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, DECEMBER 9, 2025 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH BRANCH, MN 55056

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL
   a. Approve Agenda — ACTION

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT
   Provides an opportunity for the public to address the Council on items that are not on the Agenda. Please raise your hand to be recognized. Please state your name and address for the record. This section is for the express purpose of addressing concerns of City services and operations. It shall not be used to clarify individual's views for political purposes.

7. CONSENT AGENDA
   All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.
   a. Claims — ACTION
   b. Minutes - City Council Meeting - November 25, 2025, 7:00 PM — ACTION
   c. Approval of the 2026 fee schedule — ACTION
   d. Receive Monthly Legal Staff Report — ACTION
   e. Approval of Road Maintenance Agreement with Stacy MN — ACTION
   f. Approve 2026 Liquor, Tobacco, Massage, ROW, Garbage Haulers Licenses — ACTION
   g. Approval of Resolution R-258-2025 to approve the Walker Hill Farm Preliminary/Final Plat — ACTION

h. Approval of Resolution R-259-2025 approving the vacation of a drainage/utility easement and approval of the North Branch Marketplace 3rd Addition Preliminary/Final Plat — ACTION

i. Approval of Resolution R-260-2025 accepting the offer of public dedication and reduction of security for Schoolside Village 4th Addition — ACTION

j. Approval of Memorandums of Understanding for Minnesota Paid Family Medical Leave — ACTION

k. Approval of Memorandums of Agreement for Insurance Premiums — ACTION

i. Approval of Resolution R-273-2025 change of Health Insurance Premiums for City Employee Bargaining Unit — ACTION

ii. Approval of Resolution R-274-2025 change in Health Insurance Premiums for Essential Supervisors — ACTION

iii. Approval of Resolution R-275-2025 change in Health Insurance Premiums for LELS — ACTION

iv. Approval of Resolution R-276-2025 change in Health Insurance Premiums for International Union of Operating Engineers — ACTION

l. Approval of Resolution R-277-2025 Agreement for accumulation of compensatory time — ACTION

m. Approval of Resolution R-265-2025 Amending a Trail Easement on Lots 3 and 4, Block 1, Falcon Apartments — ACTION

n. Approval of Resolution R-266-2025 accepting the dedication of a sidewalk easement on Lot 2, Block 1, Falcon Apartments — ACTION

o. Resolution Designation Polling Places for 2026 — ACTION

8. PUBLIC HEARINGS

a. North West Old Town Street and Utility Improvement Project Hearing — INFO

b. Approval of Resolution R-267-2025 Authorizing WSB to prepare plans and specifications for the NW Old Town Project — ACTION

9. STAFF REPORTS

a. Consider approval of Resolution R-269-2025 approving engineering services contract for the 2026 Pavement Improvement Project — INFO

b. Recieve Pavement Management Plan — INFO

c. Consider approval of Resolution # R-256-2025 authorizing the North Branch Speed Policy — ACTION

d. Consider approval of Resolution # R-257-2025 accepting the Transportation Study for future development needs — ACTION

e. Consider approval of School logo placement on Water Tower as part of the rehabilitation project 2026 — ACTION

f. Consider approval of Ordinance 402-25 authorizing a change in the Franchise Fee for East Central Energy — ACTION

g. Consider approval of Ordinance 403-25 authorizing change in Franchise Fee for Minnesota Energy Resources — ACTION

h.	Consider approval of Ordinance 404-25 authorizing change in Franchise Fee for Northern States Power (Xcel) electric	ACTION
i.	Consider approval of Ordinance 405-25 authorizing a change in Franchise Fee for Northern States Power (Xcel) Natural Gas	ACTION
j.	Consider approval of Resolution R-261-2025 Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority	ACTION
k.	Consider approval of Resolution R-262-2025 Adopting the Final 2026 HRA Tax Levy for the North Branch Economic Development Authority	ACTION
l.	Consider approval of Resolution R-263-2025 Adopting the 2026 Property Tax Levy	ACTION
m.	Consider approval of Resolution R-264-2025 Adopting the City of North Branch 2026 Budget	ACTION
n.	Consider Approval Resolution R-270-2025 approving the Meadows Ridge Planned Unit Development and Subdivision Agreement	ACTION
o.	Consider Approval of Planning Commission Appointment — Kelly Maurer	ACTION
p.	Consider Approval of Resolution R-273-2025 approving engineering service contract with WSB for the Fletcher Ave Street and Utility Extension Project	ACTION

10. MAYOR/CITY COUNCIL

a.	Commission Updates	VERBAL UPDATE
b.	Employee Presentation of Step 3 Grievance under City of North Branch Personnel Policy, Section 40 - Grievance Procedure	INFO

11. ADJOURNMENT

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

City of North Branch
Staff Report

Prepared By:

Presenter:

Date: 07/31/2025

Board & Commission: City Council

Subject: Claims

Voting Requirements:

Voting Options **Simple Majority**

City of
North Branch

ACH Checks

5999 to 6012 - $221,299.54

Checks

92591 to 92671- $449,630.05

Payroll

12/05/2025 - $128,801.96

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 12/3/2025 2:38 PM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
5999	1365	Minnesota Energy Resources	11/20/2025	998.22
6000	1372	Minnesota State Retirement	11/21/2025	2,555.92
6001	1585	United States Treasury	11/21/2025	35,809.10
6002	1468	PERA (Payroll W/H)	11/21/2025	35,935.50
6003	1118	Commissioner Of Revenue (W/H)	11/21/2025	8,370.41
6004	1362	MINNESOTA REVENUE	11/21/2025	34,075.00
6005	1424	N.B. Fire Relief Association	11/21/2025	316.50
6006	2107	US BANK - CREDIT CARDS	11/07/2025	51,699.06
6007	1033	Associated Bank	11/17/2025	64.80
6008	2236	Delta Dental	11/06/2025	2,429.48
6009	2236	Delta Dental	12/06/2025	2,553.34
6010	1362	MINNESOTA REVENUE	12/07/2025	1,972.00
6011	1899	BlueCross/Blue Shield Minnesota	11/18/2025	43,315.58
6012	1592	US Postal Service	11/28/2025	1,204.63
			Report Total (14 checks):	221,299.54

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 11/26/2025 - 8:10AM
Batch: 00005.11.2025 - 11262025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1056	Wayne Blodgett			Check Sequence: 1	ACH Enabled: False
CHIEFS 2026	PARKING FOR CHIEFS CONF	20.00	11/26/2025	101-42280-50332	
CHIEFS 2026	RT MILEAGE FOR CHIEFS CONF	233.80	11/26/2025	101-42280-50332	
CHIEFS 2026	LODGING FOR CHIEFS CONF	90.00	11/26/2025	101-42280-50332	
	Check Total:	343.80			
Vendor: 1269	IUOE Local 49 Fringe Benefit			Check Sequence: 2	ACH Enabled: False
FOR JAN 2026	49ERS HEALTH FOR JAN 2026	21,910.00	11/26/2025	101-00000-15500	
	Check Total:	21,910.00			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 3	ACH Enabled: False
8282183997	FIRE DEPT RADIOS	12,997.44	11/26/2025	101-42280-50320	
	Check Total:	12,997.44			
Vendor: 1550	STREICHERS			Check Sequence: 4	ACH Enabled: False
1772059	LL GEAR	9,865.00	11/26/2025	101-42110-50201	
	Check Total:	9,865.00			
	Total for Check Run:	45,116.24			
	Total of Number of Checks:	4			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 12/04/2025 - 1:28PM
Batch: 00001.12.2025 - 12042025

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 1	ACH Enabled: False
12637329T067	TRASH SERVICE DEC 2025	111.22	12/04/2025	101-45500-50387	
12637329T067	TRASH SERVICE DEC 2025	261.52	12/04/2025	602-49450-50387	
12637329T067	TRASH SERVICE DEC 2025	63.36	12/04/2025	615-49550-50387	
12637329T067	TRASH SERVICE DEC 2025	335.64	12/04/2025	101-43000-50387	
12637329T067	TRASH SERVICE DEC 2025	244.22	12/04/2025	101-41940-50387	
12637329T067	TRASH SERVICE DEC 2025	69.43	12/04/2025	101-42280-50387	
12637329T067	TRASH SERVICE DEC 2025	155.25	12/04/2025	609-49750-50387	
12637329T067	TRASH SERVICE DEC 2025	128.79	12/04/2025	615-49550-50387	
	Check Total:	1,369.43			
Vendor: 2306	ADVANTAGE POLICE SUPPLY INC			Check Sequence: 2	ACH Enabled: False
25-0612	NON-CAP EQUIP	3,251.26	12/04/2025	101-42110-50201	
	Check Total:	3,251.26			
Vendor: 1008	Agvise Laboratories, Inc.			Check Sequence: 3	ACH Enabled: False
55783	Discount Pay Within 15 Days	-85.25	12/04/2025	602-49450-50315	
55783	Soil Sample Testing	650.30	12/04/2025	602-49450-50315	
	Check Total:	565.05			
Vendor: 2012	Alltrees, LLC			Check Sequence: 4	ACH Enabled: False
2737	BRIDGE/WASTEWATER CAMERA	2,547.50	12/04/2025	612-49700-50300	
	Check Total:	2,547.50			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 5	ACH Enabled: False
1HF1-4YG1-DPG3	CALENDAR	17.39	12/04/2025	101-41910-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	17.39			
Vendor: 1021	American Test Center			Check Sequence: 6	ACH Enabled: False
2252403	ANNUAL INSP & REPAIRS	1,457.50	12/04/2025	101-42280-50404	
2252486	ANNUAL INSP & REPAIRS	1,425.00	12/04/2025	101-43000-50404	
	Check Total:	2,882.50			
Vendor: 1646	Ameritas			Check Sequence: 7	ACH Enabled: False
1205 AMER	12/5/2025 PAYROLL WITHHOLDING	90.00	12/04/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1023	Amphora Imports, LLC			Check Sequence: 8	ACH Enabled: False
21550	WINE	251.25	12/04/2025	609-49750-50253	
	Check Total:	251.25			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 9	ACH Enabled: False
287294264933X12	MOBILE PHONES PUBLIC SAFETY	1,389.53	12/04/2025	101-41420-50321	
	Check Total:	1,389.53			
Vendor: 1038	AUTOMATIC SYSTEMS CO.			Check Sequence: 10	ACH Enabled: False
44258	LUCHT'S CROSSING LS PLC MODS	8,483.00	12/04/2025	602-49450-50300	
	Check Total:	8,483.00			
Vendor: UB*00101	MARIA & SHANE BAKKE			Check Sequence: 11	ACH Enabled: False
	Refund Check 010039-000, 37851 GERALD A\	0.23	12/01/2025	615-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	33.57	12/01/2025	602-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	17.39	12/01/2025	602-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	7.47	12/01/2025	612-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	0.97	12/01/2025	615-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	23.99	12/01/2025	615-00000-20200	
	Refund Check 010039-000, 37851 GERALD A\	21.74	12/01/2025	615-00000-20200	
	Check Total:	105.36			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 12	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
0110542400	OPERATING SUPPLIES	210.96	12/04/2025	609-49750-50210	
0110542500	OPERATING SUPPLIES	309.41	12/04/2025	609-48000-50210	
0209659200	WINE	219.30	12/04/2025	609-49750-50253	
0209659200	LIQUOR	1,241.30	12/04/2025	609-49750-50251	
0209660000	LIQUOR	808.94	12/04/2025	609-48000-50251	
	Check Total:	2,789.91			
Vendor: 1052	BERNICKS			Check Sequence: 13	ACH Enabled: False
10428425	THC	180.00	12/04/2025	609-48000-50254	
10428426	BEER	1,189.00	12/04/2025	609-48000-50252	
10428426	N/A SALES	29.00	12/04/2025	609-48000-50250	
10428434	N/A SALES	96.00	12/04/2025	609-49750-50250	
10428434	BEER	5,326.45	12/04/2025	609-49750-50252	
10428435	BEER CREDIT	-13.08	12/04/2025	609-49750-50252	
10428436	THC	180.00	12/04/2025	609-49750-50254	
10428437	N/A SALES	20.00	12/04/2025	609-49750-50250	
10430710	BEER	2,149.70	12/04/2025	609-48000-50252	
10430711	BEER CREDIT	-80.71	12/04/2025	609-48000-50252	
10430715	THC	62.96	12/04/2025	609-49750-50254	
10430716	N/A SALES	102.40	12/04/2025	609-49750-50250	
10430716	BEER	7,489.35	12/04/2025	609-49750-50252	
10430717	BEER CREDIT	-1,008.99	12/04/2025	609-49750-50252	
	Check Total:	15,722.08			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 14	ACH Enabled: False
124380867	LIQUOR	3,041.00	12/04/2025	609-48000-50251	
124381024	LIQUOR	1,205.85	12/04/2025	609-49750-50251	
124457556	LIQUOR	402.32	12/04/2025	609-48000-50251	
124457649	LIQUOR	923.46	12/04/2025	609-49750-50251	
124457650	WINE	845.20	12/04/2025	609-49750-50253	
	Check Total:	6,417.83			
Vendor: 1092	CENTRAL PENSION FUND			Check Sequence: 15	ACH Enabled: False
NOVE 2025	CPF FOR NOV 2025	5,384.68	12/04/2025	101-00000-21705	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	5,384.68			
Vendor: 1100	Chisago County EDA			Check Sequence: 16	ACH Enabled: False
25-1124	HRA EDA Repayment ESSBY Land	112,500.00	12/04/2025	476-47000-50601	
	Check Total:	112,500.00			
Vendor: 1103	Chisago County Recorder			Check Sequence: 17	ACH Enabled: False
202500000227	A 688822 County HRA/EDA Land Release	46.00	12/04/2025	201-46500-50443	
	Check Total:	46.00			
Vendor: 1109	CINTAS			Check Sequence: 18	ACH Enabled: False
4250403650	WASTEWATER UNIFORMS	30.53	12/04/2025	602-49450-50237	
4250403650	WASTEWATER MOP	2.05	12/04/2025	602-49450-50300	
4250897090	LS East Supplies	49.36	12/04/2025	609-49750-50300	
4250897283	LS West Supplies	48.49	12/04/2025	609-48000-50300	
4251087558	WASTE WATER UNIFORMS	30.53	12/04/2025	602-49450-50237	
4251087666	PW UNIFORMS & SUPPLIES	11.09	12/04/2025	602-49450-50237	
4251087666	PW UNIFORMS & SUPPLIES	2.57	12/04/2025	620-49600-50237	
4251087666	PW UNIFORMS & SUPPLIES	4.35	12/04/2025	101-41940-50237	
4251087666	PW UNIFORMS & SUPPLIES	0.40	12/04/2025	101-45000-50237	
4251087666	PW UNIFORMS & SUPPLIES	10.55	12/04/2025	101-43000-50300	
4251087666	PW UNIFORMS & SUPPLIES	0.40	12/04/2025	609-49750-50237	
4251087666	PW UNIFORMS & SUPPLIES	9.19	12/04/2025	612-49700-50237	
4251087666	PW UNIFORMS & SUPPLIES	25.27	12/04/2025	615-49550-50237	
4251087666	PW UNIFORMS & SUPPLIES	76.68	12/04/2025	101-43000-50237	
4251087666	PW UNIFORMS & SUPPLIES	2.77	12/04/2025	101-45500-50237	
4251087666	PW UNIFORMS & SUPPLIES	1.34	12/04/2025	101-42110-50237	
	Check Total:	305.57			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 19	ACH Enabled: False
02-503166	N/A SALES	44.88	12/04/2025	609-48000-50250	
	Check Total:	44.88			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 20	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
1836-00054	VENDOR KEG CREDIT	-30.00	12/04/2025	609-00000-11560	
2630015	LIQUOR	340.20	12/04/2025	609-49750-50251	
2630025	N/A SALES	356.98	12/04/2025	609-49750-50250	
2630054	THC	194.00	12/04/2025	609-48000-50254	
2630055	LIQUOR	251.80	12/04/2025	609-48000-50251	
2630067	BEER	3,376.90	12/04/2025	609-48000-50252	
2630112	THC	1,000.00	12/04/2025	609-49750-50254	
2630113	BEER	10,972.14	12/04/2025	609-49750-50252	
2634533	THC	139.00	12/04/2025	609-48000-50254	
2634534	BEER	2,147.90	12/04/2025	609-48000-50252	
2635107	THC	401.00	12/04/2025	609-49750-50254	
2635142	N/A SALES	31.00	12/04/2025	609-48000-50250	
2635143	THC	84.00	12/04/2025	609-48000-50254	
2635144	LIQUOR	47.00	12/04/2025	609-48000-50251	
2635145	N/A SALES	157.30	12/04/2025	609-49750-50250	
2635146	LIQUOR	369.60	12/04/2025	609-49750-50251	
2635147	BEER	8,072.75	12/04/2025	609-49750-50252	
	Check Total:	27,911.57			
Vendor: 1970	Dunaway Custom Arms, LLC			Check Sequence: 21	ACH Enabled: False
11142025	NON CAP EQUIP	1,180.00	12/04/2025	101-42110-50201	
	Check Total:	1,180.00			
Vendor: 1146	Earl F. Andersen			Check Sequence: 22	ACH Enabled: False
140656	STREET SIGNS	5,370.70	12/04/2025	101-43000-50226	
140657	STREET SIGNS-SUNRISE BLUFF 3RD	1,747.00	12/04/2025	101-43000-50226	
	Check Total:	7,117.70			
Vendor: 1152	EHLERS			Check Sequence: 23	ACH Enabled: False
103828	Financial Advisory Services	2,436.25	12/04/2025	101-41500-50300	
103829	General TIF Services	295.00	12/04/2025	101-41500-50300	
	Check Total:	2,731.25			
Vendor: 1175	F.I.R.E.			Check Sequence: 24	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
7804	CONFINED SPACE TRAINING	1,300.00	12/04/2025	101-42280-50332	
	Check Total:	1,300.00			
Vendor: UB*00100	GERALD FORGA			Check Sequence: 25	ACH Enabled: False
	Refund Check 007486-000, 38261 GOLDEN O.	2.52	12/01/2025	615-00000-20200	
	Refund Check 007486-000, 38261 GOLDEN O.	5.50	12/01/2025	602-00000-20200	
	Refund Check 007486-000, 38261 GOLDEN O.	19.37	12/01/2025	612-00000-20200	
	Refund Check 007486-000, 38261 GOLDEN O.	3.58	12/01/2025	615-00000-20200	
	Refund Check 007486-000, 38261 GOLDEN O.	45.09	12/01/2025	602-00000-20200	
	Refund Check 007486-000, 38261 GOLDEN O.	62.20	12/01/2025	615-00000-20200	
	Check Total:	138.26			
Vendor: 1227	Greenworld Greenhouses			Check Sequence: 26	ACH Enabled: False
ESCROW	ESCROW REFUND	1,500.00	12/04/2025	101-00000-21183	
	Check Total:	1,500.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 27	ACH Enabled: False
1924740	ORDINANCE 399-25 NOTICE	6.34	12/04/2025	101-41110-50351	
1924741	PUBLIC HEARING NOTICE	8.78	12/04/2025	201-46500-50351	
1924742	PUBLIC HEARING NOTICE	8.29	12/04/2025	201-46500-50351	
	Check Total:	23.41			
Vendor: 1270	IWORQ Systems			Check Sequence: 28	ACH Enabled: False
214353	PERMIT MGMT 2026	5,958.00	12/04/2025	101-00000-15500	
	Check Total:	5,958.00			
Vendor: 1650	John Hirsch's Cambridge Motors			Check Sequence: 29	ACH Enabled: False
CHCS425843	SQUAD REPAIRS	2,193.29	12/04/2025	101-42110-50404	
	Check Total:	2,193.29			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 30	ACH Enabled: False
158198	N/A SALES CREDIT	-27.00	12/04/2025	609-48000-50250	
158804	WINE CREDIT	-3.34	12/04/2025	609-49750-50253	
158805	THC CREDIT	-42.56	12/04/2025	609-49750-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
158806	LIQUOR CREDIT	-24.24	12/04/2025	609-49750-50251	
158807	LIQUOR CREDIT	-49.50	12/04/2025	609-48000-50251	
2929903	LIQUOR	693.20	12/04/2025	609-49750-50251	
2929904	WINE	1,154.08	12/04/2025	609-49750-50253	
2929905	WINE	1,068.93	12/04/2025	609-49750-50253	
2929906	LIQUOR	1,369.59	12/04/2025	609-49750-50251	
2929907	LIQUOR	1,467.43	12/04/2025	609-49750-50251	
2929908	LIQUOR	374.27	12/04/2025	609-48000-50251	
2929909	WINE	916.88	12/04/2025	609-48000-50253	
2929910	WINE	788.44	12/04/2025	609-48000-50253	
2929911	LIQUOR	800.41	12/04/2025	609-48000-50251	
2929912	LIQUOR	471.25	12/04/2025	609-48000-50251	
2934074	LIQUOR	2,864.36	12/04/2025	609-49750-50251	
2934075	WINE	105.73	12/04/2025	609-49750-50253	
2934076	WINE	1,161.76	12/04/2025	609-49750-50253	
2934077	WINE	1.84	12/04/2025	609-49750-50253	
2934078	LIQUOR	1,010.10	12/04/2025	609-48000-50251	
2934079	WINE	138.84	12/04/2025	609-48000-50253	
2934081	WINE	451.04	12/04/2025	609-48000-50253	
	Check Total:	14,691.51			
Vendor: 1658	Kramer Mechanical Plumbing & Heating, Inc.			Check Sequence: 31	ACH Enabled: False
34354	R & R AC UNIT	10,100.00	12/04/2025	609-49750-50401	
	Check Total:	10,100.00			
Vendor: 1685	Lakes Brewing Company			Check Sequence: 32	ACH Enabled: False
002458	BEER	70.00	12/04/2025	609-49750-50252	
	Check Total:	70.00			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 33	ACH Enabled: False
FOR DEC 2025	PD UNION DUES FOR DEC 2025	949.00	12/04/2025	101-00000-21708	
	Check Total:	949.00			
Vendor: UB*00094	LEEB UNDERGROUND INC			Check Sequence: 34	ACH Enabled: False

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Refund Check 006759-000, 6793 ASH ST BUL	202.03	12/01/2025	615-00000-20200	
		Check Total:	202.03			
Vendor:	1327	MACQUEEN EQUIPMENT INC.			Check Sequence: 35	ACH Enabled: False
P58613		SCBA MAINTENANCE	39.52	12/04/2025	101-42280-50222	
		Check Total:	39.52			
Vendor:	1963	Marsh USA, Inc			Check Sequence: 36	ACH Enabled: False
54228		BUSINESS INS. AGENCY FEE	12,000.00	12/04/2025	101-00000-15500	
		Check Total:	12,000.00			
Vendor:	1643	McDonald Distributing			Check Sequence: 37	ACH Enabled: False
836005		THC	80.00	12/04/2025	609-48000-50254	
836005		BEER	4,166.75	12/04/2025	609-48000-50252	
836005		LIQUOR	180.90	12/04/2025	609-48000-50251	
836005		N/A SALES	21.40	12/04/2025	609-48000-50250	
836032		LIQUOR	67.20	12/04/2025	609-49750-50251	
836032		N/A SALES	130.30	12/04/2025	609-49750-50250	
836032		BEER	10,819.90	12/04/2025	609-49750-50252	
836148		BEER CREDIT	-54.97	12/04/2025	609-49750-50252	
836148		N/A SALES CREDIT	-10.00	12/04/2025	609-49750-50250	
836980		BEER	1,067.85	12/04/2025	609-48000-50252	
836980		LIQUOR	106.60	12/04/2025	609-48000-50251	
836980		THC	71.76	12/04/2025	609-48000-50254	
836980		N/A SALES	22.35	12/04/2025	609-48000-50250	
836982		LIQUOR	287.50	12/04/2025	609-49750-50251	
836983		BEER	4,334.35	12/04/2025	609-49750-50252	
837110		BEER CREDIT	-21.20	12/04/2025	609-49750-50252	
863147		LIQUOR	30.44	12/04/2025	609-49750-50251	
		Check Total:	21,301.13			
Vendor:	UB*00097	BOB MCDONNELL			Check Sequence: 38	ACH Enabled: False
		Refund Check 008114-000, 6217 PECAN ST	46.54	12/01/2025	615-00000-20200	
		Refund Check 008114-000, 6217 PECAN ST	1.22	12/01/2025	602-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 008114-000, 6217 PECAN ST	0.78	12/01/2025	615-00000-20200	
	Refund Check 008114-000, 6217 PECAN ST	1.89	12/01/2025	615-00000-20200	
	Refund Check 008114-000, 6217 PECAN ST	33.73	12/01/2025	602-00000-20200	
	Refund Check 008114-000, 6217 PECAN ST	14.50	12/01/2025	612-00000-20200	
	Check Total:	98.66			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 39	ACH Enabled: False
2952070	12/01/2025 to 12/31/2025 billing period	259.00	12/04/2025	101-41420-50219	
	Check Total:	259.00			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 40	ACH Enabled: False
1160187	DECEMBER MONTHLY SERVICE	140.00	12/04/2025	101-41940-50300	
	Check Total:	140.00			
Vendor: 1401	MN State Fire Chiefs Assn.			Check Sequence: 41	ACH Enabled: False
10283	2026 MEMBERSHIP RENEWAL	308.00	12/04/2025	101-00000-15500	
	Check Total:	308.00			
Vendor: 1402	MN State Fire Dept Assn.			Check Sequence: 42	ACH Enabled: False
2026 dues	2026 REGION 7 MEMBERSHIP	200.00	12/04/2025	101-00000-15500	
	Check Total:	200.00			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 43	ACH Enabled: False
FOR DEC 2025	SUPERVISORS DUES DEC	767.00	12/04/2025	101-00000-21708	
FOR DEC 2025	CITY EMPLOYEES DUES DEC	890.00	12/04/2025	101-00000-21708	
	Check Total:	1,657.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 44	ACH Enabled: False
17129	PD TECH SUPPORT 11/18/2025	62.50	12/04/2025	101-41420-50300	
17140	ON SITE SERVICE 11/19/2025	1,904.50	12/04/2025	101-41420-50300	
17145	VMH/ESXI/VEEAM 11/19/2025	125.00	12/04/2025	101-41420-50300	
17150	BCS/CITY/VPN SUPPORT 11/19/2025	312.50	12/04/2025	101-41420-50300	
17157	MICROSOFT 365 X 7	83.86	12/04/2025	101-41420-50242	
17188	PD TECH SUPPORT 11/21/2025	125.00	12/04/2025	101-41420-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
17227	PD TECH SUPPORT 11/24/2025	62.50	12/04/2025	101-41420-50300	
	Check Total:	2,675.86			
Vendor: 1691	Motorola Solutions, Inc.			Check Sequence: 45	ACH Enabled: False
8282154026	BATTERY	110.00	12/04/2025	101-42110-50210	
	Check Total:	110.00			
Vendor: 2145	Nelson Electric Inc			Check Sequence: 46	ACH Enabled: False
67312	FANS/PANELS/BRKRS NEW ASH	2,168.07	12/04/2025	101-49990-50525	
67312	FANS/PANELS/BRKRS NEW ASH	542.02	12/04/2025	612-49700-50525	
67312	FANS/PANELS/BRKRS NEW ASH	542.02	12/04/2025	602-49450-50525	
67312	FANS/PANELS/BRKRS NEW ASH	361.34	12/04/2025	615-49550-50525	
67314	ELECTRICAL NEW ASH ST BLDG	1,360.00	12/04/2025	615-49550-50525	
67314	ELECTRICAL NEW ASH ST BLDG	2,040.00	12/04/2025	612-49700-50525	
67314	ELECTRICAL NEW ASH ST BLDG	8,160.00	12/04/2025	101-49990-50525	
67314	ELECTRICAL NEW ASH ST BLDG	2,040.00	12/04/2025	602-49450-50525	
	Check Total:	17,213.45			
Vendor: 2305	NORTHERN STEEL TANKS, LLC			Check Sequence: 47	ACH Enabled: False
2025-5	WASTE WATER STORAGE TANK	4,000.00	12/04/2025	602-49450-50404	
	Check Total:	4,000.00			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 48	ACH Enabled: False
5082375	LIQUOR	388.42	12/04/2025	609-49750-50251	
5082376	WINE	282.24	12/04/2025	609-49750-50253	
5082377	THC	130.50	12/04/2025	609-49750-50254	
5082378	LIQUOR	512.93	12/04/2025	609-48000-50251	
5082379	WINE	246.00	12/04/2025	609-48000-50253	
5085531	LIQUOR	641.72	12/04/2025	609-49750-50251	
5085532	WINE	45.84	12/04/2025	609-49750-50253	
5085533	LIQUOR	472.79	12/04/2025	609-48000-50251	
565113	WINE CREDIT	-7.36	12/04/2025	609-49750-50253	
	Check Total:	2,713.08			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: UB*00095	ARTURS & McKINZIE PLOTS			Check Sequence: 49	ACH Enabled: False
	Refund Check 006079-000, 38108 GOLDEN O.	10.91	12/01/2025	612-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	36.55	12/01/2025	615-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	25.40	12/01/2025	602-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	56.41	12/01/2025	602-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	0.30	12/01/2025	615-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	35.04	12/01/2025	615-00000-20200	
	Refund Check 006079-000, 38108 GOLDEN O.	1.41	12/01/2025	615-00000-20200	
	Check Total:	166.02			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 50	ACH Enabled: False
143868	SCBA MAINT SHIPPING	30.69	12/04/2025	101-42280-50222	
	Check Total:	30.69			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 51	ACH Enabled: False
W-110674	BEER	332.50	12/04/2025	609-49750-50252	
	Check Total:	332.50			
Vendor: 2068	QUALITY LOCKSMITH, INC.			Check Sequence: 52	ACH Enabled: False
QLS31647	DOOR REPAIR GEN BLDG	98.74	12/04/2025	620-49600-50401	
QLS31648	DOOR REPAIR GEN BLDG	510.31	12/04/2025	101-42110-50401	
	Check Total:	609.05			
Vendor: 2298	REDISKE, REED			Check Sequence: 53	ACH Enabled: False
11242025	Mileage Reimbursement 11/05/2025	54.89	12/04/2025	101-41500-50331	
11242025	Mileage Reimbursement 10/22/2025	53.23	12/04/2025	101-41500-50331	
11242025	Mileage Reimbursement 10/20/2025	55.36	12/04/2025	101-41500-50331	
11242025	Mileage Reimbursement 11/20/2025	78.58	12/04/2025	101-41500-50331	
	Check Total:	242.06			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 54	ACH Enabled: False
B020552	WEEKLY WASTEWATER TESTING	124.60	12/04/2025	602-49450-50315	
B020613	WEEKLY WATER TESTING	105.00	12/04/2025	615-49550-50315	
B020615	WEEKLY WASTEWATER TESTING	124.60	12/04/2025	602-49450-50315	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	354.20			
Vendor: 2307	ROIC ANALYTICS, LLC			Check Sequence: 55	ACH Enabled: False
RA.25.106	FIELD STUDY	8,854.12	12/04/2025	201-46500-50300	
	Check Total:	8,854.12			
Vendor: UB*00098	JEAN & STEPHEN ROMO			Check Sequence: 56	ACH Enabled: False
	Refund Check 007548-000, 39153 RIVERSIDE	7.63	12/01/2025	615-00000-20200	
	Refund Check 007548-000, 39153 RIVERSIDE	6.01	12/01/2025	615-00000-20200	
	Refund Check 007548-000, 39153 RIVERSIDE	11.77	12/01/2025	602-00000-20200	
	Refund Check 007548-000, 39153 RIVERSIDE	4.36	12/01/2025	602-00000-20200	
	Refund Check 007548-000, 39153 RIVERSIDE	1.88	12/01/2025	612-00000-20200	
	Refund Check 007548-000, 39153 RIVERSIDE	0.25	12/01/2025	615-00000-20200	
	Check Total:	31.90			
Vendor: 2257	Row Sewer Service			Check Sequence: 57	ACH Enabled: False
22	PARK TOILET RENTALS	390.00	12/04/2025	101-45000-50415	
	Check Total:	390.00			
Vendor: 1509	Jason Russell			Check Sequence: 58	ACH Enabled: False
40544	2013 GMC REPAIRS	1,783.99	12/04/2025	101-42280-50404	
	Check Total:	1,783.99			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 59	ACH Enabled: False
317249	UNIFORMS	17.86	12/04/2025	602-49450-50237	
317249	UNIFORMS	13.39	12/04/2025	101-42110-50237	
317249	UNIFORMS	22.32	12/04/2025	615-49550-50237	
317249	UNIFORMS	13.39	12/04/2025	620-49600-50237	
317249	UNIFORMS	22.32	12/04/2025	101-43000-50237	
317250	UNIFORMS	83.75	12/04/2025	101-45000-50237	
317251	UNIFORMS	66.13	12/04/2025	101-45500-50237	
317251	UNIFORMS	103.92	12/04/2025	101-41940-50237	
317251	UNIFORMS	9.45	12/04/2025	609-49750-50237	
317251	UNIFORMS	9.45	12/04/2025	101-43000-50237	

Invoice No		Description	Amount	Pmt Date	Acct Number	Reference
		Check Total:	361.98			
Vendor:	UB*00096	MARY SCHMIDBERGER			Check Sequence: 60	ACH Enabled: False
		Refund Check 012563-000, 38292 EMERALD I	25.19	12/01/2025	615-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	18.26	12/01/2025	602-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	18.77	12/01/2025	602-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	7.85	12/01/2025	612-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	0.43	12/01/2025	615-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	1.02	12/01/2025	615-00000-20200	
		Refund Check 012563-000, 38292 EMERALD I	12.15	12/01/2025	615-00000-20200	
		Check Total:	83.67			
Vendor:	UB*00102	SHAR BAW KYAW			Check Sequence: 61	ACH Enabled: False
		Refund Check 006442-000, 7893 384TH TRL	14.30	12/01/2025	602-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	1.13	12/01/2025	615-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	8.69	12/01/2025	612-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	9.26	12/01/2025	615-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	27.91	12/01/2025	615-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	20.24	12/01/2025	602-00000-20200	
		Refund Check 006442-000, 7893 384TH TRL	0.05	12/01/2025	615-00000-20200	
		Check Total:	81.58			
Vendor:	2288	SNAP-ON CREDIT LLC			Check Sequence: 62	ACH Enabled: False
TRITON-D10		PW MAINT SUBSCRIPTION	94.00	12/04/2025	101-43000-50404	
		Check Total:	94.00			
Vendor:	1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 63	ACH Enabled: False
2694291		WINE	617.80	12/04/2025	609-48000-50253	
2694291		LIQUOR	1,394.23	12/04/2025	609-48000-50251	
2694799		LIQUOR	5,745.43	12/04/2025	609-49750-50251	
2694800		WINE	568.62	12/04/2025	609-49750-50253	
		Check Total:	8,326.08			
Vendor:	2237	STANDARD INSURANCE COMPANY - RC			Check Sequence: 64	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
DEC 2025 EE	LTD DEC 2025	978.56	12/04/2025	101-00000-21715	
DEC 2025 EE	VOL LIFE DEC 2025	471.65	12/04/2025	101-00000-21714	
DEC 2025 ER	BASIC LIFE DEC 2025	264.50	12/04/2025	101-00000-21714	
DEC 2025 ER	STD DEC 2025	856.72	12/04/2025	101-00000-21715	
	Check Total:	2,571.43			
Vendor: 1550	STREICHERS			Check Sequence: 65	ACH Enabled: False
1794986	NEW HIRE UNIFORM	9.99	12/04/2025	101-42110-50237	
1795019	NEW HIRE UNIFORM	552.94	12/04/2025	101-42110-50237	
1795826	NEW HIRE UNIFORM	9.99	12/04/2025	101-42110-50237	
	Check Total:	572.92			
Vendor: UB*00099	UNBOUND CONSTRUCTION LLC			Check Sequence: 66	ACH Enabled: False
	Refund Check 007244-000, 39209 GRAND AVI	46.14	12/01/2025	602-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	7.99	12/01/2025	612-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	29.88	12/01/2025	615-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	18.60	12/01/2025	602-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	25.66	12/01/2025	615-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	289.51	12/01/2025	615-00000-20200	
	Refund Check 007244-000, 39209 GRAND AVI	1.04	12/01/2025	615-00000-20200	
	Check Total:	418.82			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 67	ACH Enabled: False
E-41530	BEER	227.50	12/04/2025	609-49750-50252	
E-41531	BEER	183.50	12/04/2025	609-48000-50252	
	Check Total:	411.00			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 68	ACH Enabled: False
3797371	N/A SALES	139.20	12/04/2025	609-49750-50250	
	Check Total:	139.20			
Vendor: 1611	WATSON COMPANY			Check Sequence: 69	ACH Enabled: False
154044	N/A SALES	1,634.88	12/04/2025	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,634.88			
Vendor: 1729	Windstream Services			Check Sequence: 70	ACH Enabled: False
DEC 2025	CITY FAXES THRU 12/24/2025	320.31	12/04/2025	101-41420-50321	
	Check Total:	320.31			
Vendor: 1622	WINE MERCHANTS			Check Sequence: 71	ACH Enabled: False
7543114	WINE	1,137.56	12/04/2025	609-49750-50253	
7543115	WINE	268.28	12/04/2025	609-48000-50253	
	Check Total:	1,405.84			
Vendor: 1624	Winnick Supply, Inc.			Check Sequence: 72	ACH Enabled: False
85401	FILTERS FOR WATER PLANT 2	143.89	12/04/2025	615-49550-50404	
	Check Total:	143.89			
Vendor: 1788	Witmer Public Safety Group, Inc.			Check Sequence: 73	ACH Enabled: False
713861	CLEANER	177.30	12/04/2025	101-42280-50401	
	Check Total:	177.30			
Vendor: 1867	WORKSTRATEGIES			Check Sequence: 74	ACH Enabled: False
849154701	MEDICAL EXAM NEW HIRE	185.00	12/04/2025	101-42110-50314	
	Check Total:	185.00			
Vendor: 1904	Sharon Wright			Check Sequence: 75	ACH Enabled: False
11202025	MILEAGE TO/FROM INVESTING WORKSH(	75.74	12/04/2025	101-41500-50331	
	Check Total:	75.74			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 76	ACH Enabled: False
OCT 2025	R-027398-000-6 2024 PAVEMENT MGMT	5,760.75	12/04/2025	101-43000-50300	
OCT 2025	R-031862-000-2 BEACH TRANSPORT	1,128.50	12/04/2025	101-00000-21184	
OCT 2025	R-021646-000-18 FOREST AVE SRTS TRL	745.50	12/04/2025	486-46500-50303	
OCT 2025	R-020200-000-18 SCHOOLSIDE 4TH ADD	2,030.00	12/04/2025	101-00000-21144	
OCT 2025	R-027636-000-11 FOX RUN PHASE 2	15,798.25	12/04/2025	101-00000-21179	
OCT 2025	R-032250-000-1 OLD ST & UTILITY	8,975.07	12/04/2025	615-49550-50303	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
OCT 2025	R-019771-000-33 MS4 SERVICES	2,622.50	12/04/2025	612-49700-50303	
OCT 2025	R-032250-000-1 OLD ST & UTILITY	4,487.53	12/04/2025	602-49450-50303	
OCT 2025	R-032117-000-1 2025 BRIDGE SAFETY	332.50	12/04/2025	612-49700-50303	
OCT 2025	R-027113-000-10 2025 COMP SEWER	891.00	12/04/2025	602-49450-50303	
OCT 2025	R-021286-000-26 FOX RUN DEV	448.00	12/04/2025	101-00000-21140	
OCT 2025	R-030615-000-7 SPEED LIMIT POLICY	390.00	12/04/2025	101-43000-50482	
OCT 2025	R-027792-000-10 2025 ENGINEERING	9,906.75	12/04/2025	101-41700-50303	
OCT 2025	R-017678-000-31 LUCHTS 4TH ADD	1,324.00	12/04/2025	101-00000-21101	
OCT 2025	R-032250-000-1 OLD ST & UTILITY	2,011.65	12/04/2025	612-49700-50303	
OCT 2025	R-026345-000-6 LIUNA SITE	70.00	12/04/2025	101-00000-21173	
	Check Total:	56,922.00			
Vendor: 1637	Ziegler Cat			Check Sequence: 77	ACH Enabled: False
2173517	2026 SOFTWARE	375.00	12/04/2025	620-00000-15500	
2173517	2026 SOFTWARE	375.00	12/04/2025	101-00000-15500	
IN002186665	BATTERIES	968.28	12/04/2025	101-43000-50404	
IN002186665	CLIP	20.56	12/04/2025	620-49600-50404	
SI000730699	GEN 3 COOLANT LINE REPAIR	13,109.86	12/04/2025	620-49600-50404	
	Check Total:	14,848.70			
	Total for Check Run:	404,513.81			
	Total of Number of Checks:	77			

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

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL OF THE CITY OF NORTH BRANCH IN THE COUNTY OF CHISAGO AND IN THE STATE OF MINNESOTA

REGULAR MEETING

Tuesday, November 25, 2025

1. CALL TO ORDER

   Mayor Kevin Schieber called the North Branch City Council to order at 7:00 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: **Jeff Goulet**
   SECONDER: **Robert Canada**
   AYES: **Kevin Schieber, Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada**
   ABSENT:
   NOTES:

5. PRESENTATION & PROCLAMATION

a. Oath of Office and Swearing in of Officer Isabel Linnerooth and Officer Jason Sievert — INFO

Police Chief Dan Meyer swore in two new Police Officers, Isabel Linnerooth and Officer Jason Sievert, to fill vacant positions in the City of North Branch PD.

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.

No one 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.

Motion to move 7g of the consent agenda moved to 9h in the Staff Reports.

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

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

City Clerk Tonya Kostuch gave an update on the new City of North Branch website. The date that the website will be public is December 9th at roughly 9 am. The new website address will be northbranchmn.gov. At the same time, the City is switching our email addresses from @ci.north-branch.mn.us to @northbranchmn.gov.

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

City Administrator Matthew Hill introduced the consideration of approval of Ordinance 400-25 and the summary for publication amending the North Branch City Code, Chapter 18: Businesses, Article III: Alcoholic Beverages. The current City Code doesn't allow a liquor license unless it has a restaurant. The State statute does state that bowling centers are allowable as an opportunity for full liquor licenses, including strong beer and intoxicating liquor. We are requesting that the city approve ordinance 400-25 to amend the North Branch City Code, Chapter 18 for alcoholic beverages, allowing the bowling center to be added to our City Code to better match up with the State statute.

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

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

City Administrator Matthew Hill introduced the consideration of approval of ordinance 401-25 and summary for publication amending the City Code to remove Water and Light and related Public Utilities Commission. The commission was abolished by a voter-approved referendum in November of 2023 pursuant to Minnesota State statute section 412.291. The proposed amendment is necessary to update City Code to reflect the current organizational structure for the City and following the dissolution of the commission in 2023. We are requesting that the council approve Ordinance 401-25, and the summary of publication amending the City Code to remove water and light and related Public Utilities Commission.

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

d. Consider approval of adding Section 45 Minnesota Paid Leave to the City of North Branch Personnel Policy — ACTION

Human Resource Generalist Travis Miles asked the Council to approve the Minnesota Paid Leave Policy and adding it to the City's Personnel Policy in section 45. 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.

RESULT: **Passed**
MOVER: **Robert Canada**

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

e. Tax Levy and Budget Discussion INFO

Finance Director Sharon Wright presented the Tax Levy and Budget Discussion. On 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 increase 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. 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 the City Council. I am requesting that Council bring 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.

Reminder, we have the truth in taxation meeting on December 3rd.

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

Finance Director Sharon Wright presented the consideration of approval of Resolution R-248-2025 concerning Bond Reimbursement Regulations. 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.

Motion was to amend the total amount of the bond for $2,050,000.

RESULT: **Passed**
MOVER: **Jeff Goulet**
SECONDER: **Jim Ibinger**

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

g. NW Old Town Street and Utility project neighborhood meeting recap INFO

City Administrator Matthew Hill gave a recap of the NW Old Town Street and Utility project neighborhood meeting. 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 the 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 the design and specifications of the project. The notification has been mailed.

The council discussed the feedback received from the meeting, including concerns about the impact of the project on property values and the potential for delays due to the Highway 95 construction project.

h. Approval of Meadows Ridge Planned Unit Development and Subdivision Agreement - Moved from 7g ACTION

Motion to table the Approval of Meadows Ridge Planned Unit Development and Subdivision Agreement to December 9th, 2025

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

10. MAYOR/CITY COUNCIL

a. Summary of Conclusions of Evaluation of Performance of City Administrator. INFO

Mayor Kevin Schieber gave a Summary of the Conclusions of the Evaluation of the Performance of City Administrator Matthew Hill. 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 the 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.

b. Council Liaison Reports VERBAL UPDATE

Commissioner Robert Canade gave a Public Safety Update. There are upcoming events such as the street lighting and the Stuff-the-Squad. The Police Department swore in 2 new officers this evening, Officer Linnerooth and Officer Sievert. Office Kendra Rock is transitioning to the full-time SRO in the North Branch School District. The Fire Department is looking at purchasing some trucks, which was also discussed in our bond equipment discussion this evening.

Commissioner Jeff Goulet gave a Public Works Update. The new Public Works Director starts on December 8th.

Commissioner Jeff Goulet and Commissioner Jim Ibinger gave the Finance Committee Update. They are working hard on the budget.

Mayor Kevin Schieber gave a Parks and Trails Commission Update. The Summer Concert Series Grant for 2026 was approved for funding.

Commissioner Patrick Meacham gave the EDA Commission Update. The EDA finalized the EDA tax levy and the HRA tax levy, which will be coming to the City Council soon. The EDA is going to be holding a public hearing on December 9th.

Mayor Kevin Schieber gave the Chamber of Commerce Update - The Chamber of Commerce is having some internal discussion about some potential changes within their organization, different ways of leadership, creating some subcommittees underneath the Chamber of Commerce, and having different levels of outreach to the Community. City staff and the Mayor did meet with the Chamber of Commerce to discuss how the City and the Chamber can work better together. How can we support each other and share information that overlaps? More concrete ideas will hopefully come in January that can be brought back to the City Council.

11. ADJOURNMENT

The meeting was adjourned at 8:35 PM.

RESULT: **Passed**
MOVER: **Patrick Meacham**
SECONDER: **Robert Canada**

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

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/18/2025

Board & Commission: City Council

Subject: Approval of the 2026 fee schedule

BACKGROUND

The City of North Branch annually reviews and updates its schedule of fees, rates, and charges for municipal services, permits, licenses, and other applications. These fees are established to recover the costs associated with providing services, processing applications, maintaining infrastructure, and enforcing city ordinances, as well as to ensure the fees remain competitive and in compliance with state statutes.

The proposed 2026 Fee Schedule reflects a comprehensive review by City staff, departmental heads, and the City Administrator. This review included:

- Analyzing the direct and indirect costs of providing specific services.
- Benchmarking against comparable communities' fee structures.
- Addressing operational budget needs and capital improvement funding.
- Incorporating minor administrative clean-up and clarification of existing fee language.

ANALYSIS

The primary changes proposed in the 2026 Fee Schedule are summarized below (See detailed changes in Exhibit A):

1. **Cost Recovery Adjustments:** Fees for certain high-cost services, particularly within the Public Works and Community Development Departments (e.g., specific permits, utility connection fees), have been adjusted to more accurately reflect the current cost of labor, materials, and administrative overhead.

2. **Inflationary Increases:** A general inflationary increase has been applied to a few of the general administrative fees and licenses to keep pace with the rising cost of municipal operations.
3. **New Fees:** Several new fees have been introduced to cover the costs of recently established services or regulatory programs, such as Code Enforcement Administrative Fine and Repeat Public Nuisance Fee.

The proposed adjustments are fiscally responsible and necessary to maintain the quality and efficiency of municipal services without disproportionately relying on the property tax levy. Adoption of the 2026 Fee Schedule is a critical step in the City's annual budget cycle, providing the necessary revenue to create a balanced budget.

RECOMMENDATION

Staff recommends that the City Council approve the attached **2026 City of North Branch Fee Schedule** and adopt the necessary resolution to make the new fees, rates, and charges effective on January 1, 2026.

Voting Requirements:

Voting Options **Simple Majority**

Exhibit A

Fee Schedule Changes from Prior Year

	2025	2026
Building Department		
Basement Finish	$ 156.00	$ 174.00
Deck - Residential **	$ 20/Sq Ft	$ 30/Sq Ft
Detached Accessory Structure - Residential **	$ 20/Sq Ft	$ 30/Sq Ft
Septic -Tank Set/Common Sys Connection/Repair/Operating Permit/Land App'l	$ 60.00	$ 70.00
Sewer Connection Inspection Fee	$ 60.00	$ 70.00
Water Connection Inspection Fee	$ 60.00	$ 70.00

** Based on Valuation

Miscellaneous Service Fees		
Required Staff Time (oversee projects, misc inspections, etc)	$ 75/HR	$ 100/HR
Fire Department		
Standby Emergency Rate	$100.00	$100.00
Plus Fire Fighter Rate (Gas Leak or Other Activity)	$15.00/Person/Hour, After First Hour	$16.00/Person/Hour, After First Hour
Police Department		
Animal Impound Fee	$ 85/Animal	Contract
Animal Kennel Boarding	$ 25/Day	Contract
Officer Contract Rate	$ 80/HR/2 HR min	$ 100/HR/2 HR min
Public Works		
Staff Time - required with all Equipment Rental	$ 75/person/HR	$ 100/person/HR
Community Development Enforcement		
Administrative Fine	N/A	$ 100.00
Repeat Public Nuisance	N/A	$ 100.00
Nuisance Abatement (Fee + Actual Abatement Expense)	$ 30.00 + Actual	$ 250.00 + Actual
Engineering and GIS Departments		
Aerial Photos - Digital Format	$ 10.00 per acre	$ 20.00 per acre
Digital Topography	$ 10.00 per acre	$ 20.00 per acre
GIS Service Fee	$ 50.00 per hour	$ 100.00 per hour
Map-City or Zoning (2' x 3') - Black & White	$ 5.00	$ 10.00
Map-City or Zoning (2' x 3') - Color	$ 10.00	$ 15.00
Map-City or Zoning (3' x 4') - Black & White	$ 10.00	$ 15.00
Map-City or Zoning (3' x 4') - Color	20.00	$ 40.00
Lot Survey Review Fee	$ 20.00 per lot	$ 40.00 per lot
Driveway Permit Fee	$ 25.00 per driveway	$ 50.00 per driveway

2026 Fee Schedule

Service	2026 Fee Schedule
Building Department	
3 Season Porch	Based on Valuation* $50.00/Sq. Ft.
Basement Finish	$174.00
Building Department Fees	As Outlined on page 2
Building Moving Review	$100.00 + Expenses
Building Permit	Based on Valuation*
Deck - Residential	Based on Valuation* $30.00/Sq. Ft.
Demolition Permit	$75.00
Detached Accessory Structure - Residential	Based on Valuation* $30.00/Sq. Ft.
Manufactured Home Installation	$250.00*
Mechanical Permit - Commercial	Based on Valuation*
Mechanical Permit - Commercial Replacement	$99.00/Unit*
Mechanical Permit - New Residential	$89.00*
Mechanical Permit - Replacement Residential	$89.00*
Other Building (Misc) Permits	$89.00*
Plan Review Fee	65% of Permit Fee
Plumbing Permit - Commercial	Based on Valuation*
Plumbing Permit - Commercial Replacement	$99.00/Unit*
Plumbing Permit - New Residential	$89.00*
Plumbing Permit - Replacement Residential	$89.00*
Reroof - Commercial	$208.00*
Reroof - Residential	$89.00*
Septic -Tank Set/Common Sys Connection/Repair/Operating Permit/Land App'l	$70.00
Septic Permit	$300.00
Septic Pumping Fee	$5.00
Sewer Access Fee (SAC) ***	$2,471.00/Unit
Sewer Connection Inspection Fee	$70.00
Site/Location Inspection (Fence, Ag Bldg, Swimming Pool, etc)	$80.00
Temporary Certificate of Occupancy	Escrow based on estimated cost of delayed site improvements. Can be in the form of cash or letter of credit issued by a bank.
Water Access Fee (WAC)	$1,700.00/Unit
Water Connection Inspection Fee	$70.00
Water Meters - Residential **	Actual Cost to City
- Irrigation (Residential) **	Actual Cost to City
- Commercial/Industrial **	Actual Cost to City

* State Surcharge Applies

** Contact NB Public Works for cost

*** Multi-family, rental residential units without individual services, fee is reduced an additional 20%

2026 Fee Schedule

2026 Fee Schedule

NORTH BRANCH BUILDING FEE SCHEDULE

This is a "valuation" based permit schedule

Total Valuation	Fee			
$1.00 - $500.99	$23.00			
$501.00 - $2,000.99	$23.50	for the first	$500.99	plus
	$3.05	for each additional	$100.00	or fraction thereof,
		to and including	$2,000.99	
$2,001.00 - $25,000.99	$69.25	for the first	$2,000.99	plus
	$14.00	for each additional	$1,000.00	or fraction thereof,
		to and including	$25,000.99	
$25,001.00 - $50,000.99	$391.25	for the first	$25,000.99	plus
	$10.10	for each additional	$1,000.00	or fraction thereof,
		to and including	$50,000.99	
$50,001.00 - $100,000.99	$643.75	for the first	$50,000.99	plus
	$7.00	for each additional	$1,000.00	or fraction thereof,
		to and including	$100,000.99	
$100,001.00 - $500,000.99	$993.75	for the first	$100,000.99	plus
	$5.60	for each additional	$1,000.00	or fraction thereof,
		to and including	$500,000.99	
$500,001.00 - $1,000,000.99	$3,233.75	for the first	$500,000.99	plus
	$4.75	for each additional	$1,000.00	or fraction thereof,
		to and including	$1,000,000.99	
$1,000,001.00 and up	$5,608.75	for the first	$1,000,000.99	plus
	$3.15	for each additional	$1,000.00	or fraction thereof.

Other Inspections and Fees:

Inspections outside of normal business hours	$100.00 per hour *
Re-inspection fees	$100.00 per hour *
Additional plan review required by changes, additions or revisions to plans	$100.00 per hour *
Invesitgation fee - work commencing before permit issuance (not to exceed the permit fee)	$100.00 per hour *
For use of outside consultants for plan checking and inspections, or both	Actual Cost **

* These fees have a one-hour minimum charge

** Actual costs include adminstrative and overhead costs.

Building Permit Refund Policy *:*

Permit fees are refundable up to 80%.

The City does not refund any fees if:

- *work has been started,*
- *the permit is over 180 days old, or*
- *the permit fee is less than $100.00.*

All refund requests must be in writing, signed by the permit holder, and submitted to the building department.

Please note the following are never eligible for refund:

- *Plan review fees*
- *State surcharge fees*
- *Re-inspection fees*
- *Any services that have previously been rendered*

2026 Fee Schedule

Service	2026 Fee Schedule
City Clerk's Office	
Affidavit of Candidacy	$5.00
Assessment Search	$25.00
Bad Check Fee	$30.00
Certification of Delinquent Bills to Taxes (City Services, Sewer, Stormwater & Water)	$20.00 per unpaid, delinquent service
Club License	$500.00
Paper or Digital Copies	$0.25/Page if 100 pages or under, actual cost if over 100 pages (per MN Statute)
Data Request Retrieval	Actual Cost *
Liquor License Investigation Fee - Partnership, Corporation	$125.00
Liquor License Investigation Fee - Single Person	$50.00
Notary Service	$5.00 per document
Ordinance Amendment	$300.00
Small Wireless Annual Rental Fee per structure	$150.00
Small Wireless Annual Maintenance Fee per structure	$25.00
Small Wireless Monthly Electrical Service Fee	Metered w/service fee and usage fees - monthly
Special Meeting Fee	$300.00
Service	**2026 Fee Schedule**
Miscellaneous	
City Parking Lot Overnight Parking Permit/ Winter Parking	$20.00 per season
Conduit Bonding Fee	0.50% of Amount Borrowed
Required Staff Time (oversee projects/misc inspections, etc)	$100.00 per hour/1 hour min

** Actual Costs = lowest paid, qualified employee time, copies, certifications, electronically transmitting the copies or data. (MS 13.03, Subdivision 3 (c))*

2026 Fee Schedule

Service	2026 Fee Schedule
Business Licenses:	
Dance License	$100.00
Dance License - Temporary	$20.00 per day
Display & Consumption License (Set-Up) (State fee of $250 Incl)	$500.00
Dog Kennel License	$125.00
Garbage Hauler's License	$156.00
Massage License (Business)	$150.00
Massage License (Therapist)	$25.00
Off-Sale 3.2% Malt Liquor License	$125.00
Off-Sale Intoxicating Liquor License	$150.00
On-Sale 3.2% Malt Liquor License	$100.00
On-Sale Intoxicating Liquor License	$2,500.00
Right of Way Access (Excavator's) License	$100.00
Sunday Liquor License	$200.00
Temporary Liquor License	$50.00 per day
Temporary Sunday Liquor License	$25.00 per day
Tobacco License	$250.00
Transient Merchant - Group (30 Day)	$260.00
Transient Merchant License - Group (3 Day)	$130.00
Transient Merchant License (30 Days)	$78.00
Transient Merchant License (6 months)	$234.00
Transient Merchant License (Annual)	$400.00
Wine License	$750.00
Yard Waste Composting Site License	$500.00 application fee $2,000.00 annual/renewal fee
License Late Fee	10% of License Fee or $25.00, whichever is greater
Mobile Food Units (Food Trucks)	$100.00 per year
Mobile Food Units (Food Trucks) Event License	$30.00 per event (1-3 days)
Background Check (Ice Cream Vendors Only)	$50.00 per business

Service	2026 Fee Schedule
Miscellaneous Permits:	
Right of Way Excavation Permit	$100.00
Right of Way Obstruction Permit	$100.00
Small Wireless Facility Permit	$100.00
Grading Permit - 50 cubic yards<100 cubic yards or distrubution area >1,000 sq ft	$100.00
Shoreland zone or 100cubic yards and more or 20,000 sq ft distrubution area	$500.00 plus engineering escrow for Inspections [A]

[A] *Escrow can be in the form of either:*
- *Cash*
- *Letter of Credit issued by a financial institution*

2026 Fee Schedule

Service	2026 Fee Schedule
Fire Department	
Response Car or Grass Fire (Plus Foam If Used)	$200.00 $85.00
Response Rate - Extrication	$400.00 to Respond
Standby Emergency Rate Plus Fire Fighter Rate (Gas Leak or Other Activity)	$100.00 $16.00/Person/Hour, After First Hour
False Alarm - 0-3 per calendar year at no charge. 4th & each subsequent alarm charged.	$75.00 Each Per Calendar Year
Non-Emergency Lift Assistance - 0-3 per calendar year at no charge. 4th & each subsequent incident charged.	$75.00 Each Per Calendar Year

Service	2026 Fee Schedule
Police Department	
Copy of Police Report	No Charge Less Than 10 Pages $0.25/Page Over 10 Pages
Dog License:	
Annual Fee	$10.00/dog
Annual Fee (Senior Discount 62+)	$7.00/dog
Microchipped Dog Fee - life of dog	$35.00/dog
Microchipped Dog Fee - life of dog (Senior Discount 62+)	$18.00/dog
Dangerous Dog Registration	$200.00 annually
State Accident Report	$2.00
False Alarm - 0-3 per calendar year at no charge. 4th & each subsequent alarm charged.	$75.00 Each Per Calendar Year
Officer Contract Rate	$100.00/Hr/2 Hr Min.
Photos	Actual Cost
Vehicle Impound Charge (Max 30 Days Storage)	$10.00/Day/30 Day Maximum + Towing

2026 Fee Schedule

Service	2026 Fee Schedule
Public Works Department	
Address Sign & Post	$50.00
Air Compressor Rental w/ Labor	$100.00 per hour/2 Hr Min
Asphalt Patching [2]	$300.00 per 20 Sq Ft Min
Public Works Labor/Construction Observation	$75.00 per hour/1 Hr Min
Grader Rental [1]	$175.00 per hour/2 Hr Min
Leaf Pick-up Rental [1]	$275.00 per hour/2 Hr Min
Leaf Truck Material	$30.00 per Load
Loader Rental [1]	$175.00 per hour/2 Hr Min
Mailbox Post - swing away [1]	$80.00
Mowing & Sidewalk Clearing	$100.00 per hour/2 Hr Min
Pickup Truck Rental [1]	$75.00 per hour/2 Hr Min
Portable Generator Rental [1]	$175.00 per hour/2 Hr Min
Salt	Actual Cost
Salt Sand - 3:1 Mix	$80.00 per ton
Septage Dumped at Sewer Plant [3]	$75.00 per 1,000 Gallons
Sewer Jetter Rental [1]	$275.00 per hour/2 Hr Min
Skidsteer Rental [1]	$125.00 per hour/2 Hr Min
Snow Plowing (Tandem Axle, Single Axle, Grader or Loader)	$175.00 per hour/2 Hr Min
Staff Time - required with Equipment rental	$100.00 per hour/person
Street Sign	Cost of Sign plus 20%
Street Sign with Installation	$65.00 per Sign plus Cost of Sign & Materials
Street Sweeper Rental [1]	$300.00 per hour/2 Hr Min
Tractor Rental [1]	$150.00 per hour/2 Hr Min
Dump Truck Rental - Single Axle [1]	$125.00 per hour/2 Hr Min
Dump Truck Rental - Tandem Axle [1]	$150.00 per hour/2 Hr Min
Water Tanker Truck w/1,250 Gal Water [1]	$125.00 per hour/2 Hr Min plus cost of water

[1] Equipment Cost only - Staff is required at an additional Cost

[2] Equipment Cost only - 2 Staff are required at an additional Cost

[3] When dumping Septage, the driver is required to check in and out with Public Works staff. A lack of checking in or out will result in an extra $100 fee per trip.

2026 Fee Schedule

Community Development & Zoning	2026 Fee Schedule	
Land Use & Zoning	**Fee**	**Escrow***
Amendment to Comprehensive Plan	$350.00	$1,000.00
Concept Plan Review	$150.00	$1,000.00
Conditional Use Permit	$350.00	--
Interim Use Permit	$350.00	--
Lot Split, Combination & Line Adjustment	$350.00	--
Park Dedication		
Residential *(Per Unit)*	$1,800.00	--
Commercial/Industrial *(Base)*	$1,800.00	--
Commercial/Industrial *(Per Acre)*	$1,000.00	--
Site Plan		
Multi-Family	$350.00	$2,500.00
Commercial/Industrial	$350.00	$2,500.00
Amendment	$200.00	$1,000.00
Subdivision & Planned Unit Development		
Minor Subdivision	$500.00	$3,000.00
Per Lot	$40.00	--
Preliminary Plat	$500.00	--
Per Lot	$40.00	--
Final Plat	$350.00	--
Subdivision *(1-50 Lots)*	--	$5,000.00
Subdivision *(51+ Lots)*	--	$10,000.00
Vacation (Rights of Way/Easements)	$500.00	--
Variance	$350.00	--
Zoning		
Amendment - Map / Rezoning	$350.00	$1,500.00
Amendment - Text	$350.00	$1,500.00
Zoning Appeal	$350.00	--
Zoning Letter	$75.00	--
Development Fees	**Fee**	**Escrow***
Economic Development Assistance		
TIF/Abatement Concept Analysis	--	$2,000.00
TIF/Abatement Application	$1,000.00	$10,000.00
Grant Application Assistance	--	$1,000.00
Transportation Review (AUAR/EIS/EAW)	--	$3,000.00
Permitting	**Fee**	**Escrow***
Home Occupation / Home-Based Business		
Administrative Review *(No Hearing)*	$250.00	--
Operational Review *(Public Hearing)*	$350.00	$1,000.00
Signs		
Permanent	$75.00	--
Temporary	$30.00	--
Enforcement	**Fee**	**Escrow***
Administrative Fine	$100.00	--
Repeat Public Nuisance	$100.00	--
Nuisance Abatement *(Fee + Actual Abatement Expense)*	$250.00 + Actual	--

**Escrow* - *All escrow amounts listed are considered initial deposits. Additional deposits may be required by the City to cover expenses in excess of an escrow paid at the time of application.*

2026 Fee Schedule

Service	2026 Fee Schedule
Engineering and GIS Departments	
Aerial Photos - Digital	$20.00 per acre
Digital Topography	$20.00 per acre
Engineering Service Fee	Actual Cost
GIS Service Fee	$100.00 per hour
Map-City or Zoning (2' x 3') - Black & White	$10.00
Map-City or Zoning (2' x 3') - Color	$15.00
Map-City or Zoning (3' x 4') - Black & White	$15.00
Map-City or Zoning (3' x 4') - Color	$40.00
Map Custom	Actual cost
Lot Survey Review Fee	$40.00 per lot
Driveway Permit Fee	$50.00 per driveway

Service	2026 Fee Schedule
Parks Department	

Special Events, Park Reservations and Deposits

Harder Park Ball Field Lights:	
Season	Actual City Cost
One-Time	$10.00 per hour
Harder Park and Northwood Park Concession Building Damage Deposit	$1,000.00

Park Reservation Fees:

	Permit Fees		Refundable Damage-Deposit	
# of People	**Resident**	**Non-Resident**	**Resident**	**Non-Resident**
0-100	$0.00	$50.00	$100.00	$250.00
100+	$100.00	$100.00	$100.00	$100.00

2026 Fee Schedule

2026 Public Utility Fees

RATE DESCRIPTION	FEE	BASE	USAGE
Franchise Fees Electric (Monthly):			
Residential/Small Commercial	$ 3.50		< 5,000kWh hours
Medium Commercial FF	$ 8.75		5,000-10,000kWh hours
Large Commercial FF	$ 17.50		> 10,000kWh hours
Franchise Fees Gas (Monthly):			
Residential	$ 2.00		All
Small Commercial/Industrial	$ 3.00		< 1,500 therms/YEAR
Large Commerical/Industrial	$ 5.00		> 1,501 therms/YEAR
Small Volume Interruptible			
Large Volume Interruptible			
Transportation			
Irrigation Water Fees:			
C-Irrigation Water		$ 20.00	$5.70 / 1K GALS
R-Irrigation Water		$ 20.00	$5.70 / 1K GALS
Miscellaneous Fees:			
AMR Meter Reading Fee	$ 25.00		
Certification Of Delinquent Utilities	$15/Utility		
Door Hanger Reminder	$ 25.00		
Food Truck	$ 55.88		
Hydrant Meter Deposit	$ 1,500.00		
Late Fees	10%		
NSF/Bank Return Fee	$ 30.00		
Reconnect Fee	$ 50.00		
Reconnect Fee After Hours	$ 250.00		
Sewer Fees:			
Sewer - 1" Service (Cs)		$ 14.50	$8.80/1K GALS
Sewer - 2" Service (Cs)		$ 46.40	$8.80/1K GALS
Sewer - Commercial		$ 14.50	$8.80/1K GALS
Sewer - MFU 1 1/2" (Rs) Pricing Per Unit		$ 29.00	$8.80/1K GALS
Sewer - MFU 1" (Rs) - Pricing Per Unit		$ 14.50	$8.80/1K GALS
Sewer - MFU 2" (Rs) Pricing Per Unit		$ 46.40	$8.80/1K GALS
Sewer - MFU 4" (Rs) Pricing Per Unit		$ 145.00	$8.80/1K GALS
Sewer - Residential		$ 14.50	$8.80/1K GALS
Trunk Sewer Fee Commercial	$4,966.40/Acre		
Trunk Sewer Fee Residential	$1,656/Unit		
Sewer - 1 1/2" Service (Cs)		$ 29.00	$8.80/1K GALS
Sewer - 3"Commercial Service (Cs)		$ 87.00	$8.80/1K GALS
Sewer - 4" Service (Cs)		$ 145.00	$8.80/1K GALS
Sewer - 6" Service (Cs)		$ 290.00	$8.80/1K GALS
Stormwater Fees (Monthly):			
Storm Sewer - Apartments 4+ Pricing Per Unit	$ 4.42		
Storm Sewer - Business Acreage	$ 6.23		
Storm Sewer - Manufactured Housing Pricing Per Unit	$ 4.66		
Storm Sewer - Residential/Business Pricing Per Unit Up To 3	$ 6.23		
Storm Water Connection Fee	$ .44 / Sq Ft		
Rural Stormwater Fees (Annual):	$ 74.76		

2026 Fee Schedule

2026 Public Utility Fees

Water Fees:			
Commercial 3" Service		$ 127.00	$5.70 / 1K GALS
Bulk Water Rate - Connection Fee per Fill	$ 50.00		
Bulk Water Rate - Charge per Fill			$5.70 / 1K GALS
Commercial 1 1/2" Service		$ 32.00	$5.70 / 1K GALS
Commercial 1" Service		$ 26.00	$5.70 / 1K GALS
Commercial 2" Service		$ 35.00	$5.70 / 1K GALS
Commercial 4" Service		$ 157.00	$5.70 / 1K GALS
Commercial 6" Service		$ 233.00	$5.70 / 1K GALS
Commercial Water		$ 20.00	$5.70 / 1K GALS
Residential Water		$ 20.00	$5.70 / 1K GALS
Trunk Water Fee Commercial	$6,350/Acre		
Trunk Water Fee Residential	$3,500/Unit		
Water Meters - Commercial	Cost + 10%		
Water Meters - Residential	Cost + 10%		
Water MFU Pricing Per Unit		$ 20.00	$5.70 / 1K GALS

MEMORANDUM

To: The Honorable Kevin Schieber **VIA EMAIL ONLY** City of North Branch City Council

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: December 2, 2025

Re: Legal Staff Report for December 9, 2025 City Council Meeting

- -

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

Summary of City Matters

1. Personnel and Labor Matters
   Attorneys researched, reviewed, analyzed, and drafted documents regarding personnel matters. Attorneys researched, reviewed, analyzed, and drafted documents regarding a labor union grievance.

2. Municipal Matters
   Attorneys researched, reviewed, analyzed, advised and drafted a road maintenance agreement. Attorneys researched, reviewed, analyzed, advised, and drafted a response on a data request. Attorneys researched, reviewed, analyzed, advised and drafted liquor ordinance amendments.

3. Land Use and Real Estate Matters
   Attorneys researched, reviewed, advised and drafted a memorandum on a septic system matter. Attorneys researched, reviewed, advised and drafted documents related to a real estate transaction.

4. Staff Communications
   Attorneys also make occasional day-to-day communications with the City Administrator, City Engineer and City staff regarding the above-referenced matters, among others.

CMH/sc

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/02/2025

Board & Commission: City Council

Subject: Approval of Road Maintenance Agreement with Stacy MN

Background

The City needs to finalize an updated Road Maintenance Agreement between the City of North Branch and the City of Stacy. This agreement became necessary following the dissolution and division of Lent Township, which previously managed most of the maintenance for the affected road sections. The split of the former township land required a clear delineation of responsibilities for municipal services, including the maintenance of existing public roadways that now fall within the newly adjusted jurisdictional boundaries of North Branch and Stacy.

Agreement Summary

The updated Road Maintenance Agreement officially assigns specific former Lent Township roads and maintenance sections to each respective city. The primary objective of this agreement is to ensure a seamless continuation of road maintenance services (including plowing, patching, grading, and signage) and to prevent any gaps in service for residents affected by the jurisdictional change. The agreement establishes a fixed-term, reviewable contract, including provisions for cost-sharing on roads that may serve as a boundary or point of shared access.

Financial and Operational Impact

The agreement is designed to be revenue-neutral or slightly increase operational efficiency for both municipalities by clearly defining responsibility and minimizing duplicate efforts.

Maintenance funds for the newly assigned roads will be budgeted within each City's respective Public Works Department, utilizing existing equipment and staffing.

Recommendation

It is recommended that the City Council formally acknowledge the finalization and execution of the Road Maintenance Agreement with the City of Stacy, MN. The City Administrator and Public Works Director are authorized to proceed with all operational changes necessary to implement the agreement immediately.

Staff Request
Motion and Second to approve the Road Maintenance Agreement as presented.

Voting Requirements:

Voting Options **Simple Majority**

ROAD MAINTENANCE AGREEMENT

THIS ROAD MAINTENANCE AGREEMENT ("Agreement"), is made and entered into this ___day of _____2025 by and between the CITY OF NORTH BRANCH, a municipal corporation under the laws of the state of Minnesota, 6408 Elm Street, North Branch, MN 55056 ("North Branch"), and the CITY OF STACY, a municipal corporation under the laws of the state of Minnesota, 30955 Forest Blvd, Stacy, MN 55079, ("Stacy") (individually a "Party" and collectively the "Parties").

RECITALS

WHEREAS, North Branch and Stacy share a common boundary road designated as 360th Street, which said boundary lies in the middle of the road; and

WHEREAS, on April 20, 1993 the City of Branch and Lent Township, recognizing the increasing use of 360th Street as a thoroughfare between County Road 30 and CSAH 14, recognizing the use of 360th Street by Independent School District #138 as a bus route and recognizing that an increasing number of homes were being built on or in the vicinity of 360th Street, entered into a road maintenance agreement whereby the City of Branch agreed to provide snowplowing and grading of 360th Street, certain portions of which are located within Lent Township, in exchange for reimbursement to the City of Branch of one-half of the cost it incurs in providing such grading and snowplowing of 360th Street and, additionally, the City of Branch and Lent Township each agreed to maintain the ditch on each party's respective side of 360th Street, a copy of which is attached hereto as Exhibit A (hereinafter "1993 Agreement"); and

WHEREAS, in 1994 the City of Branch and North Branch subsequently merged into the City of North Branch, and North Branch continued to provide the snowplowing and grading of 360th Street pursuant to the 1993 Agreement; and

WHEREAS, North Branch and Lent Township executed an updated Agreement concerning the maintenance of the 360th Street in 2001, a copy of which is attached hereto as Exhibit B (the "2001 Agreement"); and

WHEREAS, in 2023 Lent Township was annexed into the City of Stacy in its entirety and ceased to exist, and Stacy took over the shared boundary with North Branch on 360th Street; and

WHEREAS, North Branch and Stacy continue to recognize the ever-increasing level of use of 360th Street and the need to snowplow and grade 360th Street; and

WHEREAS, North Branch and Stacy wish to enter into an agreement whereby North Branch will continue providing maintenance to certain portions of 360th Street as described in this Agreement, in exchange for reimbursement by Stacy.

NOW THEREFORE, in consideration of the covenants and conditions contained herein, the Parties agree as follows:

1. Rendered Services. North Branch agrees to provide the following services on that portion of the Shared Townline Road, as depicted on Exhibit C, which is attached hereto:

    1) Grading
    2) Snowplowing
    3) Gravel
    4) Dust Control
    5) Salt Sanding
    6) Administration of Services

    (hereinafter "Rendered Services").

Rendered Services by Stacy not subject to reimbursement. Stacy agrees to continue snowplowing and other routine maintenance under this agreement for no additional cost or reimbursement by North Branch, of the following portions of shared townline roads and North Branch roads: 361st Street off of Energy Trail.

Rendered Services by North Branch not subject to reimbursement. North Branch agrees to continue snowplowing and other routine maintenance under this agreement for no additional cost or reimbursement by Stacy, of the following portions of shared townline roads:

- That portion of 360th Street described as the dead end East of Falcon Way.
- That portion of 360th Street between I-35 and east to Fill Ave, with the exception that costs for the grading and gravel improvements of this portion are split 50/50 between North Branch and Stacy.
- That portion of 360th Street between Forrest Blvd and east to the current North Branch City limits, with the exception that pavement improvements are split 50/50 between North Branch and Stacy.

2. Maintain Records. North Branch agrees to maintain records of the costs incurred in providing the Rendered Services, including both the cost of labor and of materials.

3. Statements and Billing. North Branch agrees to provide Stacy quarterly statements indicating the year-to-date costs incurred in providing the Rendered Services and further agrees to send an annual bill on or about February 5th of each year for the previous year's costs of providing the Rendered Services to Stacy.

4. Payment. Stacy agrees to pay North Branch the invoiced amount within thirty (30) days of its receipt thereof. Charges not paid by the end of the thirty-day period are considered delinquent and will bear the interest rate of eight percent (8%) per annum, or the maximum rate allowed by law, whichever is less.

5. Ditches and Culverts. North Branch and Stacy will each maintain the ditches on their respective side of 360th Street and each further agrees to install such culverts as North Branch deems necessary for the stability of the road base and for the prevention of erosion.

6. Default and Remedies.

6.1 Event of Default. It shall be deemed an "Event of Default" under this Agreement if either Party fails to perform any obligation set forth in this Agreement and the non-defaulting Party gives the defaulting Party written notice of the defaulting Party's failure to perform the defaulting Party's obligation and after ninety (90) days of the defaulting Party's receipt of the non-defaulting Party's notice, the defaulting Party, nevertheless, fails to perform its obligations under this Agreement; provided, however, that if the defaulting Party cannot reasonably perform the defaulting Party's obligation within ninety (90) days, the defaulting Party shall not be deemed to be in default under this Agreement so long as the defaulting Party commences the performance of the defaulting Party's obligation within ninety (90) days of the defaulting Party's receipt of the non-defaulting Party's notice, the defaulting Party diligently pursues the performance of the defaulting Party's obligation and the defaulting Party completes the performance of the defaulting Party's obligation within a reasonable time period.

6.2 Remedies. If an Event of Default occurs, the non-defaulting Party may pursue any one or more of the following remedies in the non-defaulting Party's sole discretion:

(a) The non-defaulting Party may terminate this Agreement. Upon termination of this Agreement, the non-defaulting Party may commence a district court action against the defaulting Party for any payments due and payable prior to the date the Agreement is terminated; and/or

(b) The non-defaulting Party may perform, at the non-defaulting Party's cost and expense, any obligation or obligations of the defaulting Party with respect to which the defaulting Party's failure to perform constitutes an Event of Default under this Agreement.

