



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:

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| 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

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.

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

INFO

c. Public Works Project Updates

INFO

10. MAYOR/CITY COUNCIL

VERBAL
UPDATE

b. Feedback request - Assessment Policy Draft

INFO

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: