



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, NOVEMBER 25, 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. Oath of Office and Swearing in of Officer Isabel Linnerooth and Officer Jason Sievert 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 - November 12, 2025, 7:00 PM ACTION
 - c. Approve Request to Change City Hall Hours for December 26, 29, and 30 ACTION
 - d. Approve the LG240B Application to Conduct Excluded Bingo - Vikings Girls Homerun Club ACTION
 - e. Approve 2026 Liquor and Tobacco Licenses ACTION

- f. Approval of Resolution R-255-2025 to approve the Meadows Ridge 1st Addition Final Plat ACTION
 - g. Approval of Meadows Ridge Planned Unit Development and Subdivision Agreement ACTION
8. PUBLIC HEARINGS
9. STAFF REPORTS
- a. Update on website INFO
 - b. Consider approval of ordinance #400-25 and summary for publication amending North Branch City Code, Chapter 18: Businesses, Article III: Alcoholic Beverages ACTION
 - c. Consider approval of Ordinance # 401-25 and summary for publication amending the City Code to remove Water and Light and related Public Utilities Commission. ACTION
 - d. Consider approval of adding Section 45 Minnesota Paid Leave to the City of North Branch Personnel Policy ACTION
 - e. Tax Levy and Budget Discussion INFO
 - f. Consider approval of Resolution R-248-2025 Concerning Bond Reimbursement Regulations ACTION
 - g. NW Old Town Street and Utility project neighborhood meeting recap INFO
10. MAYOR/CITY COUNCIL
- a. Summary of Conclusions of Evaluation of Performance of City Administrator. INFO
 - b. Council Liaison Reports 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.



Prepared By: Dan Meyer, Police Chief

Presenter: Dan Meyer, Police Chief

Date: 11/12/2025

Board & Commission: City Council

Subject: Oath of Office and Swearing in of Officer Isabel Linnerooth and Officer Jason Sievert

Chief Meyer will read the oath of office and swear in Officer Isabel Linnerooth and Officer Jason Sievert.

Voting Requirements:

N/A



Prepared By: Sharon Wright, Finance Director

Presenter:

Date: 07/31/2025

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

5988 to 5998 - \$149,067.16

Checks

92518 to 92590- \$762,729.96

Payroll

11/21/2025 - \$120,707.69

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 11/20/2025 1:47 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
5988	1941	WEX, Inc.	10/17/2025	5,137.81
5989	1941	WEX, Inc.	10/24/2025	128.25
5990	1424	N.B. Fire Relief Association	11/07/2025	875.25
5991	2170	Pathpoint Merchant Services LLC	11/03/2025	2,552.68
5992	1118	Commissioner Of Revenue (W/H)	11/07/2025	8,027.10
5993	1585	United States Treasury	11/07/2025	35,976.93
5994	1468	PERA (Payroll W/H)	11/07/2025	32,919.21
5995	1372	Minnesota State Retirement	11/07/2025	2,766.12
5996	2096	Xpress Solutions Inc	11/07/2025	2,388.03
5997	1941	WEX, Inc.	11/03/2025	5,137.81
5998	2107	US BANK - CREDIT CARDS	10/07/2025	53,157.97
Report Total (11 checks):				149,067.16

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 11/14/2025 - 1:07PM
 Batch: 00003.11.2025 - 11142025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 1	ACH Enabled: False
12496665T067	NOV 2025 REFUSE	155.25	11/14/2025	609-49750-50387	
12496665T067	NOV 2025 REFUSE	111.22	11/14/2025	101-45500-50387	
12496665T067	NOV 2025 REFUSE	69.43	11/14/2025	101-42280-50387	
12496665T067	NOV 2025 REFUSE	335.64	11/14/2025	101-43000-50387	
12496665T067	NOV 2025 REFUSE	63.36	11/14/2025	615-49550-50387	
12496665T067	NOV 2025 REFUSE	128.79	11/14/2025	615-49550-50387	
12496665T067	NOV 2025 REFUSE	261.52	11/14/2025	602-49450-50387	
12496665T067	NOV 2025 REFUSE	244.22	11/14/2025	101-41940-50387	
	Check Total:	1,369.43			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 2	ACH Enabled: False
287294265529X11	MOBILE PHONES OCT 2025	1,324.30	11/14/2025	101-41420-50321	
	Check Total:	1,324.30			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 3	ACH Enabled: False
982406	ADVERTISING	70.00	11/14/2025	609-49750-50340	
	Check Total:	70.00			
Vendor: 1268	IUOE Local #49			Check Sequence: 4	ACH Enabled: False
FOR NOV 2025	PW UNION DUES	490.00	11/14/2025	101-00000-21708	
	Check Total:	490.00			
Vendor: 1387	MN Dept Of Labor&Industry-Fin			Check Sequence: 5	ACH Enabled: False
ABR0362404X	ANNUAL PRESS VESS FEE X2	50.00	11/14/2025	615-49550-50300	
ALR0182313X	ANNUAL ELEV FEE W/ CREDIT APPLIED	45.00	11/14/2025	101-41940-50401	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	95.00			
Vendor: 2233	STANDARD INSURANCE COMPANY			Check Sequence: 6	ACH Enabled: False
FOR DEC 2025	VISION FOR DEC 2025	186.56	11/14/2025	101-00000-21706	
	Check Total:	186.56			
Vendor: 1621	Windstream			Check Sequence: 7	ACH Enabled: False
OCT 25 - NOV 24	INTERNET 10/25 TO 11/24/2025	321.19	11/14/2025	101-41420-50243	
	Check Total:	321.19			
	Total for Check Run:	3,856.48			
	Total of Number of Checks:	7			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
 Printed: 11/20/2025 - 2:58PM
 Batch: 00004.11.2025 - 11202025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 1	ACH Enabled: False
40003556	MONITORING	41.87	11/20/2025	101-41420-50300	
40021695	MONITORING	84.74	11/20/2025	101-41420-50300	
	Check Total:	126.61			
Vendor: 1010	Alex Air Apparatus 2 LLC			Check Sequence: 2	ACH Enabled: False
53204	SCBA OXYGEN	6,767.72	11/20/2025	101-42280-50240	
	Check Total:	6,767.72			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 3	ACH Enabled: False
1FJX-L7J3-36WM	EAR PROTECTION	85.34	11/20/2025	101-42110-50332	
1K1N-7X4G-4V14	MTG VOICE RECORDER	169.66	11/20/2025	101-41420-50210	
1P1X-VMWQ-NY3D	OFFICE SUPPLIES	92.30	11/20/2025	101-42110-50210	
1X76-NXQC-1PCL	DESKTOP CALCULATOR	65.97	11/20/2025	101-41940-50210	
	Check Total:	413.27			
Vendor: 1646	Ameritas			Check Sequence: 4	ACH Enabled: False
1121 AMER	PAYROLL WITHHOLDING	90.00	11/20/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1029	Artisan Beer Company			Check Sequence: 5	ACH Enabled: False
3809922	BEER	58.50	11/20/2025	609-48000-50252	
	Check Total:	58.50			
Vendor: 2144	AT&T			Check Sequence: 6	ACH Enabled: False
9942778014	BILLING @ HAND	31.30	11/20/2025	101-41420-50321	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	31.30			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 7	ACH Enabled: False
0209516600	LIQUOR	1,212.20	11/20/2025	609-49750-50251	
0209516600	WINE	569.36	11/20/2025	609-49750-50253	
	Check Total:	1,781.56			
Vendor: 1052	BERNICKS			Check Sequence: 8	ACH Enabled: False
10423597	BEER	1,339.20	11/20/2025	609-48000-50252	
10423597	LIQUOR	84.00	11/20/2025	609-48000-50251	
10423602	N/A SALES	192.00	11/20/2025	609-49750-50250	
10423602	BEER	3,837.50	11/20/2025	609-49750-50252	
10423603	N/A SALES	69.12	11/20/2025	609-49750-50250	
10423604	BEER CREDIT	-255.68	11/20/2025	609-49750-50252	
10425989	BEER	1,766.55	11/20/2025	609-48000-50252	
10425990	BEER CREDIT	-135.83	11/20/2025	609-48000-50252	
10425998	BEER	5,495.60	11/20/2025	609-49750-50252	
10425999	N/A SALES CREDIT	-2.11	11/20/2025	609-49750-50250	
	Check Total:	12,390.35			
Vendor: 1921	Bituminous Roadways, Inc.			Check Sequence: 9	ACH Enabled: False
R-232-2025 #3	Pay Request #3 (Final)	56,436.29	11/20/2025	101-43000-50482	
	Check Total:	56,436.29			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 10	ACH Enabled: False
124151519	WINE	340.95	11/20/2025	609-48000-50253	
124151583	LIQUOR	471.55	11/20/2025	609-49750-50251	
124152263	LIQUOR	75.00	11/20/2025	609-48000-50251	
124256813	WINE	129.65	11/20/2025	609-49750-50253	
124262110	LIQUOR	75.00	11/20/2025	609-49750-50251	
124264999	LIQUOR	484.05	11/20/2025	609-48000-50251	
124265236	LIQUOR	4,152.92	11/20/2025	609-49750-50251	
	Check Total:	5,729.12			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 11	ACH Enabled: False
3211736	BEER	874.30	11/20/2025	609-49750-50252	
3211736	N/A	232.00	11/20/2025	609-49750-50250	
3211742	BEER	268.50	11/20/2025	609-48000-50252	
	Check Total:	1,374.80			
Vendor: 1096	Chisago County			Check Sequence: 12	ACH Enabled: False
R-252-2025 #7	CITY RESERVES CSAH #30	46,884.42	11/20/2025	101-43000-50482	
R-252-2025 #7	SRTS CSAH #30	52,668.81	11/20/2025	486-46500-50506	
R-252-2025 #7	DEVELOPER CSAH #30	13,223.81	11/20/2025	101-43000-50482	
R-252-2025 #7	CITY CSAH #30	39,826.83	11/20/2025	101-43000-50482	
	Check Total:	152,603.87			
Vendor: 1109	CINTAS			Check Sequence: 13	ACH Enabled: False
4248834761	UNIFORMS	30.53	11/20/2025	602-49450-50237	
4248834884	SHOP TOWELS	10.55	11/20/2025	101-43000-50300	
4248834884	UNIFORMS	2.58	11/20/2025	620-49600-50237	
4248834884	UNIFORMS	9.12	11/20/2025	602-49450-50237	
4248834884	UNIFORMS	88.23	11/20/2025	101-43000-50237	
4248834884	UNIFORMS	1.34	11/20/2025	101-42110-50237	
4248834884	UNIFORMS	9.50	11/20/2025	101-45000-50237	
4248834884	UNIFORMS	23.29	11/20/2025	615-49550-50237	
4249625097	FLOOR MATS	22.62	11/20/2025	602-49450-50300	
4249625097	UNIFORMS	30.53	11/20/2025	602-49450-50237	
4249625188	GEN BLDG MATS	19.20	11/20/2025	615-49550-50300	
4249625188	UNIFORMS	2.58	11/20/2025	620-49600-50237	
4249625188	UNIFORMS	9.12	11/20/2025	602-49450-50237	
4249625188	SHOP TOWELS	28.75	11/20/2025	101-43000-50300	
4249625188	UNIFORMS	1.34	11/20/2025	101-42110-50237	
4249625188	UNIFORMS	9.50	11/20/2025	101-45000-50237	
4249625188	UNIFORMS	23.29	11/20/2025	615-49550-50237	
4249625188	UNIFORMS	88.23	11/20/2025	101-43000-50237	
4249640214	FD MATS/MOPS/SUPP	14.42	11/20/2025	101-42280-50300	
4249640217	LIBRARY MATS/MOP	27.31	11/20/2025	101-45500-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4249640302	CITY HALL MATS/MOPS/SUPP	70.91	11/20/2025	101-41940-50300	
4249640347	EAST LS MATS/MOPS/SUPPLIES	49.36	11/20/2025	609-49750-50300	
4249640489	WEST LS MATS/MOPS/SUPPLIES	48.49	11/20/2025	609-48000-50300	
4249640530	GEN BLDG FLOOR MATS	20.00	11/20/2025	615-49550-50300	
	Check Total:	640.79			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 14	ACH Enabled: False
02-503168	N/A SALES	20.34	11/20/2025	609-49750-50250	
	Check Total:	20.34			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 15	ACH Enabled: False
2618522	THC	251.00	11/20/2025	609-49750-50254	
2618526	N/A SALES	18.50	11/20/2025	609-48000-50250	
2618531	BEER	3,533.95	11/20/2025	609-48000-50252	
2618551	THC	557.50	11/20/2025	609-48000-50254	
2618552	LIQUOR	350.80	11/20/2025	609-48000-50251	
2618553	LIQUOR	146.60	11/20/2025	609-49750-50251	
2618554	N/A SALES	320.00	11/20/2025	609-49750-50250	
2618556	BEER	8,768.60	11/20/2025	609-49750-50252	
2624092	THC	422.50	11/20/2025	609-49750-50254	
2624093	LIQUOR	73.30	11/20/2025	609-49750-50251	
2624094	N/A SALES	176.17	11/20/2025	609-49750-50250	
2624095	BEER	5,285.59	11/20/2025	609-49750-50252	
2624455	N/A SALES	33.85	11/20/2025	609-48000-50250	
2624456	THC	65.00	11/20/2025	609-48000-50254	
2624457	BEER	2,271.45	11/20/2025	609-48000-50252	
	Check Total:	22,274.81			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 16	ACH Enabled: False
95811	SCADA VPN WORK	580.00	11/20/2025	101-41420-50300	
	Check Total:	580.00			
Vendor: 2292	DEE'S MECHANICAL LLC			Check Sequence: 17	ACH Enabled: False
132	HEATER REPLACE X 2	8,065.00	11/20/2025	101-43000-50401	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
133	SHOP HEATER REPAIR	2,085.00	11/20/2025	602-49450-50401	
	Check Total:	10,150.00			
Vendor: 1143 4849206920	Dr Pepper Snapple Group N/A SALES	243.00	11/20/2025	609-49750-50250	Check Sequence: 18 ACH Enabled: False
	Check Total:	243.00			
Vendor: 1170 900125506 900125506	ESRI SOFTWARE 2025 SOFTWARE 2026	2,666.67 13,333.33	11/20/2025 11/20/2025	101-41420-50242 101-00000-15500	Check Sequence: 19 ACH Enabled: False
	Check Total:	16,000.00			
Vendor: 2301 2569	KIRI FAUL, KIRI PRE-EMP EVAL X 2	1,330.00	11/20/2025	101-42110-50314	Check Sequence: 20 ACH Enabled: False
	Check Total:	1,330.00			
Vendor: 1180 557290 557538	Ferguson US Holdings, Inc WATER METERS Beltclip Repairs	77,000.00 300.00	11/20/2025 11/20/2025	615-49550-50210 615-49550-50400	Check Sequence: 21 ACH Enabled: False
	Check Total:	77,300.00			
Vendor: 2205 21721	FES, Inc. GARMENT REPAIR	67.99	11/20/2025	101-42280-50201	Check Sequence: 22 ACH Enabled: False
	Check Total:	67.99			
Vendor: 1690 F23931	Flagship Recreation NORTHWOODS PARK REPAIRS	1,752.95	11/20/2025	101-45000-50404	Check Sequence: 23 ACH Enabled: False
	Check Total:	1,752.95			
Vendor: 1706 23956-LAB/EMP 24028-GEN OCT 24028-GEN OCT 24028-GEN OCT	Flaherty & Hood, P.A. LABOR & EMP MATTERS OCT 2025 GEN MUNI & REAL ESTATE MATTERS GEN MUNI & REAL ESTATE MATTERS GEN MUNI & REAL ESTATE MATTERS	2,105.00 7,596.75 1,881.25 376.25	11/20/2025 11/20/2025 11/20/2025 11/20/2025	101-41610-50304 101-41610-50304 201-46500-50304 101-41910-50304	Check Sequence: 24 ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
24028-GEN OCT	GEN MUNI & REAL ESTATE MATTERS	205.00	11/20/2025	101-41610-50304	
	Check Total:	12,164.25			
Vendor: 2240 734736	GigFire LLC PARKS WIFI	70.00	11/20/2025	101-41420-50243	ACH Enabled: False
	Check Total:	70.00			
Vendor: 1225 9350874517	Graybar LIGHTING NEW ASH ST BLDG	280.03	11/20/2025	612-49700-50525	ACH Enabled: False
9350874517	LIGHTING NEW ASH ST BLDG	186.69	11/20/2025	615-49550-50525	
9350874517	LIGHTING NEW ASH ST BLDG	280.03	11/20/2025	602-49450-50525	
9350874517	LIGHTING NEW ASH ST BLDG	1,120.12	11/20/2025	101-49990-50525	
	Check Total:	1,866.87			
Vendor: 1234 HACH51796 HACH51796	Hach Company 2026 WATER CALIBRATION 2026 WASTEWATER CALIBRATION	1,627.00 11,208.00	11/20/2025 11/20/2025	615-00000-15500 602-00000-15500	ACH Enabled: False
	Check Total:	12,835.00			
Vendor: 1239 7256347	Hawkins, Inc. WASTEWATER CHEMICALS	4,620.59	11/20/2025	602-49450-50272	ACH Enabled: False
	Check Total:	4,620.59			
Vendor: 1998 100001501023	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY NETWORK SWITCHES/FIREWALL	1,849.78	11/20/2025	101-41420-50244	ACH Enabled: False
	Check Total:	1,849.78			
Vendor: 1246 874751 874761	HOHENSTEINS, INC. BEER BEER	141.00 498.40	11/20/2025 11/20/2025	609-48000-50252 609-49750-50252	ACH Enabled: False
	Check Total:	639.40			
Vendor: 1265 985291	Isanti-Chisago County Star ADVERTISING	70.00	11/20/2025	609-49750-50340	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	70.00			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 32	ACH Enabled: False
2919642	LIQUOR	5,714.97	11/20/2025	609-49750-50251	
2919643	LIQUOR	181.02	11/20/2025	609-49750-50251	
2919644	WINE	559.84	11/20/2025	609-49750-50253	
2919645	N/A SALES	77.68	11/20/2025	609-49750-50250	
2919646	THC	128.00	11/20/2025	609-49750-50254	
2919647	LIQUOR	316.68	11/20/2025	609-49750-50251	
2919648	WINE	1,670.64	11/20/2025	609-49750-50253	
2919649	LIQUOR	3,491.80	11/20/2025	609-48000-50251	
2919650	WINE	92.84	11/20/2025	609-48000-50253	
2919651	N/A SALES	38.84	11/20/2025	609-48000-50250	
2919652	THC	342.60	11/20/2025	609-48000-50254	
2919653	LIQUOR	109.84	11/20/2025	609-48000-50251	
2919654	WINE	1,249.76	11/20/2025	609-48000-50253	
2924674	WINE	871.93	11/20/2025	609-49750-50253	
2924675	LIQUOR	2,322.53	11/20/2025	609-49750-50251	
2924676	N/A SALES	49.84	11/20/2025	609-49750-50250	
2924677	LIQUOR	1,354.70	11/20/2025	609-49750-50251	
2924678	LIQUOR	466.36	11/20/2025	609-48000-50251	
2924679	WINE	898.92	11/20/2025	609-48000-50253	
2924680	LIQUOR	964.78	11/20/2025	609-48000-50251	
	Check Total:	20,903.57			
Vendor: 1658	Kramer Mechanical Plumbing & Heating, Inc.			Check Sequence: 33	ACH Enabled: False
34306	NEW ASH STREET BLDG HEAT	8,070.00	11/20/2025	101-49990-50525	
34306	NEW ASH STREET BLDG HEAT	2,017.50	11/20/2025	612-49700-50525	
34306	NEW ASH STREET BLDG HEAT	1,345.00	11/20/2025	615-49550-50525	
34306	NEW ASH STREET BLDG HEAT	2,017.50	11/20/2025	602-49450-50525	
	Check Total:	13,450.00			
Vendor: 1878	Larkin Hoffman Attorneys			Check Sequence: 34	ACH Enabled: False
865725 OCT2025	Legislative Representation OCT 2025	2,500.00	11/20/2025	101-41800-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,500.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 35	ACH Enabled: False
FOR NOV 2025	Jason Sievert 1/2 FOR NOV	36.50	11/20/2025	101-00000-21708	
	Check Total:	36.50			
Vendor: 1304	League Of Minnesota Cities			Check Sequence: 36	ACH Enabled: False
437067	MemberLearn Path: Elections Administration	15.00	11/20/2025	101-41400-50332	
	Check Total:	15.00			
Vendor: 1317	LMCIT-Berkley Risk Administrators Co. LLC			Check Sequence: 37	ACH Enabled: False
1004793-8	Property/Casualty Coverage Premium 2026	238,869.00	11/20/2025	101-00000-15500	
	Check Total:	238,869.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 38	ACH Enabled: False
833882	BEER	663.75	11/20/2025	609-48000-50252	
833882	LIQUOR	340.50	11/20/2025	609-48000-50251	
833882	N/A SALES	43.75	11/20/2025	609-48000-50250	
833901	BEER CREDIT	-17.60	11/20/2025	609-49750-50252	
833913	LIQUOR	961.10	11/20/2025	609-49750-50251	
833915	BEER	4,153.65	11/20/2025	609-49750-50252	
833915	N/A SALES	110.80	11/20/2025	609-49750-50250	
833915	LIQUOR	33.60	11/20/2025	609-49750-50251	
834269	LIQUOR CREDIT	-99.30	11/20/2025	609-48000-50251	
834271	LIQUOR CREDIT	-99.30	11/20/2025	609-49750-50251	
834536	LIQUOR CREDIT	-120.60	11/20/2025	609-49750-50251	
834927	LIQUOR	120.60	11/20/2025	609-48000-50251	
834927	BEER	2,036.60	11/20/2025	609-48000-50252	
834929	LIQUOR	408.10	11/20/2025	609-49750-50251	
834933	BEER CREDIT	-158.40	11/20/2025	609-49750-50252	
835046	THC	71.76	11/20/2025	609-49750-50254	
835046	BEER	2,703.40	11/20/2025	609-49750-50252	
835273	BEER CREDIT	-118.10	11/20/2025	609-49750-50252	
835274	LIQUOR CREDIT	-60.30	11/20/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
8860722	BEER CREDIT	-18.40	11/20/2025	609-49750-50252	
	Check Total:	10,955.61			
Vendor: 1869	Mike Armstrong Contracting			Check Sequence: 39	ACH Enabled: False
511	CULVERT REPAIR 360TH ST	1,675.00	11/20/2025	612-49700-50300	
512	SEWER MAIN REPAIR BIRCH ST	1,045.00	11/20/2025	602-49450-50407	
513	SEWER MAIN REPAIR ELM ST	1,045.00	11/20/2025	602-49450-50407	
	Check Total:	3,765.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 40	ACH Enabled: False
16672	MICROSOFT LICENSING	11.98	11/20/2025	101-41420-50242	
16673	MICROSOFT LICENSING	47.92	11/20/2025	101-41420-50242	
16674	MICROSOFT LICENSING	59.90	11/20/2025	101-41420-50242	
16675	MICROSOFT LICENSING	83.86	11/20/2025	101-41420-50242	
16676	MICROSOFT LICENSING	83.86	11/20/2025	101-41420-50242	
16677	MICROSOFT LICENSING	83.86	11/20/2025	101-41420-50242	
16678	MICROSOFT LICENSING	83.86	11/20/2025	101-41420-50242	
16762	CONSULT FOR ANALYZE 10/29/2025	62.25	11/20/2025	101-41420-50300	
16882	PD TECH SUPPORT 11/4/2025	125.00	11/20/2025	101-41420-50300	
	Check Total:	642.49			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 41	ACH Enabled: False
2026-029	BLDG FUEL OCT 2025	108.71	11/20/2025	101-42400-50212	
2026-029	PW FUEL OCT 2025	653.89	11/20/2025	101-43000-50212	
2026-029	GEN FUEL OCT 2025	81.32	11/20/2025	620-49600-50212	
2026-029	WW FUEL OCT 2025	165.00	11/20/2025	602-49450-50212	
2026-029	PD FUEL OCT 2025	2,401.58	11/20/2025	101-42110-50212	
2026-029	FD FUEL OCT 2025	545.88	11/20/2025	101-42280-50212	
2026-029	WTR FUEL OCT 2025	212.79	11/20/2025	615-49550-50212	
	Check Total:	4,169.17			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 42	ACH Enabled: False
FOR DEC 2025	NCPERS FOR DEC 2025	48.00	11/20/2025	101-00000-21714	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	48.00			
Vendor: 1440 327584	North Central Bus & Equip Inc. ORGANIZER/BOX FOR 623	698.00	11/20/2025	Check Sequence: 43 615-49550-50404	ACH Enabled: False
	Check Total:	698.00			
Vendor: 1449 PSO255499-2 PSO255522-1	Nuss Truck & Equipment M-9 REPAIRS M-9 REPAIRS	91.83 440.75	11/20/2025 11/20/2025	Check Sequence: 44 101-43000-50404 101-43000-50404	ACH Enabled: False
	Check Total:	532.58			
Vendor: 1763 DV25100447	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE WAN SERVICES FOR OCT 2025	1,150.00	11/20/2025	Check Sequence: 45 101-41420-50243	ACH Enabled: False
	Check Total:	1,150.00			
Vendor: 2293 FOR OCT 2025	On-Line Retrievers Animal Control OCTOBER 2025	825.60	11/20/2025	Check Sequence: 46 101-42700-50310	ACH Enabled: False
	Check Total:	825.60			
Vendor: 1465 279171 279172 280031	Paustis Wine Company WINE WINE WINE CREDIT	880.50 550.25 -15.25	11/20/2025 11/20/2025 11/20/2025	Check Sequence: 47 609-48000-50253 609-49750-50253 609-49750-50253	ACH Enabled: False
	Check Total:	1,415.50			
Vendor: 2302 133	TIMOTHY PETERSON, TIMOTHY FIREHALL BUILDING REPAIRS	2,802.50	11/20/2025	Check Sequence: 48 101-42280-50401	ACH Enabled: False
	Check Total:	2,802.50			
Vendor: 1474 5074782 5074783 5074784 5074784	PHILLIPS WINE & SPIRITS, INC WINE LIQUOR LIQUOR WINE	171.68 5,196.82 62.29 1,906.38	11/20/2025 11/20/2025 11/20/2025 11/20/2025	Check Sequence: 49 609-48000-50253 609-49750-50251 609-49750-50251 609-49750-50253	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5074785	LIQUOR	2,913.28	11/20/2025	609-48000-50251	
5074786	WINE	955.72	11/20/2025	609-48000-50253	
5074786	LIQUOR	62.29	11/20/2025	609-48000-50251	
5078470	LIQUOR	1,049.20	11/20/2025	609-49750-50251	
5078471	LIQUOR	69.84	11/20/2025	609-49750-50251	
5078471	WINE	409.20	11/20/2025	609-49750-50253	
5078472	N/A SALES	335.42	11/20/2025	609-49750-50250	
5078473	WINE	45.84	11/20/2025	609-48000-50253	
	Check Total:	13,177.96			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 50	ACH Enabled: False
	STORE 2 RENT FOR DECEMBER 2025	6,479.36	11/20/2025	609-48000-50412	
	Check Total:	6,479.36			
Vendor: 1487	Prophoenix Corporation			Check Sequence: 51	ACH Enabled: False
2026036	ANNUAL MAINT/SUPP 2026	7,831.57	11/20/2025	101-00000-15500	
	Check Total:	7,831.57			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 52	ACH Enabled: False
W-109735	BEER	109.67	11/20/2025	609-48000-50252	
W-109739	BEER	93.08	11/20/2025	609-49750-50252	
	Check Total:	202.75			
Vendor: 2304	RASCH DESIGNS			Check Sequence: 53	ACH Enabled: False
1155	COURSE MAP	750.00	11/20/2025	486-46500-50506	
	Check Total:	750.00			
Vendor: 1494	Red Bull Distribution Company			Check Sequence: 54	ACH Enabled: False
2030237556	N/A SALES	84.00	11/20/2025	609-49750-50250	
	Check Total:	84.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 55	ACH Enabled: False
B020427	New Development Water Line Test	87.50	11/20/2025	101-00000-21140	
B020428	WEEKLY WATER TESTING	105.00	11/20/2025	615-49550-50315	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
B020429	WEEKLY WATER TESTING	124.60	11/20/2025	615-49550-50315	
	Check Total:	317.10			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 56	ACH Enabled: False
NV316583	UNIFORM-BS	82.47	11/20/2025	101-43000-50237	
NV316583	UNIFORM-BS	67.48	11/20/2025	602-49450-50237	
NV316583	STOCK SAFETY VESTS	381.25	11/20/2025	101-43000-50237	
NV316584	UNIFORM-CL	54.75	11/20/2025	101-43000-50237	
NV316584	UNIFORM-CL	18.25	11/20/2025	101-45000-50237	
NV316585	UNIFORM-BG	41.93	11/20/2025	101-43000-50237	
NV316585	UNIFORM-BG	41.93	11/20/2025	602-49450-50237	
NV316585	UNIFORM-BG	41.92	11/20/2025	615-49550-50237	
NV316586	UNIFORM-PL	284.32	11/20/2025	602-49450-50237	
NV316587	UNIFORM-DFS	92.98	11/20/2025	101-43000-50237	
NV316588	UNIFORM-BS	153.95	11/20/2025	101-43000-50237	
	Check Total:	1,261.23			
Vendor: 1897	Nathan M. Sondrol			Check Sequence: 57	ACH Enabled: False
MREJ 2025	RT MILEAGE TO MREJ SUMMIT	68.60	11/20/2025	201-46500-50331	
	Check Total:	68.60			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 58	ACH Enabled: False
2688904	WINE	61.39	11/20/2025	609-48000-50253	
2688904	LIQUOR	2,705.93	11/20/2025	609-48000-50251	
2689370	LIQUOR	1,530.82	11/20/2025	609-49750-50251	
2689371	WINE	249.68	11/20/2025	609-49750-50253	
2692056	LIQUOR	2,009.62	11/20/2025	609-49750-50251	
2692057	LIQUOR	1,472.98	11/20/2025	609-49750-50251	
2692058	WINE	1,043.60	11/20/2025	609-49750-50253	
	Check Total:	9,074.02			
Vendor: 1542	Staples			Check Sequence: 59	ACH Enabled: False
7007615913	FOR INVOICE 6047653289	176.52	11/20/2025	101-41940-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	176.52			
Vendor: 1550 1792587	STREICHERS NEW HIRE UNIFORM	138.96	11/20/2025	Check Sequence: 60 101-42110-50237	ACH Enabled: False
	Check Total:	138.96			
Vendor: 2300 11902	TOTAL CONTROL SYSTEMS, INC. PRESSURE TRANSMITTER TOWER 1	1,450.00	11/20/2025	Check Sequence: 61 615-49550-50404	ACH Enabled: False
	Check Total:	1,450.00			
Vendor: 1584 568558514 568774954	U.S. Bank Equipment Finance COPY MACHINE LEASE COPY MACHINE LEASE	185.00 958.08	11/20/2025 11/20/2025	Check Sequence: 62 101-41420-50219 101-41420-50219	ACH Enabled: False
	Check Total:	1,143.08			
Vendor: 1598 3797273 3797274	Viking Coca-Cola Bottling Co. N/A SALES N/A SALES	227.40 219.00	11/20/2025 11/20/2025	Check Sequence: 63 609-49750-50250 609-48000-50250	ACH Enabled: False
	Check Total:	446.40			
Vendor: 1611 153882	WATSON COMPANY N/A SALES	1,094.54	11/20/2025	Check Sequence: 64 609-49750-50250	ACH Enabled: False
	Check Total:	1,094.54			
Vendor: 1754 INV-011677	WorldWide Cellars, Inc. WINE	486.96	11/20/2025	Check Sequence: 65 609-49750-50253	ACH Enabled: False
	Check Total:	486.96			
Vendor: 1637 IN002161334	Ziegler Cat GEN SET RENTAL	9,632.75	11/20/2025	Check Sequence: 66 602-49450-50300	ACH Enabled: False
	Check Total:	9,632.75			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Total for Check Run:	758,873.48			
	Total of Number of Checks:	66			



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
WEDNESDAY, NOVEMBER 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

Wednesday, November 12, 2025

1. CALL TO ORDER

Mayor Kevin Schieber called the North Branch City Council Meeting to order at 7 PM.