The remedies set forth above shall be North Branch 's sole remedies in the event Stacy fails to perform Stacy's obligations under this Agreement or fails to observe a restriction set forth in this Agreement.

7. Termination. Notwithstanding the other provisions of this Agreement, the either Party may terminate this Agreement upon sixty (60) days advance written notice of such termination.

8. No Partnership or Joint Venture Created Hereby. Nothing contained in this agreement shall be interpreted as creating a partnership or joint venture between North Branch and Stacy.

9. Entire Agreement. This Agreement contains the entire understanding of the Parties hereto and supersedes all prior agreements and understandings between the Parties with respect to such purchase.

10. Cumulative Rights. No rights or remedy herein conferred on or reserved to North Branch or Stacy is intended to be exclusive of any other right or remedy herein or by law provided, but each shall be cumulative in and in addition to every other right or remedy existing at law in equity or by statute, now or in the future

11. Reasonable Consent. Whenever North Branch's or Stacy's consent shall be required herein, such approval or consent shall not be arbitrarily or unreasonably conditioned, delayed or withheld and shall be deemed to have been given unless within five (5) days of the request, North Branch or Stacy, as appropriate, notifies the requesting party that North Branch or Stacy, as appropriate, is denying such approval or consent, stating in the notice the reasonable grounds therefore.

12. Attorneys' Fees. If any party or Parties commences an action against another party to enforce any of the terms of this Agreement or because of the breach by the other party of any of the terms hereof, the losing or defaulting party shall pay to the prevailing party such party's reasonable attorney's fees, costs, and expenses incurred in connection with the prosecution or defense of such action.

13. Notices. Except as otherwise provided herein, all communications, demands, notices or objections permitted or required to be given or served under this Agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, to the following addresses:

City of North Branch:
City of North Branch
PO Box 910
North Branch, MN 55079

City of Stacy:
City of Stacy
30955 Forest Blvd.
Stacy, MN 55079

Any party may change its address by giving notice in writing, stating its new address to any other party as provided in the foregoing manner. Commencing on the tenth (10th) day after the giving of the notice, the newly designated address shall be that party's address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.

14. Binding Effect. This Agreement shall be binding on and inure to the benefit of the Parties hereto and the assigns and successors of the Parties.

15. Amendment, Modification, or Waiver. No amendment, modification, or waiver of any condition, provision, or term shall be valid or of any effect unless made in writing, signed by the party or Parties to be bound or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the Parties hereto under and pursuant to this Agreement.

16. Severable Provisions. Each provision, section, sentence, clause, phrase, and word of this

Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

17. Captions, Headings or Titles. All captions, headings, or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or as a limitation of the scope of the particular paragraphs or sections to which they apply.

18. Minnesota Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.

19. Liability and indemnification. Each party shall be liable for its own acts and the acts of its officers, agents, and employees to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers, agents and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement. Nothing in this Agreement shall be construed as a limitation on or a waiver of any immunities or limitations on liability otherwise available to the parties by law, including, but not limited to, those provided by Minnesota Statutes, Chapter 466. To the full extent permitted by law, actions by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minn. Stat. § 471.59, subd. 1a(b).

20. Status of Employees. Any and all employees of North Branch, while engaged in the performance of any work or service under this Agreement, will be considered employees of North Branch only and not of Stacy, and any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of North Branch employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of North Branch. Any and all employees of the Stacy, while engaged in the performance of any work or service which the Stacy is specifically required to perform under this agreement, will be considered employees of Stacy only and not of the North Branch, and any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of Stacy employees while so engaged and any and all claims made by any third parties as a consequence of any act of said employees, will be the sole obligation of Stacy.

21. Successors. This Agreement shall be binding upon and inure to the benefit of the parties and their permitted successors and assigns.

22. Future Improvements. If either party proposes to improve the Shared Road Segment, such as through widening, rebuilding, blacktopping, or any other activity not addressed in this Agreement with the expectation that the other party will share in the costs of the improvement project, the party proposing the project shall provide the other party at least 12 months' notice of the proposed project and obtain its written agreement to the cost share before undertaking the project. If the parties do not agree to the need, scope, or other aspects

of the proposed project, the advice of an engineer will be obtained. The written cost share agreement shall identify the scope of the project and shall identify which party will be responsible for letting the contract and for otherwise undertaking the project. Nothing in this Agreement shall limit or prohibit either party from undertaking an improvement project on the Shared Road Segment, provided the work is done at its own costs, does not damage the Shared Road Segment, and does not interfere with the terms or purposes of this Agreement. Any improvement project involving special assessments of owners in both communities, or similar process of charging for the project costs, shall require the prior mutual written agreement of the parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective the date first written above.

CITY OF NORTH BRANCH

By: _____
Kevin Schieber, Mayor

By: _____
Matthew Hill, City Administrator

CITY OF STACY

By: _____
Mark Utecht, Mayor

By: _____
Angie Comstock, City Clerk

EXHIBIT A - 1993 Agreement

ROAD MAINTENANCE AGREEMENT

This Agreement entered into this 20th day of April, 1993, by and between the City of Branch (hereinafter referred to as Branch) and the Town of Lent (hereinafter referred to as Lent).

WHEREAS, Branch and Lent share a common boundary road designated as 360th Street, of which said boundary lies in the middle of the road, and

WHEREAS, Branch and Lent recognize the increasing use of said 360th Street as a thoroughfare between County Road 30 and CSAH 14, and not necessarily utilized by only residents of Branch and Lent, and

WHEREAS, I.S.D. # 138 utilizes portions of 360th Street as a bus route and also being cognizant of the increasing number of homes being built on or in the vicinity of said 360th Street.

NOW THEREFORE IT IS AGREED:

1. That Branch shall provide the snowplowing and grading of 360th Street.

2. Branch will request reimbursement of one-half (1/2) the cost of grading and snowplowing (as needed) for the minimum maintenance road described in Exhibit "A".

3. That Lent will reimburse Branch for one-half (1/2) the cost of grading and snowplowing of 360th Street not designated as minimum maintenance in Lent Resolution 1989-1, Exhibit "A", for an agreed sum of its share of the road demonstrated in red in Exhibit "B".

4. Lent has requested that Branch maintain that portion of 360th Street from Fill Avenue in Branch to I-35 right-of-way on which Mrs. Woodcock's house is located, by its regular maintenance schedule for Fill Avenue and reimbursement for that portion of 360th Street will be the same as described in paragraph 3.

5. Branch and Lent will each maintain its own ditch of said roadway and recognize the importance of proper ditch maintenance, and the installation of culverts where deemed necessary for the stability of the road base and prevention of erosion.

6. Any road project other than regular maintenance will require prior approval from both governing bodies.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

TOWN OF LENT

BY: Glenn W. Olson
BOARD CHAIR

ATTEST: Charles L Peterson
TOWN CLERK 4/20/93

CITY OF BRANCH

BY: Charles Hulet
MAYOR

ATTEST: Robert Morgan
CITY CLERK

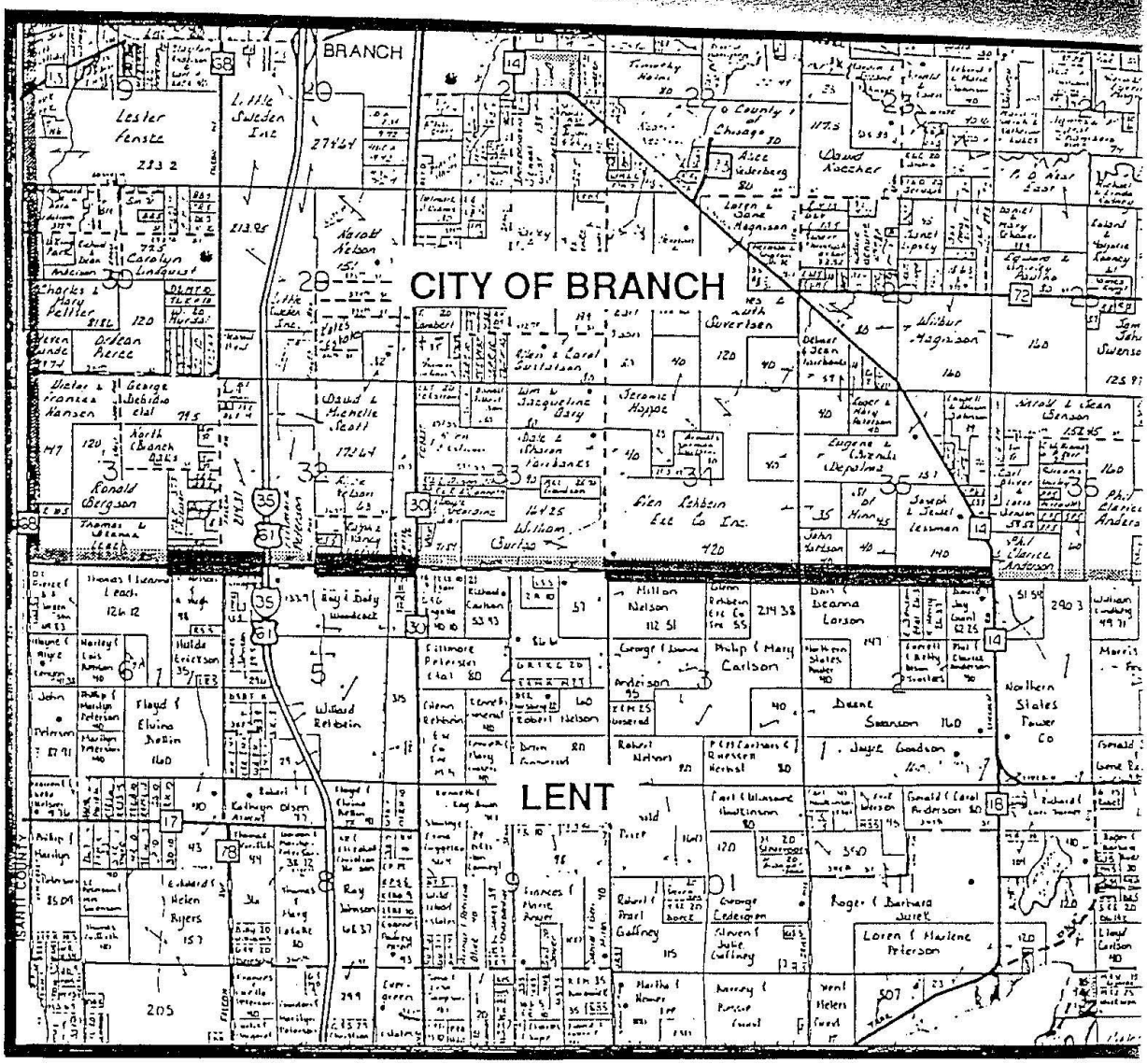


EXHIBIT
A

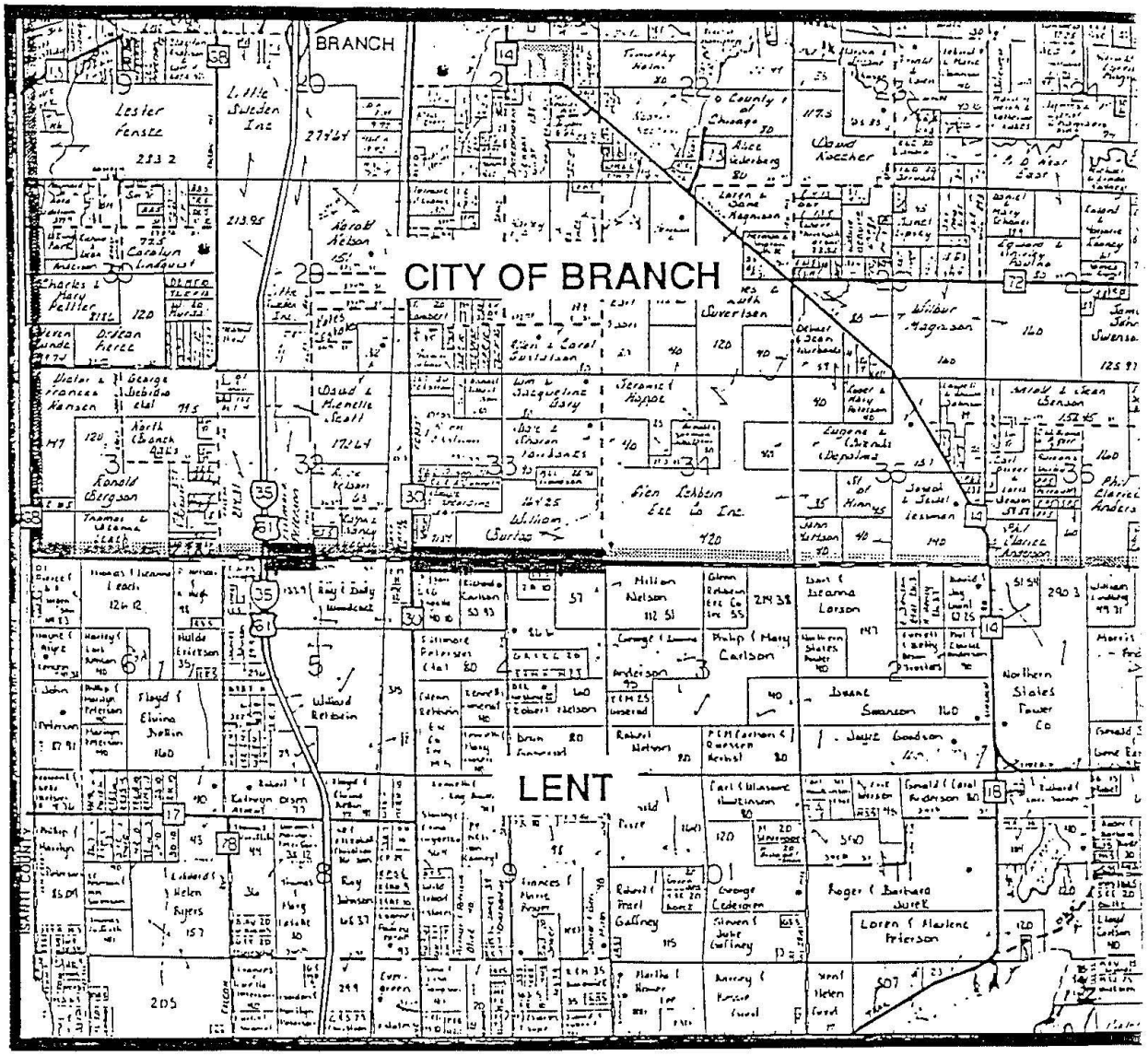


EXHIBIT B

EXHIBIT "A"

360th Street (That portion west of Forest Blvd):
Commencing at the Northeast Corner of Section 5, Township 34N, Range 21W; thence continuing west along the north line of Section 5 to the Easterly Right of Way of Interstate Highway #35, and there terminating.

Thence commencing again at the intersection of the North line of Section 5, Township 34N, Range 21W and the Westerly Right of Way of Interstate Highway #35, thence continuing west along the North line of said Section 5 to the Northeast corner of Section 6, Township 34N, Range 21W thence continuing West along the North line of said Section 6 to the Northwest corner of the Northeast Quarter of the Northeast Quarter of said Section 6 and there terminating.

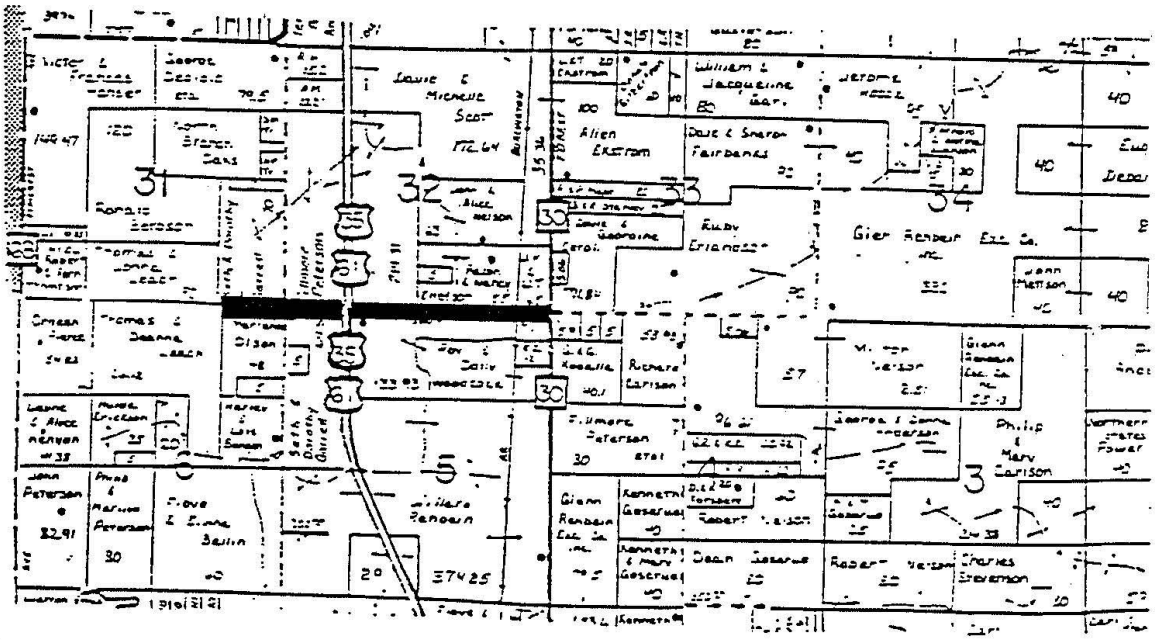


EXHIBIT B - 2001 Agreement

ROAD MAINTENANCE AGREEMENT

THIS ROAD MAINTENANCE AGREEMENT ("Agreement"), is made and entered into this _____ day of _____, 2001 by and between the CITY OF NORTH BRANCH, a Minnesota municipal corporation ("North Branch"), and the Town of LENT, a Minnesota municipal subdivision ("Lent").

RECITALS

WHEREAS, North Branch and Lent share a common boundary road designated as 360th Street, which said boundary lies in the middle of the road; and

WHEREAS, on April 20, 1993 the City of Branch and Lent, recognizing the increasing use of 360th Street as a thoroughfare between County Road 30 and CSAH 14, recognizing the use of 360th Street by Independent School District #138 as a bus route and recognizing that an increasing number of homes were being built on or in the vicinity of 360th Street, entered into a road maintenance agreement whereby the City of Branch agreed to provide snowplowing and grading of 360th Street, certain portions of which are located within Lent, in exchange for reimbursement to the City of Branch of one-half of the cost it incurs in providing such grading and snowplowing of 360th Street and, additionally, the City of Branch and Lent each agreed to maintain the ditch on each party's respective side of 360th Street, a copy of which is attached hereto as Exhibit A (hereinafter "1993 Agreement"); and

WHEREAS, the City of Branch and North Branch subsequently merged into the City of North Branch and North Branch continued to provide the snowplowing and grading of 360th Street pursuant to the 1993 Agreement; and

WHEREAS, North Branch and Lent continue to recognize the ever-increasing level of use of 360th Street and the need to snowplow and grade 360th Street; and

WHEREAS, North Branch and Lent wish to enter into an agreement whereby North Branch will maintain certain portions of 360th Street in exchange for reimbursement by Lent.

NOW THEREFORE, in consideration of the covenants and conditions contained herein, the parties agree as follows:

1. Rendered Services. North Branch agrees to provide the following services on that portion of 360th Street described in Exhibit B, which is attached hereto:

    1. Grading
    2. Snowplowing
    3. Gravel
    4. Dust Control
    5. Salt Sanding

6. Administration of Services

(hereinafter "Rendered Services").

2. Maintain Records. North Branch agrees to maintain records of the costs incurred in providing the Rendered Services, including both the cost of labor and of materials.

3. Statements and Billing. North Branch agrees to provide Lent quarterly statements indicating the year-to-date costs incurred in providing the Rendered Services and further agrees to send an annual bill on or about February 5th of each year for the previous year's costs of providing the Rendered Services to Lent.

4. Payment. Lent agrees to pay North Branch the invoiced amount within thirty (30) days of its receipt thereof. Charges not paid by the end of the thirty-day period are considered delinquent and will bear the interest rate of eight percent (8%) per annum, or the maximum rate allowed by law, whichever is less.

5. Ditches and Culverts. North Branch and Lent will each maintain the ditches on their respective side of 360th Street and each further agrees to install such culverts as North Branch deems necessary for the stability of the road base and for the prevention of erosion.

6. Default and Remedies.

6.1 Event of Default. It shall be deemed an "Event of Default" under this Agreement if Lent fails to perform any obligation of Lent set forth in this Agreement and North Branch gives Lent written notice of Lent's failure to perform Lent's obligation and after ninety (90) days of Lent's receipt of North Branch's notice, Lent, nevertheless, fails to perform its obligations under this Agreement; provided, however, that if Lent cannot reasonably perform City's obligation within ninety (90) days, Lent shall not be deemed to be in default under this Agreement so long as Lent commences the performance of Lent's obligation within ninety (90) days of Lent's receipt of North Branch's notice, Lent diligently pursues the performance of Lent's obligation and Lent completes the performance of Lent's obligation within a reasonable time period.

6.2 Remedies. If an Event of Default occurs, North Branch may pursue any one or more of the following remedies in North Branch's sole discretion:

(a) North Branch may terminate this Agreement. Upon termination of this Agreement, North Branch may commence a district court action against Lent for any payments due and payable prior to the date the Agreement is terminated; and/or

(b) North Branch may perform, at North Branch's cost and expense, any obligation or obligations of Lent with respect to which Lent's

failure to perform constitutes an Event of Default under this Agreement.

The remedies set forth above shall be North Branch 's sole remedies in the event Lent fails to perform Lent's obligations under this Agreement or fails to observe a restriction set forth in this Agreement.

7. Termination. Notwithstanding the other provisions of this Agreement, the North Branch may terminate this Agreement upon sixty (60) days advance written notice of such termination.

8. No Partnership or Joint Venture Created Hereby. Nothing contained in this agreement shall be interpreted as creating a partnership or joint venture between North Branch and Lent.

9. Entire Agreement. This Agreement contains the entire understanding of the parties hereto and supersedes all prior agreements and understandings between the parties with respect to such purchase.

10. Cumulative Rights. No rights or remedy herein conferred on or reserved to North Branch or Lent is intended to be exclusive of any other right or remedy herein or by law provided, but each shall be cumulative in and in addition to every other right or remedy existing at law in equity or by statute, now or in the future.

11. Reasonable Consent. Whenever North Branch's or Lent's consent shall be required herein, such approval or consent shall not be arbitrarily or unreasonably conditioned, delayed or withheld and shall be deemed to have been given unless within five (5) days of the request, North Branch or Lent, as appropriate, notifies the requesting party that North Branch or Lent, as appropriate, is denying such approval or consent, stating in the notice the reasonable grounds therefore.

12. Attorneys' Fees. If any party or parties commences an action against another party to enforce any of the terms of this Agreement or because of the breach by the other party of any of the terms hereof, the losing or defaulting party shall pay to the prevailing party such party's reasonable attorney's fees, costs, and expenses incurred in connection with the prosecution or defense of such action.

13. Notices. Except as otherwise provided herein, all communications, demands, notices or objections permitted or required to be given or served under this agreement shall be in writing and shall be deemed to have been duly given or served if delivered in person or deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested, or if telegraphed, by prepaid telegram, and addressed to a party of this Agreement, to the address set forth next to that party's signature at the end of this Agreement, or if to a person not a party to this Agreement, to the address designated by a party to the Agreement in the foregoing manner. Any party may change its address by giving notice in writing, stating its new address to any other party as provided in the

foregoing manner. Commencing on the tenth (10th) day after the giving of the notice, the newly designated address shall be that party's address for the purpose of all communications, demands, notices, or objections permitted or required to be given or served under this Agreement.

North Branch:

City of North Branch
PO Box 910
North Branch, MN 55079

Lent:

Town of Lent
33155 Hemmingway Ave.
Stacy, MN 55079

14. Binding Effect. This Agreement shall be binding on and inure to the benefit of the parties hereto and the assigns and successors of the parties.

15. Amendment, Modification, or Waiver. No amendment, modification, or waiver of any condition, provision, or term shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the parties hereto under and pursuant to this Agreement.

16. Severable Provisions. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

17. Captions, Headings or Titles. All captions, headings, or titles in the paragraphs or sections of this Agreement are inserted for convenience of reference only and shall not constitute a part of this Agreement or as a limitation of the scope of the particular paragraphs or sections to which they apply.

18. Minnesota Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective the date first written above.

CITY OF NORTH BRANCH:

John Pinsonneault, Mayor

Bridgitte S. Konrad, Secretary

TOWN OF LENT:

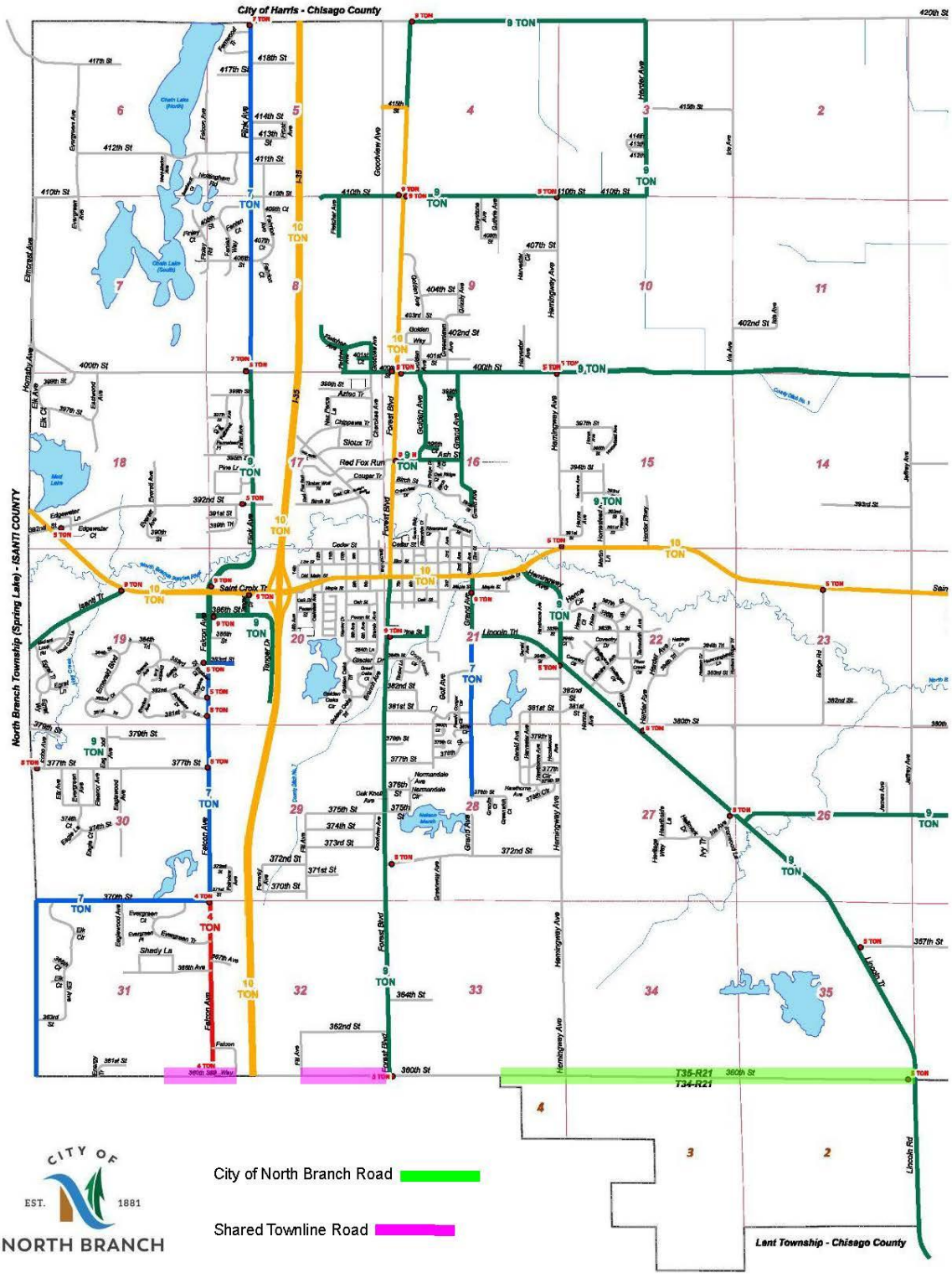
By: _____
Its: Mayor

By: _____
Its: City Clerk

THIS INSTRUMENT WAS DRAFTED BY:

Christopher D. Johnson, Esq. (#294949)
Miller Law Office, P.A.
26357 Forest Blvd., Suite 6
P.O. Box 807
Wyoming, MN 55092
Telephone: 651-462-0206
Fax: 651-462-3309

EXHIBIT C – Depiction of Shared Road Segment



City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 12/02/2025

Board & Commission: City Council

Subject: Approve 2026 Liquor, Tobacco, Massage, ROW, Garbage Haulers Licenses

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Background Information:

Each year, liquor, tobacco, massage therapist, massage business, right-of-way and garbage hauler 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 renewals, and each application was completed properly, along with the appropriate payments.

All these liquor, tobacco, and massage applications 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:

- Tower Liquor - Off Sale Liquor License

- MPNexlevel, LLC - ROW License
- Veit & Company - ROW License

- Q3 Contracting, Inc - ROW License
- Arvig - ROW License
- Minnesota Energy Resources - ROW License
- T-Ray Construction - ROW License

- Ace Solid Waste - Garbage Haulers License
- Allied Waste Services aka Republic Services - Garbage Haulers License
- Chisago Lakes Sanitation LLC - Garbage Haulers License
- Genes Disposal - Garbage Haulers License
- Angie's Disposal - Garbage Haulers License (pending Liability Insurance Certification)
- Lepage and Sons - Garbage Haulers License

- JJ's Bowl and Lounge - On-Sale Intoxication Liquor and Sunday Liquor License

- Holiday Superstores - 5945 Main Street - Tobacco License
- Holiday Superstores - 5842 St. Croix Trail - Tobacco License
- Holiday Superstores - 5554 St. Croix Trail - Tobacco License
- Kwik Trip - 6849 St. Croix Trail - Tobacco License
- Kwik Trip - 5435 St. Croix Trail - Tobacco License
- Tower Liquor - Tobacco License
- E-Cig Guyz - Tobacco License
- Casey's #1723 - Tobacco License

- Jeanne Haas - My Time Massage - Massage Therapist License
- Daric Sitzman - My Time Massage - Massage Therapist License
- Michele Schuyt - My Time Massage - Massage Therapist License
- My Time Massage Therapy - Massage Business License
- Heather Helping Hands Massage - Massage Business License
- Heather Strand - Massage Therapist License

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Ryan Saltis, City Planner, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-258-2025 to approve the Walker Hill Farm Preliminary/Final Plat

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Overview / Background

Sarah Wald (Applicant) is requesting Preliminary and Final Plat approval for Walker Hill Farm. The Plat proposes to subdivide the existing lot (PID 11.00148.00), totaling 39.74 acres, at 40926 Hemingway Avenue (Subject Property). The purpose of the Plat is to create two additional lots for a total of three parcels. There is an existing home on Lot 2 of the plat (40926 Hemingway Ave). Lots 1 and 3 of the proposed plat are intended for new homes.

The analysis section of this report will address the subdivision requirements for this parcel, based on the Rural Residential zoning and guided land use. City staff must ensure that the lots created from this subdivision meet minimum lot standards and are buildable.

Issue(s) to Consider

1. Land Use and Zoning
2. Plat Standards
3. Easements
4. Utilities
5. Access

Analysis of Issue(s)

1. **Land Use & Zoning**

The Subject Property is currently guided LURR – **Land Use Rural Residential**, per the Comprehensive Plan, and zoned **RR – Rural Residential**.

Land Use and Zoning standards are satisfied.

2. **Plat Standards**

As described above, the Applicant is proposing to create two additional lots from the existing parcel. In summary, the Plat is effectively creating new lot boundaries, resulting in a decrease in the size of the existing parcel. For **RR** zoning, minimum lot dimensional standards include the following minimum requirements:

	Lot Standards			Setbacks				
Type	Area	Width	Depth	Front	Side	Corner	Rear-I	Rear-C
Rural Residential	1 acre buildable	110 ft.	300 ft.	40 ft.	10 ft.	30 ft.	30 ft.	15 ft.

Rear-I and Rear-C mean rear yard setbacks for interior and corner lots.

The submitted Preliminary and Final Plat propose the following:

		Lot Standards		
Property	Area	Acres	Width	Depth
Lot 1	605,037 sf	13.89	641 ft.	945 ft.
Lot 2	604,827 sf	13.88	641 ft.	945 ft.
Lot 3	435,524 sf	10	340 ft.	1315.39 ft.

The Plat also shows all minimum setbacks as required by City Code.

Minimum lot dimensional standards are satisfied.

3. **Easements**

Public right-of-way and drainage and utility easement areas are able to be dedicated via plat vs. under separate easement agreement recorded against the property. The plat shows a 5 foot drainage and utility easement along interior property lines and a 20 foot drainage and utility easement from property lines abutting a public right of way (along 410th St and Hemingway Ave). Northern Natural Gas has an existing 12 inch gas line that intersects Lot 1 and Lot 3. This gas line is identified on the plat with future home sites and septic areas avoiding this easement.

Minimum easements requirements are satisfied.

4. Utilities

The property is not located within the Urban Service Area Boundary and will not be required to connect to municipal water/sewer. The proposed lots will be served by well and septic.

5. Access

With the addition of two lots, there will also be two new driveway locations allowing access to each site. According to the plat submittal, Lot 1 will be accessed from 410th St. Lot 3 will be accessible from Hemingway Ave. Residential driveways will need to follow Sec 66-862 of North Branch City Code.

Staff Recommendation

City staff recommend approval of the Preliminary and Final Plat for Walker Hill Farm with conditions as noted.

Planning Commission Action

The Planning Commission held a public hearing on December 2, 2025 and recommended approval of the Preliminary and Final Plat request for Walker Hill Farm with findings of fact and conditions.

Requested Action
Motion to approve Resolution R-258-2025 approving the Walker Hill Preliminary/Final Plat

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-258-2025

A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT REQUEST FOR WALKER HILL FARM AT 40926 HEMINGWAY AVE

WHEREAS, the City of North Branch has received an application from Sarah Wald requesting a Preliminary and Final Plat at the property located at 40926 Hemingway Ave; and

WHEREAS, the request would subdivide an existing 39.74 acre parcel (PID 11.00148.00), located at 40926 Hemingway Ave, into three (3) parcels to be known as Walker Hill Farm; and

WHEREAS, the subject property is guided Land Use Rural Residential (LURR) in the City's Comprehensive Plan and is zoned Rural Residential (RR), which allows for the type and density of residential subdivision proposed; and

WHEREAS, the Planning Commission has reviewed the application and determined that the plat meets or exceeds the applicable standards for subdivision design, zoning requirements, minimum lot dimensions, setbacks, easements, access, and development suitability; and

WHEREAS, the applicant provided confirmation that there are no wetlands on site, and the proposed plat identifies appropriate driveway access locations, future septic areas, and compliance with drainage and utility easement requirements; and

WHEREAS, the Planning Commission held a public hearing at the December 2nd, 2025 meeting, reviewed the request, accepted staff findings, and recommended approval of the Preliminary and Final Plat for Walker Hill Farm with conditions; and

WHEREAS, the City Council has reviewed the application, staff report, Planning Commission recommendation, and all supporting materials and finds that the request complies with the North Branch City Code and subdivision requirements; and

That the Preliminary and Final Plat application for Walker Hill Farm is hereby **APPROVED** based upon the following findings and conditions:
Findings of Fact

1. The plat is consistent with the purpose, intent, and design standards of the North Branch Subdivision Ordinance.
2. The plat is consistent with the Comprehensive Plan and applicable growth management policies.
3. The property is properly zoned RR – Rural Residential and meets all minimum lot

dimensional standards.
4. The physical characteristics of the property make it suitable for the proposed subdivision and future development
5. The proposed subdivision will not place undue burden on public services or infrastructure.

Conditions of Approval

1. The Applicant shall provide the required Park dedication in the form of land or fees prior to release of the Final Plat for recording.
2. The Applicant or the future owner of the lots shall obtain all necessary approvals, including submittal and approval of a site grading plan, and pay all applicable fees prior to commencing construction on the lots.
3. The Applicant shall dedicate appropriate drainage and utility easements.

4. All fees and financial obligations shall be received by the City prior to releasing the approval documents related to this project for recording.

Passed by the City Council of North Branch, Minnesota this 9th day of December 2025.

_____
Kevin Schieber, Mayor

Attested:

_____
Matthew Hill, City Administrator

CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

PRELIMINARY PLAT OF WALKER HILL FARM

OWNER/DEVELOPER

SARAH WALD
PO BOX 8
NORTH BRANCH, MN 55056
(651) 214-5382

LAND SURVEYOR

WIDSETH
KELLY JORDAN
5368 266TH STREET
WYOMING, MN 55092
(651) 464-3130

WETLAND SPECIALIST

JACOBSON ENVIRONMENTAL, PLLC
2109 JOPLIN STREET
MORA, MN 55051
(612) 802-6619
WETLAND WALK OVER: 08/11/2025

SOIL BORINGS/GEOTECHNICAL

JOSH PUTT LIC #L4063
PO BOX 45
SHAFER, MN 55074
651-900-1567
TEST DATE: 05/23/2025

SURVEY NOTES

1. The orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (96 Adj).
2. The address of the subject property is: 40926 Hemingway Ave., North Branch, MN 55056. PID No. 11.00148.00
3. Total Acreage: 1,731,097 sq.ft. or 39.74 acres.
4. Contours shown are LiDAR from the DNR MNTOPO site on NAVD88 Datum.
5. The property is zoned Rural Residential District (per North Branch zoning map). Building setback distances (per North Branch Zoning Ordinance) are:
   a. Front Yard: 40 feet
   b. Side Yard:
      Exterior Yard: 10 feet
      Interior Yard: 30 feet
   c. Rear Yard: 30 feet
6. The underground utilities shown on this survey are according to observed evidence and Gopher One, Ticket No. 240431136 together with plans. Widseth assumes no responsibility for the completeness and accuracy of these locations. Further locations and verifications are recommended before any construction or excavation.

LEGEND

- DENOTES A CHISAGO COUNTY SECTION MONUMENT
- DENOTES A FOUND 1/2 INCH IRON PIPE MONUMENT W/CAP MARKED 6617 UNLESS NOTED OTHERWISE
- DENOTES A SET 1/2 INCH IRON PIPE W/CAP MARKED RLS 42648
- DENOTES A SET MAGNETIC NAIL W/WASHER INSCRIBED 42648
- 1230 MAJOR CONTOURS (WITH LABEL)
- 1234 MINOR CONTOURS (WITH LABEL)
- BUILDING
- BITUMINOUS PAVEMENT
- GRAVEL PAVEMENT
- GUY WIRE ANCHOR
- SIGN - SINGLE
- SCO SEPTIC CLEANOUT
- T TELECOM PEDESTAL
- FOC UNDERGROUND FIBER OPTIC CABLE
- ELECTRIC POLE
- TRANSFORMER
- OHE OVERHEAD ELECTRIC WIRE
- UGE UNDERGROUND ELECTRIC WIRE
- LIQUID PROPANE (LP) TANK
- GAS NATURAL GAS MAIN PIPE
- W WATER WELL

PROPOSED ACREAGE TABLE

TOTAL ACREAGE			
11.00148.00		1,731,097 sq.ft. or	39.74 Acres
LOT, BLOCK		**SQUARE FOOT/ACRES**	
Lot 1 , Block	1	605,037 sq.ft. or	13.89 Acres
Lot 2 , Block	1	604,827 sq.ft. or	13.88 Acres
Lot 3 , Block	1	435,524 sq.ft. or	10.00 Acres
DEDICATED RIGHT-OF-WAY			
410TH STREET		43,350 sq.ft. or	1.00 Acres
HEMINGWAY AVENUE		42,359 sq.ft. or	0.97 Acres

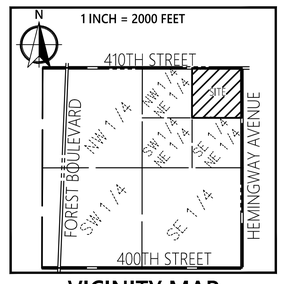
Accessory Information	
Zoning	Rural Residential
Setbacks	
Front	40 Ft.
Rear	10 Ft.
Side (Interior)	10 Ft.
Side (Corner)	40 Ft.
Structure	
1 Acre but less than 5.0 Acres (buildable) 2,500 Sq. Ft. maximum total all structures	

SOIL BORING	ELEVATION AT MOTTLED SOIL
SOIL BORING 1	NA
SOIL BORING 2	NA
SOIL BORING 3	893.7
SOIL BORING 4	NA
SOIL BORING 5	NA
SOIL BORING 6	NA
SOIL BORING 7	NA
SOIL BORING 8	903.6
SOIL BORING 9	904.4
SOIL BORING 10	908.4
SOIL BORING 11	905.2
SOIL BORING 12	904.3

NA= NO MOTTLED SOIL FOUND

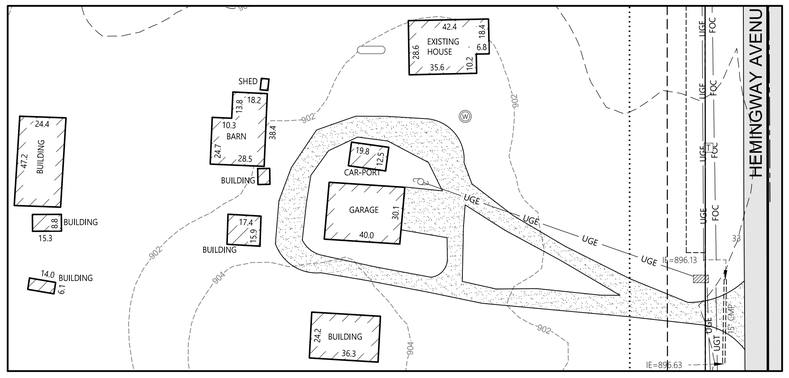
FLOODPLAIN NOTES: FLOOD INSURANCE RATE MAP (FIRM)

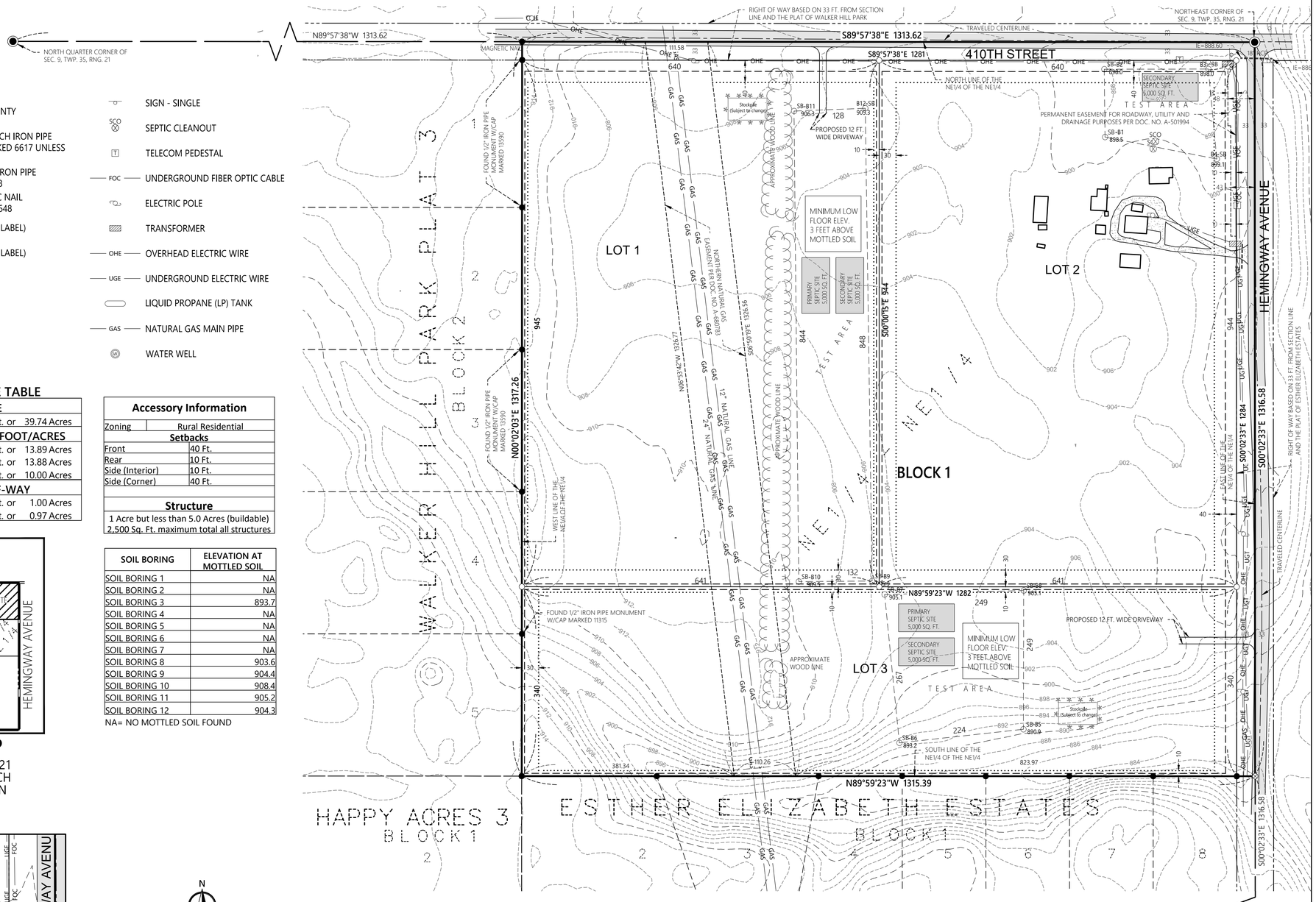
COMMUNITY No.	PANEL No.	SUFFIX	DATE OF FIRM INDEX	FIRM ZONE
27072	0165	D	04/17/2012	X



VICINITY MAP
SEC. 09, TWN. 35, RGE. 21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

DETAIL
1" = 40 FEET




N89°57'38"W 1313.62
S89°57'38"E 1313.62
S89°57'38"E 1281
410TH STREET
TRAVELED CENTERLINE
RIGHT OF WAY BASED ON 33 FT. FROM SECTION LINE AND THE PLAT OF WALKER HILL PARK
NORTHEAST CORNER OF SEC. 9, TWP. 35, RNG. 21
NORTH QUARTER CORNER OF SEC. 9, TWP. 35, RNG. 21
MAGNETIC NAIL
FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED 13599
FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED 13599
N00°02'03"E 1317.26
S00°02'33"E 1316.58
S00°02'33"E 1284
EAST LINE OF THE NE1/4 OF THE NE1/4
WEST LINE OF THE NE1/4 OF THE NE1/4
NORTH LINE OF THE NE1/4 OF THE NE1/4
SOUTH LINE OF THE NE1/4 OF THE NE1/4
N89°59'23"W 1282
N89°59'23"W 1315.39
HEMINGWAY AVENUE
RIGHT OF WAY BASED ON 33 FT. FROM SECTION LINE AND THE PLAT OF ESTHER ELIZABETH ESTATES
LOT 1
LOT 2
LOT 3
BLOCK 1
HAPPY ACRES 3
BLOCK 1
WALKER HILL PARK PLAT 3
BLOCK 2
ESTHER ELIZABETH ESTATES
BLOCK 1
TEST AREA
PERMANENT EASEMENT FOR ROADWAY, UTILITY AND DRAINAGE PURPOSES PER DOC. NO. A-501994
SECONDARY SEPTIC SITE 5,000 SQ. FT.
PRIMARY SEPTIC SITE 5,000 SQ. FT.
MINIMUM LOW FLOOR ELEV. 3 FEET ABOVE MOTTLED SOIL
PROPOSED 12 FT. WIDE DRIVEWAY
APPROXIMATE WOOD LINE
NORTHERN NATURAL GAS EASEMENT PER DOC. NO. A-689783
12" NATURAL GAS LINE
24" NATURAL GAS LINE
FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED 13599
FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED 11315
Stockpile (Subject to change)
SB-B1 898.5
SB-B2 898.2
SB-B3 898.0
SB-B4 899.1
SB-B5 899.9
SB-B6 899.2
SB-B7 903.1
SB-B8 905.1
SB-B9 904.8
SB-B10 905.2
SB-B11 906.3
SB-B12 909.3
641
640
340
267
224
249
823.97
381.34
110.26
945
944
848
844
902
904
906
908
910
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984
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988
990
992
994
996
998
1000
1002
1004
1006
1008
1010
1012
1014
1016
1018
1020
1022
1024

CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

WALKER HILL FARM

KNOW ALL PERSONS BY THESE PRESENTS: That Darlene R. Walker, Jacqueline D. Krause, and Violet M. Bibeau, owners of the following described property situated in the County of Chisago, State of Minnesota, to wit:

The Northeast Quarter of the Northwest Quarter (NE 1/4 of NW 1/4) of Section Five (9), Township Thirty-five (35), Range Twenty-one (21), Chisago County, Minnesota.

Have caused the same to be surveyed and platted as OLD FARMHOUSE ESTATES, and do hereby donate and dedicate to the public for public use forever the public ways and also the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Darlene R. Walker, has caused these presents to be signed this _____ day of _____ , 20_____.

_____
Darlene R. Walker

STATE OF MINNESOTA
COUNTY OF _____

This foregoing instrument by Darlene R. Walker, was acknowledged before me this _____ day of _____ , 20_____ .

_____
_____
Notary Public, Minnesota
My Commission Expires 1/31/20__

In witness whereof said Jacqueline D. Krause, has caused these presents to be signed this _____ day of _____ , 20_____.

_____
Jacqueline D. Krause

STATE OF MINNESOTA
COUNTY OF _____

This foregoing instrument by Jacqueline D. Krause, was acknowledged before me this _____ day of _____ , 20_____ .

_____
_____
Notary Public, Minnesota
My Commission Expires 1/31/20__

In witness whereof said Violet M. Bibeau, has caused these presents to be signed this _____ day of _____ , 20_____.

_____
Violet M. Bibeau

STATE OF MINNESOTA
COUNTY OF _____

This foregoing instrument by Violet M. Bibeau, was acknowledged before me this _____ day of _____ , 20_____ .

_____
_____
Notary Public, Minnesota
My Commission Expires 1/31/20__

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet land as of this date are shown and labeled; and all public ways are shown and labeled.

_____
Kelly L. Jordan, Land Surveyor
Minnesota Licensed No. 42648

STATE OF MINNESOTA
COUNTY OF CHISAGO

This foregoing Surveyor's Certificate by Kelly L. Jordan, Minnesota License No. 42648, was acknowledged before me, this _____ day of _____, 20_____.

_____
_____
Notary Public, Minnesota
My Commission Expires 1/31/20___

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.

Signed _____ Signed _____
Mayor Clerk

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

_____
Chisago County Surveyor

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

_____
Chisago County Auditor

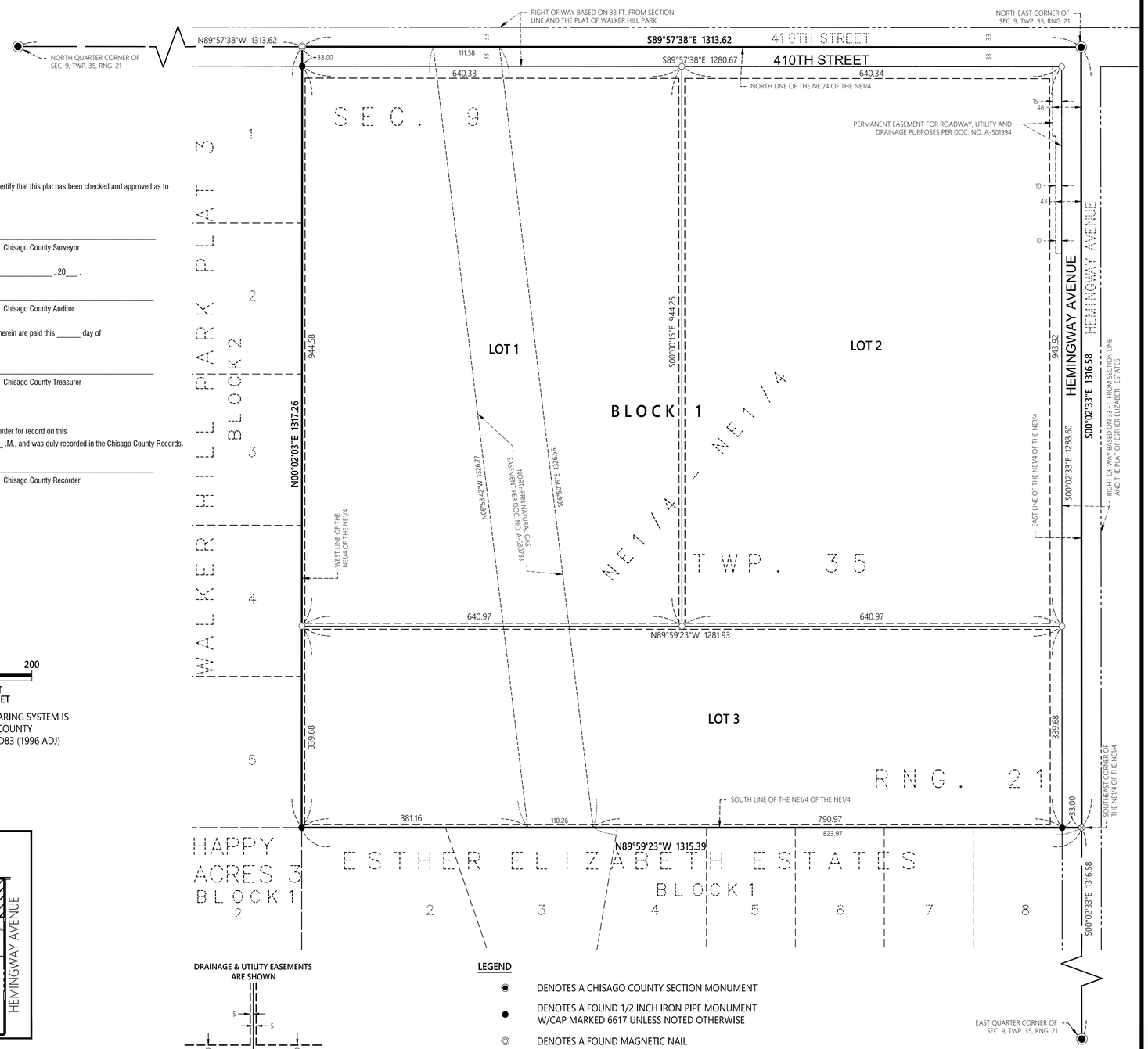
I hereby certify that the taxes for the year 20 ___ on the property described herein are paid this _____ day of _____ , 20 ___ .

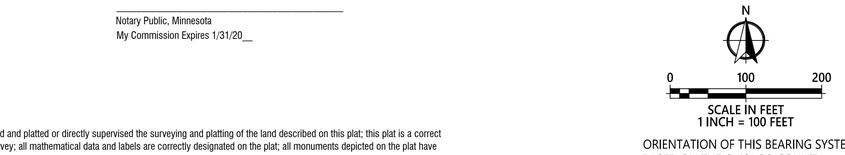
_____
Chisago County Treasurer

Document No. _____

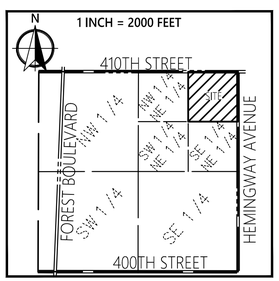
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____ , 20 ___ , at ___ o'clock ___ .M., and was duly recorded in the Chisago County Records.

_____
Chisago County Recorder



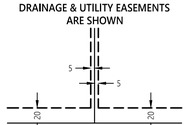


ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CHISAGO COUNTY COORDINATE SYSTEM NAD83 (1996 ADJ)



VICINITY MAP
SEC. 09, TWN. 35, RGE. 21
CITY OF NORTH BRANCH
CHISAGO COUNTY, MN

DRAINAGE & UTILITY EASEMENTS ARE SHOWN



BEING 20 FEET IN WIDTH ADJOINING STREET LINES AND 5 FEET IN WIDTH ADJOINING LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT

LEGEND

- ◉ DENOTES A CHISAGO COUNTY SECTION MONUMENT
- ● DENOTES A FOUND 1/2 INCH IRON PIPE MONUMENT W/CAP MARKED 6617 UNLESS NOTED OTHERWISE
- ◎ DENOTES A FOUND MAGNETIC NAIL
- ○ DENOTES A SET 1/2 INCH IRON PIPE MONUMENT W/CAP MARKED RLS 42648
- ⊗ DENOTES A SET MAGNETIC NAIL W/WASHER INSCRIBED 42648

EAST QUARTER CORNER OF SEC. 9, TWP. 35, RNG. 21

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

© 2025 WIDSETH

City of North Branch
Staff Report

Prepared By: Ryan Saltis, City Planner, Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-259-2025 approving the vacation of a drainage/utility easement and approval of the North Branch Marketplace 3rd Addition Preliminary/Final Plat

---

Overview / Background

Sunrise River Commons East LLC (Applicant) is requesting Preliminary/Final Plat and Easement Vacation approval for North Branch Marketplace 3rd Addition. The purpose of the submitted plats is to split the current parcel (PID 11.00410.14) into two developable lots. This will subdivide the existing 1.1 acre parcel into Lot 1, totaling 0.4 acres, and Lot 2, totaling 0.7 acres. The applicant also proposes to vacate an existing easement to better fit site conditions for current utility locations on the parcel.

The analysis section of this report will address the subdivision requirements for this parcel, based on the B-Business zoning and guided land use. City staff must ensure that the lots created from this subdivision meet minimum lot standards and are buildable.

Issue(s) to Consider

1. Land Use and Zoning
2. Plat Standards
3. Easement Vacation
4. Preliminary/Final Plat

Analysis of Issue(s)

1. **Land Use & Zoning**

The Subject Property is currently guided LUB – **Land Use Business**, per the Comprehensive Plan, and zoned **B – Business District**.

Land Use and Zoning standards are satisfied.

2. **Plat Standards**

As described above, the Applicant is proposing to create two lots from the existing parcel. In summary, the Plat is effectively creating new lot boundaries, resulting in a decrease in the size of the existing parcel. For **B-Business** zoning, minimum lot dimensional standards include the following minimum requirements:

	Lot Standards			Setbacks				
Type	Area	Width	Depth	Front	Side	Corner	Rear-I	Rear-C
B-Business	5000 s.f	50 ft.	100 ft.	15 ft.	10 ft.	15 ft.	15 ft.	15 ft.

Rear-I and Rear-C mean rear yard setbacks for interior and corner lots.

The submitted Preliminary and Final Plat propose the following:

		Lot Standards		
Property	Area	Acres	Width	Depth
Lot 1	17,270 sf	0.4	102 ft.	169.3 ft.
Lot 2	30,500 sf	0.7	180.2 ft.	169.25 ft.

Minimum lot dimensional standards are satisfied.

3. **Easement Vacation**

Public right-of-way and drainage and utility easement areas are able to be dedicated via plat vs. under separate easement agreement recorded against the property. There is an existing Drainage & Utility Easement on the east side of the current parcel. Based on the location of utility services in that area, the easement area does not properly cover the positioning of the utilities. The proposed vacation of the existing easements is in conjunction with the new proposed plat for the lot. The Drainage & Utility Easement on the east side of the lot will be re-inserted to properly

cover the location of the utility services as currently placed.

Attachments to this report illustrate the easement area that is proposed to be vacated.

Minimum easements requirements are satisfied.

4. Preliminary/Final Plat

In considering the Preliminary/Final Plat, the proposal should be weighed against the following factors:

1. Consistency with the policy, purpose, design standards and other requirements of this chapter.
2. Consistency with the city's growth management system or other development plans.
3. Consistency with the zoning chapter.
4. The physical characteristics of the site including but not limited to topography, erosion, and flooding potential, soil limitations, soil borings, are suitable for the type of development or use contemplated.
5. The proposed development will not create undue burden on services and/or infrastructure.

Based upon the information provided by the applicant and the assessment of the considering factors, the city staff found the application met the minimum dimensional standards.

Staff Recommendation

City staff recommends approval of the Preliminary/Final Plat and Easement Vacation for North Branch Marketplace 3rd Addition with conditions as noted.

Planning Commission Recommendation

The Planning Commission held a public hearing on December 2, 2025, to consider approval of the Preliminary/Final Plat and Easement Vacation request for North Branch Marketplace 3rd Addition. There was one public comment inquiring about the impact on utilities outside the development. City staff noted that the area outside the property limits would not be impacted. The Commission recommended approval of the requests.

Requested Action

To recommend approval of Resolution R-259-2025 approving the North Branch Marketplace 3rd Addition Preliminary/Final Plat

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-259-2025

A RESOLUTION APPROVING THE PRELIMINARY/FINAL PLAT AND EASEMENT VACATION REQUEST FOR NORTH BRANCH MARKETPLACE 3RD ADDITION

WHEREAS, the City of North Branch has received an application from Sunrise River Commons East requesting approval of a Preliminary and Final Plat and Easement Vacation for property located on PID 11.00410.14, totaling approximately 1.1 acres; and

WHEREAS, the purpose of the plat is to subdivide the existing parcel into two developable lots, identified as Lot 1 (0.4 acres) and Lot 2 (0.7 acres), collectively known as North Branch Marketplace 3rd Addition; and

WHEREAS, the applicant also requests vacation of an existing Drainage & Utility Easement on the east side of the parcel so that a new easement may be re-established to accurately represent current utility locations and site conditions as depicted in Exhibit A and Exhibit B; and

WHEREAS, the subject property is guided Land Use Business (LUB) in the City's Comprehensive Plan and is zoned B-Business District, which allows for the proposed subdivision; and

WHEREAS, City staff reviewed the application and determined that the plat satisfies all applicable zoning standards, minimum lot dimensions, subdivision design requirements, and easement considerations; and

WHEREAS, the Planning Commission reviewed the request at its meeting on December 2nd, 2025, and recommended approval of the Preliminary/Final Plat and Easement Vacation with conditions; and

WHEREAS, the City Council finds that the request is consistent with the North Branch City Code, the Comprehensive Plan, and the city's growth and development policies.

WHEREAS, following the Hearing, the City Council found the Easements, as legally described and depicted herein, no longer necessary and have no interest to the public.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA;

That the Easement Vacation of Lot 1, Block 2, North Branch Marketplace and the Preliminary/Final Plat for North Branch Marketplace 3rd Addition are hereby **APPROVED** based upon the following findings and conditions:

Findings of Fact

1. The plat is consistent with the purpose, intent, and design standards of the North Branch Subdivision Ordinance.
2. The subdivision complies with the Comprehensive Plan and is compatible with surrounding land uses.

3. The property is zoned B-Business District, and both proposed lots meet or exceed minimum lot dimensional standards.
4. The physical characteristics of the site make it suitable for the proposed development.
5. The proposed changes will not create an undue burden on public services or infrastructure.
6. Vacating and re-establishing the Drainage & Utility Easement ensures proper coverage of existing utilities and supports orderly development.

Conditions of Approval

1. The Applicant or the future owner of the lots shall obtain all necessary approvals, including submittal and approval of a site plan, and pay all applicable fees prior to commencing construction on the lots.
2. All fees and financial obligations shall be received by the City prior to releasing the approval documents related to this project for recording.
3. The application shall provide the required Park Dedication in the form of land or fees prior to the release of the Final Plat for recording.

BE IT FURTHER RESOLVED, that all Drainage and Utility Easements of Lot 1, Block 2, North Branch Marketplace, as legally described in Exhibit A and depicted in Exhibit B is hereby declared vacated.

BE IT FURTHER RESOLVED, the City Clerk shall prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk, and recorded with this resolution in the land records of Chisago County.

Passed by the City Council of North Branch, Minnesota this 9th day of December 2025.

_____
Kevin Schieber, Mayor

Attested:

_____
Matthew Hill, City Administrator

EXHIBIT A

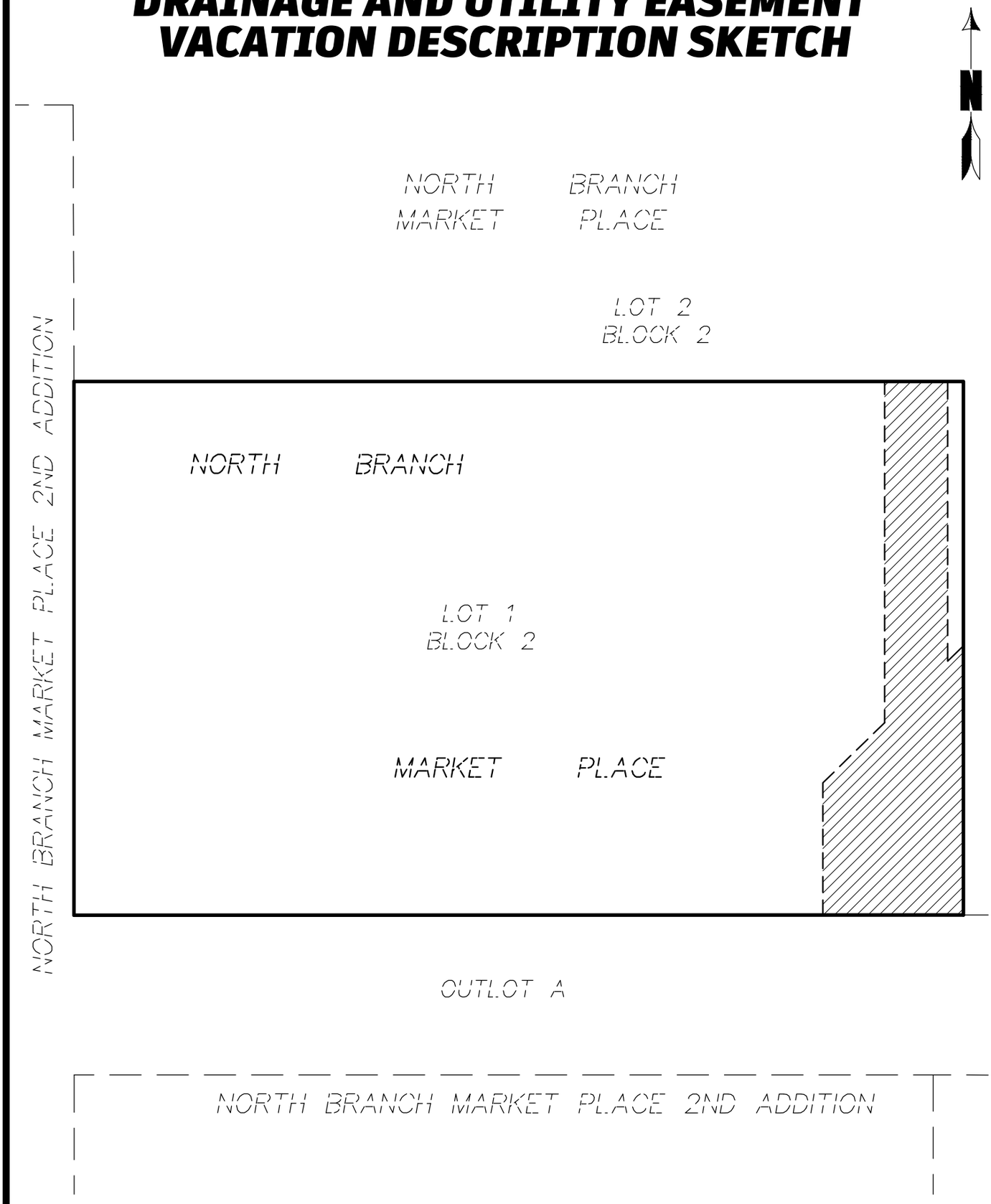
DRAINAGE & UTILITY EASEMENT VACATION

LEGAL DESCRIPTION

Existing Legal Description

All of the ponding, utility, and drainage easements described within Lot 1, Block 2, North Branch Marketplace, Chisago County, Minnesota.

DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION SKETCH



EASEMENT VACATION DESCRIPTION

All of the drainage and utility easements as created and dedicated in NORTH BRANCH MARKET PLACE, Chisago County, Minnesota, lying over, under, and across Lot 1, Block 2, said NORTH BRANCH MARKET PLACE.

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

Signed: Northwind Land Surveying, LLC

By: Kevin C. McCain

Kevin C. McCain, Lic. No. 58542

Date: 8/22/2025

Denotes Easement Vacation Area

GRAPHIC SCALE

0 20 40 80

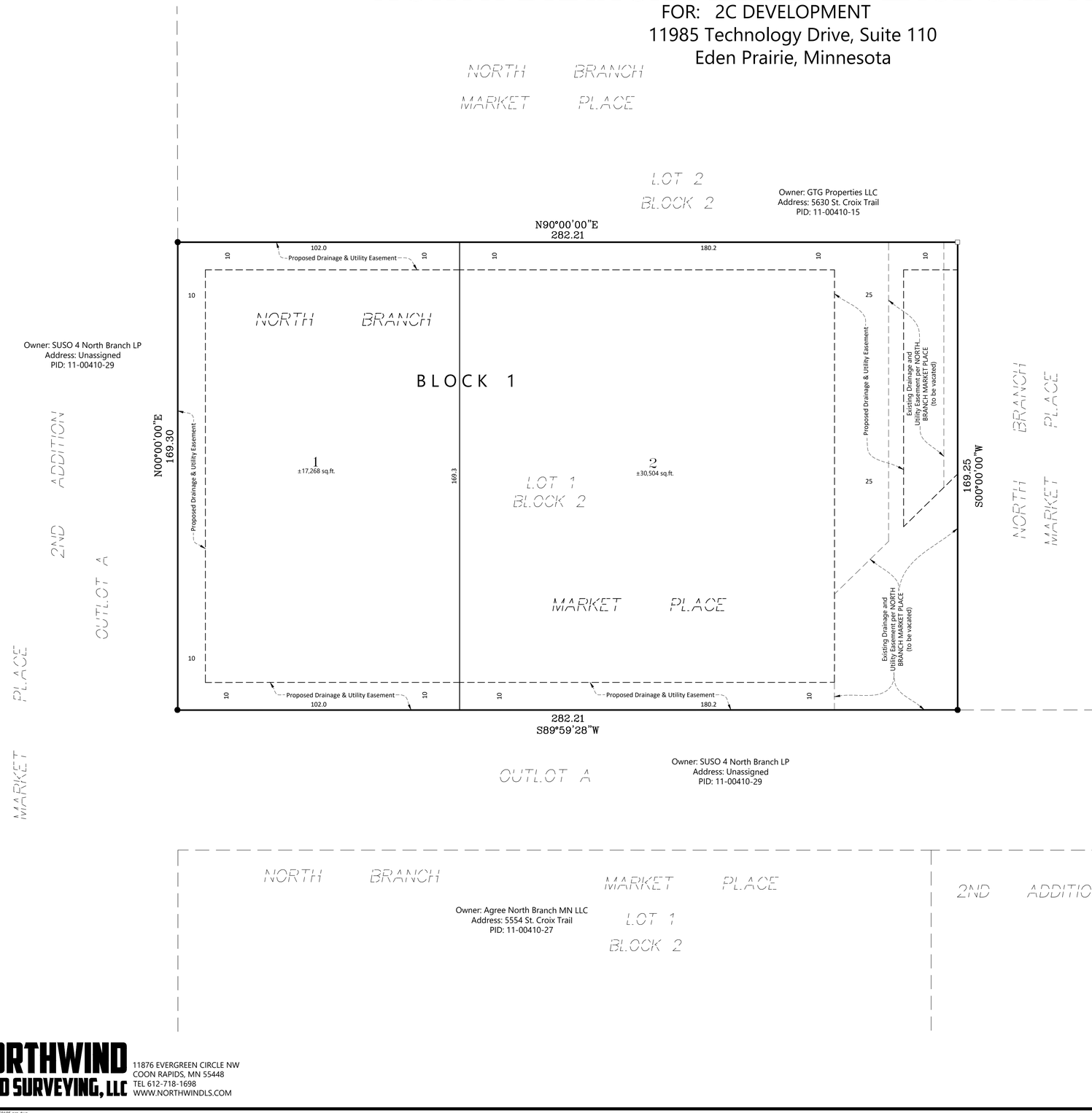
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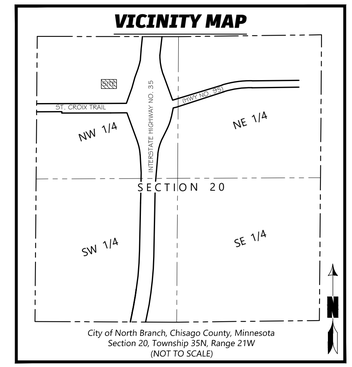
NORTHWIND LAND SURVEYING, LLC
11876 EVERGREEN CIRCLE NW
COON RAPIDS, MN 55448
TEL 612-718-1698
WWW.NORTHWINDLS.COM

PRELIMINARY PLAT OF:

NORTH BRANCH MARKET PLACE 3RD ADDITION

FOR: 2C DEVELOPMENT
11985 Technology Drive, Suite 110
Eden Prairie, Minnesota





PARCEL DESCRIPTION:

(Per Title Commitment No. CP73314, Supplement No. 5, prepared by Commercial Partners Title, a division of Chicago Title Company, LLC, as issuing agent for Stewart Title Guaranty Company, dated January 29, 2025)

Lot 1, Block 2, North Branch Market Place.
Chisago County, Minnesota
Abstract Property

NOTES:

1. The fieldwork was completed by Northwind Land Surveying, LLC on 01/30/2025.
2. Parcel Identification No. 11-004-10-14.
3. Bearings shown hereon are in reference to the Chisago County Coordinate System.
4. The surveyed parcel contains 47,772 sq.ft. (±1.10 acres).
5. Existing Zoning: B (Business).
6. All underlying drainage and utility easements created and dedicated in the plat of NORTH BRANCH MARKET PLACE lying over, under, and across the surveyed parcel shown hereon are proposed to be vacated and reestablished as shown.

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

Signed: Northwind Land Surveying, LLC
By: Kevin C. McCain
Kevin C. McCain, Lic. No. 58542
Date: 8/15/2025

LEGEND

- ● Denotes Found 1/2 Inch Iron Pipe Monument
- □ Denotes Set PK Nail

GRAPHIC SCALE
0 10 20 40
(IN FEET)

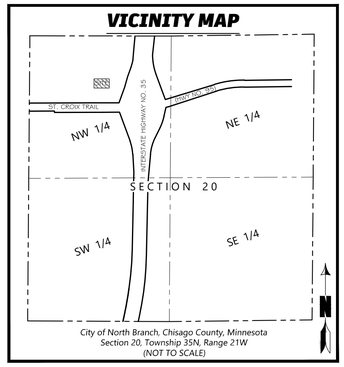
Job #250105	Date: 8/15/2025	Drawn By: KCM
Date	Revision	By

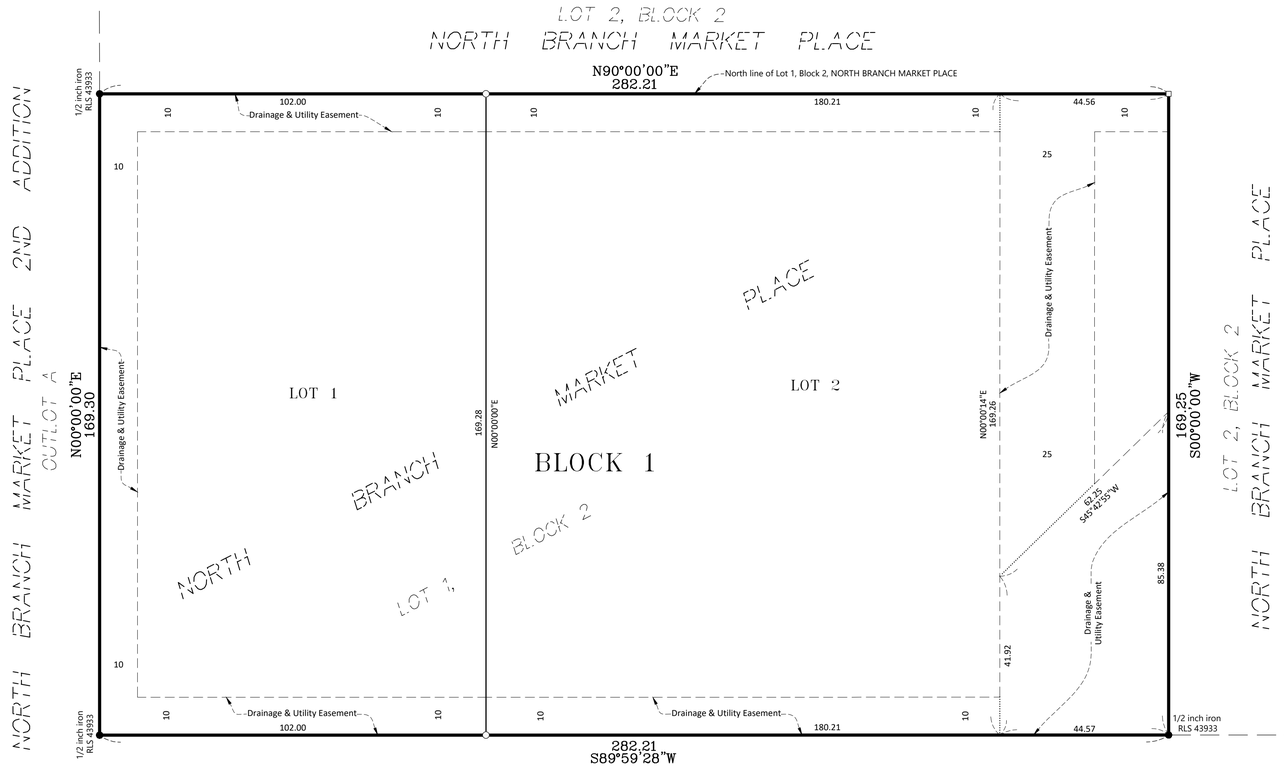
NORTHWIND LAND SURVEYING, LLC
11876 EVERGREEN CIRCLE NW
COON RAPIDS, MN 55448
TEL 612-718-1698
WWW.NORTHWINDLS.COM

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NORTH BRANCH MARKET PLACE 3RD ADDITION

CITY OF NORTH BRANCH
COUNTY OF CHISAGO
SEC. 20, TWP. 35, RGE. 21





KNOW ALL PERSONS BY THESE PRESENTS: That XXXXXXXXX, a XXXXXXXXX, owner of the following described property:

Lot 1, Block 2, NORTH BRANCH MARKET PLACE, Chisago County, Minnesota

Have caused the same to be surveyed and platted as NORTH BRANCH MARKET PLACE 3RD ADDITION and do hereby dedicate to the public for public use the drainage and utility easements as shown on this plat.

In witness whereof said XXXXXXXXX, a XXXXXXXXXXXX, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

XXXXXXXXXXXX

_____
XXXXXXXXXXXX, XXXXXXXX

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by XXXXXXXXXXXX, XXXXXXXXXX, a XXXXXXXXXX n, on behalf of the XXXXXXXXX.

_____ (Signed)
_____ (Printed)
Notary Public, _____
My commission expires _____

I Kevin C. McCain 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____.

_____
Kevin C. McCain, Licensed Land Surveyor
Minnesota License No. 58542

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on _____ by Kevin C. McCain.

_____ (Signed)
_____ (Printed)
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.

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:_____
Dennis J. Freed, 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:_____
Lee Olson, Chisago County Treasurer

COUNTY RECORDER
Document Number _____

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:_____
Lee Olson, Chisago County Recorder

NORTHWIND LAND SURVEYING, LLC

LEGEND
- ● Denotes Found Iron Monument, as noted
- ○ Denotes Set Rebar, Marked RLS 58542
- □ Denotes Set PK Nail

The orientation of this bearing system is based on the North line of Lot 1, Block 2, NORTH BRANCH MARKET PLACE which is assumed to bear North 90 degrees 00 minutes 00 seconds East

GRAPHIC SCALE
0 10 20 40
(IN FEET)

N

DRAFT

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/02/2025

Board & Commission: City Council

Subject: Approval of Resolution R-260-2025 accepting the offer of public dedication and reduction of security for Schoolside Village 4th Addition

---

Overview / Background

Casselberry Development LLC (Developer) has submitted an Offer of Dedication for the Public Improvements as required for the Schoolside Village 4th Addition development. City staff have reviewed the required public improvements and have found them satisfactorily complete and are accepting the offer of dedication. By this action, the City shall reduce the financial security to $351,051.56, which is 25% of the total amount obligated for the development and includes the additional $10,000 addressing items in the punchlist and approve the Developer to enter the one (1) year warranty period for the improvements. Upon completion of the warranty period, and if no issues are identified with the public improvement items, the City can take action to accept the improvements, making them an official public asset. At that time, the remaining security would be released.the City shall approve the Developer to enter the one (1) year warranty period for the improvements. Upon completion of the warranty period, and if no issues are identified with the public improvement items, the City can take action to accept the improvements, making them an official public asset. At that time, the remaining security would be released.

Staff Recommendation

City staff recommend approval of the resolution accepting the offer of dedication as stated.

Requested Action

Approve Resolution No. R-260-2025 accepting the offer of dedication for public improvements for the Schoolside Village 4th Addition.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-260-2025

A RESOLUTION ACCEPTING AN OFFER OF DEDICATION FOR PUBLIC IMPROVEMENTS FOR SCHOOLSIDE VILLAGE 4TH ADDITION

WHEREAS, in accordance with Planned Unit Development and Subdivision Agreement ("Agreements"), Schoolside Village 4th Addition ("Developments"), dated March 26, 2024, Casselberry Development LLC ("Developer"), agreed to install certain public improvements ("Improvements") for said Developments, and provide Financial Guarantee ("Security"), in the form of Letter of Credit, covering the installation and construction of those "Improvements;" and,

WHEREAS, the Developer has completed the Improvements, except for miscellaneous items identified in the punch list dated November 13, 2025 and as depicted in Exhibit A, as of December 9, 2025, as required by the Agreements for the Developments, and hereby has made an Offer of Dedication for those Improvements; and,

WHEREAS, as allowed by those Agreements, the Developer has also requested a reduction in security to reflect the work completed; and,

WHEREAS, all landscaping requirements shall be completed per the approved landscaping plan prior to issuance of a certificate of occupancy for any building permits on Lots 1-30, Block 1 and Lots 1-13, Block 2, Schoolside Village 4th Addition and the condition shall be filed at the Chisago County recorder's office on each said lot; and,

WHEREAS, as allowed by those Agreements, the Developer has also requested a reduction in security to reflect the work completed; and,

WHEREAS, City Staff has inspected the final Improvements and fully accepts the Public Improvements as required for the development, except for miscellaneous items identified in the punch list dated November 13, 2025, and as depicted in Exhibit A that shall be completed during the warranty period and prior to full release of financial securities and developer obligations for the Schoolside Village 4th Addition

NOW THEREFORE, BE IT RESOLVED BY THE NORTH BRANCH CITY COUNCIL THAT: as state in attached Exhibit A, the offer of Dedication for Schoolside Village 4th Addition have been accepted upon compliance with the exception of miscellaneous items identified in the punch list dated November 13, 2025 and as depicted in Exhibit A that shall be completed during the warranty period and prior to full release of financial securities and developer obligations for the Schoolside Village 4th Addition, and approves a reduction to the financial security to remaining amount of $351,051.56 and enters into the one (1) year warranty

period.

Passed by the City Council of North Branch, Minnesota this 9th day of December 2025.

_____
Kevin Schieber, Mayor
Attested:

_____
Matthew Hill, City Administrator

701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800 · Fax: (763) 541-1700
wsbeng.com

Punch List

Date: 9/3/2025 11/13/2025

Field Representative: Bruce Luikart

Client: City of North Branch

Contractor: Gustafson Excavating Inc.

WSB Proj. No.: 020200-000

Street Hawthorne Ave and Ct., 386th St.

Project Name: Schoolside Village 4th Addition

Foreman/Supt: Jeremy Swenson

Preliminary: Partial: Final: Warranty:

Item No.	Description	Date Accepted
1	Fix all erosion in Sediment Basin complete restoration	DONE
2	Rip Rap weeping area in Sediment Basin SE corner to water level	Add more rock
3	Remove trees to allow swale to be constructed Lots 1-3 Blk 2	
4	Construct swale and fine grade swale west of Lots 1-12 BLK 2	
5	Add ditch checks and erosion control blanket in area Lot 1-12 BLK 2	
6	Complete erosion control on all areas where vegetation isn't growing	
7	Install ditch checks in area west of Hemmingway Ave. Lot 2-6 BLK 5	DONE
8	Remove all removed trees and brush from site in Outlot B.	DONE
9	Remove all removed construction materials and garbage Outlot B	DONE
10	Construct maintenance route shown on sheet C203	
11	Install retaining walls as shown on sheet C203	REMOVED FROM PLANS
12	Install Rock Construction entrance on Maple Street.	DONE
13	Stay in compliance with SWIPP for project	
14	Complete mud work and bolt down cover on PSMH-053	DONE
15	Install rip Rap on PSMH 04 per City detail plates	DONE-Once the flared end is cleaned out
16	Fine grade swale between Hawthorne Ct and 386th Street	DONE
17	Restore and add ditch checks per Sheet C102	DONE
18	Raise storm structure PSMH 04D and restore swale	DONE
19	Fix erosion and add Rip Rap PSMH 05 install silt fence	DONE
20	Fix bent curb stop Lot 2 BLK 2 and cap service line	DONE
21	Set all GV's to finish grade in green areas.	DONE
22	Fix I & I in PSMH 10 regrout dog house	DONE
22	Fix I & I in PSMH 9, 8, and 11.	DONE
22	Fix I & I in PSMH 1	DONE
22	Fix I & I in PSMH 4 needs mud work	DONE
23	Clean structures PMH 3J	DONE
23	Complete mud work & clean structures PCB 04G, 04, 04H	DONE
24	Complete mud work & clean structures PSMH 03G, 03B, PSMH 05A	DONE
25	Complete mud work & clean structure PSMH 05C, PCB MH 04F, 04E	DONE
26	Complete mud work and clean PCB 03E, 03D, PSMH 04B, 03H	DONE
27	Patch all high iron on Manholes/GV's for snow plowing	DONE
28	Mill match point on Hawthorne Ave before paving wear in 2025, see photo	DONE
29	Complete utility walk through with city before paving wear.	DONE
30	Finish installing Sidewalk between Lots 4 and 5 BLK 2	DONE
31	Plant trees per sheet L101 and 102	
33	Protect water lines from UV rays	
34	Re-mandrel sanitary line between manhole 15 & 16, 30 days after fix	DONE
35	PSMH remove ball on manhole 2	DONE
36	Maintenance access to manholes 1, 2, 3, 4, and 5	DONE
37	Fix 6" walk cracked concrete	
38	All swales that have been disturbed need erosion control and stabilization	

Field Representative Signature:

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/03/2025

Board & Commission: City Council

Subject: Approval of Memorandums of Understanding for Minnesota Paid Family Medical Leave

---

Background:

The City of North Branch currently has four Collective Bargaining Agreements (CBAs) in place. With the implementation of the Minnesota Paid Family Medical Leave Act (PMFL), being January 1st, 2026, the collection of premiums, accrual of sick time during PMFL, and use of related benefits are not addressed in the existing CBAs.

Travis Miles, Human Resources Generalist, has worked with the Business Agents representing the three unions for city staff—the International Union of Operating Engineers (IUOE) Local 49, Minnesota Teamsters 320 (City Employees Unit and Essential Supervisors Unit), and Law Enforcement Labor Services (LELS) Local 277. To address PFML, four Memorandums of Understanding (MOUs) are being proposed. The expiration date of each MOU coordinates with the expiration of the related current CBA.

Recommended Action:
City staff recommends approving all four memorandums addressing PMFL for associated unions.

Actions Requested:

Approval of all four PFML Memorandums of Understanding for each barging unit: IUOE Local 49, Teamsters 320 City Employee Unit, Teamsters 320 Essential Supervisor Unit, and LELS Local 277.

Voting Requirements:

Voting Options	**Simple Majority**

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
MARK J. POTHEN, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer

RYAN P. DAVIES
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

Memorandum of Agreement

This Memorandum of Agreement is entered into between City of North Branch (hereafter "Employer") and the International Union of Operating Engineers Local No. 49 (hereafter "Union").

WHEREAS, the Employer and the Union are parties to a Collective Bargaining Agreement in effect January 1st, 2025 through December 31st, 2027 (the "Collective Bargaining Agreement"); and

WHEREAS, the parties have agreed to negotiate the Employer and Employee Minnesota Paid Family and Medical Leave ("PFML") premium contribution rate, which are effective January 1, 2026 or such other date as required by Minnesota law;

NOW THEREFORE, the Employer and the Union agree to the following:

1. Pursuant to Minn. Stat. § 268B.14, the Employer agrees to pay 50% of the PFML premiums for all regular employees represented by the Union for the duration of the Collective Bargaining Agreement. The employees agree to pay 50% of the state-run plan or 50% of a qualifying replacement plan maintained by the Employer, whichever is less.
2. Qualifying employees are not required to exhaust their accrued vacation and/or sick leave and/or compensatory time prior to applying for or receiving PFML benefits offered or granted by the plan administrator, whether the State of Minnesota or the private administrator, responsible for providing such PFML benefits.
3. Qualifying employees may use certain paid benefits such as accrued vacation, accrued sick time, and/or accrued compensatory time as "supplemental benefits" during PFML to allow employees the option to receive up to, but not to exceed, a full salary continuation during their leave.
4. While an employee is on PFML, they shall be entitled to accrue all vacation, sick, holiday, and/or any other benefit time as provided in the Collective Bargaining Agreement.
5. While an employee is on PFML, he/she is entitled to holiday pay for all observed holidays as if such employee was not on leave.

All other provisions of the Collective Bargaining Agreement between the Employer and the Union will remain unchanged.

This Memorandum of Agreement represents the complete and total agreement of both parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement this _____ day of_____, 2025.

City of North Branch

_____
Kevin Schieber, Mayor

_____
Date

I.U.O.E Local No. 49

_____
Travis Gossard, Area Business Representative

_____
Date

_____
Matthew Hill, City Administrator

_____
Date

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTH BRANCH AND LAW ENFORCEMENT LABOR SERVICES, INC, LOCAL #277

This Memorandum of Understanding ("MOU") between The City of North Branch ("Employer") and Law Enforcement Labor Services, Inc. Local 277, is made and entered into this _____ day of _____, 2025, in order to modify the January 1, 2025 through December 31, 2026 collective bargaining agreement ("CBA") of the parties concerning the Minnesota Paid Family and Medical Leave (PFML) program.

WHEREAS, effective January 1, 2026, the Employer may participate in the Minnesota Paid Family and Medical Leave program as provided by Minn. Stat. 268B.14;

WHEREAS, the parties desire to establish terms regarding the division of PFML premiums and the supplementation of PFML benefits with accrued paid leave;

NOW THEREFORE, the parties hereto, acting through their respective agents, do hereby agree as follows:

1. Premium Contribution: Effective January 1, 2026, the Employer and the employee will split the premiums for the PFML program on a 50/50 basis with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

2. Use of Accrued Leave to Supplement PFML Benefits: Employees may utilize accrued personal time off (PTO) to supplement PFML benefits, not to exceed 100% of the employee's regular wage.

3. Leave taken under the PFML statute shall run concurrently with leave taken for the same purpose under the Minnesota Pregnancy and Parenting Leave statute, other leave taken under this Agreement, and as otherwise allowed by law. Notwithstanding the foregoing: if the PFML statute is repealed, or if the Employer or the Union is not covered by the statute, this Section shall be of no effect; and if the effective date of the statute is after January 1, 2026, this Section shall be of no effect until that date.

4. The terms of this MOU shall not be construed to establish any precedent between the parties and may not be offered as evidence in any grievance or arbitration proceeding, except in a proceeding arising from claims brought under this MOU.

5. The parties agree that this MOU constitutes the entire agreement between the parties on the matters addressed herein and it fully supersedes any and all prior agreements or understandings between them relating to the subject matter contained herein.

6. The terms of this MOU shall not be construed to place any limits on management rights, so long as such rights are not in conflict with a stated term of this MOU.

7. This MOU shall expire upon the expiration of the January1, 2025 through December 31, 2026 CBA.

8. The parties agree that they have carefully read and fully understand the terms of and that they are voluntarily entering into this MOU.

Robin Roeser Date	Matthew Hill Date
LELS Business Agent	City Administrator
Jesse Zajac Date	Kevin Scheiber Date
Union Steward	Mayor

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between City of North Branch ("Employer") and Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320 (City Employees Unit) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, Minn. Stat. ch. 268B, the Minnesota Paid Leave ("MPL") Law, establishes a mandatory public insurance program providing eligible employees with paid leave for family and medical reasons beginning January 1, 2026;

WHEREAS, the MPL alternative plan is funded by premium contributions payable to Employer designated MPL insurance carrier and split between the Employer and employees under Minn. Stat. sec. 268B.14, subd. 3 whereby employers pay a portion of the MPL premium contribution and employees pay the remaining portion of the contribution through a payroll deduction; and

WHEREAS, the Employer and the Union desire to memorialize the Employer MPL premium contribution rate for calendar year 2026 through 2027.

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, Employer and Union understanding as follows:

Article 1. Employer Contribution to MPL Premiums in 2026 and 2027

For calendar year 2026 and 2027, the Employer will contribute 0.395% towards each employees' MPL premium and the employees will contribute the remaining portion of the premium.

Article 2. Entire Understanding

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, that some or all of the subject matter is negotiable, precedent, past practice, or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 5. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective and Expiration Date

This MOU is effective the latest date affixed to the signatures below. The MOU will expire on December 31, 2027 and no longer be in force or effect, effective January 1, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

For City of North Branch:	**For Teamsters, Local 320:**
_____	_____
Kevin Schieber, Mayor	Business Agent
_____	_____
Matthew Hill, City Administrator	Union Steward
Dated: _____	Dated: _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between City of North Branch ("Employer") and Minnesota Teamsters Public and Law Enforcement Employees Union, Local 320 (Essential Supervisor Unit) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in the appropriate unit ("Bargaining Unit Employees");

WHEREAS, Minn. Stat. ch. 268B, the Minnesota Paid Leave ("MPL") Law, establishes a mandatory public insurance program providing eligible employees with paid leave for family and medical reasons beginning January 1, 2026;

WHEREAS, the MPL alternative plan is funded by premium contributions payable to Employer designated MPL insurance carrier and split between the Employer and employees under Minn. Stat. sec. 268B.14, subd. 3 whereby employers pay a portion of the MPL premium contribution and employees pay the remaining portion of the contribution through a payroll deduction; and

WHEREAS, the Employer and the Union desire to memorialize the Employer MPL premium contribution rate for calendar year 2026 through 2027.

NOW, THEREFORE, in consideration of the mutual covenants and agreements to be performed, as hereinafter set forth, Employer and Union understanding as follows:

Article 1. Employer Contribution to MPL Premiums in 2026 and 2027

For calendar year 2026 and 2027, the Employer will contribute 0.395% towards each employees' MPL premium and the employees will contribute the remaining portion of the premium.

Article 2. Entire Understanding

This MOU constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOU, other than the representations, covenants, or inducements contained and memorialized in this MOU. This MOU supersedes all prior negotiations, oral and written understandings, policies and practices with respect thereto addressing the specific subject matter addressed in this MOU.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOU.

Article 4. Limitations

This MOU is intended for the sole and limited purpose specified herein. This MOU cannot be construed to be nor does it constitute or establish any admission of the Employer, that some or all of the subject matter is negotiable, precedent, past practice, or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 5. Amendment or Modification

This MOU or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOU; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOU is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective and Expiration Date

This MOU is effective the latest date affixed to the signatures below. The MOU will expire on December 31, 2027 and no longer be in force or effect, effective January 1, 2028.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on the latest date affixed to the signatures below.

For City of North Branch:	**For Teamsters, Local 320:**
_____	_____
Kevin Schieber, Mayor	Business Agent
_____	_____
Matthew Hill, City Administrator	Union Steward
Dated: _____	Dated: _____

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/03/2025

Board & Commission: City Council

Subject: Approval of Memorandums of Agreement for Insurance Premiums

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Background:

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance.

A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the three union Business Agents representing the city staff—the International Union of Operating Engineers (IUOE) Local 49, Minnesota Teamsters 320, and Law Enforcement Labor Services (LELS) Local 277.

To address the change in premium coverage and insurance contributions outlined in the current Collective Barging Agreements, four Memorandums of Agreements (MOAs) are being proposed. Each MOA corresponds to one bargaining unit: IUOE Local 49, Teamsters 320 City Employee Unit, Teamsters 320 Essential Supervisor Unit, and LELS Local 277. All MOAs are set to remain in effect until the expiration of the current contracts.

Recommended Action:

City staff recommends approving all four memorandums regarding updating insurance premiums and contributions within the current CBAs

Actions Requested:

Approval of all four Insurance Memorandums of Understanding (MOAs) for each barging unit: IUOE Local 49, Teamsters 320 City Employee Unit, Teamsters 320 Essential Supervisor Unit, and LELS Local 277.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/08/2025

Board & Commission: City Council

Subject: Approval of Resolution R-273-2025 change of Health Insurance Premiums for City Employee Bargaining Unit

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Background:

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance.

A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the office staff and liquor operations city staff—Minnesota Teamsters 320

To address the change in premium coverage and insurance contributions outlined in the current Collective Barging Agreements, a memorandum of agreement with Teamsters 320 City Employee Unit is being presented.

Recommended Action:

City staff recommends approving the memorandums and resolution R-273-2025 regarding updating insurance premiums and contributions within the current CBAs City Employee Barging Unit.

Actions Requested:

Approval of the memorandums and resolution R-273-2025 regarding insurance premiums and contributions within the current CBAs City Employee Barging Unit Teamsters #320

Voting Requirements:

Voting Options	**Simple Majority**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of North Branch ("Employer") and Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (City Employees Unit) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in an appropriate unit ("Bargaining Unit");

WHEREAS, the parties are parties to a labor agreement from January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance; and

WHEREAS, the parties desire to amend the Labor Agreement.

NOW, THEREFORE, Employer and Union agree as follows:

Article 1. Amendment to Article 16.1 of the Labor Agreement

Article 16.1 of the Labor Agreement is amended to read in its entirety as follows:

> The Employer will provide health and dental insurance to employees working 30 or more hours per week. No individuals can opt out of the Employer insurance plan.
>
> Employer Contributions in 2025, 2026, 2027

Year	Type	Maximum Employer Contribution Amount (Monthly)	Employer HSA/HRA Contribution Amount (Annual)
2025	Single	$780	$1,500
	Family	$1,685	$2,000
2026	Single	90% of premium	$0
	Family	90% of premium	$0
2027	Single	90% of premium	$0
	Family	90% of Premium	$0

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other

than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Article 4. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 5. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations.

Article 7. Effective Date

This MOA is effective on January 1, 2026.

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

FOR THE CITY:	FOR THE UNION:
By:_____ Kevin Schieber, Mayor	By:_____ Connie Westlund, Business Agent
By:_____ Matthew Hill, City Administrator	By:_____ Rochelle Kuhn, Steward

Date:

CITY OF NORTH BRANCH
RESOLUTION NO. R-273-2025

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND TEAMSTERS

WHEREAS, Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (City Employees Unit) is the exclusive representative for certain City of North Branch employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of North Branch must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of North Branch and Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (City Employees Unit) is approved.

2. The City of North Branch's management shall execute the MOA.

3. The City of North Branch shall implement the MOA.

PASSED by the City of North Branch's City Council on this ____ day of _____, _____.

ATTEST

_____ _____

City Clerk Mayor

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/08/2025

Board & Commission: City Council

Subject: Approval of Resolution R-274-2025 change in Health Insurance Premiums for Essential Supervisors

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Background:

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance.

A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the Essential Supervisors—Minnesota Teamsters 320

To address the change in premium coverage and insurance contributions outlined in the current Collective Barging Agreements, a memorandum of agreement with Teamsters 320 Essential Supervisors Unit is being presented.

Recommended Action:

City staff recommends approving the memorandums and resolution R-274-2025 regarding updating insurance premiums and contributions within the current CBAs Essential Supervisors Barging Unit.

Actions Requested:

Approval of the memorandum and resolution R-274-2025 regarding insurance premiums and contributions within the current CBAs City Employee Barging Unit Teamsters #320

Voting Requirements:

Voting Options **Simple Majority**

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of North Branch ("Employer") and Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (Essential Supervisors Unit) ("Union").

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in an appropriate unit ("Bargaining Unit");

WHEREAS, the parties are parties to a labor agreement from January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance; and

WHEREAS, the parties desire to amend the Labor Agreement.

NOW, THEREFORE, Employer and Union agree as follows:

Article 1. Amendment to Article 14.1 of the Labor Agreement

Article 14.1 of the Labor Agreement is amended to read in its entirety as follows:

> The Employer will provide health and dental insurance to employees working 30 or more hours per week. No individuals can opt out of the Employer insurance plan.
>
> Employer Contributions in 2025, 2026, 2027

Year	Type	Maximum Employer Contribution Amount (Monthly)	Employer HSA/HRA Contribution Amount (Annual)
2025	Single	$780	$1,500
	Family	$1,685	$2,000
2026	Single	90% of premium	$0
	Family	90% of premium	$0
2027	Single	90% of premium	$0
	Family	90% of Premium	$0

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other

than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that while the current Labor Agreement is in full force and effect the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Article 4. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice or otherwise place any prohibition or limitation on any management right of the Employer. The Employer expressly reserves the right to exercise all of its management rights without limitation.

Article 5. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 6. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations.

Article 7. Effective Date

This MOA is effective on January 1, 2026.

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

FOR THE CITY:	FOR THE UNION:
By:_____ Kevin Schieber, Mayor	By:_____ Connie Westlund, Business Agent
By:_____ Matthew Hill, City Administrator	By:_____ Theresa Schneidewind, Steward

Date:

CITY OF NORTH BRANCH
RESOLUTION NO. R-274-2025

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND TEAMSTERS

WHEREAS, Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (Essential Supervisors Unit) is the exclusive representative for certain City of North Branch employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of North Branch must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of North Branch and Minnesota Teamsters and Law Enforcement Employee's, Local No. 320 (City Employees Unit) is approved.

2. The City of North Branch's management shall execute the MOA.

3. The City of North Branch shall implement the MOA.

PASSED by the City of North Branch's City Council on this ____ day of _____, _____.

ATTEST

_____ _____

City Clerk Mayor

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/08/2025

Board & Commission: City Council

Subject: Approval of Resolution R-275-2025 change in Health Insurance Premiums for LELS

Background:

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance.

A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing Law Enforcement Labor Services.

To address the change in premium coverage and insurance contributions outlined in the current Collective Barging Agreements, a memorandum of agreement with Law Enforcement Labor Services is being presented.

Recommended Action:

City staff recommends approving the memorandums and resolution R-275-2025 regarding updating insurance premiums and contributions within the current CBAs Law Enforcement Labor Services.

Actions Requested:

Approval of the memorandum and resolution R-275-2025 regarding insurance premiums and contributions within the current CBAs Law Enforcement Labor Services

Voting Requirements:

Voting Options	**Simple Majority**

CITY OF NORTH BRANCH
RESOLUTION NO. R-275-2025

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND LAW ENFORCEMNT SERVICES

WHEREAS, Law Enforcement Labor Services Local Inc 277 is the exclusive representative for certain City of North Branch employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2025 through December 31, 2026 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of North Branch must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of North Branch and Law Enforcement Labor Services Inc is approved.

2. The City of North Branch's management shall execute the MOA.

3. The City of North Branch shall implement the MOA.

PASSED by the City of North Branch's City Council on this ____ day of _____, _____.

ATTEST

_____ _____

City Clerk Mayor

MEMORANDUM OF AGREEMENT BETWEEN
THE CITY OF NORTH BRANCH AND LAW ENFORCEMENT LABOR SERVICES, INC, LOCAL #277

This Memorandum of Agreement("MOA") between The City of North Branch ("Employer") and Law Enforcement Labor Services, Inc. Local 277, is made and entered into this _____ day of _____, 2025, in order to modify the January 1, 2025 through December 31, 2026 collective bargaining agreement ("CBA") between the parties concerning updates to Health Insurance for calendar year 2026.

WHEREAS, effective January 1, 2026, the Employer desires to change the insurance carrier for the City of North Branch;

WHEREAS, the parties desire to establish terms regarding Employer contributions to insurance;

NOW THEREFORE, the parties hereto, acting through their respective agents, do hereby agree as follows:

1. Premium Contribution: Effective January 1, 2026, Article 19.1 is modified to read:

   HEALTH, LIFE, DENTAL, DISABILITY INSURANCE. The Employer will provide health and dental insurance to employees working 30 or more hours per week. ~~The Employer will contribute up to the following amounts each month towards the premium costs of health and dental coverage. Any premium costs above the "up to" amount will be paid by the employee and not be subject to any maximums. The monthly employer contribution amount will be increased for years two and three of the contract as indicated below. In addition, the city will contribute an additional amount into an HRNHSA account or alternate IRS approved flexible spending plan for employees not eligible for HRNHSA plan participation due to age (to be contributed in one installment in early January) to assist with the payment of non- covered expenses and deductibles as indicated below. This amount will not increase over the life of the contract. The funds on account for the employee under the terms of any IRS approved reimbursement account belong to the employee and are not forfeited to the employer upon termination. Employees can decline health and/or dental coverage, but as to health insurance, the employee declining coverage will need to provide appropriate proof of coverage through another plan on an annual basis or more frequently as may be required to comply with the Affordable Care Act. Employees opting out of city health or dental Insurance coverage will not receive any contributions towards their costs or premiums associated with the outside plan.~~

   Employer Contributions in 2025 and 2026

Year	Type	Maximum Employer Contribution Amount (Monthly)	Employer H.S.A./HRA Contribution Amount (Annual)
2025	Single	$780	$1,500
	Family	$1,685	$2,000
2026	Single	90% of premium	$0
	Family	90% of premium	$0

19.1 Any reduction in aggregate insurance value will be negotiated with the Union. In the event that the health insurance provisions of this agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, the Union and Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes, or fines for the Employer.

2. The terms of this MOA shall not be construed to establish any precedent between the parties and may not be offered as evidence in any grievance or arbitration proceeding, except in a proceeding arising from claims brought under this MOA.

3. The parties agree that this MOA constitutes the entire agreement between the parties on the matters addressed herein and it fully supersedes any and all prior agreements or understandings between them relating to the subject matter contained herein.

4. The terms of this MOA shall not be construed to place any limits on management rights, so long as such rights are not in conflict with a stated term of this MOA.

5. This MOA shall expire upon the expiration of the January 1, 2025 through December 31, 2026 CBA.

6. The parties agree that they have carefully read and fully understand the terms of and that they are voluntarily entering into this MOA.

Robin Roeser Date	Matthew Hill Date
LELS Business Agent	City Administrator
Jesse Zajac Date	Kevin Scheiber Date
Union Steward	Mayor

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/08/2025

Board & Commission: City Council

Subject: Approval of Resolution R-276-2025 change in Health Insurance Premiums for International Union of Operating Engineers

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Background:

In October 2025, the City of North Branch was notified of rate increases for medical insurance. As with many organizations this year, North Branch saw a substantial increase in insurance premiums. The Humane Resource Generalist, Travis Miles, worked with Sharon Wright, Finance Director, the city insurance broker, and other agencies to find other options for medical and dental insurance.

A solution was found that was both cost-effective for the City of North Branch and the city staff. In order to stay within the preliminary budget, we worked with the union business agent representing the International Union of Operating Engineers as outlined in the current CBA.

To address the change in premium coverage and insurance contributions outlined in the current Collective Barging Agreements, a memorandum of agreement with the International Union of Operating Engineers is being presented.

Recommended Action:

City staff recommends approving the memorandums and resolution R-276-2025 regarding updating insurance premiums and contributions within the current CBAs International Union of Operating Engineers.

Actions Requested:

Approval of the memorandum and resolution R-276-2025 regarding insurance premiums and contributions within the current CBA for International Union of Operating Engineers.

Voting Requirements:

Voting Options **Simple Majority**

CITY OF NORTH BRANCH
RESOLUTION NO. R-276-2025

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND INTERNATIONAL UNION OF OPERATING ENGINEERS

WHEREAS, International Union of Operating Engineers Local 49 is the exclusive representative for certain City of North Branch employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to health insurance;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of North Branch must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of North Branch and International Union of Operating Engineers is approved.

2. The City of North Branch's management shall execute the MOA.

3. The City of North Branch shall implement the MOA.

PASSED by the City of North Branch's City Council on this ____ day of _____, _____.

ATTEST

_____ _____

City Clerk Mayor

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

EUGENE J. GROVER, President
MARK J. POTHEN, Vice President
STEVE R. PIPER, Recording-Corresponding Secretary
MARVIN J. HOSE, Treasurer

RYAN P. DAVIES
Business Manager/Financial Secretary

2829 Anthony Lane South, Minneapolis, MN 55418-3285
Phone (612) 788-9441 • Toll Free (866) 788-9441 • Fax (612) 788-1936

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of North Branch, Minnesota ("Employer") and International Union of Operating Engineers, Local No. 49 ("Union).

WHEREAS, the Union is the exclusive representative for certain employees employed by Employer in an appropriate unit ("Bargaining Unit Employees");

WHEREAS, Employer and Union are parties to a labor agreement for January 1, 2025 through December 31, 2027;

WHEREAS, Employer will suspend Article 20.1 of the labor agreement for the duration of the current Collective Bargaining Agreement; and

NOW, THEREFORE, all parties hereto agree as follows:

Article 1. Insurance

Section 1.01. From January 1st, 2026, through December 31st, 2027, the existing Article 20.1 of the Labor Agreement shall be deleted and have no force and effect.

Section 1.02 From January 1st, 2026, through December 31st, 2027, the following language shall replace Article 20.1 and remain in full force and effect for the duration set forth in this section:

The Employees are eligible for coverage from the Operating Engineers Local No. 49 Health and Welfare Fund ("Health and Welfare Fund"). The terms of the Trust agreement establishing the Health and Welfare Fund is hereby incorporated as a part hereof. The Employer agrees to make monthly contributions to the Health and Welfare Fund and will execute a separate participation agreement regarding those contributions. The cost of the insurance shall be paid 90% by the Employer, and 10% by the Employee.

A. Includes elimination of single person monthly bonus.
B. This insurance package will be offered by the Union. No individual can opt into any alternative insurance program offered by the City of North Branch.
C. The City will provide short-term disability coverage at its expense. Employees may purchase long-term disability insurance at their sole discretion.
D. In the event the health insurance provisions of the Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

Section 1.03 The parties agree this language shall replace the deleted Article 20.1 and be added upon negotiation and ratification of the next CBA.

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other that the

representations, covenants or inducements contained and memorialized in the MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Article 4. Limitations

This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice, waiver, or otherwise place any prohibition or limitation on any management right of the Employer or any actions it can take unilaterally without meeting, negotiating, or agreement with the Union, including establishing, modifying, or eliminating the underlying directive. The Employer expressly reserves the right to exercise all of its management rights or any other action it can take unilaterally without limitation. The MOA is not subject to the grievance procedure in the underlying labor agreement between the parties.

Article 5. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective Date

This MOA is effective on the latest date affixed to the signatures below.

Article 8. Expiration

This MOA expires and is no longer in force or effect, effective December 31st, 2027.

IN WITNESS HEREOF, the parties hereto have made this MOA on the latest date affixed to the signatures below.

CITY OF NORTH BRANCH	I.U.O.E. LOCAL NO. 49
_____	_____
Kevin Schieber, Mayor	Ryan Davies, Area Business Manager
_____	_____
Date	Date
_____	_____
Matthew Hill, City Administrator	Travis Gossard, Area Business Representative
_____	_____
Date	Date

City of North Branch
Staff Report

Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 12/03/2025

Board & Commission: City Council

Subject: Approval of Resolution R-277-2025 Agreement for accumulation of compensatory time

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Background:

City of North Branch Resolution No. R-158-2025 suspended Article 12.4 of International Union of Operating Engineers (IUOE) Local 49 January 1, 2025 to December 31, 2027 contract. The Memorandum of agreement replaced 12.4 with, "For a period of one year this article was changed to Employees may accumulate up to eighty (80) hours of compensatory time in a year. Employees may elect to receive compensatory time in lieu of overtime, generally subject to department-director approval. For an initial amount of forty (40) hours over the period of a year, an employee may elect to receive compensatory time in lieu of overtime at their discretion. All compensatory time in excess of an initial forty (40) hours in a year, up to a maximum accumulation of eighty (80) hours is generally subject to department-director approval to receive compensatory time in lieu of overtime. An employee may elect to be provided compensatory time in lieu of overtime until such employee has accumulated and/or used up forty (40) hours in a year. "

Both parties agreed to meet and discuss whether to extend the duration of the MOU prior to its expiration. Matthew Hill, City Administrator, Travis Miles, Human Resource Generalist, and Travis Gossard, Local 49 Area Business Representative, met on November 5th, 2025 to discuss this MOU and the possibility of extending it.

Local 49 presented a Memorandum of Agreement to replace the language of Article 12.4 of the IUOE January 1, 2025 to December 31st, 2027 contract with the language from January 1st, 2026 through December 31st 2027 to "Employees may accumulate up to eighty (80) hours of compensatory time in a year. Employees may elect to receive compensatory time in lieu of overtime at their discretion." This language replaces the need to have the department head approve taking compensatory time in lieu of overtime after 40 hours of compensatory time earned.

Recommend Action:
City Staff recommends approving Resolution R-277-2025 and MOA with IUOE Local 49 updating the contract to allow personnel to accumulate up to 80 hours of compensatory time in lieu of overtime without requiring department director approval.

Action Requested:
Approval of Resolution R-277-R025 MOA for language replacement in Local 49 CBA Article 12.4

Voting Requirements:

Voting Options **Simple Majority**

INTERNATIONAL UNION OF OPERATING ENGINEERS

LOCAL NO. 49, 49A, 49B, 49C, 49D, 49E, 49L
MINNESOTA • NORTH DAKOTA • SOUTH DAKOTA

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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of North Branch, Minnesota ("Employer") and International Union of Operating Engineers, Local No. 49 ("Union).

WHEREAS, the Union is the exclusive representative for certain employees employed by Employer in an appropriate unit ("Bargaining Unit Employees");

WHEREAS, Employer and Union are parties to a labor agreement for January 1, 2025 through December 31, 2027;

WHEREAS, Employer will suspend Article 12.4 of the labor agreement for the duration of the current Collective Bargaining Agreement; and

NOW, THEREFORE, all parties hereto agree as follows:

Article 1. Overtime and Compensatory Time

Section 1.01. From January 1st, 2026, through December 31st, 2027, the existing Article 12.4 of the Labor Agreement shall be deleted and have no force and effect.

Section 1.02 From January 1st, 2026, through December 31st, 2027, the following language shall replace Article 12.4 and remain in full force and effect for the duration set forth in this section:

Employees may accumulate up to eighty (80) hours of compensatory time in a year. Employees may elect to receive compensatory time in lieu of overtime at their discretion.

Section 1.03 The parties agree this language shall replace the deleted Article 12.4 and be added upon negotiation and ratification of the next CBA.

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other that the representations, covenants or inducements contained and memorialized in the MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Waiver of Bargaining

Employer and Union each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to the express subjects or matters included in this MOA.

Article 4. Limitations

This MOA cannot be construed to be nor does it constitute or establish any admission of the Employer, precedent, past practice, waiver, or otherwise place any prohibition or limitation on any management right of the Employer or any actions it can take unilaterally without meeting, negotiating, or agreement with the Union, including establishing, modifying, or eliminating the underlying directive. The Employer

expressly reserves the right to exercise all of its management rights or any other action it can take unilaterally without limitation. The MOA is not subject to the grievance procedure in the underlying labor agreement between the parties.

Article 5. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all the parties hereto or their successors in interest.

Article 6. Voluntary Understanding of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 7. Effective Date

This MOA is effective on the latest date affixed to the signatures below.

Article 8. Expiration

This MOA expires and is no longer in force or effect, effective December 31st, 2027.

IN WITNESS HEREOF, the parties hereto have made this MOA on the latest date affixed to the signatures below.

CITY OF NORTH BRANCH	I.U.O.E. LOCAL NO. 49
_____	_____
Kevin Schieber, Mayor	Ryan Davies, Area Business Manager
_____	_____
Date	Date
_____	_____
Matthew Hill, City Administrator	Travis Gossard, Area Business Representative
_____	_____
Date	Date

CITY OF NORTH BRANCH
RESOLUTION NO. R-277-2025

APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND INTERNATIONAL UNION OF OPERATING ENGINEERS

WHEREAS, International Union of Operating Engineers Local 49 is the exclusive representative for certain City of North Branch employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2025 through December 31, 2027 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes accumulation for compensatory time;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, The City of North Branch must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

NOW, THERFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL AS FOLLOWS:

1. The MOA between the City of North Branch and International Union of Operating Engineers is approved.

2. The City of North Branch's management shall execute the MOA.

3. The City of North Branch shall implement the MOA.

PASSED by the City of North Branch's City Council on this ____ day of _____, _____.

ATTEST

_____ _____

City Clerk Mayor

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/03/2025

Board & Commission: City Council

Subject: Approval of Resolution R-265-2025 Amending a Trail Easement on Lots 3 and 4, Block 1, Falcon Apartments

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Background
The City holds a recorded Trail Easement over a portion of Lots 3 and 4, Block 1, Falcon Apartments. The Easement was granted with the Final Plat of the Falcon Apartments subdivision and provides for public access along a designated trail corridor along Falcon Avenue between 383rd and 385th Streets.

The property owner, Falcon Apartments, LLLP, has completed a recent review of the title work and as-built survey for the property, and it has been discovered that the existing trail easement (copy attached) indicates a 10-foot wide easement in Exhibit A, but a 13-foot wide easement in Exhibit B. To correct this discrepancy, an amendment to trail agreement correcting the legal description to be a 13-foot wide easement matching the exhibit has been drafted.

The Property Owner has requested approval of the amended trail easement and modification to the Easement.

Requested Action
Approval of Resolution No. R-265-2025 approving the Amendment to Trail Easement with Falcon Apartments, LLLP

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-265-2025

A RESOLUTION AMENDING THE TRAIL EASEMENT ON LOT 3 AND 4, BLOCK 1, FALCON APARTMENTS

WHEREAS, Falcon Apartments, LLLP, is the owner of that certain parcel of property located at 5370 383rd St and 5371 385th St, North Branch, MN and is legally described as Lot 3 and 4, Block 1, Falcon Apartments, Chisago County, Minnesota;
WHEREAS, an existing trail easement located on the property, and
WHEREAS, Grantor executed that certain Trail Easement dated March 24, 2021, recorded April 6, 2021, as Document No. 643628 in the Chisago County Recorder's Office, in favor of the City (the "Easement").
WHEREAS, Exhibit A to the Easement contains a legal description that incorrectly identifies the easement as 10 feet in width, while Exhibit B correctly depicts the easement as 13 feet in width.
WHEREAS, The parties desire to correct the legal description in Exhibit A so that it accurately reflects
the intended and constructed 13-foot-wide Easement Area.

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA DOES HEREBY ACCEPT THE AMENDED TRAIL EASEMENT ON LOT 3 AND 4, BLOCK 1, FALCON APARTMENTS AS DESCRIBED IN EXHIBIT A

AMENDMENT TO
TRAIL EASEMENT

Falcon Apartments of North Branch, LLLP, a Minnesota limited liability limited partnership ("**Grantor**") and City of North Branch, a Minnesota municipal corporation ("**City**"), make this Amendment to Trail Easement (this "**Amendment**") effective as of _____, 2025 (the "**Amendment Effective Date**").

RECITALS

A. Grantor executed that certain Trail Easement dated March 24, 2021, recorded April 6, 2021, as Document No. 643628 in the Chisago County Recorder's Office, in favor of the City (the "**Easement**").

B. Exhibit A to the Easement contains a legal description that incorrectly identifies the easement as 10 feet in width, while Exhibit B correctly depicts the easement as 13 feet in width.

C. The parties desire to correct the legal description in Exhibit A so that it accurately reflects the intended and constructed 13-foot-wide Easement Area.

In consideration of the mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. **Replacement of Exhibit A**. Exhibit A to the Easement is deleted in its entirety and replaced with Exhibit A (Corrected Legal Description of Easement Area) attached this Amendment.

2. **Unmodified Provisions, Ratification and Miscellaneous**. Except as specifically amended in this Amendment, all terms and provisions of the Easement remain in full force and effect, and the Easement as amended hereby shall continue to run with the land. This Amendment shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. This Amendment may be executed in a number of counterparts, all of which taken together shall constitute one and the same instrument.

[Signature Pages Follow]

The parties have executed this Amendment as of the Amendment Effective Date.

FALCON APARTMENTS OF NORTH BRANCH, LLLP

By: Falcon Apartments of North Branch, LLC, its General Partner

By: _____
Steven D. Kuepers, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing was acknowledged before me this ___ day of _____, 2025 by Steven D. Kuepers, Chief Manager of Falcon Apartments of North Branch, LLC, General Partner of Falcon Apartments of North Branch, LLLP, a Minnesota limited liability limited partnership.

_____
Notary Public

CITY OF NORTH BRANCH

By: _____
Its Mayor

By: _____
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

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

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (HAM)
1015 W. St. Germain Street, Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
File No. 29946-0003

EXHIBIT A
CORRECTED LEGAL DESCRIPTION OF EASEMENT AREA

A non-exclusive easement for public trail purposes over and across the southwest 13.00 feet of Lot 3 and the west 13.00 feet of Lots 3 and 4, all in Block One, FALCON APARTMENTS, according to the recorded plat thereof, Chisago County, Minnesota.

643628

Office of County Recorder
Chisago County, Minnesota

PAGES: 5

Certified, filed, and/or Recorded on: April 06, 2021 11:37:00 AM

Janet R. Converse,
County Recorder

REC'G COMPLIANCE FUND: $11.00
STATE GENERAL FUND: $10.50
TECHNOLOGY FUND: $10.00
GENERAL ABSTRACT: $14.50

Received from: CROW WING

Returned To: CROW WING
423 LAUREL STREET
PO BOX 378
BRAINERD, MN 56401

TRAIL EASEMENT

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Falcon Apartments of North Branch, LLLP, a Minnesota limited liability limited partnership (hereinafter "Grantor") hereby conveys to the City of North Branch, a Minnesota municipal corporation (hereinafter "City") a permanent easement (the "Easement") for public trail purposes over and across the following described property located in Chisago County, Minnesota, to wit:

See Exhibit A (the "Easement Area") and as depicted on Exhibit B, (the "Easement Depiction")

The undersigned further agrees to each of the following:

1. Burdened Parcel. The Grantor represents that it is the fee title owner of Lots 3 and 4, Block 1, Falcon Apartments, Chisago County, Minnesota (the "Burdened Parcels").

2. Authority. Grantor has full authority to convey the below described Easement Rights to the City.

3. Easement Rights. Grantor grants to the City the right to use the Easement Area for the benefit of the public and consistent with the City's public trail system including but not limited to the right to maintain, improve and restrict the use thereof in such manner deemed appropriate by the City (collectively, the "Easement Rights");

4. Grantor Obligations and Restrictions.

   a. Grantor shall maintain the areas of the Burdened Parcels adjacent to the Easement Area in a neat and orderly manner and in compliance with all applicable City ordinances and State Statutes;

   b. Grantor shall not place or construct any improvements or other items, whether permanent or temporary, within the Easement Area and Grantor shall not plant or construct anything on the Burdened Parcels adjacent to the Easement Area which interferes in any way with the Easement Rights granted hereunder; and

c. Grantor shall not grant any easement, license or other arrangement on, over or under the Easement Area without the City's prior written consent which consent may be withheld in the City's sole discretion.

5. Binding Effect. This Easement and the obligations of Grantor hereunder shall run with the Burdened Parcels and shall bind the Grantor and its successors and assigns with respect to each of the Burdened Parcels.

[Remainder of page intentionally left blank. Signature page follows.]

Dated: March 24, 2021

FALCON APARTMENTS OF NORTH BRANCH, LLLP

By: Falcon Apartments of North Branch, LLC, Its General Partner

By: _____
Steven D. Kuepers, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF Crow Wing)

The foregoing was acknowledged before me this 24 day of March, 2021 by Steven D. Kuepers, Chief Manager of Falcon Apartments of North Branch, LLC, General Partner of Falcon Apartments of North Branch, LLLP, a Minnesota limited liability limited partnership.

LORI JOHNSON
Notary Public-Minnesota
My Commission Expires Jan 31, 2025

_____
Notary Public

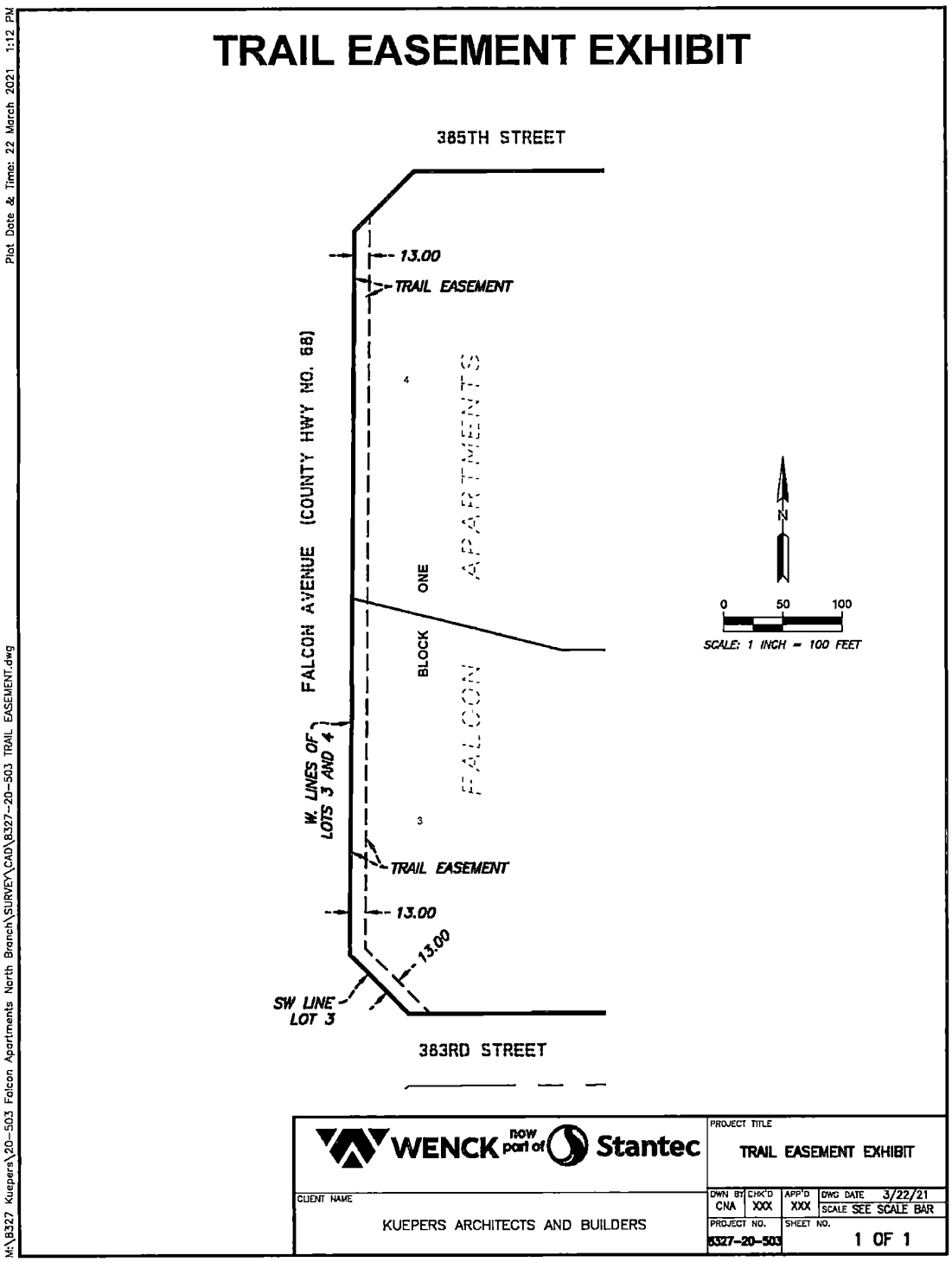
This instrument was drafted by:

City of North Branch
6408 Elm Street, PO Box 910
North Branch, MN 55056-0910
Telephone: 651-674-8113
Fax: 651-674-8262

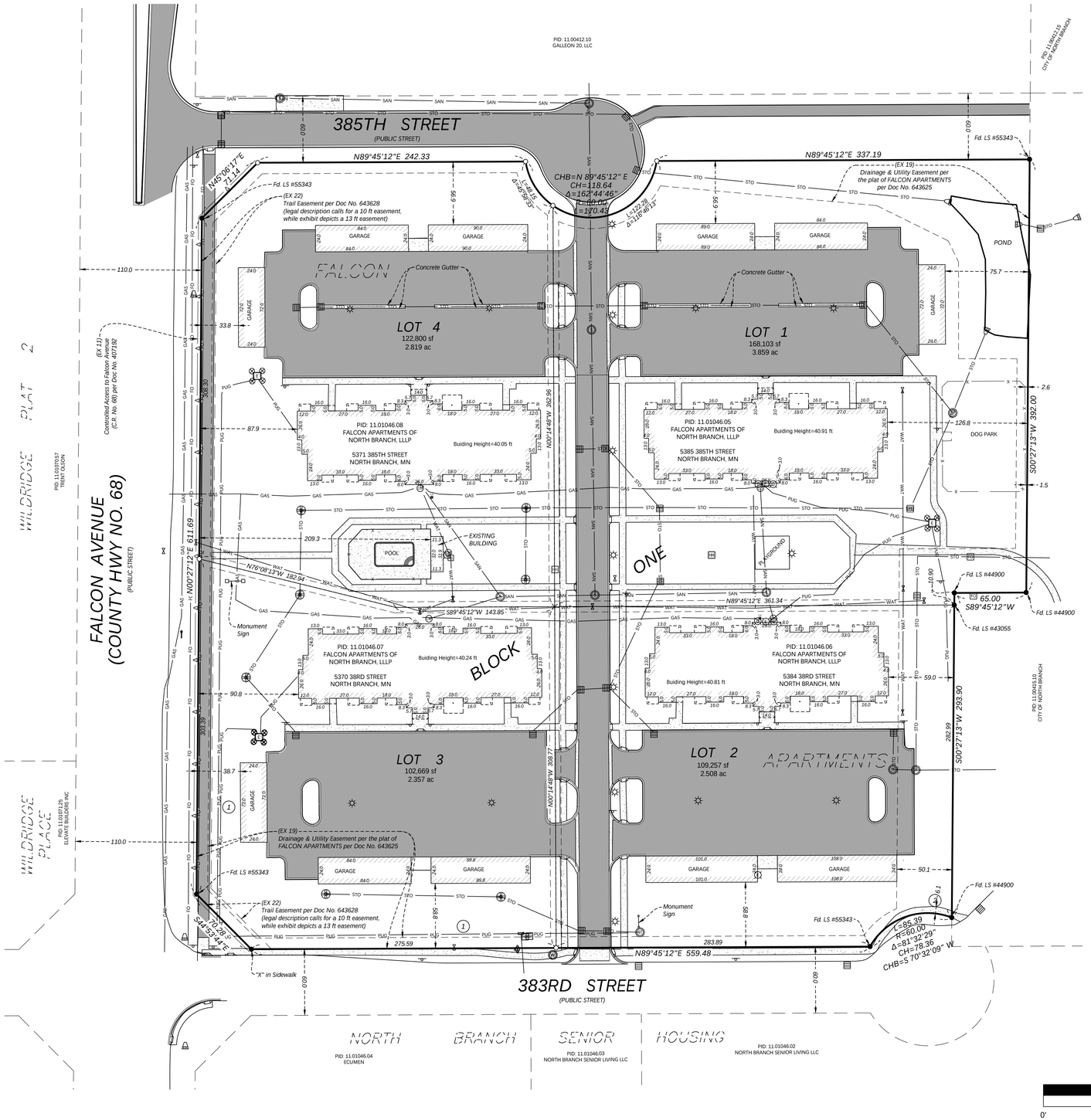
EXHIBIT A
LEGAL DESCRIPTION OF EASEMENT AREA

A non-exclusive easement for public trail purposes over and across the southwest 10.00 feet of Lot 3 and the west 10.00 feet of Lots 3 and 4, all in Block One, FALCON APARTMENTS, according to the recorded plat thereof, Chisago County, Minnesota.

EXHIBIT B
EASEMENT DEPICTION



© 2025 Westwood Professional Services, Inc.



GENERAL NOTES

1. *Bearings of property lines shown hereon are based on the Chisago County coordinate system, (NAD 83 - 2011 Control Adjustment).*
2. *Lengths of lines and distances between features are measured in US-Survey Feet.*

STATEMENT OF POSSIBLE ENCROACHMENTS

The following items are items observed by the surveyor which may constitute an encroachment onto/from the subject property and are provided to drawn the users attention, the items below may not in fact constitute an encroachment and there may be additional encroachments not included in this list.

1. *Private and/or public utility lines serving adjacent properties cross the subject property outside of an easement.*
2. *Concrete sidewalk extends onto subject property outside of public right of ways.*

SURVEYOR'S CERTIFICATION

To: Falcon Apartments of North Branch, LLLP, a Minnesota limited liability partnership, Sterling Falcon, LLC, Sterling Properties, LLLP and The Title Company, Issuing Agent for Stewart Title Guaranty Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b), 7(c), 8, 9, 10, 11(a), 11(b), 13, 16, 17 and 18 of Table A thereof.

The fieldwork was completed on November 7, 2025.

Date of Map: November 14, 2025

Mathew J. Welinski
Minnesota License No. 53596
matt.welinski@westwoodps.com

LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- HYDRANT
- GATE VALVE
- ELECTRIC BOX
- ELECTRIC METER
- STREET LIGHT
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- NATURAL GAS METER
- NATURAL GAS RISER/SERVICE
- FOUND MONUMENT (SEE LABEL)
- SET MONUMENT (REBAR LS #53596)
- STEEL/WOOD POST
- SIGN
- HANDICAPPED STALL
- BOUNDARY LINE
- RIGHT-OF-WAY LINE
- LOT LINE
- EASEMENT LINE
- GAS LINE
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CONTROLLED ACCESS
- CURB & GUTTER
- CONCRETE SURFACE
- BITUMINOUS SURFACE

PROPERTY DESCRIPTION

The following information was provided by The Title Company, Issuing Agent for Stewart Title Guaranty Company, File Number 283250, which has an effective date of October 17, 2025:

Lots One, Two, Three and Four, Block One, FALCON APARTMENTS, Chisago County, Minnesota

Abstract Property

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B , Section 2 of the above mentioned title commitment. Items 1 through 9 are not survey related and are not addressed hereon.

10. *Drainage and utility easements over the subject property as shown on the recorded plat of Little Sweden, Inc. Plat C recorded July 9, 2003 as Document No. 407192.*
-SAID EASEMENT DOES NOT AFFECT THE SUBJECT PROPERTY; SAID EASEMENTS WERE VACATED PER DOCUMENT NUMBER 643624.
11. *Controlled access to Falcon Avenue (County Road No. 68) as shown on the recorded plat of Little Sweden, Inc. Plat C recorded July 9, 2003 as Document No. 407192.*
-SAID CONTROLLED ACCESS IS SHOWN HEREON.
12. *City of North Branch Planning Commission, Resolution No. 27-3-14-05, recorded July 1, 2005 as Document No. A-451999.*
-SAID RESOLUTION IS FOR A CUL-DE-SAC TO BE LONGER THAN 500 FEET (383RD STREET).
13. *Underground electric line lies outside platted utility easement, per ALTA/NSPS Land Title Survey dated November 13, 2020, project No. 8327-20-503.*
-SAID UNDERGROUND ELECTRIC LINES ARE NOTED AS A POSSIBLE ENCROACHMENT AND ARE SHOWN HEREON.
14. *Rights of the public and the State of Minnesota to use that portion of the proposed insured property lying below the ordinary high water mark of delineated wetland set out on the ALTA/NSPS Land Title Survey dated November 13, 2020, prepared by Wenck Associates, Chris Armbourn, License No. 43055. - WETLAND SHOWN ON SAID SURVEY DOES NOT LIE ON SUBJECT PROPERTY AND IS NOT SHOWN HEREON*
15. *Resolution No. 111-09-09-02 recorded July 1, 2003 as Document No. A-406627.*
-SAID RESOLUTION IS TO REZONE FROM I2 (GENERAL BUSINESS) TO B3 (REGIONAL BUSINESS).
16. *Resolution No. 137-10-28-02 recorded July 1, 2003 as Document No. A-406632.*
-SAID RESOLUTION IS NOT FOR SUBJECT PROPERTY.
17. *Resolution No. 40-04-28-03 recorded July 1, 2003 as Document No. A-406644.*
-SAID RESOLUTION IS FOR A PORTION OF THE SUBJECT PROPERTY TO BE REZONED FROM I2 (GENERAL BUSINESS) TO B3 (REGIONAL BUSINESS).
18. *City of North Branch, County of Chisago, State of Minnesota, Notice of Completion: Public Easement Vacation Proceedings, dated January 26, 2021, filed April 6, 2021 as Document No. 643624;*
State of Minnesota, County of Chisago, City of North Branch, City Council Resolution No. 006-21-CC, passed and adopted January 26, 2021, filed April 6, 2021 as Document No. 643624.
-SAID EASEMENT VACATION IS FOR THE UNDERLYING DRAINAGE & UTILITY EASEMENTS THAT WERE DEDICATED ON THE PLAT LITTLE SWEDEN, INC. PLAT C
19. *Easements and other matters as shown on the recorded Plat of Falcon Apartments recorded April 6, 2021 as Document No. 643625.*
-SAID EASEMENT IS SHOWN HEREON
20. *Development and Subdivision Agreement between the City of North Branch and Falcon Apartments of North Branch, LLLP recorded April 6, 2021 as Document No. 643626.*
-THE ENTIRE SUBJECT PROPERTY AS SHOWN HEREON IS DESCRIBED IN SAID DOCUMENT.
21. *City of North Branch, Minnesota Certified Copy of Resolution No. 005-21-CC recorded April 6, 2021 as Document No. 643627.*
-THE ENTIRE SUBJECT PROPERTY AS SHOWN HEREON IS DESCRIBED IN SAID DOCUMENT.
22. *Trail Easement granted to the City of North Branch recorded April 6, 2021 as Document No. 643628.*
-SAID EASEMENT IS SHOWN HEREON; THERE IS CONFLICTING INFORMATION WITHIN THE DOCUMENT. THE LEGAL DESCRIPTIONS STATES A 10.00 FOOT TRAIL EASEMENT BUT THE EXHIBIT DEPICTS A 13.00 FEET EASEMENT.
23. *Declaration of Reciprocal Easements and Operation Agreement filed by Falcon Apartments of North Branch, LLLP recorded April 6, 20214 as Document No. 643629.*
-SAID DECLARATION IS BLANKET IN NATURE AND AFFECTS THE ENTIRE SUBJECT PROPERTY.

TABLE A OPTIONAL ITEM NOTES

1. *Property corner markers have been found or set as shown hereon*
2. *See individual lots for addresses.*
3. *The subject property appears to lie within Zone X according to FEMA Flood Insurance Rate Map Community - Panel Number 27025C0145D & 27026C0163D which has an effective date of April 17, 2012.*
4. *The subject property contains 502,829 sq. ft. or 11.543 acres, more or less (see individual lots for areas).*

6(a). *There were no Zoning Reports or Letters provided by the title company, client or owner.*

6(b). *There were no Zoning Reports or Letters provided by the title company, client or owner.*

7(a). *Exterior dimensions of buildings are shown hereon and were measured at the exterior facade of the building. There may be eaves, overhangs and canopies which extend beyond the lines shown. Also, there may be underground footings and building space that are not shown on this survey.*

7(b1). *Footprint area of buildings are shown hereon and are subject to the notes stated in Item 7(a).*

7(c). *Building heights are shown hereon at the location indicated, building heights are variable around the perimeter of the footprint.*

8. *The surveyor has made a good faith effort to show all substantial, above ground, visible, and permanent features observed during the course of the survey.*
9. *The subject property contains 247 regular parking stalls, 8 handicapped stalls and 77 garage stalls.*
10. *There are no party walls with respect to adjoining properties.*

11(a). *The utility lines shown within the subject property are based on plans and/or reports provided by the client, Westwood is not liable for inaccuracies in said plans/reports.*

11(b). *Coordination of underground utility markings was limited to a "One Call" utility marking request made by the surveyor (Ticket No. 253081673). Any lines shown hereon have been located from a field survey of the markings, or approximately from maps provided as a result of that request. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned, nor do they guarantee the accuracy or completeness of the markings and maps provided. A 3rd party utility locate was not completed as part of this survey.*

13. *Names of adjoining owners are shown according to the Chisago County GIS Map.*
16. *On the date the field work was completed for this survey, there was no observable evidence of current earth moving work, exterior building construction or building additions.*
17. *The surveyor is not aware of any proposed changes in street right of way lines and there was no observable evidence of recent street or sidewalk construction or repairs at the time of survey.*
18. *Any plottable offsite easements provided in the Title Insurance Commitment are shown hereon.*

N:\0072\135.00\06 CAD\DWG\SURVEY\00723135V-SURV.DWG

DESIGNED:
CHECKED: NAS
DRAWN: SRM
HORIZONTAL SCALE: 1" = 50'
VERTICAL SCALE:

INITIAL ISSUE: 11/14/2025
REVISIONS:

PREPARED FOR:
KUEPERS INC.

FALCON APARTMENTS
NORTH BRANCH, MN

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.
TBPELS ENGINEERING FIRM REGISTRATION NO. 11756
TBPELS SURVEYING FIRM REGISTRATION NO. 10074301

ALTA/NSPS
LAND TITLE SURVEY

PROJECT NUMBER: 0072682.00

SHEET NUMBER: 1 OF 1

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/03/2025

Board & Commission: City Council

Subject: Approval of Resolution R-266-2025 accepting the dedication of a sidewalk easement on Lot 2, Block 1, Falcon Apartments

---

Background
There is an existing public sidewalk located over a portion of Lot 2, Block 1, Falcon Apartments. The sidewalk was installed with the Final Plat of the Falcon Apartments subdivision and provides for public access on sidewalk along the north side of 383rd Street.
The property owner, Falcon Apartments, LLLP, has completed a recent review of the title work and as-built survey for the property, and it has been discovered that a portion of the public sidewalk by the cul-de-sac in the southeast corner of the property encroaches onto Lot 2 without an easement (see attached survey). In order to address this issue, attached is a draft sidewalk easement which provides a 7-foot wide sidewalk easement around the cul-de-sac area (see attached sidewalk easement).
The property owner has requested approval of dedicating the sidewalk easement to the city.

Requested Action
Approval of Resolution No. R-266-2025 approving the acceptance of dedication of a sidewalk Easement from Falcon Apartments, LLLP on Lot 2, Block, 1, Falcon Apartments

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-266-2025

APPROVAL OF A RESOLUTION ACCEPTING THE DEDICATION OF A SIDEWALK EASEMETN FROM FALCON APARTMENTS, LLLP, ON LOT 2, BLOCK 1, FALCON APARTMENTS

WHEREAS, Falcon Apartments, LLLP, is the owner of that certain parcel of property located at 5384 383rd St, North Branch, MN and is legally described as Lot 2, Block 1, Falcon Apartments, Chisago County, Minnesota; and,
WHEREAS, the as-built survey indicates that a portion of the public sidewalk by the cul-de-sac in the southeast corner of the property encroaches onto Lot 2 without an easement; and
WHEREAS, In order to address this issue, attached is a draft sidewalk easement which provides a 7-foot wide sidewalk easement around the cul-de-sac area; and
WHEREAS, the property owner, Falcon Apartments, LLLP, has requested the dedication of a sidewalk easement to the city.

NOW THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF NORTH BRANCH, MINNESOTA DOES HEREBY ACCEPTS THE DEDICATION OF THE SIDEWALK EASEMENT FROM FALCON APARTMENTS, LLLP, AS DESCRIBED IN EXHIBIT A AND DEPICTED IN EXHIBIT B

SIDEWALK EASEMENT

For valuable consideration, the receipt and sufficiency of which is hereby acknowledged, **Falcon Apartments of North Branch, LLLP**, a Minnesota limited liability limited partnership (hereinafter "**Grantor**"), hereby conveys to the **City of North Branch**, a Minnesota municipal corporation (hereinafter "**City**"), a non-exclusive, permanent easement (the "**Easement**") for public sidewalk and pedestrian access purposes over and across the following described property located in Chisago County, Minnesota, to wit:

> See **Exhibit A** (the "**Easement Area**") and as depicted on **Exhibit B** (the "**Easement Depiction**").

The undersigned further agrees to each of the following:

1. **Burdened Parcel**. The Grantor represents that it is the fee title owner of Lot 2, Block 1, Falcon Apartments, Chisago County, Minnesota (the "**Burdened Parcel**").

2. **Authority**. Grantor has full authority to convey the Easement Rights described herein to the City.

3. **Easement Rights**. Grantor grants to the City the right to use the Easement Area for public sidewalk and pedestrian travel purposes, including, without limitation, the right to inspect, maintain, repair, replace, reconstruct, and improve the sidewalk and associated public improvements, and to regulate the public's use thereof in accordance with applicable law (collectively, the "**Easement Rights**"). Grantor may continue to use the Easement Area to the extent such use does not unreasonably interfere with the Easement Rights.

4. **Grantor Obligations and Restrictions**.

   a. Grantor shall maintain the Easement Area in a neat and orderly manner and in compliance with all applicable City ordinances and state statutes. For clarity, City shall be responsible for maintenance, repair, and replacement of the sidewalk located within the Easement Area, unless otherwise required by City ordinance.

   b. Grantor shall not place or construct any improvements or other items, whether permanent or temporary, within the Easement Area that unreasonably interfere with

the Easement Rights. Grantor shall not plant or construct anything on the Easement Area that unreasonably interferes with the Easement Rights.

c. Grantor shall not grant any easement, license, or other arrangement on, over, or under the Easement Area without the City's prior written consent, which consent shall not be unreasonably withheld.

5. **Binding Effect**. This Easement and the obligations of Grantor hereunder shall run with the Burdened Parcel and shall bind Grantor and its successors and assigns.

[Remainder of page intentionally left blank. Signature page follows.]

Dated: _____, 2025

FALCON APARTMENTS OF NORTH BRANCH, LLLP

By: Falcon Apartments of North Branch, LLC, Its General Partner

By: _____
Steven D. Kuepers, Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing was acknowledged before me this _____ day of _____, 2025, by Steven D. Kuepers, Chief Manager of Falcon Apartments of North Branch, LLC, a Minnesota limited liability company, General Partner of Falcon Apartments of North Branch, LLLP, a Minnesota limited liability limited partnership.

_____
Notary Public

THIS INSTRUMENT DRAFTED BY:
Rinke Noonan (HAM)
1015 W. St. Germain Street, Suite 300
P.O. Box 1497
St. Cloud, MN 56302-1497
(320) 251-6700
File No. 29946-0003

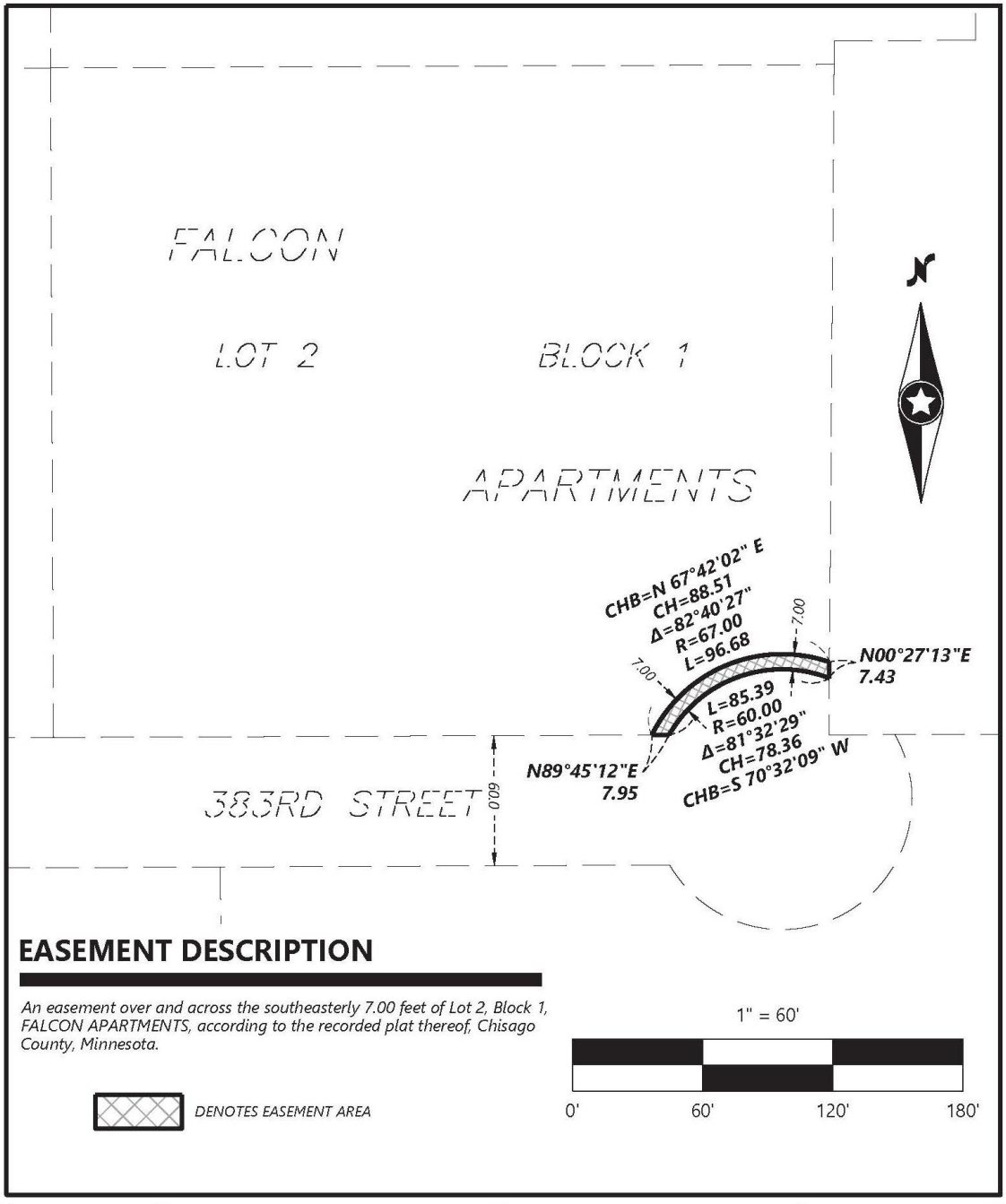
EXHIBIT A

LEGAL DESCRIPTION OF EASEMENT AREA

The southeasterly 7.00 feet of Lot 2, Block 1, FALCON APARTMENTS, according to the recorded plat thereof, Chisago County, Minnesota.

EXHIBIT B

EASEMENT DEPICTION



CHECKED: NAS
DRAWN: MSC
FIELD CREW:
FIELD WORK DATE:

Westwood
Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
Fax (952) 937-5822 Minnetonka, MN 55343
Toll Free (888) 937-5150 westwoodps.com
Westwood Professional Services, Inc.

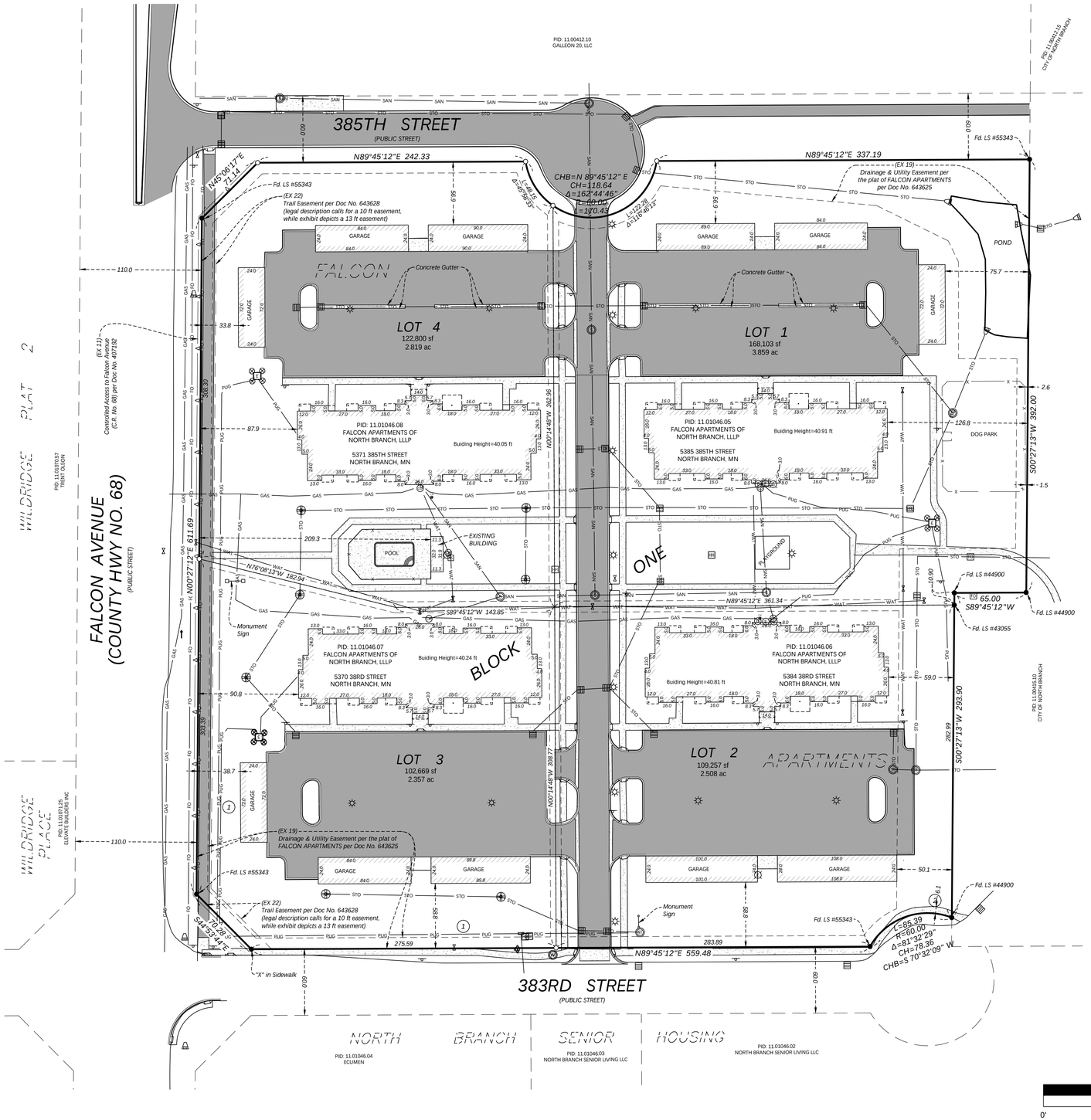
EASEMENT EXHIBIT

PROJECT NUMBER: 0073135.00

SHEET NUMBER: 1 OF 1

DATE: 11/21/2025

© 2025 Westwood Professional Services, Inc.



GENERAL NOTES

1. *Bearings of property lines shown hereon are based on the Chisago County coordinate system, (NAD 83 - 2011 Control Adjustment).*

2. *Lengths of lines and distances between features are measured in US-Survey Feet.*

STATEMENT OF POSSIBLE ENCROACHMENTS

The following items are items observed by the surveyor which may constitute an encroachment onto/from the subject property and are provided to drawn the users attention, the items below may not in fact constitute an encroachment and there may be additional encroachments not included in this list.

(1) *Private and/or public utility lines serving adjacent properties cross the subject property outside of an easement.*

(2) *Concrete sidewalk extends onto subject property outside of public right of ways.*

SURVEYOR'S CERTIFICATION

To: Falcon Apartments of North Branch, LLLP, a Minnesota limited liability partnership, Sterling Falcon, LLC, Sterling Properties, LLLP and The Title Company, Issuing Agent for Stewart Title Guaranty Company:

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b), 7(c), 8, 9, 10, 11(a), 11(b), 13, 16, 17 and 18 of Table A thereof.

The fieldwork was completed on November 7, 2025.

Date of Map: November 14, 2025

Mathew J. Welinski
Minnesota License No. 53596
matt.welinski@westwoodps.com

LEGEND

- SANITARY MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- BEEHIVE CATCH BASIN
- CATCH BASIN
- FLARED END SECTION
- HYDRANT
- GATE VALVE
- ELECTRIC BOX
- ELECTRIC METER
- STREET LIGHT
- HAND HOLE/JUNCTION BOX
- FIBER OPTIC PEDESTAL
- NATURAL GAS METER
- NATURAL GAS RISER/SERVICE
- FOUND MONUMENT (SEE LABEL)
- SET MONUMENT (REBAR LS #53596)
- STEEL/WOOD POST
- SIGN
- HANDICAPPED STALL
- BOUNDARY LINE
- RIGHT-OF-WAY LINE
- LOT LINE
- EASEMENT LINE
- GAS LINE
- POWER UNDERGROUND
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- FIBER OPTIC
- FENCE LINE
- CONTROLLED ACCESS
- CURB & GUTTER
- CONCRETE SURFACE
- BITUMINOUS SURFACE

PROPERTY DESCRIPTION

The following information was provided by The Title Company, Issuing Agent for Stewart Title Guaranty Company, File Number 283250, which has an effective date of October 17, 2025:

Lots One, Two, Three and Four, Block One, FALCON APARTMENTS, Chisago County, Minnesota

Abstract Property

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B , Section 2 of the above mentioned title commitment. Items 1 through 9 are not survey related and are not addressed hereon.

10. *Drainage and utility easements over the subject property as shown on the recorded plat of Little Sweden, Inc. Plat C recorded July 9, 2003 as Document No. 407192.*
-SAID EASEMENT DOES NOT AFFECT THE SUBJECT PROPERTY; SAID EASEMENTS WERE VACATED PER DOCUMENT NUMBER 643624.

11. *Controlled access to Falcon Avenue (County Road No. 68) as shown on the recorded plat of Little Sweden, Inc. Plat C recorded July 9, 2003 as Document No. 407192.*
-SAID CONTROLLED ACCESS IS SHOWN HEREON.

12. *City of North Branch Planning Commission, Resolution No. 27-3-14-05, recorded July 1, 2005 as Document No. A-451999.*
-SAID RESOLUTION IS FOR A CUL-DE-SAC TO BE LONGER THAN 500 FEET (383RD STREET).

13. *Underground electric line lies outside platted utility easement, per ALTA/NSPS Land Title Survey dated November 13, 2020, project No. 8327-20-503.*
-SAID UNDERGROUND ELECTRIC LINES ARE NOTED AS A POSSIBLE ENCROACHMENT AND ARE SHOWN HEREON.

14. *Rights of the public and the State of Minnesota to use that portion of the proposed insured property lying below the ordinary high water mark of delineated wetland set out on the ALTA/NSPS Land Title Survey dated November 13, 2020, prepared by Wenck Associates, Chris Armbourn, License No. 43055. - WETLAND SHOWN ON SAID SURVEY DOES NOT LIE ON SUBJECT PROPERTY AND IS NOT SHOWN HEREON*

15. *Resolution No. 111-09-09-02 recorded July 1, 2003 as Document No. A-406627.*
-SAID RESOLUTION IS TO REZONE FROM I2 (GENERAL BUSINESS) TO B3 (REGIONAL BUSINESS).

16. *Resolution No. 137-10-28-02 recorded July 1, 2003 as Document No. A-406632.*
-SAID RESOLUTION IS NOT FOR SUBJECT PROPERTY.

17. *Resolution No. 40-04-28-03 recorded July 1, 2003 as Document No. A-406644.*
-SAID RESOLUTION IS FOR A PORTION OF THE SUBJECT PROPERTY TO BE REZONED FROM I2 (GENERAL BUSINESS) TO B3 (REGIONAL BUSINESS).

18. *City of North Branch, County of Chisago, State of Minnesota, Notice of Completion: Public Easement Vacation Proceedings, dated January 26, 2021, filed April 6, 2021 as Document No. 643624; State of Minnesota, County of Chisago, City of North Branch, City Council Resolution No. 006-21-CC, passed and adopted January 26, 2021, filed April 6, 2021 as Document No. 643624.*
-SAID EASEMENT VACATION IS FOR THE UNDERLYING DRAINAGE & UTILITY EASEMENTS THAT WERE DEDICATED ON THE PLAT LITTLE SWEDEN, INC. PLAT C

19. *Easements and other matters as shown on the recorded Plat of Falcon Apartments recorded April 6, 2021 as Document No. 643625.*
-SAID EASEMENT IS SHOWN HEREON

20. *Development and Subdivision Agreement between the City of North Branch and Falcon Apartments of North Branch, LLLP recorded April 6, 2021 as Document No. 643626.*
-THE ENTIRE SUBJECT PROPERTY AS SHOWN HEREON IS DESCRIBED IN SAID DOCUMENT.

21. *City of North Branch, Minnesota Certified Copy of Resolution No. 005-21-CC recorded April 6, 2021 as Document No. 643627.*
-THE ENTIRE SUBJECT PROPERTY AS SHOWN HEREON IS DESCRIBED IN SAID DOCUMENT.

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18. *Any plottable offsite easements provided in the Title Insurance Commitment are shown hereon.*

N:\0072135.00\06 CAD\DWG\SURVEY\00723135V-SURV.DWG

DESIGNED:
CHECKED: NAS
DRAWN: SRM
HORIZONTAL SCALE: 1" = 50'
VERTICAL SCALE:

INITIAL ISSUE: 11/14/2025
REVISIONS:

PREPARED FOR:
KUEPERS INC.

FALCON APARTMENTS
NORTH BRANCH, MN

Westwood
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TBPELS ENGINEERING FIRM REGISTRATION NO. 11756
TBPELS SURVEYING FIRM REGISTRATION NO. 10074301

ALTA/NSPS
LAND TITLE SURVEY

PROJECT NUMBER: 0072682.00

SHEET NUMBER: 1 OF 1

City of North Branch
Staff Report

Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 12/04/2025

Board & Commission: City Council

Subject: Resolution Designation Polling Places for 2026

Background:

MN Statute Sec. 204B.16 governs the designation of polling places for elections. Municipal and county governing bodies must designate polling places by December 31st for the following year through a resolution.

Requested Action:

Recommendation approval of polling places for elections, 2026.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO.

R-268-917 Designating Polling Places for 2026

The City of North Branch has three voting precincts; that the polling places for 2026 are:

1. Precinct A - Access Church 4359 392nd Street, North Branch, MN 55056
2. Precinct B - Main Street Church 6500 Main Street, North Branch, MN 55056
3. Precinct C - North Branch Fire Hall 37917 Forest Boulevard, North Branch, MN 55056

_____

Kevin Schieber, Mayor

ATTEST:

_____

Mathew Hill, City Administrator

City of North Branch
Staff Report

Prepared By:

Presenter:

Date: 12/03/2025

Board & Commission: City Council

Subject: North West Old Town Street and Utility Improvement Project Hearing

---

Heidi Hamilton of WSB will lead the City Council and the residents through the project scope powerpoint.

Mayor Schieber will accept a motion to open the public hearing allowing residents to learn about the project, ask questions, and voice concerns about the improvements and potential special assessments on their property.

Mayor Schieber will accept a motion to close the public hearing and move on to the next agenda item.

Voting Requirements:

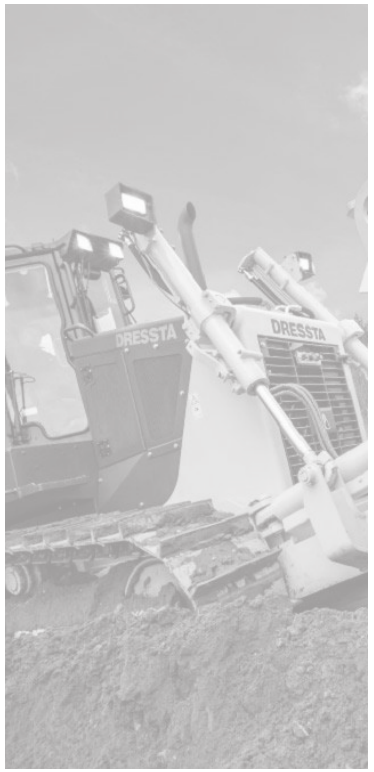
Voting Options **Simple Majority**

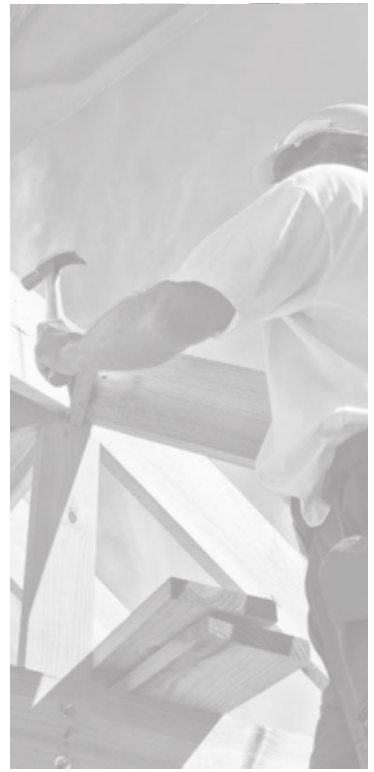


Northwest Old Town Street and Utility Improvement Project

City Council Meeting – Improvement Hearing

December 9, 2025

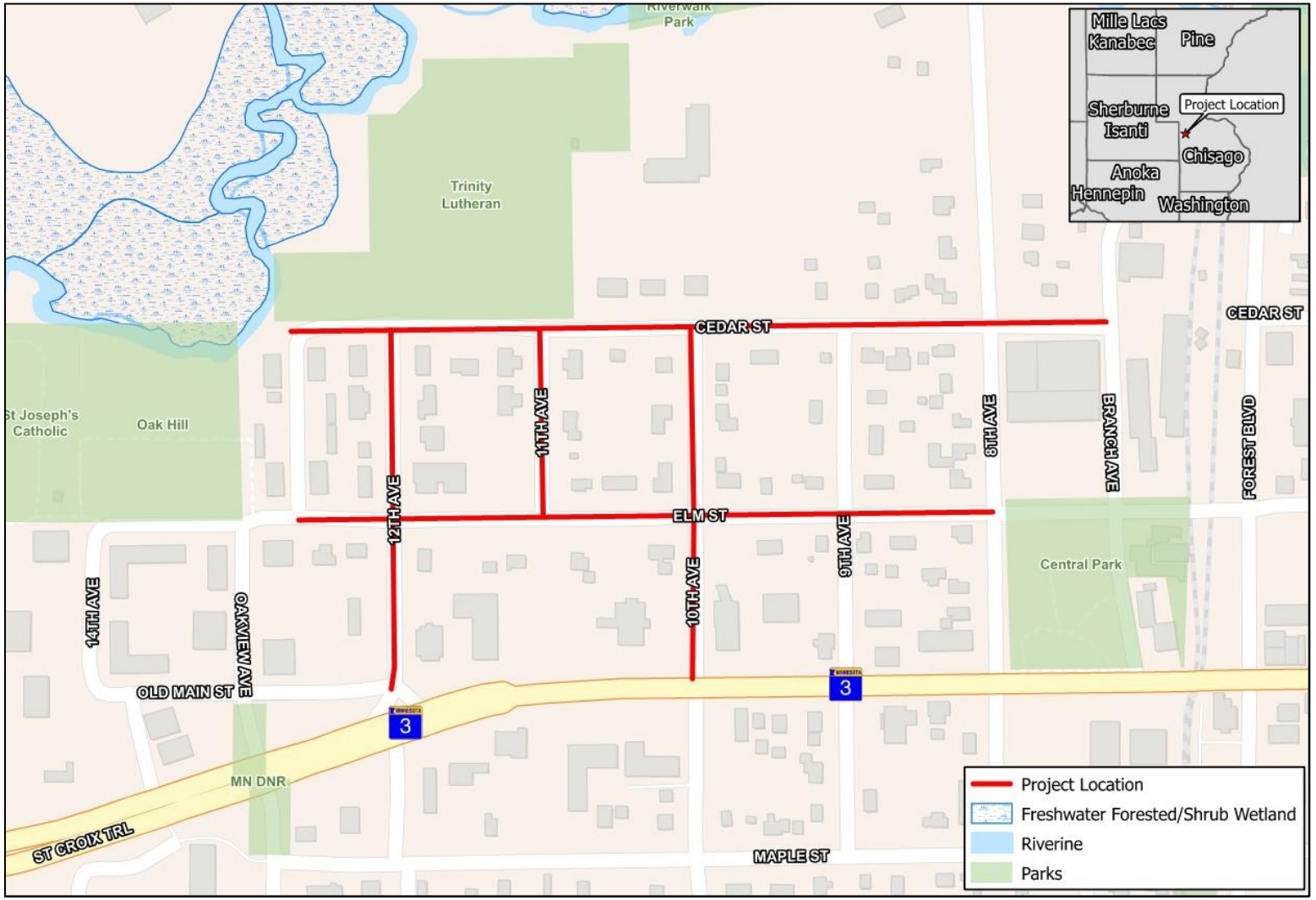






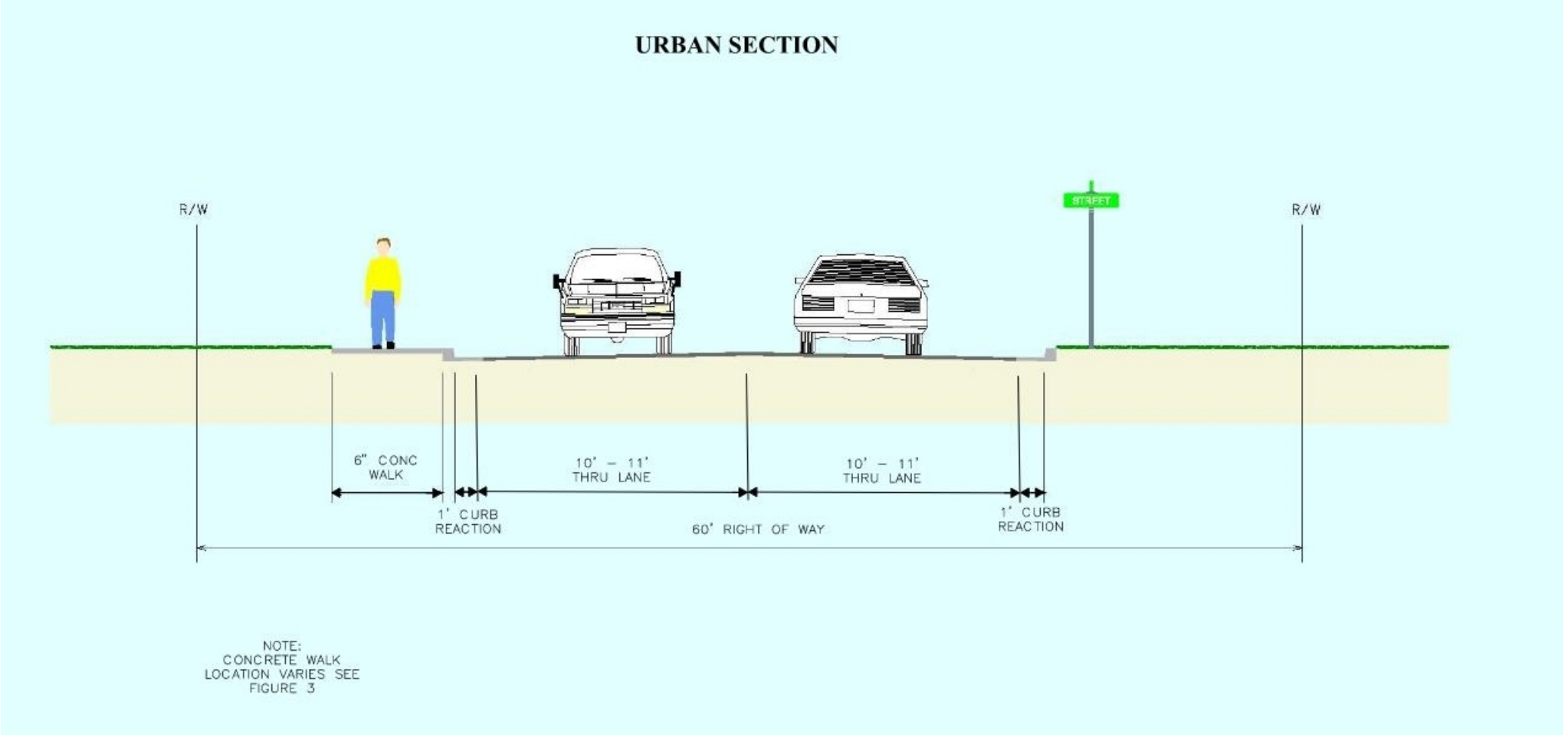
CITY OF NORTH BRANCH

Proposed Improvements

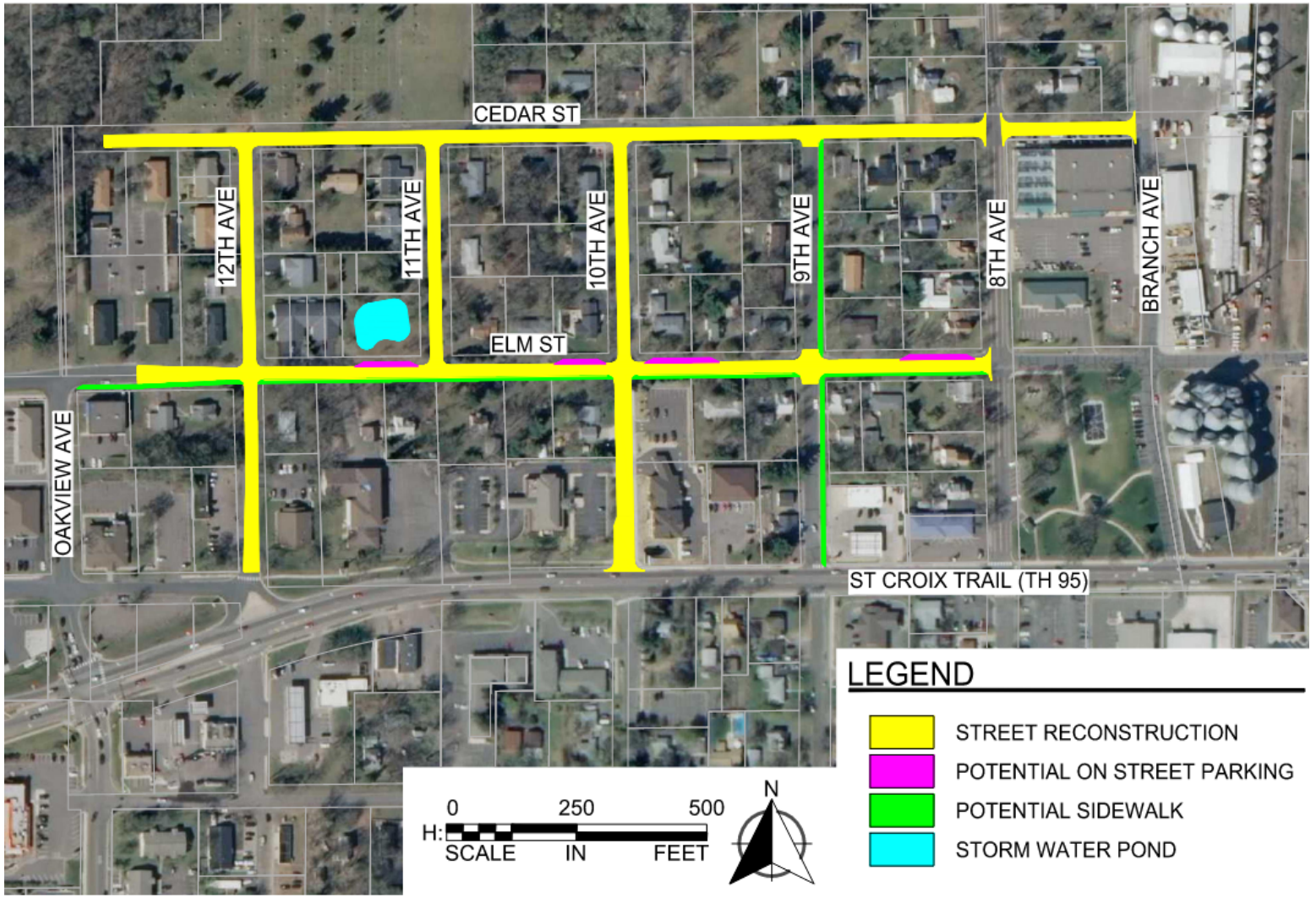


- Project Location
  - Cedar Street
    Elmwood Terrace Apartments to Branch Avenue
  - Elm Street
    Oakview Avenue to 8th Avenue
  - 12th Avenue
    Cedar Street to Main Street
  - 11th Avenue
    Cedar Street to Elm Street
  - 10th Avenue
    Cedar Street to Main Street

Proposed Improvements

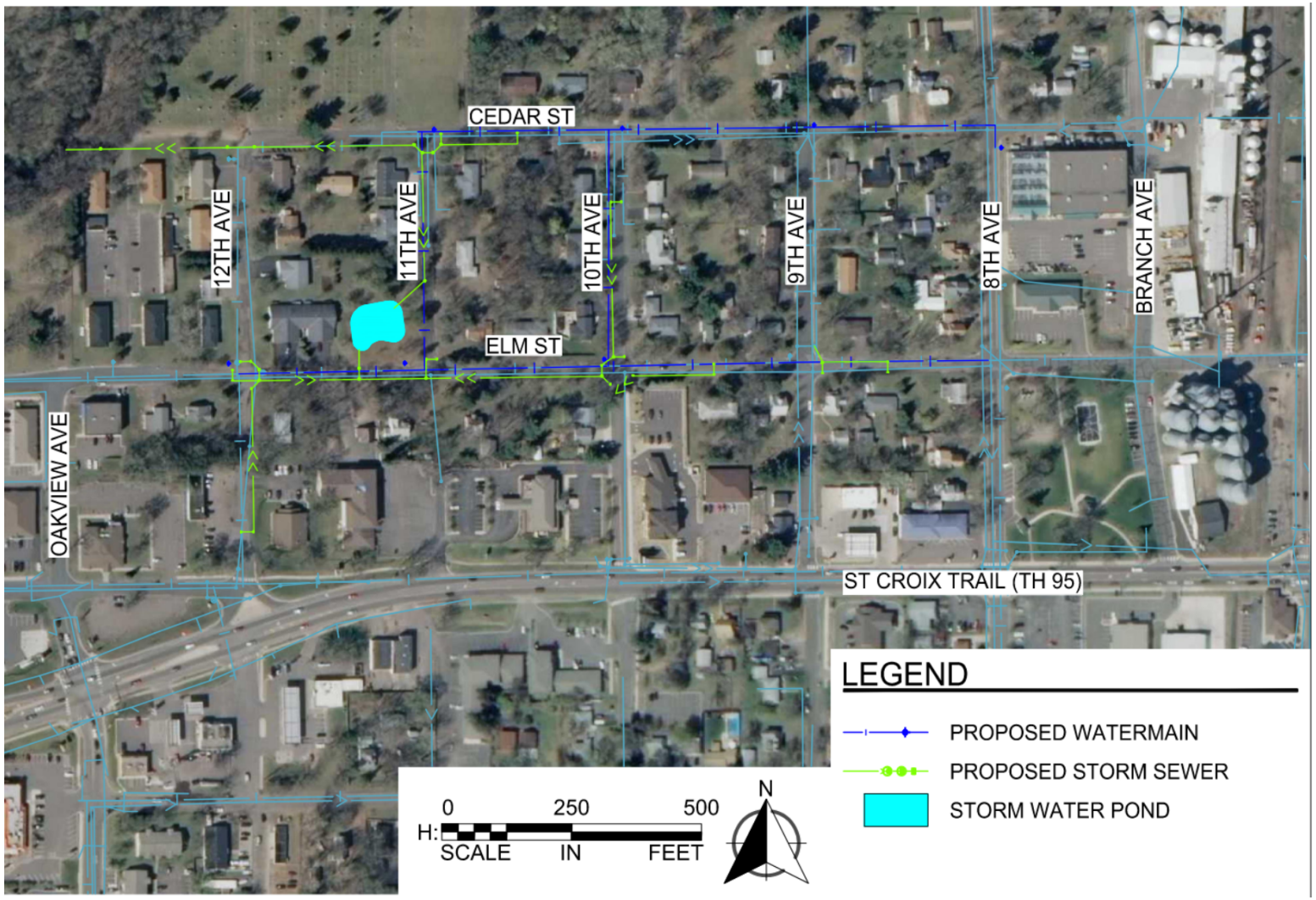


Proposed Improvements



- 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**

City of North Branch Assessment Policy

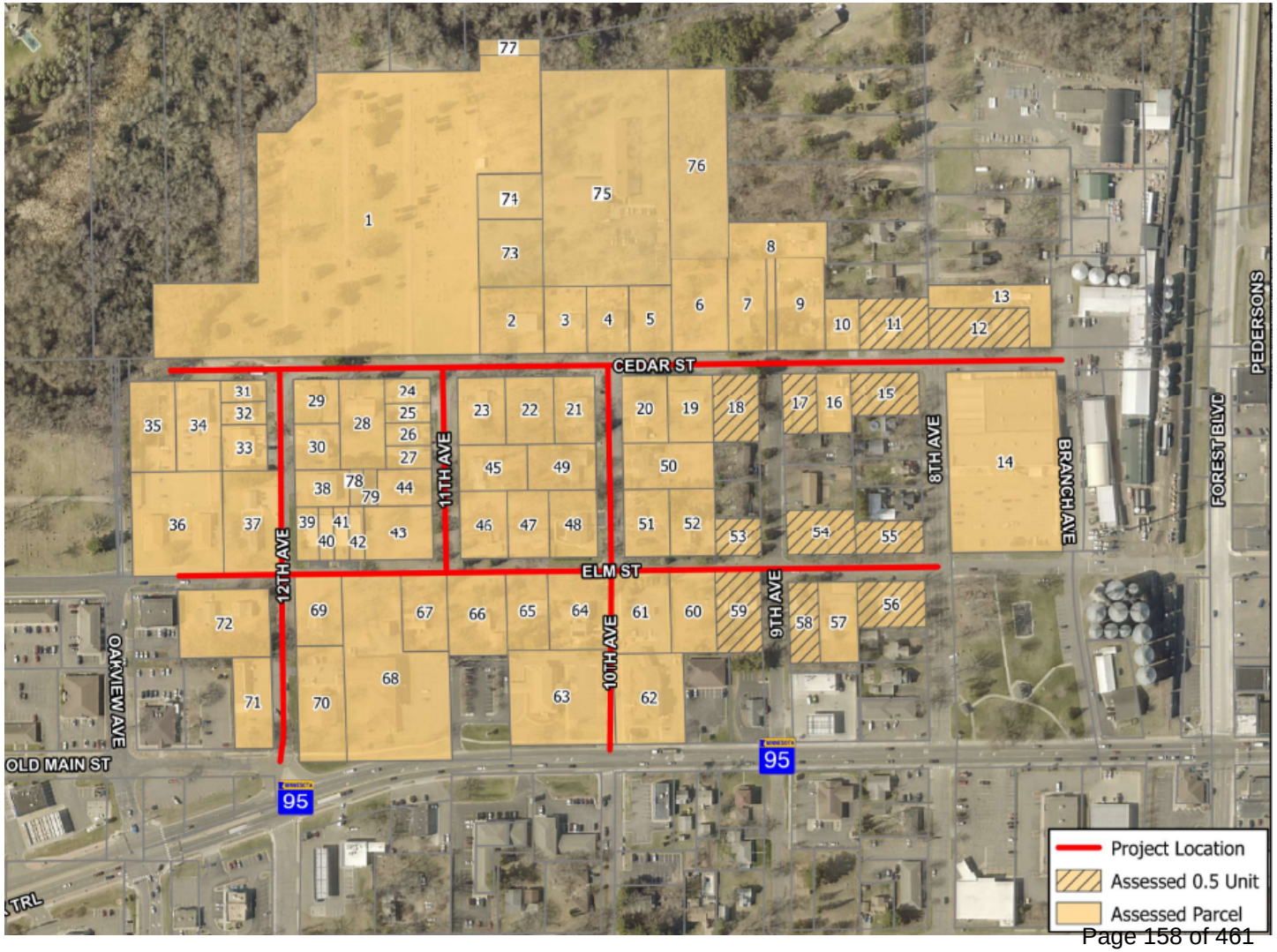
- Portion of costs will be assessed to benefiting property owners per City's Assessment Policy and Minnesota State Statute Chapter 429. Assessments are limited to 30% of the street and storm costs.
- Project costs associated with surface and storm water improvements are assessed
- Costs associated with sanitary sewer and watermain utilities are not assessed
- Payment period is typically 15 years

City of North Branch Assessment Policy

- Hardship deferrals may be available for senior citizens, disabled persons, members of the National Guard or military reserves
- Written objection appeal must be presented in writing and signed by the property owner prior to or at the hearing.
- Notice of appeal must be within 30 days after adoption of the assessment.
- Assessment payment questions may be directed to Sharon Wright, City Finance Director: sharonw@ci.north-branch.mn.us 651-277-5230

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



Example Payback Table

Assessment Payback Table					
Residential					
Example: 6.0% Interest Rate - $7,450 Assessment					
Year	Principal	Principal Paid	Interest	Total	Collectible Year
1	$7,450.00	$496.67	$447.00	$943.67	2027
2	$6,953.33	$496.67	$417.20	$913.87	2028
3	$6,456.67	$496.67	$387.40	$884.07	2029
4	$5,960.00	$496.67	$357.60	$854.27	2030
5	$5,463.33	$496.67	$327.80	$824.47	2031
6	$4,966.67	$496.67	$298.00	$794.67	2032
7	$4,470.00	$496.67	$268.20	$764.87	2033
8	$3,973.33	$496.67	$238.40	$735.07	2034
9	$3,476.67	$496.67	$208.60	$705.27	2035
10	$2,980.00	$496.67	$178.80	$675.47	2036
11	$2,483.33	$496.67	$149.00	$645.67	2037
12	$1,986.67	$496.67	$119.20	$615.87	2038
13	$1,490.00	$496.67	$89.40	$586.07	2039
14	$993.33	$496.67	$59.60	$556.27	2040
15	$496.67	$496.67	$29.80	$526.47	2041
		$7,450.00	$3,576.00	$11,026.00	
Interest Payment Declines as Principal is Paid					

Interest rate to be set 2 percent greater than the rate of interest on the bonds.

Example based on 4% bond interest rate

Project Funding

Proposed Improvements	Total Estimated Cost
Municipal State Aid Funding	$1,399,600
Special Assessments	$539,100
Restricted Fund	$1,865,238
429 Bonds	$1,317,800
Water Fund	$425,962
Total	**$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 and Comments

Heidi Hamilton
612.508.9498
heidi.hamilton@wsbeng.com

32250 -City of North Branch
Staff Report

Prepared By: Heidi Hamilton, Senior Project Manager

Presenter: **Heidi Hamilton, Senior Project Manager**

Date: **December 9, 2025**

Board & Commission: City Council

Subject: Resolution R-267-2025 Ordering the Northwest Old Town Street and Utilities Improvement Project and Direction Preparation of Plans and Specifications.

Introduction:
The city's 2026 Capital Improvement Plan (CIP) includes the Northwest Old Town Street and Utility Improvements including:

- Cedar Street (Elmwood Terrace Apartments to Branch Avenue)
- Elm Street (Oakview Avenue to 8th Avenue)
- 10th Avenue (TH 95 to Cedar Street)
- 11th Avenue (Elm Street to Cedar Street)
- 12th Avenue (TH 95 to Cedar Street)
-

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.

Background Information:

The City Council considered proceeding with this project in 1995, 2006, and again in 2016. In all instances the project did not go forward due to high assessment costs. A new assessment policy was adopted in August 2025 and used in developing the proposed financial plan for the project.

A neighborhood meeting to discuss the project was held on November 17, 2025.

Notice of the public hearing was mailed to property owners on November 19, 2025 and published in the official newspaper on November 27, 2025 and December 4, 2025, meeting the statutory guidelines.

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.

Funding/Financing:

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 as identified below:

Fund	Amount
Municipal State Aid	$1,399,600
Special Assessments	$ 539,100
Restricted Fund	$1,865,238
429 Bonds	$1,317,800
Water Fund	$ 425,962
TOTAL	$5,547,700

Engineering Services:

The next step for this project to move forward is to order the improvement, direct the preparation of plans and specifications, and approve the engineering services contract with the City's Engineering Firm, WSB. The contract for services includes the preparation of the project design plans and specifications, bid preparation and publishing, creating the bid tabulation and bid verification with letter of recommendation for award of the project, materials testing, and construction observation. The total cost to complete these services is proposed to be completed at a cost of $579,039 (plus $8,875/parcel if additional right-of-way acquisition is needed). A copy of the full scope of services is attached for your review.

Recommended Action:

We are asking for the Council to consider approving in the form a motion the following items:

1. Ordering Northwest Old Town Street and Utility Improvements.
2. Authorizing the preparation of plans and specifications for the Northwest Old Town Street and Utility Improvements.
3. Authorizing approval of the engineering services contract with WSB.

Voting Requirements:

Simple Majority

Attachment:

Northwest Old Town Street and Utility Improvements Engineering Services Proposal

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-267-2025

Resolution R-267-2025 Ordering The Northwest Old Town Street And Utilities Improvement Project And Directing Preparation Of Plans And Specifications

WHEREAS, a resolution of the city council adopted on the 12th day of November 2025, fixed a date for a council hearing on Improvement No. 32250, the proposed improvement of Northwest Old Town Street and Utilities including:

- Cedar Street (Elmwood Terrace Apartments to Branch Avenue)
- Elm Street (Oakview Avenue to 8th Avenue)
- 10th Avenue (TH 95 to Cedar Street)
- 11th Avenue (Elm Street to Cedar Street)
- 12th Avenue (TH 95 to Cedar Street), and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 9th day of December 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted on the 12th day of November 2025.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. WSB is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.

Adopted by the council this 9th day of December 2025.

_____
Kevin Schieber, Mayor

Attested:

_____
Matthew Hill, City Administrator

SCOPE OF SERVICES

Northwest Old Town Street and Utility Improvement Project

FOR THE CITY OF NORTH BRANCH

December 9, 2025

Mr. Matthew Hill
City Administrator
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: Northwest Old Town Street and Utility Improvement Project
Work Plan – Final Design & Construction Services

Dear Mr. Hill:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the Northwest Old Town Street and Utility Improvement Project final design through final project closeout.

Enclosed you will find a proposal to complete the tasks associated with the Northwest Old Town Street and Utility Improvement Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project.

We appreciate the opportunity to provide you with this proposal and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

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
Director of Municipal Services

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

PROJECT UNDERSTANDING

It is our understanding that the City of North Branch seeks to reconstruct the streets, storm drainage improvements and storm water detention along Cedar Street, Elm Street, Twelfth Avenue, Eleventh Avenue and Tenth Avenue. Additional improvements include trunk water main and sanitary sewer remediation.

It is understood that the existing roadway widths will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of shoulder work.

The proposed scope of services will include the development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the City.

PROJECT APPROACH/SCOPE OF SERVICES

The following approach will describe the professional services necessary to complete the requested scope of services.

Task 1 | Final Design and Bidding

WSB will provide design and complete the contract documents necessary to construct the project as described:

Subtask 1.1 – Final Design

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Perform eight soil borings on the road and one boring in pond area. Provide soil boring report with improvement recommendations.
- Prepare 60% plan set for review by city staff.
- Coordinate with MnDOT State Aid office for project review and approval.
- Prepare and submit applications for the necessary permitting agencies. It is assumed the following permits will be needed for the project:
    - NPDES Storm Water Permit (MPCA)
    - MN Department of Health Watermain Plan Review
    - Culvert Permit (DNR)
    - MnDOT Right of Way Permit
- Coordinate with private utility companies located in the improvement corridor. This coordination will include providing drawings to any affected utility companies and hosting a utility relocation meeting to determine what utilities, if any, will require relocation.
- Conduct neighborhood meeting for residents.
- Prepare 100% plan set for review by city staff. The City Engineer will be integrally involved in the review of the project through the final design process to ensure the quality of the final plans and specifications.
- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Subtask 1.2 – Bidding

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Prepare and upload bidding documents to QuestCDN.
- WSB will field bidder's questions and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for the award of the project.

Task 2 | Right of Way Acquisition

It is anticipated that 17 parcels on this project may be require additional right-of-way and temporary easement acquisitions. WSB will complete the following tasks for 17 parcels, as required, to secure the right-of-way and temporary construction easements.

- Prepare ownership and encumbrance reports to determine land ownership.
- Prepare Minimum Damage Acquisition reports to determine value of temporary easements.
- Formalize right-of-way needs, including reviewing title work, preparing documents, visiting the site and meeting with property owners.
- Complete the acquisition of the temporary or permanent easements.

Task 3 | Construction Contract Administration, Observation

WSB will provide construction observation services for the project. It is assumed that construction will require full-time inspection of 14 weeks. This work includes the following:

Subtask 3.1 – Construction Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is being completed as intended. It is assumed weekly construction meetings will be coordinated with WSB office hours.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Review, document and file contractor permits, submittals, test reports, and certificates of compliance.
- Accurately verify contract pay items.
- Prepare all pay vouchers in accordance to project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

Subtask 3.2 – Construction Observation

WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey and staking.
- Record all construction activities daily, making a complete and accurate record of all events.

- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance to applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary

Task 4 | Material Testing

WSB will provide material testing services for construction based on the testing rates as defined in the City Standard Specifications for Construction.

SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2026 summer construction season. To meet the desired project completion date, we propose the following schedule:

Public Hearing on Proposed Improvements/Council Authorizes Final Design ..... December 9, 2025
Final Design ..... December - February, 2026
Bid opening ..... March 2026
Begin construction..... June 2026
Project closeout..... December 2026

PROPOSED FEE

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

Task	Description	Fee
1	Plans/Specifications/Bidding	$206,408
2	Right of Way Acquisition (As Needed)	See Statement Below
2	Construction Survey/Administration/Observation	$313,683
3	Material Testing	$55,712
	Total	**$579,039**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of **$579,039**. **It should be noted that the proposed fee does not include right-of-way services, which are anticipated to be required to complete the project. Should the City desire the services described above under Task 2, we would be happy to provide these services for an additional fee of $8,875/parcel as detailed in the attached budget worksheet**. If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2026 Fee Schedule.

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

ACCEPTED BY:

City of North Branch:

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North Branch and WSB on January 4, 2022.

Signature: _____

Name/Title: _____

Date: _____

Estimate of Cost
City of North Branch, MN
Professional Engineering Services
Northwest Old Town Street and Utility Improvements
Final Design and Construction Services

Task	Description	Estimated Hours													Cost
			Project Manager	Graduate Engineer	Engineering Technician	Water Resource Manager	Water Resource Engineer	Construction Observer	Environmental Scientist	Onsite Survey	Office Survey	Admin	#parcels	Cost/parcel	Total Hours	
		Heidi Hamilton	*Emily Brown*	*Lucas Gross*						*2-Person Crew*						
1	**Final Design**															
1.1	Project Management	60	160												**220**	$54,820
1.2	Design			400	100	26	100		16	20	8				**670**	$110,234
1.3	Parcel Staking									10	3				**13**	$3,236
1.4	Cost Estimates		12	24											**36**	$6,240
1.5	Specifications		16	16								6			**38**	$6,916
1.6	QA/QC	8	20												**28**	$6,992
1.7	Meetings	6	6												**12**	$3,102
1.8	Bidding		4									6			**10**	$1,804
1.9	Soil Borings							Lump Sum							**LS**	$16,300
	Task 1 Total Estimated Hours and Fee	**74**	**218**	**440**	**100**	**26**	**100**		**16**	**30**	**11**	**12**			**1027**	**$209,644**
2	**Right of Way Acquisition (As Needed Up Only)**															
2.1	O&E Reports												17	$375		$6,375
2.2	Minnimum Damage Acquisition Repoert												17	$1,500		$25,500
2.3	Dedicate/Formalize ROW												17	$2,500		$42,500
2.4	Acquisition												17	$4,500		$76,500
	Task 2 Total Estimated Hours and Fee															**$150,875**
3	**Construction Services**															
3.1	Construction Administration	40	224												**264**	$64,472
3.2	Construction Observation							740	56						**796**	$161,580
3.3	Field Staking									265	30				**295**	$77,735
3.4	Final Review of the Project		10		10										**20**	$4,760
3.5	Final Acceptance and Final Pay Request		6									6			**12**	$2,280
3.6	Record Drawings				12										**12**	$2,856
	Task 3 Total Estimated Hours and Fee	**40**	**240**		**22**			**740**	**56**	**265**	**30**	**6**			**1399**	**$313,683**
4	**Material Testing**															
4.1	Material Testing							Lump Sum							**LS**	$55,712
	Task 4 Total Estimated Hours and Fee															**$55,712**
Total Estimated Hours		**114**	**458**	**440**	**122**	**26**	**100**	**740**	**72**	**295**	**41**	**18**			**2426**	
Hourly Billing Rate		$279	$238	$141	$238	$213	$153	$207	$150	$275	$162	$142				
Total Fee by Labor Classification		$31,806	$109,004	$62,040	$29,036	$5,538	$15,300	$153,180	$10,800	$81,125	$6,642	$2,556				**$507,027**
Total Lump Sump Fee																**$72,012**
TOTAL PROJECT COST																**$579,039**

City of North Branch
Staff Report

Prepared By: Justin Messner, City Engineer

Heidi Hamilton, Senior Project Manager

Presenter: Justin Messner, City Engineer

Date: December 9, 2025

Board & Commission: City Council

Subject: Resolution R-269-2025 Approving Engineering Services contract for the 2026 Pavement Improvement Project

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Introduction:

The 2026 Pavement Improvement Project is made up of two local streets identified in need of milling and a 2-inch asphalt overlay and one local street identified in need of asphalt reclamation and 4-inch re-paving. We are also proposing a geometric and drainage improvement project be completed as part of this project.

The proposed 2026 projects consist of:

- Milling and overlay of 377th Street from the west city border to Falcon Avenue North, and
- Milling and overlay of 407th Street west of Hemingway Ave, and Harvester Ct from 407th St south to dead end, and
- Reclamation and re-paving of Pine Street between Forest Blvd and Pine Street, and
- Installation of curb and gutter and storm sewer to address drainage and geometric issues along Grand Avenue, south of 376th Street.

The roadways identified for pavement improvement are local streets. Grand Avenue is a collector road that is part of the Municipal State Aid System.

Background Information:

The 2026 Street Pavement Improvement Projects were selected after reviewing the data collected to develop the Pavement Management Plan.

377th Street, west Falcon Avenue, is 0.7 miles long and has a PCI ranging between 46 and 56 (on a scale of 0-100 with 100 being the best condition). The surface condition indicates it is a good candidate for mill and overlay to prolong the life of the roadway. Prior to proceeding with design, we will conduct pavement borings to confirm there are no structural issues with the pavement that would suggest a different pavement treatment as more appropriate. The estimated cost for this work is $310,000.

407th Street west of Hemingway Ave and Harvester Ct from 407th St to dead end is a 0.28-mile-long segment that has a PCI of between 58 and 70. The surface condition indicates it is a good candidate for mill and overlay to prolong the life of the roadway. Prior to proceeding with design, we will conduct pavement borings to confirm there are no structural issues with the pavement that would suggest a different pavement treatment as more appropriate. The estimated cost for this work is $110,000.

Pine Street, east of Forest Avenue, is a 0.23-mile-long segment that has a PCI of between 48 and 55. Visual inspection suggests a full-deep reclamation and re-paving is appropriate for the best longevity. This will be confirmed with pavement borings prior to finalizing the design intent. The estimated cost for this work is $171,000.

To address ongoing drainage concerns along Grand Avenue, a geometric and drainage improvement project is proposed for a segment south of 376th. This will entail the addition of curb and gutter along approximately 370’ of roadway and the addition of a culvert across Grand Avenue. The estimated cost for this work is $199,000.

Funding/Financing:

The total project budget is $790,000 and includes all proposed overlay costs as well as all engineering, survey, administrative, inspection, materials testing and contingency costs. The project will be funded from the city’s street improvement fund.

Next steps:

Council Authorize Plans and Specs, Award Consultant Contract	December 9, 2025
Council Authorizes Bid	December 9, 2025
Completion of Final Design	December - February 2026
Open Bids	March 2025
Council Awards Bid	March/April 2026

The first step for this project is to approve the engineering services contract with the City's Engineering Firm, WSB. The contract for services includes the preparation of the project design plans, materials testing, construction observation, bid preparation and publishing, creating the bid tabulation and bid verification with letter of recommendation for award of the

project. I have included a copy of the full scope of services for your review. I am asking council to consider approving in the form a motion the following three items.

Staff Recommendation:

> **Motion to approve Resolution R-269-2025 authorizing the plans and specification for the 2026 pavement improvement project, authorizing advertisement of bids and approving the engineering proposal with WSB**

Voting Requirements:

Majority vote.

Attachments:

1. 2026 Street Overlay Map
2. WSB Proposal

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-269-2025

Resolution R-269-2025 Approving Engineering Services contract for the 2026 Pavement Improvement Project

WHEREAS, the city has a pavement preservation plan which includes street reconstruction and asphalt overlays and,

WHEREAS, WSB, the City Engineer, has estimated the 2026 overlay and reclamation project cost at $790,000 for the local street overlay, reclamation and other improvements. This includes all fees for WSB to complete the plans and specifications, ad for bid, construction inspection and observation, materials testing as noted in the attached report for a fee of $86,600.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA THAT:

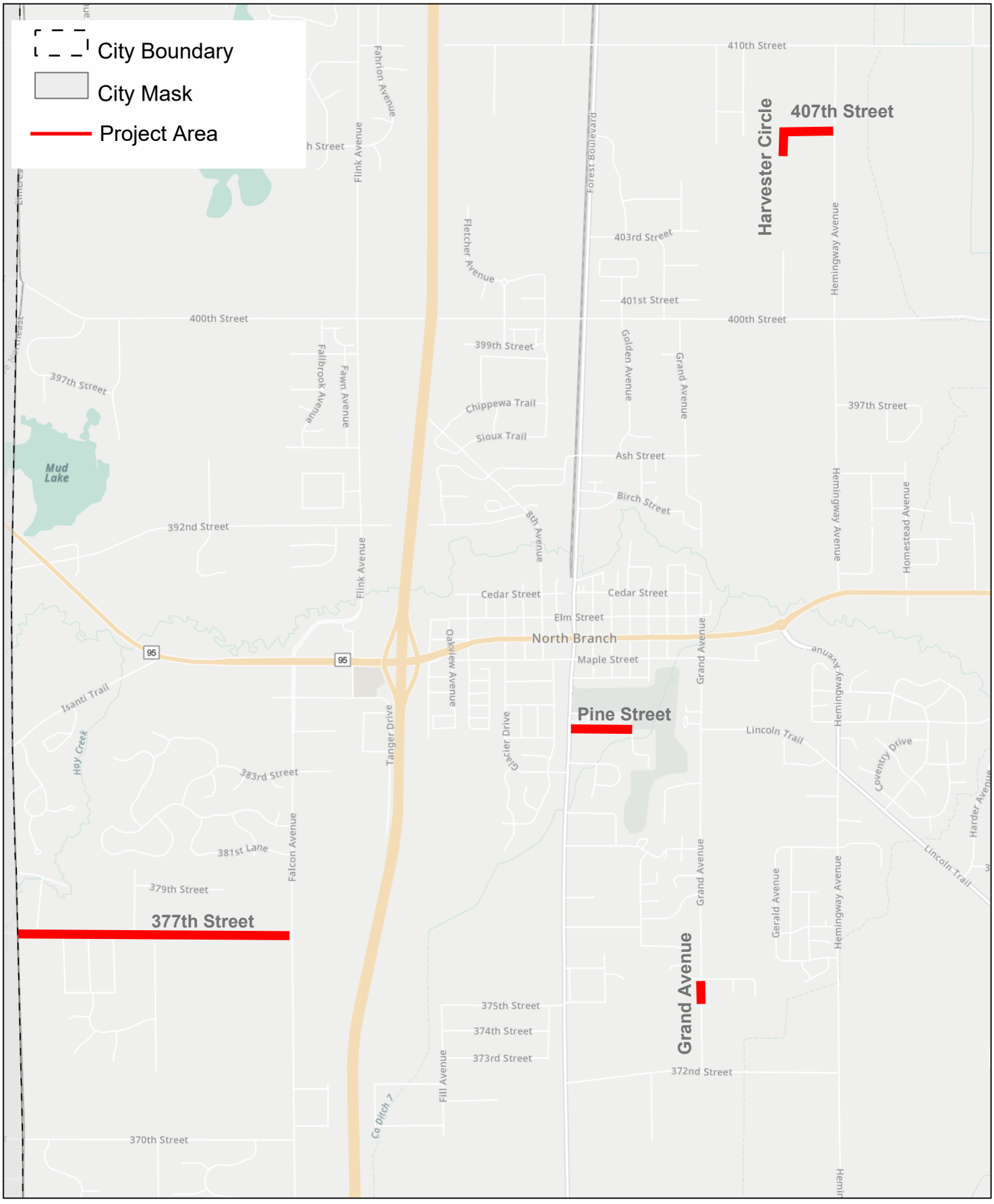
The City of North Branch Council approve the 2026 Pavement Improvement Project Engineering Services Contract with WSB as presented, and that the total project budget is $790,000 and includes all proposed overlay, re-paving costs and construction costs as well as all engineering, survey, administrative, inspection, materials testing and contingency costs. The project will be funded from the City's Street Improvement Fund.

Adopted by the council on this 9th day of December 2025.

_____
Kevin Schieber, Mayor

Attested:

_____
Matthew Hill, City Administrator



2026 Pavement Improvement Project

SCOPE OF SERVICES

2026 Pavement Improvement Project

FOR THE CITY OF NORTH BRANCH

December 9, 2025

Mr. Matthew Hill
City Administrator
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: 2026 Pavement Improvement Project
Work Plan – Engineering & Construction Services

Dear Mr. Hill:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the 2026 Pavement Improvement Project through final project closeout. See attached map.

Enclosed you will find a proposal to complete the tasks associated with the 2026 Pavement Improvement Project. The proposal includes an hourly breakdown to complete each of the tasks associated with the project. The terms of this proposal shall remain valid for the duration of the project.

We appreciate the opportunity to provide you with this proposal and we are again looking forward to working with you and your staff toward the completion of these projects. Please feel free to contact me directly with any questions or concerns you may have.

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
Director of Municipal Services

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

PROJECT UNDERSTANDING

The 2026 Pavement Improvement Project consists of the following improvements:

1. Mill and asphalt overlay of 377th Street from the west city border to Falcon Avenue North and 407th Street and Harvester Circle west of Hemingway Ave.

2. Addition of curb and storm sewer on Grand Avenue at 376th Street and 400 feet south. Storm sewer will extend to the pond in the Fox Run development. This work will include grading of the trail and side slopes for drainage.

3. Reclamation and re-paving of Pine Street between Forest Blvd and Pine Street

It is understood that the existing roadway widths will be maintained, and minimal impacts will be made outside of the curb or edge of bituminous with the exception of shoulder work.

The proposed scope of services will include the development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the City.

PROJECT APPROACH/SCOPE OF SERVICES

The following approach will describe the professional services necessary to complete the requested scope of services.

Task 1 | Final Design and Bidding

WSB will provide design and complete the contract documents necessary to construct the project as described:

Subtask 1.1 – Final Design
WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Topographic survey of Pine Street.
- Prepare 60% plan set for review by city staff.
- It is assumed that no permit applications are required for this project.
- Prepare 100% plan set for review by city staff. The City Engineer will be integrally involved in the review of the project through the final design process to ensure the quality of the final plans and specifications.
- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Subtask 1.2 – Bidding
WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Prepare and upload bidding documents to QuestCDN.
- WSB will field bidder's questions and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for the award of the project.

Task 2 | Construction Contract Administration, Observation

WSB will provide construction observation services for the project, which will include the following:

Subtask 2.1 – Construction Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is being completed as intended. It is assumed weekly construction meetings will be coordinated with WSB office hours.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Review, document and file contractor permits, submittals, test reports, and certificates of compliance.
- Accurately verify contract pay items.
- Prepare all pay vouchers in accordance to project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

Subtask 2.2 – Construction Observation

WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey for shape and pave on Pine Street.
- Record all construction activities daily, making a complete and accurate record of all events.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance to applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the “Authority and Duties of the Inspector” as necessary

Task 3 | Material Testing

WSB will provide material testing services for construction based on the testing rates as defined in the City Standard Specifications for Construction

SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2026 summer construction season. To meet the desired project completion date, we propose the following schedule:

Prepare plans and specifications ..... December 2025 – January 2026
Bid opening ..... March 2026
Award contract for construction..... May 2026
Begin construction..... May 2026
Project closeout..... December 2026

PROPOSED FEE

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

Task	Description	Fee
1	Plans/Specifications/Bidding	$44,887
2	Construction Survey/Administration/Observation	$32,886
3	Material Testing	$8,835
	Total	$**86,608**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of **$86,608**. If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2026 Fee Schedule.

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

ACCEPTED BY:

City of North Branch:

I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North Branch and WSB on January 4, 2022.

Signature: _____

Name/Title: _____

Date: _____

2026 Pavement Improvement Project

City of North Branch, MN

Task	Description	Sr. Project Manager	Project Manager	Project Engineer	Construction Observer	Two-Person Survey Crew	Survey Technician	Administrative	Total Hours	Task Cost
		Heidi Hamilton	Emily Brown	Lucas Gross	Jordan Brelje					
1	**Plans/Specifications/Bidding**									
1.1	Data Collection/Survey					30	5		35	$ 9,060.00
1.2	Final Design and Plans	10	24	120					154	$ 25,422.00
1.3	Specifications and Contract Documents		8					6	14	$ 2,684.00
1.4	Cost Estimates		6	12					18	$ 3,120.00
1.5	Bidding Administration		2					6	8	$ 1,256.00
1.6	Pavement Cores				Lump Sum					$ 3,345.00
									229	***$ 44,887.00***
2	**Construction Services**									
2.1	Construction Observation				150				150	$ 24,300.00
2.2	Construction Administration		12					4	16	$ 3,376.00
2.3	Construction Staking					16	5		21	$ 5,210.00
									187	***$ 32,886.00***
3	**Material Testing**									
3.1	Material Testing				Lump Sum				LS	$ 8,835.00
										$ 8,835.00
	Total Hours	10	52	132	150	46	10	16	354	
	Hourly Cost	$ 279.00	$ 238.00	$ 141.00	$ 162.00	$ 275.00	$ 162.00	$ 130.00		
	Labor Costs	$ 2,790.00	$ 12,376.00	$ 18,612.00	$ 24,300.00	$ 12,650.00	$ 1,620.00	$ 2,080.00		
									Total Costs	**$ 86,608.00**

City of North Branch
Staff Report

Prepared By: Justin Messner, City Engineer

Heidi Hamilton, Senior Project Manager

Presenter: Sam Lunquist, Materials Area Manager

Date: December 3, 2025

Board & Commission: City Council

Subject: Receive 2025 Pavement Management Report

Introduction:

In November 2024 WSB was authorized to complete a Pavement Management Plan (PMP) for the City of North Branch. Pavement condition data was collected for all paved city roads in May 2025. Using this data, the plan was developed to provide an overview of the condition of the City's roads, and document different budgeting scenarios to evaluate the cost to meet the network condition target under varying levels of funding.

The plan includes guidance on maintenance practices and repair strategies, information about pavement conditions on different roadway segments that can be used to guide capital improvement and maintenance plans.

Sam Lundquist, an Area Manager in WSB's Materials Group will present the Pavement Management Plan at the Council meeting.

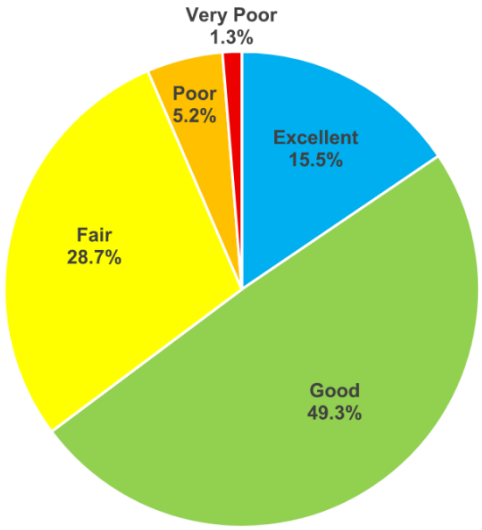
Summary

A total of 88.5 miles of city roads were evaluated to determine Pavement Condition Index (PCI) for bituminous roads. PCI has scale of 0-100 with higher values indicating better pavement conditions. The current weighted average PCI for bituminous roads in North Branch is 76.2.

Each segment of bituminous roadway was categorized into five condition categories based on PCI value. The condition categories are defined in the table below. The pie chart represents the percentage of the network that is in each respective condition category.

Category	PCI Range
Excellent	85.01-100.00
Good	75.01-85.00
Fair	58.01-75.00
Poor	40.01-58.00
Very Poor	0.00-40.00

PCI Condition Categories



Percent of network each pavement condition category

Funding Scenarios

Four funding strategies were evaluated for their effect on overall pavement condition over a ten-year period, using a planning tool in the PAVER software that was used for modeling. One of the scenarios was titled the "North Branch Plan" (based on the city's current financial plan of $750,000 annually for the next five years, followed by $1,000,000 annually for the subsequent five years.), and was found to maintain the average pavement condition at approximately its current level. Other scenarios look at spending less and the pavement conditions degrade or spending more and improving the overall pavement condition. This tool is useful in providing investment choices for policy makers to consider.

Voting Requirements:

No action required

Attachment:

2025 Pavement Management Plan

CITY OF NORTH BRANCH
EST. 1881

wsb

2025 Pavement Management Report

Sam Lundquist – Pavement Management Group

Maple Street
PCI Score: 80.4 (Good)

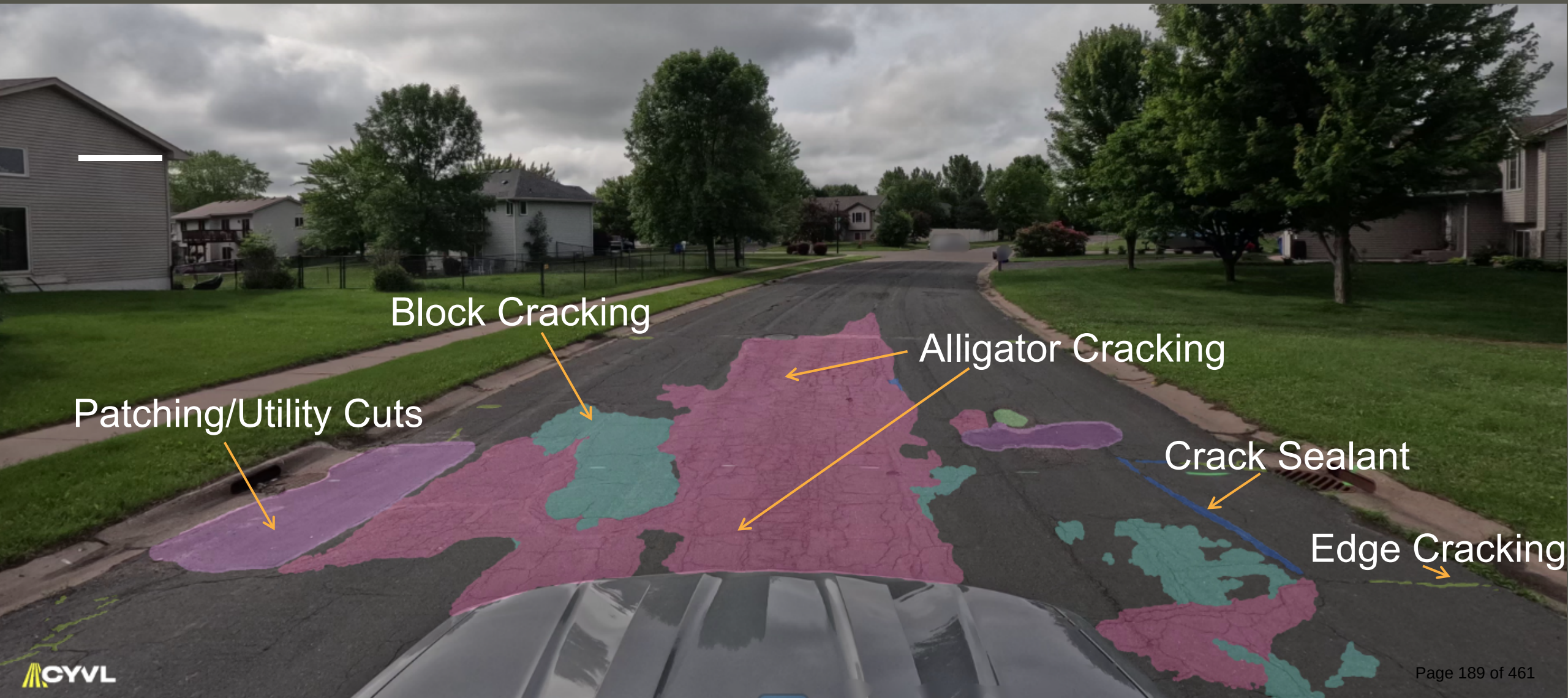
Field Data Collection



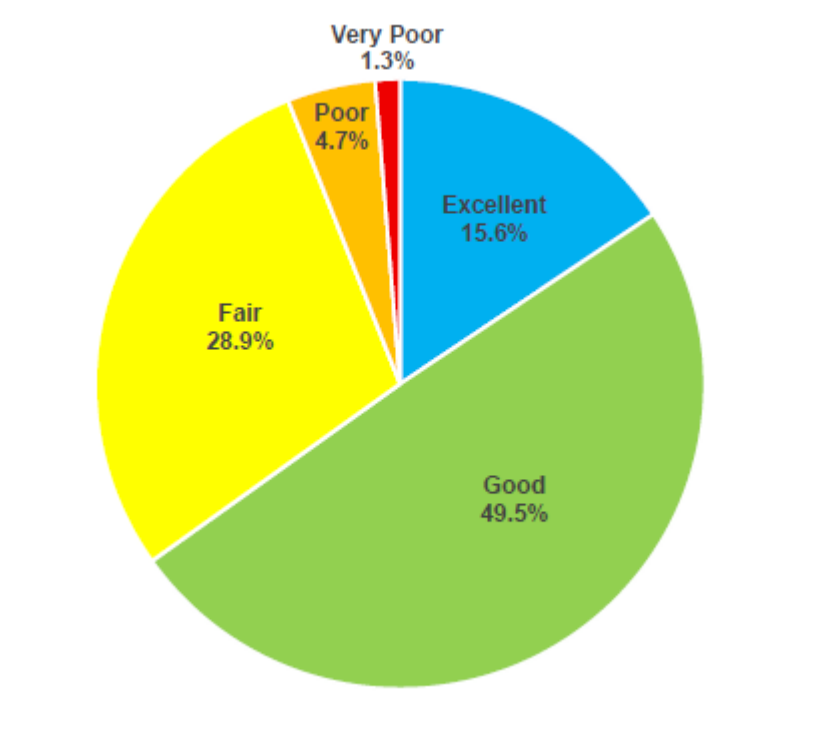


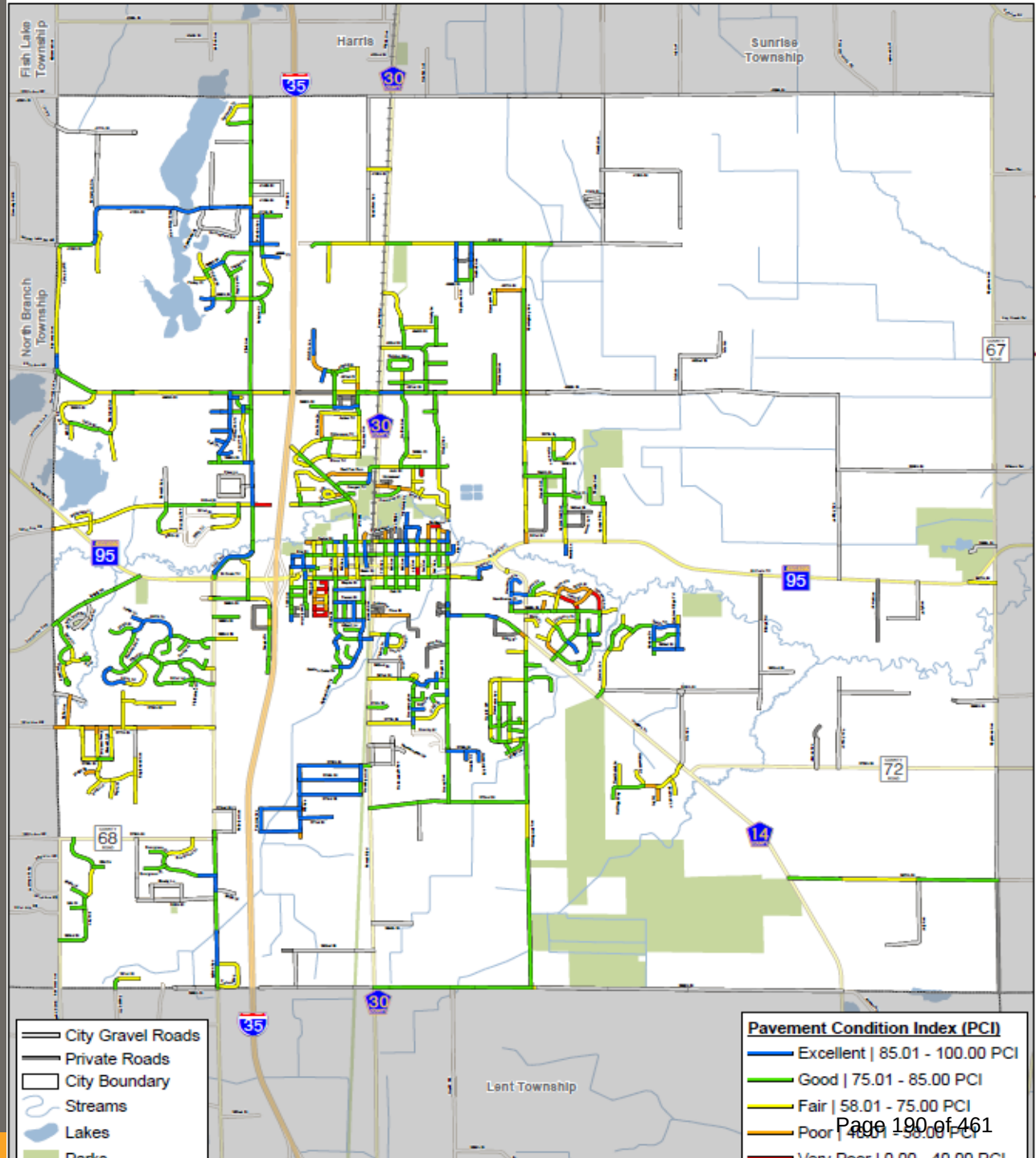
CYVL

- Distresses calculated per ASTM D6433
- Uniform evaluation of all roads and reduces errors due to human judgement



2025 PCI Map


Very Poor
1.3%
Poor
4.7%
Excellent
15.6%
Fair
28.9%
Good
49.5%


Fish Lake Township
Harris
Sunrise Township
North Branch Township
Lent Township
35
30
95
67
72
68
14
City Gravel Roads
Private Roads
City Boundary
Streams
Lakes
Parks
Pavement Condition Index (PCI)
Excellent | 85.01 - 100.00 PCI
Good | 75.01 - 85.00 PCI
Fair | 58.01 - 75.00 PCI
Poor

Rivercrest Drive

- PCI Score: 94.6 (Excellent)
- Typically newly surfaced or constructed, with low to mild severity distress.
- Drivers experience minimal bumps while traveling. In most cases, no maintenance is required on such pavement.
- Proactive crack sealing is recommended to prevent water infiltration.



Maple Street

- PCI Score: 80.4 (Good)
- Mild to moderate distresses from freeze-thaw cycles but still offers mostly smooth rides.
- Ideal for preventive maintenance and cost-effective methods to extend pavement life. These treatments include rejuvenating treatments, crack sealing, microsurfacing, and fog sealing.
- Drivers experience minimal bumps while traveling. In most cases, no maintenance is required on such pavement.
- Proactive crack sealing is recommended to prevent water infiltration.



Eaglewood Ave

- PCI Score: 70.5 (Fair)
- Mild widespread distresses with some moderate to severe areas but remains structurally sound.
- Drivers may notice occasional bumps, though the surface is generally smooth.
- These segments are good candidates for mill and overlay. This process removes surface distresses and restores ride quality while preserving the existing base. This cost-effective strategy helps prevent further deterioration.



Pine Street

- PCI Score: 54.8 (Poor)
- Widespread moderate to severe distresses, resulting in noticeably rough rides.
- At this stage, surface-level maintenance is ineffective. If the base remains intact, reclamation—grinding and recycling the existing pavement to form a new base—is recommended.





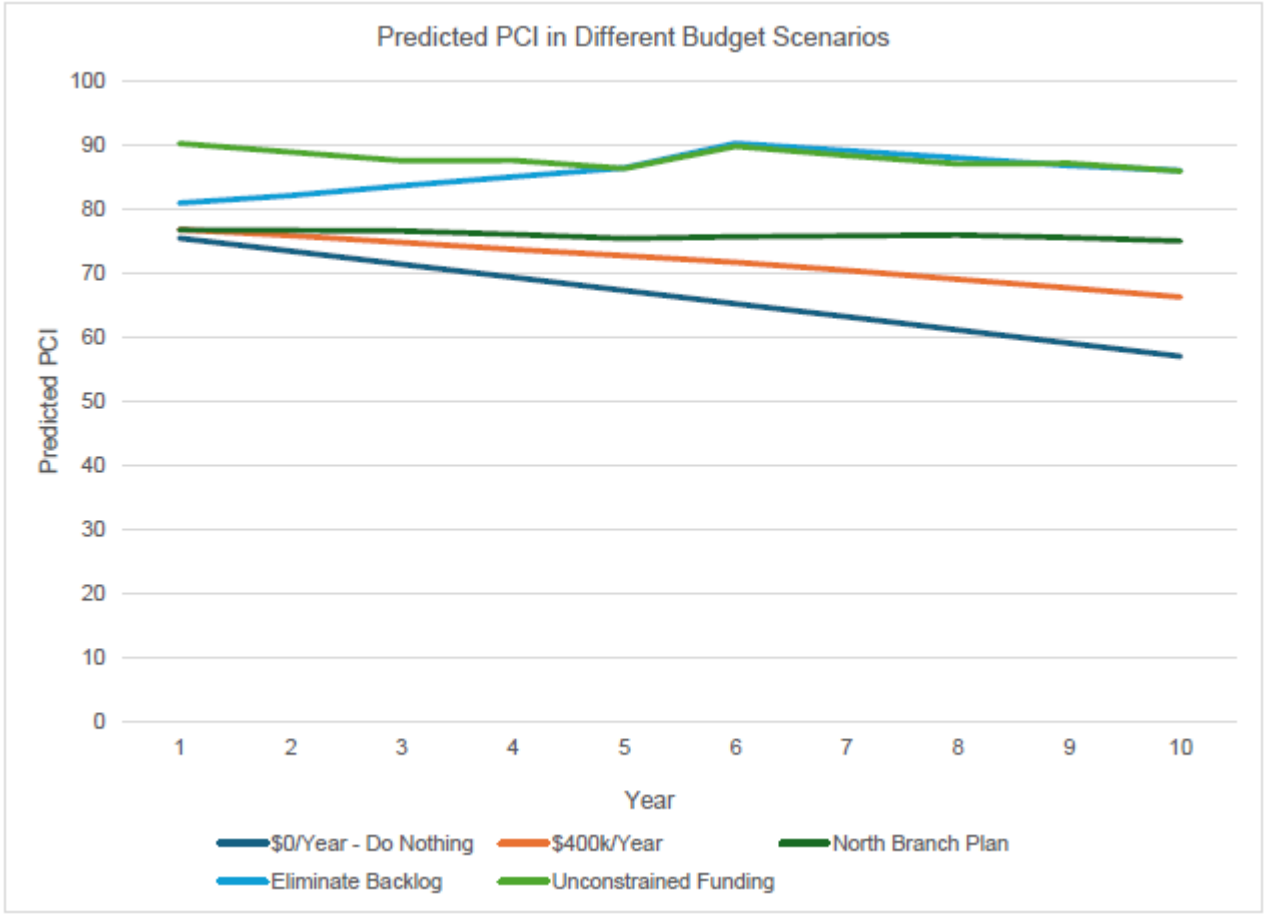
Pavement branch	Segment	PCI
12th Avenue	214	24.7
12th Avenue	218	22.3
2nd Avenue	354	31.2
386th Street	302	37.2
392nd Street	420	19.6
4th Avenue	270	34.3
Ash Court	391	36.3
Butternut	358	26.4
Countryside	213	31.1
Countryside	217	24.2
Countryside	226	26.3
Countryside	233	26.6
Countryside	234	29.6
Grand Avenue	98	39
Hillshire	687	17
Tamworth Avenue	689	39

Very Poor PCI Scores

- 1.3% Very Poor
- Well below preventative thresholds and will require reclamation or reconstruction.
- Recommend to conduct pavement section forensics such as geotechnical investigation to determine most appropriate strategy.

Budget Scenarios

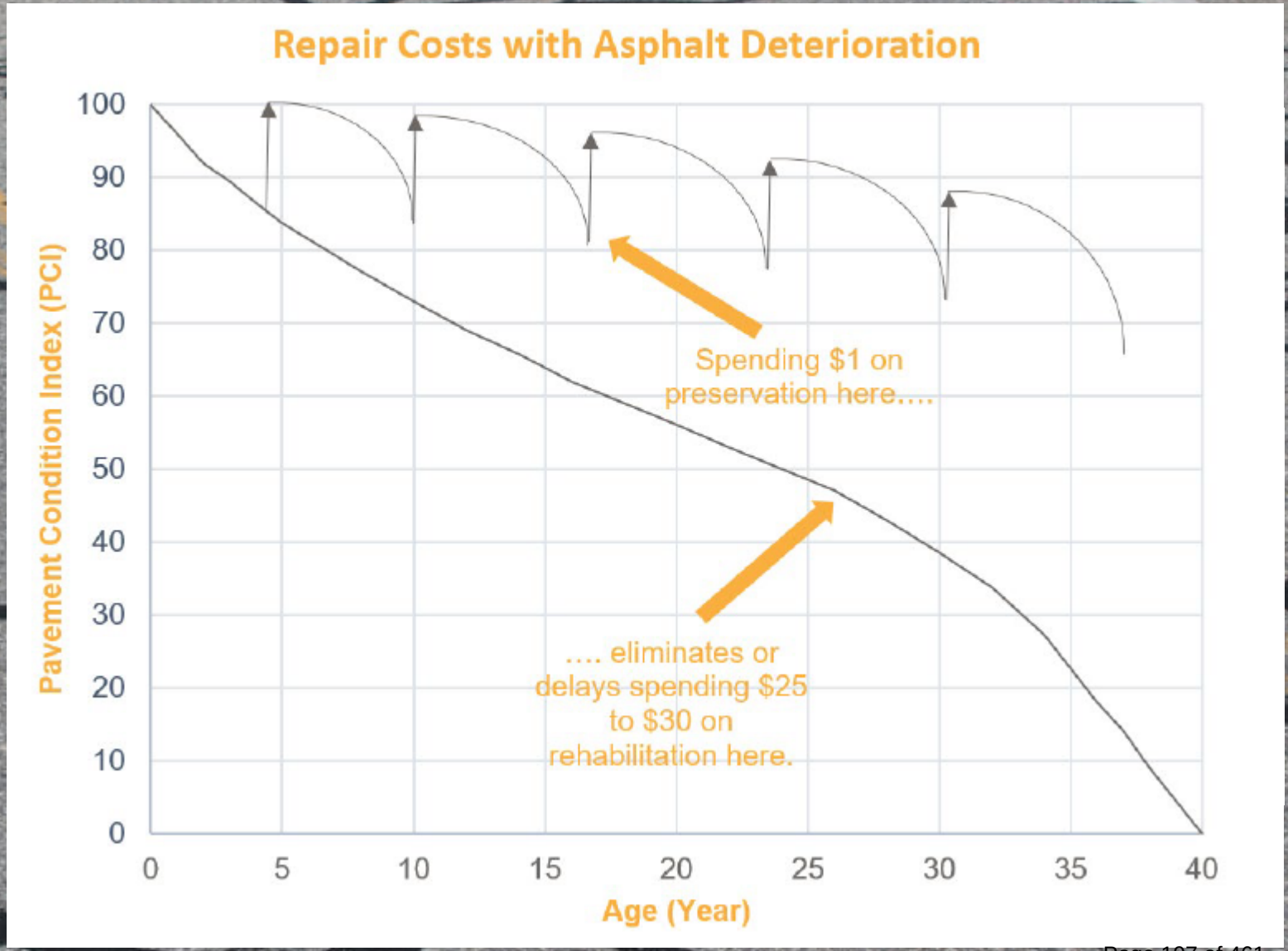
- Multiple options for Budget
- $750,000 per year for years 1-5
- $1 Million per year for years 6-10
    - Predicts average PCI score to stay above 75
- Anticipate lower PCI scores with lower levels of funding



Cost vs PCI Score

Preventative maintenance is key!

- Crack sealing
- Fog seal
- Chipseal
- Microsurfacing





Detailed information on budget scenarios, and recommended maintenance schedules based on current PCI provided in full pavement report.



THANK YOU

October 30, 2025

2025 PAVEMENT MANAGEMENT REPORT

CITY OF NORTH BRANCH
EST. 1881

Prepared for:

CITY OF NORTH BRANCH
6408 ELM ST
NORTH BRANCH MN 55056

WSB PROJECT NUMBER: R-027398-000

Prepared by WSB

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I. Inspection Results Overview

The City of North Branch selected WSB to evaluate the condition of its pavement network and to develop a Pavement Management Plan (PMP). This report summarizes the findings from pavement inspections conducted by WSB in May 2025 on the designated road segments within North Branch.

This report provides an overview of the condition of the city's roads. It also documents different budgeting scenarios evaluating the cost to meet the network condition target under varying levels of funding. Based on the scenario results, the report provides capital improvement plans for the city's pavement network. Additionally, it includes guidance on maintenance best practices and repair strategies. Gravel roads and private roads were excluded from this analysis. It should be noted that this report is intended to support decision-making but is not a final document on public policy or city planning and is subject to revision following review by the City Council.

A summary of the pavement condition report is listed below:

- A total of 86.7 miles of city roads were evaluated in North Branch.
- The current weighted average Pavement Condition Index (PCI) for bituminous roads in North Branch is 76.4 (based on surface area). PCI is determined on a 0 to 100 scale, with higher PCI values indicating better pavement conditions. A road's PCI is based on the quantity and severity of pavement distresses identified in the field.

Each segment of bituminous roadway was categorized into five condition categories based on its PCI value. **Table 1** defines these categories by PCI range. **Figure 1** shows the percentage of bituminous roadways in each condition category in terms of surface area.

Table 1*: Percent of system in each pavement condition category*

Category	PCI Range
Excellent	85.01-100.00
Good	75.01-85.00
Fair	58.01-75.00
Poor	40.01-58.00
Very Poor	0.00-40.00

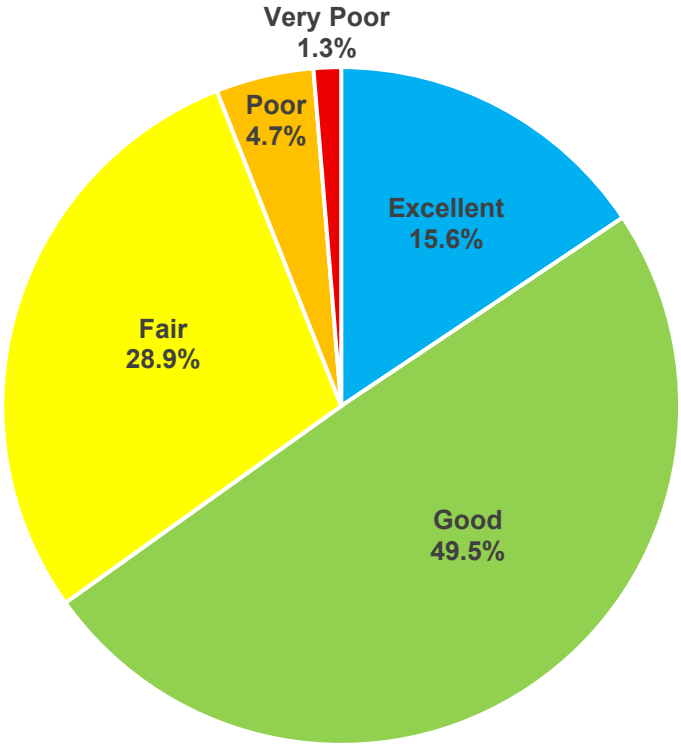


Figure 1: *Percent of network in each pavement condition category*

Most of the evaluated roadways fall into the Good and Fair condition categories. Specifically, 49.5% of the city's roads are classified as Good, followed by 28.9% in Fair condition and 15.6% in Excellent condition. However, 6.0% of the network is rated as being in Poor or Very Poor condition. The distribution across these categories, combined with a relatively high average network PCI, suggests that the city has flexibility in determining its pavement management strategy. This flexibility allows for prioritization of maintenance and rehabilitation efforts based on available funding and long-term infrastructure goals.

II. Introduction

A pavement management program includes a systematic method of conducting a detailed distress survey to evaluate the condition of roads in a network, followed by performing a cost-effective analysis of various maintenance and rehabilitation strategies. This assists city officials and staff in making the best decision on the use of available resources. The pavement management program can result in improvement of the life cycle costs, performance, and service life of roads. The inspection data provided in this report is a crucial component to a pavement management program. The main objectives of this type of analysis are to maintain a high-level network, evaluate the effectiveness of different alternatives, and optimize timing of maintenance and rehabilitation activities. These objectives can be met by routinely conducting inspections and determining the condition of the pavement system. The data is typically managed within pavement management software which can manage, sort, and store the collected information. Through this software, various models can be generated that allow the user to customize maintenance protocols, run different budget scenarios, and evaluate the outcomes of each scenario.

By conducting a pavement management analysis, North Branch is showing their willingness to continue looking for ways to improve their network of roads and extend the life of their pavement. On top of that, the benefits of a pavement management program extend beyond helping a city improve the average condition of its pavement. Better pavement conditions result in less wear and tear to vehicles of roadway users including city residents and city staff. Extending the life of pavements reduces the frequency of major reconstruction projects that require lengthy detours and delays to travelers. Safety is improved by giving drivers good pavement surface friction that allows them to stop quickly and predictably. Achieving the maximum service life of a road is also more sustainable for the environment by reducing the amount of material and fuel that is needed when pavement needs to be completely replaced. For these reasons, WSB recommends completing routine pavement management program updates every three to four years.

Overall, a pavement management plan should improve the safety for a road network's users and the sustainability of its pavement maintenance while minimizing the costs to taxpayers. This document is designed to act as a guide to help North Branch manage its pavement. However, it is not the only source of information decision makers should use. It is important to also consult with maintenance staff and review other factors that cannot be accurately included in the pavement model. Circumstances unique to a specific city are hard to capture in a scientific analysis and may take precedent over the recommendations provided.

WSB can help North Branch further analyze the information in this report and implement their pavement management system by providing city-specific funding and maintenance recommendations if needed.

This document focuses exclusively on street pavement and does not include analysis of other assets that are located along or underneath the roadway, such as storm sewer, sanitary sewer, or watermain. This type of data is often useful when considering major pavement rehabilitation

projects. WSB's asset management team can help procure and manage data related to other assets if needed.

III. Pavement Condition

Pavement Lifecycle

Pavement is constructed to meet the demands of traffic and the environment for a certain design period. The Pavement Condition Index (PCI) of a roadway declines as traffic and time slowly take their toll on newly constructed pavement. **Figure 2** shows the typical life expectancy of pavement based on data obtained from the Army Corps of Engineers.

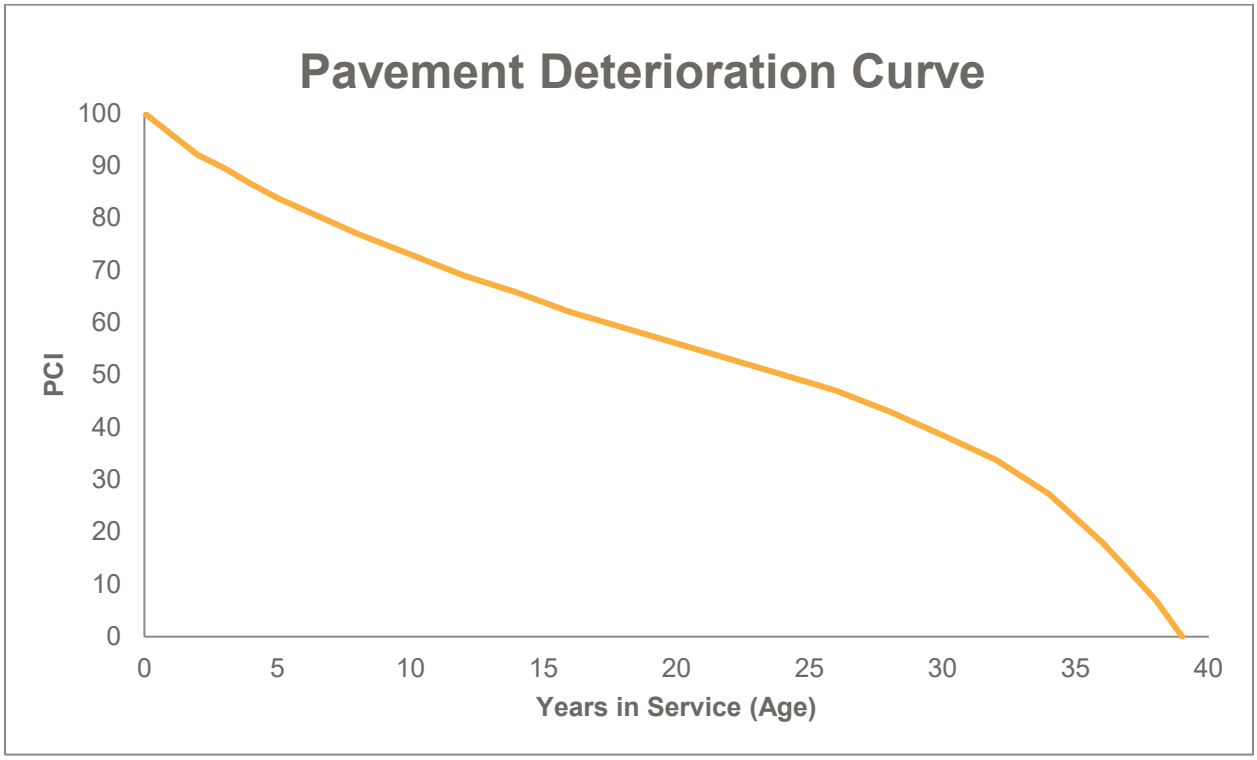


Figure 2: *Typical pavement deterioration curve*

Figure 2 exhibits standard behavior when no maintenance is implemented. Each repair or preservation technique applied increases the PCI of a segment and increases its expected life by delaying degradation. The PCI values used in this report are based on a surface inspection of the city's streets. Surface inspections provide a good indication of the pavement and what riders experience when driving the road. However, they do not capture the sub-surface of a pavement structure. Pavement forensics such as pavement coring are required to analyze the entire depth of the road. Some repairs such as patching often improve the PCI of a road but fail to address underlying issues that will continue to cause deterioration. The recommendations in

this report seek to keep PCI values high but also maintain the underlying layers of pavement for each segment.

Field Data Collection

WSB used CYVL.AI's vehicle-mounted sensor system to capture geo-referenced digital imagery of 88.5 miles of the city's pavement network. This approach enabled sub-meter location accuracy of pavement distress in accordance with American Society for Testing and Materials (ASTM D6433). **Figure 3** shows the vehicle mounted sensor system used for data collection. The sensor system uses LiDAR, GPS, and an Inertial Measurement Unit (IMU) and high-resolution cameras to generate a high-quality digital map of the pavement environment. Camera imagery and Lidar data are then processed to identify specific pavement distresses.

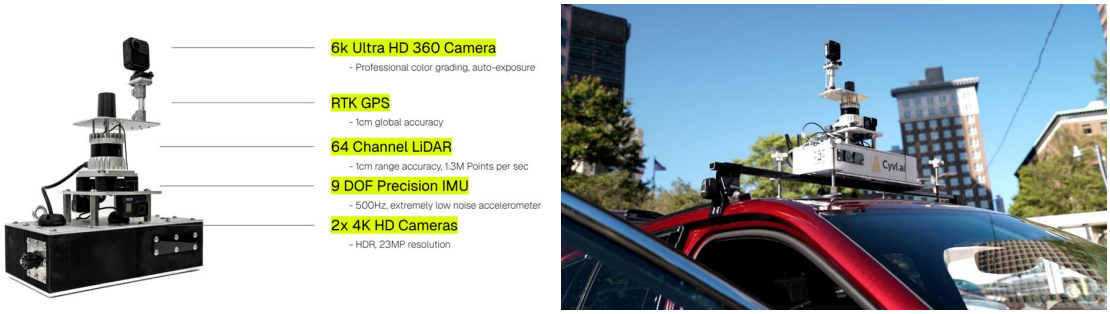


Figure 3: *Vehicle mounted sensor system*

Existing Pavement Conditions

The Pavement Condition Index (PCI) is a measure of pavement condition, represented on a scale ranging from 0 to 100. A PCI value of 100 corresponds to the condition of newly constructed pavement, while a value of 0 denotes a completely failed pavement that is no longer serviceable. **Table 2** outlines the PCI categories employed in this project to classify pavement conditions.

PAVER™, an asset management software was used to analyze the PCI measurements of the city's pavement network. The software calculates PCI using deduct values that are based on the type, severity, and quantity of the visible pavement distresses on each road. Examples of asphalt pavement distresses include alligator cracking, longitudinal/transverse cracking, rutting, raveling, weathering, potholes etc. Distress severity is classified as either low, moderate, or high. Depending on the type of distress, quantity is measured as the number of occurrences, length, or area.

This report shows the pavement conditions for the bituminous roads. Most roadways at the time of inspection were in Excellent or Good condition. **Table 2** shows how much of the city's pavement is in each condition category by mileage and area. WSB shows results below in

mileage and surface area as some miles may have more than two lanes and therefore more pavement to be maintained.

Table 2: Conditions of *city roads (bituminous) by pavement condition category*

Condition Category	PCI Range	Miles	Percent of System by Mileage	Area (Sq Ft)	Percent of System by Area
Very Poor	0.00 - 40.00	1.2	1.4%	153,642	1.3%
Poor	40.01 - 58.00	4.3	4.9%	549,250	4.7%
Fair	58.01 - 75.00	25.9	29.9%	3,391,714	28.9%
Good	75.01 - 85.00	42.0	48.4%	5,815,904	49.5%
Excellent	85.01 - 100.00	13.3	15.4%	1,833,319	15.6%

Appendix A includes a map of all the inspected road segments in the city with their PCI condition categories. **Appendix B** displays the PCI values of every inspected segment.

QA/QC of the Surveyed Data

As part of this project, a QA/QC review was performed on the surveyed pavement condition data to ensure accuracy and reliability before analysis. The process included histogram analysis and boxplot evaluation to identify anomalies and potential outliers.

Histogram Analysis: **Figure 4** shows the histogram of the network PCI values. The majority of PCI scores cluster between 70 and 85, indicating that most pavement sections are in Fair to Good condition. Lower-frequency bins exist at both extremes with some values below 40 and others near 100; suggesting a small number of outliers or rare extreme conditions.

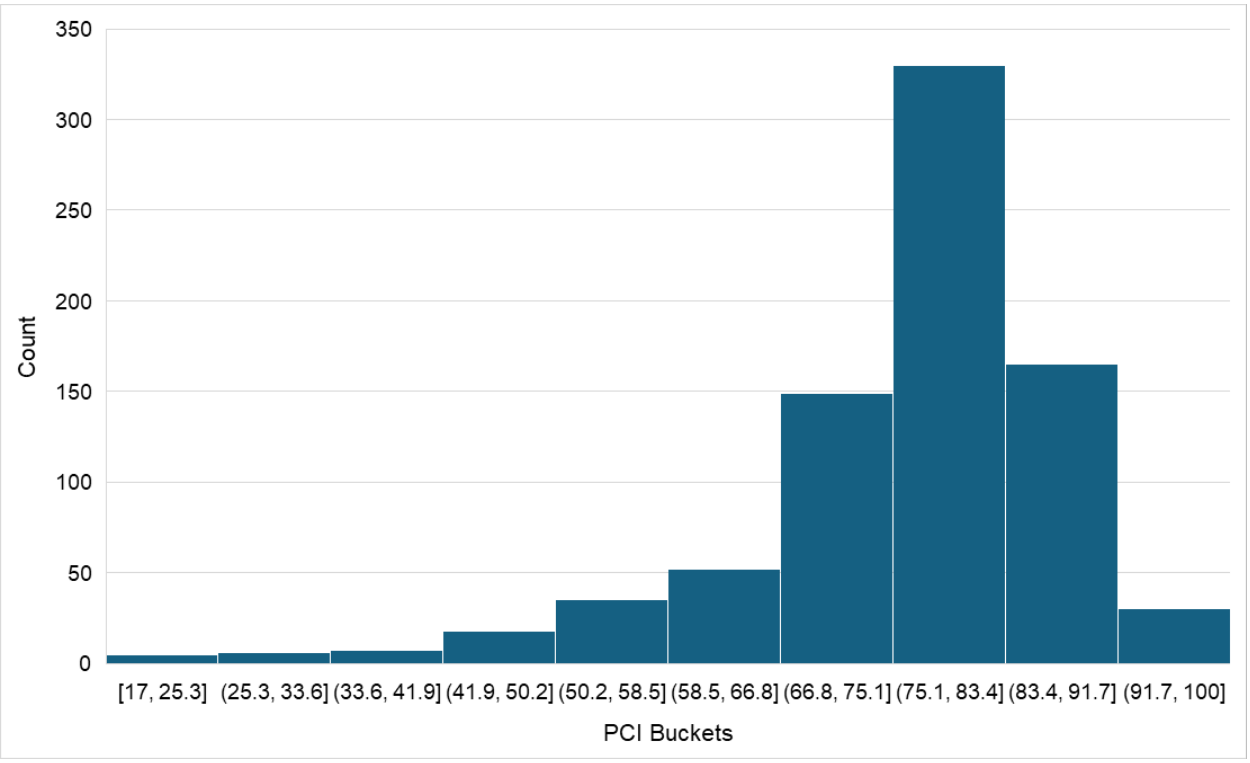


Figure 4: *Histogram of network PCI values*

***Boxplot Analysis*: Figure 5** shows the boxplot of the network PCI values. The calculated lower bound was 47.2, and the upper bound was 100. PCI values below the lower bound represent critical needs or special cases that require further review. These may indicate sections with severe deterioration or potential data anomalies.

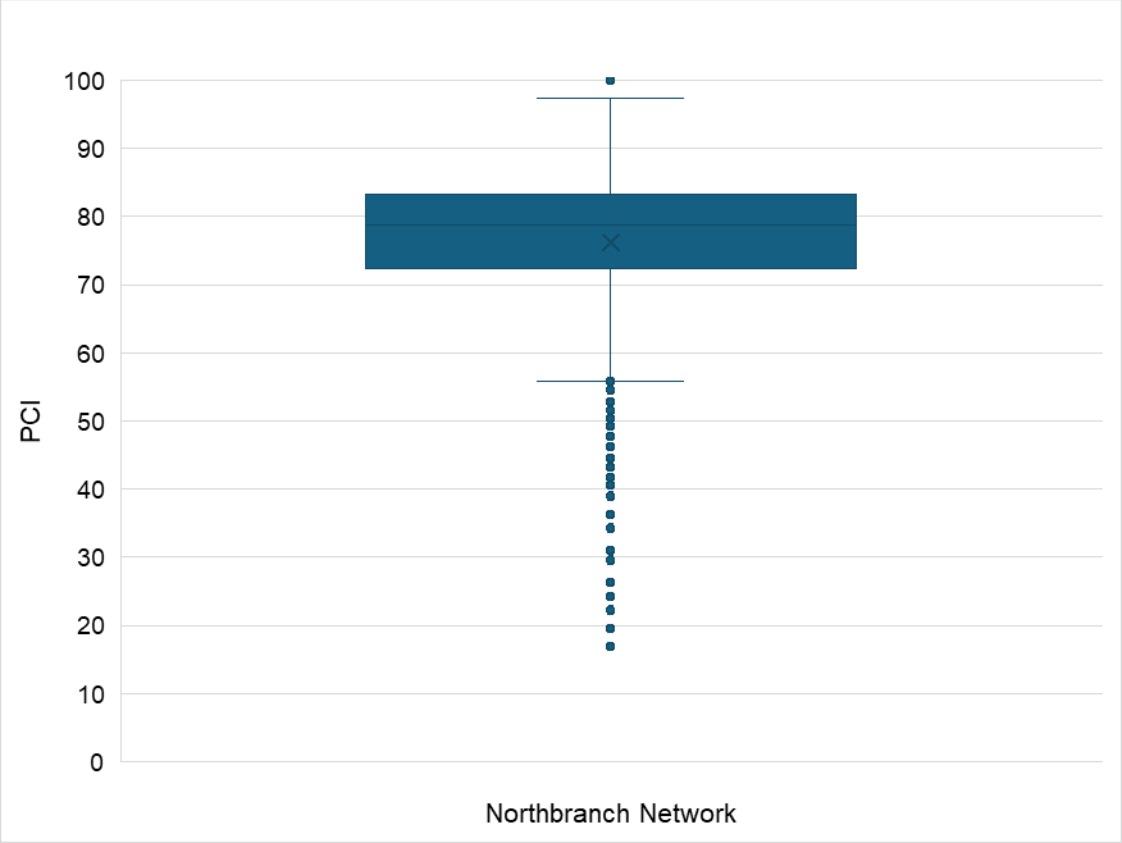


Figure 5: *Boxplot of network PCI values*

Pavement Rating Examples

PCI Rating = 94.6: Excellent

Rivercrest Dr (Segment ID: 627)

Pavement section categorized as "Excellent" is typically newly surfaced or constructed, with low to mild severity distress. Drivers experience minimal bumps while traveling. In most cases, no maintenance is required on such pavement. However proactive crack sealing is recommended to prevent water infiltration. An example is Rivercrest Dr (Segment 627) with a PCI of 94.6 (**Figure 6**). Detailed Distresses on this Segment are shown in **Table 3**.



Figure 6: *Rivercrest Dr Segment ID: 627*

Table 3: *Detailed distresses on Rivercrest Dr Segment ID: 627*

Distress	Severity		
	Low	Medium	High
Weathering (in ft^2)	7501.12	Not detected	Not detected

PCI Rating = 80.4: Good

Maple Street (Segment ID: 265)

Pavement segment rated as “Good” shows mild to moderate distresses from freeze-thaw cycles but still offers mostly smooth rides. These segments are ideal for preventive maintenance and cost-effective methods to extend pavement life. These treatments include rejuvenating treatments, crack sealing, microsurfacing, and fog sealing. An example of a such pavement segment in North Branch is Maple Street (Segment 265) with a PCI of 80.4 (**Figure 7**). **Table 4** lists the detailed distresses on this segment.



Figure 7: *Maple Street Segment ID: 265*

Table 4: *Detailed distresses on Maple Street Segment ID: 265*

Distress	Severity		
	Low	Medium	High
Weathering (in ft^2)	3417.73	9051.98	Not detected
Depression (in ft^2)	197.68	Not detected	Not detected

PCI Rating = 70.5: Fair

Eaglewood Ave (Segment ID: 862)

Pavement segments rated as “Fair” may show mild widespread distresses with some moderate to severe areas but remains structurally sound. Drivers may notice occasional bumps, though the surface is generally smooth. These segments are good candidates for mill and overlay. This process removes surface distresses and restores ride quality while preserving the existing base. This cost-effective strategy helps prevent further deterioration. An example is Eaglewood Ave in North Branch (Segment 862) with a PCI of 70.5 (**Figure 8**). **Table 5** lists the detailed distresses on this segment.



Figure 8: *Eaglewood Ave Segment ID: 862*

Table 5: *Detailed distresses on Eaglewood Ave Segment ID: 862*

Distress	Severity		
	Low	Medium	High
Alligator cracking	Not detected	Not detected	19.77
Rutting (ft^2)	7.21	1.02	Not detected
Ravelling (ft^2)	Not detected	183.81	Not detected
Patching/Utility Cut (ft^2)	Not detected	23.77	Not detected
Pothole (count)	Not detected	1	Not detected
Block Cracking (ft^2)	Not detected	Not detected	14.74

Distress	Severity		
	Low	Medium	High
Edge Cracking (ft^2)	90.12	Not detected	Not detected
Bumps/Sags (ft)	Not detected	8.85	Not detected
Depression (ft^2)	195.07	Not detected	Not detected
Weathering (ft^2)	9889.02	137.54	Not detected

PCI Rating = 54.8: Poor

Pine Street (Segment ID: 232)

Pavement segment rated as “Poor” shows widespread moderate to severe distresses, resulting in noticeably rough rides. At this stage, surface-level maintenance is ineffective. If the base remains intact, reclamation—grinding and recycling the existing pavement to form a new base—is recommended. Though less costly than full reconstruction, reclamation is still a significant investment. An example in North Branch is Pine Street Segment 232 (**Figure 9**). **Table 6** lists the detailed distresses in this segment. The distress survey conducted under this project identified a total of 34 segments in “Poor” condition. These segments are listed in the Appendix.



Figure 9: *Pine Street Segment ID: 232*

Table 6: *Detailed distresses on Pine Street Segment ID: 232*

Distress	Severity		
	Low	Medium	High
Raveling (ft²)	138.80	1824.19	Not detected
Patching/Utility Cut (ft²)	Not detected	186.77	Not detected
Edge Cracking (ft²)	75.99	Not detected	Not detected
Bumps/Sags (ft)	Not detected	12.05	Not detected
Depression (ft²)	151.34	Not detected	Not detected
Weathering (ft²)	2400.06	13588.39	5293.59

Sections with low PCI Scores

Based on the current network PCI distribution (**Figure 1**), 1.3% of the network is in Poor condition and 5.2% is in Poor condition. **Table 7** lists the segments in Poor and Very Poor condition; segments rated as Poor are provided in the **Appendix**. As a part of the QA/QC process, WSB staff spot checked these segments visually to verify they are indeed in Poor and Very Poor condition.

At these low PCI levels, pavements are structurally deteriorated, and preventive or preservation treatments will not be effective. These sections are well below preventive thresholds and will continue to decline without structural intervention. They require major rehabilitation treatments such as, mill & overlay with increased thickness, reclamation, or reconstruction.

The recommended approach is to conduct pavement forensics within 12–18 months to determine the most appropriate rehabilitation strategy. Temporary stopgap repairs may be applied in the interim to address safety hazards until full rehabilitation can be scheduled.

Table 7: *Pavement segments rated Poor and Very Poor in North Branch*

Pavement branch	Segment	PCI
12th Avenue	214	24.7
12th Avenue	218	22.3
2nd Avenue	354	31.2
386th Street	302	37.2
392nd Street	420	19.6
4th Avenue	270	34.3
Ash Court	391	36.3
Butternut	358	26.4
Countryside	213	31.1
Countryside	217	24.2
Countryside	226	26.3
Countryside	233	26.6
Countryside	234	29.6
Grand Avenue	98	39
Hillshire	687	17
Tamworth Avenue	689	39

IV. Pavement Maintenance and Rehabilitation Techniques

Pavement maintenance and rehabilitation are treatment strategies for preserving the functional and structural integrity of roadway infrastructure. These techniques are typically grouped into three levels; Local/Corrective Maintenance, Preventive Maintenance, and Major M&R; each targeting different stages of pavement deterioration.

Local/Corrective Maintenance

Corrective maintenance is used to fix localized distresses that occur due to improper construction, or unforeseen conditions such as utility cuts or isolated failures. It is typically applied to fix low-severity defects or acute high-severity issues like potholes that compromise safety or ride quality. This type of maintenance typically involves crack sealing or patching. While roads in “Good” condition typically require no major repairs, local or corrective maintenance may be needed to address early distresses.

Preventive Maintenance

Preventive maintenance consists of treatments applied to in-service pavements in good condition to preserve and protect the surface while slowing future deterioration. These actions are global in nature, meaning they are applied over larger pavement areas rather than isolated spots. This type of maintenance improves the condition of the system without increasing its structural capacity.

Implementing a preventive maintenance strategy is cost-effective and important since maintenance costs increase with the pavement age. Preventive maintenance actions can be done at a much lower cost than preservation actions such as mill and overlays. By applying appropriate preventive maintenance before a road deteriorates, the pavement can be kept in good condition at a much lower cost. With proper preventive maintenance techniques, the life of an average paved road can increase substantially.

Preventive maintenance is best performed on newer pavements prior to the appearance of significant and/or severe distresses. There are many preventive maintenance applications that seek to protect pavement from deterioration. These treatments vary in effectiveness and price. Common preventive maintenance techniques include crack sealing, fog sealing, chip sealing, chip sealing followed by fog sealing, rejuvenators, micro-surfacing, slurry sealing, etc.

Patching can also be considered preventive maintenance, but it is usually implemented on small areas of severe distress. Additionally, patching a road to increase its PCI does not provide long term structural improvement. Patching may be necessary to keep roads in serviceable condition, but it should not be considered routine maintenance for every road.

Additional details on the most common preventive maintenance techniques are included below.

Rejuvenators

One option to consider as a preventive maintenance technique is rejuvenating with a product called “Reclamite.” Rejuvenators like Reclamite improve the durability of asphalt pavement by

preventing or reversing the oxidation that causes the binder to dry out and crack. They also help seal out harmful moisture.

Pavement in good condition but exhibiting signs of aging like longitudinal and transverse cracking and weathering will benefit from a rejuvenator application. These products can be used to help keep pavements in good condition as long as possible.

Another benefit of rejuvenator products is their quick curing allowing them to be opened to traffic within 2 hours in most cases when sand is applied after application. The sand is then swept off the following day to ensure a clean and uniform appearance. These products are generally clear in appearance once cured allowing all existing pavement markings to still be visible on completion of the project without any need to protect.

Crack Seal

Crack sealing is done to prevent the intrusion of water and incompressible materials into cracks. When water enters cracks in pavement, it can soften the sub-base and base layers. This leads to the development of more severe distresses and ultimately the formation of potholes. In Minnesota where extensive freeze/thaw cycles exist, the water that enters the pavement structure through cracks can also lead to frost heaving issues.

Crack sealing should be completed early in the life of a new pavement or overlay. For the most effective results, it should be performed 2 to 4 years after a new surface is constructed and periodically after that as deemed necessary. This technique will not improve the structural capacity of the pavement, but it will slow down future structural deterioration. In general, crack sealing should be done in coordination with other pavement preservation and rehabilitation treatments to enhance their performance. It may also be conducted as a stand-alone practice to increase pavement life through minimizing water and incompressible ingress and damage.

Best practice is to seal cracks prior to fog seals, chip seals, overlays, and any other surface treatment. All moderate to high severity longitudinal, transverse, and block cracks between ¼ inch and ½ inch wide should be sealed. Cracks less than ¼ inch wide may be difficult to seal and should be filled with a surface treatment. Cracks wider than 3/4 inch will require a mastic fill material. To mitigate roughness issues, overbanding or buildup of seal material on the surface of the pavement should be avoided. Finally, alligator cracks should be addressed through base repair or patching methods and should be largely removed prior to crack sealing.

Crack sealing is an important first step to mitigating future pavement damage but adding a seal coat layer on top of sealed cracks provides significantly more protection from distress. WSB recommends the city reference MnDOT Spec 3719, 3723, or 3725 for more information on crack sealing guidelines

Fog Seal

Fog sealing is another type of preventive maintenance in which asphalt emulsion is applied to the roadway to protect the surface from environmental aging, moisture damage, and oxidation. This preventive maintenance technique will not add any strength to the pavement. Fog sealing is typically completed one year after crack sealing. It is important to note that while the color of a

fog seal may fade as early as a year after its application, a fog seal remains effective for as many as 3 to 5 years. WSB recommends the city reference MnDOT Spec 2355 for more information on fog sealing guidelines.

Chip Seal

Like a fog seal, the chip sealing process involves an application of a uniform layer of emulsified asphalt. However, chip sealing includes immediately applying a layer of cover aggregate across the pavement surface. Pre-sweeping and filling of cracks should be done prior to the chip seal application. Chip sealing creates a waterproof surface membrane to the existing membrane, which helps to slow down the deterioration of the pavement from oxidation as well as to prevent the intrusion of water.

Chip sealing is typically completed one year after crack sealing. Normally, a chip seal placed on a newer road will last 5 to 10 years. This assumes the chip seal is protected during placement to allow proper curing time. It is crucial that no moisture is trapped underneath a chip seal during construction because trapped moisture typically leads to premature failure of the bond between the pavement and the tack. Other factors that affect the performance of a chip seal include the type of binder that is used, the condition of the underlying road, and external factors such as plow damage. It is the responsibility of the owner to ensure that these external factors do not contribute to premature failure of a chip seal.

Field surveys should assist in determining which roads are candidates for a chip seal. WSB recommends the city reference MnDOT Spec 2356 and the MnDOT Seal Coat Handbook when considering chip sealing.

Chip Seal Followed by Fog Seal

A newer preventive maintenance strategy that has already proven cost-effective for cities includes combining the benefits of a chip seal and a fog seal. This technique is rapidly being adopted by cities and counties as the preferred sealcoat option. Applying a chip seal immediately followed by a fog seal extends the life of a traditional standalone chip seal project with some additional benefits. The fog seal over a chip seal provides for better chip retention resulting in a more durable surface and reducing the complaints from the public of chipped windows and rocks being tracked off the project. A study found the public has a more positive opinion of the fog sealed chip seal projects because they appear as if the road was just overlaid at a reduced price and far less impact to roadway users.

The construction of this type of fix is the same as for the chip seal section in this report with the addition of a fog seal once the chip seal rock has been compacted. WSB would recommend applying CSS-1H emulsion at a rate of 0.10 gallons per square yard as a starting point. The application rate can depend on the rate of emulsion applied under the chip seal and the rock used so adjust as needed to the project conditions.

If the city has had problems with standard chip seals in the past, adding a fog seal on top of a chip seal is a way to reduce many of common chip seal issues. Engineers at WSB recently completed a statewide study on chip seals followed by fog seals and found they performed much better, were well-received by the public, and provided the cost-effective solution that seal

coats are designed to deliver. For these reasons, chip seal followed by fog seal is recommended as the main preventive maintenance solution for the city. Reference Minnesota Local Road Research Board report 2022RIC04 for additional information.

Major Maintenance and Rehabilitation (M&R)

Major M&R strategies are applied when pavements have deteriorated beyond the point where preventive or corrective maintenance is cost-effective. These treatments restore structural capacity and extend service life significantly. The most common major M&R techniques are described below.

Overlay/Mill and Overlay

An overlay involves placing a new layer of bituminous material on top of an existing asphalt surface. A mill and overlay requires grinding all or a portion of the in-place asphalt surface and topping the ground surface with a bituminous wearing course. This rehabilitation strategy provides a structural improvement to the roadway. We recommend conducting more investigations such as pavement coring to evaluate the subsurface conditions before implementing an overlay project. Information such as depths of pavement layers, signs of debonding, and distresses that are not visible from the road surface can be obtained through pavement coring. Applying an overlay to a pavement structure with inadequate subsurface conditions will cause the new surface to fail prematurely.

Texas Underseal

One of the biggest complaints about overlaying existing asphalt pavement is how quickly the underlying cracks reflect up through the new layer of pavement. For cities interested in ways to reduce the reflective cracking that commonly occurs with overlay projects, a Texas Underseal project is worth considering. Texas Underseal is a relatively newer technique that suppresses reflective cracking in the layer of new asphalt pavement by applying a chip seal on the existing roadway immediately before placing the new layer of pavement. The seal coat layer acts as a barrier between the existing cracks and the new pavement. Studies have shown that a Texas Underseal can reduce reflective cracking in overlayed pavement by as much as 40%. MnDOT and several cities in Minnesota have experimented with Texas Underseals and have found them to be a cost-effective way to slow the inevitable advance of reflective cracks.

The additional cost associated with a Teas Underseal project is typically the cost of applying a chip seal on the segment. The chip seal for a Texas Underseal is constructed similarly to a traditional chip seal with the only difference being a slightly reduced application rate of emulsion: from the normal 0.35 gallons per square yard to 0.30 gallons per square yard. The chip seal should still be rolled and swept before placing the new asphalt pavement.

Reclamation

The most common types of reclamation are full-depth reclamations (FDR) and stabilized full-depth reclamations (SFDR). FDR involves pulverizing the full depth of a bituminous road and a portion of the underlying materials. That material then gets blended together and placed as a sound base for new pavement. Typically, FDR reclaim depth is 12 inches, although it can be as

deep as 18 inches. Excess FDR mixture may be removed to allow 6-inch lifts compaction. Additional rock may need to be provided if the mixture is expected to be deficient in crushing or gradation. The reclaimed mixture can be topped with different types of surface course, depending on the structural requirements and anticipated traffic level. A layer of tack coat needs to be applied prior to surface treatment to provide good bonding between the FDR mixture and surface course. SFDR involves the same process but includes mechanical, chemical, or bituminous stabilization. The typical minimum depth of stabilization is 4 inches, but it can go as deep as 6 inches. Mechanical stabilization involves the addition of new aggregate or recycled materials. Chemical stabilization includes the addition of lime, cement, fly ash, calcium chloride, or other proprietary products. The asphalt additives can be foamed asphalt or asphalt emulsion. These stabilizing agents, if combined with additives, can help optimize the FDR performance.

Full & Partial Reconstruction

Reconstruction includes the complete replacement of the road's driving surface and pavement structure. The pavement along with its base layers are then replaced with new material. Asphalt mix type, ride specification, lift thicknesses, and compaction requirements must be in accordance with the specified standard. Selecting the specific appropriate reconstruction plan for a road requires more detailed investigation such as pavement coring. Each road segment requires a specific pavement design that considers existing subgrade materials and traffic loading to create the most effective pavement structure. Subsurface water management is a significant component of a reconstruction project. Thus, addressing roadway drainage is included in roadway reconstruction projects, including concrete curb and storm sewer. When performing a reconstruction, it is important to consider the entire pavement structure that includes the base and subbase. A larger initial investment in thicker base and subbase layers along with edge drains provides the pavement with a stronger foundation that reduces damage from moisture under the surface. This produces pavement that is less susceptible to damage and has a longer expected life. WSB can provide specific reconstruction design recommendations if requested. For a partial reconstruction, a reclamation is typically performed as opposed to a complete road-base replacement, includes some concrete curb and gutter, and relatively minor storm sewer replacement or additions; this method is similar to the last couple of street projects the city has completed.

Pavement Forensics

The final decision on implementing a reconstruction, reclamation, or mill/overlay project should come after a pavement forensic study. Pavement forensics involves studying the pavement structure and condition of the base underneath the visible layer of pavement. Important information results from this analysis. Examining pavement cores can determine the depths of pavement layers, signs of bonding or de-bonding, and distresses that might not be visible from the surface. Soil borings along the roadway can be used to identify aggregate depths and soil classifications to provide a better understanding of the roadway section. This information is crucial when determining what type of rehabilitation is needed and what it will cost. Several factors should be considered when deciding the number of cores to be taken such as the pavement condition and the variability in the pavement depth as cores are being taken. A pavement forensic study should be conducted less than two years before a major maintenance

project to ensure the results of the study accurately reflect the road's condition. The findings of pavement forensic studies have been proven to lead to cost savings and more appropriate maintenance strategies. WSB can perform pavement forensics for North Branch if requested.

Drainage Considerations

A major influence in selecting the correct maintenance or rehabilitation project for a particular road can be drainage. Proper drainage is crucial for pavement longevity. The consistent presence of water can erode the base layer of aggregate that supports the pavement, accelerate debonding of an asphalt mixture, and induce frost heave in freezing conditions. Common signs that road drainage is inadequate include standing water on the pavement after precipitation or the presence of pavement stripping at the bottom of a pavement core.

Ways to improve drainage include re-establishing a crown on the pavement to quickly shed water, improving the aggregate base layer below the pavement, adding edge drains under the pavement to wick moisture from under the road, installing curb and gutter to better convey surface flow, and installing catch basins/storm sewer. Many of these repairs cannot be implemented without a major repair or reconstruction. The need for drainage improvements can sometimes be a major factor in deciding which type of rehabilitation is best for a pavement segment. If poor drainage is not addressed, it will continue to shorten the life of the road, no matter what repair is made. The recommendations included in this report do not consider the effect of drainage improvements on pavement performance or costs.

V. Pavement Management System (PMS)

WSB used the PAVER™ software to conduct a PMS review for the City of North Branch. The PAVER™ software includes several key modules that work together to create a comprehensive pavement management plan. These modules include *Inventory* for organizing pavement data, *Work History* for tracking maintenance activities, and *Inspection* for assessing current conditions. The *PCI Family Model* evaluates pavement performance, while *Condition Analysis* provides insights into future needs. Additionally, *M&R Planning* tools help develop strategic funding scenarios. This integrated approach ensures efficient management of pavement networks. WSB will leverage these features to create a consequence of the current funding level and generate funding scenarios for targeted PCI.

M&R Approach in PAVER™ software

M&R activities are essential elements of a robust pavement management system. An effective PMS system adds value when it couples surveyed condition (PCI) with timely, right-sized M&R actions. Studies show that deferring M&R accelerates network decline and inflates backlog, while strategic, proactive M&R approach improves network PCI at materially lower life-cycle cost.

The PAVER™ software organizes the network-level M&R activities into four categories based on criticality of the PCI value and the extent of pavement distresses (local or global phenomena). The critical PCI is the point where deterioration accelerates, and preventive actions become less effective. The four M&R categories are listed below:

I. Localized Stopgap (PCI < *Critical*): Safety-driven spot repairs to keep a pavement section serviceable until major work can be performed. These stopgap measures do not add structural life to the pavement. Examples of localized stopgap measures include pothole filling, small patches.
II. Localized Preventive (PCI > *Critical*): Low cost localized preventive maintenance strategies that are applied to slow deterioration. Examples of these measures include crack sealing, partial depth patching.
III. Global Preventive: Cost-effective, area-wide surface treatments that are applied to add life to the pavement. These treatments are non-structural and are targeted for in-service pavements focused on lifecycle extension. Examples of these treatments include rejuvenator, microsurfacing, chip seals.
IV. Major M&R: Substantial investment strategy to restore structural capacity of the pavement section. These strategies include mill & overlay, reclamation, reconstruction.

In this project, a treatment matrix has been developed for the City of Norh Branch to facilitate treatment recommendations based on pavement condition data. The matrix would help the city determine when a treatment should be performed using PCI thresholds. **Table 8** represents the treatment matrix listing the treatment candidates for each M&R category.

Table 8: *Treatment Matrix*

PCI	Localized Stopgap	Localized Preventive	Global Preventive	Major M&R
0 to 40	Pothole repair and Patching	No localized preventive treatment recommended	No global preventive treatment recommended	Reconstruction/ Reclamation
40 to 58				Reclamation/ Mill & Overlay
58 to 75				Mill & Overlay/ Overlay
75 to 85	No localized stopgap treatment recommended	Crack seal, and localized distress repair	Rejuvenator and Microsurfacing	No major M&R recommended
85 to 100				

These treatment candidates represent industry-standard practices and provide a structured and flexible framework. Please note that any additional treatment type can be incorporated into these categories as needed, based on the City's preferences and engineering judgment.

VI. Capital Planning

Cost Considerations

For the city to budget for future roadway projects, high level construction costs should be considered for each M&R Category type. The PAVER™ software requires unit costs to determine appropriate budget needed for various funding scenarios. These costs are typically inputted on a square foot or linear foot basis and can be updated in the future based on material prices and construction costs.

Table 9: *Unit costs for work types to develop different budgeting scenarios and a capital improvement plan (CIP)*

Work Type	Unit Cost
Surface Treatment - Rejuvenating	$0.20/Sq ft.
Overlay – AC Thin	$1.20/Sq ft.
Mill & Overlay (2 to 4 in)	$2.00 to $4.00 per Sq ft.
Reconstruction/Reclamation	$6.50/Sq ft.

These cost estimates are based on an average of recent bids for similar work types. It should be noted these unit costs are based on recent construction pricing and can vary significantly depending on the size of the project and other project specific information.

Figure 9 illustrates how pavement repair costs rise sharply as condition declines, emphasizing the value of proactive preventive maintenance. It also shows the importance of addressing defects and issues before they require reconstruction, avoids significant cost escalation and helps optimize limited budgets.

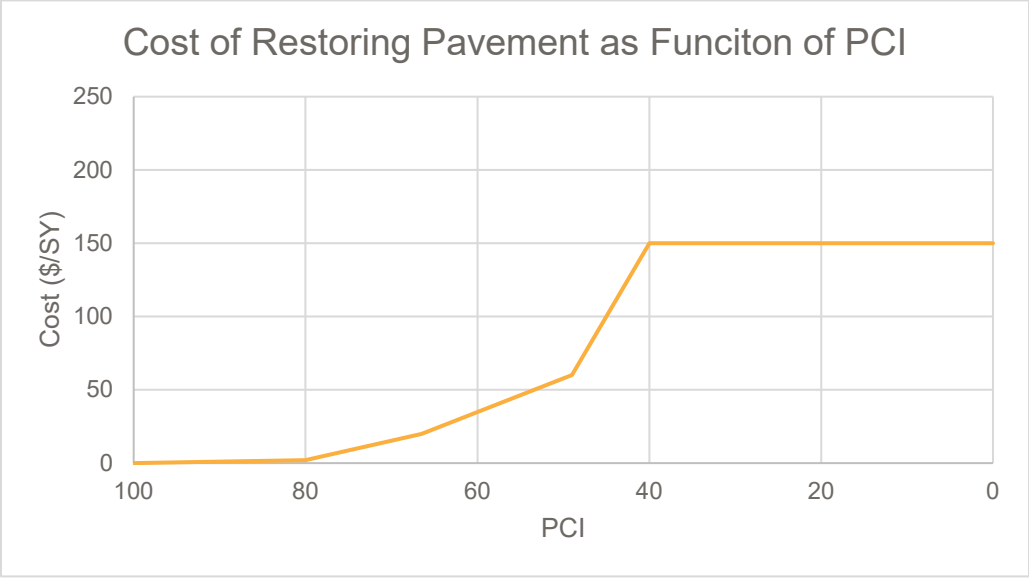


Figure 9. *Increasing Cost of Restoring Pavement*

A main goal of this pavement management is to determine how much funding is necessary to maintain the city's streets in future years and how that budget should be spent. The best way to determine this would be to run a series of scenarios to determine the city's funding needs and how to most effectively work towards PCI goals.

Funding Scenario Analysis

In this project, we evaluated multiple funding strategies over a 10-year period using the M&R Planning tool in the PAVER™ software. The M&R approach included Localized Stopgap, Localized Preventive, Global Preventive, and Major M&R categories. The city plans to allocate $750,000 annually for the first five years, followed by $1,000,000 annually for the subsequent five years. In addition to this baseline plan, four alternative funding scenarios were assessed. The evaluated scenarios are summarized below:

Table 10: *Scenario and strategies used for capital planning*

Strategy	Scenario
Do Nothing	• No funding allocated over 10-year period
Unconstrained Funding	• Unlimited funding allocated each year for next 10 years
Constrained Funding	• $400,000 annually over 10-year period • $750,000/year for 5 years, then $1M/year for 5 years (referred to as the North Branch Plan)
Condition-Driven Scenarios	• Eliminate backlog in five years

Figure 10 displays the effect of different funding levels on the average pavement condition of the City over 10 years. Both the unconstrained and backlog-elimination scenarios yield a high, stable PCI of around 86, reflecting roads maintained in "Excellent" condition ((PCI 85.01–100.00).

The city of North Branch plans to allocate $750,000 annually for the next five years, followed by $1,000,000 annually for the subsequent five years. Under this plan, the PCI remains consistently above 75, placing the network in the "Good" category (PCI 75.01–85.00). This ensures the system remains serviceable, safe, and reliable for residents. Notably, this strategy achieves the performance target as a PCI=75 maintenance strategy, confirming its effectiveness and alignment with long-term infrastructure goals.

In contrast, lower funding levels lead to consistent decreases in PCI, with pavements steadily deteriorating over time.

This analysis reinforces that the city's current expenditure philosophy is justified, as it successfully preserves the system's usability and prevents the costly decline seen underfunded scenarios.

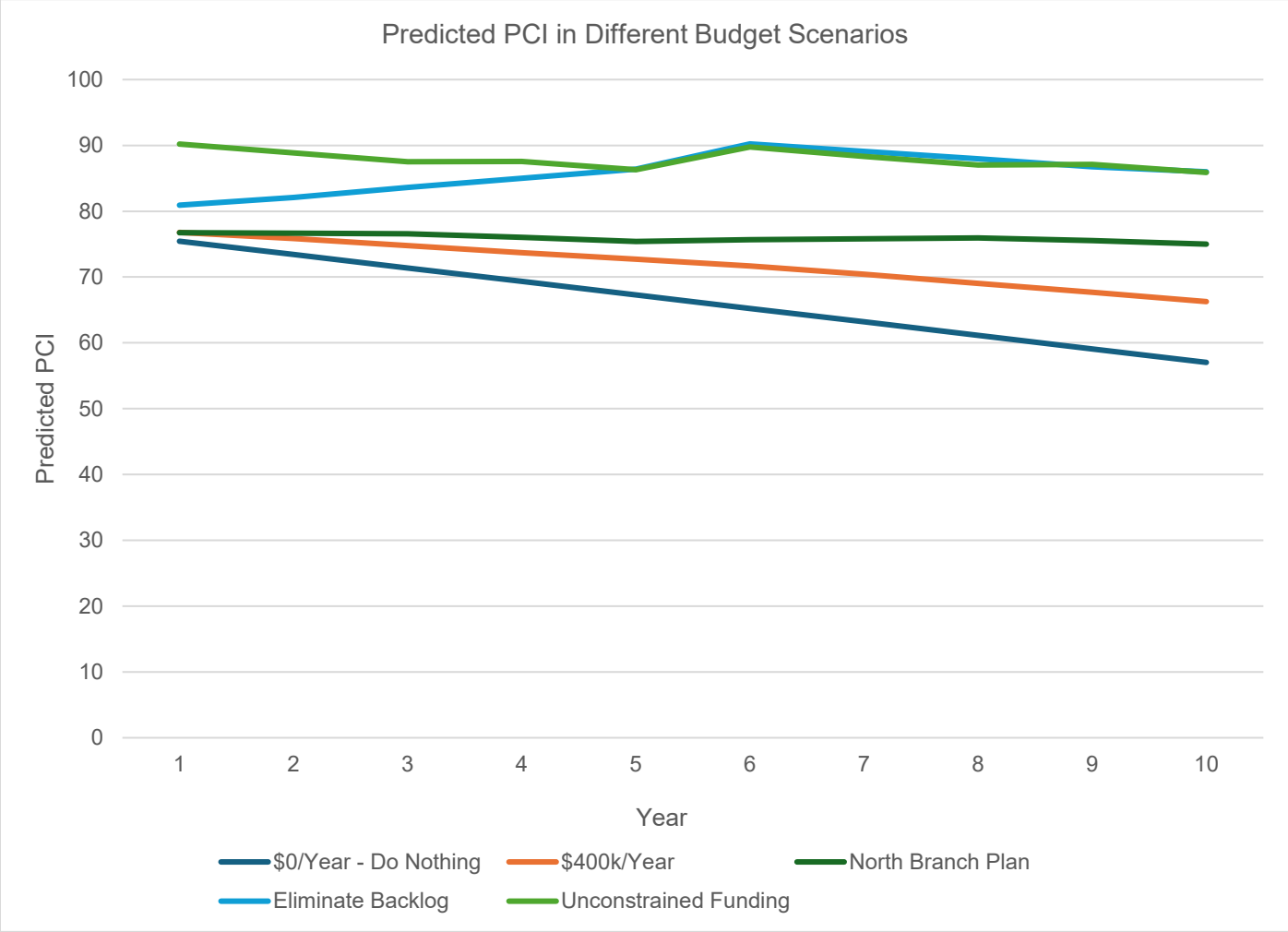


Figure 10: *Effect of funding level on the city's pavement condition*

Table 11 presents the annual spending levels for different funding strategies over a 10-year period. The unconstrained funding scenario requires a total of $13,016,911 over the period, while the backlog elimination in 5 years scenario requires $13,766,925. Both approaches keep the pavement network in "Excellent" condition but demand significantly higher up-front investment compared to current funding level.

Table 11: *Annual spending for the capital planning scenarios*

Year	$0/Year – Do Nothing	400k/Year	North Branch Plan: 750k/Year for 5 years then $1M for next 5 years	Eliminate Backlog in 5 Years	Unconstrained Funding
2026	$0	$399,837	$749,947	$2,231,523	$9,278,649
2027	$0	$399,552	$749,537	$2,230,792	$72,637
2028	$0	$399,971	$749,845	$2,231,310	$87,977
2029	$0	$399,807	$749,537	$2,212,918	$597,975
2030	$0	$399,983	$748,349	$2,022,835	$126,723
2031	$0	$399,946	$999,259	$2,161,091	$2,029,674
2032	$0	$399,835	$999,738	$145,521	$59,169
2033	$0	$399,827	$998,517	$123,430	$73,292
2034	$0	$399,955	$999,469	$112,494	$581,833
2035	$0	$399,990	$996,564	$295,011	$108,983
Total	**$0**	**$3,998,701**	**$8,740,761**	**$13,766,925**	**$13,016,910**

Table 12 shows the total unfunded budget requirements per year based on funding scenarios. Deferred maintenance and repair cost accumulate over time. If the network is consistently underfunded, these unfunded requirements grow rapidly, reaching over $35 million in the "do nothing" case after 10 years. Inadequate annual investment allows maintenance needs and costs to snowball, making future network repair far more costly and challenging.

Table 12: *Annual underfunding in each of the capital planning scenarios*

Year	$0/Year – Do Nothing	400k/Year	North Branch Plan: 750k/Year for 5 years then $1M for next 5 years	Eliminate Backlog in 5 Years	Unconstrained Funding
2026	$9,248,482	$8,728,566	$8,972,922	$6,962,297	$0
2027	$10,593,456	$9,515,308	$9,437,581	$5,381,568	$0
2028	$12,938,107	$10,346,985	$10,040,436	$3,637,576	$0
2029	$15,814,849	$11,435,277	$11,112,707	$1,816,131	$0
2030	$19,090,092	$13,080,430	$11,301,984	$0	$0
2031	$22,146,688	$15,102,774	$11,724,097	$12,753	$0
2032	$25,434,543	$16,928,434	$12,188,966	$0	$0
2033	$29,104,091	$19,114,360	$12,659,380	$0	$0
2034	$32,530,861	$21,372,483	$12,610,981	$0	$0
2035	$35,489,425	$23,670,195	$12,514,939	$0	$0

Table 13 summarizes the results of the funding scenarios evaluated in this project by presenting the 10-year total investment, unfunded requirements, and projected pavement condition. It highlights that lower annual funding levels (e.g., $200k–$400k per year) lead to substantial deferred maintenance costs and declining PCI values. In contrast, the current funding level of $1 million per year maintains the network in “Satisfactory” condition, with a PCI of 78. More aggressive strategies, such as eliminating the backlog in 5 years or applying unconstrained funding, require upfront investments exceeding $13 million but result in a PCI of 86 and fully address deferred maintenance. These findings underscore the importance of sustained and adequate funding to preserve infrastructure quality and prevent compounding costs associated with underinvestment.

Table 13: *Summary of 10-year funding scenario results*

Funding Scenario	$0/Year – Do Nothing	400k/Year	North Branch Plan: 750k/Year for 5 years then $1M for next	Eliminate Backlog in 5 Years	Unconstrained Funding
Total Funded over 10 Years	$0	$3,998,701	$8,740,761	$13,766,925	$13,016,911
Unfunded Requirements at End of 10 Years	$35,489,425	$23,670,195	$12,514,939	$0	$0
Total Fund Needed	$35,489,425	$27,668,896	$21,255,700	$13,766,925	$13,016,911
Predicted PCI in 2034	57	66	75	86	86

Maintenance Recommendations

While maintenance and repair recommendations generally align with a segment’s PCI score and condition category, several additional factors should guide treatment decisions. For segments requiring major rehabilitation (PCI < 70), further investigation is essential before proceeding. To ensure the most cost-effective decisions are made, it is recommended that pavement forensic assessments be conducted, particularly when evaluating whether to proceed with reclamation or full reconstruction. Given the significant cost difference, pavement coring is strongly recommended for segments with PCI below 55.

The long-term performance of the City's pavement network depends on how strategically maintenance funds are used. Preventive maintenance should be prioritized to preserve roads in good condition. Although it may seem counterintuitive, treating high-PCI segments early is cost-effective and prevents future expensive repairs. **Figure 11** illustrates this principle.

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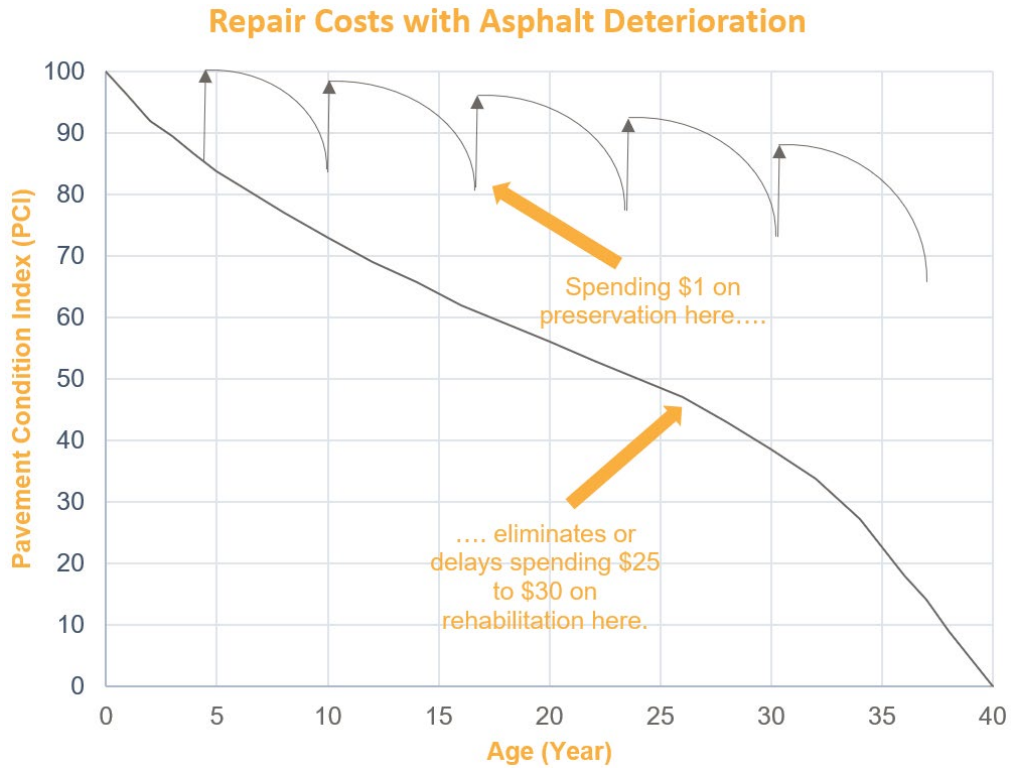


Figure 11: *Cost-effectiveness of preventive maintenance example*

Pavements should not be allowed to deteriorate to the point of requiring reconstruction, which is resource-intensive and only justified when subgrade issues or utility repairs are present. In such cases, investing in robust base and subbase layers is critical to ensure long-term durability.

Applying preventive treatments to roads needing major repairs is ineffective and wasteful. For example, rejuvenators offer little benefit on roads in Fair or Poor condition, and mill/overlay treatments on failing segments may temporarily boost PCI but degrade quickly. Maintenance strategies must match the road's actual condition to ensure lasting results.

Based on these principles, a recommended maintenance schedule can be suggested to guide typical segment treatments. While not universally applicable, it incorporates best practices for cost-effective pavement preservation. **Table 14** shows this recommendation.

Additionally, maintaining detailed logs of all street maintenance activities, including treatment type, cost, materials, and road age, can help refine future strategies. This detailed information

can also be used to improve the assumptions used by the PAVER™ software. This will ensure future recommendations will be based on accurate information.

Table 14: *Recommended typical maintenance schedule*

Typical Maintenance Schedule				
Cumulative Pavement Age (Years)	Time Interval (Years)	Maintenance	Predicted PCI	
			Initial	Improved
0	0	New Construction	100	100
2	2 years after new construction	Localized distress repair: crack seal	92-95	97-99
4	2 years after crack seal	Localized distress repair: crack seal	90-92	96-98
5	1 year after previous crack seal	Preventive: Rejuvenators	88-90	95-98
8-11	Every 3 to 6 years	Localized distress repair: crack seal, patching	85-90	93-97
12	1 to 2 years after previous crack seal	Preventive: Rejuvenators	80-85	93-97
18-22	6-10 Years After Rejuvenators	Major M&R: Mill and Overlay	58-65	92-97
20-24	2 Years After Overlay	Localized distress repair: Crack Seal	80-88	90-95
21-25	1 Year After Crack Seal	Preventive: Rejuvenators	78-85	90-94
24-34	Every 3 to 6 Years	Localized distress repair: Crack Seal & Patch	74-83	88-94
27-35	1 Year After Final Crack Seal	Preventive: Rejuvenators	72-80	85-92
33-45	6-10 Years After Rejuvenators	Mill and Overlay	55-64	90-94
35-47	2 Years After Overlay	Localized distress repair: Crack Seal	75-85	88-92
36-48	1 Year After Crack Seal	Preventive: Rejuvenators	70-84	86-90
39-56	Every 3 to 6 Years	Localized distress repair: Crack Seal & Patch	73-85	88-92
42-57	1 Year After Final Crack Seal	Preventive: Rejuvenators	65-78	84-90
52-75	6-10 Years After Rejuvenators	Reclamation	48-56	100

Mill and Overlay Potential Locations

Below is a table identifying potential segments based on the pavement analysis in PAVER where mill & overlay treatments could be applied based only on PCI scores and surface distresses. We recommend conducting more investigations such as pavement coring to evaluate the subsurface conditions before implementing an overlay project. Information such as depths of pavement layers, signs of debonding, and distresses that are not visible from the road surface can be obtained through pavement coring. Applying an overlay to a pavement structure with inadequate subsurface conditions will cause the new surface to fail prematurely.

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Prevalent Distress
10th Avenue	272	191	6,881	45.7	Low to moderate weathering, edge cracking, block cracking, utility cut
12th Avenue	221	240	5,769	48.8	Low to moderate weathering, potholes, edge cracking, block cracking
12th Avenue	229	243	5,820	50.2	
374th Court*	629	402	9,637	53.8	Alligator cracking, edge cracking, block cracking, utility cut, weathering
377th Street	135	482	11,577	50.4	Low to moderate weathering, utility cut, edge cracking, block cracking
377th Street	136	483	11,590	57.1	
377th Street	137	415	9,952	46.2	
377th Street	138	390	9,362	55.5	
377th Street	140	1,939	46,544	56.9	
386th Street	303	197	4,734	50.5	
386th Street	688	698	16,753	46.8	
386th Street	958	43	1,722	54.7	
387th Street	308	1028	24,680	54.6	Alligator cracking, edge cracking, block cracking, utility cut
3rd Avenue*	522	532	12,777	42.8	Alligator cracking, low severity weathering, edge cracking, potholes, edge cracking, raveling
407th Street	432	988	23,722	57.8	Alligator cracking, low to moderate severity weathering, edge cracking, edge cracking, utility cut
5th Avenue	263	410	11,487	43.9	Low to moderate weathering, alligator cracking, block cracking, edge cracking
7th Avenue	345	321	7,693	51.2	Low to moderate weathering, utility cut, edge cracking, block cracking
9th Avenue	254	410	9,841	44.6	Low to moderate weathering, edge cracking, block cracking
Birch Street	33	416	9,976	55.1	Alligator cracking, potholes, low severity weathering, block cracking
Birch Street	34	317	7,615	48.8	
Birch Street	380	481	11,549	51.6	
Butternut*	355	322	9,003	55.5	Alligator cracking, low to moderate weathering, edge cracking, block cracking
Countryside	216	242	5,811	52.6	High severity alligator cracking, potholes, block cracking, edge cracking, raveling
Countryside	222	392	9,410	43.3	
Countryside	227	389	9,324	49.3	
Coventry Dr*	657	665	15,959	55.3	Alligator cracking, weathering, utility cut, potholes, edge cracking
Goodview Ave	836	390	9,364	56.8	Alligator cracking, low severity weathering, edge cracking, longitudinal and transverse cracking

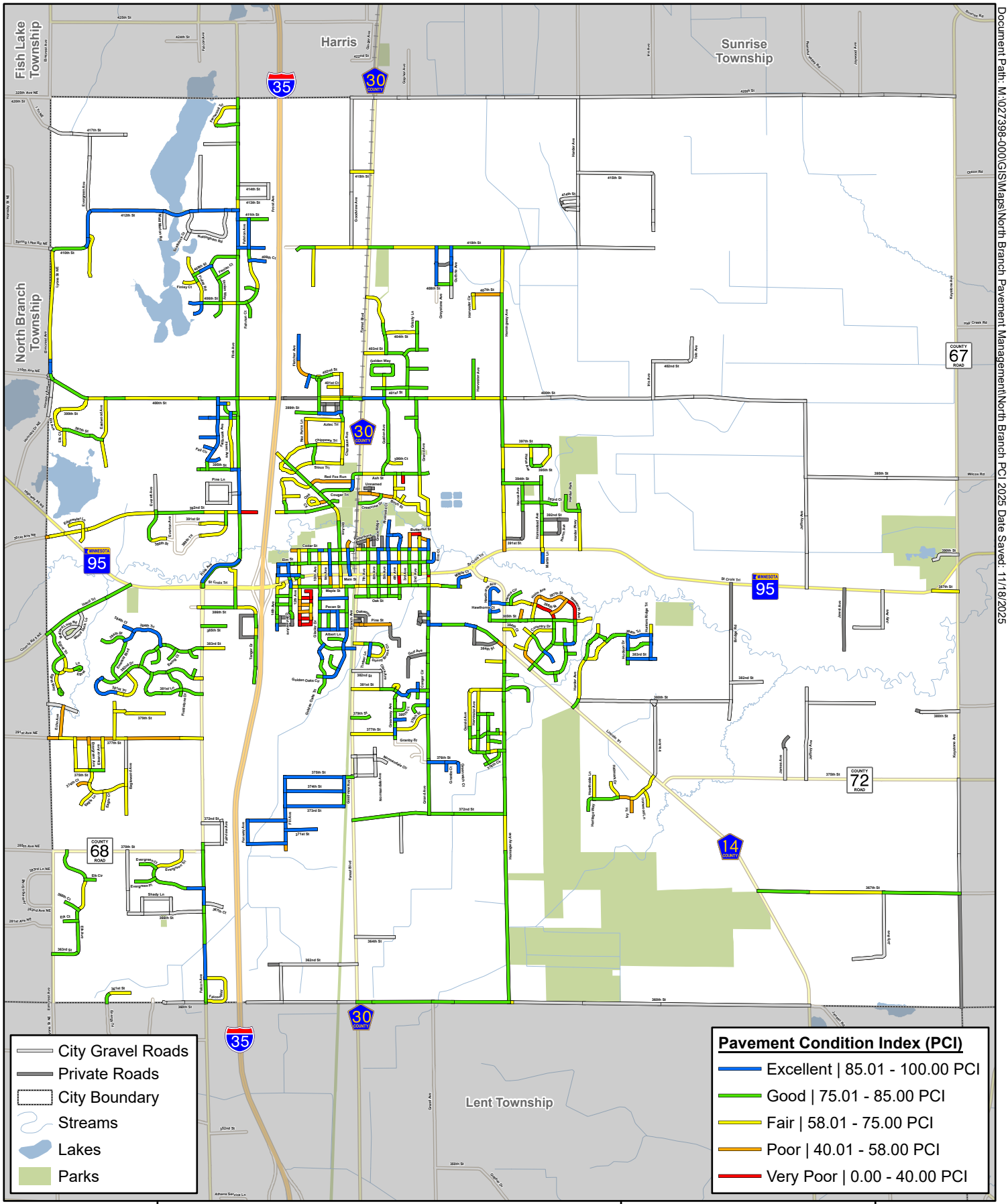
Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Prevalent Distress
Hemingway	99	400	9,593	53.9	Alligator cracking, potholes, block cracking, edge crackinging
Henna Court	780	337	8,094	57.5	Low to moderate weathering, raveling, block cracking, utility cut, alligator cracking
Holm Avenue	309	343	8,236	49.8	Alligator cracking, low severity weathering, edge cracking, block cracking
Iris Avenue	670	494	11,859	56.5	Alligator cracking, potholes, low severity weathering, block cracking
Ivy Trail	618	450	10,800	52.8	High severity alligator cracking, block cracking, edge cracking, raveling
Lincoln Tr	65	343	10,280	47.7	Alligator cracking, potholes, block cracking, low severity weathering
Nez Perce	407	948	18,958	53.9	Longitudinal and transverse cracking, low to moderate weathering, block cracking
Oak Circle*	41	314	7,534	49.2	Alligator cracking, weathering, utility cut
Pine Street	733	192	3,841	48.1	potholes, low to moderate weathering, raveling, block cracking, utility cut
Pine Street	734	156	3,128	54.9	
Pine Street	853	854	17,082	54.8	
Red Fox Run*	3	1,537	46,100	42.2	Alligator cracking, potholes, edge cracking, block cracking, utility cut

**A mill and overlay was completed on this segment in 2025, after the pavement condition assessment was completed.*

Finally, WSB recommends updating this pavement management plan periodically. As funding, construction costs, and pavement conditions change, the recommendations provided in this report gradually become less applicable. We recommend updating pavement condition ratings and revisiting maintenance strategies approximately every three to four years depending on the city's network and goals. Implementing routine inspections ensures pavement condition trends can be detected early and new maintenance or funding techniques can be promptly implemented as needed.

Appendices

Appendix A: PCI Condition Category Maps



2025 Pavement Condition Index (PCI)

2025 Pavement Management
City of North Branch, Minnesota

N

0 4,500 Feet

1 inch = 4,500 feet

CITY OF NORTH BRANCH EST. 1881

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Appendix B: Pavement Performance Model

Pavement Performance Model

For a Pavement Management System (PMS) to be a useful decision-making tool, it is essential to develop reliable performance models using real field data. The established model then can be used to forecast condition in the future. The PAVER™ software evaluates performance models based on the date of construction for new pavements and the date of resurfacing for rehabilitated/reconstructed pavements, pavement types and condition rating. The pavement performance model becomes more accurate with multiple pavement condition ratings.

As part of this project a performance model is developed using the PAVER™ software for asphalt pavement using the PCI data from 2025 inspection. **Figure B-1** provides a screenshot of the model developed in the PAVER™ software. The model is shown in equation 1. In this model, X stands for pavement age in years.

$$PCI = 100 - 1.90X - 0.04X^2 + 0.006X^3 \qquad (1)$$

As more pavement inspection data is collected in future years, the model's reliability will improve even further.

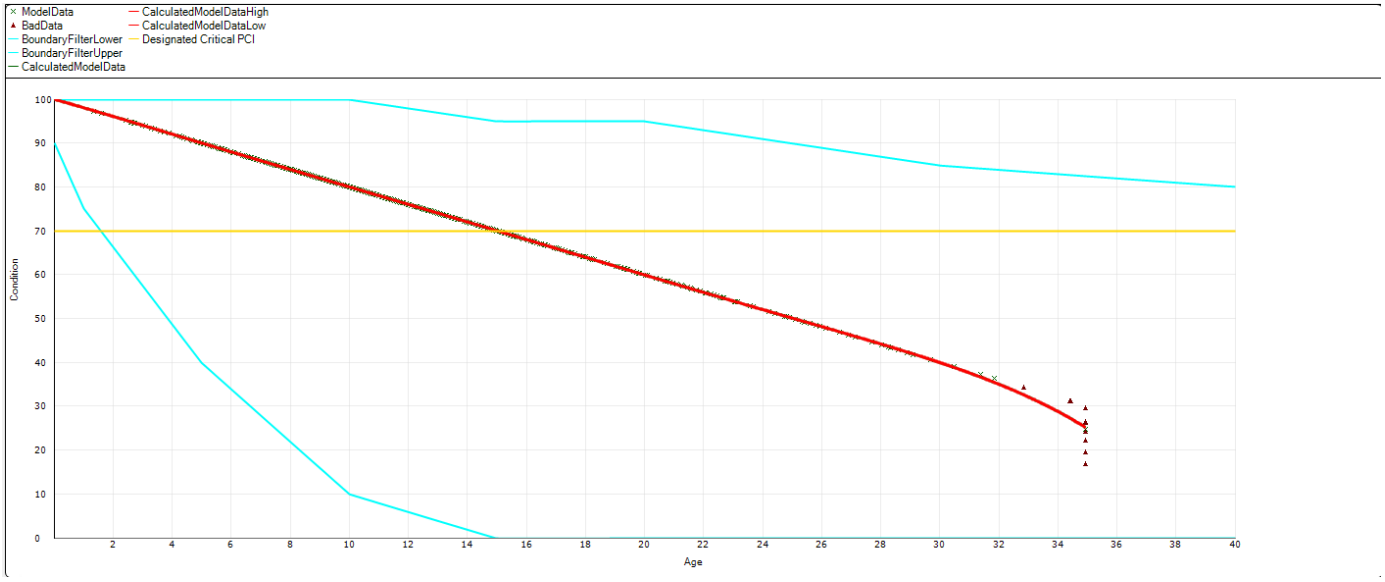


Figure B-1: Pavement performance model developed in the PAVER™ software

Appendix C: PCI Values by Segment

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
10th Avenue	251	219	5,260	62.5	Overlay
10th Avenue	272	191	6,881	45.7	Major Rehabilitation: Mill & Overlay
10th Avenue	276	410	9,846	71.6	Overlay
10th Avenue	292	452	10,853	71.3	Overlay
11th Avenue	295	452	10,854	75.2	Preventive Maintenance: Rejuvenators
12th Avenue	214	209	5,015	24.7	Reclamation
12th Avenue	218	236	5,663	22.3	Reclamation
12th Avenue	221	240	5,769	48.8	Major Rehabilitation: Mill & Overlay
12th Avenue	229	243	5,820	50.2	Major Rehabilitation: Mill & Overlay
12th Avenue	232	396	9,496	63.7	Overlay
12th Avenue	249	309	9,268	74.9	Overlay
12th Avenue	273	141	3,941	84.4	Preventive Maintenance: Rejuvenators
12th Avenue	275	409	9,814	61.2	Overlay
12th Avenue	720	456	10,932	69.1	Overlay
12th Avenue	791	145	2,901	75.5	Preventive Maintenance: Rejuvenators
14th Avenue	211	264	7,909	83.1	Preventive Maintenance: Rejuvenators
14th Avenue	212	164	4,912	82.9	Preventive Maintenance: Rejuvenators
14th Avenue	220	292	8,752	80.9	Preventive Maintenance: Rejuvenators
14th Avenue	224	291	8,741	77.7	Preventive Maintenance: Rejuvenators
14th Avenue	239	604	18,106	62.7	Overlay
14th Avenue	266	223	6,239	67.4	Overlay
14th Avenue	287	329	9,200	93.4	Corrective/Localized Maintenance
14th Avenue	288	58	1,624	95.1	Corrective/Localized Maintenance
14th Avenue	549	153	4,595	85.1	Corrective/Localized Maintenance
2nd Avenuee	285	410	11,487	83.4	Preventive Maintenance: Rejuvenators
2nd Avenuee	331	449	12,559	80.5	Preventive Maintenance: Rejuvenators
2nd Avenuee	351	407	11,395	63.5	Overlay
2nd Avenuee	354	133	3,727	31.2	Reclamation
360th Street	93	570	13,682	83.3	Preventive Maintenance: Rejuvenators
360th Street	94	2,071	49,694	84.9	Preventive Maintenance: Rejuvenators
360th Street	956	1,958	46,992	81	Preventive Maintenance: Rejuvenators
360th Street	957	698	16,752	83.9	Preventive Maintenance: Rejuvenators
360th Street	972	112	2,697	61.9	Overlay
361st Street	755	746	20,898	74.2	Overlay
363rd Street	582	822	19,720	76.7	Preventive Maintenance: Rejuvenators
366th Court	581	511	12,253	79.2	Preventive Maintenance: Rejuvenators
367th Street	23	2,661	63,856	80.2	Preventive Maintenance: Rejuvenators
367th Street	25	2,643	63,440	71	Overlay
367th Street	506	1,723	41,362	82.8	Preventive Maintenance: Rejuvenators
370th Street	413	1,324	31,772	90.7	Corrective/Localized Maintenance
371st Street	185	1,064	25,544	88.4	Corrective/Localized Maintenance
372nd Street	189	1,319	31,659	89.6	Corrective/Localized Maintenance
372nd Street	56	1,673	40,162	83.9	Preventive Maintenance: Rejuvenators
372nd Street	57	993	23,825	75.1	Preventive Maintenance: Rejuvenators
372nd Street	58	1,835	44,045	78.5	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
372nd Street	59	811	19,472	78.4	Preventive Maintenance: Rejuvenators
373rd Street	187	2,042	48,998	86.2	Corrective/Localized Maintenance
374th Court	629	402	9,637	53.8	Major Rehabilitation: Mill & Overlay
374th Street	191	2,071	49,693	85.2	Corrective/Localized Maintenance
374th Street	633	411	9,855	73.7	Overlay
374th Street	634	803	19,283	67.1	Overlay
375th Street	193	2,075	49,802	87.8	Corrective/Localized Maintenance
375th Street	196	296	7,104	84.5	Preventive Maintenance: Rejuvenators
375th Street	493	486	11,658	67.1	Overlay
375th Street	682	64	1,539	83.8	Preventive Maintenance: Rejuvenators
375th Street	683	413	9,922	75.3	Preventive Maintenance: Rejuvenators
376th Circ	877	138	3,301	84.5	Preventive Maintenance: Rejuvenators
376th Circ	879	598	14,364	78.4	Preventive Maintenance: Rejuvenators
376th Street	732	269	6,461	78.8	Preventive Maintenance: Rejuvenators
376th Street	880	151	3,628	75.5	Preventive Maintenance: Rejuvenators
376th Street	881	232	5,572	77.8	Preventive Maintenance: Rejuvenators
376th Street	882	180	4,318	76.1	Preventive Maintenance: Rejuvenators
376th Street	883	366	8,794	73.5	Overlay
376th Street	941	621	14,899	86.7	Corrective/Localized Maintenance
376th Street	943	416	9,980	88.6	Corrective/Localized Maintenance
377th Circ	726	412	9,893	83.9	Preventive Maintenance: Rejuvenators
377th Street	135	482	11,577	50.4	Major Rehabilitation: Mill & Overlay
377th Street	136	483	11,590	57.1	Major Rehabilitation: Mill & Overlay
377th Street	137	415	9,952	46.2	Major Rehabilitation: Mill & Overlay
377th Street	138	390	9,362	55.5	Major Rehabilitation: Mill & Overlay
377th Street	139	398	9,552	58.1	Overlay
377th Street	14	514	12,338	60.5	Overlay
377th Street	140	1,939	46,544	56.9	Major Rehabilitation: Mill & Overlay
377th Street	141	723	17,341	65.4	Overlay
377th Street	612	1,494	41,820	72.1	Overlay
378th Street	600	389	9,325	82.6	Preventive Maintenance: Rejuvenators
378th Street	613	1,363	38,162	74	Overlay
378th Street	723	283	6,782	82.9	Preventive Maintenance: Rejuvenators
378th Street	729	330	7,915	79	Preventive Maintenance: Rejuvenators
378th Street	730	231	5,533	72	Overlay
379th Court	574	341	9,556	85.3	Corrective/Localized Maintenance
379th Street	416	1,404	33,704	68.7	Overlay
379th Street	494	342	8,200	61.8	Overlay
379th Street	715	593	16,595	75.4	Preventive Maintenance: Rejuvenators
379th Street	802	344	8,253	78.5	Preventive Maintenance: Rejuvenators
379th Street	803	150	3,607	83.6	Preventive Maintenance: Rejuvenators
380th Circ	518	703	19,682	76.6	Preventive Maintenance: Rejuvenators
380th Court	575	512	14,324	80.3	Preventive Maintenance: Rejuvenators
381st Lane	749	606	16,980	81.4	Preventive Maintenance: Rejuvenators
381st Lane	810	747	20,919	75.5	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
381st Lane	811	630	17,627	76	Preventive Maintenance: Rejuvenators
381st Street	202	1,000	28,002	74.1	Overlay
381st Street	453	355	9,945	84.4	Preventive Maintenance: Rejuvenators
381st Street	635	120	3,351	81	Preventive Maintenance: Rejuvenators
381st Street	636	105	2,937	83.7	Preventive Maintenance: Rejuvenators
381st Street	637	513	14,377	69.5	Overlay
381st Street	638	179	5,020	81	Preventive Maintenance: Rejuvenators
381st Street	639	402	11,250	77.5	Preventive Maintenance: Rejuvenators
381st Street	640	443	12,415	89.3	Corrective/Localized Maintenance
381st Street	641	334	9,341	94	Corrective/Localized Maintenance
381st Street	789	874	20,983	84	Preventive Maintenance: Rejuvenators
381st Street	845	889	21,333	67.3	Overlay
381st Street	848	280	6,718	72.2	Overlay
381st Trai	859	186	5,214	86.1	Corrective/Localized Maintenance
381st Trai	860	1,261	35,307	68.5	Overlay
381st Trai	938	1,052	29,464	85.2	Corrective/Localized Maintenance
381st Trai	939	235	6,571	70.3	Overlay
382nd Driv	643	151	4,227	83.9	Preventive Maintenance: Rejuvenators
382nd Driv	646	335	9,375	71.8	Overlay
382nd Driv	647	951	26,641	83.6	Preventive Maintenance: Rejuvenators
382nd Driv	745	147	4,125	73.8	Overlay
382nd Driv	746	465	13,023	82.3	Preventive Maintenance: Rejuvenators
382nd Driv	747	436	12,213	81.9	Preventive Maintenance: Rejuvenators
382nd Driv	756	434	12,158	81.2	Preventive Maintenance: Rejuvenators
382nd Driv	757	361	10,113	82.8	Preventive Maintenance: Rejuvenators
382nd Driv	758	642	17,976	78.8	Preventive Maintenance: Rejuvenators
382nd Street	839	452	10,836	75.4	Preventive Maintenance: Rejuvenators
383rd Street	311	750	21,007	73.6	Overlay
383rd Street	611	599	14,387	71.2	Overlay
383rd Street	763	197	5,528	84.9	Preventive Maintenance: Rejuvenators
383rd Street	773	451	12,622	81.4	Preventive Maintenance: Rejuvenators
383rd Street	774	454	12,710	82.9	Preventive Maintenance: Rejuvenators
383rd Street	775	489	13,702	78.5	Preventive Maintenance: Rejuvenators
383rd Street	812	125	3,504	79.1	Preventive Maintenance: Rejuvenators
383rd Street	916	799	19,178	90.6	Corrective/Localized Maintenance
383rd Street	919	156	3,744	86.3	Corrective/Localized Maintenance
384th Court	760	383	10,737	85.4	Corrective/Localized Maintenance
384th Court	796	478	11,469	67.6	Overlay
384th Lane	487	546	13,097	84.1	Preventive Maintenance: Rejuvenators
384th Street	209	180	4,322	76.8	Preventive Maintenance: Rejuvenators
384th Street	210	374	8,970	74.3	Overlay
384th Street	861	883	24,737	81.6	Preventive Maintenance: Rejuvenators
384th Trai	759	488	13,655	91.3	Corrective/Localized Maintenance
384th Trai	761	1,318	36,910	86.7	Corrective/Localized Maintenance
384th Trai	820	810	19,441	84	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
384th Trai	823	1,107	26,563	74.6	Overlay
384th Trai	900	816	19,585	91.5	Corrective/Localized Maintenance
385th Street	306	754	18,098	80.3	Preventive Maintenance: Rejuvenators
385th Street	307	222	5,318	81.1	Preventive Maintenance: Rejuvenators
385th Street	599	808	22,625	80.4	Preventive Maintenance: Rejuvenators
385th Street	685	735	17,637	82.9	Preventive Maintenance: Rejuvenators
385th Street	764	559	13,422	68.8	Overlay
385th Street	781	545	13,070	80.3	Preventive Maintenance: Rejuvenators
385th Street	782	217	5,212	82	Preventive Maintenance: Rejuvenators
385th Street	885	505	12,123	78.1	Preventive Maintenance: Rejuvenators
386th Street	302	663	15,905	37.2	Reclamation
386th Street	303	197	4,734	50.5	Major Rehabilitation: Mill & Overlay
386th Street	452	1,133	45,320	77.8	Preventive Maintenance: Rejuvenators
386th Street	688	698	16,753	46.8	Major Rehabilitation: Mill & Overlay
386th Street	793	232	5,573	75.1	Preventive Maintenance: Rejuvenators
386th Street	793A	509	12,219	100	Corrective/Localized Maintenance
386th Street	795	672	16,137	74.6	Overlay
386th Street	926	111	3,343	58.6	Overlay
386th Street	958	43	1,722	54.7	Major Rehabilitation: Mill & Overlay
387th Street	308	1,028	24,680	54.6	Major Rehabilitation: Mill & Overlay
387th Street	72	859	20,619	58.5	Overlay
389th Trai	897	66	1,593	61.3	Overlay
389th Trai	898	1,042	25,003	75	Overlay
390th Street	856	540	12,949	72.5	Overlay
391st Street	356	623	8,717	70.6	Overlay
391st Street	895	66	1,588	65.8	Overlay
391st Street	896	824	19,776	73.4	Overlay
392nd Street	145	535	12,834	68.8	Overlay
392nd Street	146	214	5,145	64.1	Overlay
392nd Street	147	2,442	58,605	66.8	Overlay
392nd Street	148	1,619	38,846	75.9	Preventive Maintenance: Rejuvenators
392nd Street	420	576	13,818	19.6	Reclamation
392nd Street	583	619	14,858	68.2	Overlay
392nd Street	596	136	3,270	48.4	Major Rehabilitation: Mill & Overlay
392nd Street	870	480	11,519	70	Overlay
392nd Street	871	823	19,743	74	Overlay
393rd Court	705	512	12,281	81.3	Preventive Maintenance: Rejuvenators
393rd Street	382	660	15,849	75.6	Preventive Maintenance: Rejuvenators
394th Street	389	662	15,885	79.1	Preventive Maintenance: Rejuvenators
394th Street	390	664	15,947	84.9	Preventive Maintenance: Rejuvenators
395th Street	397	321	7,696	83.5	Preventive Maintenance: Rejuvenators
395th Street	890	240	6,715	85.2	Corrective/Localized Maintenance
395th Street	891	856	23,973	83.2	Preventive Maintenance: Rejuvenators
395th Street	935	113	3,168	79.7	Preventive Maintenance: Rejuvenators
395th Street	936	200	5,601	82	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
396th Court	804	481	13,474	72.7	Overlay
397th Street	404	306	7,353	83.4	Preventive Maintenance: Rejuvenators
397th Street	405	976	23,415	67.7	Overlay
397th Street	469	342	8,213	76.6	Preventive Maintenance: Rejuvenators
397th Street	699	517	12,414	77	Preventive Maintenance: Rejuvenators
397th Street	843	873	20,943	75.5	Preventive Maintenance: Rejuvenators
397th Street	953	604	16,921	87	Corrective/Localized Maintenance
399th Street	298	355	9,948	78	Preventive Maintenance: Rejuvenators
399th Street	840	1,188	28,515	70.4	Overlay
399th Street	876	788	22,064	86.9	Corrective/Localized Maintenance
399th Street	888	444	12,431	77	Preventive Maintenance: Rejuvenators
399th Street	889	251	7,023	84.4	Preventive Maintenance: Rejuvenators
399th Street	899	786	22,000	82.7	Preventive Maintenance: Rejuvenators
399th Street	922	326	9,120	89.1	Corrective/Localized Maintenance
399th Street	937	293	8,207	88.5	Corrective/Localized Maintenance
3rd Avenuee	269	402	11,242	58.4	Overlay
3rd Avenuee	284	410	11,477	78.5	Preventive Maintenance: Rejuvenators
3rd Avenuee	329	453	12,671	84.8	Preventive Maintenance: Rejuvenators
3rd Avenuee	522	532	12,777	42.8	Major Rehabilitation: Mill & Overlay
400th Street	107	991	23,781	73	Overlay
400th Street	109A	320	11,506	80.9	Preventive Maintenance: Rejuvenators
400th Street	109B	320	4,475	81.3	Preventive Maintenance: Rejuvenators
400th Street	110A	448	6,265	65.8	Overlay
400th Street	110B	448	16,110	75.8	Preventive Maintenance: Rejuvenators
400th Street	151	1,164	27,939	73.9	Overlay
400th Street	152	2,657	63,766	70.5	Overlay
400th Street	153	1,379	33,100	75.6	Preventive Maintenance: Rejuvenators
400th Street	299	305	7,326	79.6	Preventive Maintenance: Rejuvenators
400th Street	701	633	15,194	78.3	Preventive Maintenance: Rejuvenators
400th Street	702	665	15,961	69.4	Overlay
400th Street	712	817	19,617	77.6	Preventive Maintenance: Rejuvenators
400th Street	713	713	35,626	87.9	Corrective/Localized Maintenance
400th Street	716	129	3,088	78.5	Preventive Maintenance: Rejuvenators
400th Street	834A	792	26,915	66.1	Overlay
400th Street	834B	792	26,915	74.2	Overlay
400th Street	867	356	8,548	76.8	Preventive Maintenance: Rejuvenators
400th Street	868	1,648	39,550	74.1	Overlay
400th Street	966	682	16,371	76.4	Preventive Maintenance: Rejuvenators
400th Street	967	637	15,290	81.2	Preventive Maintenance: Rejuvenators
400th Street	971	102	2,449	68.8	Overlay
401st Court	828	449	10,778	70.4	Overlay
401st Street	479	661	15,870	76.3	Preventive Maintenance: Rejuvenators
401st Street	710	819	19,659	77.2	Preventive Maintenance: Rejuvenators
401st Street	711	399	9,565	79.6	Preventive Maintenance: Rejuvenators
402nd Street	478	660	15,851	77.7	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
402nd Street	830	386	9,273	75.3	Preventive Maintenance: Rejuvenators
402nd Street	831	359	8,626	59.8	Overlay
403rd Street	440	661	15,868	78.4	Preventive Maintenance: Rejuvenators
403rd Street	560	723	17,358	73.4	Overlay
403rd Street	564	498	11,956	78.8	Preventive Maintenance: Rejuvenators
403rd Street	565	333	7,984	79.7	Preventive Maintenance: Rejuvenators
404th Street	563	1,143	27,424	73.6	Overlay
406th Street	421	399	9,570	95.1	Corrective/Localized Maintenance
406th Street	439	674	16,183	79.1	Preventive Maintenance: Rejuvenators
406th Street	44	592	14,207	73.9	Overlay
407th Court	608	393	9,425	82.1	Preventive Maintenance: Rejuvenators
407th Street	432	988	23,722	57.8	Major Rehabilitation: Mill & Overlay
407th Street	569	28	677	69.6	Overlay
408th Street	614	519	12,448	84.4	Preventive Maintenance: Rejuvenators
408th Street	750	401	9,627	85.4	Corrective/Localized Maintenance
408th Street	751	280	6,730	78.8	Preventive Maintenance: Rejuvenators
409th Court	521	524	12,573	88.6	Corrective/Localized Maintenance
410th Street	112	921	22,099	82.5	Preventive Maintenance: Rejuvenators
410th Street	114	783	18,794	80.3	Preventive Maintenance: Rejuvenators
410th Street	116	633	15,202	71.9	Overlay
410th Street	117	1,319	31,665	72.5	Overlay
410th Street	155	1,180	28,328	80.3	Preventive Maintenance: Rejuvenators
410th Street	157	361	8,670	90.1	Corrective/Localized Maintenance
410th Street	159	382	9,157	85.6	Corrective/Localized Maintenance
410th Street	35	513	12,301	92.8	Corrective/Localized Maintenance
410th Street	674	1,553	37,280	74.5	Overlay
410th Street	675	1,779	42,692	76.3	Preventive Maintenance: Rejuvenators
410th Street	676	518	12,429	84.6	Preventive Maintenance: Rejuvenators
410th Street	766	587	14,086	77.1	Preventive Maintenance: Rejuvenators
411th Street	457	627	15,054	81.6	Preventive Maintenance: Rejuvenators
411th Street	508	385	9,243	80.3	Preventive Maintenance: Rejuvenators
412th Street	160	2,629	73,617	85.4	Corrective/Localized Maintenance
412th Street	161	960	26,886	91.2	Corrective/Localized Maintenance
412th Street	162	320	8,958	90.6	Corrective/Localized Maintenance
412th Street	163	906	25,367	87.8	Corrective/Localized Maintenance
412th Street	164	254	7,119	86.8	Corrective/Localized Maintenance
412th Street	973	166	4,639	88.7	Corrective/Localized Maintenance
415th Street	122	728	14,558	68.9	Overlay
4th Avenuee	246	366	10,239	83.6	Preventive Maintenance: Rejuvenators
4th Avenuee	270	405	11,326	34.3	Reclamation
4th Avenuee	283	410	11,477	67.5	Overlay
4th Avenuee	328	456	12,774	61.6	Overlay
4th Avenuee	533	67	1,619	81.1	Preventive Maintenance: Rejuvenators
4th Avenuee	626	457	12,788	88.8	Corrective/Localized Maintenance
5th Avenuee	244	360	10,078	76.6	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
5th Avenuee	263	410	11,487	43.9	Major Rehabilitation: Mill & Overlay
5th Avenuee	282	410	11,477	85.9	Corrective/Localized Maintenance
5th Avenuee	326	459	12,847	86.9	Corrective/Localized Maintenance
6th Avenuee	243	360	10,068	76.8	Preventive Maintenance: Rejuvenators
6th Avenuee	261	410	11,487	75.6	Preventive Maintenance: Rejuvenators
6th Avenuee	281	410	11,487	78.7	Preventive Maintenance: Rejuvenators
6th Avenuee	324	463	12,968	88.8	Corrective/Localized Maintenance
7th Avenuee	241	360	10,088	76.4	Preventive Maintenance: Rejuvenators
7th Avenuee	259	410	11,467	69.4	Overlay
7th Avenuee	280	410	11,487	63.6	Overlay
7th Avenuee	322	468	13,090	80.5	Preventive Maintenance: Rejuvenators
7th Avenuee	345	321	7,693	51.2	Major Rehabilitation: Mill & Overlay
8th Avenuee	257	410	11,482	69	Overlay
8th Avenuee	278	410	11,482	73.6	Overlay
8th Avenuee	317	451	12,635	82.9	Preventive Maintenance: Rejuvenators
8th Avenuee	339	970	27,152	76.9	Preventive Maintenance: Rejuvenators
8th Avenuee	364	645	18,070	73.3	Overlay
8th Avenuee	376	135	3,789	83.8	Preventive Maintenance: Rejuvenators
8th Avenuee	384	456	12,769	79.6	Preventive Maintenance: Rejuvenators
8th Avenuee	386	742	20,777	78.9	Preventive Maintenance: Rejuvenators
8th Avenuee	395	491	13,737	79.7	Preventive Maintenance: Rejuvenators
8th Avenuee	489	636	15,264	88.6	Corrective/Localized Maintenance
8th Avenuee	523	160	4,474	84.9	Preventive Maintenance: Rejuvenators
8th Avenuee	524	308	8,628	78.9	Preventive Maintenance: Rejuvenators
8th Avenuee	742	350	9,788	72.1	Overlay
9th Avenuee	254	410	9,841	44.6	Major Rehabilitation: Mill & Overlay
9th Avenuee	277	410	9,832	88.9	Corrective/Localized Maintenance
9th Avenuee	315	452	10,846	86.6	Corrective/Localized Maintenance
9th Avenuee	488	637	15,290	85	Preventive Maintenance: Rejuvenators
9th Avenuee	525	214	5,124	78.7	Preventive Maintenance: Rejuvenators
Albert Lan	466	325	7,809	88.8	Corrective/Localized Maintenance
Albert Lan	467	316	7,575	94.6	Corrective/Localized Maintenance
Albert Lan	485	313	7,515	89.4	Corrective/Localized Maintenance
Apache Lan	400	632	15,161	81.8	Preventive Maintenance: Rejuvenators
Ash Courtt	391	288	8,066	36.3	Reclamation
Ash Streetet	392	278	7,773	82.7	Preventive Maintenance: Rejuvenators
Ash Streetet	393	582	16,300	83.5	Preventive Maintenance: Rejuvenators
Ash Streetet	394	282	7,882	81.1	Preventive Maintenance: Rejuvenators
Ash Streetet	783	770	21,547	74.5	Overlay
Ash Streetet	784	417	11,663	79.7	Preventive Maintenance: Rejuvenators
Aztec Trai	410	1,283	25,655	74.8	Overlay
Birch Court	378	193	5,791	67.3	Overlay
Birch Street	33	416	9,976	55.1	Major Rehabilitation: Mill & Overlay
Birch Street	34	317	7,615	48.8	Major Rehabilitation: Mill & Overlay
Birch Street	369	1,239	29,744	69.4	Overlay

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Birch Street	372	314	7,543	73.3	Overlay
Birch Street	373	721	17,302	80.9	Preventive Maintenance: Rejuvenators
Birch Street	375	931	22,341	76.4	Preventive Maintenance: Rejuvenators
Birch Street	377	250	6,004	69.7	Overlay
Birch Street	380	481	11,549	51.6	Major Rehabilitation: Mill & Overlay
Branch Ave	215	637	15,290	82.3	Preventive Maintenance: Rejuvenators
Branch Ave	231	460	11,045	84.3	Preventive Maintenance: Rejuvenators
Branch Ave	236	411	9,855	82.6	Preventive Maintenance: Rejuvenators
Branch Ave	279	412	11,528	86.3	Corrective/Localized Maintenance
Branch Ave	318	453	12,693	88.5	Corrective/Localized Maintenance
Branch Ave	459	288	8,057	43.5	Major Rehabilitation: Mill & Overlay
Branch Ave	468	791	18,981	90	Corrective/Localized Maintenance
Branch Ave	486	267	6,411	90.3	Corrective/Localized Maintenance
Branch Ave	537	615	14,754	85.5	Corrective/Localized Maintenance
Branch Ave	553	419	10,061	94.8	Corrective/Localized Maintenance
Butternut	355	322	9,003	55.5	Major Rehabilitation: Mill & Overlay
Butternut	358	344	9,620	26.4	Reclamation
Casselberr	589	344	8,248	80.7	Preventive Maintenance: Rejuvenators
Casselberr	592	773	18,541	79.8	Preventive Maintenance: Rejuvenators
Casselberr	594	838	20,111	83.9	Preventive Maintenance: Rejuvenators
Casselberr	595	96	2,310	84.9	Preventive Maintenance: Rejuvenators
Casselberr	650	502	12,044	78.8	Preventive Maintenance: Rejuvenators
Cedar Street	334	285	7,976	69.6	Overlay
Cedar Street	335	161	4,508	79.5	Preventive Maintenance: Rejuvenators
Cedar Street	336	358	8,584	69.1	Overlay
Cedar Street	337	363	8,707	77.2	Preventive Maintenance: Rejuvenators
Cedar Street	338	263	6,313	80.9	Preventive Maintenance: Rejuvenators
Cedar Street	340	356	8,547	75.9	Preventive Maintenance: Rejuvenators
Cedar Street	341	174	4,867	84	Preventive Maintenance: Rejuvenators
Cedar Street	342	359	10,064	80.9	Preventive Maintenance: Rejuvenators
Cedar Street	343	133	3,721	85.2	Corrective/Localized Maintenance
Cedar Street	346	358	10,037	84	Preventive Maintenance: Rejuvenators
Cedar Street	349	362	10,136	82.7	Preventive Maintenance: Rejuvenators
Cedar Street	350	186	5,197	71.3	Overlay
Cedar Street	352	309	8,643	85.3	Corrective/Localized Maintenance
Cedar Street	545	233	5,587	55.8	Major Rehabilitation: Mill & Overlay
Cedar Street	547	92	2,215	88.9	Corrective/Localized Maintenance
Cedar Street	718	195	5,468	80.1	Preventive Maintenance: Rejuvenators
Cedar Street	719	32	896	85.1	Corrective/Localized Maintenance
Cedar Street	752	346	9,684	74.3	Overlay
Cedar Street	753	15	409	91.5	Corrective/Localized Maintenance
Cherokee A	1	488	14,632	76.3	Preventive Maintenance: Rejuvenators
Cherokee A	2	304	9,106	75.2	Preventive Maintenance: Rejuvenators
Cherokee A	401	543	13,026	60.4	Overlay
Cherokee A	409	863	17,264	74.8	Overlay

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Cherokee A	505	103	2,473	58.1	Overlay
Chippewa T	402	973	23,352	70.9	Overlay
Chippewa T	406	281	6,742	81.7	Preventive Maintenance: Rejuvenators
Chippewa T	408	974	23,364	69.2	Overlay
Conger Cir	481	242	6,770	91.3	Corrective/Localized Maintenance
Cougar Tra	4	1,134	34,027	78.3	Preventive Maintenance: Rejuvenators
Cougar Tra	5	504	15,128	80.9	Preventive Maintenance: Rejuvenators
Cougar Tra	6	300	9,013	86.4	Corrective/Localized Maintenance
Countrysid	213	590	14,167	31.1	Reclamation
Countrysid	216	242	5,811	52.6	Major Rehabilitation: Mill & Overlay
Countrysid	217	389	9,335	24.2	Reclamation
Countrysid	222	392	9,410	43.3	Major Rehabilitation: Mill & Overlay
Countrysid	223	240	5,767	70.2	Overlay
Countrysid	226	236	5,672	26.3	Reclamation
Countrysid	227	389	9,324	49.3	Major Rehabilitation: Mill & Overlay
Countrysid	233	390	9,353	26.6	Reclamation
Countrysid	234	412	9,888	29.6	Reclamation
Coventry C	621	376	9,019	61.1	Overlay
Coventry D	305	813	19,517	72.9	Overlay
Coventry D	656	535	12,851	59.2	Overlay
Coventry D	657	665	15,959	55.3	Major Rehabilitation: Mill & Overlay
Crestview	367	857	20,577	75.1	Preventive Maintenance: Rejuvenators
Donny Broo	207	788	18,902	73.6	Overlay
Donny Broo	208	415	9,966	79.7	Preventive Maintenance: Rejuvenators
Eagle Court	631	604	14,491	64.1	Overlay
Eagle Lane	630	611	14,662	72.2	Overlay
Eaglewood	15	293	4,105	60.3	Overlay
Eaglewood	415	951	22,816	59.9	Overlay
Eaglewood	681	1,011	24,270	65.6	Overlay
Eaglewood	862	514	12,330	70.5	Overlay
Eastwood A	698	1,481	35,540	73.4	Overlay
Eastwood A	700	917	22,000	71.8	Overlay
Echo Avenue	414	1,111	26,652	57.1	Major Rehabilitation: Mill & Overlay
Edgewater	624	709	17,014	73.9	Overlay
Edgewater	625	385	9,241	65.4	Overlay
Egret Lane	777	357	8,577	64.7	Overlay
Egret Lane	778	259	6,216	75.6	Preventive Maintenance: Rejuvenators
Egret Lane	779	251	6,025	79.2	Preventive Maintenance: Rejuvenators
Egret Trai	556	311	7,471	75	Overlay
Egret Trai	557	490	11,752	70.9	Overlay
Egret Trai	558	990	23,757	76	Preventive Maintenance: Rejuvenators
Egret Trai	809	800	19,196	79.9	Preventive Maintenance: Rejuvenators
Egret Way	739	614	14,726	68.6	Overlay
Egret Way	740	202	4,854	81	Preventive Maintenance: Rejuvenators
Egret Way	741	203	4,861	80.7	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Eleanor Av	444	833	19,990	74.1	Overlay
Eleanor Av	799	279	6,698	67.4	Overlay
Elk Avenuee	442	845	20,280	71.1	Overlay
Elk Avenuee	576	1,167	28,014	76.4	Preventive Maintenance: Rejuvenators
Elk Avenuee	577	391	9,389	78.9	Preventive Maintenance: Rejuvenators
Elk Avenuee	578	1,141	27,377	74.6	Overlay
Elk Avenuee	579	1,415	33,950	76.6	Preventive Maintenance: Rejuvenators
Elk Avenuee	797	269	6,454	65.6	Overlay
Elk Avenuee	841	938	22,522	70.3	Overlay
Elk Circle	615	317	7,597	81.4	Preventive Maintenance: Rejuvenators
Elk Courtt	580	444	10,646	80.7	Preventive Maintenance: Rejuvenators
Elk Courtt	842	518	12,439	72.9	Overlay
Elm Courtt	946	438	12,271	88.3	Corrective/Localized Maintenance
Elm Streetet	289	349	9,778	92.8	Corrective/Localized Maintenance
Elm Streetet	290	238	5,710	79.5	Preventive Maintenance: Rejuvenators
Elm Streetet	291	358	8,585	77.3	Preventive Maintenance: Rejuvenators
Elm Streetet	293	360	8,645	79.2	Preventive Maintenance: Rejuvenators
Elm Streetet	294	361	8,658	65.9	Overlay
Elm Streetet	316	358	8,603	75.3	Preventive Maintenance: Rejuvenators
Elm Streetet	319	291	8,155	82.9	Preventive Maintenance: Rejuvenators
Elm Streetet	320	143	4,006	78.6	Preventive Maintenance: Rejuvenators
Elm Streetet	321	362	10,138	82.9	Preventive Maintenance: Rejuvenators
Elm Streetet	323	360	10,079	80.9	Preventive Maintenance: Rejuvenators
Elm Streetet	325	360	10,079	75.5	Preventive Maintenance: Rejuvenators
Elm Streetet	327	360	10,079	86.2	Corrective/Localized Maintenance
Elm Streetet	330	360	10,086	81	Preventive Maintenance: Rejuvenators
Elm Streetet	332	360	10,079	75.5	Preventive Maintenance: Rejuvenators
Elm Streetet	333	295	8,248	83.6	Preventive Maintenance: Rejuvenators
Elm Streetet	544	182	5,090	75.4	Preventive Maintenance: Rejuvenators
Elm Streetet	546	140	3,923	80.8	Preventive Maintenance: Rejuvenators
Elmcrest A	154	3,891	93,396	73.8	Overlay
Elmcrest A	714	107	2,564	90.6	Corrective/Localized Maintenance
Elmcrest A	737	295	7,070	89.6	Corrective/Localized Maintenance
Elmcrest A	738	250	6,006	82	Preventive Maintenance: Rejuvenators
Emerald Bo	762	1,554	43,520	81.2	Preventive Maintenance: Rejuvenators
Energy Tra	754	293	8,215	80.9	Preventive Maintenance: Rejuvenators
Everett Av	744	901	25,234	84.9	Preventive Maintenance: Rejuvenators
Everett Av	855	1,000	23,995	75.1	Preventive Maintenance: Rejuvenators
Everett Av	857	64	1,537	81.1	Preventive Maintenance: Rejuvenators
Evergreen	11	1,246	29,906	74.9	Overlay
Evergreen	12	389	9,326	77.6	Preventive Maintenance: Rejuvenators
Evergreen	443	833	19,994	74.4	Overlay
Evergreen	445	1,245	29,882	77.8	Preventive Maintenance: Rejuvenators
Evergreen	446	570	13,670	79.2	Preventive Maintenance: Rejuvenators
Evergreen	447	679	16,287	79.2	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Evergreen	555	539	12,941	90.2	Corrective/Localized Maintenance
Evergreen	628	495	11,878	66	Overlay
Evergreen	632	297	7,133	64	Overlay
Evergreen	792	868	20,835	85.5	Corrective/Localized Maintenance
Evergreen	798	281	6,752	57.4	Major Rehabilitation: Mill & Overlay
Evergreen	814	1,527	36,651	63.4	Overlay
Everton Av	743	656	18,355	82.9	Preventive Maintenance: Rejuvenators
Everton Av	748	744	20,819	82.9	Preventive Maintenance: Rejuvenators
Ewing Court	844	393	10,998	77.8	Preventive Maintenance: Rejuvenators
Explorer C	813	343	9,592	79.7	Preventive Maintenance: Rejuvenators
Fahrion Av	458	996	23,892	88.6	Corrective/Localized Maintenance
Fahrion Av	519	1,092	26,205	73.1	Overlay
Fahrion Av	520	450	10,807	78.4	Preventive Maintenance: Rejuvenators
Fahrion Av	654	594	14,262	81.8	Preventive Maintenance: Rejuvenators
Fahrion Av	655	304	7,294	82	Preventive Maintenance: Rejuvenators
Fahrion Co	609	522	12,525	82.9	Preventive Maintenance: Rejuvenators
Falcon Ave	130	1,134	27,213	86.5	Corrective/Localized Maintenance
Falcon Ave	132	1,192	28,597	83.4	Preventive Maintenance: Rejuvenators
Falcon Ave	133	278	6,661	82.2	Preventive Maintenance: Rejuvenators
Falcon Ave	134	267	6,415	82.9	Preventive Maintenance: Rejuvenators
Falcon Ave	472	65	1,566	81.6	Preventive Maintenance: Rejuvenators
Falcon Ave	473	786	18,863	82.1	Preventive Maintenance: Rejuvenators
Falcon Ave	474	1,286	30,862	83.5	Preventive Maintenance: Rejuvenators
Falcon Ave	477	539	12,937	89.6	Corrective/Localized Maintenance
Falcon Way	491	2,084	50,020	67.9	Overlay
Fall Circl	952	330	9,253	90.3	Corrective/Localized Maintenance
Fall Meado	960	246	6,882	85.2	Corrective/Localized Maintenance
Fall Meado	961	166	4,644	78.8	Preventive Maintenance: Rejuvenators
Fall Meado	963	437	12,232	80.4	Preventive Maintenance: Rejuvenators
Fall Meado	965	113	3,175	68.3	Overlay
Fallbrook	934	684	19,141	91.2	Corrective/Localized Maintenance
Fallbrook	959	497	13,927	91	Corrective/Localized Maintenance
Fallbrook	964	184	5,150	94.5	Corrective/Localized Maintenance
Fallbrook	968	332	9,310	82.4	Preventive Maintenance: Rejuvenators
Fallbrook	969	477	13,343	87.8	Corrective/Localized Maintenance
Fallbrook	970	420	11,757	89.2	Corrective/Localized Maintenance
Farmstead	951	403	11,277	89.2	Corrective/Localized Maintenance
Fawn Avenue	869	402	9,651	75.6	Preventive Maintenance: Rejuvenators
Fawn Avenue	887	1,818	50,903	72.9	Overlay
Fawn Avenue	962	169	4,732	88.9	Corrective/Localized Maintenance
Feaski Cir	482	242	6,780	80.9	Preventive Maintenance: Rejuvenators
Fenian Cou	438	406	9,752	78.2	Preventive Maintenance: Rejuvenators
Fenian Way	301	514	12,332	76.1	Preventive Maintenance: Rejuvenators
Fenian Way	437	1,129	27,099	75.3	Preventive Maintenance: Rejuvenators
Fenian Way	46	899	21,575	75.1	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Fenian Way	47	481	11,552	79.2	Preventive Maintenance: Rejuvenators
Fenway Ave	412	810	19,430	90.6	Corrective/Localized Maintenance
Fernwood T	48	1,196	28,702	71.4	Overlay
Fernwood T	51	739	17,737	82.7	Preventive Maintenance: Rejuvenators
Fieldstone	642	826	23,132	82.3	Preventive Maintenance: Rejuvenators
Fieldstone	644	187	5,237	82.8	Preventive Maintenance: Rejuvenators
Fill Avenue	183	462	11,085	91.7	Corrective/Localized Maintenance
Fill Avenue	184	340	8,157	92.5	Corrective/Localized Maintenance
Fill Avenue	186	496	11,903	90.6	Corrective/Localized Maintenance
Fill Avenue	188	529	12,691	89.9	Corrective/Localized Maintenance
Fill Avenue	192	490	11,754	87.5	Corrective/Localized Maintenance
Fill Avenue	954	208	4,983	55.9	Major Rehabilitation: Mill & Overlay
Finley Cou	456	449	10,784	74.6	Overlay
Finley Roa	300	511	12,270	85.9	Corrective/Localized Maintenance
Finley Roa	45	220	5,274	85	Preventive Maintenance: Rejuvenators
Finley Roa	455	823	19,759	74.7	Overlay
Finley Roa	610	625	14,993	73.6	Overlay
Fletcher A	765	1,321	31,703	74.4	Overlay
Fletcher A	825	103	2,484	82	Preventive Maintenance: Rejuvenators
Fletcher A	826	157	3,757	67.1	Overlay
Fletcher A	827	282	6,761	77.2	Preventive Maintenance: Rejuvenators
Fletcher A	829	101	2,432	82.3	Preventive Maintenance: Rejuvenators
Fletcher A	835	640	23,027	75.6	Preventive Maintenance: Rejuvenators
Fletcher A	849	794	19,052	53.7	Major Rehabilitation: Mill & Overlay
Fletcher A	872	816	19,581	93.2	Corrective/Localized Maintenance
Fletcher A	875	526	14,730	82.2	Preventive Maintenance: Rejuvenators
Fletcher C	873	393	9,438	96.8	Corrective/Localized Maintenance
Flink Aven	150	3,326	79,812	84.8	Preventive Maintenance: Rejuvenators
Flink Aven	158	993	23,831	85.4	Corrective/Localized Maintenance
Flink Aven	165	420	10,073	74.2	Overlay
Flink Aven	167	486	11,657	76.5	Preventive Maintenance: Rejuvenators
Flink Aven	168	1,418	34,035	80.5	Preventive Maintenance: Rejuvenators
Flink Aven	18	324	7,780	81.8	Preventive Maintenance: Rejuvenators
Flink Aven	20	680	16,313	81.7	Preventive Maintenance: Rejuvenators
Flink Aven	49	592	14,213	78.2	Preventive Maintenance: Rejuvenators
Flink Aven	50	301	7,229	83.2	Preventive Maintenance: Rejuvenators
Flink Aven	507	317	7,614	85.7	Corrective/Localized Maintenance
Flink Aven	653	1,618	38,831	84.4	Preventive Maintenance: Rejuvenators
Flink Aven	850	661	15,863	85.7	Corrective/Localized Maintenance
Flink Aven	851	1,321	31,712	77.1	Preventive Maintenance: Rejuvenators
Flink Aven	892	832	19,961	87.2	Corrective/Localized Maintenance
Flink Aven	893	682	16,359	82.4	Preventive Maintenance: Rejuvenators
Flink Aven	894	1,807	43,367	77.3	Preventive Maintenance: Rejuvenators
Flink Aven	923	374	8,977	82.7	Preventive Maintenance: Rejuvenators
Flink Aven	928	1,728	51,843	84.8	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Flink Aven	929	189	5,671	67.1	Overlay
Flink Aven	930	1,576	47,265	85.2	Corrective/Localized Maintenance
Foxglove C	645	270	7,565	84.1	Preventive Maintenance: Rejuvenators
Gerald Ave	724	342	8,218	81.3	Preventive Maintenance: Rejuvenators
Gerald Ave	731	462	11,096	70.2	Overlay
Gerald Ave	847	1,297	31,138	66.8	Overlay
Glacier Dr	10	382	9,164	85.1	Corrective/Localized Maintenance
Glacier Dr	462	640	15,360	78.9	Preventive Maintenance: Rejuvenators
Glacier Dr	463	452	10,852	80.9	Preventive Maintenance: Rejuvenators
Glacier Dr	483	581	13,954	81.4	Preventive Maintenance: Rejuvenators
Glacier Dr	607	413	9,917	76.3	Preventive Maintenance: Rejuvenators
Glacier Dr	9	736	17,666	81.6	Preventive Maintenance: Rejuvenators
Golden Ave	561	687	16,477	76.1	Preventive Maintenance: Rejuvenators
Golden Ave	562	319	7,666	83	Preventive Maintenance: Rejuvenators
Golden Ave	649	1,291	30,982	71.6	Overlay
Golden Ave	709	345	8,288	80.9	Preventive Maintenance: Rejuvenators
Golden Ave	785	466	13,050	82.9	Preventive Maintenance: Rejuvenators
Golden Ave	786	1,672	46,802	75.3	Preventive Maintenance: Rejuvenators
Golden Ave	787	588	16,461	78.3	Preventive Maintenance: Rejuvenators
Golden Ave	817	465	11,160	72.6	Overlay
Golden Oak	484	292	6,999	92.2	Corrective/Localized Maintenance
Golden Oak	535	698	16,758	83.8	Preventive Maintenance: Rejuvenators
Golden Oak	584	250	6,003	90.6	Corrective/Localized Maintenance
Golden Oak	672	225	5,401	78.6	Preventive Maintenance: Rejuvenators
Golden Oak	908	586	14,059	80.9	Preventive Maintenance: Rejuvenators
Golden Way	815	1,450	34,803	76.9	Preventive Maintenance: Rejuvenators
Golden Way	816	616	14,783	80.7	Preventive Maintenance: Rejuvenators
Goodview A	190	521	12,500	85	Preventive Maintenance: Rejuvenators
Goodview A	471	494	11,850	88.3	Corrective/Localized Maintenance
Goodview A	832	455	10,921	71.3	Overlay
Goodview A	836	390	9,364	56.8	Major Rehabilitation: Mill & Overlay
Grand Aven	286	403	11,274	79.5	Preventive Maintenance: Rejuvenators
Grand Aven	296	770	21,552	79.8	Preventive Maintenance: Rejuvenators
Grand Aven	297	682	16,367	75.3	Preventive Maintenance: Rejuvenators
Grand Aven	353	315	8,822	94.8	Corrective/Localized Maintenance
Grand Aven	366	373	8,954	72.9	Overlay
Grand Aven	368	1,570	43,972	60.7	Overlay
Grand Aven	504	260	10,386	81	Preventive Maintenance: Rejuvenators
Grand Aven	531	1,205	33,729	76.5	Preventive Maintenance: Rejuvenators
Grand Aven	550	234	11,706	83.5	Preventive Maintenance: Rejuvenators
Grand Aven	551	100	4,996	94.7	Corrective/Localized Maintenance
Grand Aven	552	99	4,941	97.3	Corrective/Localized Maintenance
Grand Aven	62	346	13,857	81.7	Preventive Maintenance: Rejuvenators
Grand Aven	63	1,004	40,171	77.2	Preventive Maintenance: Rejuvenators
Grand Aven	64	590	23,615	79	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Grand Aven	663	167	6,695	85.1	Corrective/Localized Maintenance
Grand Aven	664	364	14,573	83	Preventive Maintenance: Rejuvenators
Grand Aven	67	453	22,628	81.6	Preventive Maintenance: Rejuvenators
Grand Aven	69	945	47,238	83.2	Preventive Maintenance: Rejuvenators
Grand Aven	864	1,545	61,803	75.4	Preventive Maintenance: Rejuvenators
Grand Aven	944	82	3,277	80.8	Preventive Maintenance: Rejuvenators
Grand Aven	945	1,797	43,126	79.1	Preventive Maintenance: Rejuvenators
Grand Aven	947	434	12,161	77	Preventive Maintenance: Rejuvenators
Grand Aven	948	11	319	81.2	Preventive Maintenance: Rejuvenators
Grand Aven	97	230	6,427	61.4	Overlay
Grand Aven	98	182	5,085	39	Reclamation
Granite Co	942	272	6,518	92.5	Corrective/Localized Maintenance
Great Oaks	536	620	14,890	83.2	Preventive Maintenance: Rejuvenators
Greenlawn	441	521	12,516	81.4	Preventive Maintenance: Rejuvenators
Greenlawn	500	666	15,981	77	Preventive Maintenance: Rejuvenators
Greenlawn	501	366	8,787	77.1	Preventive Maintenance: Rejuvenators
Greenway A	570	309	8,646	82.9	Preventive Maintenance: Rejuvenators
Greenway A	571	349	9,782	82.9	Preventive Maintenance: Rejuvenators
Greenway A	572	330	9,240	84.9	Preventive Maintenance: Rejuvenators
Greenway A	573	148	4,136	83.5	Preventive Maintenance: Rejuvenators
Greenway A	665	183	5,116	83.9	Preventive Maintenance: Rejuvenators
Greenway A	666	166	4,646	86.5	Corrective/Localized Maintenance
Greenway A	667	148	4,147	83.3	Preventive Maintenance: Rejuvenators
Greenwich	955	294	7,059	85.2	Corrective/Localized Maintenance
Greystone	677	574	13,784	87.1	Corrective/Localized Maintenance
Greystone	678	715	17,154	89.8	Corrective/Localized Maintenance
Grizzly La	566	612	14,677	80.5	Preventive Maintenance: Rejuvenators
Grizzly La	567	334	8,008	79.2	Preventive Maintenance: Rejuvenators
Guthrie Av	679	387	9,277	89.1	Corrective/Localized Maintenance
Guthrie Av	680	472	11,334	82.6	Preventive Maintenance: Rejuvenators
Guthrie Av	707	251	6,013	87.9	Corrective/Localized Maintenance
Guthrie Av	708	178	4,271	93.2	Corrective/Localized Maintenance
Hallmark D	619	578	13,881	73.9	Overlay
Harder Ave	61	294	7,050	81.6	Preventive Maintenance: Rejuvenators
Harder Ave	819	336	8,053	64.4	Overlay
Harder Ave	821	502	12,051	79.5	Preventive Maintenance: Rejuvenators
Harder Ave	822	1,511	36,263	65.4	Overlay
Harder Ave	884	478	11,475	82.9	Preventive Maintenance: Rejuvenators
Harder Par	348	1,343	32,236	65.1	Overlay
Harder Par	370	208	4,988	81.8	Preventive Maintenance: Rejuvenators
Harder Par	772	967	23,202	80.9	Preventive Maintenance: Rejuvenators
Harvester	454	1,322	31,725	75.1	Preventive Maintenance: Rejuvenators
Harvester	568	469	11,257	66.6	Overlay
Harvester	603	543	13,040	76.6	Preventive Maintenance: Rejuvenators
Harvester	725	279	6,695	83.2	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Harvester	801	514	12,341	78.5	Preventive Maintenance: Rejuvenators
Harvester	846	859	20,613	73.8	Overlay
Hawthorne	601	161	3,868	81.1	Preventive Maintenance: Rejuvenators
Hawthorne	602	386	9,260	74.9	Overlay
Hawthorne	727	260	6,240	83.1	Preventive Maintenance: Rejuvenators
Hawthorne	800	516	12,375	81.2	Preventive Maintenance: Rejuvenators
Hawthorne	878	392	9,412	79.1	Preventive Maintenance: Rejuvenators
Hawthorne	886	310	7,440	84.8	Preventive Maintenance: Rejuvenators
Hawthorne	886A	787	18,877	100	Corrective/Localized Maintenance
Hawthorne	886B	310	7,440	100	Corrective/Localized Maintenance
Hawthorne	974	304	7,287	100	Corrective/Localized Maintenance
Hazelwood	728	131	3,133	77.5	Preventive Maintenance: Rejuvenators
Hearthside	620	769	18,457	65.6	Overlay
Hemingway	100	959	23,011	65.4	Overlay
Hemingway	101	972	23,318	70.1	Overlay
Hemingway	102	450	10,800	80.9	Preventive Maintenance: Rejuvenators
Hemingway	103	869	20,866	71.8	Overlay
Hemingway	104	1,653	39,667	79	Preventive Maintenance: Rejuvenators
Hemingway	108	3,632	87,176	76.8	Preventive Maintenance: Rejuvenators
Hemingway	111	1,648	39,546	72.7	Overlay
Hemingway	503	1,325	31,796	71.9	Overlay
Hemingway	604	1,160	27,839	77.8	Preventive Maintenance: Rejuvenators
Hemingway	605	598	14,362	79.2	Preventive Maintenance: Rejuvenators
Hemingway	662	512	12,279	72.8	Overlay
Hemingway	788	369	8,857	78.8	Preventive Maintenance: Rejuvenators
Hemingway	837	526	12,634	79.8	Preventive Maintenance: Rejuvenators
Hemingway	838	458	10,987	77.3	Preventive Maintenance: Rejuvenators
Hemingway	865	978	23,460	78.4	Preventive Maintenance: Rejuvenators
Hemingway	866	1,240	29,752	79	Preventive Maintenance: Rejuvenators
Hemingway	89	5,253	126,076	78.1	Preventive Maintenance: Rejuvenators
Hemingway	99	400	9,593	53.9	Major Rehabilitation: Mill & Overlay
Henna Aven	371	257	6,180	82.4	Preventive Maintenance: Rejuvenators
Henna Aven	381	666	15,992	80	Preventive Maintenance: Rejuvenators
Henna Aven	790	379	9,093	76.3	Preventive Maintenance: Rejuvenators
Henna Circ	794	570	13,670	77.8	Preventive Maintenance: Rejuvenators
Henna Court	780	337	8,094	57.5	Major Rehabilitation: Mill & Overlay
Heritage L	818	405	9,719	76.4	Preventive Maintenance: Rejuvenators
Heritage W	616	547	13,130	75.5	Preventive Maintenance: Rejuvenators
Hillshire	585	250	6,008	76.8	Preventive Maintenance: Rejuvenators
Hillshire	586	554	13,299	81.4	Preventive Maintenance: Rejuvenators
Hillshire	587	428	10,264	78.1	Preventive Maintenance: Rejuvenators
Hillshire	660	357	8,568	80.3	Preventive Maintenance: Rejuvenators
Hillshire	661	433	10,385	82.9	Preventive Maintenance: Rejuvenators
Hillshire	687	266	6,389	17	Reclamation
Holm Avenue	304	548	13,159	69.1	Overlay

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Holm Avenue	309	343	8,236	49.8	Major Rehabilitation: Mill & Overlay
Homestead	347	541	12,989	69.2	Overlay
Homestead	360	486	11,657	78	Preventive Maintenance: Rejuvenators
Homestead	365	276	6,636	84.1	Preventive Maintenance: Rejuvenators
Homestead	374	330	7,930	79.2	Preventive Maintenance: Rejuvenators
Homestead	383	666	15,974	82.7	Preventive Maintenance: Rejuvenators
Homestead	461	813	19,518	66.7	Overlay
Homestead	502	222	5,339	79.9	Preventive Maintenance: Rejuvenators
Horus Aven	398	217	5,214	77.2	Preventive Maintenance: Rejuvenators
Horus Aven	403	478	11,467	72.8	Overlay
Hudson Dri	913	478	11,463	89.3	Corrective/Localized Maintenance
Hudson Dri	918	166	3,982	81.7	Preventive Maintenance: Rejuvenators
Hudson Dri	920	329	7,899	82.5	Preventive Maintenance: Rejuvenators
Hummingbir	910	856	20,546	79.2	Preventive Maintenance: Rejuvenators
Hunters Ri	911	329	7,900	65.1	Overlay
Hunters Ri	912	300	7,207	86.3	Corrective/Localized Maintenance
Hunters Ri	917	528	12,675	86.6	Corrective/Localized Maintenance
Iris Avenue	668	610	14,642	64.2	Overlay
Iris Avenue	669	522	12,524	73.3	Overlay
Iris Avenue	670	494	11,859	56.5	Major Rehabilitation: Mill & Overlay
Iris Avenue	671	828	19,860	76.7	Preventive Maintenance: Rejuvenators
Ironwood L	617	569	13,665	69.8	Overlay
Isanti Tra	142	1,244	49,753	75.9	Preventive Maintenance: Rejuvenators
Isanti Tra	143	1,078	43,132	79.3	Preventive Maintenance: Rejuvenators
Isanti Tra	144	906	36,221	83.4	Preventive Maintenance: Rejuvenators
Isanti Tra	559	148	5,938	83.8	Preventive Maintenance: Rejuvenators
Ivy Trail	618	450	10,800	52.8	Major Rehabilitation: Mill & Overlay
Lincoln Tr	65	343	10,280	47.7	Major Rehabilitation: Mill & Overlay
Lincoln Tr	66	904	27,118	76.6	Preventive Maintenance: Rejuvenators
Lincoln Tr	68	326	9,773	93.2	Corrective/Localized Maintenance
Lincoln Tr	70	421	12,638	95.1	Corrective/Localized Maintenance
Lincoln Tr	71	904	27,122	83.7	Preventive Maintenance: Rejuvenators
Maple Court	931	681	19,063	90.6	Corrective/Localized Maintenance
Maple Street	250	699	16,774	79.4	Preventive Maintenance: Rejuvenators
Maple Street	252	381	9,151	81.5	Preventive Maintenance: Rejuvenators
Maple Street	253	360	8,640	64.9	Overlay
Maple Street	255	188	4,517	69.5	Overlay
Maple Street	256	226	5,433	76.7	Preventive Maintenance: Rejuvenators
Maple Street	258	387	10,833	74.9	Overlay
Maple Street	260	360	10,079	78.7	Preventive Maintenance: Rejuvenators
Maple Street	262	360	10,079	79	Preventive Maintenance: Rejuvenators
Maple Street	264	363	10,175	76.6	Preventive Maintenance: Rejuvenators
Maple Street	265	415	11,623	80.4	Preventive Maintenance: Rejuvenators
Maple Street	267	249	6,967	78.4	Preventive Maintenance: Rejuvenators
Maple Street	268	357	9,986	80.9	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Maple Street	543	158	4,415	70.9	Overlay
Maple Street	914	50	1,200	65	Overlay
Maple Street	915	502	14,055	74.3	Overlay
Maple Street	924	15	454	58.9	Overlay
Maple Street	925	297	8,903	72.8	Overlay
Maple Street	932	547	15,315	81.3	Preventive Maintenance: Rejuvenators
Maple Street	933	57	1,606	68.3	Overlay
Marketplac	854	883	26,490	60.5	Overlay
Martin Lan	517	164	3,938	71.2	Overlay
Martin Lan	874	286	6,860	89.9	Corrective/Localized Maintenance
Nez Perce	407	948	18,958	53.9	Major Rehabilitation: Mill & Overlay
Oak Circle	41	314	7,534	49.2	Major Rehabilitation: Mill & Overlay
Oak Circle	806	890	21,362	65.2	Overlay
Oak Park T	824	861	24,109	75	Overlay
Oak Ridge	385	309	7,415	66.1	Overlay
Oak Ridge	387	519	12,446	73.4	Overlay
Oak Ridge	388	273	6,552	71.8	Overlay
Oak Streetet	235	934	22,419	86.6	Corrective/Localized Maintenance
Oak Streetet	237	427	11,961	77.4	Preventive Maintenance: Rejuvenators
Oak Streetet	238	466	13,969	80.8	Preventive Maintenance: Rejuvenators
Oak Streetet	240	360	10,087	82.7	Preventive Maintenance: Rejuvenators
Oak Streetet	242	360	10,080	81.4	Preventive Maintenance: Rejuvenators
Oak Streetet	245	360	10,072	81.9	Preventive Maintenance: Rejuvenators
Oakview Av	219	285	8,545	80.9	Preventive Maintenance: Rejuvenators
Oakview Av	228	296	8,884	83.3	Preventive Maintenance: Rejuvenators
Oakview Av	247	322	11,597	76.6	Preventive Maintenance: Rejuvenators
Oakview Av	248	188	9,023	88	Corrective/Localized Maintenance
Oakview Av	271	178	4,984	78.8	Preventive Maintenance: Rejuvenators
Oakview Av	460	192	5,767	81.6	Preventive Maintenance: Rejuvenators
Oakview Av	532	386	10,821	93.2	Corrective/Localized Maintenance
Old Main S	274	352	8,441	89.8	Corrective/Localized Maintenance
Old Main S	721	367	10,283	93.8	Corrective/Localized Maintenance
Old Main S	722	30	840	57.4	Major Rehabilitation: Mill & Overlay
Pecan Street	225	464	13,915	82.1	Preventive Maintenance: Rejuvenators
Pecan Street	230	319	7,655	82.8	Preventive Maintenance: Rejuvenators
Pecan Street	464	311	7,464	86.7	Corrective/Localized Maintenance
Pecan Street	465	313	7,520	85.4	Corrective/Localized Maintenance
Pine Streete	733	192	3,841	48.1	Major Rehabilitation: Mill & Overlay
Pine Streete	734	156	3,128	54.9	Major Rehabilitation: Mill & Overlay
Pine Streete	853	854	17,082	54.8	Major Rehabilitation: Mill & Overlay
Plum Creek	591	308	7,385	79.6	Preventive Maintenance: Rejuvenators
Red Fox Ru	3	1,537	46,100	42.2	Major Rehabilitation: Mill & Overlay
Red Fox Ru	42	601	14,413	67.3	Overlay
Red Fox Ru	425	1,092	26,209	60.4	Overlay
Red Fox Ru	43	366	8,784	81.8	Preventive Maintenance: Rejuvenators

Street Name	Section ID	Length (Ft)	Section Area (Sq Ft)	PCI	Recommendation
Red Fox Ru	8	195	4,668	73.3	Overlay
Rivercrest	450	222	6,217	90.3	Corrective/Localized Maintenance
Rivercrest	627	248	6,936	94.6	Corrective/Localized Maintenance
Riverside	448	494	13,842	86.4	Corrective/Localized Maintenance
Riverside	449	485	13,578	85.2	Corrective/Localized Maintenance
Sioux Trai	396	718	17,223	71.2	Overlay
Sioux Trai	399	979	23,499	67	Overlay
Sunlight B	7	284	11,347	84.2	Preventive Maintenance: Rejuvenators
Tamworth A	652	683	16,402	77.7	Preventive Maintenance: Rejuvenators
Tamworth A	686	108	2,599	84.9	Preventive Maintenance: Rejuvenators
Tamworth A	689	859	20,613	39	Reclamation
Tamworth L	588	445	10,683	82.9	Preventive Maintenance: Rejuvenators
Tamworth L	651	294	7,049	87.2	Corrective/Localized Maintenance
Tanger Dri	451	907	36,281	74.5	Overlay
Tanger Dri	538	666	33,296	83.6	Preventive Maintenance: Rejuvenators
Tanger Dri	540	371	14,823	74.7	Overlay
Tanger Dri	541	379	15,179	80.7	Preventive Maintenance: Rejuvenators
Tanger Dri	542	1,082	43,288	77	Preventive Maintenance: Rejuvenators
Tanger Dri	554	498	19,936	79.7	Preventive Maintenance: Rejuvenators
Timber Lan	205	262	6,285	83.6	Preventive Maintenance: Rejuvenators
Timber Lan	206	399	9,582	86.7	Corrective/Localized Maintenance
Timber Wol	379	502	12,059	58.3	Overlay
Wellington	590	452	10,848	87.8	Corrective/Localized Maintenance
Wellington	658	348	8,349	67.1	Overlay
Wellington	659	713	17,106	79.9	Preventive Maintenance: Rejuvenators
Whistletre	593	256	6,135	82.1	Preventive Maintenance: Rejuvenators

City of North Branch
Staff Report

Prepared By: Justin Messner, City Engineer

Presenter: Justin Messner, City Engineer

Date: December 2, 2025

Board & Commission: City Council

Subject: Speed Limit Policy

Introduction:
The attached Speed Limit Policy provides analysis and guidance for setting speed limits on city streets, in accordance with Minnesota Statutes, MnDOT policies, and engineering best practices.

Background:
Minnesota Statutes (§169.14) allow cities to set speed limits on city streets under their jurisdiction, without requiring an engineering and traffic investigation, provided changes are implemented consistently and signage is installed. The policy aims to improve vehicle and pedestrian safety, especially in developing areas, and to address community concerns about speeding.

Statutory Speed Limits (per Minnesota Law)

- 10 mph in alleys
- 25 mph in residential roadways (if adopted and signed)
- 30 mph in urban districts
- 35 mph in rural residential districts (if adopted and signed)
- 55 mph on other roads unless otherwise posted
- 65–70 mph on interstate highways

National Guidance
NCHRP Report 966 recommends considering context (urban/rural), functional classification, and vulnerable road users. The 85th percentile method is less favored; broader safety and community factors are emphasized.

Existing Conditions

- Roadways in North Branch are under MnDOT, Chisago County, or City jurisdiction.

- Most city streets posted at 30 mph are set by Urban District Statute; higher limits (40–55 mph) are typically set by MnDOT studies.
- Traffic volumes and crash data were collected for analysis.

Public Input

Staff provided public notice and invited participation in an interactive online comment map to assist in identifying further areas of concern. Feedback received was taken into account during the development of the recommendations outlined below.

Funding/Financing:

The proposed improvement cost of implementation would be the cost to purchase new speed limit signs as detailed in Appendix D of the report. Estimated cost for the 16 new signs with posts is $6,000. Funding for the project is proposed to be provided through the City's Street Fund.

Staff Recommendation:

Based on engineering analysis, statutory authority, and community input, the following speed limit changes are recommended for city-owned roadways (See Appendix D of the report for a map of proposed changes):

- Maintain current speed limits on MnDOT and Chisago County roads.
- Reduce Flink Avenue (north of Sunrise River) from 55 mph to 45 mph.
- Reduce Isanti Trail (west City limit to TH 95) from 55 mph to 40 mph.
- Reduce Falcon Ave (south City limit to 370th St) from 45 mph to 40 mph; add "Reduced Speed Limit Ahead" signage.
- Reduce 360th St and 372nd St (CSAH 30 to Hemingway Ave) from 45 mph to 40 mph.
- Rural Local Unpaved Roads: Set at 45 mph, but only post signs if safety issues are reported.
- Rural Local Residential Unpaved Roads: Set at 35 mph, but only post signs if safety issues are reported.
- Remove conflicting speed limit signs.
- Review curve warning signage and advisory speeds if posted limits are reduced.

Next Steps:

- Policy Adoption: Approve Speed Limit Policy and resolution for changes.
- Implementation: Develop a signing plan; install/remove signs as needed.
- Communication: Inform the community via newsletter articles, social media, press releases, and city meetings.

Attachments:

- City of North Branch Speed Limit Policy
- Resolution Adopting Speed Limit Policy and Authorizing Speed Limit Changes

CITY OF
EST. 1881
NORTH BRANCH

SPEED LIMIT POLICY
NORTH BRANCH, MINNESOTA

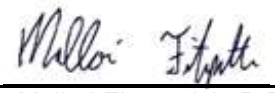
November 12, 2025

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

WSB PROJECT NO. 030615-000

CERTIFICATION

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



Mallori Fitzpatrick, P.E.

Date: November 12, 2025 Reg. No. 58640

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Appendix

APPENDIX A: Existing Speed Limits
APPENDIX B: Roadway Classification Map
APPENDIX C: Road Link Table
APPENDIX D: Proposed Speed Limit Changes
APPENDIX E: Draft Speed Limit Policy Example

Introduction

The purpose of this report is to provide the City of North Branch with analysis and recommendations for determining and setting speed limits within the city based upon guidance from Minnesota Statutes, Minnesota Department of Transportation (MnDOT) policies and guidelines, Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD), and engineering judgement.

The scope of the study includes the following key elements:

- Outlining background information on the current Minnesota speed limit rules.
- Documentation of the existing roadway speed limits and safety conditions.
- Preparation of speed limit recommendations.
- Preparation of a draft Speed Limit Policy.

The following sections outline the city-wide speed limit analysis and recommendations:

Speed Limit Guidelines

Based on Minnesota State Statutes *(Minn. Stat. § 169),* there are several provisions that govern setting or adjusting the statutory speed limits within a local jurisdiction under a variety of circumstances, including:

- A local road authority can request MnDOT to perform an engineering and traffic investigation of a road. However, MnDOT, not the local authority, determines whether to establish a speed zone as well as the safe and reasonable speed limit.

- If MnDOT sets a speed zone for a city street or town road in an "urban district" that is at least a quarter mile long, with structures situated at intervals of less than 100 feet, the city or town can lower the limit to 30 mph.

- In school zones, a city has the authority to reduce the speed limit based on ***Minnesota Statute, Section 169.14, Subd. 5a - Speed Zoning in School Zone.*** In school zones the speed limit may be reduced with an engineering traffic study.

- Subject to various requirements, speed limits can be adjusted on other roadways, including:
    - Park roads (at no less than 15 mph and no more than 20 mph below the surrounding limit, and subject to a MnDOT engineering and traffic study);
    - On streets that have a designated bicycle lane (at no less than 25 mph);
    - In alleys (10 mph);
    - In mobile home parks (at over 10 mph but no more than 30 mph).

- In 2019, the Minnesota Legislature passed new Statutes or added to existing Statutes that impact the City's authority to set speed limits. The Statutes went into effect August 1, 2019. The Statutes include:

    - ***Minnesota Statute, Section 169.14, Subd. 2.- Speed limits.***
      (7) 25 miles per hour in residential roadways if adopted by the road authority having jurisdiction over the residential roadway; and
      (8) 35 miles per hour in a rural residential district if adopted by the road authority having jurisdiction over the rural residential district.
      (b) A speed limit adopted under paragraph (a), clause (7), is not effective unless the road authority has erected signs designating the speed limit and indicating the beginning and end of the residential roadway on which the speed limit applies.
      (c) A speed limit adopted under paragraph (a), clause (8), is not effective unless the road authority has erected signs designating the speed limit and indicating the beginning and end of the rural residential district for the roadway on which the speed limit applies.

    - ***Minnesota Statute, Section 169.14, Subd. 5h - Speed Limits on City Streets.***

A city may establish speed limits for city streets under the city's jurisdiction other than the limits provided in subdivision 2 without conducting an engineering and traffic investigation. This subdivision does not apply to town roads, county highways, or trunk highways in the city. A city that establishes speed limits pursuant to this section must implement speed limit changes in a consistent and understandable manner. The city must erect appropriate signs to display the speed limit. A city that uses the authority under this subdivision must develop procedures to set speed limits based on the city's safety, engineering, and traffic analysis. At a minimum, the safety, engineering, and traffic analysis must consider national urban speed limit guidance and studies, local traffic crashes, and methods to effectively communicate the change to the public.

- ***Minnesota* Statute*, Section 169.011, Subd. 64 - Residential Roadway.***
  "Residential roadway" means a city street or town road that is either (1) less than one-half mile in total length, or (2) in an area zoned exclusively for housing that is not a collector or arterial street.

Based on the Minnesota Statutes *(Minn. Stat. § 169)* the following maximum statutory speed limits apply to streets in the State of Minnesota:

- 10 mph in alleys
- 25 mph on residential roadways
- 30 mph in an urban district
- 35 mph in a rural residential district
- 55 mph in locations other than those specified in this section
- 65 mph on non-interstate expressways and freeways
- 65 mph on interstate highways inside the limits of any urbanized area with a population of greater than 50,000
- 70 mph on interstate highways outside the limits of any urbanized area with a population of greater than 50,000

In addition to the Minnesota State Statutes, the Minnesota Manual on Traffic Control Devices (MnMUTCD) provides guidance on setting and installing speed limits on local city streets. The following are excerpts from the MnMUTCD that apply:

- ***MnMUTCD, 2B.13 Speed Limit Sign***

  STANDARD:
  Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall include an analysis of the current speed distribution of free-flowing vehicles.

  The Speed Limit (R2-1) sign shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency based on the engineering study. The speed limits displayed shall be in multiples of 5 mph.

  Speed Limit (R2-1) signs, indicating speed limits for which posting is required by law, shall be located at the points of change from one speed limit to another.

  At the downstream end of the section to which a speed limit applies, a Speed Limit sign showing the next speed limit shall be installed. Additional Speed Limit signs shall be installed beyond major intersections and at other locations where it is necessary to remind road users of the speed limit that is applicable.

  Speed Limit signs indicating the statutory speed limits shall be installed at entrances to the State and, where appropriate, at jurisdictional boundaries in urban areas.

SUPPORT:
Minnesota Statute 169.14 sets forth the processes to establish speed zones and speed limits on all roadways and alleys in the state.

GUIDANCE:
A Reduced Speed Limit Ahead (W3-5 or W3-5a) sign (see Section 2C.38) should be used to inform road users of a reduced speed zone where the speed limit is being reduced by more than 10 mph, or where engineering judgment indicates the need for advance notice to comply with the posted speed limit ahead.

States and local agencies should conduct engineering studies to reevaluate non-statutory speed limits on segments of their roadways that have undergone significant changes since the last review, such as the addition or elimination of parking or driveways, changes in the number of travel lanes, or changes in the configuration of bicycle lanes.

No more than three speed limits should be displayed on any one Speed Limit sign or assembly.

When a speed limit within a speed zone is posted, it should be within 5 mph of the 85th-percentile speed of free-flowing traffic.

Speed studies for signalized intersection approaches should be taken outside the influence area of the traffic control signal, which is generally considered to be approximately 1/2 mile, to avoid obtaining skewed results for the 85th-percentile speed.

STANDARD:
A Speed Limit sign shall not be used to warn road users of an advisory speed for certain roadway conditions. See Section 2C.8 for use of advisory speed plaques.

OPTION:
Other factors that may be considered when establishing speed limits are the following:

A. Road characteristics, shoulder condition, grade, alignment, and sight distance;
B. The pace speed;
C. Roadside development and environment;
D. Parking practices and pedestrian activity; and
E. Reported crash experience for at least a 12-month period.

Two types of Speed Limit signs may be used: one to designate passenger car speeds, including any nighttime information or minimum speed limit that might apply; and the other to show any special speed limits for trucks and other vehicles.

A changeable message sign that changes the speed limit for traffic and ambient conditions may be installed provided that the appropriate speed limit is displayed at the proper times.

A changeable message sign that displays to approaching drivers the speed at which they are traveling may be installed in conjunction with a Speed Limit sign.

GUIDANCE:
If a changeable message sign displaying approach speeds is installed, the legend YOUR SPEED XX MPH or such similar legend should be displayed. The color of the changeable message legend should be a yellow legend on a black background or the reverse of these colors.

Existing Conditions

Available data used to determine the appropriate speed limits on local streets was collected from the City of North Branch, Chisago County, and MnDOT including:

- Comprehensive Plans
- Current roadway jurisdiction and functional classification
- Existing roadway speed limits
- Existing and projected traffic volume data
- Current land use and zoning
- Existing and proposed pedestrian network.

A. Roadway System

The existing roadway system in the City of North Branch consists of roadways controlled by the MnDOT (I-35 and TH 95), County (CSAH 14, CSAH 30, CR 67, CR 68, and CR 72), and local city streets. ***Table 1*** shows the current Jurisdictional Classification from the City's Comprehensive Plan.

The Functional Classification of the roadways within the city includes Principal Arterials, Minor Arterials, Major Collectors, Minor Collectors, and local city streets. The Principal Arterials and Minor Arterials are all either MnDOT or Chisago County roadways. The Major and Minor Collectors include both Chisago County and City roadways. ***Table 1*** shows the existing Arterial and Collector roadways within the city. ***Figure 1*** shows the current Functional Classification from the City's Comprehensive Plan.

Table 1- Functional Classification and Jurisdiction by Street

Classification	Jurisdiction	Rural/ Urban
Principal Arterials		
I-35	MnDOT	Rural
Minor Arterials		
TH 95	MnDOT	Urban & Rural
CSAH 14	Chisago County	Rural
CSAH 30 (Forest Boulevard)	Chisago County	Urban & Rural
Major Collectors		
CR 68 (Falcon Avenue)	Chisago County	Rural
Flink Avenue	City of North Branch	Urban & Rural
Isanti Trail	City of North Branch	Rural
Minor Collectors		
Maple Street (Oakview Avenue to Grand Avenue)	City of North Branch	Urban
377th/ 378th Street (CSAH 30 to Grand Avenue)	City of North Branch	Urban
Grand Avenue (378th Street to Lincoln Trail)	City of North Branch	Urban
Oak Street (14th Avenue to Oakview Avenue)	City of North Branch	Urban
Oakview Avenue (Oak Street to TH 95)	City of North Branch	Urban

Existing Average Daily Traffic (ADT) volumes were collected for the roadways in the City of North Branch from the MnDOT Traffic Mapping application tool. The existing daily traffic volumes are from 2017 through 2024. ***Figure 2*** shows the existing ADT volumes.

B. Existing Traffic Speeds

The existing speed limits on roadways within the City of North Branch are shown in ***Appendix A***. The figure includes the location of existing speed zones. The existing speed limits within the city including City, County and State roadways, were set by Minnesota State Statute or a MnDOT speed study. Most of the city roadways that are posted at 30 mph were set by the Urban District Statute. Roadways set at 40 and 45 mph were assumed to be set by a MnDOT speed study.

Figure 1 – Roadway Functional Classification

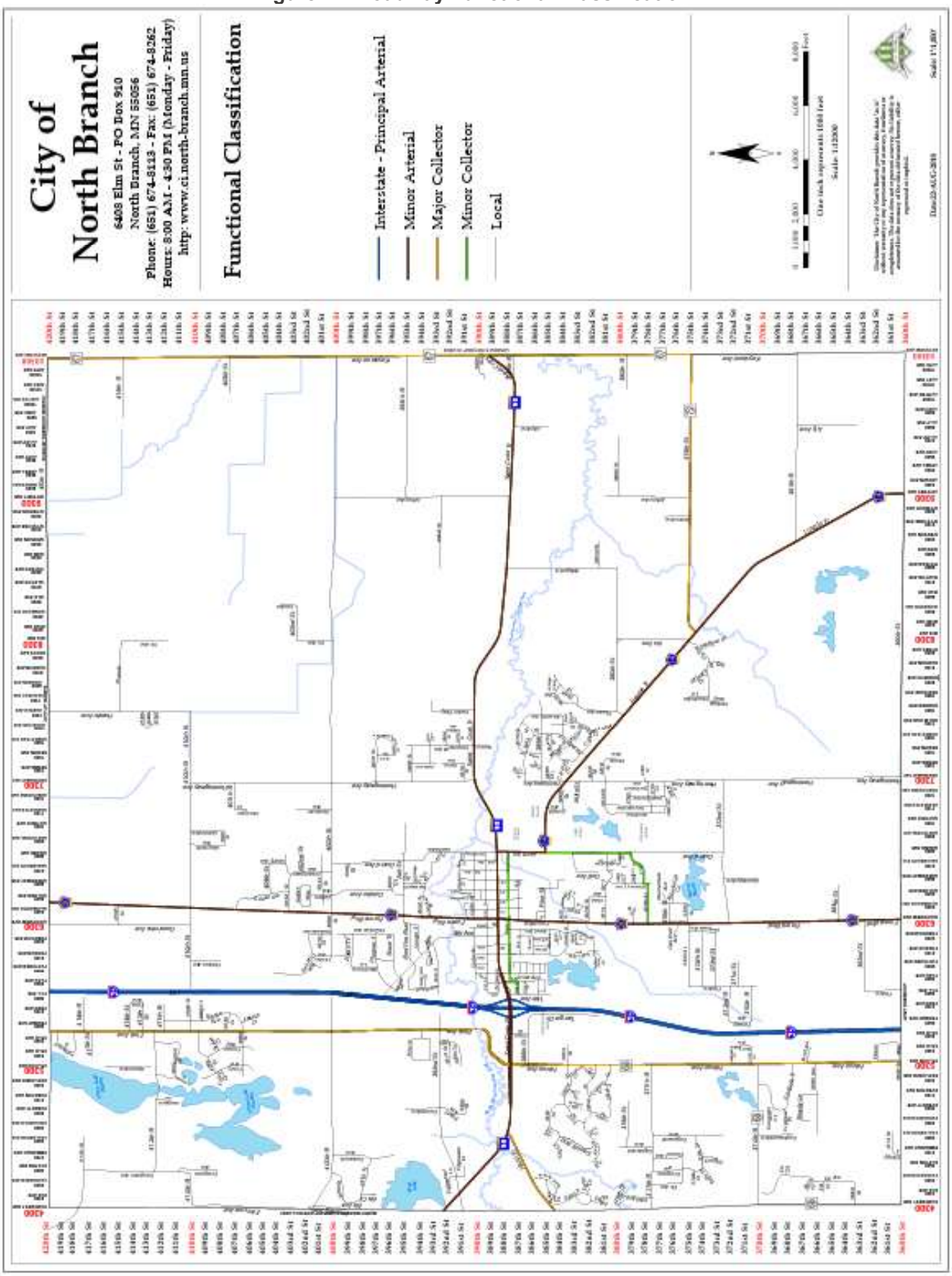
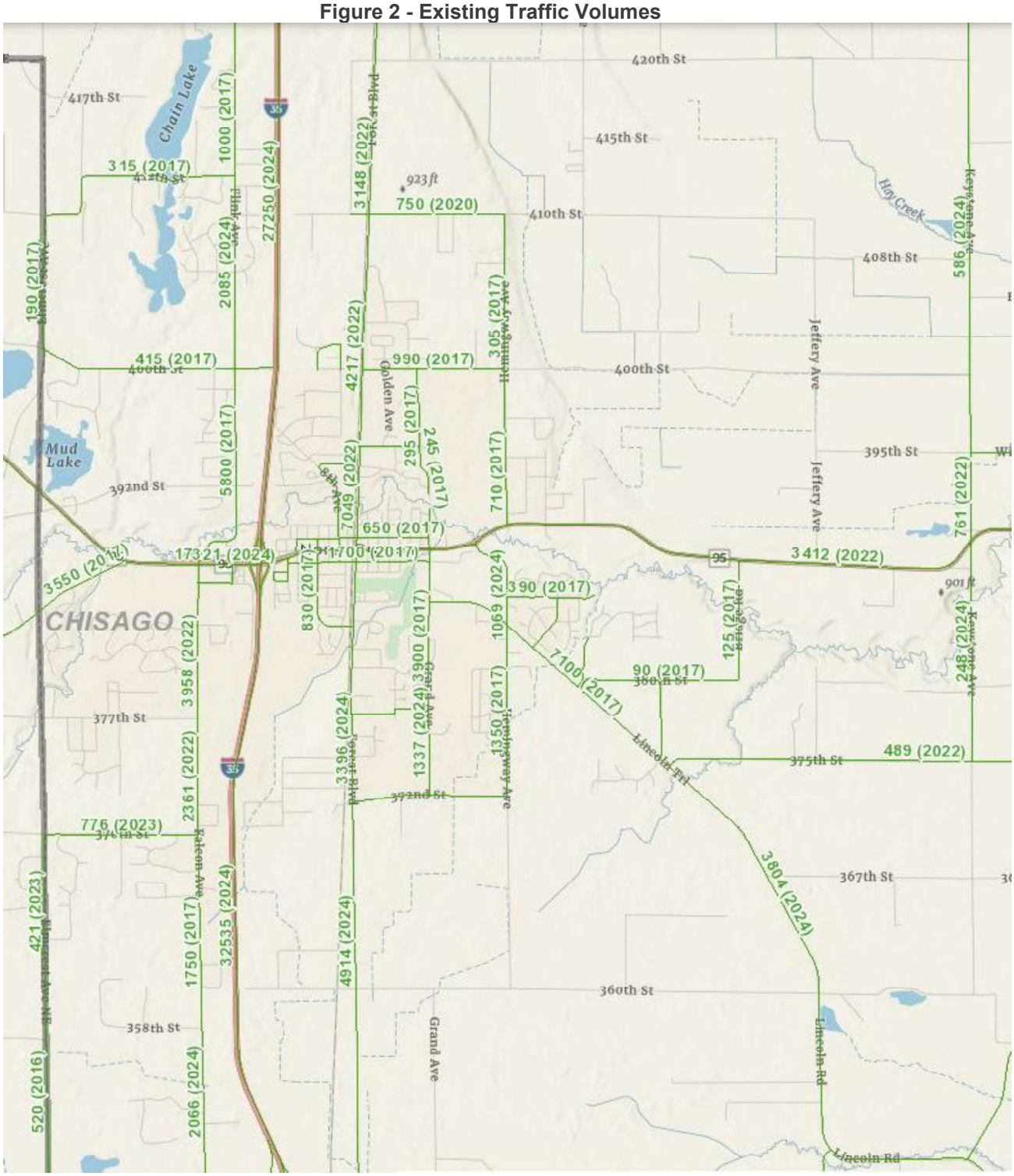


Figure 2 - Existing Traffic Volumes



Speed Study

A. Flink Avenue

A speed study was conducted on Flink Avenue in the City of North Branch. The city has received recent safety concerns about vehicle speeds and the new residential developments near 400th Street. Between TH 95 and the North Branch Sunrise River, Flink Avenue has a posted speed limit of 30-mph. North of the North Branch Sunrise River, Flink Avenue has a posted speed limit of 55-mph. 24-hours of vehicle speeds were collected on Flink Avenue between 395th Street and 399th Street. The data was collected using road tube counters and the 50th and 85th percentile speeds were calculated using this data set.

The speed study was conducted on June 24, 2025 (Tuesday). Vehicle speeds in one-mph increments and daily volumes were collected as part of the study. **Table 2** shows the results of the speed study. The total daily volume was 2,433, split 49% going northbound and 51% going southbound. The southbound speeds were slightly higher than northbound, with 63 mph being the 85th percentile speed and about 73% of southbound vehicles traveling over the speed limit of 55 mph. The northbound 85th percentile speed was 59 mph and about 48% of vehicles were traveling over 55 mph.

Table 2- Speed Study Results

Location	Direction	Daily Directional Volume	Posted Speed Limit	50th %ile Speed (mph)	85th %ile Speed (mph)	% > 55 mph	% > 60 mph
1. Flink Ave, N of 395th St	Northbound	1193	55	55	59	47.5%	7.5%
	Southbound	1240		58	63	72.7%	33.3%

Existing crash data for the Flink Avenue corridor was also collected using the Minnesota Crash Mapping Analysis Tool (MnCMAT2). A five-year (January 2020-December 2024) crash analysis was completed for Flink Avenue between 392nd Street and 406th Street. **Table 3** shows the intersection-related crashes and **Table 4** shows the non-intersection-related crashes on the Flink Avenue corridor.

Table 3- Intersection-related crash data

Intersection	No. Crashes	Crash Rate*	State Average Crash Rate**	Critical Rate***
Flink Ave & 400th St	1	0.130	.141	0.555
Flink Ave & 392nd St	2	**0.181**	.141	0.477

*Intersection crash rates are expressed in crashes per million entering vehicles.
**Statewide Average is from MnDOT 2024 green sheets for a rural through-stop intersection
***Critical crash rates are expressed in crashes per million entering vehicles with 0.995 confidence level.

Table 4- Non-intersection-related crash data

Flink Avenue Segment	No. Crashes	Crash Rate*	State Average Crash Rate**	Critical Rate***
392nd St – 406th St	2	0.198	.283	0.764

*Intersection crash rates are expressed in crashes per million entering vehicles.
**Statewide Average is from MnDOT 2024 green sheets for rural two-lane roadways with an AADT between 1,500 and 4,999
***Critical crash rates are expressed in crashes per million entering vehicles with 0.995 confidence level.

Speed Limit Review and Analysis

B. National Guidance

Speeding is now widely recognized as a significant danger to public health and traffic safety. In addition to the aforementioned NHTSA statistics on the gravity of the speeding problem, a variety of national research and guidance exists about the benefits of lowering speed limits and policies and procedures to enact these changes. Minnesota in the past has typically used the 85th percentile speed method as the standard for setting speed limits throughout the state.

National Cooperative Highway Research Program (NCHRP) Report 966 (2021)

This NCHRP report, entitled "Posted Speed Limit Setting Procedure and Tool: User Guide (2021)," provides guidance for transportation professionals to make informed decisions on setting speed limits.[1] It introduces a Speed Limit Setting Procedure and associated Speed Limit Setting Tool. The methodology is intended for use with any roadway type.

The NCHRP Report 966 discusses the shortcoming in the use of the 85th percentile speed method for setting speed limits. The 85th percent method records how fast vehicles travel on a road and then determines the speed that 85 percent of drivers are traveling at or below. The new speed limit is set to the nearest 5 mph increment. This method rests upon an assumption that drivers act in a reasonable and prudent manner. One problem is that drivers may not be aware of all the conditions present within a corridor, and the 85th percentile doesn't adequately consider the needs of vulnerable road users.

The NCHRP 966 report presents a procedure to calculate a suggested speed limit, a four-step decision-making process for calculating a suggested speed limit, variables used within the decision-making procedure, and an overview of the Speed Limit Setting Tool provided. It includes a literature review and discussion of the relationship between speed limits and crashes, and the debate about setting speed limits.

The speed limit setting procedure recommended includes identifying roadway context (a spectrum ranging from rural to urban core) and roadway type (functional classification ranging from freeways to local streets). The report suggests a matrix of target speeds based on these two factors (**Table 5**).

Table 5: NCHRP 966 Speed Limit Recommendations

Suggested Target Speed by Roadway Context and Type					
Context and Type	**Rural**	**Rural Town**	**Suburban**	**Urban**	**Urban Core**
Limited Access Freeway	High 50 mph +	High 50 mph +	High 50 mph +	High 50 mph +	High 50 mph +
Principal Arterial	High 50 mph +	Low to Medium 45 mph -	Medium to High 30 mph +	Low to Medium 45 mph -	Low 25 mph -
Minor Arterial	High 50 mph +	Low to Medium 45 mph -	Medium 30-45 mph	Low to Medium 45 mph -	Low 25 mph -
Collector	Medium 30-45 mph	Low 25 mph -	Medium 30-45 mph	Low 25 mph -	Low 25 mph -
Local	Medium 30-45 mph	Low 25 mph -	Low 25 mph -	Low 25 mph -	Low 25 mph -

Source: NCHRP Research Report 966

https://www.nap.edu/catalog/26216/posted-speed-limit-setting-procedure-and-tool-user-guide

https://apps.trb.org/cmsfeed/TRBNetProjectDisplay.asp?ProjectID=4052

C. Local Speed Limit Analysis

Several factors shall be considered when evaluating speed limits on the local roadway system including:

Roadway Jurisdiction – Roadways under the jurisdiction of MnDOT or Chisago County would not be eligible for speed limit changes by the city based on the current legislation. However, the city should continue to work with these agencies to evaluate speed limit changes to their roadways if warranted.

Roadway Functional Classification, Surface, and Adjacent Land Use Classification – Roadways were categorized by functional class (collector or local), surface (paved or unpaved), adjacent land use (urban/rural residential, urban commercial, or rural area). Eight classification types were developed for city-owned roadways (shown in **Appendix B**):

- Urban Collector
- Rural Collector
- Urban Local Residential- Paved
- Rural Local Residential- Paved
- Rural Local Residential- Unpaved
- Urban Local Commercial- Paved
- Rural Local- Paved
- Rural Local- Unpaved

Access points – Roadways with a higher number of access points (intersections/driveways) are more likely to have lower speed limits than roadways with fewer access points.

Striping and width – Unstriped, narrow roadways are more likely to have drivers driving at higher speeds than if the roadway was striped with centerline and edgelines. Roadways with curb or without a shoulder are more likely to have lower speeds than roadways with wide shoulders.

New Developments – As areas start developing and rural roadways become more suburban/urban with additional access points and volumes, speed limits should be reevaluated to account for the changing network.

Traffic Volumes – Roadways with higher traffic volumes are more likely to have higher speed limits than roadways with lower traffic volumes. Note: traffic volumes may not be available on local roadways.

Pedestrian Activity – A person is significantly more likely to lose their life or sustain a serious injury as the speed at impact increases. A person hit at 30 mph is three times as likely to be killed than at 20 mph.

Crash History – The most recent five-years of crash data shall be reviewed on a roadway where speed limit concerns have arisen.

Based on these factors and the Minnesota State Statutes, the speed limits in **Table 6** are recommended based on roadway type. A road link table is provided in **Appendix C** that correlates with the map in **Appendix A**. Existing roadways were analyzed to verify if the existing speed limit is justified, based on classification, access points, edgeline striping (or curb), discussion with the City, and other relevant information about the roadway segment (curves, schools, developing areas, recent/future improvements).

Table 6: Speed Limit Recommendations

	Has edgelines (or curb) w/< than 20 access points/ mile	Has edgelines (or curb) w/ 20-30 access points/ mile	Has edgelines (or curb) w/ >30 access points/ mile	No edgelines (or curb) w/< than 20 access points/ mile	No edgelines (or curb) w/> than 20 access points/ mile
Rural Collector	55	45	N/A	N/A	N/A
Rural Local Paved	55	N/A	N/A	40-45	40
Urban Collector	40	40	30	N/A	30
Rural Local Unpaved*	45	N/A	N/A	N/A	N/A
Urban Local Commercial Paved	40	N/A	N/A	N/A	N/A
Rural Local Residential Unpaved*	35	35	35	35	35
Urban Local Residential- Paved	N/A	30	30	N/A	30
Rural Local Residential- Unpaved	N/A	30	30	N/A	30

*Rural Local Unpaved roads to remain unposted unless safety issues have been documented

Note: Engineering judgement to be used when setting speeds in areas transitioning from rural to suburban/urban (developing areas).

A map with the proposed speed limit changes is shown in **Appendix D**, and discussed below:

1. Maintain current speed limits on MnDOT and Chisago County roadways.
2. Change the existing 55 MPH speed limit to 45 MPH on Flink Avenue, from north of the Sunrise River to the north City limit.
3. Change the existing 55 MPH speed limit to 40 MPH on Isanti Trail, from the west City limit to TH 95.
4. Change the existing 45 MPH speed limit to 40 MPH on Falcon Ave, from the south City limit to 370th St. Also post a southbound Reduced Speed Limit Ahead sign, north of 370th Street.
5. Change the existing 45 MPH speed limit to 40 MPH on 360th St, from CSAH 30 to Hemingway Avenue.
6. Change the existing 45 MPH speed limit to 40 MPH on 372nd St, from CSAH 30 to Hemingway Avenue.
7. Change all of the existing Rural Local unpaved roads to 45 MPH, but only post speed limit signs if safety issues have been reported.
8. Change all of the existing Rural Local Residential unpaved roads to 35 MPH, but only post speed limit signs if safety issues have been reported.
9. Remove conflicting existing speed limits signs.
10. Review any curve warning signage with posted advisory speeds that may be impacted if posted speed limits are reduced

Conclusion / Next Steps

Should the City Council determine that they would be in favor of setting speed limits on local streets based on the study, the following next steps are recommended:

1. Collect information from the public on speeding concerns and other speed limit issues.
    a. Preparation of maps and website survey (**Note: this step has been completed, and comments have been sent to the City**)

2. Approve a Speed Limit Policy and Resolution adopting speed limit changes on local roadways. **(See Draft Example in Appendix E)**

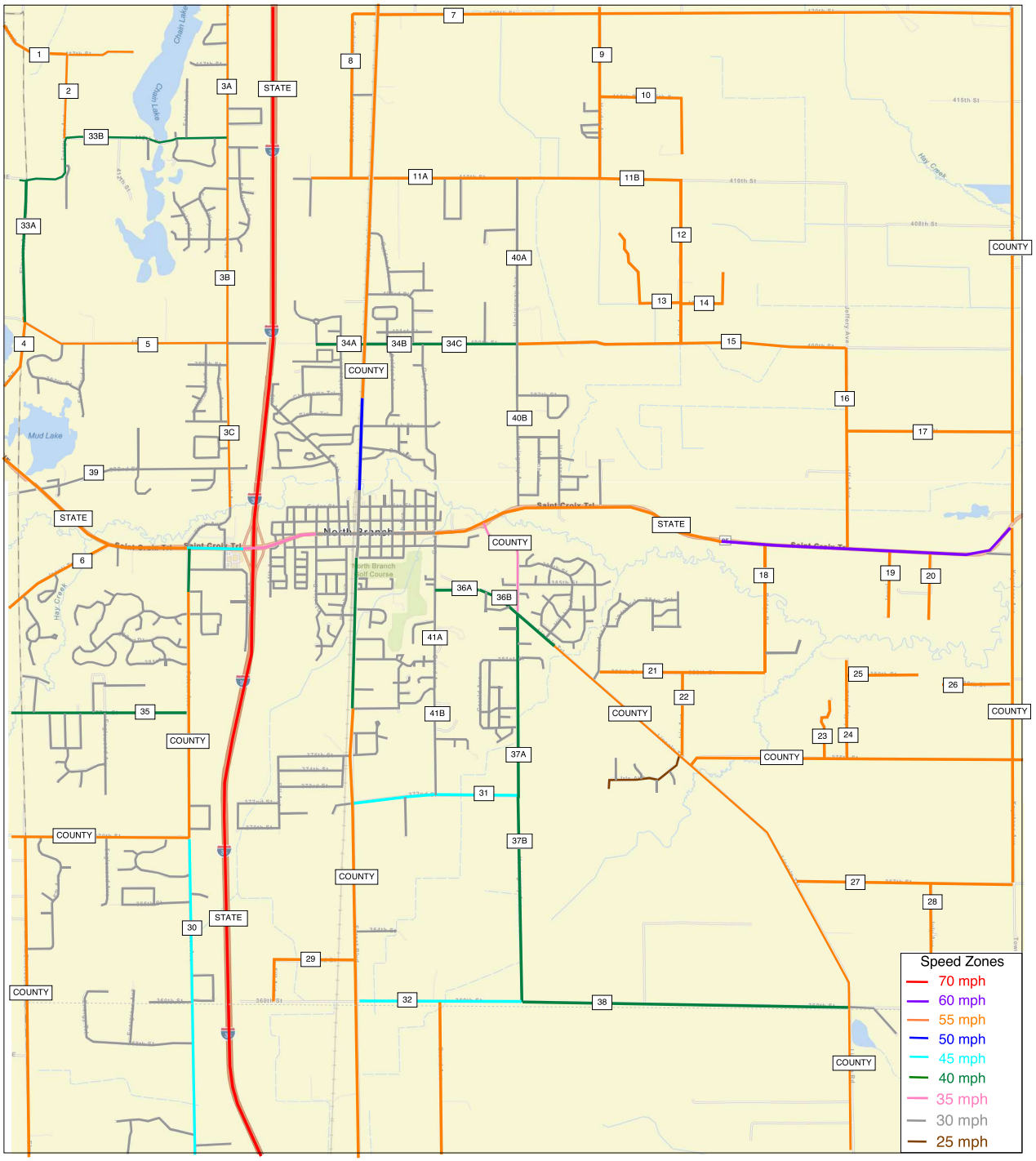
3. Prepare an implementation signing plan. Remove and/or install signs similar to that shown in ***Appendix D*** at selected locations throughout the city.

4. Prepare a Communication Plan informing the community on the speed limit changes. At a minimum this would include:

    a. Preparation of articles and maps in the City Newsletter
    b. Social Media posts
    c. Press releases
    d. Community events and announcements at City meetings

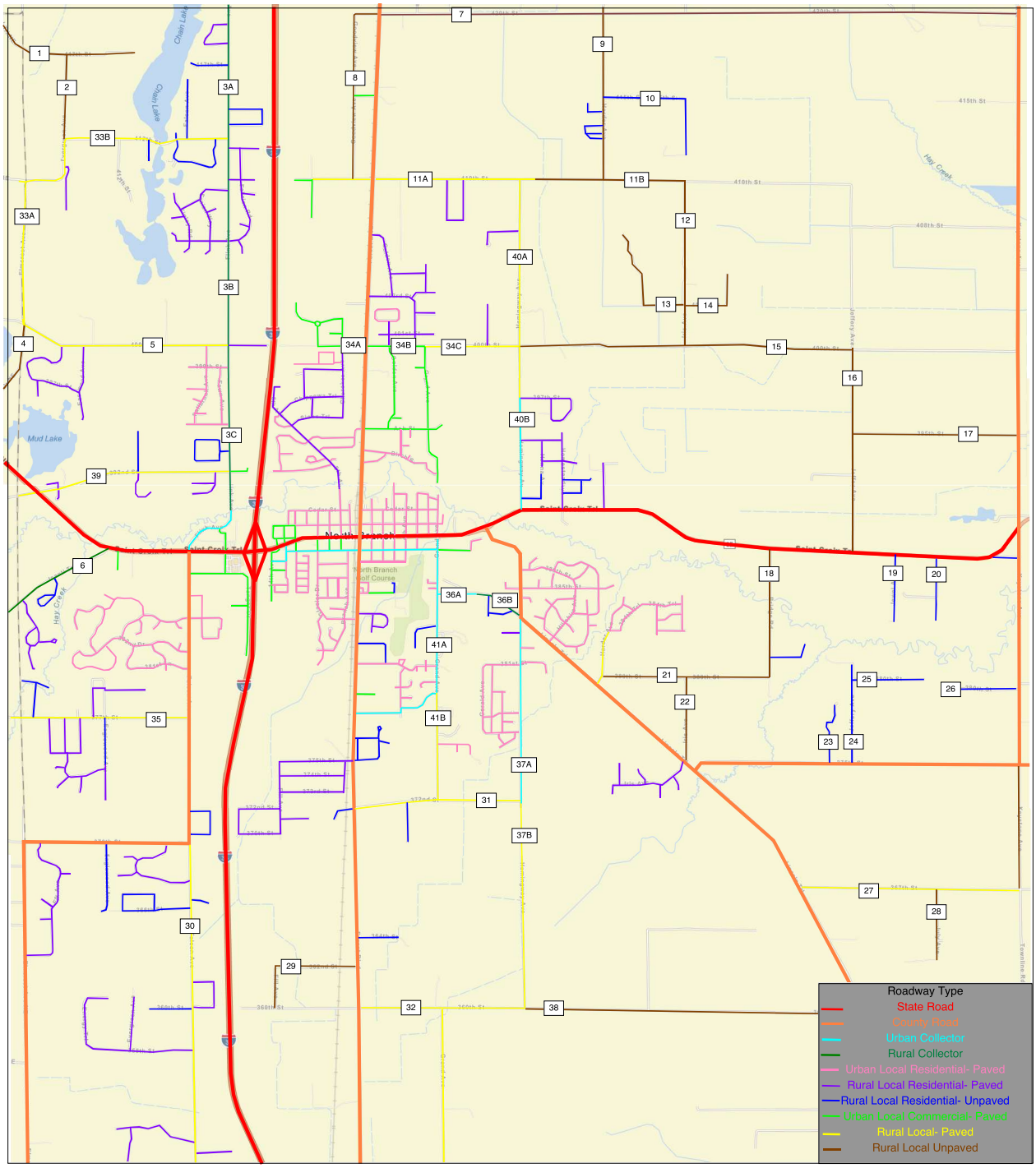
APPENDIX A – EXISTING SPEED LIMITS

Existing Speed Limits



APPENDIX B – ROADWAY CLASSIFICATION MAP

Roadway Classification



APPENDIX C – ROAD LINK TABLE

Link	Road Name	Segment Start	Segment End	Speed		Length (mi)	Roadway Type	Edgelines present (or curb)	Approx # access points	Access points/ mile	Recommended Speed	Update Speed Limit?	Notes
1	417th St	W City Limit	Chain Lake	55	Statutory- unposted	0.5	Rural Local Unpaved	No	4	8.0	45	*NO	*Only post if City wants to due to safety concerns/issues
2	Evergreen Ave	412th St	417th St	55	Statutory- unposted	0.5	Rural Local Unpaved	No	9	18.0	45	*NO	*Only post if City wants to due to safety concerns/issues
3A	Flink Ave	412th St	N City Limit	55	Statutory- posted	0.75	Rural Collector	Yes	18	24.0	45	**YES**	
3B	Flink Ave	400th St	412th St	55	Statutory- posted	1.25	Rural Collector	Yes	9	7.2	45	**YES**	*Area is developing, roundabout going in at 400th next year. Recommend DFB or enforcement.
3C	Flink Ave	N of River	400th St	55	Statutory- posted	1	Rural Collector	Yes	8	8.0	45	**YES**	*Area is developing, roundabout going in at 400th next year. Recommend DFB or enforcement.
4	Hornsby Ave	W City Limit	400th St	55	Statutory- unposted	0.25	Rural Local Unpaved	No	2	8.0	45	*NO	*Only post if City wants to due to safety concerns/issues
5	400th St	Hornsby Ave	Flink Ave	55	Statutory- unposted	1.25	Rural Local Paved	Yes	16	12.8	55	NO	
6	Isanti Trl	W City Limit	TH 95	55	Statutory- unposted	0.4	Rural Collector	Yes	7	17.5	40	**YES**	City wants to lower when coming into the City
7	420th St	CSAH 30	CR 67	55	Statutory- unposted	3.8	Rural Local Unpaved	No	29	7.6	45	*NO	*Only post if City wants to due to safety concerns/issues
8	420th St/Goodview Ave	410th St	CSAH 30	55	Statutory- unposted	1.14	Rural Local Unpaved	No	11	9.6	45	*NO	*Only post if City wants to due to safety concerns/issues
9	Harder Ave	410th St	420th St	55	Statutory- unposted	1	Rural Local Unpaved	No	14	14.0	45	*NO	*Only post if City wants to due to safety concerns/issues
10	415th St/Iris Ave	Harder Ave	-	55	Statutory- unposted	0.82	Rural Local Residential Unpaved	No	11	13.4	35	*NO	*Only post if City wants to due to safety concerns/issues
11A	410th St	Fletcher Ave	E of Hemingway Ave	55	Statutory- unposted	1.4	Rural Local Paved	Yes	20	14.3	55	NO	
11B	410th St	E of Hemingway Ave	Jeffrey Ave	55	Statutory- unposted	0.82	Rural Local Unpaved	No	2	2.4	45	*NO	*Only post if City wants to due to safety concerns/issues
12	Iris Ave	400th St	410th St	55	Statutory- unposted	1	Rural Local Unpaved	No	3	3.0	45	*NO	*Only post if City wants to due to safety concerns/issues
13	402nd St	W of Iris Ave	Iris Ave	55	Statutory- unposted	0.4	Rural Local Unpaved	No	1	2.5	45	*NO	*Only post if City wants to due to safety concerns/issues
14	402nd St	Iris Ave	E of Iris Ave	55	Statutory- unposted	0.4	Rural Local Unpaved	No	2	5.0	45	*NO	*Only post if City wants to due to safety concerns/issues
15	400th St	Hemingway Ave	Jeffrey Ave	55	Statutory- unposted	2	Rural Local Unpaved	No	11	5.5	45	*NO	*Only post if City wants to due to safety concerns/issues
16	Jeffrey Ave	TH 95	400th St	55	Statutory- unposted	1.23	Rural Local Unpaved	No	3	2.4	45	*NO	*Only post if City wants to due to safety concerns/issues
17	395th Ave	Jeffrey Ave	CR 67	55	Statutory- unposted	1	Rural Local Unpaved	No	9	9.0	45	*NO	*Only post if City wants to due to safety concerns/issues
18	Bridge Rd	380th St	TH 95	55	Statutory- unposted	0.77	Rural Local Unpaved	No	5	6.5	45	*NO	*Only post if City wants to due to safety concerns/issues
19	Jewel Ae	TH 95	-	55	Statutory- unposted	0.4	Rural Local Residential Unpaved	No	2	5.0	35	*NO	*Only post if City wants to due to safety concerns/issues
20	July Ave	TH 95	-	55	Statutory- unposted	0.4	Rural Local Residential Unpaved	No	3	7.5	35	*NO	*Only post if City wants to due to safety concerns/issues
21	380th St	Harder Ave	Bridge Rd	55	Statutory- unposted	1	Rural Local Unpaved	No	13	13.0	45	*NO	*Only post if City wants to due to safety concerns/issues
22	Iris Ave	CSAH 14	380th St	55	Statutory- unposted	0.5	Rural Local Unpaved	No	6	12.0	45	*NO	*Only post if City wants to due to safety concerns/issues
23	James Ave	375th St	-	55	Statutory- unposted	0.25	Rural Local Residential Unpaved	No	3	12.0	35	*NO	*Only post if City wants to due to safety concerns/issues
24	Jeffrey Ave	375th St	-	55	Statutory- unposted	0.6	Rural Local Residential Unpaved	No	8	13.3	35	*NO	*Only post if City wants to due to safety concerns/issues
25	380th St	Jeffrey Ave	-	55	Statutory- unposted	0.3	Rural Local Residential Unpaved	No	4	13.3	35	*NO	*Only post if City wants to due to safety concerns/issues
26	380th St	CR 67	-	55	Statutory- unposted	0.25	Rural Local Residential Unpaved	No	3	12.0	35	*NO	*Only post if City wants to due to safety concerns/issues
27	367th St	CSAH 14	CR 67	55	Statutory- unposted	1.32	Rural Local Paved	No	23	17.4	40	**YES**	
28	July Ave	367th St	-	55	Statutory- unposted	0.42	Rural Local Unpaved	No	5	11.9	45	*NO	*Only post if City wants to due to safety concerns/issues
29	362nd St/ Fill Ave	360th St	CSAH 30	55	Statutory- unposted	0.75	Rural Local Unpaved	No	6	8.0	45	*NO	*Only post if City wants to due to safety concerns/issues
30	Falcon Ave	S City Limit	370th St	45	Posted	1	Rural Local Paved	No	25	25.0	40	**YES**	
31	372nd St	CSAH 30	Hemingway Ave	45	Posted	1	Rural Local Paved	No	20	20.0	40	**YES**	
32	360th St	CSAH 30	Hemingway Ave	45	Posted	1	Rural Local Paved	No	20	20.0	40	**YES**	
33A	Elmcrest Ave/410th St	400th St	Evergreen Ave	40	Posted	1.1	Rural Local Paved	No	14	12.7	40-45	NO	Curves on alignment, leave at 40
33B	Evergreen Ave/412th St	410th St	Flink Ave	40	Posted	1.22	Rural Local Paved	No	17	13.9	40-45	NO	Curves on alignment, leave at 40
34A	400th St	Fletcher Ave	CSAH 30	40	Posted	0.28	Urban Local Commercial Paved	Yes	1	3.6	40	NO	
34B	400th St	CSAH 30	Grand Ave	40	Posted	0.33	Urban Local Commercial Paved	Yes	2	6.1	40	NO	
34C	400th St	Grand Ave	Hemingway Ave	55	Statutory- unposted	0.56	Rural Local Paved	Yes	5	8.9	55	NO	
35	377th St	W City Limit	Falcon Ave	40	Posted	1	Rural Local Paved	No	26	26.0	40	NO	
36A	Lincoln Trl	Grand Ave	Gerald Ave	40	Posted	0.3	Urban Collector	Yes	6	20.0	40	NO	School speed zone 25 mph
36B	Lincoln Trl	Gerald Ave	Hemingway Ave	40	Posted	0.22	Rural Collector	Yes	2	9.1	40	NO	Future roundabout at Lincoln and Hemingway (2026), near school area
37A	Hemingway Ave	372nd St	Lincoln Trl	40	Posted	1.1	Urban Collector	Yes	15	13.6	40	NO	
37B	Hemingway Ave	360th St	372nd St	40	Posted	1.25	Rural Local Paved	No	16	12.8	40-45	NO	Just recently paved (July 2025)
38	360th St	Hemingway Ave	Lincoln Trl	40	Posted	2	Rural Local Unpaved	No	17	8.5	45	*NO	Previously reduced, City not to change
39	392nd St	TH 95	Flink Ave	30	Posted	1.17	Rural Local Paved	No	14	12.0	40-45	*NO	City wants to leave at 30, area is developing, sidewalk went in on south side of road
40A	Hemingway Ave	397th St	410th St	30	Posted	1.3	Rural Local Paved	Yes	21	16.2	55	*NO	Previously reduced, City not to change
40B	Hemingway Ave	TH 95	397th St	30	Posted	0.7	Urban Collector	No	36	51.4	30	NO	
41A	Grand Ave	376th St	TH 95	30	Posted	1.22	Urban Collector	Yes	37	30.3	30	NO	School speed zone 20 mph
41B	Grand Ave	372nd St	376th St	30	Posted	0.33	Rural Local Paved	No	7	21.2	30	*NO	*Area is developing, leave at 30

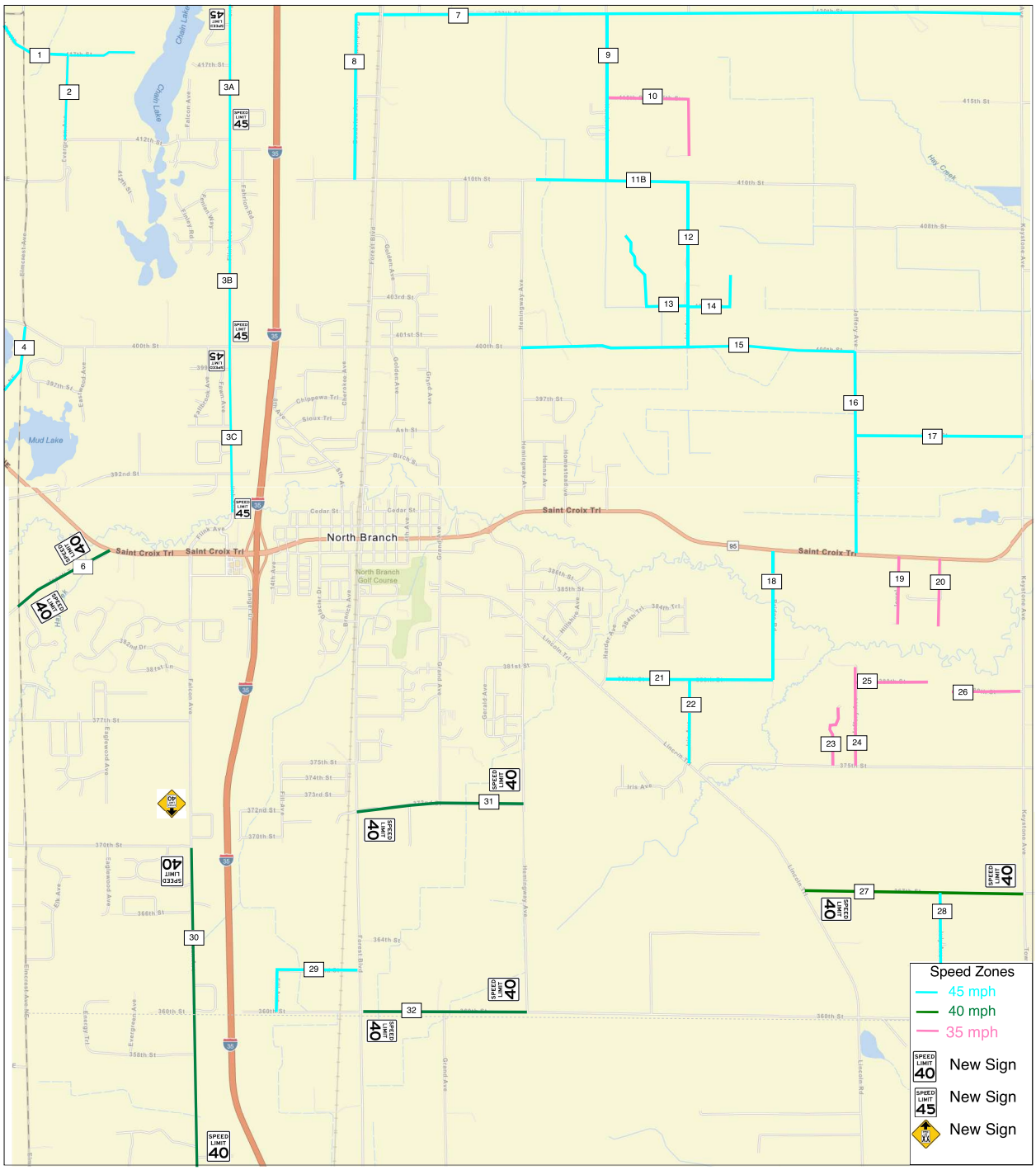
	Has edgelines (or curb) w/< than 20 access points/ mile	Has edgelines (or curb) w/ 20-30 access points/ mile	Has edgelines (or curb) w/ >30 access points/ mile	No edgelines (or curb) w/< than 20 access points/ mile	No edgelines (or curb) w/> than 20 access points/ mile
Rural Collector	55	45	N/A	N/A	N/A
Rural Local Paved	55	N/A	N/A	40-45	40
Urban Collector	40	40	30	N/A	30
Rural Local Unpaved*	45	N/A	N/A	N/A	N/A
Urban Local Commercial Paved	40	N/A	N/A	N/A	N/A
Rural Local Residential Unpaved*	35	35	35	35	35
Urban Local Residential- Paved	N/A	30	30	N/A	30
Rural Local Residential- Unpaved	N/A	30	30	N/A	30

*Rural Local Unpaved roads to remain unposted unless safety issues have been documented

Note: Engineering judgement to be used when setting speeds in areas transitioning from rural to suburban/urban (developing areas).

APPENDIX D – PROPOSED SPEED LIMIT CHANGES

Proposed Speed Limit Changes



APPENDIX E – DRAFT SPEED LIMIT POLICY EXAMPLE

NORTH BRANCH, MINNESOTA
SPEED LIMIT POLICY

PURPOSE / BACKGROUND

This document outlines policies for determining the speed limit on streets owned and maintained by the City of North Branch. This policy is being implemented to establish guidelines on speed limit setting, but also to improve vehicle and pedestrian safety on streets within developing areas in the City.

The City of North Branch will address speed limit related concerns based upon guidelines from Minnesota Statutes, Minnesota Department of Transportation (MnDOT) policies, Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD), and engineering judgement.

Minnesota Statutes Section 169.14 now allows Cities to establish speed limits on City streets under their jurisdiction based on the statutory speed limits listed below:

Minnesota Statutory Speed Limits:

- 10 mph in alleys
- 25 mph in residential roadways if adopted by the road authority having jurisdiction over the residential roadway.
- 30 mph on streets in urban districts
- 35 mph in a rural residential district if adopted by the road authority having jurisdiction over the rural residential district.
- 70 mph on rural interstate highways
- 65 mph on urban interstate highways or expressways
- 55 mph on other roads

Unless the Commissioner of Transportation previously authorized a new speed limit on a specific roadway segment, the existing speed limits on streets within the City of North Branch are consistent with the statutory speed limits listed above.

In 2019, the Minnesota State Legislature passed a Statute granting Cities the authority to establish speed limits for city streets under the city's jurisdiction, without conducting an engineering and traffic investigation. This subdivision does not apply to town roads, county highways, or trunk highways in the city. A city that establishes speed limits pursuant to this section must implement speed limit changes in a consistent and understandable manner. The city must erect appropriate signs to display the speed limit. A city that uses the authority under this subdivision must develop procedures to set speed limits based on the city's safety, engineering, and traffic analysis. At a minimum, the safety, engineering, and traffic analysis must consider national urban speed limit guidance and studies, local traffic crashes, and methods to effectively communicate the change to the public.

Speed limits adopted using the 2019 State Legislation would not be in effect unless the city erects signs designating the speed limit on the streets which the speed limit applies.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-256-2025

Resolution R-256-2025 Adopting Speed Limit Policy and Authorizing Speed Limit Changes on City Streets

WHEREAS, Minnesota Statutes §169.14, Subd. 5h grants cities the authority to establish speed limits on city streets under their jurisdiction without conducting an engineering and traffic investigation, provided changes are implemented in a consistent and understandable manner; and

WHEREAS, the City of North Branch has completed a Speed Limit Policy study to evaluate existing conditions, review statutory requirements, and recommend speed limit changes to improve safety and accommodate development; and

WHEREAS, the study recommends adopting a Speed Limit Policy and implementing speed limit changes on certain city streets based on roadway classification, safety considerations, and engineering judgment; and

WHEREAS, the City Council finds it in the public interest to adopt said policy and implement the recommended changes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH:

1. Adoption of Policy
   The City of North Branch hereby adopts the Speed Limit Policy as presented in the staff report and attached document titled *North Branch Speed Limit Policy 11.12.25*.
2. Authorization of Speed Limit Changes
   The following changes to speed limits on city-owned streets are approved:
   - Flink Avenue (north of Sunrise River): **Reduce from 55 mph to 45 mph**
   - Isanti Trail (west City limit to TH 95): **Reduce from 55 mph to 40 mph**
   - Falcon Avenue (south City limit to 370th St): **Reduce from 45 mph to 40 mph** and install “Reduced Speed Limit Ahead” signage
   - 360th Street (CSAH 30 to Hemingway Ave): **Reduce from 45 mph to 40 mph**
   - 372nd Street (CSAH 30 to Hemingway Ave): **Reduce from 45 mph to 40 mph**
   - Rural Local Unpaved Roads: **Set at 45 mph**, signage only if safety issues reported
   - Rural Local Residential Unpaved Roads: **Set at 35 mph**, signage only if safety issues reported

- Remove conflicting speed limit signs and review curve warning signage.

3. Implementation Plan
   City staff is directed to prepare and execute a signing plan, remove and install signs as necessary, and ensure compliance with MnMUTCD standards.

Passed by the City Council of North Branch, Minnesota this 9th day of December 2025.

_____
Kevin Schieber, Mayor

Attested:

_____
Tonya Kostuch, City Clerk

City of North Branch
Staff Report

Prepared By: Justin Messner, City Engineer

Presenter: Justin Messner, City Engineer

Date: December 9, 2025

Board & Commission: City Council

Subject: Flink Avenue / 400th Street Area Transportation Impact Study

---

Introduction:
The attached transportation impact study provides guidance for future infrastructure planning, development agreement fee determination, grant applications, and right-of-way acquisition in support of anticipated growth and the future I-35/400th interchange.

Background Information:
LGI Homes – Minnesota (Developer) presented a concept plan for the Meadows Ridge Development to the City Council on September 12, 2023 as the continuation of the next phase of the Developer's ongoing home construction plans in the northwest corner of the City. Meadows Ridge is to the north of the Meadows North and Meadows North Townhomes developments, and specifically located on the northwest corner of Flink Avenue-400th Street intersection.

The Developer submitted applications for a Planned Unit Development and Preliminary Plat along with an Environmental Assessment Worksheet (EAW) and received approvals in November 2024 for the Meadows Ridge development. The approved development included a 336 unit residential development to be completed over 4 phases along with a future 5.27 acre commercial outlot.

The approval of the development included several conditions of approval *(see attached resolution),* including:

1) 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,

2) 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.

The developer has partnered with the city to develop the attached Transportation Plan Study and has submitted a final plat application for Phase 1 of the Development and is looking to address the cost-share agreement to be included in the development agreement to move forward with Phase 1.

Overview:

The study explains how area charges and assessment rates for future development agreements are set. Table 4 shows how roadway improvement fees are divided by land use, trip generation, and intersection traffic share. This makes sure that development fees are fair, transparent, and directly connected to the infrastructure needs of new growth.

Recommended upgrades for intersections match the planned I-35/400th Street interchange. The analysis finds that about half of local traffic will use 400th Street eastbound to reach the upcoming interchange—signaling community support for regional infrastructure. These improvements reflect the City’s dedication to supporting mobility and economic growth across the region.

By recording local investments and aligning with key regional projects like the I-35/400th Street interchange, the City improves its chances of securing outside funding. The study may also be used in grant applications to demonstrate preparedness, solid planning, and benefits for residents. The analysis, cost data, and infrastructure review improve the City's chances of securing transportation grants like the MnDOT LRIP Program.

It’s assumed the right-of-way for the Flink Ave/400th Street Area will be secured during project platting, cutting down on city expenses. This method streamlines land purchases needed for roadway and drainage work, making development more efficient. Right-of-way requirements are clearly outlined and measured to help with negotiations and official approvals.

Funding/Financing:

N/A

Staff Recommendation:

1. Motion accepting the Flink Avenue / 400th Street Area Transportation Impact Study as the authoritative reference for calculating transportation-related fees within development agreements.
2. Instruct staff to develop an official fee schedule and establish implementation protocols based on the findings and recommendations of the study.

Voting Requirements:

Simple Majority

Attachments:

Flink Avenue / 400th Street Area Transportation Impact Study

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-257-2025

Resolution R-257-2025 Accepting the Flink Avenue / 400th Street Area Transportation Impact Study

WHEREAS, the City Council of the City of North Branch has received and reviewed the Flink/400th Transportation Impact Study, prepared by WSB, which provides guidance for future infrastructure planning, development agreement fee determination, grant applications, and right-of-way acquisition in support of anticipated growth and the future I-35/400th interchange; and

WHEREAS, the study was developed in partnership with LGI Homes – Minnesota (Developer) as part of the conditions of approval for the Meadows Ridge Development, and outlines the scope of required transportation improvements to Flink Avenue and 400th Street, including cost allocation and responsibility; and

WHEREAS, the study establishes a fair and transparent methodology for calculating area charges and assessment rates for future development agreements, ensuring that development fees are directly connected to the infrastructure needs generated by new growth; and

WHEREAS, the recommended upgrades and improvements align with the planned I-35/400th Street interchange and support the City's commitment to regional mobility and economic growth; and

WHEREAS, the study enhances the City's preparedness for grant applications and demonstrates solid planning and benefits for residents, thereby improving the City's chances of securing transportation grants;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, THAT:

1. The Flink Avenue / 400th Street Area Transportation Impact Study is hereby accepted as the authoritative reference for calculating transportation-related fees within development agreements.
2. City staff are directed to develop an official fee schedule and establish implementation protocols based on the findings and recommendations of the study.
3. The City Council recognizes the importance of aligning local investments with key regional projects and supports the continued pursuit of outside funding opportunities.

Adopted by the council this 9th day of December 2025.

_____

Kevin Schieber, Mayor

Attested:

_____
Tonya Kostuch, City Clerk

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

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

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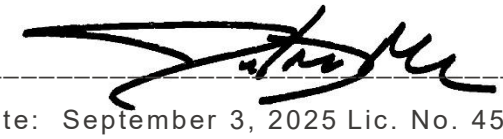
Appendix B - Opinion of Cost

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 Steet 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

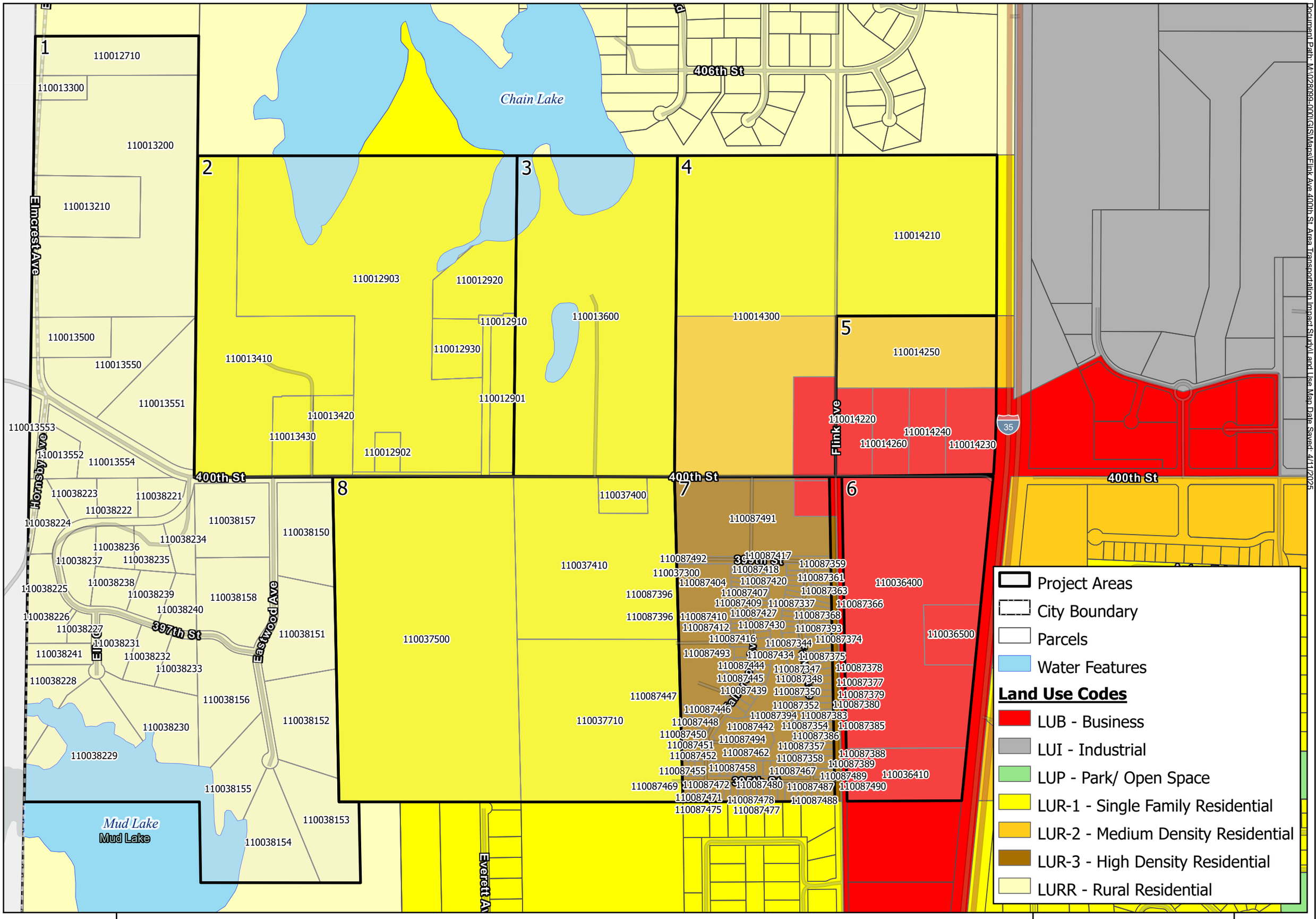


Figure 1 - Land Use Map

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

CITY OF NORTH BRANCH EST. 1881

wsb

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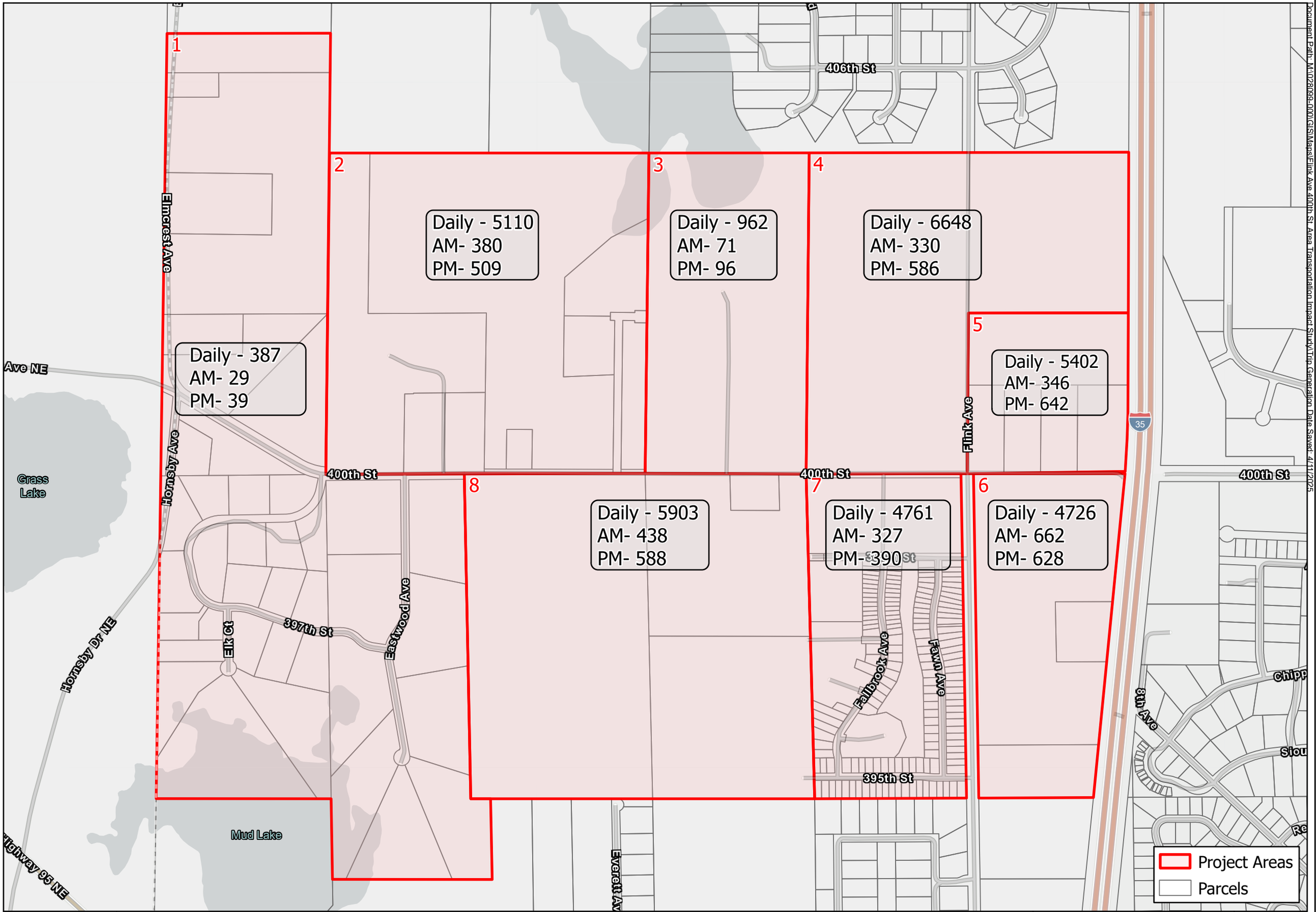


Figure 2 - Trip Generation

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

N
0 800 Feet
1 inch = 800 feet

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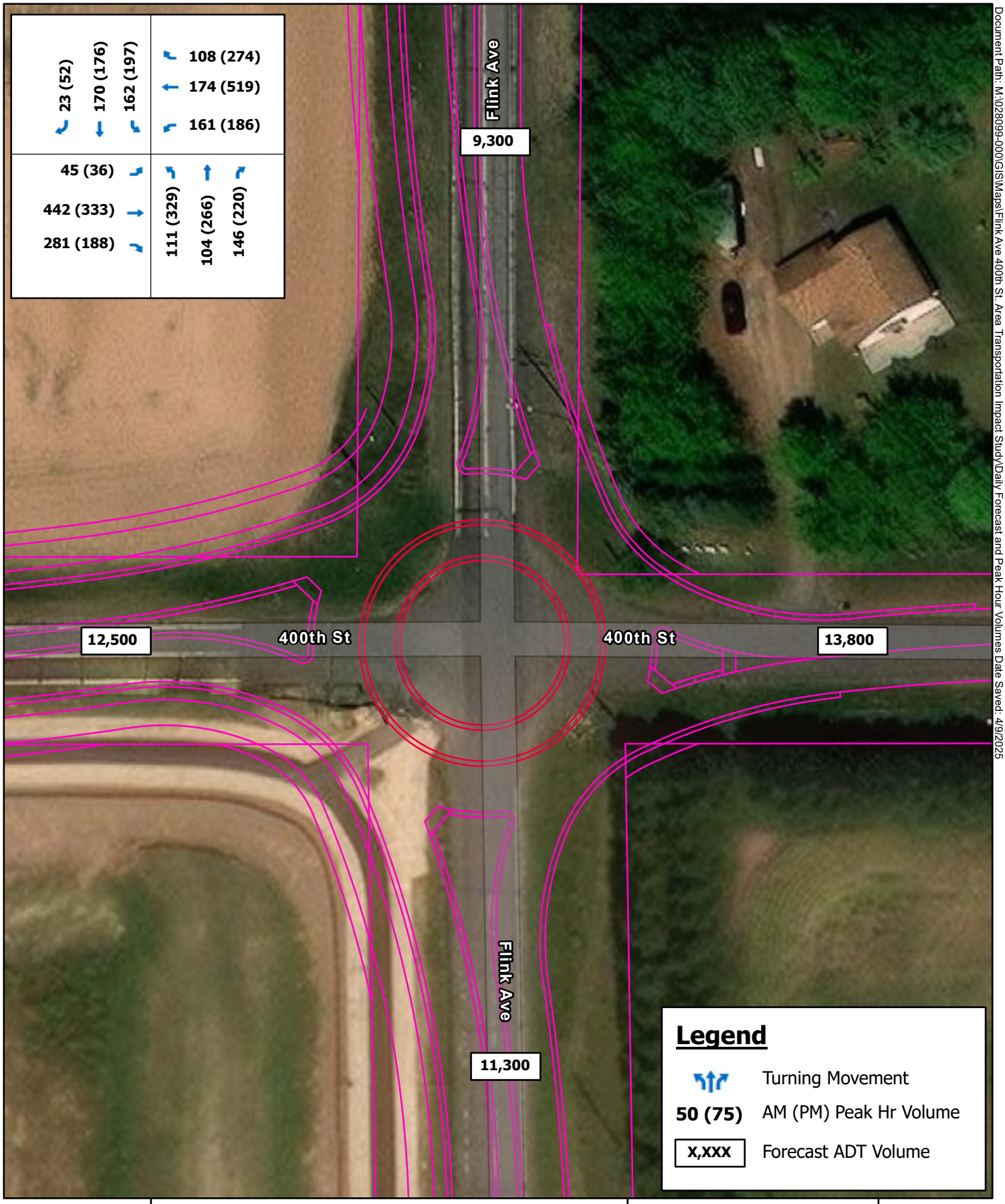


Figure 3

Daily Forecast and Peak Hour Volumes

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

N

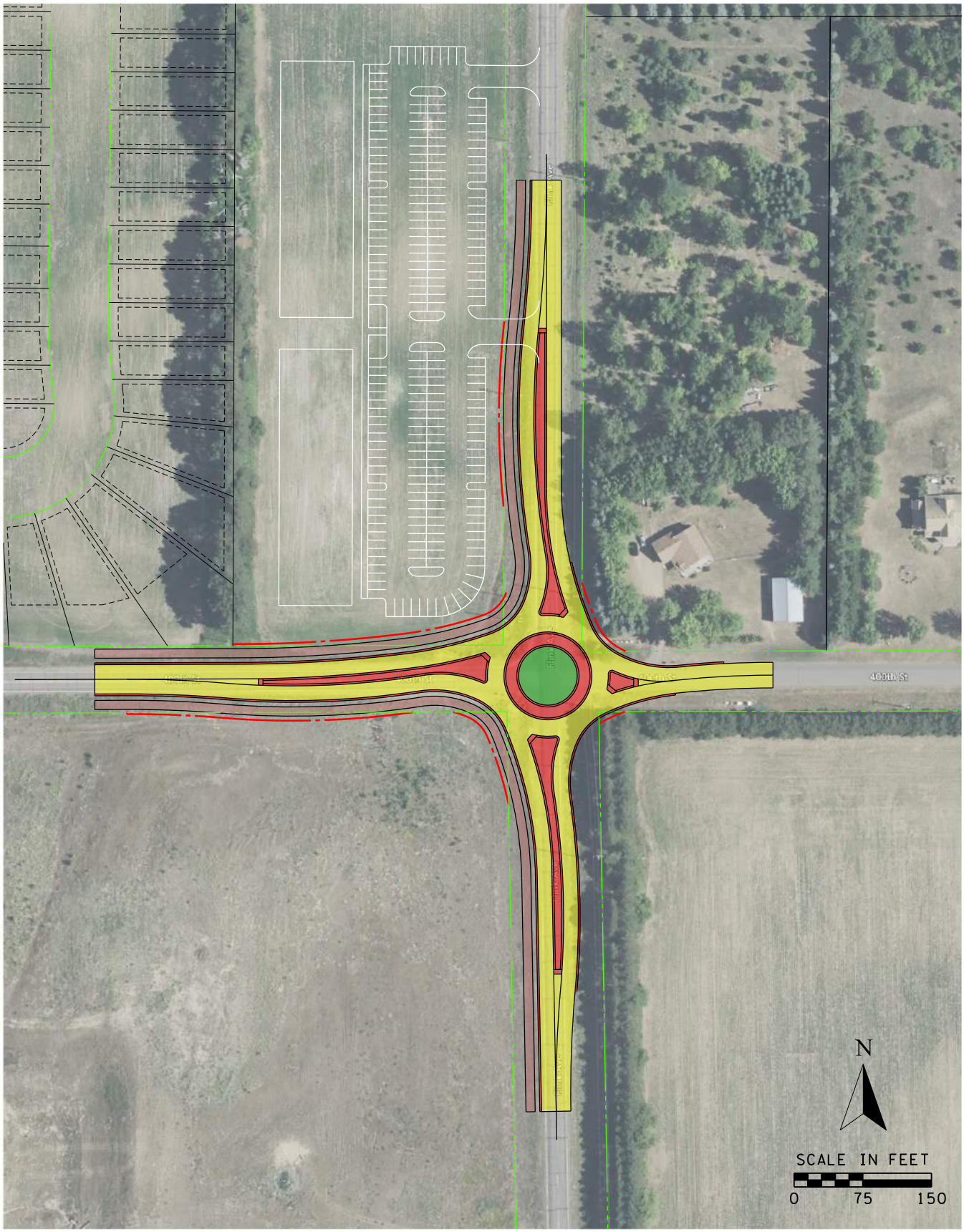
0 50 Feet

1 inch = 50 feet

CITY OF NORTH BRANCH EST. 1881

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Document Path: M:\028099-000\GIS\Maps\Flink Ave 400th St. Area Transportation Impact Study\Daily Forecast and Peak Hour Volumes Date Saved: 4/9/2025



Date: Printed: 4/1/2025
WSB Filename: Projects\Minnesota\028099-000\05_Discipline\Roadway\Exhibits\028099-000 Proget Layout 2025_DATE

CITY OF NORTH BRANCH EST. 1881

400th Street at Flink Avenue Improvements
City of North Branch, Minnesota

Figure 4
Project Layout

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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**	**509**	**542**

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
LUR3/ LUB	Single Family Homes/ Toen Homes/ Apartments/ Assisted Living/ Gas Station	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
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		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
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		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
		110087634	0.05	7.22	0.528	0.722
		110087635	0.05	7.22	0.528	0.722
		110087636	0.05	7.22	0.528	0.722
		110087637	0.05	7.22	0.528	0.722
		110087638	0.05	7.22	0.528	0.722
		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**

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**

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/19/2025

Board & Commission: City Council

Subject: Consider approval of School logo placement on Water Tower as part of the rehabilitation project 2026

Background:
The City of North Branch is reconditioning Water Tower # 3 near the North Branch Schools. The current tower will be cleaned inside and out, and repainted. There is currently a Viking logo on the north-facing side of the tower representing the School, but the logo is outdated and could be replaced with a more modern depiction of the school logo. Here are a couple pieces of artwork for a sample. We would work with the school to get an appropriate logo created and painted on the tower next summer.





Requested Action: Motion and Second to approve the school logo placement on water tower #3 in coordination with the reconditioning work. The final design will be back in front of City Council for final approval.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By:

Presenter:

Date: 11/25/2025

Board & Commission: City Council

Subject: Consider approval of Ordinance 402-25 authorizing a change in the Franchise Fee for East Central Energy

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Background:

Franchise fees are a charge utility providers pay to the City for the right to use and occupy the public right-of-way (PROW) for their facilities (e.g., pipes, lines, cables). These fees are an important and stable revenue source for the City, typically utilized for the maintenance, repair, and improvement of the PROW, which is continually impacted by utility activities and necessary municipal infrastructure projects.

The current franchise fee rates have been in place for five years and no longer adequately cover the increasing costs associated with PROW management, enforcement, and infrastructure maintenance. Furthermore, a review of comparable communities indicates that the City of North Branch's current rates are below the regional average.

The proposed ordinance amendments adjust the franchise fee structure to reflect the City’s current and anticipated costs for maintaining the PROW and managing utility operations. The key elements of the proposed change include:

- **Proposed Fee Increase:** Broadly, the current franchise fee will see a 50% increase for residential users, and 100% increase for commercial.
- **Revenue Allocation:** The additional revenue generated by this increase is anticipated to be allocated directly to the City’s Street Improvement Fund to address a growing backlog of infrastructure repair projects.

- **Legal Review:** The proposed ordinances have been reviewed by the City Attorney and are in compliance with Minnesota Statutes Chapter 237 and other regulatory requirements governing the imposition of municipal franchise fees.

Fiscal Impact:

The increase in franchise fees is projected to generate an additional ~$200,000 annually. This new revenue will:

- Provide a dedicated funding source for critical street and right-of-way maintenance.
- Reduce reliance on property tax revenues for infrastructure improvements.

Recommended action:
Motion and Second to approve Ordinances 402-25, 403-25, 404-25 and 405-25 authorizing the change in the Franchise Fees for the City of North Branch.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO CITY

OF NORTH BRANCH

ORDINANCE NO. 402-25

AN ORDINANCE IMPOSING AN ELECTRIC SERVICE FRANCHISE FEE ON EAST CENTRAL ENERGY, A MINNESOTA COOPERATIVE CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF NORTH BRANCH

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN:

SECTION 1. The City of North Branch ("City") Municipal Code is hereby amended to include reference to this Ordinance (the "Fee Ordinance").

Subd. 1. Purpose. The North Branch City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City.

(a) Pursuant to City Ordinance No. 276-18, a Franchise Agreement (the "Franchise Agreement") between the City of North Branch and East Central Energy, a Minnesota cooperative corporation, its successors and assigns (the "Cooperative"), the City has the right to impose a franchise fee on the Cooperative, its successors and assigns, in an amount and fee design as set forth in Section 10 of the Franchise Agreement and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee (the "Fee") is hereby imposed on the Cooperative, under the Franchise Agreement in accordance with the schedule attached hereto and made a part of this Ordinance as Schedule A, commencing with the Cooperative's March, 2026 billing month. There shall be no gap in the payment of the Fee by the Cooperative from the existing franchise fee ordinance to this Fee Ordinance, which shall supersede and replace the former franchise fee ordinance.

Subd. 3. Account Based. This Fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this Fee Ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Cooperative may have an account for each rate classification identified in the Franchise which will result in more than one franchise fee assessment for electric service to that premise. If the Cooperative combines the rate classifications identified in the Franchise into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification identified in the Franchise for energy delivered to that premise. In the event any entities covered by this Fee Ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Cooperative's manner of billing for energy used at all similar premises in the City will control.

Subd. 4. Payment. The franchise fee shall be payable to the City in accordance with the terms set forth in the Franchise, including Section 10 of the Franchise Agreement. The

Cooperative shall make each payment when due. If required by the City, the Cooperative shall provide at the time of each payment a statement summarizing how the Fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

Subd. 5. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Cooperative to add a surcharge to member rates of City residents to reimburse the Cooperative for the cost of the fee.

Subd. 6. Enforcement. Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 the Franchise.

Subd. 7. Effective Date. The effective date of this Fee Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Fee Ordinance to the Cooperative by certified mail. Collection of the Fee pursuant to this Fee Ordinance shall commence as provided herein above. This Fee Ordinance, upon its effective date, supersedes in its entirety the prior electric service franchise fee ordinance between the parties, Ordinance No. 277-18. Ordinance No. 277-18 shall remain in effect until the effective date of this Fee Ordinance such that there shall be no gap in the collection and payment of the required fees.

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

_____
Kevin Schieber, Mayor

ATTEST:

_____
Tonya Kostuch, City Clerk

SCHEDULE A

Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per member premise/per month based on metered service to retail members within the City:

Class			Amount per month
Rate classes for electricity:			
User group 1	Residential and small commercial	Using less 5,000 kWh per month on average	$5.25 per month
User group 2	Medium commercial	Using 5,000 - 10,000 kWh per month on average	$17.50 per month
User group 3	Large commercial	Using more than 10,000 kWh per month on average	$35.00 per month

Franchise fees are to be collected by the Company at the rates listed above and shall be submitted to the City on a quarterly basis as follows:

January - March collections due by April 30.
April - June collections due by July 31.
July - September collections due by October 31.
October - December collections due by January 31.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 403-25

AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON MINNESOTA ENERGY RESOURCES, A SUBSIDIARY OF WEC ENERGY, A WISCONSIN CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE WITHIN THE CITY OF NORTH BRANCH, MINNESOTA.

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN:

SECTION 1. The City of North Branch ("City") Municipal Code is hereby amended to include reference to this Ordinance (the "Fee Ordinance").

Subd. 1. Purpose. The North Branch City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide gas services within the City.

Pursuant to City Ordinance No. 380-24, a Franchise Agreement (the "Franchise Agreement") between the City of North Branch and Minnesota Energy Resources, a subsidiary of WEC Energy Group, A Wisconsin Corporation, its successors and assigns (the "Company"), the City has the right to impose a franchise fee on the Company, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Franchise Agreement and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee (the "Fee") is hereby imposed on the Company, under the Franchise Agreement in accordance with the schedule attached hereto and made a part of this Ordinance as Schedule A, commencing with the Company's March, 2026 billing month. There shall be no gap in the payment of the franchise fee by the Company from the existing franchise fee ordinance to this Fee Ordinance, which shall supersede and replace the former franchise fee ordinance.

Subd. 3. Account Based. This Fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this Fee Ordinance has more than one meter at a single premise, but only one account, only one Fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one Fee assessment for natural gas service to that premise. If the Company combines the rate classifications into a single account, the Fee assessed to the account will be the largest Fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this Fee Ordinance have more than one premise, each premise (address) shall be subject to the appropriate Fee. In the event a question arises as to the proper Fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the City will control.

Subd. 4. Payment. The Fee shall be payable to the City in accordance with the terms set

forth in Section 8 of the Franchise Agreement. The Company shall make each payment when due. If required by the City, the Company shall provide at the time of each payment a statement summarizing how the Fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

Subd. 5. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of City residents to reimburse the Company for the cost of the Fee.

Subd. 6. Enforcement. Any dispute, including enforcement of a default regarding this Fee Ordinance will be resolved in accordance with Section 2.4 of the Franchise Agreement.

Subd. 7. Effective Date. The effective date of this Fee Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Fee Ordinance to the Company by certified mail. Collection of the Fee pursuant to this Fee Ordinance shall commence as provided herein above. This Fee Ordinance, upon its effective date, supersedes in its entirety the prior gas service franchise fee ordinance between the parties, Ordinance No. 284-18. Ordinance No. 284-18 shall remain in effect until the effective date of this Fee Ordinance such that there shall be no gap in the collection and payment of the required fees.

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

_____
Kevin Schieber, Mayor

ATTEST:

_____
Tonya Kostuch, City Clerk

SCHEDULE A

Fee Rates:

Gas Utility

The Fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

Class 1	All residential, regardless of volume	$4.00 per month
Class 2	All Class 1 Commercial customers (Using 1,500 therms or less per year)	$6.00 per month
Class 3	All Class2 – Class 5 Commercial customers (Using 1,501 therms or more per year)	$10.00 per month

Franchise fees are to be collected by the Company at the rates listed above and shall be submitted to the City on a quarterly basis as follows:

January - March collections due by April 30.
April - June collections due by July 31.
July - September collections due by October 31.
October - December collections due by January 31.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 404-25

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF NORTH BRANCH, MINNESOTA.

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN:

SECTION 1. The City of North Branch ("City") Municipal Code is hereby amended to include reference to this Ordinance (the "Fee Ordinance").

Subd. 1. Purpose. The North Branch City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City.

(a) Pursuant to City Ordinance No. 278-18, a Franchise Agreement (the "Franchise Agreement") between the City of North Branch and Northern States Power Company, a Minnesota corporation, its successors and assigns (the "Company"), the City has the right to impose a franchise fee on the Company, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Franchise Agreement and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee (the "Fee") is hereby imposed on the Company, under the Franchise Agreement in accordance with the schedule attached hereto and made a part of this Ordinance as Schedule A, commencing with the Company's March 2026 billing month. There shall be no gap in the payment of the Fee by the Company from the existing franchise fee ordinance to this Fee Ordinance, which shall supersede and replace the former franchise fee ordinance.

Subd. 3. Account Based. This Fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this Fee Ordinance has more than one meter at a single premise, but only one account, only one Fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one Fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the Fee assessed to the account will be the largest Fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this Fee Ordinance have more than one premise, each premise (address) shall be subject to the appropriate Fee. In the event a question arises as to the proper Fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the City will control.

Subd. 4. Payment. The Fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise Agreement. The Company shall make each payment when due. If required by the City, the Company shall provide at the time of each payment a statement summarizing how the Fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

Subd. 5. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of City residents to reimburse the Company for the cost of the Fee.

Subd. 6. Enforcement. Any dispute, including enforcement of a default regarding this Fee Ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subd. 7. Effective Date. The effective date of this Fee Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Fee Ordinance to the Company by certified mail. Collection of the Fee pursuant to this Fee Ordinance shall commence as provided herein above. This Fee Ordinance, upon its effective date, supersedes in its entirety the prior electric service franchise fee ordinance between the parties, Ordinance No. 279-18. Ordinance No. 279-18 shall remain in effect until the effective date of this Fee Ordinance such that there shall be no gap in the collection and payment of the required fees.

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

_____
Kevin Schieber, Mayor

ATTEST:

_____
Tonya Kostuch, City Clerk

SCHEDULE A

Fee Rates:

Electric Utility

The Fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

Class	Amount per month
Residential	$5.25
Small C&I: Non-Demand	$7.00
Small C&I: Demand	$17.50
Large C&I	$35.00
Public Street Lighting	$0.00
Municipal Pumping: Non-Demand	$0.00
Municipal Pumping: Demand	$0.00

Franchise fees are to be collected by the Company at the rates listed above and shall be submitted to the City on a quarterly basis as follows:

January - March collections due by April 30.
April - June collections due by July 31.
July - September collections due by October 31.
October - December collections due by January 31.

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

ORDINANCE NO. 405-25

AN ORDINANCE IMPLEMENTING A GAS SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING GAS SERVICE WITHIN THE CITY OF NORTH BRANCH, MINNESOTA.

THE CITY COUNCIL OF THE CITY OF NORTH BRANCH DOES ORDAIN:

SECTION 1. The City of North Branch ("City") Municipal Code is hereby amended to include reference to this Ordinance (the "Fee Ordinance").

Subd. 1. Purpose. The North Branch City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide gas services within the City.

(a) Pursuant to City Ordinance No. 280-18, a Franchise Agreement (the "Franchise Agreement") between the City of North Branch and Northern States Power Company, a Minnesota corporation, its successors and assigns (the "Company"), the City has the right to impose a franchise fee on the Company, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Franchise Agreement and in the fee schedule attached hereto as Schedule A.

Subd. 2. Franchise Fee Statement. A franchise fee (the "Fee") is hereby imposed on the Company, under the Franchise Agreement in accordance with the schedule attached here to and made a part of this Ordinance as Schedule A, commencing with the Company's March 2026 billing month. There shall be no gap in the payment of the Fee by the Company from the existing franchise fee ordinance to this Fee ordinance, which shall supersede and replace the former franchise fee ordinance.

Subd. 3. Account Based. This Fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this Fee Ordinance has more than one meter at a single premise, but only one account, only one Fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one Fee assessment for natural gas service to that premise. If the Company combines the rate classifications into a single account, the Fee assessed to the account will be the largest Fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this Fee Ordinance have more than one premise, each premise (address) shall be subject to the appropriate Fee. In the event a question arises as to the proper Fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the City will control.

Subd. 4. Payment. The Fee shall be payable to the City in accordance with the terms set

forth in Section 9 of the Franchise Agreement. The Company shall make each payment when due. If required by the City, the Company shall provide at the time of each payment a statement summarizing how the Fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

Subd. 5. Surcharge. The City recognizes that the Minnesota Public Utilities Commission may allow the Company to add a surcharge to customer rates of City residents to reimburse the Company for the cost of the Fee.

Subd. 6. Enforcement. Any dispute, including enforcement of a default regarding this Fee Ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

Subd. 7. Effective Date. The effective date of this Fee Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Fee Ordinance to the Company by certified mail. Collection of the Fee pursuant to this Fee Ordinance shall commence as provided herein above. This Fee Ordinance, upon its effective date, supersedes in its entirety the prior gas service franchise fee ordinance between the parties, Ordinance No. 281-18. Ordinance No. 281-18 shall remain in effect until the effective date of this Fee Ordinance such that there shall be no gap in the collection and payment of the required fees.

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

_____
Kevin Schieber, Mayor

ATTEST:

_____
Tonya Kostuch, City Clerk

SCHEDULE A

Fee Rates:

Gas Utility

The Fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

Class	**Amount per month**
Residential	$3.00
Commercial Firm: Non-Demand	$6.00
Commercial Firm: Demand	$6.00
Small Interruptible	$10.00
Medium & Large Interruptible	$10.00
Firm Transportation	$0.00
Interruptible Transportation	$0.00

Franchise fees are to be collected by the Company at the rates listed above and shall be submitted to the City on a quarterly basis as follows:

January - March collections due by April 30.
April - June collections due by July 31.
July - September collections due by October 31.
October - December collections due by January 31.

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/25/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-261-2025 Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority

---

Overview/Background

The North Branch Economic Development Authority (EDA) discussed the budget proposals and recommended tax levies. The EDA has approved the EDA and HRA levies in the amounts of $ 309,510 and $ 315,827, respectively. The combined projected revenue total is $ 625,337. The majority of the revenue supports repayment of debt tied to the Business Park. The action sets both final levies at the maximum allowed under State Statute.

Each year, the EDA, like the City Council, must certify its final levy to Chisago County by December 30th. In September, a preliminary levy is set for collection by a City, or in this case the EDA. The Final Levy may be the same or less than the amount established as the preliminary levy.

The budget includes an improvement program, debt payments, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch.

State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; both of these are levied by the North Branch EDA. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2026, the North Branch EMV is $1,707,171,700. Based on those factors, the maximum EDA and HRA levies are $309,510 and $315,827, respectively, for a combined total of $625,337.

The EDA and HRA levies are considered special purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

Voting Requirements:

Voting Options	**Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-261-2025

Resolution R-261-2025 Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify final tax levies to Chisago County ("County") on or before December 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority ("EDA"), a public body corporate and a political subdivision organized under Minnesota Statutes §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, pursuant to State Statute §469.107, the maximum EDA tax levy is set at 0.01813% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2026 of $309,510; and,

WHEREAS, the North Branch Economic Development Authority has determined the tax levy necessary to meet EDA objectives in 2026 to be in the amount of $309,510; and,

WHEREAS, the purpose of said funds shall be used by the EDA for repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other operating costs as allowed by law, including, but not limited to: business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a final 2026 EDA tax levy in the amount of $309,510.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

_____ _____

Mayor Date

Attest:

_____

City Clerk

EDA Fund
2026 Revenue and Expenditure Budget

Description EDA Revenue	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 EDA Expenditures	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 Srvs	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

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/25/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-262-2025 Adopting the Final 2026 HRA Tax Levy for the North Branch Economic Development Authority

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Overview/Background

The North Branch Economic Development Authority (EDA) discussed the budget proposals and recommended tax levies. The EDA has approved the EDA and HRA levies in the amounts of $ 309,510 and $ 315,827, respectively. The combined projected revenue total is $ 625,337. The majority of the revenue supports repayment of debt tied to the Business Park. The action sets both final levies at the maximum allowed under State Statute.

