regardless of race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, and sexual orientation.

The University of Minnesota abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 12201, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 419 Morrill Hall, 100 Church Street SE,



Prepared By: Justin Messner, City Engineer

Presenter: Justin Messner, City Engineer

Date: 08/12/2025

Board & Commission: City Council

Subject: Amended Assessment Policy

Background:

The City of North Branch's current Assessment Policy, adopted on January 22, 1996, and amended on January 24, 2011, outlines procedures for levying special assessments for public improvements. While the policy identifies assessable projects, it does not define assessable costs or establish limits for assessments.

Staff Recommendations:

To improve consistency and fairness in assessments, staff propose the following amendments:

1. Establish a Cap on Assessable Costs:
 - Limit assessable costs to 30% of street and storm improvement costs.
 - Ensure assessments do not exceed the special benefit, defined as the increase in market value resulting from the improvement.
2. Revise Assessment Methodology for Residential Lots:
 - Transition from the lineal front footage method to a per unit basis.
 - This change addresses variability caused by lot shape and frontage, promoting equitable assessments for similarly benefited properties.

Proposed Unit Assignments:

- Interior residential lots: 1 unit
- Corner lots: 0.5 unit per abutting street

Rationale:

- The unit-based approach aligns with practices in neighboring communities.
- It reduces disparities and ensures a more consistent and transparent assessment process.

Request:

Motion and Second to approve Resolution R-215-2025 accepting the 2025 Assessment Policy

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-2015-2025

Resolution R-215-2025 Adopting the Amended Special Assessment Policy

WHEREAS, the City of North Branch's Special Assessment Policy, was adopted by the Council on January 22, 1996 and Amended on January 24, 2011, and

WHEREAS, an amendment to the Special Assessment Policy was prepared, dated August 12, 2025, to amend the policy to identify accessible costs and define residential properties based on a unit basis.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of North Branch adopt the proposed Special Assessment Policy modifications.

Passed and Adopted by the Council on this 12th day of August, 2025.

CITY OF NORTH BRANCH

By: Kevin Schieber
Its Mayor

ATTEST: _____
By: Tonya Kostuch
Its City Clerk

CITY OF NORTH BRANCH SPECIAL ASSESSMENT POLICY

Updated August 12, 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 30% of the costs of the improvements to the benefiting properties, not to exceed the special benefit measured by the increase in market value due to the improvement. The City of North Branch will participate in the remaining 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. 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.

6. 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.

7. Water Mains

- a. In areas of new development, the assessment is 100% of the project cost for water mains.
- 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.

8. 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.

9. 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

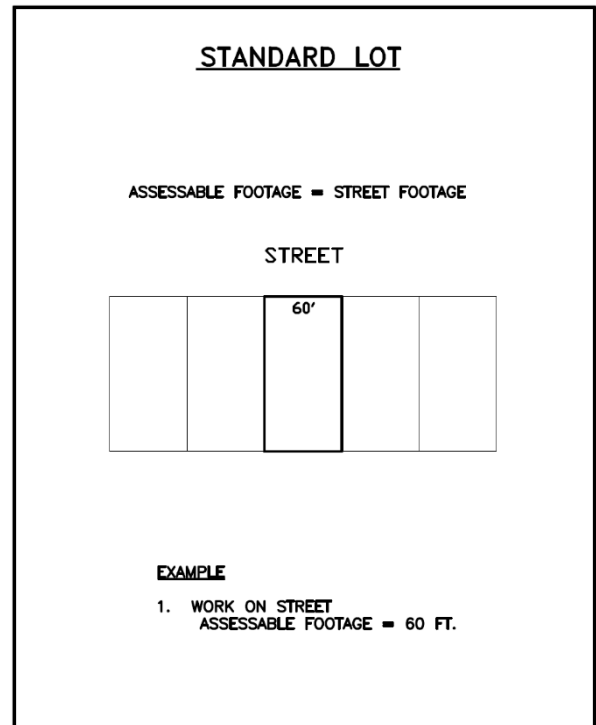


Figure 1

FOUR SIDED ODD SHAPED LOTS

Front footage equals the area of the lot divided by the average of the two depths. See Figure 2.

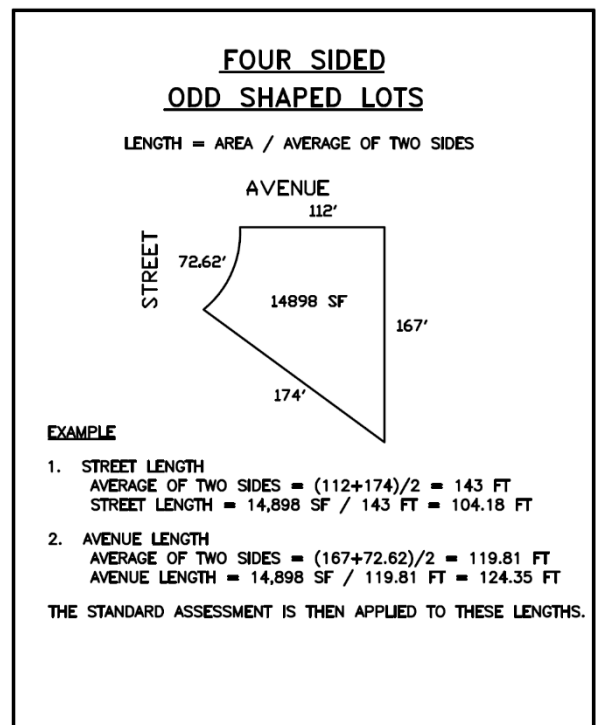


Figure 2

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.

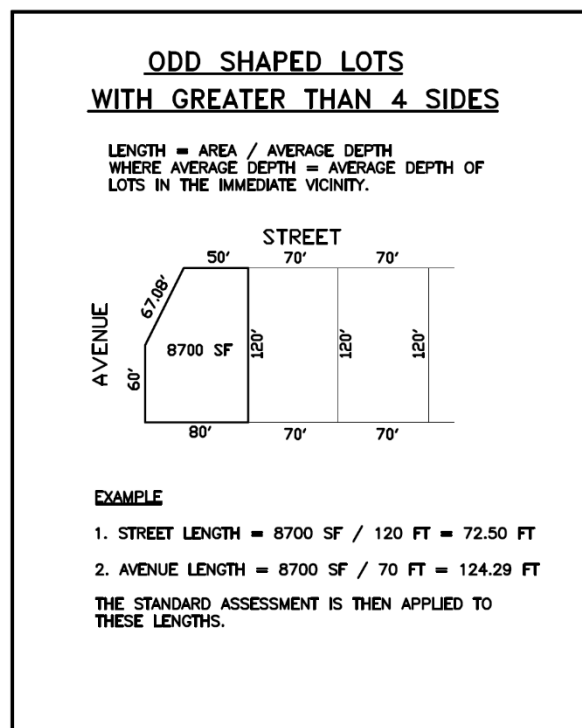


Figure 3

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.

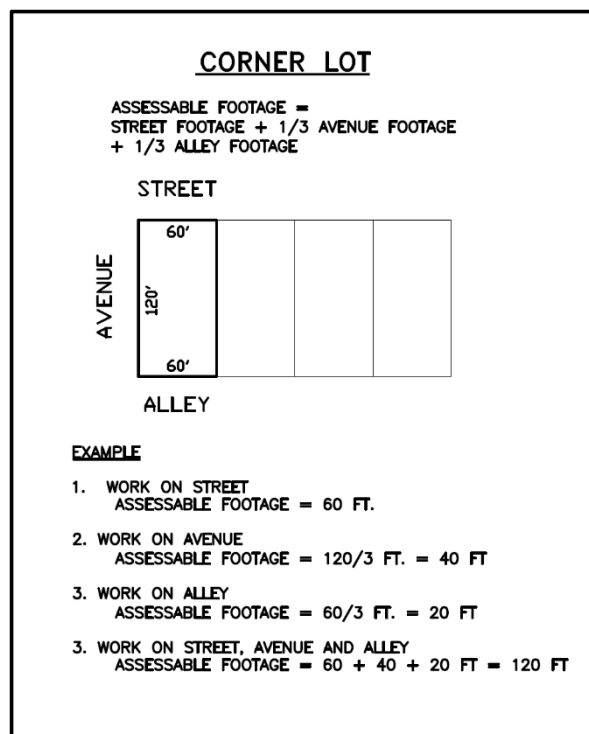


Figure 4

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.

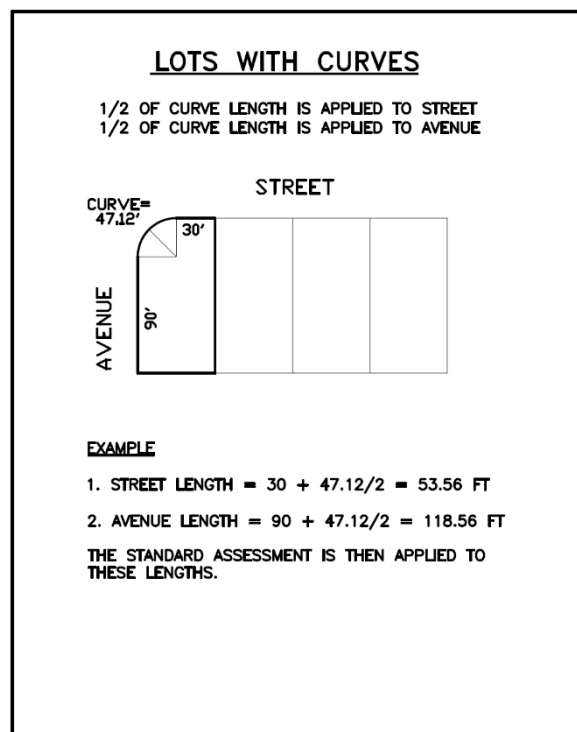


Figure 5

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.

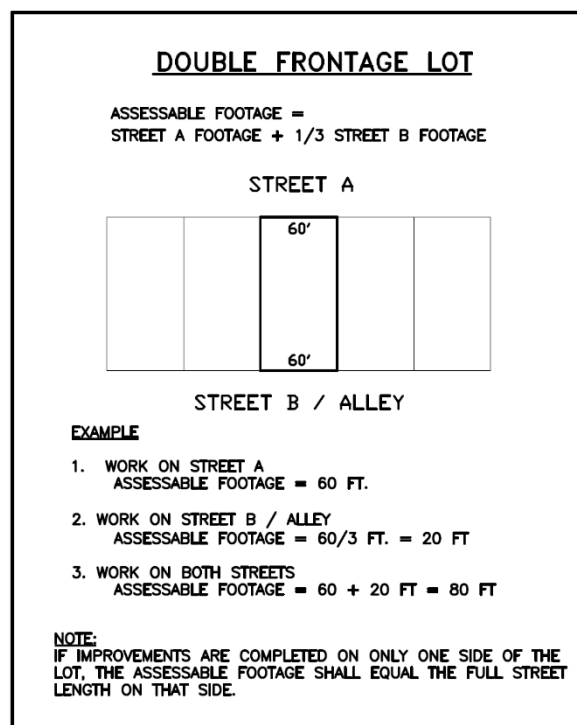


Figure 6

Deferral of Special Assessments:

1. Establishment of Deferral:

Pursuant to Minn. Stat. 435.193 et seq., special assessment installment payments payable by senior citizens, persons retired by virtue of permanent and total disability, or active military persons 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. Active Military Persons:

Active Military Persons special assessment deferral applies to a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in Minn. Stat. Chapter 190, Section 190.05, subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments.

d. 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: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 08/06/2025

Board & Commission: City Council

Subject: Consider approval of proposal and quote from Civic Plus for website management

I. BACKGROUND

The City of North Branch is currently utilizing Revize for its website hosting services. The City also uses CivicPlus for Agenda and Meeting Management and for Codification. There has been a recent evaluation of website hosting companies, including Revize and CivicPlus.

II. DISCUSSION

CivicPlus offers a comprehensive solution for municipal websites. A comparison between Revize and CivicPlus highlights several advantages of CivicPlus:

- **Search Functionality:** CivicPlus's search feature is more robust, searching both documents and website locations for terms like "chicken coop," unlike Revize which requires separate searches for different content types.
- **ADA Compliance:** All government websites must comply with Web Content Accessibility Guidelines (WCAG) 2.1 AA Standards. CivicPlus assists with becoming and maintaining ADA compliance, which is crucial given that the current Revize website has 77 accessibility violations.
- **Content Creation:** CivicPlus offers greater flexibility in content creation, allowing users to place pictures anywhere on a page, a feature limited in Revize.
- **Website Design and Redesign:** CivicPlus provides assistance with website design and content management, including website redesigns every four years to ensure the website remains current. Revize does not offer these services.
- **Product Bundling:** Given that the City already uses CivicPlus for Codification and Agenda and Meeting Management, bundling website services with CivicPlus could be advantageous.

III. FINANCIAL IMPLICATIONS

The total investment for the initial term is \$27,039.65, with annual recurring services costing \$12,493.30. A discount of \$6,246.65 is applied for the first year's annual fee with August execution.

IV. ALTERNATIVE OPTIONS

The City could choose to remain with Revize for website hosting, but this would mean continuing to address the existing accessibility violations and limitations in content creation and design support. Another alternative would be to explore other website hosting providers like Catalis, which is used by some surrounding cities and counties.

V. RECOMMENDATION

Staff recommends that the City Council approve the proposal and pricing from CivicPlus for website management, including an initial term investment of \$27,039.65 and annual recurring services of \$12,493.30.

Voting Requirements:

Voting Options	Simple Majority
-----------------------	------------------------

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-103506-1
7/10/2025 9:25 AM
8/28/2025

Client:
City of North Branch, MN

Bill To:
NORTH BRANCH CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ryan Anderson		ryan.anderson@civicplus.com		Net 30

Premium Website

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Annual - Municipal Websites Central	Annual - Municipal Websites Central	USD 3,853.00
1.00	Hosting & Security Annual Fee - Municipal Websites Central	Hosting & Security Annual Fee - Municipal Websites Central	USD 1,188.00
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection	USD 600.00
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL	USD 89.00
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup:https://www.ci.north-branch.mn.us/	USD 158.00
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://www.ci.north-branch.mn.us/	USD 189.00
1.00	Premium Implementation - Municipal Websites	Premium Implementation	USD 12,635.00
1.00	48 Month Redesign Premium Annual - Municipal Websites Central	48 Month Redesign Premium Annual - Municipal Websites Central	USD 2,631.00
6.00	Website New Customer Virtual System Training - Up to 3 hours	Website Virtual System Training - Up to 3 hours & 12 attendees	USD 4,500.00
50.00	Website Content Development - 1 Page	Content Development - 1 Page	USD 2,000.00

Accessibility Options

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AudioEye Managed	AudioEye Managed: https://www.ci.north-branch.mn.us/	USD 2,500.00
1.00	CommonLook BUNDLE (Plug-in for Adobe Acrobat AND Word/PowerPoint– Remediation Tool)	Plug-in for Adobe Acrobat and Word/PowerPoint – Remediation Tool Software License	USD 1,443.30

Expedited Timeline

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Expedited Timeline	Expedited Timeline "19-21" Weeks	USD 1,500.00

Special Incentive for August Execution

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -6,246.65

List Price - Initial Term Total	USD 33,286.30
Total Investment - Initial Term	USD 27,039.65
Annual Recurring Services (Subject to Uplift)	USD 12,493.30

Initial Term	24 Months, beginning at signature date. Total Investment - Initial Term refers to the first 12 months of the agreement. Annual Recurring Services (subject to Uplift) refers to the second 12 months of the agreement.
Initial Term Invoice Schedule	
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-103506-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



Proposal

Valid for 60 days from date of receipt

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to develop technology solutions that empower local government staff to manage daily operations efficiently without depending on paper-based processes or complex systems.

Today, CivicPlus provides public sector technology that provides intelligent automation for staff and a unified experience for residents. CivicPlus solutions help increase process efficiency by up to 40%, freeing staff to improve community engagement. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a singular experience for residents and staff.

OUR PORTFOLIO INCLUDES:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Mass Notification
- Social Media Archiving
- NextRequest
- Recreation Management
- SeeClickFix 311 CRM
- Municode Codification
- Process Automation and Digital Services
- Community Development
- Asset Management
- Utility Billing
- Resident Portal

Company Contact Information

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233
Fax: 785.587.8951
civicplus.com



Experience & Recognition

25+ Years

10,000+ Customers

950+ Employees

With public service in our DNA, our 25-year heritage of success is fueled by the expertise of our product innovators—many of whom served in local government. Our commitment to deliver impactful solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

We're proud to be recognized in various ways for our dedication and service to our customers.

- Winner of multiple Stevie® Awards, the world's top honors for customer service, sales professionals, and more.
- Designated a top-100 U.S. company by Government Technology magazine for making a difference in the public sector.
- Selected by Inc. Magazine as "One of the Fastest Growing Privately-Held Companies in the U.S." each year since 2011.
- Certified™ by Great Place To Work®, which is a prestigious award is based entirely on what current employees say about their working experience.