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

RESULT: Passed

MOVER: 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.

Kelly Neider 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 - October 28th, 2025, 7:00 PM ACTION
- c. Approval of Resolution R-228-2025 Releasing Letter of Credit and Developer Obligations for Meadows North 4th Addition ACTION
- d. Cannabis and Hemp Ordinance Amendment #399-25 to include low potency hemp edible retailers and summary publication of said ordinance ACTION
- e. Approval of Pay Request #3 (Final) for 2025 Pavement Improvement Project ACTION
- f. Approval of Transient Merchant License - Renewal By Andersen ACTION
- g. Approval of Resolution R-249-2025 Releasing Letter of Credit and Developer Obligations for Falcon Apartments ACTION
- h. Recieve Monthly Legal Staff Report INFO
- i. Approval of Resolution R-250-2025 Certifying Unpaid Utility Bills ACTION
- j. Approval of Resolution # R-252-2025 authorizing payment #7 for CSAH 30 street improvement project ACTION

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider approval of the hiring of Matt Fraley as the Director of Public Works and Utilities for the City of North Branch ACTION

Human Resources Director Travis Miles brought the consideration of approval of hiring Matt Fraley as the Director of Public Works and Utilities for the City of North Branch. Mr. Matt Fraley was selected as the top candidate for the position by the selection committee, based on having had the highest-scoring matrix, a certificate in Public Works, and having completed the Public Works Leadership Academy and Public Works Executive Fellowship through Hamilin University. Mr. Fraley has 19 years of experience

in Public Works, the majority of that in leadership roles. He has experience with departmental budgeting, City Policies, Comprehensive Plans, SCADA, GIS, and has served as a Safety Committee member. Mr Fraley holds a Class A water Operator License and a Class B Wastewater License. He has the experience in Public Works and leadership that was being looked for.

Commissioner Jeff Goulet brought up the possibility of changing the hiring process in the future of Department Heads. Jeff requested getting more information about the pool of candidates and, sooner, having more involvement as a Councilmember in the hiring process.

The motion was to approve Matt Fraley as the Director of Public Works

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

b. Update Regarding Student/Pedestrian Safety Concerns on Grand Ave INFO

Police Chief Dan Meyer gave an update regarding student/pedestrian safety concerns on Grand Avenue. Our patrol officers continue to provide as much proactive patrol and extra enforcement in the area as they can, especially before and after school hours. Dan reached out to the Chisago County Sheriff's Office to let them know of the concerns that were discussed. Their patrol deputies are providing additional proactive patrol in the area when they are able. We also requested our volunteer reserve officers to provide extra patrols in that area when they are working. North Branch Area School Superintendent Sara Paul, advised that she had reached out to residents who expressed interest in assisting with the crossing guard program. It sounds like this program is going well, and crossing guards have been added at additional intersections, such as Grand Ave. and Maple St. near Kwik Trip. The City's Public Works department added in-street pedestrian crossing signs on Grand Ave. at 381st St. and 378th St. Unfortunately, these signs have to be removed over the winter due to snow plowing, but we plan on bringing them back out in the Spring. We discussed the option of adding permanent speed monitor signs on Grand Ave. The cost per sign is around \$7000 (\$14,000 if we added speed monitors covering both directions). We will continue to explore this option during the upcoming Safe Routes to School project.

We have also seen a decrease in traffic congestion since the completion of the County Road 30 project. We will continue to provide as much extra patrol/ traffic enforcement on Grand Ave., and we look forward to participating in the upcoming Safe Routes to Schools Project to help identify additional solutions moving forward.

Chief Meyer introduced the newly appointed SRO at the North Branch School District, Officer Kendra Rock. Superintendent Sara Paul spoke to the council, commenting that the SRO position is so critical for our school system, and it's a great partnership with the police department.

c. Approval of resolution R-253-2025 accepting bid for the Minnesota Paid Leave Private Plan and cost share between employee and employer. ACTION

Human Resources Generalist Travis Miles brought the new Minnesota Statute Chapter 26B, Family and Medical Leave Benefits program that will take effect on January 1, 2026, to the City Council.

Under the state program, employers are required to contribute 0.88% of employee wages to fund the program. Employers may choose to share this cost equally with employees, with each contributing up to

0.44%. The Minnesota Department of Employment and Economic Development (DEED) will conduct an annual review each April to assess program revenue and expenditures. Based on that review, the contribution rate may be adjusted, up to a maximum of 1.1%. Based on cost projections and alignment with the preliminary 2026 budget, the staff recommends a 50/50 cost split between the City and employees. Under this arrangement, the City of North Branch would contribute 0.395% of wages, and employees would contribute 0.395% through payroll withholding.

Motion to approve the resolution authorizing the City of North Branch to use MetLife as the provider for Paid Family and Medical Leave coverage, effective January 1, 2026, with a 50/50 cost share between the City and employees.

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

- d. NW Old Town Feasibility Study presentation and resolution to receive the feasibility and set the public improvement hearing ACTION

North Branch City's Engineer Justin Messner from WSB presented the Northwest Old Town Street and Utility Improvements project. The project involves the reconstruction of streets in the Old Town area along with drainage improvements, storm water detention, water main improvements, and sanitary sewer remediation. Sidewalks could be included in the project along Elm Street and Ninth Avenue, and street parking along Elm Street, at the Council's direction.

The proposed project schedule includes completing utilities and the first lift of bituminous pavement by October 31, 2026, and completion of the final lift of bituminous pavement and restoration by June 30, 2027. A neighborhood meeting to discuss the project is scheduled for November 17, 2025, and December 9, 2025, is the date proposed for a Public Hearing on the improvement.

The proposed improvement cost is estimated to be \$5,547,400, which includes 10% contingency and 20% indirect costs. Funding for the project is proposed to be provided through Municipal State Aid (MSA) funds, assessment to the benefiting properties, Street Fund, Restricted Fund, Watermain Fund, Sanitary Sewer Fund, and Storm Fund. Heidi Hamilton, Senior Project Manager from WSB, gave a PowerPoint presentation regarding the improvement project. The PowerPoint presentation included the proposed improvements and the project schedule.

The project schedule is as follows if Resolution R-251-2025 is approved by the City Council.

City Council Receives Feasibility Study/Order Public Hearing November 12, 2025
1st Public Information Meeting November 19, 2025
Public Hearing/Authorize Preparation of Plans and Specifications December 9, 2025
2nd Public Information Meeting February 2026
Approve Plans and Specifications/Authorize Advertisement for Bid February 24, 2026
Receive Bids March 2026
Public Hearing/Award Contract April/May 2026
3rd Public Information Meeting May 2026
Begin Construction June 2026
Final Completion October 2026

The motion is to approve the resolution to receive the feasibility report and call a hearing on the improvement.

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

e. September Finance Update INFO

Finance Director Sharon Wright gave the September Finance Update.

f. Consider approval of Resolution R-248-2025 Concerning Bond Reimbursement Regulations ACTION

Finance Director Sharon Wright presented Resolution R-248-2025 concerning bond reimbursement regulations to the City Council. There has been discussion with the City Council about whether to utilize bonds to purchase equipment that has become obsolete. The Council discussed various financing options, including bank financing, leasing, and bonding, while expressing concerns about the long-term financial implications of bonding patrol vehicles and the need for a more fiscally responsible approach.

Motion to table Resolution R-248-2025 until November 25th, and have more discussions regarding the bond reimbursement next week at the City Council workshop.

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

10. MAYOR/CITY COUNCIL

a. Leaf Vacuum Trucks and Compost site schedule discussion VERBAL UPDATE

Mayor Kevin Schieber brought up the topic of leaf pickup and compost site hours of availability. Mayor Schieber discussed feedback from residents over the past few weeks regarding the dissatisfaction with the pickup services, as well as the hours of operation for the compost site. There was some discussion regarding the cost of having the leaf pickup service in the City of North Branch and how many residents use this service. The feedback from this Fall's leaf pickup and compost site hours needs to be looked at for next year, and maybe some dates and times should be adjusted.

b. Discussion on potential Facebook archive policy INFO

Mayor Kevin Schieber brought up the City of North Branch's city Facebook account and the potential of purchasing an archiving solution for all of our social media. Mayor Schieber emphasized the importance of public comment and the need for a consistent policy across all city Facebook accounts and the involvement of staff in managing comments.

c. Community Volunteerism to assist with City Tasks or Projects

VERBAL
UPDATE

Mayor Schieber brought up the potential for community volunteers to assist with city projects, such as the warming house and parks, and trails. A suggestion was made to create a list of available projects for potential volunteers. There was some concern brought up regarding the City's liability if someone volunteering gets hurt, and also complying with labor laws.

d. Closed meeting for the evaluation of performance of City Administrator under Minn. Stat. Sec. 13D.05, subd. 3(a). INFO

The meeting went into closed session for the evaluation of the performance of City Administrator under Minn. Stat. Sec. 13D.05, subd. 3(a) at 9 PM.

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

11. ADJOURNMENT

The meeting was adjourned at 10:18 PM.

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



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/12/2025

Board & Commission: City Council

Subject: Approve Request to Change City Hall Hours for December 26, 29, and 30

BACKGROUND:

Request the Council to reduce the public service hours at City Hall for December 26, 29 and 30. Instead of being open to the public from 8 to 4:30 each of these days, the City requests that City Hall be open from 8am - 12noon. Doors will be locked at noon and the phone will not be answered. Staff are still expected to work their full shift or take leave, but the reduced public hours give staff time to catch up on paperwork. We expect that there will be little or no impact on developers or construction at this time of the year. Notice of the time change will be communicated to developers with active building permits so they are aware. The City has reduced hours every year since 2018 with no complaints from the public, and staff appreciated the time to work on special projects without having to staff phones and the service counter.

Requested Action:

Consider and approve, if deemed appropriate, a change in public service hours for December 26, 29, and 30 to 8am to 12noon.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 11/14/2025

Board & Commission: City Council

Subject: Approve the LG240B Application to Conduct Excluded Bingo - Vikings Girls Homerun Club

Background Information:

Vikings Girls Homerun Club would like to hold bingo at the American Legion Post 85 located at 6439 Elm Street, North Branch, MN 55056 on February 7th, 2026. The clerk's office signs off on the application before it can send it to the Minnesota Alcohol & Gambling Enforcement office, so that they can be issued a permit to carry out such an event as requested.

Staff Recommendation:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the Vikings Girls Homerun Club.

Voting Requirements:

Voting Options Simple Majority

ORGANIZATION INFORMATION

Organization Name: Vikings Girls Homerun Club Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: _____

City: Stacy State: MN Zip: 55079 County: Chisago

Name of Chief Executive Officer (CEO): Courtney Charpentier

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 at least 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.)

Current calendar year Certificate of Good Standing
Don't have a copy? This certificate must be obtained each year 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

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No

If yes, list the dates when bingo was conducted: February 1st 2025

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: February 7th 2026
-OR-

conducted on up to 12 consecutive days in connection with a:

county fair Dates: _____

civic celebration Dates: _____

Minnesota State Fair Dates: _____

Person in charge of bingo event: Courtney Charpentier Daytime Phone: _____

Name of premises where bingo will be conducted: American Legion Post 85

Premises street address: 6439 Elm Street

City: North Branch If township, township name: _____ County: Chisago

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**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota 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.

Chief Executive Officer's Signature: *Courtney Charpentier* Date: 11-9-25
(Signature must be CEO's signature; designee may not sign)

Print Name: Courtney Charpentier

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

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

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 11/14/2025

Board & Commission: City Council

Subject: Approve 2026 Liquor and Tobacco Licenses

Background Information:

Each year, liquor and tobacco licenses are required to be renewed to operate within the city limits of the City of North Branch.

This year, we have received the following liquor and tobacco license renewals, and each application was completed properly, along with the appropriate payments. All these licenses went through a background check, which was completed successfully. Each business was also required to submit a certificate of liability insurance.

After council approval, the City Clerk sends the applications to the Minnesota Alcohol and Gambling Division for all liquor renewals and the Minnesota Revenue Department for all tobacco renewals, informing them of the approved licenses and updates the report at the end of the year. Licenses are emailed to all respective businesses by December 31st or earlier.

The following businesses are hereby approved after completion of the application and background check for 2026:

- King Tobacco North Branch - Tobacco
- County Market - Tobacco
- Downtown Smoke Shop Inc. - Tobacco
- North Branch Municipal Liquor Store - Tobacco
- North Branch Golf Course - 3.2 On-Sale Liquor
- North Branch American Legion - Club and Sunday Liquor
- Olde Brick Inn - On-Sale Intoxicating Liquor and Sunday Liquor
- Pizza Pub - On-Sale Intoxicating Liquor and Sunday Liquor
- Don-Julio North Branch - On-Sale Intoxicating Liquor and Sunday Liquor
- Muddy Cow - On-Sale Intoxicating Liquor and Sunday Liquor

- Tailgaters Sport Bar and Grill - On-Sale Intoxicating Liquor and Sunday Liquor
- County Market - Off-Sale 3.2 Malt Liquor

Requested City Council Action:

Approve the 2026 Liquor and Tobacco Renewals

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/17/2025

Board & Commission: City Council

Subject: Approval of Resolution R-255-2025 to approve the Meadows Ridge 1st Addition Final Plat

Overview / Background

LGI Homes – Minnesota, LLC (Developer) submitted an application, requesting Final Plat approval for Phase 1 of its Meadows Ridge development, a 336-unit residential development (Development). The Final Plat for Phase 1 includes 115 units and 6 outlots. The Preliminary Plat and Planned Unit Development (PUD) standards were approved by the City Council on November 26, 2024, per Resolution Nos. R-116-2024 and R-117-2024.

Issue(s) to Consider

1. Land Use and Zoning
2. Plat Standards

Analysis of Issue(s)

1. Land Use & Zoning

The Subject Property is currently guided and zoned Low Density Residential, Medium Density Residential and Business, per the 2018 Comprehensive Plan. The Development follows Planned Unit Development (PUD) established by Resolution No. R-116-2024 on January 25, 2022. The preliminary plat approval required a condition of

Land Use and Zoning standards are satisfied.

2. Plat Standards

The Plat proposes to create 115 individual lots and 6 outlots on 119 acres. New right of way for

Fairfield Ln, Fallbrook Ave, Farmington Ln, Flink Ave, 400th St, 402nd St, 403rd st right of way is to be dedicated with this Plat; there are 6 outlots. This is the first phase of the Meadows Ridge development.

The proposed Plat is consistent with the approved Preliminary Plat and PUD standards. The Developer is providing additional sidewalks and pedestrian connection points to enhance access and address pedestrian safety.

The Preliminary Plat and PUD resolutions included a condition that prior to final plat approval of phase 1 that a transportation study be completed for 400th St and Flink Ave and to develop a cost share agreement. The developer has completed the study and cost share agreement.

Land Use and Zoning standards are consistent with the approved PUD standards for this development.

Staff Recommendation

City staff recommend approval of the Final Plat for Meadows Ridge 1st Addition.

Recommended Planning Commission Action

Motion to approve the Final Plat for Meadows Ridge 1st Addition.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-255-2025

A RESOLUTION APPROVING THE MEADOWS RIDGE 1ST ADDITION FINAL PLAT

WHEREAS, LGI Homes - Minnesota, LLC, (“Applicant”), owner of the 119-acre parcel of land, and is legally described as; Parcel 1: The West Half of the Southwest Quarter, Section 8, Township 35, Range 21, Chisago County Minnesota; and Parcel 2: The Northeast Quarter of the Southwest Quarter of Section 8, Township 35, Range 21, Chisago County Minnesota, except that part thereof heretofore deeded to the State of Minnesota for highway purposes; and located at the northwest intersection of Flink Avenue and 400th Street (PID: 11.00142.10 and 11.00143.00) (“Subject Property”), has requested Final Plat approval for Meadows Ridge 1st Addition (“Plat”); and,

WHEREAS, the Meadows Ridge development is a 336-unit residential development (“Development”), planned to be constructed in four (4) phases; and,

WHEREAS, this Plat is the first phase of the Development and proposes to create the remaining 115 lots, six (6) outlots, for public access, drainage and open space with the exception of Outlot E which is a 5.27 acre parcel designated for future commercial development, and associated right of way, and

WHEREAS, the Subject Property is guided for LUR-1 Single-Family Residential, LUR-2 Medium-Density Residential and LUB Business per the 2018 Comprehensive Plan (“Land Use”), and zoned a combination of R-1 Single-Family Residential, R-2 Medium-Density Residential, and B Business District; and,

WHEREAS, on November 26, 2024, the City Council approved the Preliminary Plat and PUD standards for the Development, per Resolution No. R-116-202 and R-117-2024

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the Final Plat for Meadows Ridge 1st Addition is hereby approved with the following conditions:

1. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney’s review of the title work and plat opinion.
2. Owner shall pay to the City all applicable fees and expenses incurred by the City as related to the Development.
3. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of

the Development shall comply with all applicable state laws and city codes, ordinance, and regulations.

4. The Developer and City shall partner on an in-depth study to develop a Transportation Plan Study for required transportation improvements to Flink Avenue and 400th Streets, the cost for such improvements, and cost-responsibility for those improvements as required by the Development; the Developer and City shall develop a scope of services and cost-share agreement prior to Final Plat approval of Phase 1 of the Development; and
5. The Developer, at its own expense, will be responsible for constructing the required improvements to Flink Avenue and 400th Street with future phases of the Meadows Ridge Development as to be described in the Master Development Agreement and agreed with future Subdivision Agreements. Construction of those improvements shall be required with each applicable future phase of the Development, which shall be outlined in each subsequent Subdivision Agreement for each future phase. If agreed by the City, the Developer may pay to the City the lump sum of those identified Development-specific construction costs, as identified by the Transportation Plan Study.
6. The applicant will submit final grading and drainage plans for final City Engineer and Public works and obtain city approval prior to issuance of a grading permit.
7. The applicant shall submit final utility plans for each phase of development prior to commencement of any utility installation activity subject to city staff review and approval.
8. The applicant is responsible for all required permitting associated with site grading, utility installation and building construction prior to commencement of any specific activity occurring.
9. The applicant dedicate shall dedicate Outlots D to the City prior to issuance of a building permit within the associated development phase.
10. The applicant shall submit park dedication fee for the development at the time of exceeding the approved number of credits approved through the park credit utilization agreement from the Meadows North developments to the city prior to release of the corresponding final plat for recording.
11. The applicant submit a Letter of Credit or cash for 125% of the utility installation cost, the site grading cost and the proposed landscaping that will be required prior to initiation of each phase of construction.
12. Title work for the Plat shall be provided to and conform to any requirements resulting from City staff and the City Attorney's review of the title work and plat opinion.
13. The applicant is required to obtain site plan approval for the commercial site prior to construction. A sign indicating this is a commercial site shall be posted on the site to notify future property owners in the neighborhood.
14. The applicant shall install a sign at each of the deadend roads indicating that the road is intended to be extended for future development.
15. Access to the commercial site is restricted to one curbcut from Flink and one from 400th Street.
17. The applicant shall dedicate standard drainage and utility easement on each residential lot and over all public stormwater ponds and designated wetlands.
16. The applicant shall install an opaque fence along the northeast property line including Outlot F, prior to receiving a certificate of occupancy for any of the lots.

17. The applicant shall provide mitigation on site to reduce the impact of noise from the interstate, which would include an increase in the proposed berm height, increased landscaping, installation of a fence, or a combination of all three along the eastern property line of Outlot F at the time of future platting. The revised plans are subject to City staff review and approval prior to receiving any permits for those properties.
18. The applicant will record against the title for all lots along the eastern property line of Outlot F that the City, County and State will not install a sound wall along I-35 in this area.
19. The applicant increase the number of trees to two (2) within the rear yards of properties adjacent to the future commercial site; Lots 15-30 Block 1.
20. The development shall comply with the setbacks residential units as outlined in approved PUD.

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

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

MEADOWS RIDGE

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 8, TWP. 35, RGE. 21

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

The West half of the Southwest Quarter of Section 8, Township 35, Range 21, Chisago County, Minnesota.

and

The Northeast Quarter of the Southwest Quarter of Section 8, Township 35, Range 21, Chisago County, Minnesota, except that part thereof deeded to the State of Minnesota for highway purposes.

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

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

LGI Homes – Minnesota, LLC

Jay Roos as Officer

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this ____ day of _____, 20____ by Jay Roos as officer of LGI Homes – Minnesota, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, _____
My commission expires _____

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

Dated this ____ day of _____, 20____.

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

STATE OF _____
COUNTY OF _____

The foregoing Surveyor's Certificate by Thomas R. Balluff, Minnesota license No. 40361, was acknowledged before me this ____ day of _____, 20____.

Notary Public, _____
My commission expires _____

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

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

CITY COUNCIL, CITY OF NORTH BRANCH, MINNESOTA

By: _____, Mayor

By: _____, Clerk

COUNTY SURVEYOR

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

By: _____
Paul M. Gibson, Chisago County Surveyor

COUNTY AUDITOR

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

By: _____
Bridgitte S. Konrad, Chisago County Auditor

COUNTY TREASURER

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

By: _____
Bridgitte S. Konrad, Chisago County Treasurer

COUNTY RECORDER

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20____, at ____ o'clock ____M., and was duly recorded in Chisago County Records.

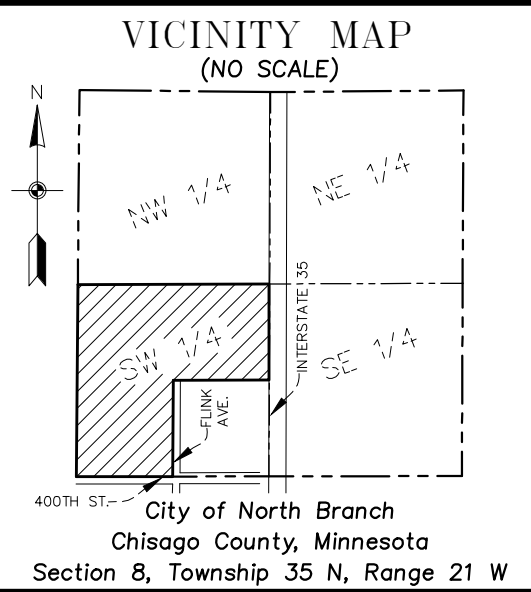
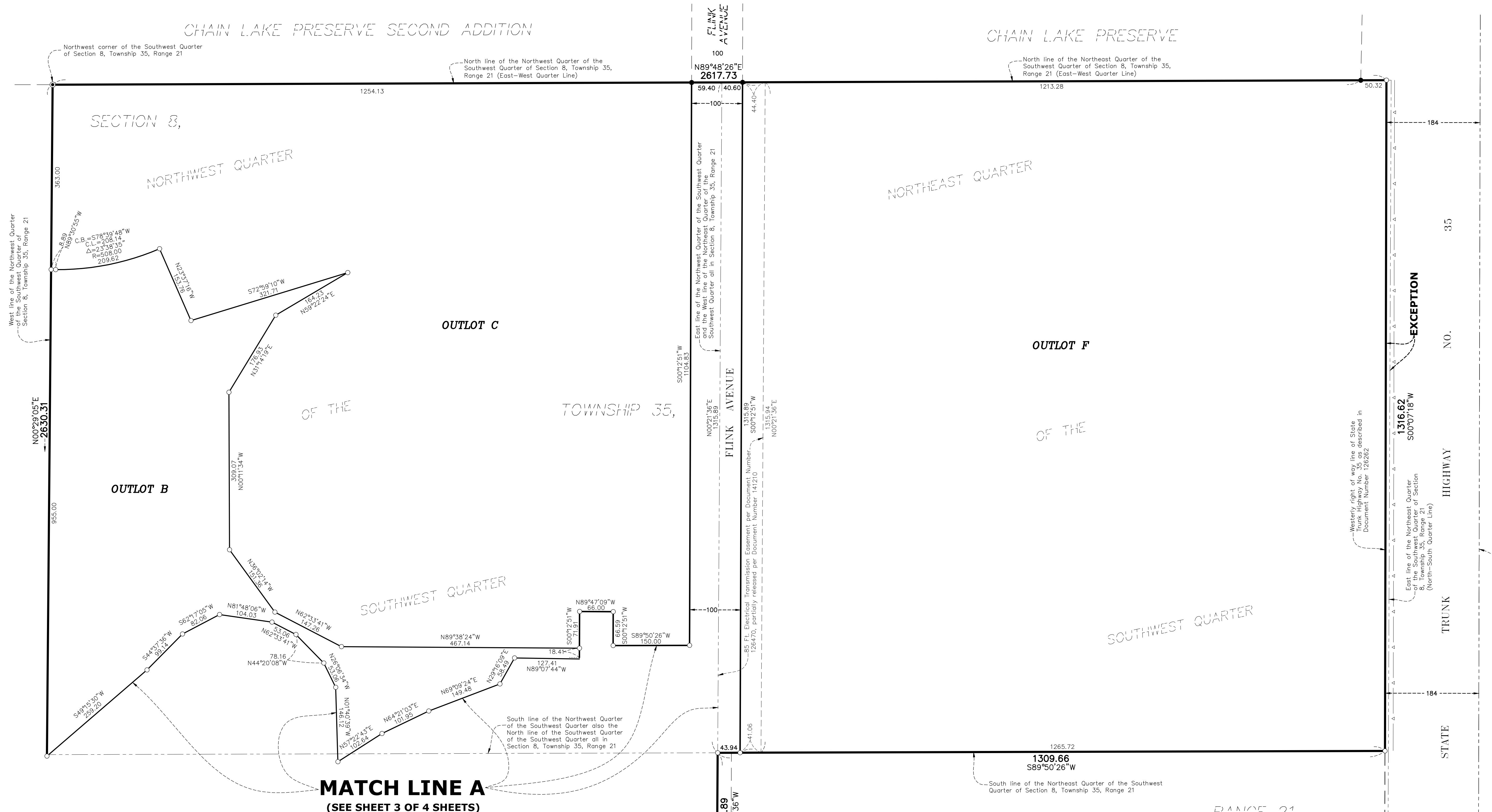
By: _____
Karen Long, Chisago County Recorder

MEADOWS RIDGE

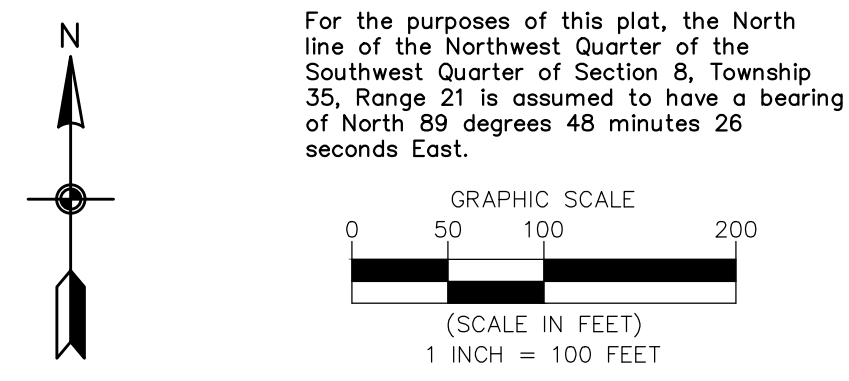
CITY OF NORTH BRANCH
 COUNTY OF CHISAGO
 SEC. 8, TWP. 35, RGE. 21

CHAIN LAKE PRESERVE SECOND ADDITION

CHAIN LAKE PRESERVE



- Denotes Found Chisago County Cast Iron Monument
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361
- Denotes Found Iron Monument marked with RLS 20262
- △— Denotes existing Access Control to the State of Minnesota per Document Number 126262



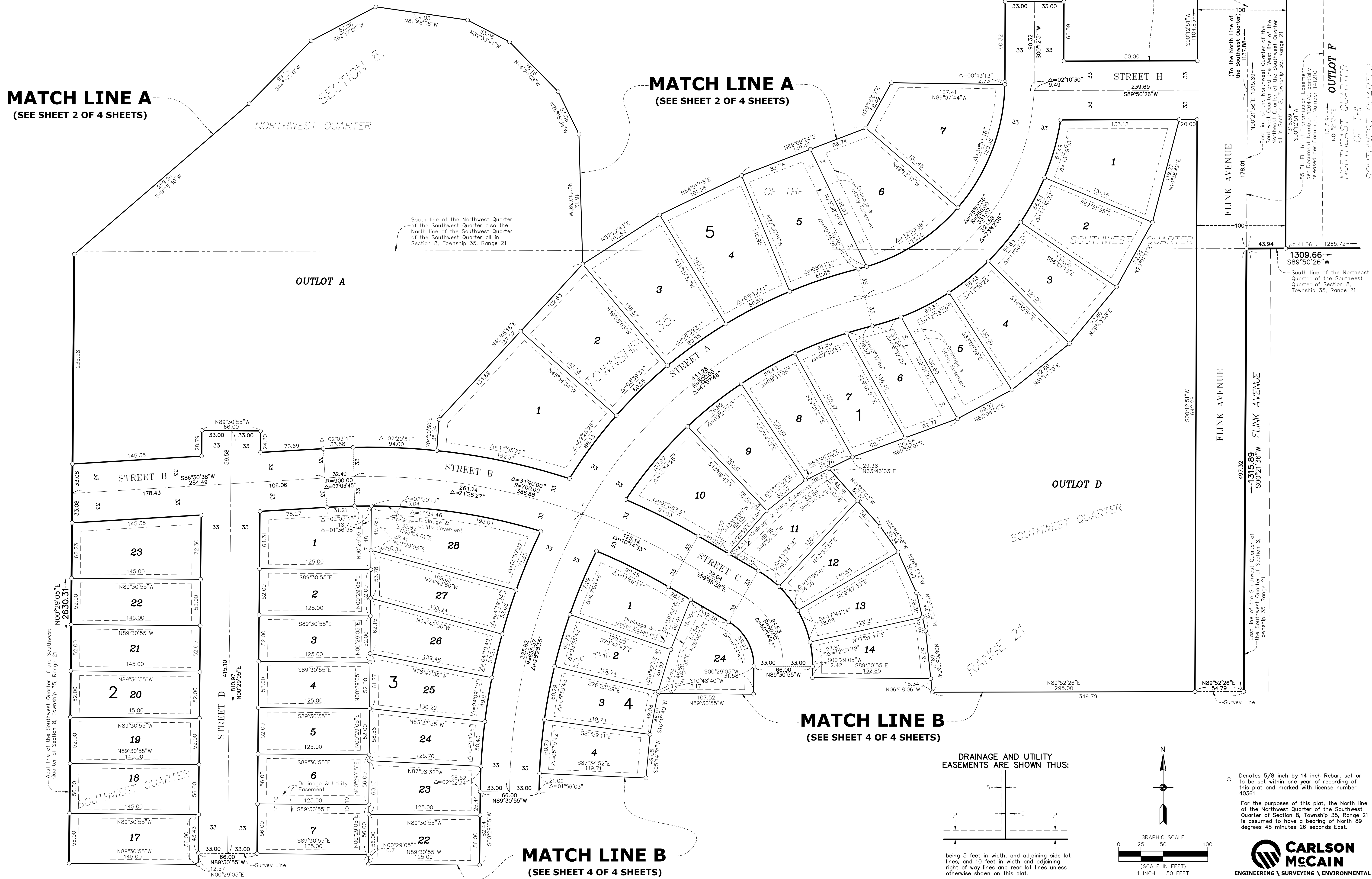
MEADOWS RIDGE

MATCH LINE A
(SEE SHEET 2 OF 4 SHEETS)

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 8, TWP. 35, RGE. 21

MATCH LINE A
(SEE SHEET 2 OF 4 SHEETS)

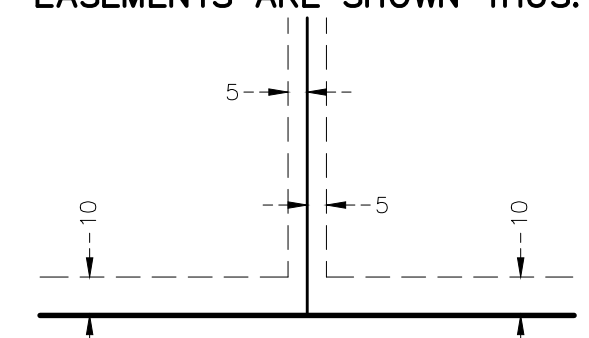
MATCH LINE A
(SEE SHEET 2 OF 4 SHEETS)



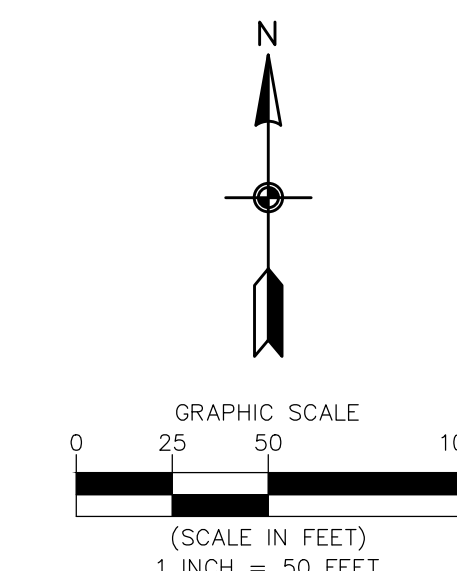
MATCH LINE B
(SEE SHEET 4 OF 4 SHEETS)

MATCH LINE B
(SEE SHEET 4 OF 4 SHEETS)

DRAINAGE AND UTILITY
EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.



