



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**

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, August 12, 2025

1. CALL TO ORDER

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

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

Mayor Kevin Schieber asked to add a brief proclamation under the Presentation & Proclamation, 5b, which will be a recognition by the League of Minnesota Cities for Senator Mark Koran.

a. Approve Agenda

ACTION

Mayor Kevin Schieber thanked the community members for coming to the City Council Meeting.

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

5. PRESENTATION & PROCLAMATION

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

Ryan Anderson and Kaitlin Berry from CivicPlus presented on the CivicPlus Website Service. During the presentation, they presented the CivicPlus website service, highlighting its features like ADA accessibility, user-friendly design, easy-to-use site search, and integration with existing systems.

- b. Recognition by the League of Minnesota Cities for Mark Koran. INFO

Mayor Kevin Schieber summarized a letter about Senator Mark Koran, who represents the City in the state legislature, has been selected as a League of Minnesota Cities legislator of distinction for 2025. The league's Board of Directors recognized a total of 28 legislators this year for their actions and leadership on a wide variety of legislative issues of importance to the cities across our state. May Schieber wanted to take a moment and applaud him.

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.

Community Member Jim Tholen signed up for public comment.
Tom Hefty signed up for 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.

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 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

Finance Director Sharon Wright gave a finance update for the City of North Branch.

- b. Budget Update INFO

Finance Director Sharon Wright gave a Budget Update for the City of North Branch. Sharon shared the initial draft of the 26 levy projection as well as a 10-year projection.

- c. Approval of proposal for Local Option Sales Tax Report from University of Minnesota Extension Office ACTION

City Administrator Matthew Hill discussed the proposal for a Local Option Sales Tax Report from the University of Minnesota Extension Office. This report on the potential revenue generation via local option sales tax will help support the council in making an informed decision on potentially adding a local option sales tax in the future to finance capital projects, public buildings, public safety, things that have a regional significance, per statutes and per the current allocation availability for local option sales tax. The report costs \$3,000, payable upon completion of the report.

The board approved the proposal for the Local Option Sales Tax Report form the University of Minnesota Extension Office.

RESULT: Passed

MOVER: Jeff Goulet

SECONDER: Jim Ibinger

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

ABSENT:

NOTES:

- d. Consider approval of Resolution R-215-2025 to accept the 2025 Assessment Policy ACTION

Justin Messner, the City Engineer, presented the approval of Resolution R-215-2025 to accept the 2025 Assessment Policy. Staff recommendations were to establish a cap on accessible costs and to revise the assessment methodology for residential lots.

The board approved Resolution R-215-2025 to accept the 2025 Assessment Policy.

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

e. Consider approval of proposal and quote from Civic Plus for website management ACTION

City Administrator Matthew Hill asked the council to approve the proposal and quote from CivicPlus for our new website solution.

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

10. MAYOR/CITY COUNCIL

a. Final discussion of the 2 vs 4 year term for Mayor INFO

City Administrator Matthew Hill asked that the City Council provide direction to staff if they would like to move forward with changing the term for Mayor from a 2-year term to a 4-year term starting in 2028. He discussed the process, which involves having to have an ordinance change to the city code. There was a consensus among the City Council to move forward with this process.

b. Advisory Committee updates VERBAL
UPDATE

Commissioner Meacham gave planning commission updates.
Commissioner Canada gave the personnel updates.
Mayor Keven Schieber gave the public safety updates.

11. ADJOURNMENT

The City Council meeting adjourned at 9:18pm.

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