The Best-Run Local Governments Run on CivicPlus Technology

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services. However, they struggle with budget cutbacks and technology constraints. With CivicPlus, leaders can finally overcome the perpetual trade-off between the demand for better services and the realities of operational resources, by leveraging the unique Civic Impact Platform to deliver both unmatched end-to-end automated efficiency and truly unified, delightful resident experiences.

CivicPlus is the only government technology company exclusively committed to being a trusted partner for impact-led government, enabling our customers to efficiently keep our communities informed, involved, and connected using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, our customers increase revenue and operate more efficiently while nurturing trust among residents.



The Civic Impact Platform

The comprehensive Civic Impact Platform delivers unmatched end-to-end efficiency, supercharging staff impact through intelligent automation, and unlocking collaboration in and across departments. At the same time, this unique platform delivers a truly unified residence experience, delighting residents with a singular profile and single sign on for friction-free, no-hassle services.

With CivicPlus your team is always change-ready, staying a step ahead of disruption, whether evolving compliance and accessibility requirements, civil emergencies, and more.



IMPACT-LED GOVERNMENT

Impact-led government goes beyond transactional services to create lasting change in communities. By modernizing processes, it uses automation, collaboration, and data-driven insights to help staff work more efficiently and make services more accessible—anticipating needs and addressing challenges before they arise for residents and staff.

The CivicPlus Civic Impact Platform Enables Impact-Led Government Through Five Key Principles:

1. Modernize and connect every function: Work better together through intelligent automation, efficiency, and stronger collaboration.
2. Deliver a singular, personalized resident experience: Replace hassle with friction-free delight, delivering a unified profile and intuitive, consistent experiences.
3. Supercharge staff impact: Boost staff performance with automated tasks, data-driven decisions, and aligned priorities and processes.
4. Strengthen compliance, accessibility, and readiness: Forward-thinking best practices and continuous adaptation to change.
5. Consolidate on a comprehensive, purpose-built platform: Choose solution breadth, eliminate multiple vendors, and gain compounding value over time.



CivicPlus Resident Portal

THE NEXT EVOLUTION IN DIGITAL RESIDENT ENGAGEMENT

CivicPlus Portal is a mobile-friendly, personalized online hub from which residents can quickly, easily, and securely obtain information, access resources, discover services, complete transactions, and interact with their local government administration. It is the public gateway to the Civic Impact Platform, empowering resident self-service from one central location for everything from submitting forms, referencing recent legislation, and engaging with public meetings to managing individual alert and notification preferences.



Personalized Resident Benefits:

- One username, password, or popular platform-enabled single sign-on (via Facebook, Google, Microsoft, or Apple) to securely manage their user profile and interact with all their government resources and information.
- A personalized, customizable dashboard that serves as the launchpad to save frequently accessed digital services, view past interactions, bookmark frequent payment options, and stay up to date with featured, meaningful content.
- Anytime, anywhere access from any device.
- Enabling self-service form viewing, submission, and payments to support a variety of digital transactions from parking permits and business licenses to pet adoptions.
- Easy management of individual communication preferences related to routine and emergency alerts, website newsletters, and agenda & meeting notifications from one single view.
- A centralized hub to submit and track requests, such as public records requests, non-emergency issues, and code enforcement complaints and violations.

Staff and Administrator Benefits:

- A low-maintenance tool for administrators to easily spotlight information, share content, and link to services to further promote local government initiatives while improving public transparency and trust.
- Ability to consolidate digital services from multiple CivicPlus and third-party solutions into one intuitive, accessible, and responsive interface.
- Consolidation of siloed alerts and notifications from the variety of solutions you control into a single view residents to sign up for and manage.
- Localization of cross-department payments and forms in one place, including those from CivicPlus and third-party solutions, enhancing residents' convenience for increased payments and engagement.
- Multi-factor authentication options and optimized for security and accessibility.



Support Services

TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available to assist with any questions or concerns regarding the technical functionality and usage of your new solution.

CivicPlus Technical Support hours typically span between 7 a.m. to 7 p.m. CST, but vary by product. You can access a Technical Support Team via a toll-free number as well as an online email support system for users to submit technical issues or questions.

Our current initial response time is 4-hours for email tickets during normal hours. Further, emergency technical support for urgent requests is available 24/7 for designated, named points-of-contact for most products.



Award-Winning Support

CivicPlus has been honored with four Gold Stevie® Awards, eight Silver Stevie® Awards, and eleven Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. The Help Center also provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to engage your residents most effectively.

Proposal Disclaimer

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Municipal Websites Central



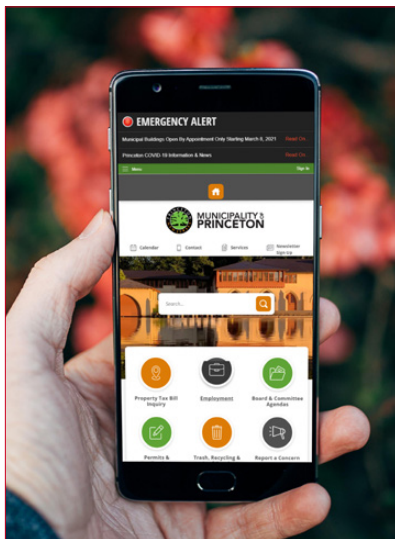
Premium Implementation

CMS Features & Functionality

CivicPlus' Municipal Websites Central (Web Central) is a comprehensive content management system designed to help local governments build websites that connect with residents effectively. With configurable layouts, simplified content management, and integrated tools for communication and resident self-service, CivicPlus websites streamline the timely delivery of essential information and services. This empowers local governments to consistently provide positive civic experiences for residents and peace of mind for staff with streamlined communication processes.



Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.



Modules & Widgets

RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Calendar – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

Submit Requests and Report Issues – Allow residents to report a problem or submit requests through our easy Form Center module. For advanced service request management functionality to intake resident submissions via web portal, our integrated SeeClickFix 311 CRM Starter product is available as an add-on.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.



Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Pop-up Modal – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

CONTENT MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Archive Center – Manage and retain serial and older documents.

Document Center – Organize and manage documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.



DEPARTMENT-SPECIFIC

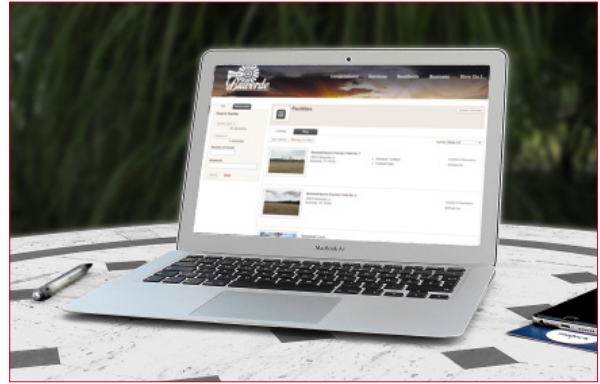
There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

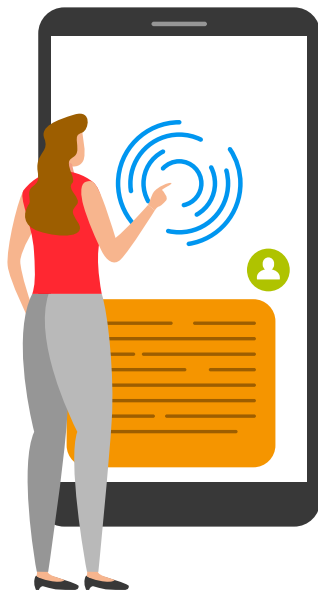
Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.



COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.



Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

Administrative Features

The administration of your Web Central website is browser-based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.



Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published or reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – Web Central is integrated with select external payment processors to accept payments on your website (separate agreement must be made directly between you and the supported external processor of your choice). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <https://www.civicplus.com/blog/ce/government-website-awards-city-county-municipal/>, you can send them to <http://civicplus.com/awards>.



Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget.

Mega Menu – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With more than 1 in 4 (~28.7%) adults in the United States live with a disability. CivicPlus helps governments ensure that critical resources are available to all residents. Our commitment to accessibility is visible through VPATs and third-party audits that can confirm you're working with a trusted and experienced partner. Our multi-faceted approach sets you up for success:

- CivicPlus Municipal Websites are delivered inclusive by design meeting WCAG 2.1 accessibility standards at time of launch.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are reviewed by our product team, at least quarterly. Depending on the regulation, our product team plans and executes necessary changes with no additional effort required from you.
- Our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.



Additionally, CivicPlus offers an extensive suite of accessibility tools, including industry-leading integrations to help customers maintain compliance and prepare for the transition to WCAG 2.2. Due to the dynamic nature of website content updates, ongoing accessibility solutions can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges:

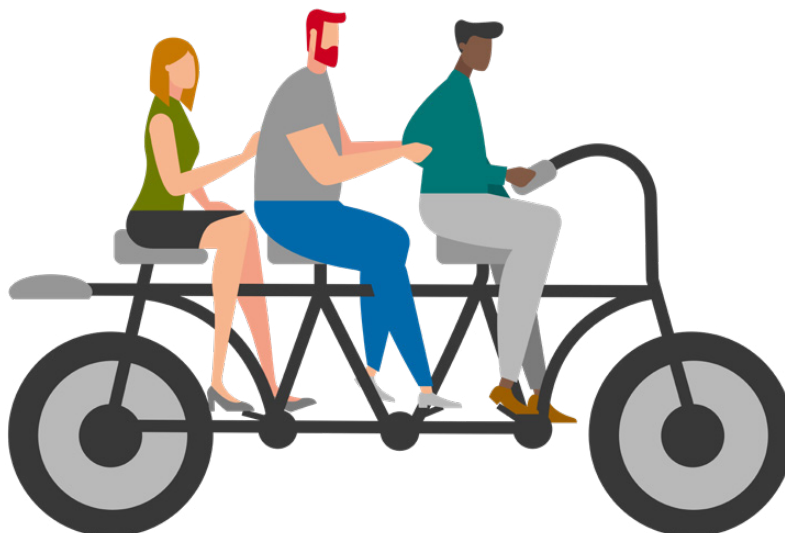
- AudioEye Managed: Accessibility tools and services for WCAG 2.2 compliance
- Acquia Optimize: Website Governance & Compliance Tools
- CommonLook Document Remediation

Additional details and/or a quote can be provided upon request.

The Civic Impact Platform

For governments to operate smoothly, departments, staff, and residents need to be able to find answers, complete their tasks, and communicate without hassle. CivicPlus connects all of your teams and functions, so they work better together for your community. With the Civic Impact Platform, you can:

- Modernize and connect every function.
- Strengthen compliance, accessibility, and readiness.
- Consolidate onto a comprehensive, purpose-built platform.
- Deliver a singular, personalized resident experience.
- Empower staff effectiveness.



Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

Data Center	• Highly reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	• Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	• Web Central software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	• Not Included - additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack



Maintenance

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches



Implementation

Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

PHASE 1: INITIATE	2-4 Weeks	• Project Kickoff Meeting • Planning & Scheduling
PHASE 2: ANALYZE	4-6 Weeks	• Customer Deliverable Submission • Consulting Engagement (if purchased) • Design Discovery Meeting • Content Process Meeting
PHASE 3: DESIGN & CONFIGURE	6-10 Weeks	• Design Concept Development • Design Concept Meeting • Content Development • Agendas & Minutes Migration • Website Completion
PHASE 4: OPTIMIZE	1-2 Weeks	• Website Finalization
PHASE 5: EDUCATE	1-2 Weeks	• Training Engagement
PHASE 6: LAUNCH	2-4 Weeks	• Launch Confirmation Meeting • Website Launch

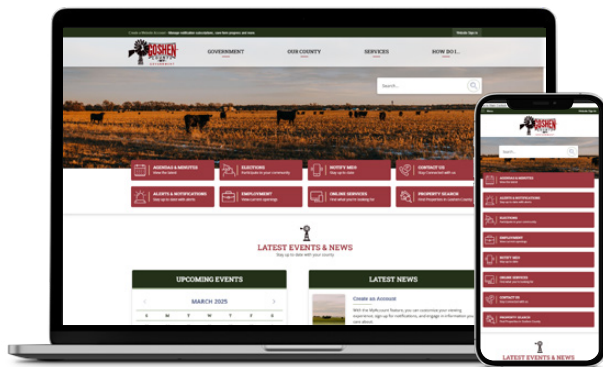
Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

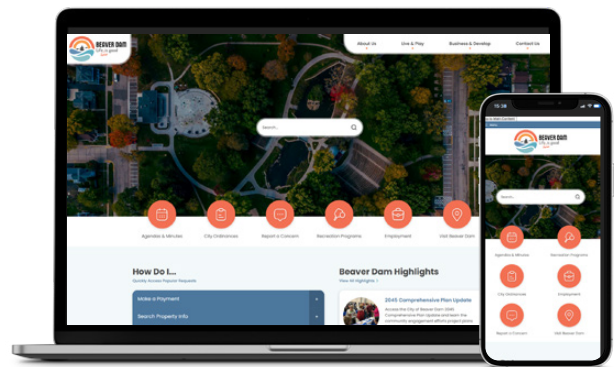
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design Components provide next-level user engagement by leveraging the latest design enhancements in the Web Central product. Your art director will help you choose the component that works best for your website goals and desired site maintenance level.

DESIGN EXAMPLES

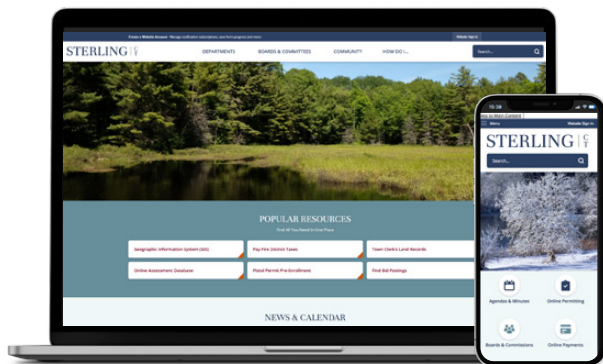
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



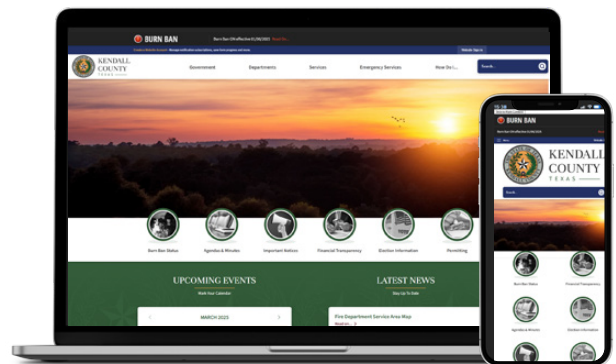
Goshen County, WY
goshencountywy.gov



Beaver Dam, WI
beaverdam.wi.gov



Sterling, CT
sterlingct.us



Kendall County, TX
kendallcountytexas.gov

Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work



The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Phased Approach

PHASE 1: INITIATE

Project Kickoff – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

PHASE 2: ANALYZE

Customer Deliverables – You will be responsible for submitting deliverables as outlined.

Consulting Engagement – If purchased, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

Content Process Meeting – Meet with your project manager and web content specialist to detail our content development process.



PHASE 3: DESIGN & CONFIGURE

Design Concept Development – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

Content Development – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

Agendas & Minutes Migration – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

Website Completion – You will receive a completed production website featuring your approved design combined with the finished content.

PHASE 4: OPTIMIZE

Website Finalization – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

PHASE 5: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on knowledge from our Gold Stevie® Award winning external training and consulting team.

PHASE 6: LAUNCH

Website Launch Confirmation Meeting – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.



Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)



Recurring Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number of years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.



Optional Enhancements

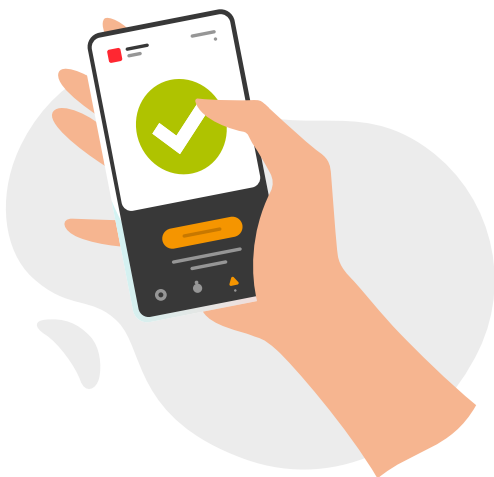
CivicPlus Chatbot

AI-POWERED CUSTOMER SERVICE TO DELIGHT YOUR RESIDENTS

You want to give your residents the highest quality, most responsive, and personalized customer service experiences. However, with less staff, fewer resources than ever before, and building pressure to enable contactless government, how can you continue to delight your community members? With smart customer service automation.

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI), to deliver exceptional customer experiences to people using your CivicPlus website.

Our Chatbot crawls your website and other linked databases to create a continually, automatically updated AI-powered knowledgebase. The result is less time spent on common, transactional inquiries and happier residents who know they can quickly and effortlessly receive what they need from their municipality.



civicplus.com

Automated Customer Service

Chatbot simulates the quality service experiences your staff has with residents; saving you time from answering common questions by email, phone, and walk-in.

Answers from Multiple Sources

Chatbot crawls your website and other linked databases to create a continually updated AI-powered knowledgebase.