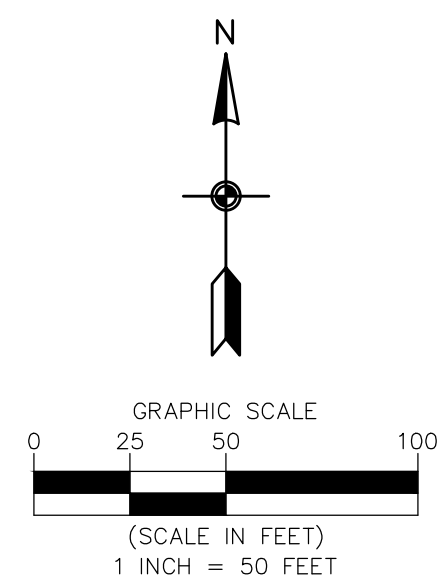
○ Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361

For the purposes of this plat, the North line of the Northwest Quarter of the Southwest Quarter of Section 8, Township 35, Range 21 is assumed to have a bearing of North 89 degrees 48 minutes 26 seconds East.

CARLSON MCCAIN
ENGINEERING \ SURVEYING \ ENVIRONMENTAL

MEADOWS RIDGE

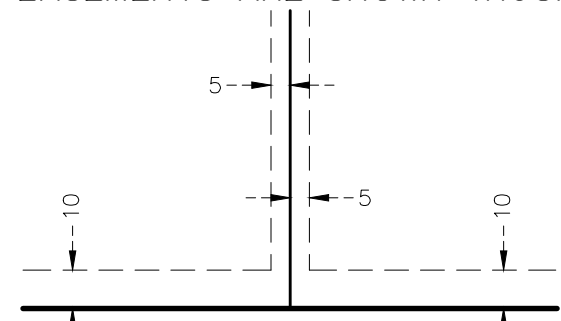
MATCH LINE B
 (SEE SHEET 3 OF 4 SHEETS)



- Denotes Found Chisago County Cast Iron Monument
- Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 40361

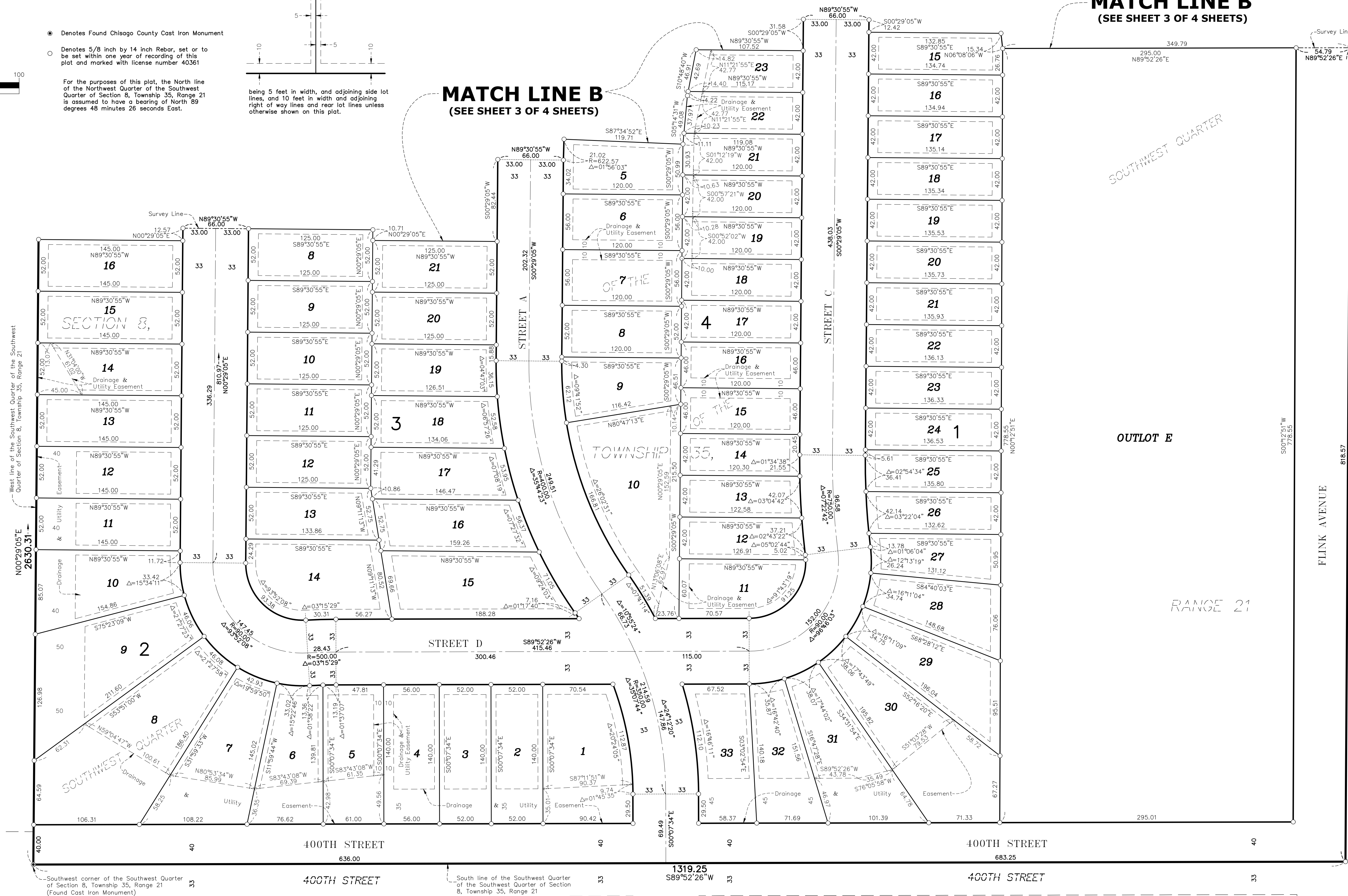
For the purposes of this plat, the North line of the Northwest Quarter of the Southwest Quarter of Section 8, Township 35, Range 21 is assumed to have a bearing of North 89 degrees 48 minutes 26 seconds East.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



being 5 feet in width, and adjoining side lot lines, and 10 feet in width and adjoining right of way lines and rear lot lines unless otherwise shown on this plat.

MATCH LINE B
 (SEE SHEET 3 OF 4 SHEETS)



SOUTHWEST QUARTER

OUTLOT E

RANGE 21



NORTH BRANCH

FLINK AVE/400TH ST. AREA TRANSPORTATION IMPACT STUDY NORTH BRANCH, MINNESOTA

September 3, 2025

Prepared for:
City of North Branch
PO Box 910 - 6408 Elm Street
North Branch, MN 55056

WSB PROJECT NO. 028099-000

September 3, 2025

Mr. Nathan Sondrol
Community Development Director
City of North Branch
PO Box 910 - 6408 Elm Street
North Branch, MN 55056

Re: Flink Ave/400th St. Area Transportation Impact Study
WSB Project No.028099-000

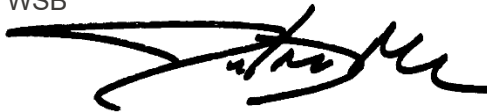
Dear Mr. Sondrol:

This report describes the existing and future area trunk improvements necessary to provide roadway improvements and access for 1,010 acres of mixed and residential development. Developable land areas, roadway project costs, and information used to develop area charges are presented in the study. Costs throughout this report are 2025 dollar values.

If you have questions about the content of this scope of services, please feel to reach out at jmessner@wsbeng.com or 612.388.9652.

Sincerely,

WSB



Justin Messner, PE
City Engineer

Attachments

cc: Matthew Hill, City Administrator
Shawn Williams, Director of Public Works



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APPENDICES

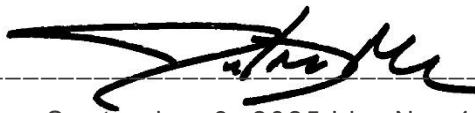
- Appendix A - Figures
- Appendix B - Opinion of Cost
- Appendix C - Trip Generation



Certification Sheet

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

Justin G. Messner, PE



Date: September 3, 2025 Lic. No. 45857



Recommendations

The City utilizes this report as a planning tool and guide in developing the Flink Avenue/400th Street Area transportation system impacts and associated assessment rates. This report does not assign specific assessments to properties at this time, however, it is expected that it will be used as a guide as individual projects develop.

The following existing parcels are included in the study: Flink Avenue/400th Street Area Study Properties

110012710	110038230	110087367	110087422	110087472	110087532	110087591	110087643
110012901	110038231	110087368	110087423	110087473	110087533	110087592	110087644
110012902	110038232	110087369	110087424	110087474	110087534	110087593	110087645
110012903	110038233	110087370	110087425	110087475	110087535	110087594	110087646
110012910	110038234	110087371	110087426	110087476	110087536	110087595	110087647
110012920	110038235	110087372	110087427	110087477	110087537	110087597	110087648
110012930	110038236	110087373	110087428	110087478	110087538	110087598	110087649
110013200	110038237	110087374	110087429	110087479	110087539	110087599	110087650
110013210	110038238	110087375	110087430	110087480	110087540	110087601	110087651
110013300	110038239	110087376	110087431	110087481	110087541	110087602	110087652
110013410	110038240	110087377	110087432	110087482	110087551	110087603	110087653
110013420	110038241	110087378	110087433	110087483	110087552	110087604	110087654
110013430	110038300	110087379	110087434	110087484	110087553	110087605	110087655
110013500	110087330	110087380	110087435	110087485	110087554	110087606	110087656
110013550	110087331	110087381	110087436	110087486	110087555	110087607	110087657
110013551	110087332	110087382	110087437	110087487	110087556	110087608	110087658
110013552	110087333	110087383	110087438	110087488	110087557	110087609	110087659
110013553	110087334	110087384	110087439	110087489	110087558	110087610	110087660
110013554	110087335	110087385	110087440	110087490	110087559	110087611	110087661
110014210	110087336	110087386	110087441	110087501	110087560	110087612	110087662
110014220	110087337	110087387	110087442	110087502	110087561	110087613	110087663
110014230	110087338	110087388	110087443	110087503	110087562	110087614	110087664
110014240	110087339	110087389	110087444	110087504	110087563	110087615	110087665
110014250	110087340	110087390	110087445	110087505	110087564	110087616	110087666
110014260	110087341	110087391	110087446	110087506	110087565	110087617	110087667
110014300	110087342	110087392	110087447	110087507	110087566	110087618	110087668
110036410	110087343	110087393	110087448	110087508	110087567	110087619	110087669
110036500	110087344	110087394	110087449	110087509	110087568	110087620	110087670
110037400	110087345	110087396	110087450	110087510	110087569	110087621	110087671
110037410	110087346	110087401	110087451	110087511	110087570	110087622	110087672
110037500	110087347	110087402	110087452	110087512	110087571	110087623	110087673
110037710	110087348	110087403	110087453	110087513	110087572	110087624	110013600
110038150	110087349	110087404	110087454	110087514	110087573	110087625	110036400
110038151	110087350	110087405	110087455	110087515	110087574	110087626	
110038152	110087351	110087406	110087456	110087516	110087575	110087627	
110038153	110087352	110087407	110087457	110087517	110087576	110087628	
110038154	110087353	110087408	110087458	110087518	110087577	110087629	
110038155	110087354	110087409	110087459	110087519	110087578	110087630	
110038156	110087355	110087410	110087460	110087520	110087579	110087631	
110038157	110087356	110087411	110087461	110087521	110087580	110087632	
110038158	110087357	110087412	110087462	110087522	110087581	110087633	
110038221	110087358	110087413	110087463	110087523	110087582	110087634	
110038222	110087359	110087414	110087464	110087524	110087583	110087635	



110038223	110087360	110087415	110087465	110087525	110087584	110087636
110038224	110087361	110087416	110087466	110087526	110087585	110087637
110038225	110087362	110087417	110087467	110087527	110087586	110087638
110038226	110087363	110087418	110087468	110087528	110087587	110087639
110038227	110087364	110087419	110087469	110087529	110087588	110087640
110038228	110087365	110087420	110087470	110087530	110087589	110087641
110038229	110087366	110087421	110087471	110087531	110087590	110087642

Area Description

The Flink Avenue/400th Street Study Area is shown in Figures 1 and 2. The study area is generally bounded by I-35 on the east, 406th Street on the north, Hornsby Drive/ Elmcrest Avenue on the west, and 395th Street on the south. The study intersection of Flink Avenue and 400th Street is to be analyzed due to impacts of the area. The total study area is 1,010 acres and contains 882 acres of developable land. This study generally follows the Council approved 2018 Comprehensive Plan. Table 1 and Figure 1 represent land uses consistent with the Comprehensive Plan. The rural residential and agriculture land will develop into mixed use and residential. Table 1 summarizes the future land use areas.

Table 1. Future Land Use Areas

Travel Shed Area	Land Use	Acres	Wetlands/Lakes	Developable Acres
1	Rural Residential	311.39	100.99	210.40
2	Single Family Residential	154.91	12.29	142.62
3	Single Family Residential	79.38	14.42	64.96
4	Single Family/ Medium Density Residential/ Business	119.00	0.00	119.00
5	Medium Density Residential/ Business	39.55	0.00	39.55
6	Business	66.72	0.00	66.72
7	Medium Density Residential/ Business	60.20	0.00	60.20
8	Single Family Residential	178.92	0.00	178.92
Total		1010.07	127.70	882.37

Trip Generation

The Flink Avenue/400th Street Study Area was split up into eight (8) travel shed areas within the study boundary. Trips for each proposed travel shed area were developed using the *ITE Trip Generation Manual, 11th edition*, based on land use and size of developable acres. Single-Family Detached Housing (ITE Code 210) was used for LUR-1, and LUR-2 residential land uses. LUR-1 assumes 3.5 houses per acre and LUR-2 assumes 6 houses per acre. A combination of Strip Retail Plaza <40k (ITE Code 822) and General Office Building (ITE Code 710) were used for LUB commercial land use. A 0.15 Floor Area Ratio (FAR) was assumed for the LUB land uses. The traffic studies as part of the Meadows Ridge EAW and Meadows North EAW were also used to generate trips in areas 3, 4, and 7. Estimated daily, AM peak hour, and PM peak hour trips per area are shown in Figure 2 and Table 2 for full build-out of the study



boundary. See Appendix C for a breakdown of trips per parcel in each travel shed area. Trips were then allocated along the network based on distribution percentages shown in previous traffic studies, with some being rerouted to account for a future interchange at I-35 and 400th Street. With the full build out of the study area and a future interchange near the study area, it was anticipated that the Flink Avenue and 400th Street intersection will require improvements. Daily and peak hour volumes were calculated for the intersection based on trips allocated to the intersection per area and outside of the study boundary. The number of trips per area and percentage of daily intersection traffic is shown in Table 2. Forecasted average daily traffic (ADT) and peak hour turning movement counts at Flink Avenue and 400th Street are shown in Figure 3. A single-lane roundabout is expected to operate at an acceptable level of service until 70%-75% of the area is built out. The intersection shall be monitored before full build-out of this area to determine if a northbound and westbound right-turn lane are needed in the future.

Table 2 - Trip Generation per Travel Shed Area

Travel Shed Area	Land Use	Daily Trips			AM Peak Hr			PM Peak Hr		
		in	out	total	in	out	total	in	out	total
1	Rural Residential	193	194	387	7	22	29	25	14	39
2	Single Family Residential	2555	2555	5110	95	285	380	321	188	509
3	Single Family Residential	481	481	962	18	53	71	60	36	96
4	Single Family/ Medium Density Residential/ Business	3324	3324	6648	115	215	330	332	254	586
5	Medium Density Residential/ Business	2196	2197	4393	163	108	271	271	271	542
6	Business	2363	2363	4726	583	79	662	107	521	628
7	Medium Density Residential/ Business	2380	2381	4761	123	204	327	219	171	390
8	Single Family Residential	2951	2952	5903	110	329	439	370	218	588

Street & Drainage Improvements

Roadway improvements included in the study area include the construction of a roundabout at Flink Ave & 400th Street as shown in Figure 4. Improvement costs are based on a single-lane roundabout with associated drainage improvements and detailed in Appendix B. As previously mentioned, future developing areas that would contribute to increased traffic and therefore the need for roadway improvements have been split into travel sheds based on use that is consistent with the City's comprehensive plan. Trip generation splits for each travel shed are shown in Table 3. Assumed general trip distribution for the area included: 5% to the west on 400th Street, 50% to the east on 400th Street (to future interchange with I-35), 5% to the north on Flink Avenue, and 40% to the south on Flink Avenue.



Table 3 - Trip Generation at the Flink Ave/400th St Intersection per Travel Shed Area

Travel Shed Area	Land Use	AM Peak Hr Trips	PM Peak Hr Trips	Daily Trips	% of Intersection Traffic
1	Rural Residential	23	31	302	1.1%
2	Single Family Residential	295	394	3962	14.5%
3	Single Family Residential	68	91	914	3.4%
4	Single Family/ Medium Density Residential/ Business	298	528	5984	21.9%
5	Medium Density Residential/ Business	237	427	3648	13.4%
6	Business	149	140	1062	3.9%
7	Medium Density Residential/ Business	206	239	2920	10.7%
8	Single Family Residential	341	456	4575	16.8%
Outside Travel Shed Area		310	470	3900	14.3%
Total		1927	2776	27267	100.0%

Right of Way

It is assumed that all Flink Ave/400th Street Study Area right of way will be dedicated through the project platting and there will be no long-term direct city costs.

Summary

Table 4 provides a summary of the assessable roadway improvement area charges developed in this study.

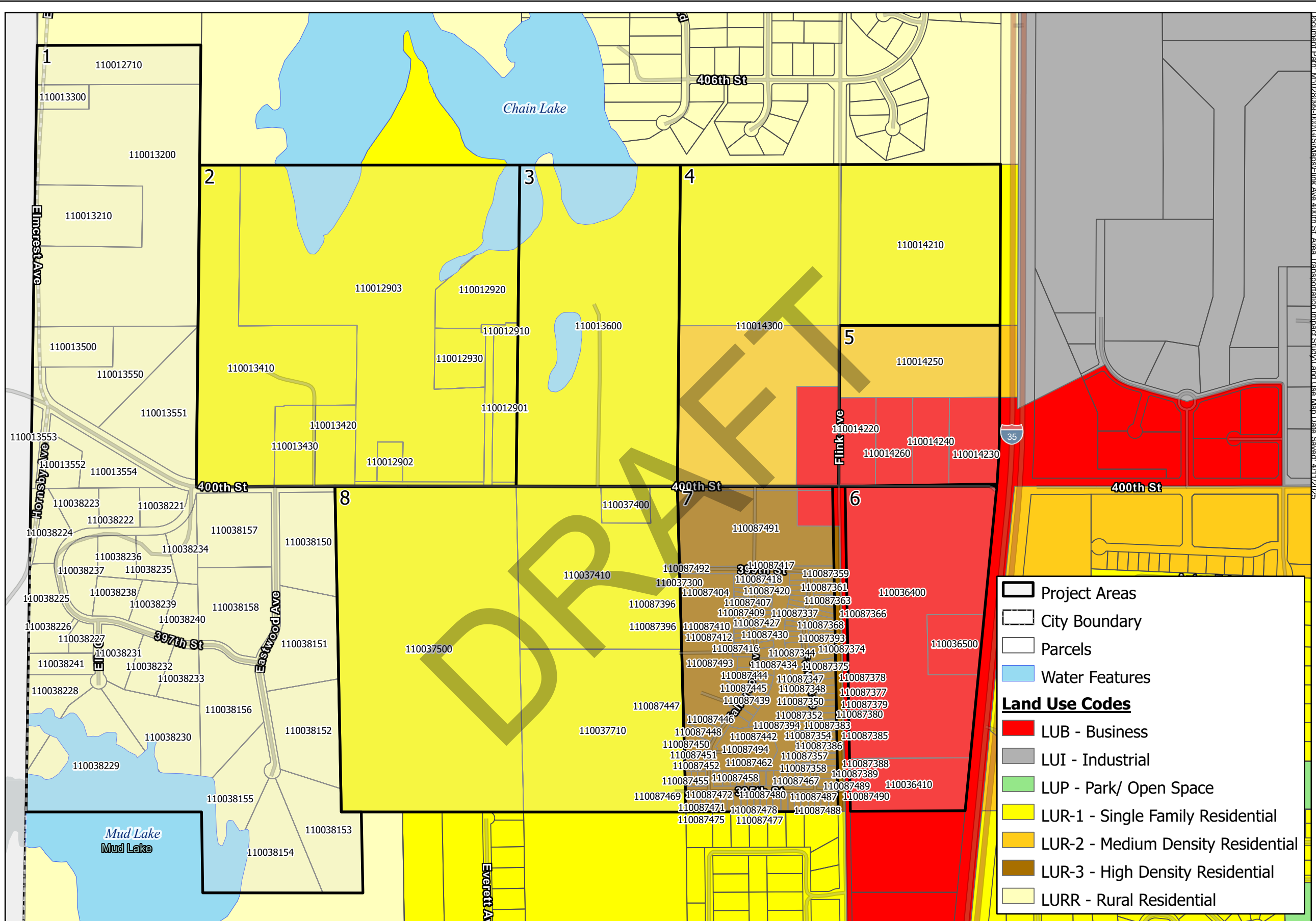
Table 4 - Area Charge Summary (2025-dollar values)

Travel Shed Area	Land Use	Total Project Cost	Developable Acres	% of Intersection Traffic	Area Charge	Cost/Sq Ft
1	Rural Residential	\$1,795,580	210.40	1.1%	\$19,887.23	\$0.0022
2	Single Family Residential		142.62	14.5%	\$260,904.68	\$0.0420
3	Single Family Residential		64.96	3.4%	\$60,188.51	\$0.0213
4	Single Family/ Medium Density Residential/ Business		119.00	21.9%	\$394,056.95	\$0.0760
5	Medium Density Residential/ Business		39.55	13.4%	\$240,227.23	\$0.1394
6	Business		66.72	3.9%	\$69,934.57	\$0.0241
7	Medium Density Residential/ Business		60.20	10.7%	\$192,287.15	\$0.0733
8	Single Family Residential		178.92	16.8%	\$301,271.81	\$0.0387
Outside Travel Shed Area			N/A	14.3%	\$256,821.87	N/A
Total			882.37	100.0%	\$1,795,580.00	



Appendix A

Figures



Legend

- Project Areas
- City Boundary
- Parcels
- Water Features

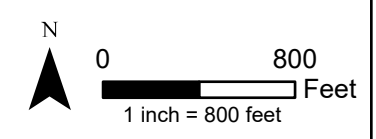
Land Use Codes

- LUB - Business
- LUI - Industrial
- LUP - Park/ Open Space
- LUR-1 - Single Family Residential
- LUR-2 - Medium Density Residential
- LUR-3 - High Density Residential
- LURR - Rural Residential



Figure 1 - Land Use Map

Flink Ave/400th St. Area Transportation Impact Study
North Branch, MN



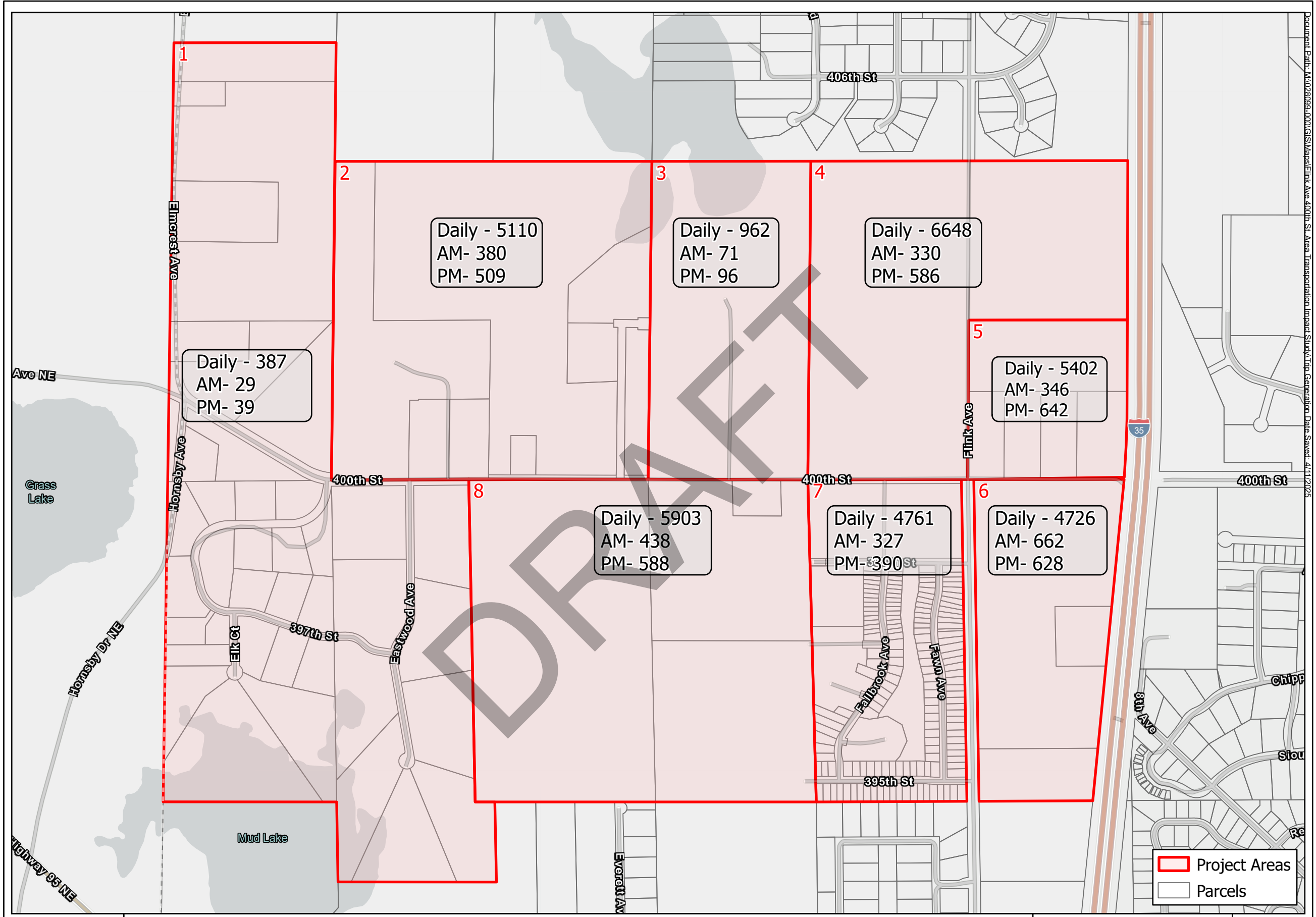
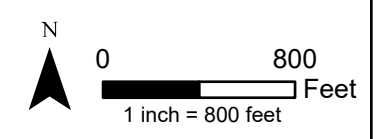


Figure 2 - Trip Generation

Flink Ave/400th St. Area Transportation Impact Study
North Branch, MN



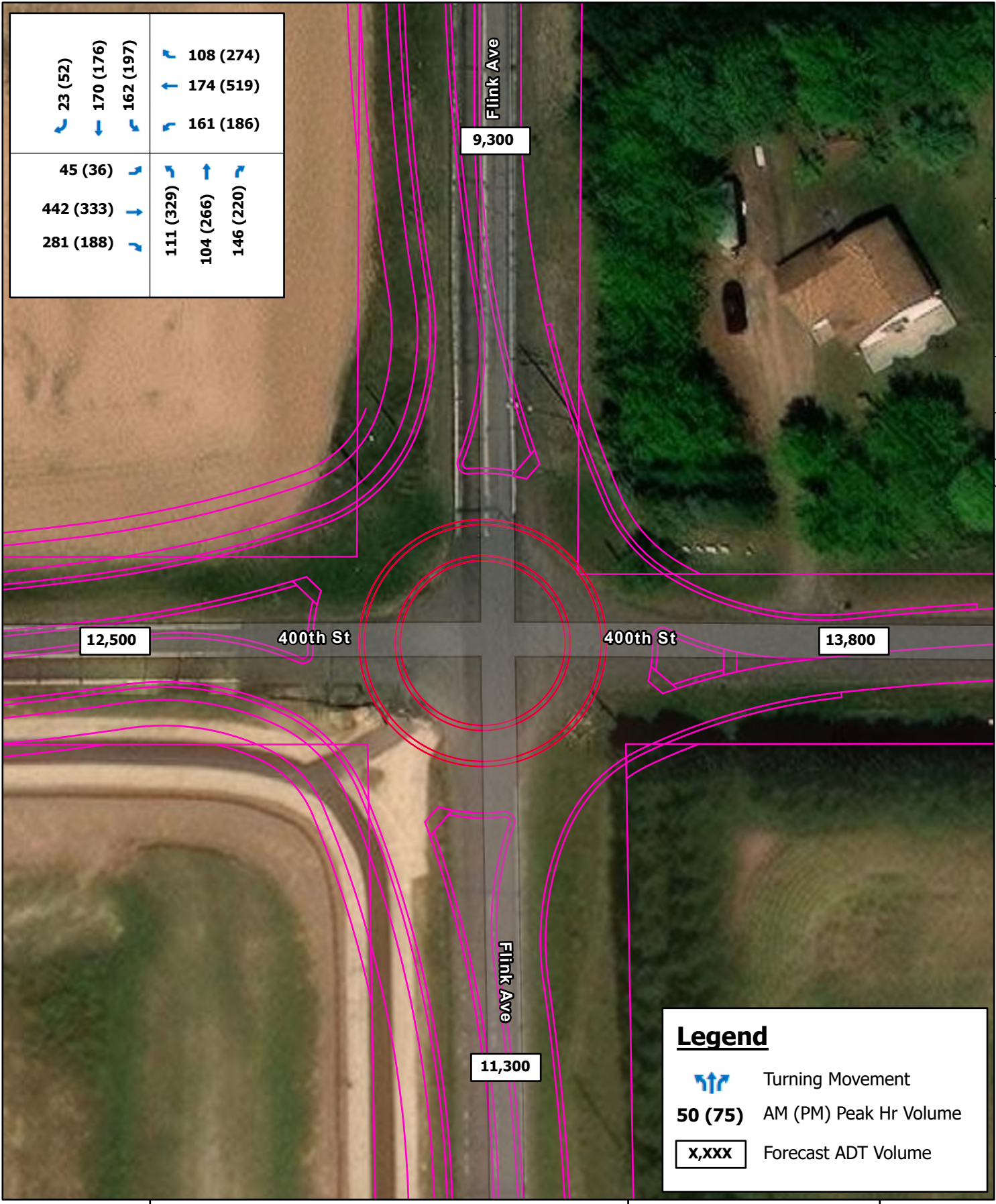
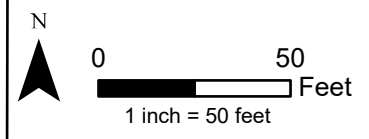
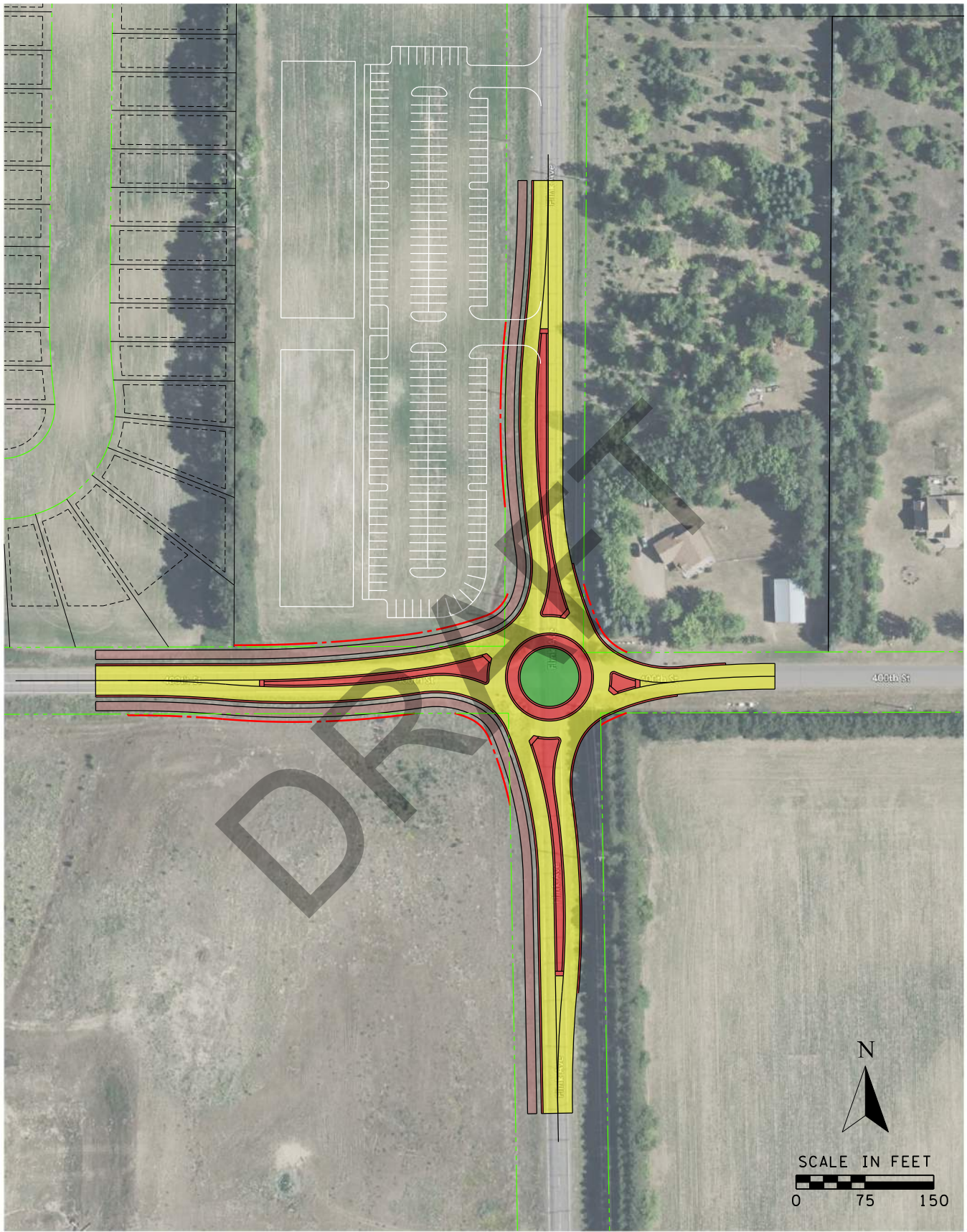


Figure 3
Daily Forecast and Peak Hour Volumes
 Flink Ave/400th St. Area Transportation Impact Study
 North Branch, MN





400th Street at Flink Avenue Improvements

City of North Branch, Minnesota

Figure 4
Project Layout



Appendix B

Opinion of Probable Cost

OPINION OF PROBABLE COST

WSB Project: 400th Street and Flink Avenue

Project Location: City of North Branch

WSB Project No.: 028099-000

Date: 4/11/2025

Item No.	Description	Unit	Unit Price		
				Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION	LUMP SUM	\$62,500.00	1	\$62,500.00
2101.502	CLEARING	EACH	\$300.00	15	\$4,500.00
2101.502	GRUBBING	EACH	\$300.00	15	\$4,500.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.00	200	\$600.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$2.50	6200	\$15,500.00
2106.507	EXCAVATION - COMMON	CU YD	\$16.00	2400	\$38,400.00
2106.507	EXCAVATION - SUBGRADE	CU YD	\$16.00	4400	\$70,400.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$32.00	4400	\$140,800.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	\$10.00	1200	\$12,000.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	\$32.00	2300	\$73,600.00
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	\$80.00	1350	\$108,000.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	TON	\$85.00	1750	\$148,750.00
2501.502	18" RC PIPE APRON	EACH	\$1,000.00	4.0	\$4,000.00
2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$60.00	450	\$27,000.00
2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	\$65.00	160	\$10,400.00
2506.502	CASTING ASSEMBLY	EACH	\$1,100.00	15	\$16,500.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$500.00	120	\$60,000.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$750.00	60.0	\$45,000.00
2521.518	4" CONCRETE WALK	SQ FT	\$5.50	7500	\$41,250.00
2521.518	6" CONCRETE WALK	SQ FT	\$8.00	750	\$6,000.00
2521.518	7" CONCRETE WALK	SQ FT	\$15.00	3100	\$46,500.00
2521.518	3" BITUMINOUS WALK	SQ FT	\$3.00	18000	\$54,000.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	\$25.00	4400	\$110,000.00
2531.503	CONCRETE CURB AND GUTTER DESIGN R424	LIN FT	\$36.00	305	\$10,980.00
2545.502	LIGHTING UNIT TYPE 9-30	EACH	\$3,500.00	12	\$42,000.00
2545.502	LIGHT FOUNDATION DESIGN E	EACH	\$1,200.00	12	\$14,400.00
2545.502	SERVICE CABINET -TYPE L1	EACH	\$6,000.00	1	\$6,000.00
2545.502	SERVICE EQUIPMENT	EACH	\$1,500.00	1	\$1,500.00
2545.502	EQUIPMENT PAD B	EACH	\$1,200.00	1	\$1,200.00
2545.503	1.5" NON-METALLIC CONDUIT	LIN FT	\$4.50	1200	\$5,400.00
2545.503	UNDERGROUND WIRE 1/C 8 AWG	LIN FT	\$1.50	3600	\$5,400.00
2563.601	TRAFFIC CONTROL	LUMP SUM	\$25,000.00	1	\$25,000.00
2564.518	SIGN PANELS TYPE C	SQ FT	\$15.00	350	\$5,250.00
2573.503	SILT FENCE, TYPE MS	LIN FT	\$2.00	4500	\$9,000.00
2574.508	FERTILIZER TYPE 3	POUND	\$1.00	1500	\$1,500.00
2575.505	SEEDING	ACRE	\$1,500.00	1	\$1,500.00
2575.508	SEED MIXTURE 25-121	POUND	\$5.00	600	\$3,000.00
2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	\$1.50	2000	\$3,000.00
2582.503	24" SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$24.00	200	\$4,800.00
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	LIN FT	\$4.00	800	\$3,200.00
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$2.00	1200	\$2,400.00
2582.503	12" DOTTED LINE MULTI-COMPONENT GROUND IN (WR)	LIN FT	\$30.00	120	\$3,600.00
2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	SQ FT	\$15.00	350	\$5,250.00
ROADWAY TOTAL					\$1,254,580.00
10% CONTINGENCY					\$126,000.00
ROADWAY CONSTRUCTION TOTAL					\$1,380,580.00
INDIRECT COSTS (30%)					\$415,000.00
PROJECT TOTAL					\$1,795,580.00



Appendix C

Trip Generation

Table C.1 Area 1 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen
LURR	Single Family Homes	110038234	2.53	9.44	0.707	0.951
		110038233	2.89	9.44	0.707	0.951
		110038157	8.5	9.44	0.707	0.951
		110038226	1.8	9.44	0.707	0.951
		110013300	2	9.44	0.707	0.951
		110038152	9.52	9.44	0.707	0.951
		110013550	10.38	9.44	0.707	0.951
		110038236	2.5	9.44	0.707	0.951
		110038224	2.5	9.44	0.707	0.951
		110013200	49.25	9.44	0.707	0.951
		110038300	41.98	9.44	0.707	0.951
		110038223	2.5	9.44	0.707	0.951
		110038235	2.5	9.44	0.707	0.951
		110038229	18.79	9.44	0.707	0.951
		110038239	2.5	9.44	0.707	0.951
		110038238	2.51	9.44	0.707	0.951
		110038237	3.37	9.44	0.707	0.951
		110013551	12.05	9.44	0.707	0.951
		110013500	5	9.44	0.707	0.951
		110038230	9.68	9.44	0.707	0.951
		110038241	2.16	9.44	0.707	0.951
		110038150	8.56	9.44	0.707	0.951
		110038225	3.07	9.44	0.707	0.951
		110013552	2.51	9.44	0.707	0.951
		110038232	2.79	9.44	0.707	0.951
		110012710	10	9.44	0.707	0.951
		110038222	2.5	9.44	0.707	0.951
		110013554	5	9.44	0.707	0.951
		110038240	2.5	9.44	0.707	0.951
		110038227	1.07	9.44	0.707	0.951
		110038154	9.96	9.44	0.707	0.951
		110038231	2.91	9.44	0.707	0.951
		110038153	9.93	9.44	0.707	0.951
		110038221	2.5	9.44	0.707	0.951
		110038228	4.8	9.44	0.707	0.951
		110038155	9.55	9.44	0.707	0.951
110038151	9.33	9.44	0.707	0.951		
110013210	10.16	9.44	0.707	0.951		
110038158	9.01	9.44	0.707	0.951		
110013553	1.07	9.44	0.707	0.951		
110038156	9.26	9.44	0.707	0.951		
		Total	311.4	387	29	39

Table C.2 Area 2 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen	Estimated Homes (3.5/acre)
LUR-1	Single Family Homes	110012902	1.57	47	4	5	5
		110012920	8.91	292	22	29	31
		110013420	5	170	13	17	18
		110012910	2.43	85	6	8	9
		110037410	37.44	1235	92	123	131
		110013430	4.99	160	12	16	17
		110012930	4.63	151	11	15	16
		110012903	84.44	2791	207	278	296
		110012901	5.5	179	13	18	19
				Total	154.9	5110	380

Table C.3 Area 3 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen
LUR-1	Single Family Home	110013600	79.38	962	71	96
		Total	79.4	962	71	96

Table C.4 Area 4 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen
LUR-1/LUR-2/ LUB	Single Family Home	110014300	79.51	5252	226	447
LUR-1	Single Family Home	110014210	39.49	1396	104	139
		Total	119.0	6648	330	586

Table C.5 Area 5 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen	SF (assumed FAR 15%)
LUB	Commercial	110014240	5	1779	77	215	32670
		110014260	5	1779	77	215	32670
		110014230	6.79	481	67	64	44366
		110014220	5	354	50	47	32670
LUR-2	Single Family Homes	110014250	17.76	1009	75	101	107
		Total	39.6	5402	346	642	142483

Table C.6 Area 6 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen	SF (assumed FAR 15%)	KSF
LUB	Commercial	110036400	52.16	3694	518	491	340813	340.813
		110036410	9.58	679	95	90	62596	62.596
		110036500	4.98	353	49	47	32539	32.539
		Total	66.7	4726	662	628	435948	436

Table C.7 Area 7 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen
		110087330	0.18	8.56	0.636	0.831
		110087331	0.12	8.56	0.636	0.831
		110087332	0.12	8.56	0.636	0.831
		110087333	0.14	8.56	0.636	0.831
		110087334	0.14	8.56	0.636	0.831
		110087335	0.13	8.56	0.636	0.831
		110087336	0.13	8.56	0.636	0.831
		110087337	0.13	8.56	0.636	0.831
		110087338	0.13	8.56	0.636	0.831
		110087339	0.13	8.56	0.636	0.831
		110087340	0.13	8.56	0.636	0.831
		110087341	0.13	8.56	0.636	0.831
		110087342	0.15	8.56	0.636	0.831
		110087343	0.22	8.56	0.636	0.831
		110087344	0.19	8.56	0.636	0.831
		110087345	0.19	8.56	0.636	0.831
		110087346	0.19	8.56	0.636	0.831
		110087347	0.19	8.56	0.636	0.831
		110087348	0.19	8.56	0.636	0.831
		110087349	0.18	8.56	0.636	0.831
		110087350	0.18	8.56	0.636	0.831
		110087351	0.18	8.56	0.636	0.831
		110087352	0.18	8.56	0.636	0.831
		110087353	0.18	8.56	0.636	0.831
		110087354	0.18	8.56	0.636	0.831
		110087355	0.19	8.56	0.636	0.831
		110087356	0.19	8.56	0.636	0.831
		110087357	0.18	8.56	0.636	0.831
		110087358	0.19	8.56	0.636	0.831
		110087359	0.21	8.56	0.636	0.831
		110087360	0.16	8.56	0.636	0.831
		110087361	0.16	8.56	0.636	0.831
		110087362	0.17	8.56	0.636	0.831
		110087363	0.18	8.56	0.636	0.831
		110087364	0.18	8.56	0.636	0.831
		110087365	0.19	8.56	0.636	0.831
		110087366	0.19	8.56	0.636	0.831
		110087367	0.19	8.56	0.636	0.831
		110087368	0.2	8.56	0.636	0.831
		110087369	0.2	8.56	0.636	0.831
		110087370	0.25	8.56	0.636	0.831
		110087371	0.26	8.56	0.636	0.831
		110087372	0.25	8.56	0.636	0.831
		110087373	0.29	8.56	0.636	0.831
		110087374	0.23	8.56	0.636	0.831
		110087375	0.22	8.56	0.636	0.831
		110087376	0.21	8.56	0.636	0.831
		110087377	0.21	8.56	0.636	0.831
		110087378	0.24	8.56	0.636	0.831
		110087379	0.19	8.56	0.636	0.831
		110087380	0.19	8.56	0.636	0.831
		110087381	0.19	8.56	0.636	0.831
		110087382	0.19	8.56	0.636	0.831
		110087383	0.19	8.56	0.636	0.831
		110087384	0.19	8.56	0.636	0.831
		110087385	0.23	8.56	0.636	0.831
		110087386	0.2	8.56	0.636	0.831
		110087387	0.2	8.56	0.636	0.831
		110087388	0.19	8.56	0.636	0.831
		110087389	0.19	8.56	0.636	0.831
		110087390	0.19	8.56	0.636	0.831
		110087391	0.19	8.56	0.636	0.831
		110087392	0.25	8.56	0.636	0.831
		110087393	0.1	8.56	0.636	0.831
		110087394	6.32			
		110087396	5			
		110087401	0.15	8.56	0.636	0.831
		110087402	0.12	8.56	0.636	0.831
		110087403	0.12	8.56	0.636	0.831
		110087404	0.11	8.56	0.636	0.831
		110087405	0.11	8.56	0.636	0.831
		110087406	0.11	8.56	0.636	0.831
		110087407	0.11	8.56	0.636	0.831
		110087408	0.1	8.56	0.636	0.831
		110087409	0.1	8.56	0.636	0.831
		110087410	0.1	8.56	0.636	0.831
		110087411	0.1	8.56	0.636	0.831
		110087412	0.11	8.56	0.636	0.831
		110087413	0.11	8.56	0.636	0.831
		110087414	0.11	8.56	0.636	0.831
		110087415	0.11	8.56	0.636	0.831

LUR3/ LUB

Single Family
Homes/ Toen
Homes/
Apartments/
Assisted Living/ Gas
Station

		110087416	0.2	8.56	0.636	0.831
		110087417	0.13	8.56	0.636	0.831
		110087418	0.1	8.56	0.636	0.831
		110087419	0.1	8.56	0.636	0.831
		110087420	0.1	8.56	0.636	0.831
		110087421	0.1	8.56	0.636	0.831
		110087422	0.1	8.56	0.636	0.831
		110087423	0.11	8.56	0.636	0.831
		110087424	0.11	8.56	0.636	0.831
		110087425	0.11	8.56	0.636	0.831
		110087426	0.1	8.56	0.636	0.831
		110087427	0.1	8.56	0.636	0.831
		110087428	0.1	8.56	0.636	0.831
		110087429	0.1	8.56	0.636	0.831
		110087430	0.1	8.56	0.636	0.831
		110087431	0.1	8.56	0.636	0.831
		110087432	0.15	8.56	0.636	0.831
		110087433	0.23	8.56	0.636	0.831
		110087434	0.18	8.56	0.636	0.831
		110087435	0.19	8.56	0.636	0.831
		110087436	0.2	8.56	0.636	0.831
		110087437	0.2	8.56	0.636	0.831
		110087438	0.19	8.56	0.636	0.831
		110087439	0.18	8.56	0.636	0.831
		110087440	0.18	8.56	0.636	0.831
		110087441	0.18	8.56	0.636	0.831
		110087442	0.25	8.56	0.636	0.831
		110087443	0.24	8.56	0.636	0.831
		110087444	0.23	8.56	0.636	0.831
		110087445	0.33	8.56	0.636	0.831
		110087446	0.2	8.56	0.636	0.831
		110087447	0.44	8.56	0.636	0.831
		110087448	0.38	8.56	0.636	0.831
		110087449	0.32	8.56	0.636	0.831
		110087450	0.33	8.56	0.636	0.831
		110087451	0.27	8.56	0.636	0.831
		110087452	0.25	8.56	0.636	0.831
		110087453	0.19	8.56	0.636	0.831
		110087454	0.15	8.56	0.636	0.831
		110087455	0.15	8.56	0.636	0.831
		110087456	0.22	8.56	0.636	0.831
		110087457	0.18	8.56	0.636	0.831
		110087458	0.15	8.56	0.636	0.831
		110087459	0.19	8.56	0.636	0.831
		110087460	0.18	8.56	0.636	0.831
		110087461	0.18	8.56	0.636	0.831
		110087462	0.15	8.56	0.636	0.831
		110087463	0.18	8.56	0.636	0.831
		110087464	0.16	8.56	0.636	0.831
		110087465	0.16	8.56	0.636	0.831
		110087466	0.18	8.56	0.636	0.831
		110087467	0.15	8.56	0.636	0.831
		110087468	0.22	8.56	0.636	0.831
		110087469	0.2	8.56	0.636	0.831
		110087470	0.21	8.56	0.636	0.831
		110087471	0.18	8.56	0.636	0.831
		110087472	0.18	8.56	0.636	0.831
		110087473	0.21	8.56	0.636	0.831
		110087474	0.18	8.56	0.636	0.831
		110087475	0.18	8.56	0.636	0.831
		110087476	0.21	8.56	0.636	0.831
		110087477	0.18	8.56	0.636	0.831
		110087478	0.18	8.56	0.636	0.831
		110087479	0.18	8.56	0.636	0.831
		110087480	0.18	8.56	0.636	0.831
		110087481	0.18	8.56	0.636	0.831
		110087482	0.23	8.56	0.636	0.831
		110087483	0.2	8.56	0.636	0.831
		110087484	0.18	8.56	0.636	0.831
		110087485	0.17	8.56	0.636	0.831
		110087486	0.2	8.56	0.636	0.831
		110087487	0.17	8.56	0.636	0.831
		110087488	0.17	8.56	0.636	0.831
		110087489	0.2	8.56	0.636	0.831
		110087490	0.25	8.56	0.636	0.831
		110087501	0.18	8.56	0.636	0.831
		110087502	0.1	8.56	0.636	0.831
		110087503	0.1	8.56	0.636	0.831
		110087504	0.1	8.56	0.636	0.831
		110087505	0.1	8.56	0.636	0.831
		110087506	0.1	8.56	0.636	0.831

LUR3/ LUB

Single Family
Homes/ Toen
Homes/
Apartments/
Assisted Living/ Gas
Station

		110087507	0.1	8.56	0.636	0.831
		110087508	0.1	8.56	0.636	0.831
		110087509	0.1	8.56	0.636	0.831
		110087510	0.1	8.56	0.636	0.831
		110087511	0.22	8.56	0.636	0.831
		110087512	0.22	8.56	0.636	0.831
		110087513	0.22	8.56	0.636	0.831
		110087514	0.22	8.56	0.636	0.831
		110087515	0.22	8.56	0.636	0.831
		110087516	0.23	8.56	0.636	0.831
		110087517	0.26	8.56	0.636	0.831
		110087518	0.21	8.56	0.636	0.831
		110087519	0.28	8.56	0.636	0.831
		110087520	0.26	8.56	0.636	0.831
		110087521	0.29	8.56	0.636	0.831
		110087522	0.4	8.56	0.636	0.831
		110087523	0.27	8.56	0.636	0.831
		110087524	0.37	8.56	0.636	0.831
		110087525	0.28	8.56	0.636	0.831
		110087526	0.19	8.56	0.636	0.831
		110087527	0.24	8.56	0.636	0.831
		110087528	0.33	8.56	0.636	0.831
		110087529	0.26	8.56	0.636	0.831
		110087530	0.25	8.56	0.636	0.831
		110087531	0.21	8.56	0.636	0.831
		110087532	0.26	8.56	0.636	0.831
		110087533	0.26	8.56	0.636	0.831
		110087534	0.26	8.56	0.636	0.831
		110087535	0.28	8.56	0.636	0.831
		110087536	0.19	8.56	0.636	0.831
		110087537	0.19	8.56	0.636	0.831
		110087538	0.18	8.56	0.636	0.831
		110087539	0.18	8.56	0.636	0.831
		110087540	0.23	8.56	0.636	0.831
		110087541	0.11	8.56	0.636	0.831
		110087551	0.05	11.77	0.91	0.82
		110087552	0.05	11.77	0.91	0.82
		110087553	0.05	11.77	0.91	0.82
		110087554	0.05	11.77	0.91	0.82
		110087555	0.05	11.77	0.91	0.82
		110087556	0.05	11.77	0.91	0.82
		110087557	0.05	11.77	0.91	0.82
		110087558	0.05	11.77	0.91	0.82
		110087559	0.05	11.77	0.91	0.82
		110087560	0.05	11.77	0.91	0.82
		110087561	0.05	11.77	0.91	0.82
		110087562	0.05	11.77	0.91	0.82
		110087563	0.05	11.77	0.91	0.82
		110087564	0.05	11.77	0.91	0.82
		110087565	0.05	11.77	0.91	0.82
		110087566	0.05	11.77	0.91	0.82
		110087567	0.05	11.77	0.91	0.82
		110087568	0.05	11.77	0.91	0.82
		110087569	0.05	11.77	0.91	0.82
		110087570	0.05	11.77	0.91	0.82
		110087571	0.05	11.77	0.91	0.82
		110087572	0.05	11.77	0.91	0.82
		110087573	0.05	11.77	0.91	0.82
		110087574	0.05	11.77	0.91	0.82
		110087575	0.05	11.77	0.91	0.82
		110087576	0.05	11.77	0.91	0.82
		110087577	0.05	11.77	0.91	0.82
		110087578	0.05	11.77	0.91	0.82
		110087579	0.05	11.77	0.91	0.82
		110087580	0.05	11.77	0.91	0.82
		110087581	0.05	11.77	0.91	0.82
		110087582	0.05	11.77	0.91	0.82
		110087583	0.05	11.77	0.91	0.82
		110087584	0.05	11.77	0.91	0.82
		110087585	0.05	11.77	0.91	0.82
		110087586	0.05	11.77	0.91	0.82
		110087587	0.05	11.77	0.91	0.82
		110087588	0.05	11.77	0.91	0.82
		110087589	0.05	11.77	0.91	0.82
		110087590	0.05	11.77	0.91	0.82
		110087591	0.05	11.77	0.91	0.82
		110087592	0.05	11.77	0.91	0.82
		110087593	0.05	11.77	0.91	0.82
		110087594	0.05	11.77	0.91	0.82
		110087595	3.38			
		110087597	0.63			

LUR3/ LUB

Single Family
Homes/ Toen
Homes/
Apartments/
Assisted Living/ Gas
Station

		110087598	1.08			
		110087599	1.94	2054	125	140
		110087601	0.06	7.22	0.528	0.722
		110087602	0.05	7.22	0.528	0.722
		110087603	0.05	7.22	0.528	0.722
		110087604	0.05	7.22	0.528	0.722
		110087605	0.05	7.22	0.528	0.722
		110087606	0.05	7.22	0.528	0.722
		110087607	0.05	7.22	0.528	0.722
		110087608	0.05	7.22	0.528	0.722
		110087609	0.05	7.22	0.528	0.722
		110087610	0.05	7.22	0.528	0.722
		110087611	0.05	7.22	0.528	0.722
		110087612	0.05	7.22	0.528	0.722
		110087613	0.05	7.22	0.528	0.722
		110087614	0.05	7.22	0.528	0.722
		110087615	0.05	7.22	0.528	0.722
		110087616	0.05	7.22	0.528	0.722
		110087617	0.05	7.22	0.528	0.722
		110087618	0.05	7.22	0.528	0.722
		110087619	0.05	7.22	0.528	0.722
		110087620	0.05	7.22	0.528	0.722
		110087621	0.05	7.22	0.528	0.722
		110087622	0.05	7.22	0.528	0.722
		110087623	0.05	7.22	0.528	0.722
		110087624	0.05	7.22	0.528	0.722
		110087625	0.05	7.22	0.528	0.722
		110087626	0.05	7.22	0.528	0.722
		110087627	0.05	7.22	0.528	0.722
		110087628	0.05	7.22	0.528	0.722
		110087629	0.05	7.22	0.528	0.722
		110087630	0.05	7.22	0.528	0.722
		110087631	0.05	7.22	0.528	0.722
		110087632	0.05	7.22	0.528	0.722
		110087633	0.05	7.22	0.528	0.722
	Single Family	110087634	0.05	7.22	0.528	0.722
	Homes/ Toen	110087635	0.05	7.22	0.528	0.722
	Homes/	110087636	0.05	7.22	0.528	0.722
	Apartments/	110087637	0.05	7.22	0.528	0.722
	Assisted Living/ Gas	110087638	0.05	7.22	0.528	0.722
	Station	110087639	0.05	7.22	0.528	0.722
		110087640	0.05	7.22	0.528	0.722
		110087641	0.05	7.22	0.528	0.722
		110087642	0.05	7.22	0.528	0.722
		110087643	0.05	7.22	0.528	0.722
		110087644	0.05	7.22	0.528	0.722
		110087645	0.05	7.22	0.528	0.722
		110087646	0.05	7.22	0.528	0.722
		110087647	0.05	7.22	0.528	0.722
		110087648	0.05	7.22	0.528	0.722
		110087649	0.05	7.22	0.528	0.722
		110087650	0.05	7.22	0.528	0.722
		110087651	0.05	7.22	0.528	0.722
		110087652	0.05	7.22	0.528	0.722
		110087653	0.05	7.22	0.528	0.722
		110087654	0.05	7.22	0.528	0.722
		110087655	0.05	7.22	0.528	0.722
		110087656	0.05	7.22	0.528	0.722
		110087657	0.05	7.22	0.528	0.722
		110087658	0.05	7.22	0.528	0.722
		110087659	0.05	7.22	0.528	0.722
		110087660	0.05	7.22	0.528	0.722
		110087661	0.05	7.22	0.528	0.722
		110087662	0.05	7.22	0.528	0.722
		110087663	0.05	7.22	0.528	0.722
		110087664	0.05	7.22	0.528	0.722
		110087665	0.05	7.22	0.528	0.722
		110087666	0.05	7.22	0.528	0.722
		110087667	0.05	7.22	0.528	0.722
		110087668	0.05	7.22	0.528	0.722
		110087669	0.05	7.22	0.528	0.722
		110087670	0.05	7.22	0.528	0.722
		110087671	0.05	7.22	0.528	0.722
		110087672	0.05	7.22	0.528	0.722
		Total	60.2	4761	327	390

LUR3/ LUB

Table C.8 Area 8 Trips per Parcel

Land Use Code	Land Use Desc	Parcel ID	Acres	Daily Trip Gen	AM Peak Trip Gen	PM Peak Trip Gen	Estimated Homes (3.5/acre)
LUR-1	Single Family Homes	110013410	44.66	1471	109	147	156
		110037400	2.76	94	7	9	10
		110037500	90.99	2999	223	299	318
		110037710	40.51	1339	99	133	142
		Total	178.9	5903	438	588	626



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 11/17/2025

Board & Commission: City Council

Subject: Approval of Meadows Ridge Planned Unit Development and Subdivision Agreement

City Staff are working with the developer on finalizing the development agreement and will uploaded to the packet asap.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 11/10/2025

Board & Commission: City Council

Subject: Update on website

City Clerk Tonya Kostuch has been working with Civic-Plus and City Staff to provide a new website for the City of North Branch. Tonya will be providing a high-level showcase of the website, highlighting its features and capabilities. The official rollout of the new website will be the middle of December, but there will be consistent and ongoing updates to build the complete site to provide quick and easy access for information related to the City of North Branch.

Along with the website, the City is also transitioning to the .gov format for both the website and email addresses.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/14/2025

Board & Commission: City Council

Subject: Consider approval of ordinance #400-25 and summary for publication amending North Branch City Code, Chapter 18: Businesses, Article III: Alcoholic Beverages

Administration has received and reviewed inquiries from two businesses in North Branch regarding the availability and requirements for liquor licenses. Research was conducted concerning both City Code and MN State Statute 340A.404.

Inquiry #1: Bowling Center On-Sale Intoxicating Liquor License

- A Bowling Center business in North Branch inquired about the ability to maintain their current on-sale intoxicating liquor license without operating a full-service restaurant.
- The business has been informed that current City Code requires them to possess a food service license to maintain their current liquor licensure.
- Additional research confirmed that the MN State Statute 340A.404, subdivision 1, explicitly defines a "bowling center" as one of the locations where a city may issue an on-sale intoxicating liquor license. This statutory definition does not necessitate a restaurant component.

Inquiry #2: Golf Course Liquor License Expansion

- A local golf course, which currently holds a 3.2 beer license, inquired about the ability to expand their license to include Strong Beer and intoxicating liquor.
- After review and consultation with the City Attorney's office, it was determined that the golf course is not able to expand their liquor license without the addition of a food/restaurant license from the State of Minnesota.

- Investigation into whether the golf course could qualify as a "club" was conducted; however, the Statute does not allow or show precedent for golf courses to have a strong beer license without a restaurant license.

PROPOSED ACTION:

Given the findings related to Inquiry #1, the current City Code requirement for a food service license for bowling centers is not in alignment with the clear provisions of MN State Statute 340A.404, subdivision 1.

The City has prepared a proposed ordinance amendment that will specifically allow bowling centers to have an on-sale intoxicating liquor license, thereby matching and adhering to the provisions set in MN State Statute 340A.404.

REQUESTED ACTION:

Motion and Second to approve Ordinance No. 400-25, amending Chapter 18, Business, Article III to allow intoxicating liquor, on-sale licenses to be acquired by bowling centers.

Voting Requirements:

Voting Options **Simple Majority**

ORDINANCE NO. 400-25

**AN ORDINANCE AMENDING NORTH BRANCH CITY CODE, CHAPTER 18:
BUSINESSES, ARTICLE III: ALCOHOLIC BEVERAGES**

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN THAT (new material is underlined in red; deleted material is lined out; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. City of North Branch City Code, Chapter 18: Businesses, Article III: Alcoholic Beverages, Section 18-52: Types of Licenses and Fees:

Sec 18-52 Types of Licenses and Fees

In accordance with state law and city ordinances, the following types of annual licenses may be issued with fees being set from time to time by city council ordinance:

(d) Intoxicating liquor, on-sale for hotels, ~~and~~ restaurants, and bowling centers, as defined by Minn. Stats. § ~~340.07~~ § 340A.404 and as modified by section 18-64;

SECTION 2. This ordinance shall take effect following its passage and publication.

Passed by the City Council of the City of North Branch, Minnesota, this ___ day of _____, 20___.

Kevin Schieber, Mayor

ATTEST:

Matthew Hill, City Administrator

SUMMARY PUBLICATION OF CITY OF NORTH BRANCH ORDINANCE NO. 400-25

**AN ORDINANCE AMENDING NORTH BRANCH CITY CODE, CHAPTER 18:
BUSINESSES, ARTICLE III: ALCOHOLIC BEVERAGES**

The City Council of the City of North Branch has adopted Ordinance No. 400-25. This Ordinance amends Chapter 18: Businesses, Article III to allow intoxicating liquor, on-sale licenses to be acquired by bowling centers.

The complete text of Ordinance No. 400-25 may be obtained at no charge at North Branch City Hall, 6408 Elm Street, North Branch, MN 55056.

Dated this _____ day of _____, 2025.

Kevin Shieber, Mayor

Attested By:

Mathew Hill, City Administrator

340A.404 INTOXICATING LIQUOR; ON-SALE LICENSES.

Subdivision 1. **Cities.** (a) A city may issue an on-sale intoxicating liquor license to the following establishments located within its jurisdiction:

- (1) hotels;
- (2) restaurants;
- (3) bowling centers;

(4) clubs or congressionally chartered veterans organizations with the approval of the commissioner, provided that the organization has been in existence for at least three years and liquor sales will only be to members and bona fide guests, except that a club may permit the general public to participate in a wine tasting conducted at the club under section 340A.419;

(5) sports facilities, restaurants, clubs, or bars located on land owned or leased by the Minnesota Sports Facilities Authority;

- (6) sports facilities located on land owned by the Metropolitan Sports Commission;
- (7) exclusive liquor stores; and
- (8) resorts as defined in section 157.15, subdivision 11.

(b) A city may issue an on-sale intoxicating liquor license, an on-sale wine license, or an on-sale malt liquor license to a theater within the city, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending events at the theater.

(c) A city may issue an on-sale intoxicating liquor license, an on-sale wine license, or an on-sale malt liquor license to a convention center within the city, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending events at the convention center. This paragraph does not apply to convention centers located in the seven-county metropolitan area.

(d) A municipality may issue an on-sale wine license and an on-sale malt liquor license to a person who is the owner of a summer collegiate league baseball team or baseball team competing in a league established by the Minnesota Baseball Association, or to a person holding a concessions or management contract with the owner, for beverage sales at a ballpark or stadium located within the municipality for the purposes of summer collegiate league baseball games, town ball games, and any other events at the ballpark or stadium, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons attending baseball games and any other events at the ballpark or stadium.

(e) A municipality may issue an on-sale malt liquor license to a resort as defined in section 157.15, subdivision 11, notwithstanding any law, local ordinance, or charter provision. A license issued under this paragraph authorizes sales on all days of the week to persons staying at the resort and their guests.

Subd. 1a. **Municipalities; auto racing facilities.** A municipality may issue an on-sale intoxicating liquor license to an auto racing facility located in the municipality. The license may authorize sales both to persons attending any and all events at the facility, and sales in a restaurant, bar, or banquet facility located on the premises of the auto racing facility. The license authorizes sales on all days of the week. The license may

be issued for a space that is not compact and contiguous, provided that the licensed premises may include only the space within a defined area as described in the application for the license.

Subd. 2. **Special provision; city of Minneapolis.** (a) The city of Minneapolis may issue an on-sale intoxicating liquor license to the Guthrie Theater, the Cricket Theatre, the Orpheum Theatre, the State Theatre, and the Historic Pantages Theatre, notwithstanding the limitations of law, or local ordinance, or charter provision relating to zoning or school or church distances. The licenses authorize sales on all days of the week to holders of tickets for performances presented by the theaters and to members of the nonprofit corporations holding the licenses and to their guests.

(b) The city of Minneapolis may issue an intoxicating liquor license to 510 Groveland Associates, a Minnesota cooperative, for use by a restaurant on the premises owned by 510 Groveland Associates, notwithstanding limitations of law, or local ordinance, or charter provision.

(c) The city of Minneapolis may issue an on-sale intoxicating liquor license to Zuhrah Shrine Temple for use on the premises owned by Zuhrah Shrine Temple at 2540 Park Avenue South in Minneapolis, notwithstanding limitations of law, or local ordinances, or charter provision relating to zoning or school or church distances.

(d) The city of Minneapolis may issue an on-sale intoxicating liquor license to the American Association of University Women, Minneapolis branch, for use on the premises owned by the American Association of University Women, Minneapolis branch, at 2115 Stevens Avenue South in Minneapolis, notwithstanding limitations of law, or local ordinances, or charter provisions relating to zoning or school or church distances.

(e) The city of Minneapolis may issue an on-sale wine license and an on-sale 3.2 percent malt liquor license to a restaurant located at 5000 Penn Avenue South, and an on-sale wine license and an on-sale malt liquor license to a restaurant located at 1931 Nicollet Avenue South, notwithstanding any law or local ordinance or charter provision.

(f) The city of Minneapolis may issue an on-sale wine license and an on-sale malt liquor license to the Brave New Workshop Theatre located at 3001 Hennepin Avenue South, the Theatre de la Jeune Lune, the Illusion Theatre located at 528 Hennepin Avenue South, the Hollywood Theatre located at 2815 Johnson Street Northeast, the Loring Playhouse located at 1633 Hennepin Avenue South, the Jungle Theater located at 2951 Lyndale Avenue South, Brave New Institute located at 2605 Hennepin Avenue South, the Guthrie Lab located at 700 North First Street, and the Southern Theatre located at 1420 Washington Avenue South, notwithstanding any law or local ordinance or charter provision. The license authorizes sales on all days of the week.

(g) The city of Minneapolis may issue an on-sale intoxicating liquor license to University Gateway Corporation, a Minnesota nonprofit corporation, for use by a restaurant or catering operator at the building owned and operated by the University Gateway Corporation on the University of Minnesota campus, notwithstanding limitations of law, or local ordinance or charter provision. The license authorizes sales on all days of the week.

(h) The city of Minneapolis may issue an on-sale intoxicating liquor license to the Walker Art Center's concessionaire or operator, for a restaurant and catering operator on the premises of the Walker Art Center, notwithstanding limitations of law, or local ordinance or charter provisions. The license authorizes sales on all days of the week.

(i) The city of Minneapolis may issue an on-sale intoxicating liquor license to the Guthrie Theater's concessionaire or operator for a restaurant and catering operator on the premises of the Guthrie Theater,

notwithstanding limitations of law, local ordinance, or charter provisions. The license authorizes sales on all days of the week.

(j) The city of Minneapolis may issue an on-sale wine license and an on-sale malt liquor license to the Minnesota Book and Literary Arts Building, Inc.'s concessionaire or operator for a restaurant and catering operator on the premises of the Minnesota Book and Literary Arts Building, Inc. (dba Open Book), notwithstanding limitations of law, or local ordinance or charter provision. The license authorizes sales on all days of the week.

(k) The city of Minneapolis may issue an on-sale intoxicating liquor license to a restaurant located at 5411 Penn Avenue South, notwithstanding any law or local ordinance or charter provision.

(l) The city of Minneapolis may issue an on-sale intoxicating liquor license to the Museum of Russian Art's concessionaire or operator for a restaurant and catering operator on the premises of the Museum of Russian Art located at 5500 Stevens Avenue South, notwithstanding any law or local ordinance or charter provision.

(m) The city of Minneapolis may issue an on-sale intoxicating liquor license to the American Swedish Institute or to its concessionaire or operator for use on the premises owned by the American Swedish Institute at 2600 Park Avenue South, notwithstanding limitations of law, or local ordinances, or charter provision relating to zoning or school or church distances.

(n) Notwithstanding any other law, local ordinance, or charter provision, the city of Minneapolis may issue one or more on-sale intoxicating liquor licenses to the Minneapolis Society of Fine Arts (dba Minneapolis Institute of Arts), or to an entity holding a concessions or catering contract with the Minneapolis Institute of Arts for use on the premises of the Minneapolis Institute of Arts. The licenses authorized by this subdivision may be issued for space that is not compact and contiguous, provided that all such space is included in the description of the licensed premises on the approved license application. The licenses authorize sales on all days of the week.

(o) The city of Minneapolis may issue an on-sale intoxicating liquor license to Norway House or to its concessionaire or operator for use on the premises owned by Norway House at 913 East Franklin Avenue, notwithstanding limitations of law, or local ordinances, or charter provision relating to zoning or school or church distances.

(p) Notwithstanding any other law, including section 340A.504, subdivision 3, relating to seating requirements, local ordinance, or charter provision, the city of Minneapolis may issue one or more on-sale intoxicating liquor licenses to any entity holding a concessions or catering contract with the Minneapolis Park and Recreation Board for use on Minneapolis Park and Recreation Board premises. The licenses authorized by this subdivision may be used for space specified within the park property, provided all such space is included in the description of the licensed premises on the approved license application. The licenses authorize sales on the dates on the approved license application.

Subd. 2a. City of Minneapolis; arena. (a) Notwithstanding any other law, local ordinance, or charter provision, the city of Minneapolis may issue one or more on-sale or combination on-sale and off-sale intoxicating liquor licenses to the owner of the sports arena located at 600 First Avenue North in Minneapolis, or to an entity holding a concessions contract with the owner for use on the premises of that sports arena.

(b) The license authorizes sales on all days of the week to holders of tickets for events at the sports arena and to the owners of the sports arena and the owners' guests.

(c) The licensee may not dispense intoxicating liquor to any person attending or participating in an amateur athletic event held on the premises unless such dispensing is authorized by the city. The city may not authorize the dispensing of intoxicating liquor at any event held under the auspices of the Minnesota State High School League.

(d) The license authorized by this subdivision may be issued for space that is not compact and contiguous, provided that all such space is within the sports arena building and is included in the description of the licensed premises on the approved license application.

(e) Notwithstanding any law or rule to the contrary, a person licensed to make off-sales within the sports arena building may deliver alcoholic beverages to rooms and suites within the sports arena building (1) between midnight and 8:00 a.m. on Monday through Thursday, and (2) between midnight and 8:00 a.m. and between 10:00 p.m. and midnight on Friday through Sunday. No delivery authorized by this paragraph may be made to a room or suite within the building at any time when an event utilizing the room or suite is in progress.

(f) The holder of a license issued under this subdivision may dispense intoxicating liquor in miniature bottles if the intoxicating liquor is poured from the miniature bottles, mixed into another beverage, and dispensed on the premises by employees of the licensee.

Subd. 2b. Special provision; city of St. Paul. The city of St. Paul may issue an on-sale intoxicating liquor license to the Fitzgerald Theatre, the Great American History Theater at 30 East 10th Street, and the Brave New Workshop at the Palace Theater at 17 West Seventh Place, notwithstanding the limitations of law, or local ordinance, or charter provision relating to zoning or school or church distances. The license authorizes sales on all days of the week to holders of tickets for performances presented by the theatre and to members of the nonprofit corporation holding the license and to their guests.

Subd. 3. Notice to commissioner. A city shall within ten days of the issuance of a license under subdivision 1 or 5, inform the commissioner of the licensee's name and address and trade name, and the effective date and expiration date of the license. The city shall also inform the commissioner of a license transfer, cancellation, suspension, or revocation during the license period.

Subd. 4. Special provisions; sports, conventions, or cultural facilities; community festivals. (a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policy-making and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises, and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.

(b) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to dispense intoxicating liquor off premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed, and shall not be issued unless the licensee demonstrates that it has liability insurance as prescribed by section 340A.409 to cover the event.

Subd. 4a. Publicly owned recreation; entertainment facilities. (a) Notwithstanding any other law, local ordinance, or charter provision, the commissioner may issue on-sale intoxicating liquor licenses:

(1) to the state agency administratively responsible for, or to an entity holding a concession or facility management contract with such agency for beverage sales at, the premises of any Giants Ridge Recreation Area building or recreational improvement area owned by the state in the city of Biwabik, St. Louis County;

(2) to the state agency administratively responsible for, or to an entity holding a concession or facility management contract with such agency for beverage sales at, the premises of any Ironworld Discovery Center building or facility owned by the state at Chisholm;

(3) to the Board of Regents of the University of Minnesota for events at Northrop Auditorium, the intercollegiate football stadium, including any games played by the Minnesota Vikings at the stadium, and at no more than seven other locations within the boundaries of the University of Minnesota, provided that the Board of Regents has approved an application for a license for the specified location and provided that a license for an intercollegiate football stadium is void unless it meets the conditions of paragraph (b). It is solely within the discretion of the Board of Regents to choose the manner in which to carry out these conditions consistent with the requirements of paragraph (b); and

(4) to the Duluth Entertainment and Convention Center Authority for beverage sales on the premises of the Duluth Entertainment and Convention Center Arena during intercollegiate hockey games.

The commissioner shall charge a fee for licenses issued under this subdivision in an amount comparable to the fee for comparable licenses issued in surrounding cities.

(b) No alcoholic beverage may be sold or served at TCF Bank Stadium unless the Board of Regents holds an on-sale intoxicating liquor license for the stadium as provided in paragraph (a), clause (3), that provides for the sale of intoxicating liquor at a location in the stadium that is convenient to the general public attending an intercollegiate football game at the stadium. On-sale liquor sales to the general public must be available at that location through half-time of an intercollegiate football game at TCF Bank Stadium, and sales at the stadium must comply with section 340A.909.

Subd. 5. Wine licenses. (a) A municipality may issue an on-sale wine license with the approval of the commissioner to a restaurant having facilities for seating at least 25 guests at one time. A wine license permits the sale of wine of up to 24 percent alcohol by volume for consumption. A wine license authorizes the sale of wine on all days of the week unless the issuing authority restricts the license's authorization to the sale of wine on all days except Sundays.

(b) The governing body of a municipality may by ordinance authorize a holder of an on-sale wine license issued pursuant to paragraph (a) who is also licensed to sell 3.2 percent malt liquors at on-sale pursuant to section 340A.411, to sell intoxicating malt liquors at on-sale without an additional license.

(c) A municipality may issue an on-sale wine license with the approval of the commissioner to a licensed bed and breakfast facility. A license under this paragraph authorizes a bed and breakfast facility to furnish wine only to registered guests of the facility and, if the facility contains a licensed commercial kitchen, also to guests attending private events at the facility.

(d) The State Agricultural Society may issue an on-sale wine license to the holder of a state fair concession contract pursuant to section 37.21, subdivision 2.

Subd. 5a. MS 2012 [Renumbered 340A.4175]

Subd. 6. Counties. (a) A county board may issue an annual on-sale intoxicating liquor license within the area of the county that is unorganized or unincorporated to a bowling center, restaurant, club, hotel, or resort as defined in section 157.15, subdivision 11, with the approval of the commissioner.

(b) A county board may also with the approval of the commissioner issue up to ten seasonal on-sale licenses to restaurants and clubs for the sale of intoxicating liquor within the area of the county that is unorganized or unincorporated. Notwithstanding section 340A.412, subdivision 8, a seasonal license is valid for a period specified by the board, not to exceed nine months. Not more than one license may be issued for any one premises during any consecutive 12-month period.

(c) A county board may issue an annual on-sale malt liquor license to a resort as defined in section 157.15, subdivision 11, within the area of the county that is unorganized or unincorporated, notwithstanding any law or local ordinance. A license issued under this paragraph authorizes sales on all days of the week to persons staying at the resort and their guests.

Subd. 6a. MS 1990 [Repealed, 1991 c 249 s 33]

Subd. 7. **Airports commission.** On-sale licenses may be issued by the Metropolitan Airports Commission for the sale of intoxicating liquor in major airports owned by the Metropolitan Airports Commission and used as terminals for regularly scheduled air passenger service. Notwithstanding any other law, the license authorized by this subdivision may be issued for space that is not compact and contiguous.

Subd. 8. **Lake Superior, St. Croix River, and Mississippi River tour boats.** (a) The commissioner may issue an on-sale intoxicating liquor license to a person regularly engaged, on an annual or seasonal basis, in the business of offering tours by boat on Lake Superior and adjacent bays, the St. Croix River, and the Mississippi River. The license shall authorize the sale of intoxicating liquor between May 1 and November 1 for consumption on the boat while underway or attached to a dock or other mooring. No license may be issued unless each boat used in the tour business regularly sells meals in the place where intoxicating liquor is sold.

(b) All sales of intoxicating liquor made on a boat while it is attached to a dock or other mooring are subject to any restrictions on the sale of liquor prescribed by the governing body of the city where the boat is attached, or of a county when it is attached outside a city. A governing body may prohibit liquor sales within its jurisdiction but may not require an additional license, or require a fee or occupation tax, for the sales.

Subd. 9. **Military bases and installations.** The commissioner may issue an on-sale license for the sale of intoxicating liquor within the boundaries of a military base or installation under the jurisdiction of the adjutant general with the approval of the adjutant general. No municipal or county license is required for the sale of intoxicating liquor under this subdivision.

Subd. 10. **Temporary on-sale licenses.** (a) The governing body of a municipality may issue to (1) a club or charitable, religious, or other nonprofit organization in existence for at least three years, (2) a political committee registered under section 10A.14, or (3) a state university, a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the licensee. The license may authorize the on-sale of intoxicating liquor for not more than four consecutive days, except as provided for county fairs in section 340A.410, subdivision 10, and may authorize on-sales on premises other than premises the licensee owns or permanently occupies. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full-year on-sale intoxicating liquor license issued by any municipality. The licenses are subject to the terms, including a license fee, imposed by the issuing municipality. Licenses issued under this subdivision are subject to all laws and ordinances governing the sale of intoxicating liquor except sections 340A.409 and 340A.504, subdivision 3, paragraph (d), and those laws and ordinances which by their nature are not applicable. Licenses under this subdivision are not valid unless first approved by the commissioner of public safety.

(b) A county under this section may issue a temporary license only to a premises located in the unincorporated or unorganized territory of the county.

(c) The governing body of a municipality may issue to a brewer who manufactures fewer than 3,500 barrels of malt liquor in a year or a microdistillery a temporary license for the on-sale of intoxicating liquor in connection with a social event within the municipality sponsored by the brewer or microdistillery. The terms and conditions specified for temporary licenses under paragraph (a) shall apply to a license issued under this paragraph, except that the requirements of section 340A.409, subdivisions 1 to 3a, shall apply to the license.

Subd. 10a. Temporary on-sale licenses; farm winery. The governing body of a municipality may issue to a farm winery licensed under section 340A.315 a temporary license for the on-sale at a county fair located within the municipality of intoxicating liquor produced by the farm winery. The licenses are subject to the terms, including a license fee, imposed by the issuing municipality and all laws and ordinances governing the sale of intoxicating liquor not inconsistent with this section. Licenses under this subdivision are not valid unless first approved by the commissioner of public safety.

Subd. 11. Removal of wine from restaurant. A restaurant licensed to sell intoxicating liquor or wine at on-sale under this section may permit a person purchasing a full bottle of wine in conjunction with the purchase of a meal to remove the bottle on leaving the licensed premises provided that the bottle has been opened and the contents partially consumed. A removal of a bottle under the conditions described in this subdivision is not an off-sale of intoxicating liquor and may be permitted without additional license.

Subd. 12. Caterer's permit. The commissioner may issue a caterer's permit to a restaurant that holds an on-sale intoxicating liquor license issued by any municipality. The holder of a caterer's permit may sell intoxicating liquor as an incidental part of a food service that serves prepared meals at a place other than the premises for which the holder's on-sale intoxicating liquor license is issued.

(a) A caterer's permit is auxiliary to the primary on-sale license held by the licensee.

(b) The restrictions and regulations which apply to the sale of intoxicating liquor on the licensed premises also apply to the sale under the authority of a caterer's permit, and any act that is prohibited on the licensed premises is also prohibited when the licensee is operating other than on the licensed premises under a caterer's permit.

(c) Any act, which if done on the licensed premises would be grounds for cancellation or suspension of the on-sale licensee, is grounds for cancellation of both the on-sale license and the caterer's permit if done when the permittee is operating away from the licensed premises under the authority of the caterer's permit.

(d) The permittee shall notify prior to any catered event:

(1) the police chief of the city where the event will take place, if the event will take place within the corporate limits of a city; or

(2) the county sheriff of the county where the event will take place, if the event will be outside the corporate limits of any city.

(e) If the primary license ceases to be valid for any reason, the caterer's permit ceases to be valid.

(f) Permits issued under this subdivision are subject to all laws and ordinances governing the sale of intoxicating liquor except those laws and ordinances which by their nature are not applicable.

(g) The annual state fee for a caterer's permit is \$300.

Subd. 13. **Holders of multiple on-sale licenses; uniform licensing periods.** Notwithstanding any local ordinance or other law, a local government unit may adjust the licensing period for any holder of multiple on-sale alcoholic beverage licenses in the state, upon request of the licensee. The local government unit may charge a fee for an adjustment of the licensing period.

Subd. 14. **Private college.** Notwithstanding any other law, local ordinance, or charter provision, the governing body of a municipality may issue an on-sale intoxicating liquor license to a private, nonprofit college located within the municipality, or to any entity holding a caterer's permit and a contract with the private, nonprofit college for catering on the premises of the private, nonprofit college, or for any portion of the premises as described in the approved license application. The license authorized by this subdivision may be issued for space that is not compact and contiguous, provided that all such space is included in the description of the licensed premises on the approved license application. The license authorizes sales on all days of the week to persons attending events at the private, nonprofit college. All other provisions of this chapter not inconsistent with this section apply to the license authorized under this section.

History: 1985 c 201 s 3; 1985 c 305 art 6 s 4; 1Sp1985 c 16 art 2 s 3 subd 1; 1Sp1986 c 3 art 1 s 37; 1987 c 5 s 1,2; 1987 c 27 s 1; 1987 c 29 s 1; 1987 c 152 art 1 s 1; 1987 c 310 s 8; 1987 c 328 s 2; 1989 c 40 s 1; 1990 c 554 s 7-10; 1991 c 249 s 4-7,31; 1992 c 486 s 7; 1994 c 611 s 16,17; 1995 c 42 s 1; 1995 c 198 s 8,9; 1996 c 418 s 5,6; 1997 c 129 art 1 s 3,4; 1998 c 364 s 3,4; 1999 c 202 s 1-4; 2000 c 440 s 3; 2001 c 193 s 1,2; 2003 c 126 s 6,7; 2005 c 24 s 1; 2005 c 25 s 3; 2005 c 131 s 3; 2005 c 136 art 8 s 15; 2006 c 210 s 8,9; 2006 c 247 s 14; 2007 c 89 s 5; 2009 c 95 art 2 s 37; 2009 c 120 s 6-8; 2010 c 255 s 2,3; 2010 c 384 s 95; 2011 c 16 s 1; 2011 c 55 s 7-11; 2012 c 235 s 3,4,11,12; 2012 c 299 art 1 s 7; 2014 c 240 s 15,16,26; 2014 c 312 art 6 s 7; 2014 c 313 s 2; 2015 c 9 art 2 s 4,5; 2020 c 103 s 1,2; 2022 c 86 art 1 s 10-13; 2024 c 114 art 5 s 2-4



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/14/2025

Board & Commission: City Council

Subject: Consider approval of Ordinance # 401-25 and summary for publication amending the City Code to remove Water and Light and related Public Utilities Commission.

BACKGROUND:

This Ordinance amends the North Branch City Code to remove all references to the North Branch Public Utilities Commission, also known as the North Branch Water & Light Commission. The Commission was abolished by a voter-approved referendum in November of 2023, pursuant to Minnesota Statutes section 412.391. The proposed amendment is necessary to update the City Code to reflect the current organizational structure of the city government following the dissolution of the Commission.

REQUESTED COUNCIL ACTION:

Administration requests the City Council to approve Ordinance 401-25, Amending the North Branch City Code to remove all references to the North Branch Public Utilities Commission and related summary for publication as presented.

Voting Requirements:

Voting Options Simple Majority

ORDINANCE NO. 401-25

AN ORDINANCE AMENDING THE NORTH BRANCH CITY CODE REMOVING REFERENCES TO THE ABOLISHED PUBLIC UTILITIES COMMISSION.

WHEREAS, the purpose of this ordinance is to revise the North Branch City Code to reflect the recent abolition of the North Branch Public Utilities Commission, also known as the North Branch Water & Light Commission, which abolition was approved by voter referendum in November of 2023 pursuant to Minnesota Statutes Section 412.391.

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH ORDAINS: (new material is underlined; deleted material is ~~lined-out~~; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as to their number and title):

SECTION 1. That North Branch City Code Chapter 2, Article 5, Division 5: Public Utilities Commission, is hereby deleted in its entirety as follows:

Division 5 PUBLIC UTILITIES COMMISSION

Sec 2-229 Establishment

~~The public utilities commission is hereby established and governed by Minn. Stats. §§ 412.331—412.391.~~

Sec 2-230 Composition

~~The public utility commission shall consist of five members. Except as provided below, all members shall be residents of North Branch. At least three (3) members shall be a customer of either its water and/or electrical services. One of the members may be a business owner of a business that is a customer of either its water and/or electrical services even if the business owner is not a resident of the city. No members of the public utility commission may be chosen from the city council.~~

Sec 2-231 Terms Of Office

~~Appointment by the city council shall be made at its first meeting in January. Appointees shall serve three year staggered terms, except for the initial appointments following enactment of the special legislation increasing the size of the commission to 5 members. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. In the event of any vacancy, the city council shall appoint a person to complete the unexpired term.~~

Sec 2-232 Meetings And Officers

- ~~(a) At the first meeting when all of the newly appointed members have been seated, the public utilities commission shall elect an chair, vice-chair and secretary from among its appointed members each for a one-year term.~~
- ~~(b) The commission shall hold a meeting each month at such time and place decided on by the commission. Special meetings may be called at any time by the chair, or in their~~

~~absence, by the vice chair. Written notice must be given to all members of the commission and be posted at least three working days before the meeting.~~

- ~~(c) A majority of the commission shall constitute a quorum.~~
- ~~(d) It shall adopt rules and procedures for the transaction of its business~~
- ~~(e) In December of each year, the commission may submit a report to the city council of its work during the preceding year.~~
- ~~(f) City Council Liaison. A non-voting City Council member will be appointed by resolution of the City Council annually to serve as a liaison between the Public Utilities Commission and the City Council. The City Council Liaison will observe Public Utilities Commission meetings and, when called upon, keep Public Utilities Commission members generally informed of mutual City Council and Public Utilities goals and priorities for all utilities under the jurisdiction of the Public Utilities Commission. The liaison will keep the City Council generally informed of Public Utilities Commission activities. The liaison is not a member of Public Utilities Commission and cannot be counted for purposes of establishing a quorum at public utilities commission meetings. The liaison and/or City Clerk may assist in Public Utilities Commission meeting facilitation as may be deemed necessary or advisable by chairperson of the Public Utilities Commission. The liaison shall remain neutral if asked for an opinion and serves as representative of the City Council not in their individual capacity as an elected official.~~

Sec 2-233 Powers Of The Commission

- ~~(a) The commission shall have power to extend, and to modify or rebuild water and electric utilities and to do anything it deems necessary for its proper and efficient operation; and it may enter into necessary contracts for these purposes. The provisions of Minn. Stats. § 412.311 relating to advertisement for bids shall apply to contracts of the public utilities commission.~~
- ~~(b) The commission shall have power to employ all necessary help for the management and operation of the water and electric utilities, prescribe duties of officers and employees and fix their compensation.~~
- ~~(c) The commission shall have power to buy all fuel and supplies, and it may purchase wholesale electric energy, steam heat, gas or water as the case may be for municipal distribution.~~
- ~~(d) The commission shall have power to fix rates and to adopt reasonable rules and regulations for utility service supplied by the municipality-owned public utilities within its jurisdiction.~~
- ~~(e) The commission shall have power to enter into agreement with the city council for payments by the city for utility service, compensation for the use by either the commission or the city of buildings, equipment and personnel under the control of the other, payments to the city in lieu of taxes, transfers of surplus utility funds to the general fund, and also agreements on other subjects of relationships between the commission and the city council.~~

Sec 2-234 Organization Of Commission

- ~~(a) No member of the commission shall receive a salary except as fixed by the city council.~~
- ~~(b) Superintendent. The commission shall appoint a superintendent of the commission to be responsible to the commission and to serve at its pleasure.~~

- ~~(c) Other employees. There shall be such other officers and employees of the commission as may be provided by the commission. The officers and employees shall be appointed and removed by the commission subject to the provisions of this Code on personnel unless the commission establishes a civil service system for the commission, in which case the regulations of the latter shall govern employment and removal of employees.~~
- ~~(d) Salaries. The commission shall fix the salary of the superintendent, and shall have the power to fix the salaries of all other officers and employees of the commission.~~
- ~~(e) Surety bonds. The commission may require surety bonds for any of the officers and employees of the commission in such amounts as the commission deem necessary. The premiums for the bonds shall be paid by the commission in the same manner as any other operating expense.~~
- ~~(f) Employee benefits. The commission may contribute to the cost of pension, retirement, life and accident and health insurance programs for the officers and employees of the commission.~~

Sec 2-235 Utility Funds And Disbursements

- ~~(a) Separate funds. A separate fund of a separate account shall be established in the treasury for each utility under the jurisdiction of the public utilities commission. Into such funds or accounts shall be paid all the receipts from such utility and from it shall be paid all disbursements attributable to such utility.~~
- ~~(b) Bond issues. Subject to applicable state laws, the commissioners may authorize the issuance and sale of revenue bonds necessary to finance the acquisition, construction, improvements, and extensions of the city utilities and operations of the commission.~~
- ~~(c) Short term loans. The commission may borrow money for periods not to exceed three years and may issue negotiable notes, payable from the revenues of the commission or a division thereof, as evidence of the loans. The action of the commission may be by resolutions which may be adopted at the same meetings at which introduced and shall take effect immediately upon adoption.~~
- ~~(d) Promotion expenditures. The commission may authorize reasonable expenditures to advertise and otherwise promote the use of the services of the commission and to acquaint the public with the operations, programs, and planned expansion of the commission.~~
- ~~(e) Investment of surplus funds. The commission may invest surplus funds of the commission only in federal securities and in securities which are legal for investment by savings banks and sinking funds in the state.~~

Sec 2-236 Reports

~~The public utilities commission shall make such monthly or annual statements of operation as the commission may require. A copy of each such report shall be filed in the office of the city administrator. An annual financial report shall be made at the close of the calendar year and a copy thereof shall be filed with the city administrator which report shall be included as part of the annual financial statement of the city. The cost of publishing of any other official statement required by law to be published, shall be paid from the public utility fund.~~

Sec 2-237 Removal Of Members

~~The City Council, by four-fifths vote of its members shall have the authority to remove any members of the public utilities commission from office, whenever, in its discretion, the best interests of the city shall be served.~~

SECTION 2. That City Code Section 54-60 subpart C be amended as follows:

Sec 54-60 PROCEDURES FOR PRELIMINARY PLAT

C. Provided the application is complete, copies will be forwarded to the City Engineer, ~~and North Branch Water & Light.~~

SECTION 3. That City Code Chapter 58 be amended as follows:

Sec 58-1 Definitions

~~Commission. The North Branch Water & Light Commission~~

Electric system. Electric generation facilities, above and below ground transmission lines, fixtures, meters and all equipment and appurtenances owned or operated by the city ~~and/or commission~~ for the purpose of providing electric services for public or private use.