No Content Silos

Our smart Chatbot scans your content and routinely refines its responses for improved results.

Insightful Analytics

Use Chatbot's reports to identify content gaps on your website and add the information, tools, and resources that people are searching for most frequently.

An Experience Designed for the Public Sector

Unlike chatbots intended to facilitate retail sales, the CivicPlus Chatbot is designed to simulate government-resident interactions.

AudioEye for Websites

CivicPlus is the exclusive local government provider of AudioEye's full service accessibility offering. AudioEye's industry-defining digital accessibility hybrid offering helps deliver website remediations efficiently and affordably for organizations of all sizes. The AudioEye platform leverages a decade of investment in advanced technology supported and informed by a team of dedicated IAAP-certified professionals to help deliver improved access to the web conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

AudioEye

- AudioEye Managed
- Proprietary automated testing suite
- Detect Section 508 and WCAG 2.2 Success Criteria violations
- AudioEye engineers remediate accessibility issues
- Compliance monitoring
- Manual technical analysis and usability testing
- AudioEye Accessibility Help Desk with Personalization Tools

AudioEye Managed

- Provides complete digital accessibility compliance auditing and resolution
- End-to-end digital accessibility compliance testing, resolution, validation, and monitoring
- Combines subject matter experts with technology—a team of engineers and manual testers to ensure issues of accessibility are fixed and stay fixed

AudioEye Accessibility Help Desk with Personalization Tools

- Fully customizable user experience
- Tailored to individual needs regardless of device type, language preference, or preferred method of access
- Users can customize the visual display of the website, the toolkit provides instant personalization
- 24 Hour Help Desk provides accessibility answers from accessibility experts

Digital Accessibility Platform

- Software as a Services (SaaS), API-first technology
- Offers end-to-end compliance auditing
- Ability to spider, scan, and diagnose entire websites, single blocks of code, and content delivered via API
- Offers flexible resources for proper identification and remediation of the detected issues

AudioEye Trusted Certification



The AudioEye Trusted Certification represents a commitment to accessibility and digital inclusion.

www.fcc.gov is AudioEye Trusted.

The AudioEye web accessibility certification process involves automatic and manual testing with the goal of identifying and resolving access barriers, conforming with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA Success Criteria, and ensuring an optimal user experience for all users, regardless of their individual abilities.



CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and X (formerly Twitter). CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your Web Central website, including the ability to select multiple lists



Platform Identity Provider (IdP) Integration

More often, local government IT teams are looking to implement single sign-on (SSO) functionality to simplify user access to all web and cloud-based applications without requiring individual authentication. The CivicPlus' Platform IdP Integration capabilities provide local governments with the following conveniences:

- Faster and easier access to vital third-party solutions that integrate with your CivicPlus unified applications, such as CivicPlus' Municipal Websites, Recreation Management, and Agenda and Meeting Management Select
- Reduced password and account maintenance
- The ability to log into your CivicPlus software accounts from any device with an Active Directory username and password
- Auto-account generation
- Group syncing
- Customization of the design of your active directory login page

We offer integration with Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

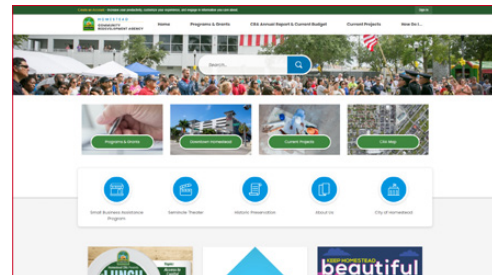
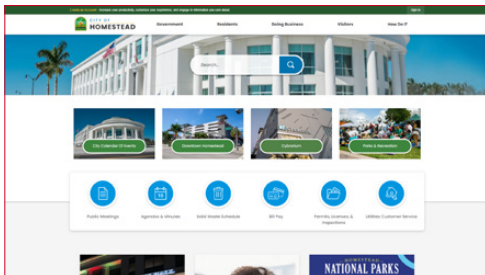


Department Header Packages

A Department Header Package is a cost-effective way for a department or division to informatively and graphically differentiate themselves from the look of the main website while leveraging consistent CMS administration. The Department Header site shares CMS login and modules with the main website. Further, it inherits the structural layout from the main website.

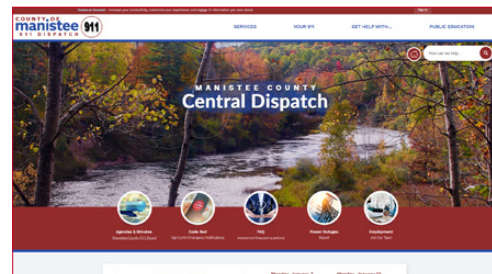
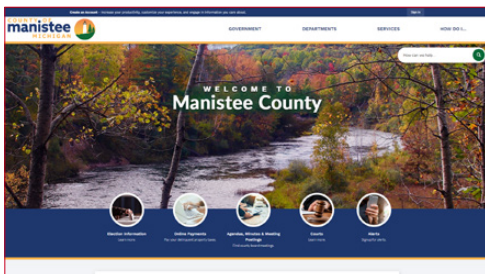
Standard Department Header Package Includes:

- Site URL (if applicable)
- SSL Certificate / DNS & Hosting (if applicable)
- Site Identifier / Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content
- Main Website Widgets & Design Styles



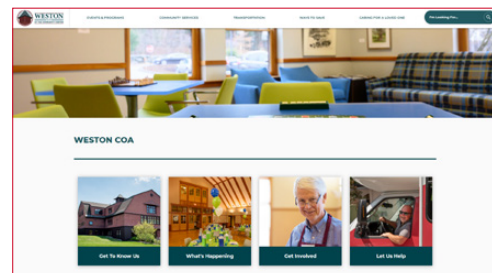
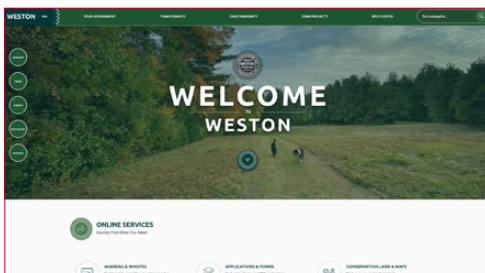
Upgrade to Premium Department Header Package Includes:

- Widget Content and Placement
- Custom Color Palette
- Main Website Widgets & Design Styles



Upgrade to Ultimate Department Header Package Includes:

- Widget Content, Placement, and Selection
- Unique Design Styles



Upgrade to Guardian Hosting & Security

In today's digital era, local governments require a hosting solution that not only meets their needs but exceeds their expectations. Our Enterprise Level Hosting Solution is designed with local governments in mind, offering unparalleled DDoS protection to safeguard your digital infrastructure from the most aggressive cyber threats. With our state-of-the-art security measures, you can ensure the continuity of critical services, even in the face of sophisticated attacks.

Moreover, we understand the importance of building resident trust through consistent and reliable service availability. That's why we guarantee a high availability of ****99.9% uptime****, ensuring your services are accessible when your residents need them the most. This commitment to uptime translates to less than 8.76 hours of potential downtime annually, demonstrating our dedication to maintaining your operations without interruption.

Data Center	• Redundant Power Supply • Uninterruptible Power Supply (UPS) Systems • Enhanced Cooling Infrastructure • Diesel Engine Generators • Energy Storage • Redundant HVAC Systems • N+1 Redundancy • Fully Redundant Network • System Monitoring – 24/7/365
Security	• Web Application Firewall (WAF) Protects Against SQL Injection, Cross-Site Scripting, & Other Threats • OWASP Modsecurity Core Rule Set Guards Against OWASP Top 10 Vulnerabilities • Server Management Services Ensure Smooth Operation & Optimal Performance • Regular Software Updates & Security Patches • Antivirus Management & Updates Protect Against Malware • Continuous System Monitoring for Health & Performance
Performance	• Regional Content Delivery Network (CDN) Distributes Cached Content to Minimize Latency & Enhance Reliability • Server-Side Caching with Regional CDN Improves Page Load Times & Content Delivery • Unparalleled Browsing Experience for Users on Your Website or Application
Hosting	• Enhanced Security and Compliance • CMS software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	• Emergency After-Hours Support, Live Agent (24/7) • Online Status Monitor by Data Center • 8-Hour Guaranteed Recovery Time Objective (RTO) • 24-Hour Guaranteed Recovery Point Objective (RPO) • Pre-Emptive Monitoring for Disaster Situations • Multiple, Geographically Diverse Data Centers
DDoS Protection & Mitigation	• Cloudflare's Reverse Proxy to Protect Your Network • Access to Advanced Tools that Defend Against DDoS Attacks • Utilize Cloudflare's Massive Network Capacity of 30 Tbps • A Skilled Team is Always Ready, 24/7, to Stop Any Attacks on Your Digital Assets

Upgrade to Platinum Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously.

Our Platinum package solution comes with enterprise-level Cloudflare software and adds the peace of mind of comprehensive and continuous DDoS protection. From Azure's geographically distributed regions and Cloudflare's Content Delivery Network (CDN) to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance), we've got you covered.

Hosting & Security	• Azure hosting • Web application firewall • OWASP ModSecurity core rule set • FedRAMP, PCI, DSS, NIST, and FIPS compliant Virtual Machines and Databases • Reverse Proxy Server • Wildcard SSL (TLS) • Server management • Software updates & security patches • Antivirus management & updates • System monitoring – 24/7/365
Disaster Recovery	• Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 2-hour guaranteed recovery TIME objective (RTO) • 1-hour guaranteed recovery POINT objective (RPO) • Pre-emptive monitoring for disaster situations • Multiple, geographically diverse data centers
Performance & Bandwidth	• Server-side Caching • Regional Content Delivery Network • Unlimited bandwidth • Burst bandwidth – Azure (variable)
Insights	• Security Analytics Dashboard (shown above) • Information on traffic, threat types mitigated, top threat countries, and number of requests received through Cloudflare • Analytics shown in graphs and pie charts
DDoS Mitigation	• Defined DDoS Attack Process • Identify attack source and type • Monitor attack for threshold engagement
DDoS Advanced Security Coverage	• Continuous DDoS mitigation coverage • Content Distribution Network support • Proxy server support • Live User Detection service



Interior Banners

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

Credit Card Processing

To enhance your customer experience, CivicPlus integrates with a limited number of external payment processors to provide secure, PCI-compliant payment processing.

If utilizing a partnered external processor, CivicPlus can assist you with the facilitation, set-up, support, and troubleshooting services. In addition to our partner network, CivicPlus maintains integrations with additional external processors, in a more limited fashion, to assist you in implementing a successful system. Additional details on our supported external processor network is available upon request.



To utilize any of the integrated external processor, an agreement will need to be executed directly between you and the vendor that will assess separate merchant account and transaction fees. Use of an external processor may be subject to additional CivicPlus fees to maintain these solutions. Additional information can be provided upon request.

Because EMV devices are encrypted specifically for individual payment processors, you'll need to procure any required devices directly from your selected external processor for either purchase or rent. We are happy to assist in your procurement of such devices.

Consulting Engagement

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 07/31/2025

Board & Commission: City Council

Subject: Final discussion of the 2 vs 4 year term for Mayor

City Council to offer direction to staff on the decision to extend term of Mayor from 2 to 4 years, starting at the election in 2028, for a term starting January 1, 2029, to match the Presidential election.

If the Council wants to move forward, it will require a public hearing, with prior public notice (at least 10 days before), followed by council approval via a majority vote, followed by summary publication in the official newspaper.

Voting Requirements:

Voting Options Simple Majority