Utility rate schedule. A schedule of all utility rates and charges set from time to time by ordinance of the city. ~~or as authorized, by the commission.~~

Sec 58-167 Trunk Water Main Unit Charges

(c) The trunk water main unit charge for residential property shall be payable to ~~the City North Branch Water & Light Commission~~ and collected by the City prior to the commencement of construction as a condition precedent to the City issuing a Notice to Proceed under the applicable development agreement, or at the time of City execution of the Final Plat, whichever occurs first.

SECTION 4 That this ordinance shall take effect following its passage and publication.

Passed by the City Council of the City of North Branch, Minnesota, this ____ day of _____, 2025.

Kevin Schieber, Mayor

ATTEST:

Tonya Kostuch, City Clerk

SUMMARY PUBLICATION OF CITY OF NORTH BRANCH ORDINANCE NO. 401-25

**AN ORDINANCE AMENDING THE NORTH BRANCH CITY CODE REMOVING
REFERENCES TO THE ABOLISHED PUBLIC UTILITIES COMMISSION.**

The City Council of the City of North Branch has adopted Ordinance No. 401-25. This Ordinance amends the North Branch City Code to remove all references to the North Branch Public Utilities Commission, also known as the North Branch Water & Light Commission, which was abolished by voter approved referendum in November of 2023 pursuant to Minnesota Statutes section 412.391.

The complete text of Ordinance No. 401-25 may be obtained at no charge at North Branch City Hall, 6408 Elm Street, North Branch, MN 55056.

Dated this _____ day of _____, 2025.

Kevin Schieber, Mayor

Attested By:

Tonya Kostuch, City Clerk



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 11/18/2025

Board & Commission: City Council

Subject: Consider approval of adding Section 45 Minnesota Paid Leave to the City of North Branch Personnel Policy

Background:

The Minnesota Paid Family and Medical Leave program goes into effect on January 1, 2026. City staff has worked with our employment attorney to develop a policy that ensures employees understand their responsibilities under the new law and the procedures for requesting Paid Family and Medical Leave.

The policy explains required documentation, eligibility for continuous or intermittent leave, and how Paid Family and Medical Leave will run concurrently with the federal Family and Medical Leave Act and/or Minnesota Pregnancy and Parenting Leave when applicable. It also outlines the provisions for using supplemental leave and for maintaining health insurance coverage during approved paid leave.

The Minnesota Paid Leave policy needs to be added to the current City Personnel Policy as section 45.

Recommended Action:

City staff recommends approving the attached Minnesota Paid Leave Policy and adding it to the City's Personnel Policy as section 45.

Voting Requirements:

Voting Options Simple Majority

Section 45 Minnesota Paid Leave Policy

Purpose

This policy is established to comply with the Minnesota Paid Leave Law, which establishes a public insurance program administered by the Minnesota Department of Employment and Economic Development (“DEED”), providing eligible employees with paid leave for family and medical reasons beginning January 1, 2026 (“MPL”). The City of North Branch provides MPL benefits to eligible employees through an approved equivalent plan administered by MetLife’s designated MPL insurance carrier instead of through DEED. This plan provides time off, payments, and job protections that are equal to or greater than those offered under the Minnesota Paid Leave Law. The MPL plan is funded by premium contributions payable to City of North Branch’s designated MPL insurance carrier and split between employers and employees pursuant to Minn. Stat. sec. 268B.14, subd. 3.

Employee Application and Eligibility

To apply for MPL benefits, employees must apply with the City of North Branch’s designated insurance carrier by using the Metlife Portal.

Employee eligibility based on such application is determined solely by the City of North Branch’s designated MPL insurance carrier.

Employee Notification Required

Employees must provide the City of North Branch with at least thirty (30) days’ notice before their MPL begins if the need for leave is foreseeable. If the leave is not foreseeable, employees must notify the City of North Branch as soon as possible.

If the employee does not provide the City of North Branch with at least thirty (30) days’ notice when the need for leave is foreseeable, the employee must explain why it was not possible or practicable upon request from City of North Branch

In addition, employees are required to comply with any and all City of North Branch policies and procedures for requesting leave, including but not limited to: Personnel Policy Section 28 Family and Medical Leave Employees that fail to comply with relevant City of North Branch policies and procedures are subject to discipline, up to and including termination from employment.

Certification and Documentation Requirements

Employees seeking MPL benefits are required to provide copies of any certification of eligibility or other relevant medical documents to the Human Resource Office on the same day that they are submitted to the City of North Branch’s designated MPL insurance carrier for MPL benefit consideration.

Intermittent Leave

Employees taking intermittent MPL are required to provide the City of North Branch with a schedule of the workdays the employee needs off as soon as possible. Employees taking intermittent leave must make a reasonable effort to schedule the intermittent leave.

Consistent with other forms of leave provided by the City of North Branch employees may take

intermittent leave in increments of **one** hour. If eligible for intermittent leave, the City of North Branch allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MPL provided the continuous leave does not exceed the maximum amount of MPL allowed by law.

Concurrent Leaves

Employees taking MPL, whether intermittently or continuously, that are concurrently eligible for Family and Medical Leave Act (“FMLA”) and/or pregnancy/parenting leave under Minn. Stat. sec. 181.941 will automatically be placed on such leaves to run concurrently with MPL.

Supplemental Benefits

Employees are permitted to use their available paid leave time as a supplemental benefit while on leave under MPL.

Health Insurance

Employees taking MPL will continue to be covered under the City of North Branch’s group health insurance plan under the same conditions and at the same level of City of North Branch contributions as would have been provided had they been continuously employed during the leave period. Employees are responsible for their portion of premiums due on the coverage. Employee premiums must be paid to Accounts Receivable by the last day of the month via check made out to City of North Branch, or a payment through an HSA/HRA, VEBA or other electronic payment, etc.

MPL Fraud

An employee is guilty of theft if they obtain or attempt to obtain benefits to which the individual is not entitled. Reporting false information to City of North Branch’s designated MPL insurance carrier and/or the City of North Branch will be cause for discipline, up to and including termination.



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/19/2025

Board & Commission: City Council

Subject: Tax Levy and Budget Discussion

Tax Levy

December 9, 2025 the City Council must approve the Final Tax Levy related to the 2026 Budget. At the September 23rd City Council meeting, a Preliminary Tax Levy was set at \$7,000,000. In 2025, the tax rate charged to residential households was 42.15% of the Taxable Market Value. With the Preliminary levy set at \$7 million, this projects out to a tax rate of 40.36% of the Taxable Market Value of the property. What this means is that a property that has the same Taxable Market Value as the prior year will be paying 1.79% less to the City Levy in 2026.

Taxable Market Value in 2025 of \$350,000 / 100 x 42.15% = \$1,475.25 in City of North Branch Tax Levy

Taxable Market Value in 2026 of \$350,000 / 100 x 40.36% = \$1,412.60 in City of North Branch Tax Levy

The total property tax that is collected by the City of North Branch would be increasing from 2025 by 5.93% but this percentage increase is due to an increase in property assessed values and new homes in the community. If we take the above example and show the property with a 10% increase, the property tax would look like this:

Taxable Market Value (increased in 2026 by 10%) \$385,000 / 100 x 40.36% = \$1,553.86 in City of North Branch Tax Levy.

This is provided as clarification on the Preliminary Levy to help make the decision for the Final Levy.

2026 Operating Budget and Capital Projects

The full budget is being presented tonight with the changes from the work session on November

18, 2025. The final budget will be presented on December 9, 2025, for approval by City Council. I am requesting that Council brings forward any changes tonight to either the levy or the budget to allow time for these changes to be made before the December 9th meeting.

Voting Requirements:

City of North Branch, MN



2026 Operating Budget and Capital Projects



City of North Branch, Minnesota

2026 Operating Budget and Capital Projects

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City of North Branch, Minnesota

Adopted budget For Fiscal year 2026

CITY OFFICIALS

		Term of office <u>Expires December 31</u>
Kevin Scheiber	Mayor	2026
Robert Canada	Acting Mayor/Councilmember	2028
Jeff Goulet	Councilmember	2028
Patrick Meacham	Councilmember	2026
James Ibinger	Councilmember	2026

CITY ADMINISTRATION

Matthew Hill	City Administrator
Sharon Wright	Finance Director
Daniel Meyer	Police Chief
Patrick Heinen	Fire Chief
Matthew Fraley	Public Works Director
Nathan Sondrol	Community Development Director
Carla Golden	Liquor Operations Director
Tonya Kostuch	City Clerk
Richard Meyer	Building Official

General Fund

General Fund
2026 Revenue Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan - Sept Actual	2026 Proposed
Current Ad Valorem Taxes	\$ 4,479,919	\$ 5,348,768	\$ 6,222,315	\$ 3,306,839	\$ 6,731,200
Delinquent Ad Valorem Taxes	77,537	44,104	-	103,000	-
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	-	7,432	-
Total Taxes	\$ 4,578,380	\$ 5,419,326	\$ 6,246,315	\$ 3,417,271	\$ 6,755,200

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
Club License	-	-	-	138	-
Professional and Transient	1,466	1,302	750	1,684	1,500
Tobacco License	3,000	2,750	3,000	500	2,500
Refuse License (Garbage)	936	156	1,000	1,248	1,500
Building Permits	230,051	230,265	200,000	154,902	200,000
Septic Permits and Opinion	5,685	10,880	6,000	5,980	6,000
Plan Check Fee	96,992	89,541	75,000	65,822	85,000
Mechanical Permits	24,714	22,967	20,000	18,224	22,000
Plumbing Permits	14,777	23,657	15,000	13,927	15,000
Site Locate/Permit	-	2,160	-	4,686	2,000
Grading Permit	1,000	1,000	750	500	1,000
Conditional Use Permit	600	900	750	900	1,000
Sewer & Water Permit	-	12,300	-	9,720	15,000
Excavation Permit/License	3,600	14,700	5,000	5,200	5,000
Animal Licenses	1,242	840	1,500	1,111	750
Dance Permits	360	60	400	60	50
Sign Permits	375	1,110	400	705	500
Other Permits	5,425	2,195	500	200	500
Total Licenses and Permits	\$ 408,798	\$ 437,683	\$ 347,800	\$ 287,057	\$ 377,050

State Grants and Aids	2,788	5,993	-	-	6,500
Local Government Aid	855,681	1,029,202	1,030,822	515,411	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	289,998	268,774
Other State Aid Grants	60,711	35,142	15,000	27,795	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
Total Intergovernmental	\$ 1,906,606	\$ 1,676,625	\$ 1,570,822	\$ 850,383	\$ 1,670,112

General Fund
2026 Revenue Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan - Sept Actual	2026 Proposed
Zoning and Subdivision Fees	5,345	20,770	8,000	2,425	8,000
Plat Fee	2,060	9,490	6,000	5,860	6,000
Assessment Search Fees	250	475	300	350	300
Fire Service Contract	67,119	77,051	75,000	89,275	75,000
Other Revenues	8,080	14,294	15,000	12,459	12,500
Total Charge for Services	\$ 82,854	\$ 122,081	\$ 104,300	\$ 110,369	\$ 101,800

Court Fines	17,444	24,796	17,000	20,940	17,000
False Alarm Fees	225	-	-	-	-
Total Fines and Forfeits	\$ 17,669	\$ 24,796	\$ 17,000	\$ 20,940	\$ 17,000

Special Assessments	2,270	-	-	-	-
Misc Revenue	19,188	-	-	9,209	-
Reimbursement-Police	40,339	25,191	20,000	32,458	20,000
Reimbursement-Pbl Wks	36,010	24,945	35,000	5,913	25,000
Reimbursement-Fire Dept	22,183	3,950	-	3,612	-
PD ADM Citations	-	440	-	600	-
Interest Earnings	168,683	119,439	65,000	63,132	75,000
Refunds & Reimbursements	205	-	-	-	-
Refunds & Reimburse - W&L	10,061	-	-	-	-
Other Revenues	160	11,794	10,000	9,857	12,000
Other Rents and Royalties	15,296	23,210	20,400	25,214	22,000
Insurance Reimbursement	17,046	26,481	-	50,821	-
Contributions and Donations	4,000	-	-	-	-
Total Other Revenue	\$ 335,440	\$ 235,450	\$ 150,400	\$ 200,816	\$ 154,000

Sales of General Fixed Assets	204,245	-	-	14,701	-
Transfer from Other Fund	398,704	121,800	315,300	-	588,833
Total Other Financing	\$ 602,949	\$ 121,800	\$ 315,300	\$ 14,701	\$ 588,833

Total General Fund Revenue	\$ 7,932,695	\$ 8,037,761	\$ 8,751,937	\$ 4,901,537	\$ 9,663,995
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General Fund
2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Sept Actual	2026 Proposed
Employees Wages & Salaries	\$ 3,051,245	\$ 2,938,590	\$ 3,258,398	\$ 3,329,781	\$ 2,262,419	\$ 3,451,039
Overtime	151,419	211,279	146,385	146,385	154,260	200,819
Part-Time Employees	14,395	28,775	33,500	33,500	45,545	59,750
Fire Call-Edu	46,200	49,200	94,500	94,500	60,113	124,000
PERA	381,310	391,200	417,564	429,779	300,337	463,616
FICA and Medicare	144,433	145,312	173,334	174,624	111,565	188,337
Employer Paid Health	543,960	537,930	618,674	626,766	443,718	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	4,900	5,000
Salaries & Benefits	\$ 4,512,395	\$ 4,458,884	\$ 4,933,736	\$ 5,026,716	\$ 3,558,893	\$ 5,451,353

Non-capital Equipment	44,250	84,117	273,673	273,673	195,178	133,300
Computer	35,014	73,605	20,400	20,400	24,181	39,600
Operating Supplies	77,274	85,099	88,305	88,305	57,424	109,750
Motor Fuels	109,617	73,620	106,100	106,100	47,499	105,100
Copy Machine Lease	19,562	16,816	25,900	25,900	16,826	25,900
SCBA Maint	1,966	-	8,000	8,000	-	8,000
Street Maint Materials	47,979	16,710	25,000	25,000	13,781	25,000
Traffic Signs	3,054	12,471	15,000	15,000	2,517	15,000
Vehicle/Truck Lease	5,545	5,512	6,600	6,600	6,501	-
Gravel	126,558	140,052	154,000	154,000	152,144	154,000
Traffic Signals	9,118	9,240	44,000	44,000	14,745	10,000
License And Permits	15	127	1,800	1,800	489	1,800
Uniforms	47,769	65,974	47,400	47,400	38,643	45,950
Small Tools and Minor Equip	6,553	12,265	46,000	46,000	11,504	25,100
Software	-	-	292,900	292,900	169,327	267,000
Internet Lease	16,392	16,176	25,000	25,000	18,617	27,200
Network Switches/Firewall	9,166	9,198	27,200	27,200	27,563	10,000
Salt - Sidewalks	2,274	548	5,000	5,000	640	5,000
Street Lights	59,957	56,293	65,000	65,000	31,024	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	\$ 950,072	\$ 1,207,700

Professional Services	362,460	348,577	233,500	233,500	241,470	236,800
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	24,107	90,000
Attorney's Fees	119,782	157,238	55,300	55,300	70,888	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	66,110	90,000
Consultant Services	3,500	4,550	4,200	4,200	3,107	8,520
Pension-Fire Relief Assoc	103,601	122,334	100,000	100,000	-	105,000
Medical Exams	6,426	8,218	10,200	10,200	14,189	15,600
Communications	14,332	17,112	24,750	24,750	1,969	36,000
Telephone	26,723	28,288	49,700	49,700	44,766	64,300
Postage	4,866	3,811	6,500	6,500	4,100	6,500
Travel Expenses	5,821	6,391	9,600	9,600	3,990	13,675

General Fund
2026 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 with full year wages	2025 Jan-Sept Actual	2026 Proposed
Conference & Training	43,961	50,314	73,200	73,200	39,111	49,700
Meeting Expense	139	-	500	500	-	500
Advertising	-	-	-	-	1,138	-
Legal Notices	1,972	2,296	2,900	2,900	1,440	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	5,620	5,000
Rental Bldg Expense	11	11	2,500	2,500	37	2,500
Utility Services	85,903	70,952	115,560	115,560	60,406	107,360
Refuse	10,135	10,691	10,200	10,200	8,622	11,000
Professional Services	\$ 1,118,017	\$ 1,204,829	\$ 1,109,110	\$ 1,109,110	\$ 696,642	\$ 1,185,745

Repairs & Maint Cont	20,582	6,464	114,000	114,000	18,718	114,000
Repairs/Maint Buildings	33,492	36,748	83,500	83,500	47,989	182,500
Repairs/Maint Machinery/Equip	170,500	148,286	178,800	178,800	123,875	176,815
Drug & Alcohol Testing	212	897	500	500	2,935	800
Rentals	12,359	4,209	25,800	25,800	18,250	34,400
Other Equipment Rentals	19,516	29,093	10,200	10,200	15,876	10,200
Miscellaneous	4,780	9,684	5,300	5,300	3,667	5,300
Dues and Subscriptions	29,092	19,631	34,100	34,100	24,662	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	1,507,000	1,423,931	507,000
Contingency	17,868	-	40,800	40,800	-	30,000
Repairs & Maintenance	\$ 398,296	\$ 747,746	\$ 1,005,100	\$ 2,005,100	\$ 1,683,365	\$ 1,088,915

Capital Outlay	-	51,218	-	-	-	-
Improvements - Buildings	-	-	-	-	114,288	-
Improvements Other Than Bldgs	246,883	40,064	50,000	50,000	3,684	-
Motor Vehicles	237,761	159,707	-	-	-	-
Capital Outlay	\$ 484,644	\$ 250,988	\$ 50,000	\$ 50,000	\$ 117,972	\$ -

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	101,415	603,000
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Total General Fund Expenditures	\$ 7,333,872	\$ 8,209,738	\$ 8,791,474	\$ 9,884,454	\$ 7,173,858	\$ 9,655,025
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General Fund

2025 Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 YTD Actual	2026 Proposed
CARES Act					
COVID-19 CARES Act	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Earnings	(30,499)	(14,883)	-	(8,402)	-
Refunds & Reimbursements	(12,131)	(962)	-	-	-
Total Revenues	\$ (42,631)	\$ (15,846)	\$ -	\$ (8,402)	\$ -
Other General Gov't - CARES	-	-	-	-	-
Techology - CARES	\$ 460,283	\$ -	\$ -	\$ -	\$ -
Other Public Safety - CARES	158,251	3,944	243,000	243,000	227,000
CARES Exp - Enterprise Funds	-	-	-	-	-
Operating Transfers	50,000	-	-	-	-
Total Expenditures	\$ 668,534	\$ 3,944	\$ 243,000	\$ 243,000	\$ 227,000
Total CARES Act	\$ 625,903	\$ (11,902)	\$ 243,000	\$ 234,598	\$ 227,000

EDA Fund

EDA Fund

2026 Revenue and Expenditure Budget

Description	July 2025				
EDA Revenue	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Current Ad Valorem Taxes - HRA	\$ (164,530)	\$ (284,194)	\$ (283,356)	\$ -	\$ (315,827)
Current Ad Valorem Taxes - EDA	-	(278,519)	(277,689)	-	(309,510)
Delinquent Ad Valorem Taxes	(1,741)	-	-	-	-
Application Fees	(1,000)	-	-	-	-
Mkt Value Credit	(812)	(1,185)	-	-	-
Other Revenues	-	-	(4,066)	(15,600)	-
Interest Earnings	-	(3,936)	-	(3,798)	(200)
Other Rents and Royalties	(3,600)	(3,600)	(3,600)	(17,700)	(3,600)
Transfer From Other Fund	-	(185,000)	(185,000)	-	(135,000)
Total Revenue	\$ (171,683)	\$ (756,434)	\$ (753,711)	\$ (37,098)	\$ (764,137)

Description	July 2025				
EDA Expenditures	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Employees Wages & Salaries	\$ 117,208	\$ 51,415	\$ 77,990	\$ 37,515	\$ 95,675
PERA	6,881	3,544	5,850	2,796	7,175
FICA and Medicare	7,228	3,883	5,966	2,691	7,319
Employer Paid Health	5,439	2,680	14,038	6,626	18,325
Worker s Comp Insurance	-	-	750	-	750
Operating Supplies	-	941	200	-	500
Professional Svcs	13,457	53,142	-	(15,568)	15,000
Auditing and Acct g Services	1,486	(404)	1,000	649	1,054
Engineering Fees	7,695	9,199	10,000	-	10,000
Attorneys Fees	14,250	18,250	10,000	9,239	10,000
Travel Expenses	30	75	2,500	212	1,100
Conference & Training	263	20	1,735	425	1,700
Meeting Expense	-	307	-	-	-
Marketing	4,281	1,181	5,200	-	30,000
Legal Notices Publishing	-	-	120	-	120
Insurance	880	1,157	960	-	1,200
CBD Improvement Fund	-	-	75,000	-	75,000
Dues and Subscriptions	985	1,520	895	1,180	2,300
Recording Fees	56	-	-	-	-
PropTaxes/ Assessments	858	-	29,375	-	-
Transfer Out	-	341,579	364,000	-	345,000
Total Expenditures	\$ 180,998	\$ 488,488	\$ 605,579	\$ 45,764	\$ 622,218

Special Revenue Fund

Special Revenue Funds

2026 Revenue and Expenditures Budget

Description

	2023	2024	2025	2025 YTD	2026
FD Equipment Donation Fund	Actual	Actual	Adopted	Actual	Proposed
Interest Earnings	\$ (5,167)	\$ (4,782)	\$ (2,000)	\$ (2,426)	\$ (2,000)
Contributions and Donations	(93,844)	(77,037)	(70,000)	-	(70,000)
Revenues	\$ (99,011)	\$ (81,818)	\$ (72,000)	\$ (2,426)	\$ (72,000)

Training & Instruction Inside	\$ -	\$ 1,560	\$ -	\$ 1,995	
Non-Capitalized Equipment	3,290	7,332	30,000	17,205	20,000
Operating Supplies	11,008	3,369	10,000	120	10,000
Uniforms	3,627	-	-	84	
Small Tools	-	1,013	6,000	-	
Professional Svcs	1,851	939	-	-	15,000
Conference & Training	2,500	2,993	-	-	
Repairs/Maint Buildings	-	5,091	40,000	3,517	10,000
Repairs/Maint Machinery/Equip	-	-	-	1,005	
Operating Transfers	34,050	23,825	8,600		58,600
Expenditures	\$ 56,326	\$ 46,122	\$ 94,600	\$ 23,927	\$ 113,600
Total FD Equipment Donations	\$ (42,685)	\$ (35,696)	\$ 22,600	\$ 21,501	\$ 41,600

Cable Franchise Fee Fund

Other Revenues	\$ (47,667)	\$ (45,855)	\$ (44,000)	\$ (21,993)	\$ (44,000)
Interest Earnings	(3,963)	(3,217)	(1,000)	(1,956)	(800)
Revenues	\$ (51,630)	\$ (49,073)	\$ (45,000)	\$ (23,950)	\$ (44,800)

Operating Transfers	\$ 50,000	\$ 26,000	\$ 44,000	\$ -	\$ 45,000
Expenditures	\$ 50,000	\$ 26,000	\$ 44,000	\$ -	\$ 45,000
Total Cable Franchise Fee	\$ (1,630)	\$ (23,073)	\$ (1,000)	\$ (23,950)	\$ 200

Ecumen TIF Fund

Tax-Incrmnt +/-Excess & Surplus	\$ (135,220)	\$ (137,602)	\$ (131,997)	\$ (77,430)	\$ (131,997)
Interest Earnings	(2,959)	(1,752)	(750)	(549)	(200)
Revenues	\$ (138,179)	\$ (139,353)	\$ (132,747)	\$ (77,980)	\$ (132,197)

Administrative TIF Expense	663	995	330	1,218	330
Operating Transfers	140,000	130,000	130,000	-	130,000
Expenditures	\$ 140,663	\$ 130,995	\$ 130,330	\$ 1,218	\$ 130,330
Total Ecumen TIF	\$ 2,484	\$ (8,359)	\$ (2,417)	\$ (76,762)	\$ (1,867)

Flashing by Design TIF Fund

Tax Increment	\$ (21,953)	\$ (23,579)	\$ (23,906)	\$ (13,567)	\$ (23,906)
Interest Earnings	(2,870)	(1,871)	(750)	(964)	(450)
Revenues	\$ (24,823)	\$ (25,450)	\$ (24,656)	\$ (14,531)	\$ (24,356)

Administrative TIF Expense	\$ 795	\$ 1,180	\$ 1,673	\$ 1,218	\$ 1,673
Operating Transfers	240,104	7,200	35,093	-	22,233
Expenditures	\$ 240,899	\$ 8,380	\$ 36,766	\$ 1,218	\$ 23,906
Total Flashing by Design TIF	\$ 216,076	\$ (17,071)	\$ 12,110	\$ (13,313)	\$ (450)

Special Revenue Funds

2026 Revenue and Expenditures Budget

Description

Willow Grove TIF Fund

Tax Increment	\$ (15,557)	\$ (16,286)	\$ (16,487)	\$ (3,151)	\$ (16,487)
Interest Earnings	(270)	(53)	(94)	(93)	(20)
Revenues	\$ (15,827)	\$ (16,339)	\$ (16,581)	\$ (3,244)	\$ (16,507)

Professional Services	\$ 132	\$ 143	\$ -	\$ -	\$ -
Administrative TIF Expense	795	1,322	1,484	1,365	1,484
TIF Payments	12,818	12,737	13,190	9,035	13,190
Expenditures	\$ 13,745	\$ 14,202	\$ 14,674	\$ 10,400	\$ 14,674
Total Willow Grove TIF	\$ (2,082)	\$ (2,138)	\$ (1,907)	\$ 7,156	\$ (1,833)

Everlong Holdings TIF Fund

Tax Increment	\$ (27,130)	\$ (25,970)	\$ (26,827)	\$ (29,579)	\$ (26,827)
Interest Earnings	(1,286)	(1,942)	(340)	(1,298)	(250)
Revenues	\$ (28,416)	\$ (27,912)	\$ (27,167)	\$ (30,877)	\$ (27,077)

Administrative TIF Expense	663	1,180	1,600	1,218	1,610
Expenditures	\$ 663	\$ 1,180	\$ 1,600	\$ 1,218	\$ 1,610
Total Everlong Holdings TIF	\$ (27,753)	\$ (26,733)	\$ (25,567)	\$ (29,659)	\$ (25,467)

Debt Service Fund

Debt Service Funds

2026 Revenue and Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 YTD Actual	2026 Proposed
2013A Debt Service Fund					
State Grants and Aids	\$ -	\$ (115,550)	\$ (55,000)	\$ -	\$ -
Special Assessments	-	(68,793)	-	-	-
Interest Earnings	(31,353)	(16,542)	(750)	(8,746)	-
Revenues	\$ (31,353)	\$ (200,885)	\$ (55,750)	\$ (8,746)	\$ -
Debt Srv Bond Principal	\$ 125,000	\$ 130,000	\$ 100,000	\$ 100,000	\$ -
Bond Interest	5,564	3,235	1,000	1,000	-
Fiscal Agent s Fees	4,250	550	5,000	550	-
Expenditures	\$ 134,814	\$ 133,785	\$ 106,000	\$ 101,550	\$ -
Total 2013A Debt Service	\$ 103,461	\$ (67,100)	\$ 50,250	\$ 92,804	\$ -
2020A Refunding (2009A)					
Current Ad Valorem Taxes	\$ (43,844)	\$ (46,797)	\$ (45,100)	\$ (23,951)	\$ (43,300)
Interest Earnings	(639)	(277)	(50)	-	(50)
Revenues	\$ (44,483)	\$ (47,074)	\$ (45,150)	\$ (23,951)	\$ (43,350)
Debt Srv Bond Principal	\$ 39,000	\$ 38,000	\$ 42,000	\$ 42,000	\$ 40,000
Bond Interest	4,751	4,054	3,330	3,330	2,589
Fiscal Agent s Fees	-	3,900	1,000	-	1,000
Expenditures	\$ 43,751	\$ 45,954	\$ 46,330	\$ 45,330	\$ 43,589
Total 2020A (2009A) Refunding	\$ (732)	\$ (1,120)	\$ 1,180	\$ 21,380	\$ 239
2017C (2009D) TIF Debt Svc					
Delinquent Ad Valorem Taxes	\$ (1,419)	\$ (800)	\$ -	\$ (130)	-
Tax-Incrmnt +/-Excess & Surplus	(90,291)	(175,706)	(205,832)	(76,531)	(206,473)
Interest Earnings	(1,908)	(2,258)	(1,000)	(1,322)	(500)
Transfer from Other Fund	(140,000)	(130,000)	(130,000)	-	(130,000)
Revenues	\$ (322,202)	\$ (308,764)	\$ (336,832)	\$ (77,983)	\$ (336,973)
Professional Services	\$ 662	\$ -	\$ -	\$ -	-
Admin TIF Expense	-	-	8,200	1,218	8,300
Debt Srv Bond Principal	140,000	150,000	155,000	155,000	165,000
Bond Interest	96,238	91,263	86,687	86,688	81,888
Fiscal Agent s Fees	3,300	500	1,500	575	1,500
Expenditures	\$ 240,200	\$ 241,763	\$ 251,387	\$ 243,480	\$ 256,688
Total 2017C TIF Debt Service	\$ (82,002)	\$ (67,001)	\$ (85,445)	\$ 165,498	\$ (80,286)
Taxable Ref. Lease Debt Svc					
Current Ad Valorem Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
EDA-HRA Taxes	(388,242)	(2,602)	-	(1,012)	-
Interest Earnings	(14,057)	(9,142)	(1,000)	(6,650)	(1,000)
Transfers In	(15,000)	(341,579)	(340,000)	-	(345,000)
Revenues	\$ (417,299)	\$ (353,323)	\$ (341,000)	\$ (7,662)	\$ (346,000)
Debt Srv Bond Principal	\$ 255,000	\$ 260,000	\$ 270,000	\$ 270,000	\$ 280,000
Bond Interest	86,708	79,079	70,397	70,091	61,016
Fiscal Agent s Fees	3,199	2,500	3,000	2,500	3,000
Expenditures	\$ 344,907	\$ 341,579	\$ 343,397	\$ 342,591	\$ 344,016
Total Taxable Ref Lease Debt Svc	\$ (72,392)	\$ (11,744)	\$ 2,397	\$ 334,929	\$ (1,984)

Debt Service Funds

2026 Revenue and Expenditures Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 YTD Actual	2026 Proposed
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2017B (2006B) TIF Debt Svc

Tax-Incrmnt +/-Excess & Surplus	\$ (182,274)	\$ (183,116)	\$ (206,326)	\$ (114,917)	\$ -
Special Assessments	-	-	-	-	-
Interest Earnings	(13,766)	(11,576)	(2,000)	(4,510)	(200)
Transfer from Other Funds	-	-	-	-	-
Revenues	\$ (196,040)	\$ (194,692)	\$ (208,326)	\$ (119,427)	\$ (200)

Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative TIF Expense	663	-	5,000	1,218	5,000
Debt Srv Bond Principal	160,000	165,000	170,000	170,000	175,000
Bond Interest	17,650	12,825	7,800	7,800	2,625
Fiscal Agent s Fees	1,057	500	1,000	575	1,000
Operating Transfer	15,000	-	-	-	-
Expenditures	\$ 194,370	\$ 178,325	\$ 183,800	\$ 179,593	\$ 183,625
Total 2017B TIF Debt Service	\$ (1,670)	\$ (16,367)	\$ (24,526)	\$ 60,166	\$ 183,425

2020A (2008A) Debt Service Fund

Special Assessments	\$ (504,555)	\$ (89,252)	\$ (105,537)	\$ (74,192)	\$ (105,451)
Interest Earnings	(7,848)	(16,421)	(500)	(8,155)	(500)
Bond Proceeds	-	-	-	-	-
Revenues	\$ (512,403)	\$ (105,673)	\$ (106,037)	\$ (82,347)	\$ (105,951)

Debt Srv Bond Principal	\$ 104,000	\$ 106,000	\$ 109,000	\$ 109,000	\$ 112,000
Bond Interest	13,159	11,258	9,313	9,312	7,313
Fiscal Agent s Fees	-	-	1,000	-	1,000
Expenditures	\$ 117,159	\$ 117,258	\$ 119,313	\$ 118,312	\$ 120,313
Total 2020A (2008A) Debt Service	\$ (395,244)	\$ 11,585	\$ 13,276	\$ 35,966	\$ 14,362

2022A Debt Service Fund

Current Ad Valorem Taxes	\$ (144,645)	\$ (141,423)	\$ (142,000)	\$ (75,450)	\$ (145,000)
Interest Earnings	(1,382)	(1,493)	(300)	(193)	(300)
Bond Proceeds	-	-	-	-	-
Revenues	\$ (146,027)	\$ (142,917)	\$ (142,300)	\$ (75,643)	\$ (145,300)

Debt Srv Bond Principal	\$ -	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Bond Interest	27,555	18,600	16,200	16,200	13,800
Fiscal Agent s Fees	950	-	1,000	-	1,000
Expenditures	\$ 28,505	\$ 138,600	\$ 137,200	\$ 136,200	\$ 134,800
Total 2022A Debt Service	\$ (117,522)	\$ (4,317)	\$ (5,100)	\$ 60,557	\$ (10,500)

Capital Project Fund

Capital Project Funds

2026 Revenue and Expenditures Budget

Description

Street Maint/Imp Project Fund	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept Actual	2026 Proposed
Muni State Aid St Construction	\$ (579,689)	\$ (1,484,417)	\$ (726,000)	\$ -	\$ (1,550,000)
Other Revenues	-	(191,972)	-	-	-
Interest Earnings	(15,655)	(16,851)	(5,000)	(14,882)	(5,000)
Revenues	\$ (595,344)	\$ (1,693,240)	\$ (731,000)	\$ (14,882)	\$ (1,555,000)
Professional Services	\$ 510,553	\$ 593,071	\$ -	\$ -	\$ -
Engineering Fees	8,889	185,067	-	-	-
Legal	-	-	-	-	-
Improvements Other than Bldgs	(35,848)	-	-	-	1,400,000
Expenditures	\$ 483,594	\$ 778,138	\$ -	\$ -	\$ 1,400,000
Total Street Maint/Imp Project	\$ (111,750)	\$ (915,102)	\$ (731,000)	\$ (14,882)	\$ (155,000)

Park Imp

State Grants and Aids	\$ (10,500)	\$ (6,000)	\$ -	\$ -	\$ -
Other Revenue	-	(12,310)	-	(50)	(600)
Interest Earnings	(1,961)	(3,210)	-	(2,169)	-
Contributions and Donations	(3,300)	(60,000)	(16,310)	(16,310)	(21,000)
Transfers from Other Funds	-	-	-	-	-
Revenues	\$ (15,761)	\$ (81,520)	\$ (16,310)	\$ (18,529)	\$ (21,600)

Professional Services	\$ -	\$ -	\$ -	\$ -	\$ 350
Non-Capitalized Equipment	-	3,650	-	-	-
Operating Supplies	-	3,650	-	46	-
Professional Services	11,270	12,735	18,400	18,504	24,400
Miscellaneous	410	-	-	200	-
Park Improvements	11,000	-	-	-	-
Expenditures	\$ 22,680	\$ 20,035	\$ 18,400	\$ 18,750	\$ 24,750
Total Park Improvement	\$ 6,919	\$ (61,485)	\$ 2,090	\$ 221	\$ 3,150

Road Improvement Fund

Special Assessments	\$ (7,787)	\$ 7,787	\$ (7,500)	\$ (4,112)	\$ -
Pre-paid Assessments	-	-	-	-	-
Interest Earnings	(543)	(736)	-	-	-
Revenues	\$ (8,330)	\$ 7,051	\$ (7,500)	\$ (4,112)	\$ -

Professional Services	124,956	-	-	-	-
Expenditures	\$ 124,956	\$ -	\$ -	\$ -	\$ -
Total Road Improvement	\$ 116,626	\$ 7,051	\$ (7,500)	\$ (4,112)	\$ -

Franchise Fee - Street Imp

Franchise Utility Fee-Rds	\$ (335,849)	\$ (355,086)	\$ (340,000)	\$ (180,025)	\$ (475,000)
Interest Earnings	(6,609)	(2,706)	(500)	(5,022)	(300)
Revenues	\$ (342,458)	\$ (357,792)	\$ (340,500)	\$ (185,047)	\$ (475,300)

Engineering Fees	\$ 3,923	\$ 104,284	\$ -	\$ 47,029	\$ -
Improvements Other than Bldg	45,300	(1,000)	350,000	350,000	-
Contractor Svcs	486,724	-	175,000	-	475,000
Expenditures	\$ 535,947	\$ 103,284	\$ 525,000	\$ 397,029	\$ 475,000
Total Franch Fees - Street Imp	\$ 193,489	\$ (254,508)	\$ 184,500	\$ 211,982	\$ (300)

Capital Project Funds

2026 Revenue and Expenditures Budget

Description

Flink Utility Project Fund

Other Revenue	\$ (400,125)	\$ (749,625)	\$ -	\$ -	\$ -
Interest Earnings	(9,167)	(7,829)	(1,500)	(4,419)	(1,500)
Revenues	\$ (409,292)	\$ (757,454)	\$ (1,500)	\$ (4,419)	\$ (1,500)
Depreciation Expense	\$ 24,336	\$ 24,336	\$ 24,336	\$ -	\$ 24,336
Expenditures	\$ 24,336	\$ 24,336	\$ 24,336	\$ -	\$ 24,336
Total Flink Utility Project	\$ (384,956)	\$ (733,118)	\$ 22,836	\$ (4,419)	\$ 22,836

Community Center Fund

Interest Earnings	\$ (6,590)	\$ (5,628)	\$ (500)	\$ (3,177)	\$ (2,200)
Revenues	\$ (6,590)	\$ (5,628)	\$ (500)	\$ (3,177)	\$ (2,200)

Industrial Park/ESSBY Fund

Current Ad Valorem Taxes	\$ (468,106)	\$ (219,474)	\$ (198,585)	\$ (105,525)	\$ (80,500)
Delinquent Ad Valorem Taxes	(12,304)	(3,699)	-	(5,675)	-
Other Revenue	-	-	(16,000)	-	-
Interest Earnings	(3,033)	(6,156)	(1,000)	(3,282)	(1,000)
Refunds & Reimbursements	(13,234)	(6,792)	(10,000)	(1,565)	(3,000)
Proceeds from Sale of Land	-	-	-	-	-
Bond Proceeds	-	-	-	-	-
Revenues	\$ (496,677)	\$ (236,121)	\$ (225,585)	\$ (116,046)	\$ (84,500)

Workers Comp Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 1,133	\$ -	\$ 1,300	\$ -	\$ -
Repairs/Maint Buildings	-	-	16,000	-	-
PropTaxes/ Assessments	24,564	29,136	32,000	33,902	31,000
Other Long-Term Oblig Interest	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Debt Service Principal	225,000	225,000	225,000	112,500	153,256
Expenditures	\$ 250,697	\$ 254,136	\$ 274,300	\$ 146,402	\$ 184,256
Total Industrial Park/ESSBY	\$ (245,980)	\$ 18,015	\$ 48,715	\$ 30,356	\$ 99,756

Park Dedication

State Grants and Aids	\$ (91,032)	\$ (3,235)	\$ (1,081,700)	\$ -	\$ (575,000)
Park Dedication Fee	(18,000)	(124,606)	(259,200)	(89,853)	(75,000)
Interest Earnings	(21,195)	(9,474)	(1,000)	(3,782)	(1,000)
Contributions and Donations	(7,000)	-	-	(1,085)	-
Transfers In	-	-	-	-	(43,000)
Revenues	\$ (137,227)	\$ (137,315)	\$ (1,341,900)	\$ (94,720)	\$ (694,000)

Non-Capitalized Equipment	\$ -	\$ 8,188	\$ -	\$ -	\$ -
Operating Supplies	-	-	-	-	-
Engineering Fees	-	16,656	-	69,530	-
General Notices and Pub Info	-	254	-	-	-
Repairs & Maint	-	49,962	-	-	-
Park Improvements	314,190	283,856	1,235,135	216,778	675,000
Expenditures	\$ 314,190	\$ 358,915	\$ 1,235,135	\$ 286,308	\$ 675,000
Total Rec Center/Park Dedication	\$ 176,963	\$ 221,600	\$ (106,765)	\$ 191,588	\$ (19,000)

Equipment Replacement Fund

2025 Revenue and Expenditures Budget

Description

Equipment Replacement Fund	2023 Actual	2024 Actual	2025 Adopted	2025 Jan- Sept Actual	2026 Proposed
Interest Earnings	\$ (11,936)	\$ (7,450)	\$ -	\$ -	\$ -
Sales of Capital Assets	\$ -	\$ -	\$ -	\$ (17,650)	\$ -
Transfer from Other Fund	-	(478,580)	-	-	(475,000)
Debt Proceeds	-	-	-	(172,938)	(3,915,000)
Revenues	\$ (11,936)	\$ (486,030)	\$ -	\$ (190,588)	\$ (4,390,000)
Heavy Equipment	\$ -	\$ 617,094	\$ -	\$ -	\$ 2,565,000
Motor Vehicles	-	-	-	264,417	300,000
Equipment	-	-	-	35,382	50,000
Debt Service Principal	-	-	-	-	-
Debt Service Interest	-	-	-	-	-
Fiscal Agent Fees	290	301	-	-	-
Cost of Issuance	-	-	-	-	-
Expenditures	\$ 290	\$ 617,395	\$ -	\$ 299,799	\$ 2,915,000

Enterprise Fund Sewer

Sewer Fund

2026 Revenue and Expense Budget

Description	2025 Jan-Sept				
	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Sanitary Sewer Utility Fund Revenues					
Sewer Availability Charge	\$ (177,912)	\$ (150,731)	\$ (130,000)	\$ (211,023)	\$ (175,000)
Trunk Fees	(29,797)	(272,409)	(100,000)	(69,552)	(100,000)
Misc Revenue		(406)	-	-	-
Interest Earnings	(95,428)	(91,551)	(5,000)	(66,851)	(5,000)
Sewer Charge	(1,778,523)	(1,850,844)	(1,800,000)	(1,380,263)	(1,800,000)
Sewer Connect Fee	(14,531)	-	-	-	-
Septage Charge	(115,656)	(153,754)	(125,000)	(79,659)	(125,000)
Delinquent Sewer Reimbursement	822	(3,575)	(3,000)	(1,758)	(2,000)
Transfer In	-	-	-	-	(237,572)
Capital Contributions	(928,406)	(332,736)	-	-	-
Revenues	\$ (3,139,431)	\$ (2,856,006)	\$ (2,163,000)	\$ (1,809,106)	\$ (2,444,572)

Sanitary Sewer Utility Fund Expenses					
Employees Wages & Salaries	\$ 292,743	\$ 268,759	\$ 383,606	\$ 256,173	\$ 402,116
Overtime	26,386	22,898	30,369	19,289	28,080
PERA	45,576	24,076	31,123	19,823	32,504
FICA and Medicare	23,396	23,308	31,667	20,574	32,909
Employer Paid Health	44,268	47,594	80,080	48,973	91,772
Worker s Comp Insurance	7,175	6,614	6,312	3,185	6,000
Computer	2,203	3,365	-	-	-
Operating Supplies	45,004	73,864	47,027	46,536	60,000
Motor Fuels	2,989	8,882	5,000	1,191	5,000
Copy Machine Lease	1,227	1,128	-	-	-
License And Permits	1,473	1,450	1,600	2,690	3,000
Uniforms	3,276	2,855	3,100	1,793	3,000
Small Tools	-	8,127	500	55	4,000
Internet Lease	1,296	1,188	-	-	-
Network Switches/Firewall	3,957	3,880	-	-	-
Chemicals	-	-	-	1,317	-
Professional Svcs	35,513	65,602	15,000	263,384	100,000
Auditing and Acct g Services	17,661	7,665	8,000	5,191	6,500
Engineering Fees	480	9,256	2,000	57,106	10,000
Testing Services	18,248	10,835	14,300	6,724	15,000
Telephone	2,963	3,718	-	-	-
Postage	-	6,104	8,171	3,395	8,000
Travel Expenses	-	-	600	-	600
Conference & Training	-	939	600	1,327	2,000
Insurance	27,392	25,061	34,200	-	25,000
Utility Services	107,077	122,431	80,000	94,346	150,000
Refuse	1,392	4,355	4,000	2,890	4,000
Repairs/Maint Buildings	1,685	5,012	5,000	1,004	30,000
Repairs/Maint Machinery/Equip	60,094	40,802	40,000	52,714	120,000
Depreciation	601,476	637,195	625,000	-	640,000
Drug & Alcohol Testing	-	35	100	100	-

Sewer Fund

2026 Revenue and Expense Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept	
				Actual	2026 Proposed
Collection System Repair	76,962	106,277	75,000	49,813	100,000
Other Equipment Rentals	-	114,248	5,000	-	10,000
Dues & Subscriptions	-	2,275	2,500	6,521	7,500
Improvements - Buildings	-	-	-	28,572	-
Improvements other than Bldgs	-	-	-	-	242,000
Heavy Machinery	-	-	164,000	-	20,000
Debt Service Bond Principal	-	-	455,000	-	525,000
Bond Interest	146,085	129,264	119,256	123,156	109,746
Fiscal Agent s Fees	1,393	-	2,000	-	2,000
Operating Transfers	-	-	45,500	-	50,000
Sanitary Sewer Utility Fund Expenses	\$ 1,599,393	\$ 1,789,062	\$ 2,325,610	\$ 1,117,842	\$ 2,845,727
Net (Increase)/Decrease	\$ (1,540,038)	\$ (1,066,944)	\$ 162,610	\$ (691,264)	\$ 401,155

Enterprise Fund

Stormwater

Stormwater Fund

2026 Revenue and Expense Budget

Description	2025 Jan-Sept				
	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Revenues					
Interest Earnings	\$ (26,773)	\$ (12,014)	\$ (300)	\$ (12,656)	\$ (7,500)
Other Misc	(17,414)	(21,992)	-	-	-
Contributions and Donations	(112,755)	-	-	-	-
Delinquent Sewer Reimbursement	-	(3,864)	(500)	(24,170)	(5,000)
Storm Water Charge	(487,447)	(456,270)	(475,000)	(404,080)	(460,000)
Transfers In	(50,000)	-	-	-	(547,791)
Capital Contributions	(1,029,898)	(228,210)	-	-	-
Storm Sewer Revenues	\$ (1,724,287)	\$ (722,350)	\$ (475,800)	\$ (440,906)	\$ (1,020,291)
Expenses					
Employees Wages & Salaries	\$ 162,323	\$ 155,686	\$ 54,861	\$ 66,499	\$ 81,124
Overtime	12,316	9,673	5,395	4,947	8,668
PERA	24,854	13,453	4,520	4,843	6,736
FICA and Medicare	12,683	13,030	4,610	5,462	6,869
Employer Paid Health	23,473	26,693	10,198	12,883	21,398
Worker s Comp Insurance	7,175	6,614	1,800	3,185	5,000
Operating Supplies	6,329	2,472	2,052	7,606	2,500
Motor Fuels	12,139	7,232	7,300	2,427	4,000
Uniforms	-	-	-	-	760
Professional Svcs	44,878	36,925	30,000	16,421	30,000
Auditing and Acct g Services	3,565	1,558	2,750	1,784	2,250
Engineering Fees	8,657	9,086	6,000	10,514	10,000
Telephone	-	30	-	-	-
Postage	-	933	-	5,831	7,000
Insurance	3,386	434	2,720	-	500
Repairs/Maint Machinery/Equip	33,303	5,345	10,000	10,862	15,000
Depreciation	281,635	310,676	310,000	-	330,000
Collection System Repair	110,987	20,012	15,000	23,925	30,000
Other Equipment Rentals	121	4,000	1,000	-	1,000
Dues & Subscriptions	-	4,168	2,000	6,521	8,000
Drainage-Storm Wtr	227	250	400	275	300
PropTaxes/ Assessments	389	420	500	320	400
Improvements - Building	-	-	-	28,572	-
Improvements other than Bldgs	-	-	-	-	558,000
Bond Principal	-	-	65,000	-	65,000
Bond Interest	9,302	9,341	9,807	9,807	8,517
Fiscal Agent s Fees	-	-	1,000	-	1,000
Operating Transfer	-	-	16,500	-	20,000
Storm Sewer Expenses	\$ 757,742	\$ 638,029	\$ 563,413	\$ 222,684	\$ 1,224,022
Net (Increase)/Decrease	\$ (966,545)	\$ (84,321)	\$ 87,613	\$ (218,222)	\$ 203,731

Enterprise Fund

Liquor Stores

Liquor Store Fund

2026 Revenue and Expense Budget

Description	2025 Jan-Sept				
	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Municipal Liquor Fund Revenue					
Miscellaneous Revenues	\$ (1,619)	\$ (1,879)	\$ (1,700)	\$ (2,100)	\$ (1,200)
Wine Club Revenue-East	(1,265)	(357)	(1,400)	-	-
Pub Club Revenues-East	(2,200)	(504)	(2,500)	-	-
Interest Earnings	(5,429)	(4,203)	(2,500)	(3,432)	(2,500)
NSF Revenue Recovered	332	-	-	-	-
N/A Sales Non-Taxable-EAST	(50,335)	(55,336)	(52,851)	(47,420)	(58,103)
Liquor Sales -Off Sale-EAST	(1,006,954)	(1,045,280)	(1,057,301)	(887,730)	(1,097,544)
Beer Sales -Off Sale-EAST	(1,450,514)	(1,483,653)	(1,523,039)	(1,218,752)	(1,557,836)
Wine Sales -Off Sale-EAST	(252,772)	(250,359)	(265,408)	(179,004)	(262,877)
N/A Sales - Taxable-EAST	(66,737)	(66,468)	(70,073)	(57,550)	(69,792)
THC Sales - Taxable - East	-	(18,365)	(45,000)	(59,692)	(79,800)
Bottle-Keg Deposit-EAST	(260)	100	-	-	-
Wine Club Revenue -WEST	(689)	(40)	(1,000)	-	-
Pub Club Revenue- WEST	(374)	(30)	(500)	-	-
N/A Sales Non-Tax - WEST	(6,174)	(7,036)	(6,482)	(6,163)	(7,388)
Liquor Sales-Off Sale-WEST	(458,759)	(454,640)	(481,696)	(392,156)	(477,372)
Beer Sales-Off Sale - WEST	(522,439)	(532,101)	(548,560)	(422,557)	(558,706)
Wine Sales-Off Sale - WEST	(170,494)	(177,286)	(179,018)	(128,909)	(186,151)
N/A Sales-Tax - WEST	(13,481)	(13,811)	(14,155)	(10,640)	(14,502)
THC Sales - Taxable - West	-	(6,354)	(16,000)	(31,180)	(33,600)
Revenues	\$ (4,010,162)	\$ (4,117,602)	\$ (4,269,183)	\$ (3,447,287)	\$ (4,407,371)

Liquor Store West #2 Expenses

Employees Wages & Salaries	\$ 86,780	\$ 102,833	\$ 99,730	\$ 46,557	\$ 66,474
Overtime	-	2,920	-	1,911	-
Part-Time Employees	81,901	76,389	87,147	62,531	84,466
PERA	12,064	13,627	14,015	7,212	11,321
FICA and Medicare	12,963	13,797	14,295	8,587	11,547
Employer Paid Health	11,249	13,149	13,384	6,605	19,137
Worker s Comp Insurance	5,294	4,416	6,000	3,944	5,000
Non-Capitalized	-	85	-	-	-
Computer	4,060	2,883	-	-	-
Operating Supplies	425	2,726	3,500	1,579	2,900
License And Taxes	-	-	25	20	525
Copy Machine Lease	1,227	1,129	-	-	-
Uniforms	184	125	300	265	300
Wine Tasting Events	-	-	125	-	125
Beer Tasting Events	-	-	125	-	125
Internet Lease	1,564	1,647	-	-	-
Network Switches/Firewall	1,599	1,632	-	-	-
N/A Sales	12,358	16,768	14,033	7,910	17,606
Liquor For Resale	312,173	321,761	327,553	255,303	367,210
Beer For Resale	369,019	383,649	373,021	275,992	429,774
Wine For Resale	115,756	118,187	121,732	61,413	143,193

Liquor Store Fund

2026 Revenue and Expense Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept	
				Actual	2026 Proposed
THC For Resale	-	3,464	12,000	16,928	24,000
Professional Svcs	2,145	4,949	2,252	1,550	5,196
Auditing and Acct g Services	615	250	400	260	950
Attorney Fees	-	1,854	-	3,770	-
Telephone	1,565	1,655	-	-	-
Conference & Training	20	35	1,500	-	1,500
Advertising	1,959	3,589	3,500	4,682	3,800
Legal Notices Publishing	-	-	100	-	100
General Notices and Pub Info	-	-	200	-	200
Insurance	419	3,487	3,000	-	3,400
Utility Services	11,693	9,354	10,400	8,336	10,400
Repairs/Maint Buildings	4,168	-	2,000	-	2,000
Repairs/Maint Machinery/Equip	-	793	5,000	3,425	5,000
Depreciation	107,691	4,029	4,000	-	4,500
Building Rentals	3,038	110,437	92,000	48,196	86,000
Bank Charges	18,864	23,776	27,000	8,516	25,000
Cash Short	202	74	-	-	-
Dues and Subscriptions	1,620	810	1,000	810	1,000
Improvements - Buildings	2,160	-	3,000	-	3,000
Subtotal West Expenses	\$ 1,184,774	\$ 1,246,279	\$ 1,242,337	\$ 836,302	\$ 1,335,749

Liquor Store East #1 Expenses

Employees Wages & Salaries	\$ 202,166	\$ 165,778	\$ 183,896	\$ 134,228	\$ 145,053
Overtime	519	5,313	584	2,542	1,789
Part-Time Employees	138,779	125,888	155,349	98,072	112,130
PERA	21,976	24,839	25,487	17,211	19,423
FICA and Medicare	25,791	23,792	25,996	17,674	19,811
Employer Paid Health	19,310	21,904	21,846	33,839	32,296
Worker s Comp Insurance	11,647	9,715	10,000	8,677	9,800
Non-Capital Assets	-	170	-	-	-
Computer	4,783	4,451	-	-	-
Operating Supplies	6,074	5,602	6,378	3,829	5,882
License And Taxes	-	-	25	20	525
Copy Machine Lease	1,227	1,046	-	-	-
Uniforms	184	151	500	218	500
Wine Tasting Events	-	-	125	51	125
Beer Tasting Events	-	-	125	72	125
Internet Lease	1,296	1,853	-	-	-
Network Switches/Firewall	1,671	1,704	-	-	-
N/A Sales	87,550	93,784	92,193	64,425	98,473
Liquor For Resale	696,229	700,871	792,976	566,485	844,265
Beer For Resale	1,169,371	1,161,045	1,142,279	821,760	1,199,393
Wine For Resale	173,827	167,839	199,056	96,825	202,213
THC For Resale	-	10,006	32,000	32,805	57,000
Professional Svcs	7,091	6,476	11,000	1,614	10,500

Liquor Store Fund

2026 Revenue and Expense Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept	
				Actual	2026 Proposed
Auditing and Acct g Services	4,265	3,179	3,000	1,946	1,850
Telephone	3,329	3,334	-	-	-
Travel Expenses	-	-	100	-	100
Conference & Training	448	40	2,000	40	2,000
Advertising	8,550	6,433	10,000	5,715	10,000
Legal Notices Publishing	20	22	100	-	100
General Notices and Pub Info	-	-	200	-	200
Insurance	10,759	7,816	12,000	-	7,800
Utility Services	19,513	13,384	20,000	8,590	20,000
Refuse	1,524	1,685	1,700	1,316	1,770
Repairs/Maint Buildings	37,331	9,514	30,000	347	30,000
Repairs/Maint Machinery/Equip	1,633	6,504	10,000	247	10,000
Depreciation	33,883	33,883	40,000	-	40,000
Bank Charges	49,946	57,499	60,000	20,678	55,000
Cash Short	185	130	-	-	-
Dues and Subscriptions	4,075	1,890	3,255	1,890	3,255
Other Equipment	-	-	10,000	-	10,000
Operating Transfers	100,000	80,000	120,000	-	350,000
Subtotal East Expenses	\$ 2,844,951	\$ 2,757,539	\$ 3,022,170	\$ 1,941,116	\$ 3,301,378
Total Liquor Store Expenses	\$ 4,029,724	\$ 4,003,817	\$ 4,264,507	\$ 2,777,418	\$ 4,637,127
(Gain)/Loss	\$ 19,563	\$ (113,785)	\$ (4,676)	\$ (669,869)	\$ 229,756

Enterprise Fund

Water

Water Fund

2026 Revenue and Expense Budget

Description	2025 Jan-Sept				
	2023 Actual	2024 Actual	2025 Adopted	Actual	2026 Proposed
Water Fund Revenues					
Water Availability Charge	\$ (134,175)	\$ (103,110)	\$ (85,000)	\$ (145,180)	\$ (110,000)
Trunk Fees	(38,100)	(554,315)	(50,000)	(147,000)	(75,000)
Miscellaneous Revenue	(10,379)	(33,323)	(5,000)	(800)	(5,000)
Interest Earnings	(63,322)	(99,718)	(15,000)	(33,544)	(15,000)
Refunds and Reimbursements	-	(1,621)	-	-	-
Other Rent and Royalties	(35,700)	(36,201)	(30,000)	(24,764)	(30,000)
Water Charge	(1,793,684)	(1,763,033)	(1,730,000)	(1,537,953)	(1,950,000)
Water Tower Maintenance	(187,312)	(162,575)	(190,000)	-	-
Water Connect Fee	-	(3,500)	-	(1,800)	-
Delinquent Water Reimbursement	-	(3,007)	-	(1,530)	-
Customer Penalties	(22,277)	(21,964)	(15,000)	(39,991)	(15,000)
State Water Testing Fee	-	-	-	(17,650)	-
Water Meter Sales	(71,350)	(36,092)	(17,234)	(29,598)	(20,000)
Irrigation Meter Sales	-	(34,962)	(17,234)	(27,919)	(20,000)
Sales of General Fixed Assets	-	(9,100)	-	-	-
Transfers In	-	-	-	-	(1,079,874)
Capital Contributions	(65,515)	(464,115)	-	-	-
Water Fund Revenues	\$ (2,421,814)	\$ (3,326,637)	\$ (2,154,468)	\$ (2,007,729)	\$ (3,319,874)

Water Fund Expenses					
Employees Wages & Salaries	\$ 397,266	\$ 205,189	\$ 364,503	\$ 254,631	\$ 378,554
Overtime	-	22,253	23,757	16,777	24,070
PERA	-	20,411	29,195	19,224	30,438
FICA and Medicare	-	20,563	29,704	20,129	30,801
Employer Paid Health	100,505	48,376	76,173	49,916	86,065
Worker s Comp Insurance	4,285	5,489	5,400	2,181	3,000
Non-Capitalized Equip	-	48,277	-	-	-
Computer	45	540	-	-	-
Operating Supplies	9,070	264,034	157,000	80,492	120,000
Motor Fuels	101	4,855	4,000	1,890	3,000
Copy Machine Lease	-	1,540	-	-	-
License And Permits	-	-	-	4,328	4,750
Uniforms	433	1,088	700	1,241	2,750
Small Tools	739	30	1,000	89	1,000
Internet Lease	-	2,593	-	-	-
Network Switches/Firewall	-	4,096	-	-	-
Bad Debt Expense	4,354	241	1,000	-	500
Chemicals	61,112	-	60,000	35,017	100,000
Professional Svcs	75,181	97,036	85,000	61,176	91,200
Auditing and Acct g Services	-	54,801	15,000	9,732	12,500
Attorneys Fees	-	436	-	410	500
Testing Services	-	-	25,000	14,076	30,000
Communications	1,863	395	2,000	-	500
Telephone	-	2,536	-	-	-

Water Fund

2026 Revenue and Expense Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept	
				Actual	2026 Proposed
Postage	-	6,614	7,500	3,395	8,000
Travel Expenses	-	653	-	-	-
Conference & Training	3,774	2,487	2,000	-	2,500
Insurance	-	45,453	45,000	29,657	46,000
Utility Services	87,505	82,706	78,000	77,739	100,000
Refuse	-	1,863	3,000	1,659	3,000
Repairs/Maintenance	92,722	-	75,000	-	-
Repairs/Maint Buildings	13,317	7,633	9,500	3,723	60,000
Repairs/Maint Machinery/Equip	24,072	56,593	48,250	28,783	6,000
Depreciation	706,518	759,220	770,000	-	790,000
Drug & Alcohol Testing	-	35	-	100	250
Collection System Repair	-	22,603	30,000	36,730	45,000
Bank Charges	17,418	10,266	15,000	76	12,000
Miscellaneous	-	4	1,500	193	
Dues & Subscriptions	2,701	2,908	3,000	6,946	
Improvements - Buildings	-	12,552	-	19,048	
Improvements other than Bldgs	-	-	-	-	1,950,000
Equipment	58,077	14,159	-	-	-
Debt Service Bond Principal	-	-	594,000	-	609,000
Interest	11	48	-	-	-
Bond Interest	107,548	87,747	78,000	77,588	60,956
Operating Transfers	-	-	61,500		63,000
Water Fund Expenses	\$ 1,768,617	\$ 1,918,321	\$ 2,700,682	\$ 856,946	\$ 4,675,334
Net (Increase)/Decrease	\$ (653,197)	\$ (1,408,316)	\$ 546,214	\$ (1,150,783)	\$ 1,355,460

Enterprise Fund Generation

Generation Fund

2026 Revenue and Expense Budget

Description	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept	
				Actual	2026 Proposed
Generation Fund Revenues					
Miscellaneous Income	\$ (3,941,945)	\$ (1,246)	\$ -	\$ (2,875)	\$ -
Interest	(187,419)	(278,266)	(20,000)	(135,610)	(50,000)
Quick Start Capacity	(360,000)	(360,000)	(360,000)	(270,000)	(360,000)
Electric Revenue	(564,189)	-	-	-	-
Delinquent Elect Reimbursement	(689)	(698)	-	-	-
Revenues	\$ (5,054,241)	\$ (640,210)	\$ (380,000)	\$ (408,485)	\$ (410,000)
Generation Fund Expenses					
Employees Wages & Salaries	\$ (197,050)	\$ 17,581	\$ 81,403	\$ 45,261	\$ 51,259
Overtime		10,809	2,428	23,136	7,937
PERA		2,042	6,287	4,144	4,440
FICA and Medicare		1,930	6,414	5,116	4,529
Employer Paid Health	16,027	3,090	13,619	7,680	8,101
Worker s Comp Insurance	4,285	34	100	-	500
Computer	100	-	-	-	-
Operating Supplies	288,990	2,757	5,000	1,357	2,000
Motor Fuels		720	1,000	564	1,000
License And Permits		956	1,000	914	1,000
Uniforms	180	442	400	349	500
Small Tools	796	-	100	-	100
Internet Lease		976	-	-	-
Professional Svcs	28,733	20,442	10,200	18,035	15,000
Auditing and Acct g Services		7,391	1,500	973	1,500
Communication	2,015	240	-	-	500
Telephone		1,982	-	-	-
Travel Expenses		-	-	665	-
Conference & Training		-	-	1,100	-
Insurance	66,087	10,151	1,000	-	1,000
Utility Services	32,946	26,388	31,200	25,450	36,000
Refuse	-	184	500	-	500
Repairs/Maint Buildings	3,168	4,513	5,000	12,450	10,000
Repairs/Maint Machinery/Equip	854	42,256	55,000	38,346	60,000
Depreciation	175,249	215,187	105,000	-	220,000
Drug & Alcohol Testing		116	-	-	200
Bank Charges	10,354	1,523	2,000	-	1,000
Miscellaneous	67,006	414	500	-	500
Dues and Subscriptions		2,566	1,500	-	1,500
Interest on Meter Deposit	22		-	-	-
Bond Interest	18,125		-	-	-
Fiscal Agent s Fees	55,959	600	-	-	-
Operating Transfers			30,000	-	1,895,238
Generation Fund Expenses	\$ 573,845	\$ 375,289	\$ 361,151	\$ 185,541	\$ 2,324,304
Net (Increase)/Decrease	\$ (4,480,397)	\$ (264,921)	\$ (18,849)	\$ (222,944)	\$ 1,914,304



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/20/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-248-2025 Concerning Bond Reimbursement Regulations

Resolution R-248-2025 Establishing Procedures Relating to Compliance With Reimbursement Bond Regulations Under the Internal Revenue Code

This is a continuation of the discussion with City Council about utilizing bonds to purchase equipment that has become obsolete. Some of this equipment takes 12-18 months to receive after being ordered. Because of this, we are bringing forward this resolution. This will allow the City staff to order these large pieces of equipment with the forethought that they would not be arriving until late 2026 or early 2027. The amount being considered has been reduced to \$3,915,000. The police cars will proceed using a different method.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA
COUNTY OF CHISAGO
CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-248-2025

**RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE**

BE IT RESOLVED by the City Council (the "Council") of the City of North Branch, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of the City's bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the City Clerk to make the City's Declarations or to delegate from time

to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect to issue reimbursement bonds to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this ____ day of _____, 2025, by the City Council.

Kevin Schieber, Mayor

Attested:

Tonya Kostuch, City Clerk

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting City Clerk of the City of North Branch, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

2026 Equipment Bond

Desc of Item	Dept	Bond/Lease	Life	Quantity	Cost
1/2 Ton 4WD Pickup	PW	Bond	10	1	60,000
3/4 Ton Pickup	WW Fund	Bond	10	1	180,000
Leaf Vacuum Unit**	PW	Bond	15	1	300,000
3/4 Ton Cargo Van	PW	Bond	15	1	60,000
1 Ton Pickup	Water Fund	Bond	15	1	100,000
Mini-Excavator	Water Fund	Bond	15	1	140,000
Ladder Truck	Fire	Bond	20	1	1,000,000
Tanker Truck	Fire	Bond	20	1	565,000
1 Ton 4WD Plow Truck	PW	Bond	20	2	160,000
Plow Truck - Tandem Axle**	PW	Bond	20	3	1,050,000
Front End Loader	PW	Bond	20	1	300,000
Total					<u>3,915,000</u>

(** These items are anticipated to be purchased in the fiscal year 2027 due to lead times.)

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued by the City after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$3,915,000.00 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: _____, 2025

City Clerk

City of North Branch, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of North Branch, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on _____, 2025. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council Member _____ moved the adoption of the Resolution, which motion was seconded by Council Member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of North Branch, Minnesota, this ____ day of _____, 2025.

City Clerk
City of North Branch, Minnesota



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/20/2025

Board & Commission: City Council

Subject: NW Old Town Street and Utility project neighborhood meeting recap

The City of North Branch provided a neighborhood meeting for the residents residing in the NW Old Town Street and Utility project area to introduce the project and get community feedback. 15 people attended in person, and 6 people attended remotely. After a presentation provided by Justin Messner, Heidi Hamilton, Emily Brown and two Graduate Engineers from WSB, some of the key discussion points were:

- Sidewalks, are they needed?
- Parking lanes, where, if needed at all?
- Is the timing of the project appropriate due to the Hwy 95 construction? Mr. Messner confirmed with attendees that MNDOT has pushed the project to 2029.
- There were several technical infrastructure questions regarding size of water lines, storm water connection and holding pond, line up of streets and ability to shift where needed.
- There was no requested consensus on the assessment level, but it was brought up that it seemed fair to the property owners.

All of the information and comment cards will be collected and the future design will take all aspects recorded into account.

Next Steps:

There is a public hearing scheduled for December 9, 2025 for Council consideration of design and specifications of the project. The notification has been mailed and a sample of that notification is attached.

There is a copy of the presentation for Council review as well.

Voting Requirements:

Voting Options Simple Majority



NORTH BRANCH

November 24, 2025

Mr./Mrs. Name

Street Address

City State, Zip

Re: Public Hearing Notice
Northwest Old Town Street and Utility Improvements

Dear Property Owner(s):

On November 12, 2025, the City Council accepted the feasibility report for the Northwest Old Town Street and Utility Improvements and called for a public hearing to be held on Tuesday, December 9, 2025, at 7:00 p.m. during the regular City Council meeting to consider the project improvements.

Since your property is included in the portion of the project area with street improvements being considered for assessment, the City is required by state statute to provide you with the following notice pertaining to the hearing on the improvements for the project:

NOTICE OF PUBLIC HEARING ON THE NORTHWEST OLD TOWN STREET AND UTILITY IMPROVEMENTS

Notice is hereby given that the City Council will meet at North Branch City Hall, located at 6408 Elm Street, North Branch, MN at **7:00 p.m. on December 9, 2025**, to consider the making of Northwest Old Town Street and Utility Improvements, an improvement to Cedar Street (Elmwood Terrace Apartments to Branch Ave), Elm Street (Oakview Ave to 8th Ave), 10th Avenue (TH 95 to Cedar Ave), 11th Avenue (Elm St to Cedar St) and 12th Avenue (TH 95 to Cedar St), pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvements are the properties that have access and benefit from the proposed improvement. The estimated cost of the assessable improvement is \$539,100; the total estimated project cost is \$5,547,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons desiring to be heard with reference to the proposed improvement will be heard at this meeting.

If you have any questions, please contact City Hall at 612-388-9652. Thank you.

Sincerely,

Justin Messner, P.E.
City Engineer

6408 Elm Street, PO Box 910
North Branch, MN 55056
Phone: 651-674-8113

www.ci.north-branch.mn.us
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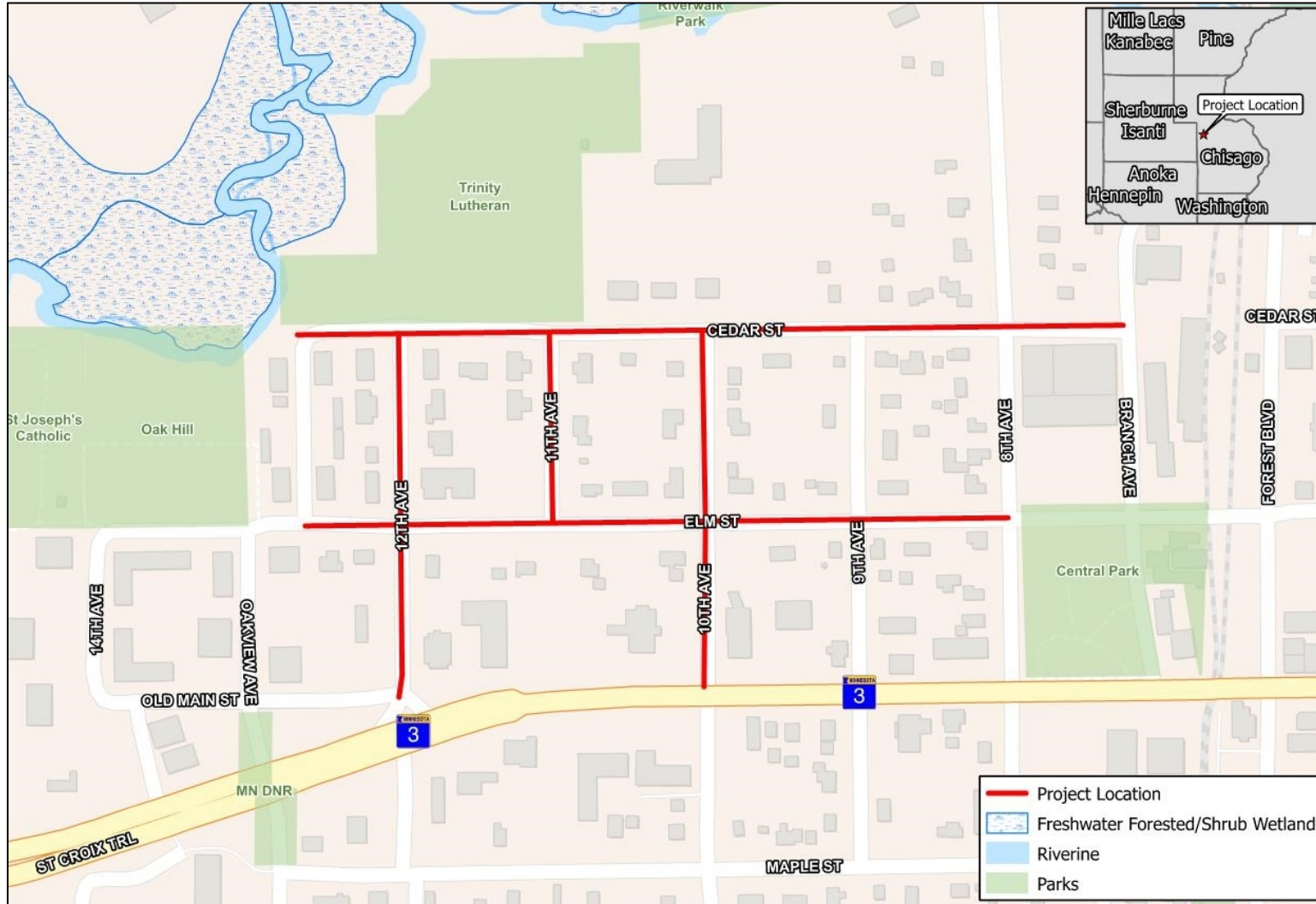
Northwest Old Town Street and Utility Improvement Project

Neighborhood Meeting
November 19, 2025



CITY OF
NORTH BRANCH

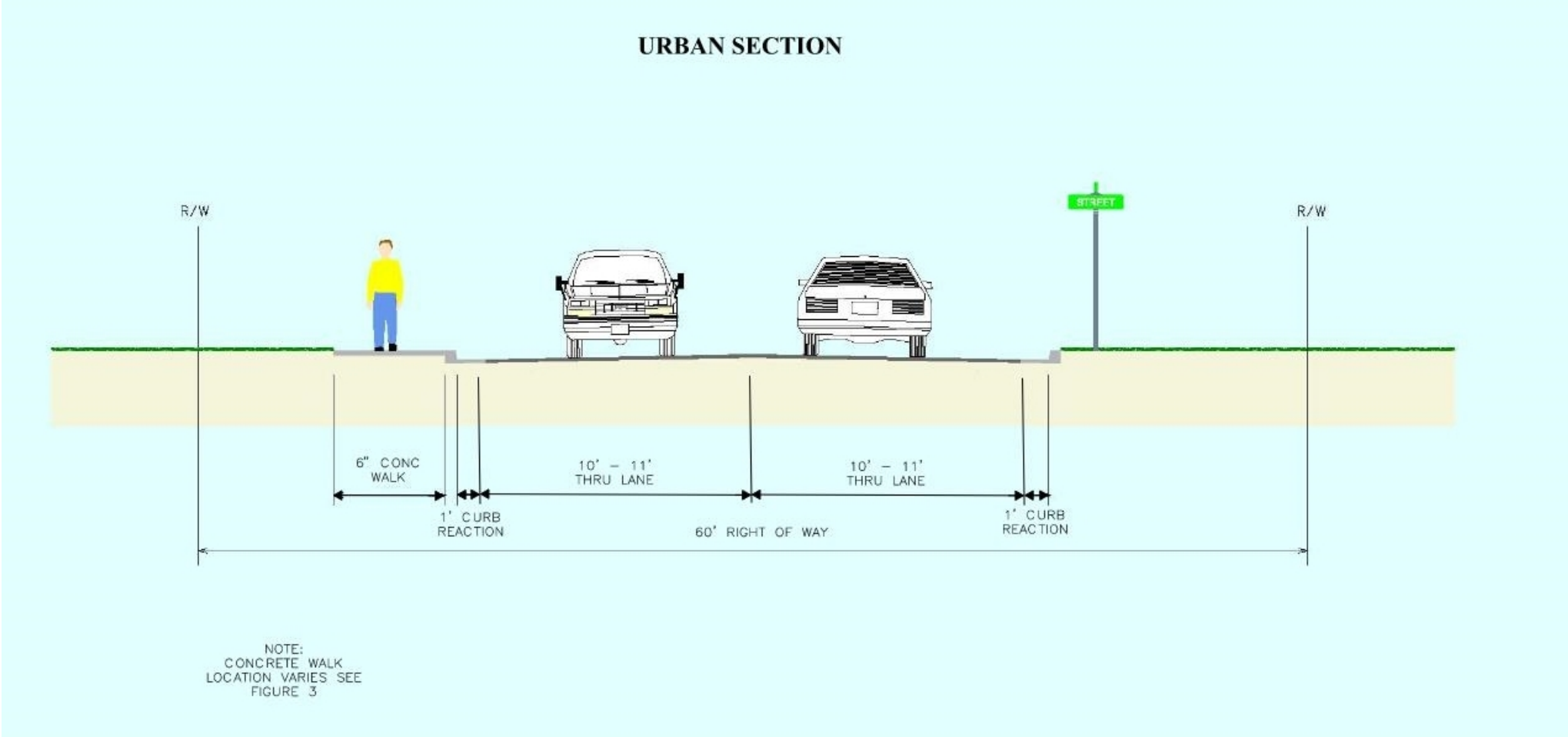
Proposed Improvements



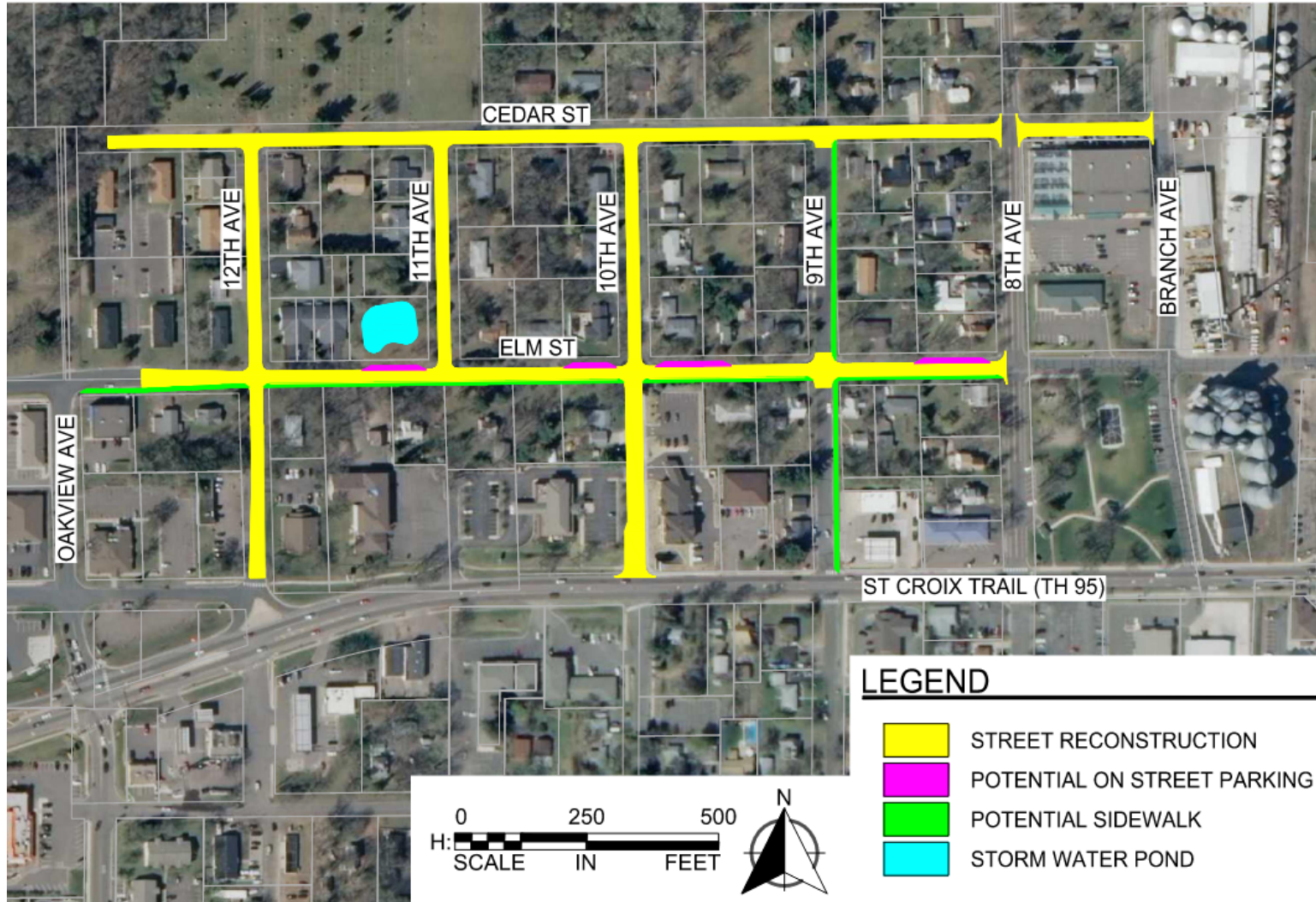
• Project Location

- Cedar Street
Elmwood Terrace Apartments to Branch Avenue
- Elm Street
Oakview Avenue to 8th Avenue
- 12th Avenue
Cedar Street to Main Street
- 11th Avenue
Cedar Street to Elm Street
- 10th Avenue
Cedar Street to Main Street

Proposed Improvements



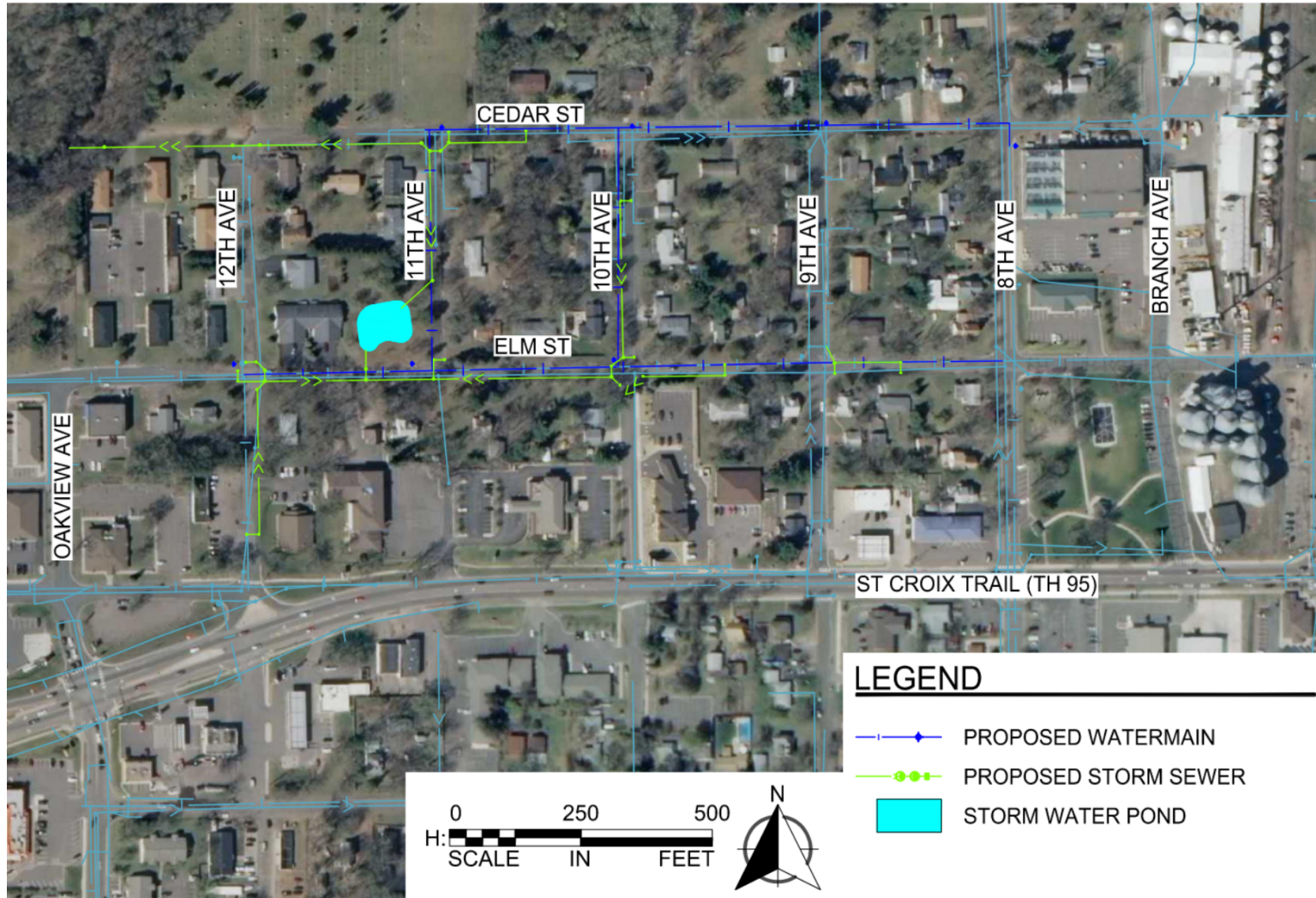
Proposed Improvements



• Surface Improvements

- Full pavement replacement and subgrade corrections as needed
- Curb installation
- Street widths per MSAS standards
- Potential sidewalk along Elm St and 9th Ave
- Potential On-street Parking along Elm St

Proposed Improvements



- **Storm Improvements**
 - Installation of new storm sewer and catch basins along all roadways
 - Installation of new stormwater retention within City owned property
- **Sanitary Improvements**
 - Maintenance and repairs as needed (to be evaluated during final design)
- **Watermain Improvements**
 - Replacement of existing 4-inch and 6-inch watermains with 8-inch
 - Installation of new 12-inch trunk watermain along Cedar Street

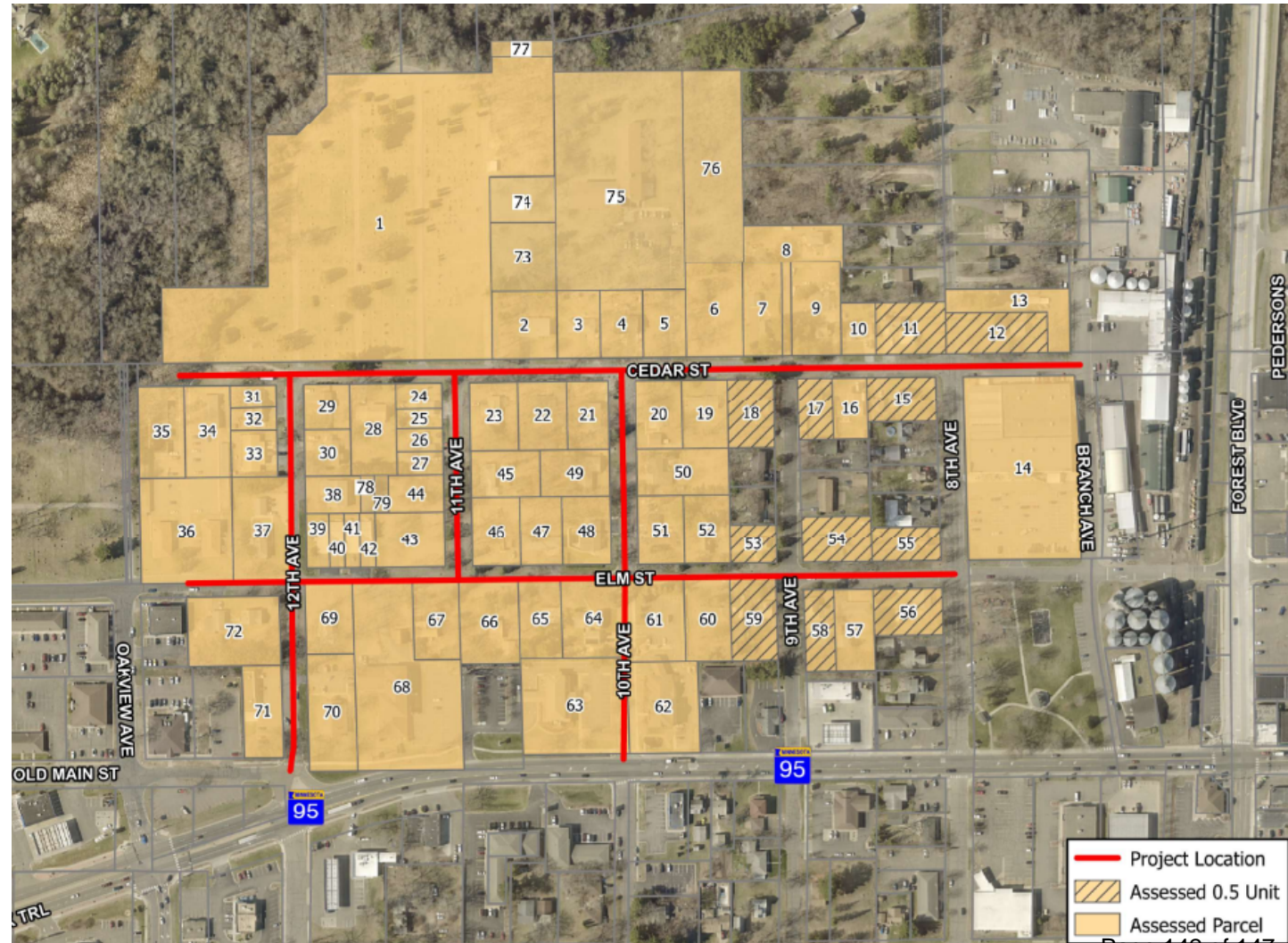
Project Costs



Proposed Improvements	Total Estimated Cost
Street Improvements	\$2,694,400
Drainage Improvements	\$1,163,500
Sanitary Sewer Improvements	\$130,900
Watermain Improvements	\$1,091,500
Optional Sidewalk Improvements	\$410,600
Optional Street Parking	\$56,800
Totals	\$5,547,700

Proposed Assessments

- Residential Assessments
 - Flat and Equal rate
 - Corner Lots: 0.5 units per abutting street
 - \$7,450 per benefitting property
 - 51.5 Assessable Units
- Commercial/Industrial/Multifamily
 - \$56 per front foot
- City Funds 100% of Sewer and Water Improvements



Project Funding



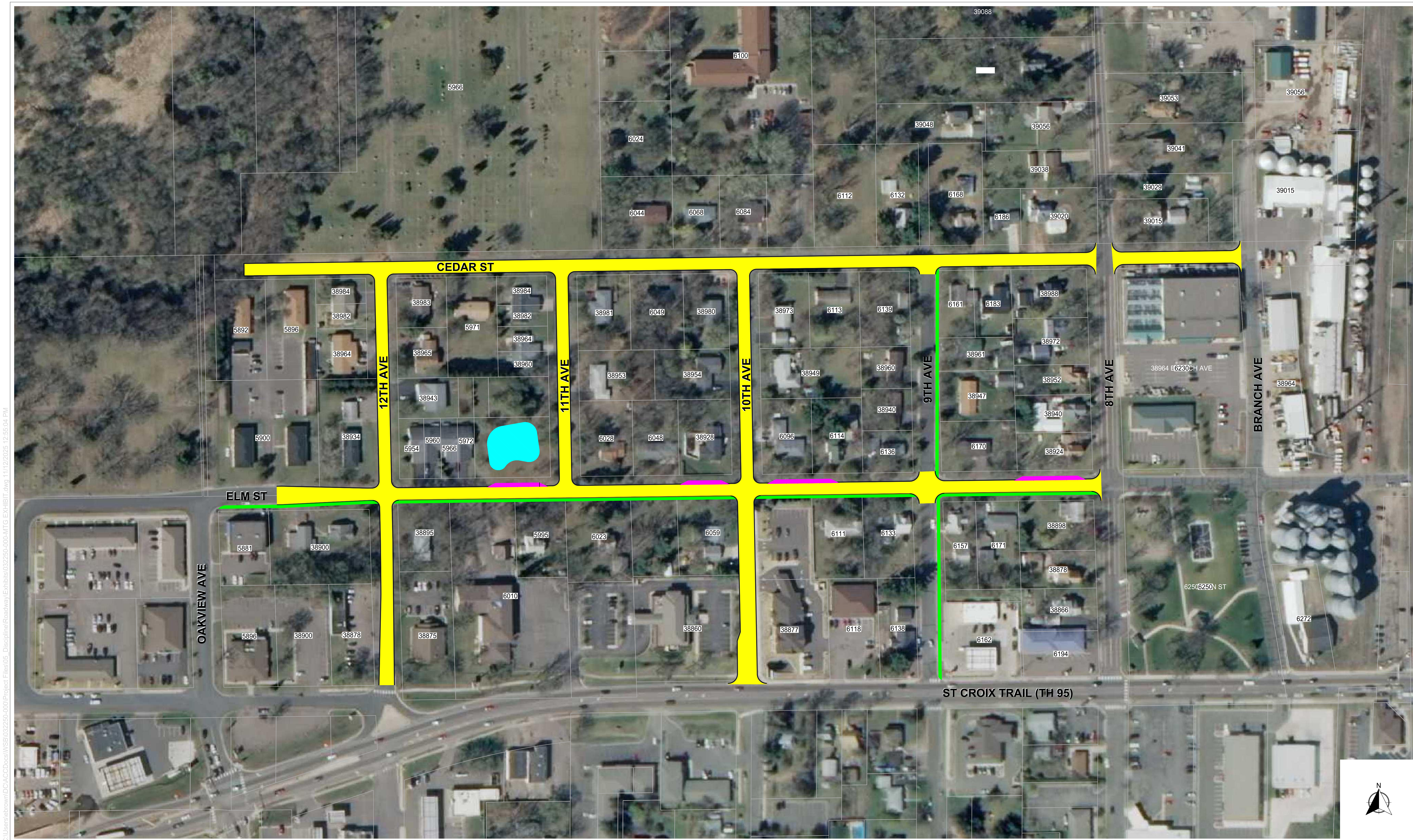
Proposed Improvements	Total Estimated Cost
Street Fund	\$391,200
Special Assessments	\$539,100
Storm Fund	\$195,400
Sanitary Sewer Fund	\$130,900
Watermain Fund	\$1,091,500
Restricted Funds	\$1,800,000
State Aid Reimbursement	\$1,399,600
Totals	\$5,547,700

Project Schedule



City Council Receive Feasibility Study/Order Public Hearing	November 12, 2025
1st Public Information Meeting	November 19, 2025
Public Hearing/Authorize Preparation of Plans and Specifications	December 9, 2025
2nd Public Information Meeting	February 2026
Approve Plans and Specifications/Authorize Advertisement for Bid	February 24, 2026
Receive Bids	March 2026
Public Hearing/Award Contract	April/May 2026
3rd Public Information Meeting	May 2026
Begin Construction	June 2026
Final Completion	October 2026

Questions



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**NORTHWEST OLD TOWN STREET AND UTILITY IMPROVEMENTS
 PROPOSED IMPROVEMENTS
 City of North Branch, MN**



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 11/14/2025

Board & Commission: City Council

Subject: Summary of Conclusions of Evaluation of Performance of City Administrator.

Background:

On November 12th, 2025, the City Council conducted a closed session for the Annual Evaluation of Performance for Administrator Hill.

In accordance with Minnesota Statute 13b.05 a summary of the evaluation is as follows.

Matthew Hill's annual performance review reflects steady progress and overall effectiveness as City Administrator. He has strengthened leadership, improved workplace culture, and enhanced public engagement, while maintaining professionalism and dependability. Areas for continued focus include timely communication on major initiatives—such as the Comprehensive Plan—and refining fiscal planning processes to improve transparency. With strong community relationships and a commitment to organizational development, Matthew is well-positioned to build on these achievements and deliver further improvements in 2026. The City Council is confident in his ability to lead North Branch toward continued success and growth in the year ahead.

Voting Requirements:

Voting Options Simple Majority