Each year, the EDA, like the City Council, must certify its final levy to Chisago County by December 30th. In September, a preliminary levy is set for collection in the next year by a City, or in this case the EDA. The Final Levy may be the same or less than the amount established as the preliminary levy.

The budget includes an improvement program, debt payments, and an increased amount for marketing. With this approved preliminary levy, the EDA members will be able to evaluate programs and/or marketing ideas to bring more businesses into the City of North Branch.

State Statute allows cities to establish EDA and HRA tax levies for the purpose of economic development; both of these are levied by the North Branch EDA. The Statutory maximum for the EDA levy is 0.01813% of the City's Estimated Market Value (EMV); the HRA levy is 0.01850% of the same EMV. For payments in 2026, the North Branch EMV is $1,707,171,700. Based on those factors, the maximum EDA and HRA levies are $309,510 and $315,827, respectively, for a combined total of $625,337.

The EDA and HRA levies are considered special purpose levies, meaning those funds may only be used for specific purposes as allowed by State Statute.

Voting Requirements:

Voting Options	**Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-262-2025

Resolution R-262-2025 Adopting the Final 2026 HRA Tax Levy for the North Branch Economic Development Authority

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify final tax levies to Chisago County ("County") on or before December 30 of each year; and,

WHEREAS, the North Branch Economic Development Authority ("EDA"), a public body corporate and a political subdivision organized under Minnesota Statutes §469.001 to §469.047 and §469.090 to §469.1082; and,

WHEREAS, pursuant to State Statute §469.107, the maximum HRA tax levy is set at 0.01850% of the total taxable market value of the City, making the estimated maximum tax levy amount for 2026 of $315,827; and,

WHEREAS, the North Branch Economic Development Authority has determined the tax levy necessary to meet HRA objectives in 2026 to be in the amount of $315,827; and,

WHEREAS, the purpose of said funds shall be used by the EDA for repayment of debt of the Taxable Refunding Lease Revenue Bonds, Series 2017 and other operating costs as allowed by law, including, but not limited to: business retention and expansion activities and community promotion and marketing efforts necessary for such activities.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, hereby authorizes a preliminary 2026 HRA tax levy in the amount of $315,827.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

_____ _____

Mayor Date

Attest:

_____

City Clerk

EDA Fund
2026 Revenue and Expenditure Budget

Description EDA Revenue	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 EDA Expenditures	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 Srvs	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

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/25/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-263-2025 Adopting the 2026 Property Tax Levy

---

Overview/Background

General fund draft budget proposals and recommended tax levies have been discussed with the City Council over the last several months. These discussions focused on debt requirements, staffing, additional operating costs, and capital needs for the City of North Branch. At this time, a Final Tax Levy of $7,000,000 is proposed. This is a property tax revenue increase from the prior year of approximately 5.93%. This Final Tax Levy must be certified to the County by December 30th of each year. The final levy may be the same or lower than the amount approved for the Preliminary Tax Levy, but it cannot be higher.

Items for Consideration

The proposed General Fund budget includes the following:

1. Building Official — Phased retirement to allow the City to continue issuing building permits
2. 2 part-time Seasonal Parks Employees
3. 2 Police Officer Promotions — 1 in June and 1 in September
4. 1 new Police Officer to be hired in September
5. GIS Equipment — to replace outdated equipment
6. Capital Equipment Fund establishment
7. Fire Dept roof repairs

The Proposed Preliminary Levy will also include debt payments of $268,800. This includes 2020A Bonds for $43,300 and 2022A Bonds for $145,000, as well as the payment on the lease-purchase from Chisago County HRA/EDA of $80,500. 2026 is the final payment to the County for this lease-purchase.

The Truth in Taxation meeting was held on December 3, 2025 at 6:30pm at North Branch City Hall.

Voting Requirements:

Voting Options	**Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-263-2025

Resolution R-263-2025 Adopting the 2026 Property Tax Levy

WHEREAS, THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA ("City") is required by Minnesota Statute §275.065 to adopt and certify the final tax levies to Chisago County ("County") on or before December 30 of each year; and,

WHEREAS, the City Council has received and discussed said proposed budget and property tax levy collectible in 2026.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA,
That the proposed final property tax levy collectible in 2026 submitted to the Council is hereby adopted as the Proposed Property Tax Levy of $7,000,000 for taxes payable in 2026. The proposed levy is attached and made part of this resolution.

BE IT FURTHER RESOLVED, the City Administrator and Finance Director are hereby directed to submit this resolution and other required documentation to Chisago County for certification.

_____ _____
Mayor Date

Attest:

_____
City Clerk

Levy Increments

2026 Tax Capacity From Chisago County	$ 17,343,823	10.63%
2025 Tax Capacity From Chisago County	$ 15,677,768	

		2026 Proposed Levy	2025 Final Levy	Increase to Tax Revenue %
General Fund Operating Levy				
Salaries & Benefits	5,381,398			
Operating Supplies	1,230,870			
Professional Services	1,172,025			
Repairs & Maintenance	1,143,850			
GF Debt Pmts	118,312			
Less: Other General Fund Revenue	(2,702,795)			
Total General Fund Operating Levy		6,343,660	6,037,315	
EDA Operating Levy		135,000	185,000	
Debt Service Levy		268,800	385,685	
Total Levy		**6,747,460**	**6,608,000**	**2.11%**

Additional Needs			
Fire Dept additional repair & maintenance needs (roof, doors, hvac)	17,237	6,764,697	2.37%
Police Officer Promotion (salary & benefits) - hire in Sept	12,812	6,777,509	2.57%
Police Officer Promotion (salary & benefits) - hire in June	22,122	6,799,631	2.90%
Building Official - Phased Retirement for training purposes	50,000	6,849,631	3.66%
New Police Officer (salary & benefits) - hire in Sept	42,869	6,892,500	4.31%
GIS Equipment - replace outdated equipment	7,500	6,900,000	4.42%
Capital Equipment Fund	100,000	7,000,000	5.93%

Cares Act Money in Reserve - earmarked for Street Overlay Projects	213,073

City of North Branch
Staff Report

Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 11/25/2025

Board & Commission: City Council

Subject: Consider approval of Resolution R-264-2025 Adopting the City of North Branch 2026 Budget

---

Overview
The 2026 City of North Branch Operating Budget and Capital Projects has been reviewed with City Council. The following new items have been included in the budget.

- Fire Department repairs to the roof
- 2 police officer promotions
- Phased retirement of the Building Official
- 1 police officer
- GIS Equipment
- Capital Equipment Fund

General Fund Highlights

- Preliminary tax levy was set with a 5.93% increase, and the final levy will be set with the same 5.93% increase due to inflationary pressure on the budget.
- Public Safety is the largest portion of the 2026 General Fund Budget. This includes:
  - Police $3,149,421;
  - Fire $ 756,433; and
  - Building Department $ 385,136.
- Public Works is the next largest portion of the budget with:
  - Facilities $ 160,695;
  - Streets Maintenace $2,189,011;
  - Parks $ 443,260; and
  - Library Support $ 110,536.

- The wage scale has increased per union contracts for a 2026 cost-of-living increase of 3.5%.

Levy Highlights

- Proposed levy of $7,000,000 represents a 5.93% increase in the property tax levy. However, due to increases in the tax base, our city tax rate is expected to go down 1.79% which means if your valuation stayed the same as last year, your city property taxes would decrease by 1.79%.
- According to the long-range plan, the levy includes $268,800 for debt commitments.
    - 2020A Bond principal and interest $ 43,300
    - 2022A Bond principal and interest $145,000
    - Chisago County lease payment $ 80,500.

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-264-2025

WHEREAS: A Truth-in-Taxation meeting and Budget hearing was held on December 3, 2025; at which time the public was invited to comment on the proposed levy and budget.

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

1. That the 2026 Budget submitted to the Council is hereby approved. The Budget is attached and made a part of this Resolution.

2. The City Clerk is hereby directed to transmit a copy of this Resolution to the Chisago County Auditor.

_____ _____

Mayor Date

Attest:

_____

City Clerk

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 Expires December 31
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**

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	$ 3,460,009
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**	**$ 5,460,323**
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
Vehical/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**
Total General Fund Expenditures	**$ 7,333,872**	**$ 8,209,738**	**$ 8,791,474**	**$ 9,884,454**	**$ 7,173,858**	**$ 9,663,995**

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 EDA Revenue	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 EDA Expenditures	2023 Actual	2024 Actual	2025 Adopted	July 2025 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 Srvs	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

FD Equipment Donation Fund	2023 Actual	2024 Actual	2025 Adopted	2025 YTD Actual	2026 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 Srvs	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 2013A Debt Service Fund	2023 Actual	2024 Actual	2025 Adopted	2025 YTD Actual	2026 Proposed
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

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 Revneue 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 Revneue 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 & Reimbursments	(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)**
Wokers 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	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept 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 Srvs	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	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept 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 Srvs	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	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept 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 Srvs	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 Srvs	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	2023 Actual	2024 Actual	2025 Adopted	2025 Jan-Sept 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	127,500
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 Srvs	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	-	-	-	-	2,375,000
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**	**$ 5,107,834**
Net (Increase)/Decrease	**$ (653,197)**	**$ (1,408,316)**	**$ 546,214**	**$ (1,150,783)**	**$ 1,787,960**

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 Srvs	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**

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/01/2025

Board & Commission: City Council

Subject: Consider Approval Resolution R-270-2025 approving the Meadows Ridge Planned Unit Development and Subdivision Agreement

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Overview / Background

LGI Homes - Minnesota (Developer) received previous City Council approvals for the Final Plat for Meadows Ridge 1st Addition (Development) on November 25, 2025.

One of the conditions of the Final Plat approval is contingent on the City and developer entering into a development agreement for the Meadows Ridge 1st Addition. The development agreement is attached.

The City Council tabled action on the development agreement at the November 25, 2025, meeting to the December 9, 2025, meeting for consideration. The reason for tabling was to allow additional time for the developer and city to review the terms of agreement. Both parties have reviewed and have came to agreement for approval.

Staff Recommendation

City staff recommend approval of the agreement.

Requested Action

Motion to approve Resolution R-270-2025 approving the Meadows Ridge 1st Addition Planned Unit Development and Subdivision Agreement

Voting Requirements:

Voting Options **Simple Majority**

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-270-2025

A RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT BETWEEN THE CITY OF NORTH BRANCH AND LGI HOMES - MINNESOTA, FOR MEADOWS RIDGE 1ST ADDITION

WHEREAS, LGI Homes - Minnesota. received Final Plat approval on November 25, 2025, for Meadows Ridge 1st Addition, and the approval of the final plat is contingent on the City and developer entering into a development agreement, and;

WHEREAS, the City Council has reviewed the terms and conditions of a proposed agreement that details the obligations of the developer with regard to the development and construction of the planned public improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF NORTH BRANCH CITY COUNCIL:

That the City Council approves the Planned Unit Development and Subdivision Agreement with LGI Homes - Minnesota, substantially in the form attached hereto as Exhibit A.

That, provided further, the City Council authorizes staff to make non-substantive changes, if necessary, without further City Council approval.

Ex. A – Meadows Ridge 1st Addition Planned Unit Development and Subdivision Agreement

Passed by the City Council of North Branch, Minnesota this 9th day of December 2025.

_____

Kevin Schieber, Mayor

Attested:

_____

Matthew Hill, City Administrator

PLANNED UNIT DEVELOPMENT AND SUBDIVISION AGREEMENT
MEADOWS RIDGE 1ST ADDITION

THIS AGREEMENT (the "Agreement") dated _____, 2025, by and between the **CITY OF NORTH BRANCH**, a municipal corporation under the laws of the State of Minnesota, with its principal office located at 6408 Elm Street, North Branch, MN 55056 (the "City"); and LGI Homes – Minnesota, LLC a limited liability company under the laws of the State of Minnesota], with its principal office located at 2850 Cutters Grove Ave, Suite 207, Anoka, MN 55303 (the "Developer"); (collectively the "parties").

RECITALS

WHEREAS, the Developer is the fee owner of a parcel of real property located in the City of North Branch, Chisago County, Minnesota, with Parcel Identification (PID) No. 11.00143.00 and 11.001421.10, which is legally described in Exhibit A, which is attached hereto and incorporated herein by reference, (the "Development Property"); and

WHEREAS, the Developer has requested and received approval by the City of a Final Plat for Meadows Ridge 1st Addition (referred to herein as the "Plat"); and

WHEREAS, the Developer proposes a project consisting of 115 lots and six (6) outlots and associated public improvements on the Development Property, including but not limited to street improvements, sanitary sewer, water main, stormwater management facilities, sidewalk and trails, grading and erosion control facilities and other improvements (the "Project"); and

WHEREAS**,** the Developer and the City, desire to enter into this Agreement in satisfaction of applicable City requirements and to set out the undertakings and obligations of each party from this point forward with respect to the Project and with respect to the City Approval Process, all as required by the City's Code of Ordinances (the "Code").

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the parties hereto, each does hereby covenant and agree with the other as follows:

1. **REQUEST FOR PLAT APPROVAL.** The Developer has sought and received approval of the Plat, known as the Meadows Ridge 1st Addition (referred to in this Agreement as the "Plat"). The platted land is situated in the County of Chisago, State of Minnesota. The Developer is seeking to develop a portion of the Plat, the Development Property, for the purpose stated above.
2. **CONDITIONS OF PLAT APPROVAL.** The City has approved the Plat on the condition that the Developer enter into this Agreement, furnishes the security required by it, records the Plat with the County Recorder or Registrar of Titles within 90 days after the City Council approves the Plat, and submits evidence of recording the Plat to the City within 90 days after the date of recording.
3. **RIGHT TO PROCEED/CONDITIONS PRECEDENT.** Unless separate written approval has been given by the City, within the Development Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings within the Development Property until all of the following conditions have been satisfied:
    a. This Agreement has been fully executed by both parties and filed with the City Clerk. This Agreement shall be recorded by the Developer within 60 days following execution hereof;
    b. The necessary security has been received by the City;
    c. The Plat has been recorded with the County Recorder's Office;
    d. The site plan for the Project on the Development Property and the plans and specifications for the Improvements related thereto have been approved and signed by the City Engineer with such conditions as required by the City Code;
    e. The construction plans and other such plans as required by the City have been approved and signed by the City Engineer;
    f. A certificate of public liability and property damage insurance as described in this Agreement has been filed with the City Clerk; and

g. The City Engineer has issued a letter that all conditions have been satisfied and that the Developer may proceed.

4. **FURTHER SUBDIVISION.** The City may refuse to approve further subdivision within the Plat if the Developer has breached this Agreement and the breach has not been remedied. If the plat is a phase of a multi-phased preliminary Plat, the City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. Development of subsequent phases may not proceed until Development Agreements for such phases are approved by the City and executed by the parties. Sanitary sewer and water area charges referred to in this Agreement are not being imposed on outlots, if any, in the Plat that are designated in an approved preliminary plat for future subdivision into lots and blocks. Such charges will be calculated and imposed when the outlots are final platted into lots and blocks.

5. **PRELIMINARY PLAT STATUS.** If the Plat is a phase of a multi-phased preliminary plat, the preliminary plat approval for all phases not final platted shall lapse and be void unless final platted into lots and blocks, not outlots, within five (5) years after preliminary plat approval.

6. **CHANGES IN OFFICIAL CONTROLS.** For Three (3) years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved Plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent permitted by state law, the City may require that any future development of the Development Property comply with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Agreement.

7. **DEVELOPMENT PLANS.** The Plat shall be developed in accordance with the following plans where applicable. The plans shall not be attached to this Agreement. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are:

a. Plan A – Plat

b. Plan B - Final Grading, Drainage and Erosion Control Plan 11/27/2024 Revised 5/6/25

c. Plan C - Final Construction Plans and Specifications for Public Improvements

d. Plan D - Traffic Signing and Control Plan (for construction and final development)

e. Plan E - Stormwater Pollution Prevention Plan

f. Plan F – Street Lighting Plan

g. Plan G - Landscape Plan

h. Plan H – Street and Utility Plan 11/27/2024 Revised 5/6/25

The foregoing plans and specifications shall be prepared by a competent registered professional engineer engaged by the Developer and shall be subject to the City's review and approval, which shall not be unreasonably withheld, conditioned or delayed. The required Improvements below shall be installed in accordance with the City approved plans for such improvements and the policies, rules, regulations, standards and ordinances of the City. No work shall commence on the Project or the required Improvements until the Developer obtains all applicable permits for the Project and the Improvements and pays all costs and fees required in connection with the procurement of all applicable permits.

8. **IMPROVEMENTS.**

a. The Developer shall construct and install, at its sole cost and expense and subject to the terms and conditions contained herein, the following public improvements (the "public improvements" or "Improvements") in compliance with City approved plans and specifications prepared in accordance with all policies, rules, regulations, standards, specifications and ordinances of the City and as shown on the final construction plans and summarized below:

i. Streets

ii. Sanitary Sewer

iii. Watermain

iv. Surface Water Facilities (pipe, ponds, rain gardens, and similar improvements)

v. Grading, Drainage and Erosion Control

vi. Sidewalks/Trails

vii. Street Lighting

viii. Utilities (gas, electric, cable, telephone, etc.)

ix. Landscaping Required by the Zoning Ordinance (Street trees and tree preservation)

x. Surveying and Monuments Required by Minnesota Statutes

xi. Miscellaneous Facilities or other elements defined by the guiding documents.

b. The Improvements shall be constructed and installed in accordance with the latest versions in place at the time of this Agreement of the City Code, zoning ordinance and subdivision regulations, City standard specifications for utilities and street construction, and the City's engineering guidelines and standard detail plates, as applicable. The Developer shall submit plans and specifications that have been prepared by a competent registered professional engineer to the City for approval by the City Engineer, which shall not be unreasonably withheld, conditioned or delayed. The City will provide field inspection and soil testing personnel, at the Developers expense, to assure an acceptable level of quality control for the construction of all Improvements and certify that the construction work meets the City's requirements, specifications, standards and approved plans. In addition, the Developer's engineer will be required to certify that the construction work meets the approved City requirements, specifications, and standards as a condition of City acceptance and provide record drawings for all Improvements. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors and City Engineer to the extent applicable to comply with the approved plans and specifications, or applicable City Code or statutes for which the City inspectors have jurisdiction. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. As required by the City, the Developer or its

engineer shall schedule a pre-construction meeting at a mutually agreeable time at City Hall, or another location acceptable to the City, with all parties concerned, including the City staff, to review the program for the construction work.

c. All labor and work shall be done and performed in a good and workmanlike manner and in conformance with the approved plans and specifications. No deviations from the approved plans and specifications will be permitted unless approved in writing by the City Engineer, which approval shall not be unreasonably withheld, conditioned or delayed. Upon request, the Developer agrees to furnish to the City a list of contractors being considered for retention by the Developer for the performance of the work required by this Agreement. If applicable, the contractor(s) hired by Developer to perform the Improvements work shall have experience in the installation of municipal water and sanitary sewer mains; and shall be able to obtain the requisite performance and payment bonds for the purchase and installation of the minimum Improvements required hereby. The Developer shall not do any work or furnish any materials not covered by the plans and specifications and special conditions of this Agreement, for which reimbursement is expected from the City, unless such work is first ordered in writing by the City Engineer as provided in the plans and specifications.

d. The Developer shall replace or repair any damage or destruction to any property or improvements located on County or City land or in County or City streets, boulevards and rights-of-way, or adjacent private property not owned by Developer, caused by Developer, or its contractors and subcontractors, during the construction of the required Improvements and the Project. Any contaminated soils encountered during the construction of the Improvements and development on the Development Property shall be addressed as set forth in a Response Action Plan to be approved by the Minnesota Pollution Control Agency (MPCA) or other applicable agency having jurisdiction.

e. The Developer shall be solely responsible for the costs of constructing the required Improvements. The costs of constructing the Improvements shall include the actual

construction costs, the actual engineering, administration and any legal costs related thereto, and all other costs relating to the construction of the Improvements. The engineering, administration and legal costs shall include the actual outside construction engineering assistance costs and the legal costs.

f. If this Agreement is terminated for any reason the City shall have no obligation to construct the Project or Improvements.

9. **CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.** The Developer shall pay a fee for in-house engineering administration. City engineering administration will include monitoring of construction observation, consultation with Developer and the Developer's engineer on status or problems regarding the Project, coordination for final inspection and acceptance, Project monitoring during the warranty period, and processing of requests for reduction in security. The Developer shall deposit the estimated construction cost to pay for construction observation and project management performed by the City's in-house engineering staff or consulting engineer. This deposit is estimated to be $149,280. If the City's costs exceed the deposit, the Developer agrees to reimburse the City within 30 days of billing. Should the costs be less than the amount of the deposit, upon completion of the Improvements, the amount of the remaining deposit shall be promptly returned to the Developer. The Developer shall deposit the full construction observation fees with the City prior to the Plat being recorded. No construction of Improvements will be authorized until the construction observation fees have been paid to the City.

10. **PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary and required permits for the Project from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDOH), and all other agencies and governmental authorities with jurisdiction over the Project and the Improvements before proceeding with construction of the Project and the Improvements. Copies of these permits shall be provided to the City Engineer, and may include but are not limited to the following:

- Minnesota Department of Health for Watermains
- MN/DOT for State Highway Access
- County Road Access and Work in County Road Right-of-Way
- NPDES Permit for Stormwater Management
- MPCA for Sanitary Sewer Extensions/Connections and Hazardous Material Removal and Disposal
- Wetlands permits as applicable
- DNR for Dewatering
- City of North Branch for Building Permits

The Developer or its engineer shall schedule a pre-construction meeting for the required Improvements with all the parties concerned, including City staff, to review the program for the construction work.

11. **TIME OF PERFORMANCE.** Except as otherwise provided in this Agreement, the Developer shall install all required Improvements and other work required by this Agreement by June 30, 2027 with the exception of the final wear course of asphalt on streets. The final wear course on streets shall be installed between May 15th and October 1st the first summer after the base layer of asphalt has been in place one freeze thaw cycle. Any deficiencies in the base, asphalt, curb or other improvements in the reasonable judgment of the City Engineer must be repaired by the Developer at its own cost prior to final paving. The Developer may, however, request an extension of time from the City, which shall not be unreasonably withheld, conditioned or delayed. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement outside of this time frame must have the written approval of the City Engineer, which shall not be unreasonably withheld, conditioned or delayed.
12. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a nonexclusive license to enter the Development Property to perform all work and inspections deemed appropriate by the City in conjunction with this Agreement, the Project and Improvements and Plat development, as applicable. The license shall expire upon the acceptance by the City of the

Improvements. The City shall thereafter have the right to enter the Development Property to perform inspections as authorized by City Code.

13. **CONSTRUCTION ACCESS.** Construction traffic access and egress for grading, public utility construction, and street construction is restricted to access the subdivision via 400th Street or Flink Avenue. No construction traffic is permitted on the adjacent local streets other than identified herein.

14. **GRADING PLAN.** The Development Property shall be graded in accordance with the approved grading development and erosion control plan. The plan shall conform to City of North Branch requirements and specifications, City Code and applicable law. Within thirty (30) days after completion of the grading, the Developer shall provide the City with a certificate of survey/"record" grading plan certified by a registered land surveyor or engineer that all ponds, swales, and ditches have been constructed on public easements or land owned by the City. The certificate of survey/"record" plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; c) lot corner elevations and building/house pads, d) top and bottom of retaining walls, and e) all lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications. The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as constructed survey) of the Development Property after site grading is complete. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan.

15. **EROSION AND SEDIMENT CONTROL.** Prior to initiating site grading, the erosion and sediment control plan shall be implemented by the Developer and inspected and approved by the City Engineer. The Erosion Control Plan and Storm Water Pollution Prevention Plan (SWPPP) shall be implemented by the Developer and inspected and approved by the City Engineer which shall not be unreasonably withheld, conditioned or delayed. Erosion and sediment control practices must comply with the Minnesota Pollution Control Agency's (MPCA) Best Management Practices and applicable

MPCA NPDES permit requirements for construction activities and the Developer's SWPPP. The City may impose additional erosion and sediment control requirements if they would be beneficial in the City's reasonable judgment. All areas disturbed by the excavation and backfilling operations shall be reseeded within three (3) business days after the completion of the work or in an area that is inactive for more than fifteen (15) business days unless authorized and approved by the City Engineer, which shall not be unreasonably withheld, conditioned or delayed. Except as otherwise provided in the erosion and sediment control plan, seed shall be in accordance with the City's current seeding specifications, if any, which may include certified oat seed to provide a temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored, and watered as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City Engineer, and if such failure shall continue for five (5) business days after written notice to the Developer, the City may take such action as it reasonably deems appropriate to control erosion. If the Developer does not reimburse the City for any cost the City incurred for such work within thirty (30) days after receipt of invoice from the City, the City may draw down the letter of credit or any other security required herein to pay any costs. No development, utility or street construction will be allowed and no building permits will be issued unless the Plat and Project plans for the Development Property, as applicable, are in compliance with the approved erosion control plan.

16. **DECLARATION OF COVENANTS AND AGREEMENT FOR MAINTENANCE OF STORMWATER FACILITIES.** In order to provide stormwater management and control, to meet the City's stormwater permitting requirements, City Code and state law and regulations, as applicable, and to promote the water quality and volume control to the City's stormwater system and water bodies, the Developer and the City agree that it is reasonable for the City to require the Developer and all subsequent owners of the Development Property to construct, inspect, operate, repair, maintain and replace, at the Developer's cost and expense, City required stormwater

facilities. Prior to commencement of construction of the Project and pursuant to City Code, the City and Developer shall enter into an agreement on a form acceptable to the City and containing terms and conditions as required by the City setting forth, in a recordable instrument, an agreement establishing covenants and declarations upon the Development Property for the installation of and ongoing operation, repair, maintenance and replacement of such stormwater facilities as required by applicable City Code and law at the Developer's and the Developer's successors' and assigns' cost and expense.

17. **STREET MAINTENANCE DURING CONSTRUCTION AND SIDEWALKS.** The Developer shall be responsible for all street maintenance until the streets are accepted by the City. Warning signs shall be placed when hazards develop in streets to prevent the public from traveling on same and directing attention to detours. If and when streets become impassable, such streets shall be barricaded and closed. In the event residences are occupied prior to completing streets, the Developer shall maintain a smooth surface and provide proper surface drainage. The Developer shall be responsible for keeping streets within and without the subdivision swept clean of dirt and debris that may spill or wash onto the street from Developer's operation. The Developer may request, in writing, that the City keep the streets open during the winter months by plowing snow from the streets prior to final acceptance of said streets. The City shall not be responsible for repairing the streets because of snow plowing operations. Providing snow plowing service does not constitute final acceptance of the streets by the City. The Developer shall contract for street cleaning as necessary to sweep within and immediately adjacent to the development. The streets shall include Flink Ave and 400th Street and those portions of Fallbrook Ave, Fairfield Ln, Farmington Ln, and 402nd St, as determined by the City Engineer. A copy of this contract shall be approved by the City before grading is started, and shall remain in full force and effect until all construction within the Project is completed. When directed to do so by the City, the Developer shall have all streets cleaned of accumulated debris, dirt, and mud. Concrete sidewalks shall be constructed along all internal streets after the concrete curb and gutter and bituminous base course

have been placed. Type III Barricades shall be placed at the end of the sidewalk on 400th Street. Any sidewalk damaged (severely cracked, broken or spalled) as the result of the actions or Developer or its contractors shall be replaced by the Developer at no cost to the City. City staff shall identify those sections of sidewalk to be replaced.

18. **OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Agreement and acceptance of Improvements by the City, the Improvements lying within public easements and public rights-of-way shall become City property without further notice or action upon completion and City acceptance thereof. Prior to acceptance of the Improvements by the City, the Developer must furnish the following affidavits:

    a. Contractor's Certificate;

    b. Engineer's Certificate;

    c. Land Surveyor's Certificate; and

    d. Developer's Certificate;

    certifying that all construction has been completed in accordance with the terms of this Agreement. The requisite forms will be furnished by the City of North Branch and are attached hereto as Exhibit B. Upon receipt of the required affidavits, the City Engineer will accept the completed Improvements. Within thirty (30) days after the completion of the Improvements, the Developer shall supply the City with a complete set of reproducible "record" plans, an electronic file of the "record" plans in a format acceptable to the City Engineer (e.g., AutoCAD format, DWG or a .DXF file), and two complete sets of hard copy "record" plans, all prepared in accordance with City standards. Within ten (10) days after receipt of these documents, and the warranty documents specified in this Agreement, the City Engineer will certify acceptance of the completed Improvements.

19. **DEDICATIONS.**

    a. There is no park dedication fees due the City with respect to the Project because Developer has received park dedication credit for park dedication fees of 591 units as set forth in the Planned Unit Development and Subdivision Agreement related to the Meadows North 2nd

Addition in satisfaction of the City's park dedication requirements. The Developer has utilized park dedication credits for 317 units to date. The Project consists of 115 units and will result in the use of an additional 115 of the Developer's park dedication credits. Therefore 159 of such park dedication credits will remain available to be used by Developer in future developments.

b. Meadows Ridge 1st Addition, Outlot D, as depicted in the Plat, containing stormwater pond facilities, shall be dedicated to the City and transferred via executed warranty deed from Developer to the City upon completion of the Improvements.

20. **SANITARY SEWER AND WATER TRUNK UTILITY CHARGES.** The Developer is subject to sanitary sewer and water access/availability area charges for the Development Property. The sanitary sewer and water access/availability area charges are as follows:

    a. Sanitary Sewer Availability Charge: The Developer shall pay a sanitary sewer availability charge of $1,656 per unit. The area charge is based on the number of units in the Plat and is calculated as follows: 115 units x $1,656 = $190,440. The Developer will receive a credit of $238,971 for oversizing.

    b. Water Availability Charge: The Developer shall pay a watermain availability charge of $3,500 per unit. The access charge is based on the number of units in the Plat and is calculated as follows: 115 units x $3,500 per unit = $402,500. The Developer will receive a credit of $174,000 for oversizing.

    c. The charges are depicted in Exhibit E

    The Developer shall pay the above sanitary sewer and water availability charges at the time of Plat approval.

21. **SANITARY SEWER, STORM SEWER AND WATERMAIN.** The Developer shall install or contract for the installation of all Improvements in the Project related to sanitary sewer, storm sewer and watermains, as required by the City in accordance with those plans approved by the City Engineer.

22. **TRAFFIC CONTROL AND STREET NAME SIGNS.** Any street name signs, stop signs, or other directional and safety signs required by the City shall be purchased and installed by the City at the Developer's expense.

23. **WETLAND MITIGATION.** No wetland mitigation is planned for the site. The Developer is responsible for any undisclosed mitigation on the land, and will be required to submit any necessary security should subsequent wetlands be identified.

24. **BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.**

    a. Grading, curb and gutter, sidewalk and one lift of asphalt shall be installed on all public and private streets and drives prior to issuance of any building permits, adjacent to these lots. If a residential development, the Developer may apply for building permit(s) to construct three (3) model single-family home prior to the completion of the Improvements serving the Project. Model home sites must be approved by the Community Development Director and may be no greater 350 feet from a paved bituminous road. Developer shall maintain access for vehicle traffic and parking during construction of the model homes and access for emergency personnel and equipment, as determined by the City. No Certificate of Occupancy will be issued until the grading, curbing, sidewalk and one lift of asphalt is installed in accordance with approved plans on all public streets and private drives. In addition, no Certificates of Occupancy shall be issued for any buildings until the sewer and water has been installed and tested to the satisfaction of the City Engineer, which shall not constitute final acceptance of the sewer and water utilities.

        i. In lieu of the foregoing provision, if the proposed Improvements are under construction but not yet completed and accepted by the City, the Developer shall provide a cross section depicting the entire right-of-way of the adjacent street extending through the first floor elevation of the building for which a building permit is requested. This first floor elevation shall be considered official for building construction purposes. Any deviation from this elevation shall first be

reviewed and approved by the Building Official and the City Engineer prior to commencing construction of applied building permit.

b. Breach of the terms of this Agreement by the Developer, including nonpayment of billings from the City within 30 days of the date of an invoice from the City to the Developer, shall be grounds for denial of building permits as applicable, including lots sold to third parties, and the halting of all work in the Plat or on the Development Property.

c. If building permits are issued prior to the acceptance of Improvements, the Developer assumes all liability and costs resulting in delays in completion of Improvements and damage to Improvements caused by the City, Developer, their contractors, subcontractors, materialmen, employees, agents, or third parties. No certificates of occupancy and no sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets and sidewalks needed for access have been paved with a bituminous surface and the utilities are accepted by the City Engineer.

25. **UNDERGROUND UTILITIES – PRIVATE.** This section covers those smaller private utilities such as gas, electric, phone, cable, etc.

a. The Developer is responsible for the cost of installing all private utilities of any nature or kind whatsoever.

b. The Developer shall contact the utility companies to coordinate the installation of the utilities. Private utilities shall not be installed until the curb and gutter are completed and backfilled, as applicable. All utilities shall be installed underground or as otherwise approved in writing by the City Engineer.

c. The City Engineer must approve of the final location for all private utilities. Joint trenching of the utilities is strongly encouraged. All utilities must be located in public rights-of-way or within drainage and utility easements.

d. If any conditions set forth in this Agreement conflict with the City's utility franchise agreements, the franchise agreements shall in all cases prevail.

26. **RESPONSIBILITY FOR COSTS.**

a. Except as otherwise specified herein, the Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the grading and development of the Development Property and the construction of the Improvements required by this Agreement, including but not limited to, all costs of persons and entities doing work or furnishing skills, tools, machinery, equipment and materials; insurance premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Plat and the Development Property, as applicable; all Response Action Plans, traffic studies, environmental assessments and/or engineering and other studies and reports; all permits and approvals; and all City's costs incurred pertaining to the inspection and monitoring of the work performed in connection with approval and acceptance of the Plat, the Project and the construction of the Improvements and the other work done and improvements constructed on the Development Property or otherwise related to the Project.

b. The City shall not be obligated to pay Developer or any of its agents or contractors for any costs incurred in connection with the construction of the Improvements or the development of the Development Property, except in the event such costs arise from the negligence or willful misconduct of the City, its mayor, council members, agents, employees or contractors. Developer agrees to defend, indemnify, and hold the City and its mayor, council members, employees, agents and contractors harmless from any and all claims of whatever kind or nature and for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including reasonable attorneys' fees, which may arise as a result of Plat approval, the Project, this Agreement, the construction of the Improvements (except for the negligence or intentional misconduct of the City, its mayor,

council members, agents, employees or contractors with respect to the construction of the Improvements), the development of the Development Property or the acts of Developer, and its employees, agents, contractors or subcontractors, in relationship thereto.

c. The Developer hereby covenants and agrees that Developer will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in any property that is the subject of the Project or this Agreement during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the City's interest, the Developer shall take all steps necessary to see that it is removed within thirty (30) business days of its being filed; provided, however, that the Developer may contest any such lien provided the Developer first posts a surety bond, in favor of and insuring the City, in an amount equal to 125% of the amount of any such lien.

d. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

e. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within 30 days of the date of the City's invoice to Developer. If Developer fails to pay a required bill, then after providing the Developer with at least fifteen (15) days prior written notice, the City may draw on the Security or alternatively declare the same an event of default, and the City may thereafter assess and certify such unpaid charges to the County Auditor for collection in like manner with property taxes on the Development Property, or the City may take any other actions as may be available under this Agreement, at law, or in equity. Bills not paid within sixty (60) days shall accrue interest at the rate of eight percent (8%) per year.

f. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City water connection ("WAC") charges, City sewer connection charges, City

storm water connection charges, building permit fees and plat review fees, which shall be paid by Developer.

27. **SPECIAL PROVISIONS.** The following special provisions shall apply:

a. Implementation of any other recommendations listed by the City Council or City Engineer as follows:

i. The Developer shall have all required MPCA stormwater permits approved prior to beginning any installation of Improvements.

ii. The Developer shall install and pay for the required transportation improvements to Flink Ave and 400th St in the approved plans and complete the required remaining improvements with each future applicable phase of the development.

iii. The Developer shall pay the City constituting the Developer's contribution to the Improvements to 400th St and Flink Ave, as outlined in the September 3, 2025 Flink Ave/400th Street Transportation Study completed for the City of North Branch by WSB Engineering (the "Transportation Study"), attached to this Agreement and incorporated by reference as Exhibit G. Phase 1 of the Project includes 40.2 acres, comprised of 34.96 acres of residential and 5.24 acres, of retail/commercial development. The Developer shall pay for the residential portion of phase 1 of the development in the amount of $64,231.83. The residential calculation for Phase 1 of the Project would equal 16.3% of the total trips of the 119 total gross acres (full buildout of area 4 of the Transportation Study) and would be the equivalent of 19.39 acres or 844,933.32 square feet of development, with phase 1 of the Project totaling an amount of **$64,231.83.** The retail/commercial area would equal 50.8% of the total trips of the full buildout area 4 of the Transportation Study. The remaining residential costs and retail/commercial costs shall be provided with each applicable phase and future phase of the development as identified in the Transportation

Study/Cost Share Agreement. The Developer shall be entitled to a credit for existing contributions to the transportation study of $32,333.40.

iv. In the event of future modifications to the Transportation Study that are adopted and approved by the North Branch City Council, and those modifications reduce the contribution amount owed by the Developer to the City, those modifications shall be reduced to writing in the form of an amendment to this Agreement, which amendment shall reflect the reduction applied to the balance owed by the Developer for future phases of the Project.

b. The Developer shall be responsible for the cost of street light installation consistent with a street lighting plan approved by the City Engineer.

c. The Developer must obtain a sign permit from the City Planner prior to installation of any subdivision identification signs.

d. Individual homes must comply with the overall grading plan for the site. Each individual building permit will be reviewed for compliance with the overall grading plan and is subject to review and approval of the City Engineer.

e. Utility hook-ups are subject to review and approval by the City Engineer.

f. The Developer must obtain approval of a Site Plan as provided by current City Code and complete the required plan review and approval thereof, as applicable.

28. **MISCELLANEOUS.**

a. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire Plat, or any part of the Development Property.

b. As applicable, in compliance with the Response Action Plan approved by the MPCA for the Development Property, the Developer shall remove and properly dispose of any environmental contamination within the Development Property.

c. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans or by special conditions referred to in this Agreement shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

d. Appropriate legal documents regarding Homeowner Association documents, covenants and restrictions, as applicable, shall be filed with the City Clerk with the Plat.

e. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the Project is completed and the City has accepted the Improvements, liability and property damage insurance covering bodily injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than $500,000 for one person and $1,500,000 for each occurrence; limits for property damage shall be not less than $1,000,000 for each occurrence. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City authorizing the commencement of work on the Improvements specified in this Agreement. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.

f. Third parties shall have no recourse against the City or Developer under this Agreement.

g. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

h. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

i. This Agreement shall run with the land and shall be binding upon Developer and its successors and assigns.

j. This Agreement will be recorded against the title to the Development Property within 60 days following execution hereof.

k. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the Development Property and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the Development Property; that there are no unrecorded interests in the Development Property; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

l. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

m. The Developer agrees to comply with all local, state and federal laws, ordinances and regulations applicable to the development of the Development Property and Improvements.

n. The City’s approval of the Plat or this Agreement does not include approval of building permits for any structures to be constructed within the Development Property. The Developer must submit and the City approve building plans prior to the issuance of building permits for structures within the Development Property.

29. **DEVELOPER'S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder or the failure to comply with all terms and conditions of this Agreement, and if such default is not cured within thirty (30) days after receipt of notice of such default from the City or within such reasonable time thereafter as may be necessary to cure such default where such default is of such a character as to reasonably require more than thirty (30) days to cure, the City may, at its option, take one or more of the following actions:

    a. Perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than five (5) business days in advance. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part for collection with the property taxes on the Development Property;

    b. Obtain an order from a court of competent jurisdiction requiring Developer to perform its obligations pursuant to the terms and provisions of this Agreement;

    c. Obtain an order from a court of competent jurisdiction enjoining the continuation of an event of default;

    d. Halt all development work at the Project and construction of Improvements until such time as the event of default is cured;

    e. Withhold the issuance of a building permit or permits or certificates of occupancy with respect to the Project and/or prohibit the occupancy of any structure(s) for which permits have been issued for the Project until the event of default has been cured;

    f. Draw upon and utilize the Security (as defined in Section 31 below) to cover the City's costs to correct the default, the costs to complete any unfinished Project Improvements and/or the costs to enforce this Agreement; or

    g. Exercise any other remedies which may be available to it at law or in equity.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an event of default by Developer, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, actually incurred by the City as a result of the event of default, whether or not a lawsuit or other action is formally taken.

30. **WARRANTY.** The Developer warrants all Improvements required to be constructed by it pursuant to this Agreement against poor material and faulty workmanship. The warranty period for the Improvements, including streets and utilities, is one (1) year, and shall commence following completion and final written acceptance of the work by the City Engineer (the "Warranty Period"), unless the wearing course is placed during the same construction season as the bituminous base course. In those instances, the Warranty Period for street construction, concrete curb and gutter, sidewalks and trails, related material and equipment will be two (2) years from the date of final written City acceptance of such work. The required Warranty Period for sod, trees, and landscaping is also one (1) growing season following installation. Upon completion and acceptance of the Improvements, the Developer shall post with the City, either a letter of credit or maintenance bond in the amount of 25% of the amount of the original cost of the Improvements to secure the warranties on the Improvements during the Warranty Period. At Developer's discretion, in lieu of posting such additional security retainage of 25% from the Project securities identified in Section 31 of this Agreement may also be to secure and pay for warranty work. The City standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

31. **SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Agreement, payment of special assessments, payment of the costs of all Improvements, and construction of all Improvements, the Developer shall furnish the City, at the time of Plat approval or approval of this Development Agreement, as applicable, with either a letter of credit or cash escrow or a combination of cash escrow and a letter of credit, as determined by the City, for 125% of the estimated Improvement costs, in the form attached hereto as Exhibits C, as applicable, or a City approved alternate form, from a bank (the "Security") for **$6,800,528.55** as detailed in Exhibit D.

The bank issuing the Security shall be subject to the approval of the City Administrator. The Security may be in the form of annually renewable letters of credit. Individual Security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the Security, upon the occurrence of any uncured event of default of the terms of this Agreement or if the Security is allowed to lapse prior to the end of the required term by presenting the bank/escrow agent with a written demand or an affidavit signed by the City Administrator or the City Administrator's designee attesting to the City's right to draw down and receive funds under the Security. If the required Improvements are not completed at least thirty (30) days prior to the expiration of the Security, the City may also draw the Security down. If the Security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City Engineer that work has been completed and financial obligations to the City have been satisfied, with City Engineer approval, the Security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as Security until: a) all Improvements have been completed, b) iron monuments for lot corners have been installed, c) all financial obligations to the City have been satisfied, d) the required "record" plans have been received by the City, e) a warranty security is provided as specified herein above, f) the Improvements are accepted by the City Engineer, and g) if required by the City Administrator or Code, a title insurance policy indicating that the improvements are free and clear of any and all liens and encumbrances. The City standard specifications for utilities and street construction outline procedures for Security reductions, and reductions in the Letter of Credit, cash escrow or a combination thereof, shall be considered only after underground utilities are tested and found to be satisfactory and again after the base bituminous layer has been placed.

32. **SUMMARY OF CASH REQUIREMENTS.** The following is a summary of the cash requirements under this Agreement which must be furnished at the time of Plat approval or approval

of this Agreement, as applicable. The Developer shall not proceed with any Improvements until these cash requirements have been paid to the City, as depicted in Exhibit D:

TOTAL CASH REQUIREMENTS	**$444,840.13**

33. **NOTICES.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: LGI Homes – Minnesota, 2850 Cutters Grove, Suite 207, Anoka, MN 55303. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: North Branch City Hall, 6408 Elm Street, North Branch, MN 55056.

34. **CONSTRUCTION MANAGEMENT.** During construction of the Improvements and the Project, the Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood, as follows:

    a. Definition of Construction Area. The limits of the Project Area shall be as shown in the City approved Grading, Drainage and Erosion Control Plan and shall be demarcated with construction fencing approved by the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner.

    b. Parking and Storage of Materials. Adequate on-site parking for construction vehicles and workers must be provided or provisions must be made to have workers park off site and be shuttled to the Project Area. No fill, excavating material or construction materials shall be stored in the public right-of-way.

    c. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on Monday through Saturday, with emergency work only Sundays or as otherwise provided in City Code.

d. Site Maintenance. Developer shall ensure that its contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the Project shall be removed from the site in a timely fashion and/or upon the request by the City Engineer. After Developer has received at least three (3) business days verbal notice, the City may complete or contract to complete the site maintenance work at Developer's expense.

e. Project Identification Signage. Project identification signs shall comply with City Code.

35. **EXPIRATION OF AGREEMENT.** This Agreement shall remain in effect until such time as the Developer shall have fully performed all of its duties and obligations under this Agreement. Within thirty (30) days of receipt of the written request of the Developer and upon the adoption of a resolution by the City Council finding that the Developer has fully complied with all the terms of this Agreement and finding that the Developer has completed performance of all Developer's duties mandated by this Agreement, the City shall issue to the Developer on behalf of the City an appropriate Certificate of Compliance/Completion. Upon issuance of the Certificate of Compliance/Completion by the City, this Agreement shall terminate.

36. **TERMINATION; CONDITIONS PRECEDENT.**

a. If Developer fails to: a) acquire fee simple title to all of the Development Property, and b) record this Agreement and the Plat in the office of the Chisago County Recorder, as applicable and as provided herein, within one (1) year after approval of the Plat or this Agreement, as applicable, by the City Council, this Agreement shall terminate and the approval of the Plat shall be null and void, subject to the following:

i. All costs, fees and other amounts previously paid to the City in connection with the Plat, the Project Improvements, this Agreement and the Project shall belong to and be retained by the City;

ii. The obligations of the Developer for costs incurred shall survive such termination and continue with respect to unpaid costs, fees and expenses incurred prior to such termination;

iii. The indemnifications of Developer shall survive and continue after such termination; and

iv. The parties shall be released from all other obligations and liabilities under this Agreement not specified above.

b. The City shall have no obligation to construct the Improvements and Developer shall have no right to construct the Improvements or construct the Project on the Development Property unless the Developer acquires fee simple title to the Development Property and records this Agreement and the Plat in the office of the Chisago County Recorder as required herein within one (1) year after approval of the Plat by the City Council.

c. In the event of the termination of this Agreement, the parties agree, if requested by the other party, to execute and deliver to the other party a written termination acknowledgment in a form reasonably satisfactory to both parties.

d. Developer's right to construct the Improvements is contingent upon its obtaining a building permit from the City following submission of a complete and valid application for same. Nothing contained in this Agreement shall be construed to contain a covenant, either express or implied, for Developer to close on its purchase of the Development Property, commence the development of the Development Property as set forth herein, construct homes on the Development Property or to sell or lease homes constructed and located on the Development Property.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

DEVELOPER:

LGI HOMES – MINNESOTA, LLC

BY: _____
Jay Roos,
Its Officer

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Jay Roos an officer of LGI Homes – Minnesota, LLC, limited liability company under the laws of the State of Minnesota, on behalf of the company..

_____
NOTARY PUBLIC

CITY OF NORTH BRANCH

BY: _____
Kevin Schieber, Its Mayor

(SEAL)

AND _____
Matthew Hill, Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by Kevin Schieber and by Matthew Hill, the Mayor and City Administrator of the City of North Branch, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

City of North Branch
Community Development Department
North Branch City Hall
6408 Elm Street
North Branch, MN 55056
651-674-8113

EXHIBIT A
TO
DEVELOPMENT AGREEMENT

Legal Description of Development Property Being Final Platted as Meadows Ridge 1st Addition

Current Legal Description

The West Half of the Southwest Quarter, 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 therof heretofor deeded to the State of Minnesota for highway purposes.
Subject to easements, restrictions, or reservations of record, if any.
PID(s): 11.00143.00 and 11.00412.10

Proposed Platted Legal Description

Lots 1 through 33, inclusive, Block 1; Lots 1 through 23, inclusive, Block 2; Lots 1 through 28, inclusive, Block 3; Lots 1 through 24, inclusive, Block 4; Lots 1 through 7, inclusive, Block 5; and Outlots A, B, C, D, E and F of Meadows Ridge 1st Addition, Chisago County, Minnesota.

EXHIBIT B
TO
DEVELOPMENT AGREEMENT

AFFIDAVITS

Pursuant to the Development Agreement, prior to acceptance of the Improvements by the City, the Developer must complete and furnish the following affidavits:

- Contractor's Certificate;
- Engineer's Certificate;
- Land Surveyor's Certificate; and
- Developer's Certificate;

in substantially the form provided herein, certifying that all construction has been completed in accordance with the terms of the Development Agreement.

CONTRACTOR'S CERTIFICATE OF COMPLIANCE

Project: _____

I/we, the undersigned, certify that the construction of those certain Improvements required to be made by _____ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _____, 20___, by and between the City of North Branch (the "City") and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, and that the Improvement work substantially conforms to the approved plans for the required Improvements for the and in accordance with the City Code (Chapter _____), City standard specifications for utilities and street construction, and the City's engineering standard specifications

I/we certify that the required Improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Contractor agrees to remedy all defects arising within the warranty period at the Developer's expense, and that the Contractor is now and will remain in compliance with the Warranty/Maintenance Guarantee required by North Branch City Code, Chapter ____, section _____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of North Branch to accept the Improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER'S CONTRACTOR:

_____

BY: _____
_____, Its _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____. the _____ of _____, a Minnesota _____, on behalf of _____.

.

_____
Notary Public

ENGINEER'S CERTIFICATE OF COMPLIANCE

Project: _____

I/we, the undersigned, based upon site observation, certify that those certain Improvements required to be made by _____ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _____, 20___, by and between the City of North Branch (the "City") and the Developer, appear to have been completed in accordance with the provisions of the Agreement and, to the best of our knowledge, Improvement work substantially conforms to the approved plans for the required Improvements for the above-referenced Project and in accordance with the City Code (Chapter ____), City standard specifications for utilities and street construction, and the City's engineering standard specifications.

This affidavit is made for the purpose of inducing City of North Branch to accept the Improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER'S ENGINEER:

_____

BY: _____
_____, Its _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____. the _____ of _____, a Minnesota _____, on behalf of _____.

.

_____
Notary Public

SURVEYOR'S CERTIFICATE

THE UNDERSIGNED is a Registered Land Surveyor. The plat of _____ Addition was graded in accordance with the grading plan approved by the City for the plat prepared by _____ dated _____. The undersigned certifies that the "record" grading plan dated _____ is accurate and was prepared by the undersigned or under the undersigned's direction. The record grading plan includes field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; and c) lot corner elevations and house pads. All lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

Dated: _____.

_____
REGISTERED LAND SURVEYOR

Registration No. _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____.

_____
Notary Public

DEVELOPER'S CERTIFICATE OF COMPLIANCE

Project: _____

I/we, the undersigned, certify that to the best of our knowledge the construction of those certain Improvements required to be made by _____ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _____, 20___, by and between the City of North Branch (the "City") and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, that the Developer has complied to date with all requirements set forth in the Agreement, and that the work under the above named Project including all appurtenances thereto has been completed in accordance with the City Code (Chapter ____), City standard specifications for utilities and street construction, and the City's engineering standard specifications.

I/we further certify that all charges or bills for labor or services performed or materials furnished, and other charges by the subcontractors for the required Improvements have been paid in full and in accordance with the terms of that/those contract(s).

I/we further certify that the required Improvements are free and clear of any and all liens and encumbrances; that no notice of intention to claim liens is outstanding, and that no suits are pending by reason of the Project.

I/we finally certify that to the best of our knowledge the Improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Developer agrees to remedy all defects arising within the warranty period at the Developer's expense, and that the Developer is now and will remain in compliance with the Warranty/Maintenance Guarantee required by North Branch City Code, Chapter ____, section _____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of North Branch to accept the Improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER:

_____

BY: _____
_____, Its _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____. the _____ of _____, a Minnesota _____, on behalf of _____.

_____
Notary Public

EXHIBIT C
TO
DEVELOPMENT AGREEMENT

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

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

Dear Sir or Madam:

We hereby issue, for the account of ___(Name of Developer)___ and in your favor, our Irrevocable Letter of Credit in the amount of $_____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2_____, of___(Name of Bank)____";

b) Be signed by the Mayor or City Administrator of the City of North Branch.

c) Be presented for payment at ___(Address of Bank)___, on or before 4:00 p.m. on November 30, 2_____.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the North Branch City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: North Branch City Administrator, North Branch City Hall, 3400 North Branch Boulevard, North Branch, MN 55447, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

_____Its_____

EXHIBIT D
TO
DEVELOPMENT AGREEMENT

EXHIBIT D

MEADOWS RIDGE 1ST ADDITION

DEVELOPMENT INFORMATION				
Property - Acres			40.2	*Acres for Phase 1 Lots, ROW and Outlots and E*
Property - Square Feet			1,749,494	*Square Feet for Phase 1 Lots, ROW and Outlots and E*
Units			115.0	*Used for SAC/WAC*
Lots			115.0	*Lots/Blocks*
Transportation Study - Sq Ft			$ 844,933.32	*Acres for Phase 1 = 16.3% Total Trips = 19.397 ac*
SECTION 1: DEVELOPM	**COST**	**PER**	**DUE**	**NOTES**
Water Trunk	3,500.00	Per Unit	402,500.00	
Water Oversizing			(174,000.00)	
Sanitary Sewer Trunk	1,656.00	Per Unit	190,440.00	
Sanitary Sewer Oversizing			(238,971.00)	
Storm Sewer Trunk	-	Per Acre	-	
Park Dedication	1,800.00	Per Unit	-	*ePaid 591: 317 utilitized - 115 proposed = 159 remain*
Flink/400th Road Improve	0.07602	Per Sq Ft	64,231.83	*$0.07602/sf x 43,560sf/acre x ## Gross Acres*
Flink/400th Transportation Study			(32,333.40)	*paid - $41,400 *21.9% = 9066.6 = Credit $32,333.40*
Subtotal Platting Fees			**211,867.43**	
			-	
Total Platting Fees			**211,867.43**	

SECTION 2: ADMINISTRATIVE AND DEVELOPMENT RELATED COSTS	DUE	NOTES
Administrative	-	*Construction Improvements (3%)*
[Development Related Costs]	-	
Subtotal Administrative and Development Related Costs	**-**	
[List Credits, if Applicable]	-	
[List Credits, if Applicable]	-	
Total Administrative and Development Related Costs	**-**	

SECTION 3: IMPROVEMENT COSTS	SECURITY	DUE	NOTES
Development Escrow			
Engineering - Onsite Field Inspection	-	140,880.00	*Engineer - Contract Based on 32 weeks @ 20 hrs week*
Engineering - Project Management	-	8,400.00	*Engineer - Contract Based on 32 weeks @ 20 hrs week*
Environmental	-	-	*Wetland Engineer - Contract*
Legal	-	-	*City Attorney - Contract*
Planning	-	-	*Planning Staff*
Non-Public Improvements			
Landscaping	-	-	
Construction - Site (Grading)	857,917.94	-	*Grading + Erosion Control+Removals*
Construction - Storm Ponding	-	-	
Wetland Mitigation			
Wetland Mitigation	-	-	
Public Improvements Dedicated to the City			
Landscaping	-		
Construction - Streets	1,924,785.00		*Streets+Mobilization (per Eng Est)*
Construction - Utility Improvements (Storm Sewer)	880,900.00		*Storm Sewer (per Eng Est)*
Construction - Utility Improvements (Water Main)	851,965.00		*Water (per Eng Est)*
Construction - Utility Improvements (Sanitary Sewer)	924,854.90		*Sanitary Sewer (per Eng Est)*
Subtotal Improvement Costs	**5,440,422.84**	**149,280.00**	
[List Credits, if Applicable]			Grading Escrow
Total Improvement Costs	**5,440,422.84**	**149,280.00**	

SECTION 4: LOC / ESCROW / FEES REQUIRED	SECURITY	DUE	NOTES
Cash & Escrow			
Section 1: Platting Fees	-	211,867.43	*Cash*
Section 2: Administrative Fees	-	-	*Cash*
Section 2: Development Related Costs	-	-	*Development Related Items*
Section 3: Cash Escrow	-	164,208.00	*Cash (110%)*
Security			
Section 3: Letter of Credit - Improvements (125%)	6,800,528.55	-	*Public / Non-Public Improvements (125%)*
Section 3: Letter of Credit - Wetland Mitigation	-	-	*Public / Non-Public Improvements (125%)*
Total Letter of Credit and Cash Required	**6,800,528.55**	**376,075.43**	

EXHIBIT E
TO
DEVELOPMENT AGREEMENT

OFFER OF DEDICATION

MEADOWS RIDGE 1ST ADDITION
OFFER OF DEDICATION

THE UNDERSIGNED, LGI Homes – Minnesota, LLC a Minnesota limited liability company ("Developer") has executed this Offer of Dedication ("Offer") effective as of the ____ day of _____, 202_.

RECITALS

A. The Developer and the City of North Branch, a Minnesota municipal corporation ("City") are parties to a Planned Unit Development and Subdivision Agreement dated _____, 2025 (the "Agreement") according to the terms of which the Developer agreed to construct certain Improvements to the Property owned by the Developer including certain Public Improvements to be dedicated to the City.

B. Pursuant to the Agreement, the Developer has furnished the City with a Letter of Credit in the amount of $_____issued by _____.

C. The Agreement further provides that the Improvements may be offered to the City in no more than three (3) dedications and that, if the City accepts the dedication of such Improvements, the Letter of Credit may be reduced by an amount equal to 100% of the estimated costs of the Improvements to be dedicated as determined by the City Engineer (the "Reduction Amount").

D. The Developer has completed certain of the Improvements and now desires to offer to dedicate such improvements (the "Dedicated Improvements") to the City and, upon the City's acceptance of such offer to provide the City with a replacement Letter of Credit in a reduced amount as allowed by the Agreement.

OFFER OF DEDICATION

The following provisions are hereby submitted to the City by the Developer in connection with the Agreement regarding the development of the Meadows Ridge 1st Addition Development within the City limits:

1. Offer of Dedication. The Developer hereby offers to dedicate to the City the Dedicated Improvements completed by the Developer pursuant to the Agreement as of the date hereof and generally described on Exhibit A attached hereto and incorporated herein.

2. Cost of Dedicated Improvements. The Developer hereby submits that the estimated cost of

the Dedicated Improvements as determined by the City's Engineer is $_____ and that therefore the Reduction Amount is $_____.

3. Letter of Credit. The Developer hereby requests that the City execute a certificate verifying its acceptance of the Dedicated Improvements and waiving its right to draw on the Letter of Credit to the extent of the Reduction Amount and to allow the Developer to submit a replacement Letter of Credit in the amount of $_____representing the difference between the original Letter of Credit amount and the Reduction Amount requested hereunder.

4. Developer's Acknowledgment. Developer hereby acknowledges that, the Improvements will not be formally dedicated to the City until the City's final acceptance of the Public Improvements required by the Development Agreement as evidenced by a Certificate of Completion issued by the City and therefore the City's acceptance of the Offer of the Dedicated Improvements hereunder is expressly made contingent upon and subject to such formal statutory dedication requirements, the City's final acceptance of the Public Improvements and in all other respects is contingent upon the Developer's continued compliance with the terms and conditions of the Agreement. The Developer further acknowledges that as to tall Public Improvements, including the Dedicated Improvements, the Warranty Period defined in the Agreement, shall not commence until the City's final acceptance of the Public Improvements.

5. Definitions. Capitalized terms not otherwise defined herein shall have the meanings given them on the Agreement.

Respectfully Submitted,

DEVELOPER:

LGI Homes – Minnesota, LLC

By: _____
Jay Roos
Its: Vice President of Land Development and Acquisition

EXHIBIT F
TO DEVELOPMENT AGREEMENT

MEADOWS RIDGE 1ST ADDITION

PLANNED UNIT DEVELOPMENT

As established in North Branch City Council Resolution R-116-2024, the required setbacks for the residential units are:

	Lot			Setbacks				
	Width/ft	Depth/ft	Area/sf	Front/fs	Side/ft	Street/ft	Rear/ft	Height/ft
R1	80	100	12,000	30	6	30	30	35
R1 Shoreland	75		15,000	30	6	30	30	35
Lots that have their rear lot adjacent to roadways Flink Ave, 400th Street, or I-35			4,667	25	6	20	50	35
All other PUD lots except above			4,667	25	6	20	30	35

EXHIBIT G
TO
DEVELOPMENT AGREEMENT

CITY OF
EST. 1881
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

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

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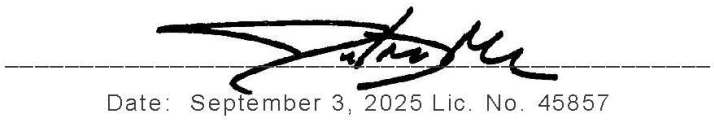
APPENDICES

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 Steet 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

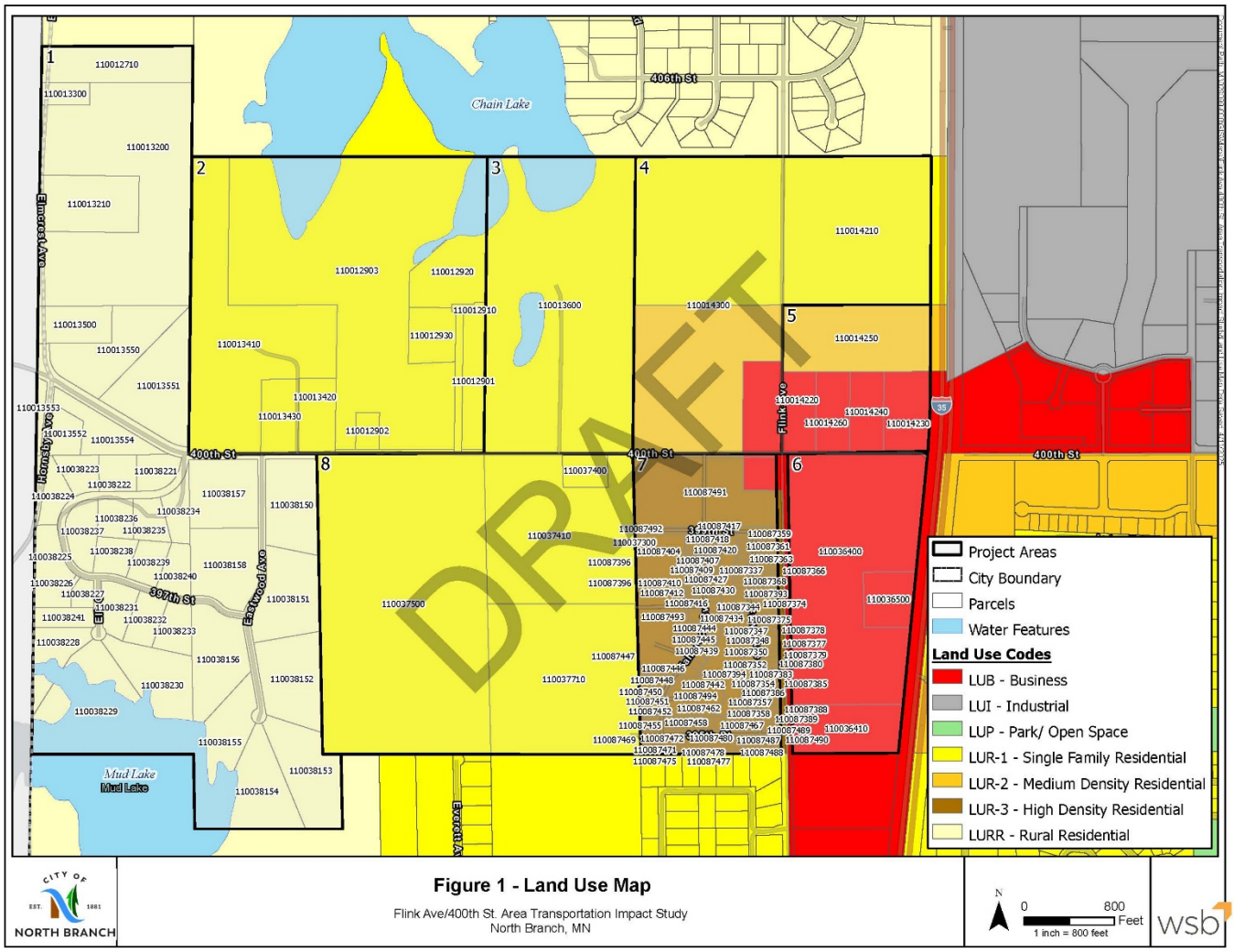


Figure 1 - Land Use Map

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

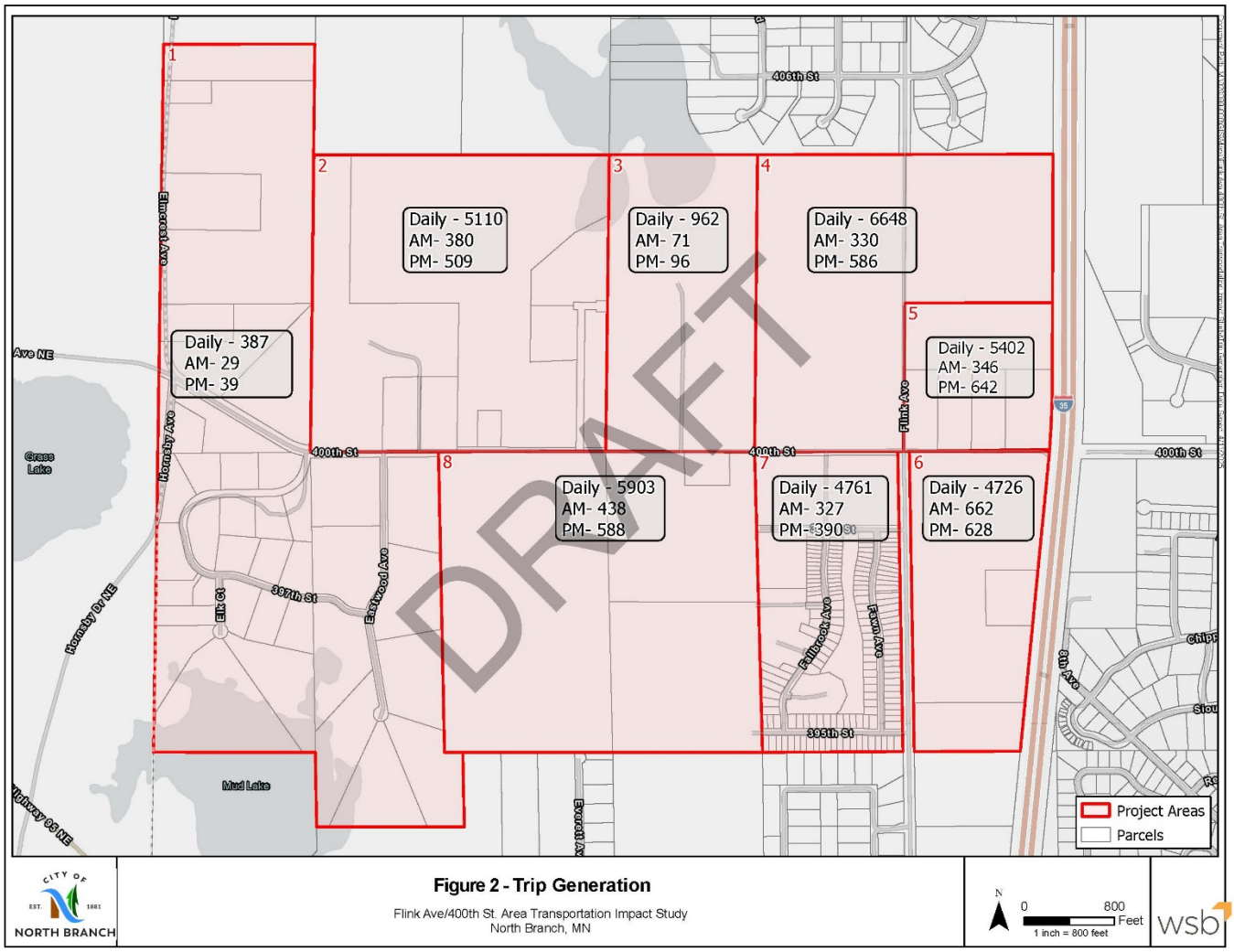


Figure 2 - Trip Generation

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

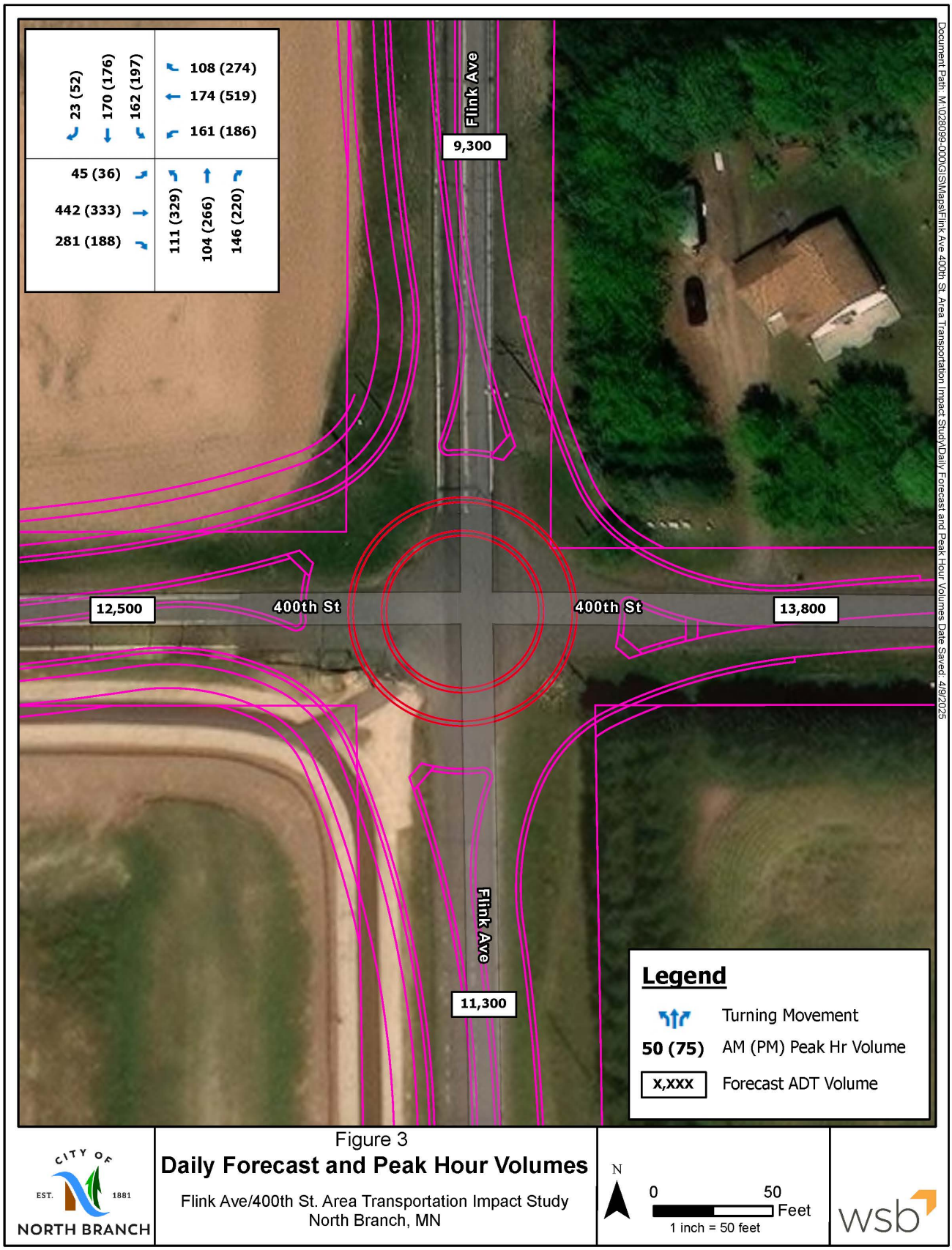


Figure 3

Daily Forecast and Peak Hour Volumes

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

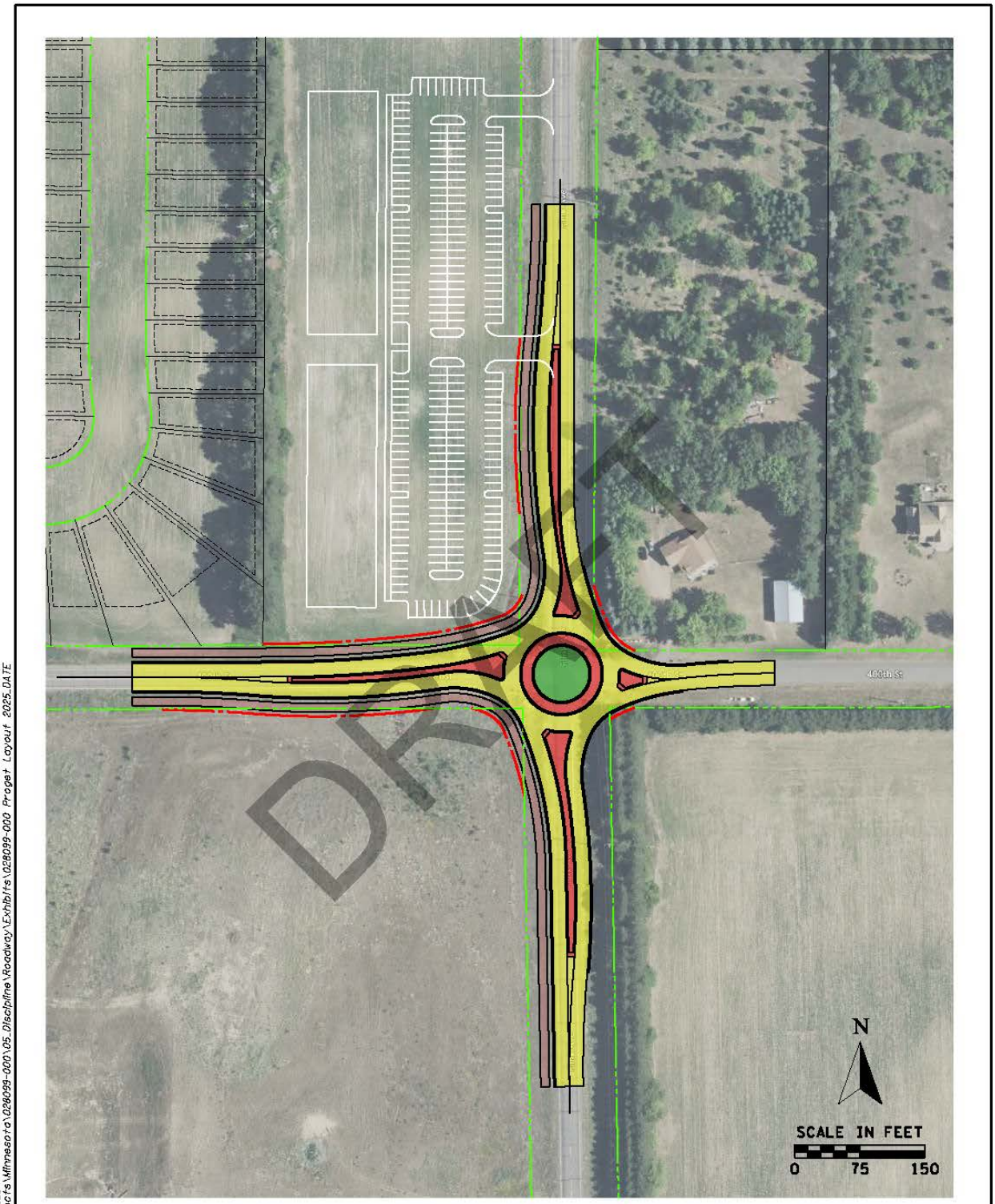
CITY OF NORTH BRANCH EST. 1881

N

0 50 Feet

1 inch = 50 feet

wsb



Date Printed: 4/1/2025
WSB Filename: Projects\Minnesota\028099-000\05_Discipline\Roadway\Exhibits\028099-000 Project Layout 2025.DATE

CITY OF NORTH BRANCH EST. 1881

400th Street at Flink Avenue Improvements
City of North Branch, Minnesota

Figure 4
Project Layout

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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**

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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**	**509**	**542**

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 Home	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
LUR3/ LUB	Single Family Homes/ Toen Homes/ Apartments/ Assisted Living/ Gas Station	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
		110087634	0.05	7.22	0.528	0.722
		110087635	0.05	7.22	0.528	0.722
		110087636	0.05	7.22	0.528	0.722
		110087637	0.05	7.22	0.528	0.722
		110087638	0.05	7.22	0.528	0.722
		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

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**

City of North Branch
Staff Report

Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 12/03/2025

Board & Commission: City Council

Subject: Consider Approval of Planning Commission Appointment — Kelly Maurer

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Background

There is 1 current opening on the Planning Commission with a term expiration date of December 31, 2026.

The City has advertised for the position and received one (1) application from Kelly Maurer.

The process for planning commission appointments has been for the commission to review and interview candidates and make a recommendation to the Mayor and City Council for their consideration.

Planning Commission Recommendation

The Planning Commission conducted an interview at their December 2, 2025, meeting and recommended approval to appoint Kelly Maurer to the Planning Commission.

Requested Action

To recommend approval of Kelly Maurer to the Planning Commission.

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Justin Messner, City Engineer

Heidi Hamilton, Senior Project Manager

Presenter: Justin Messner, City Engineer

Date: December 9, 2025

Board & Commission: City Council

Subject: Resolution R-273-2025 Approving Engineering Services Contract for the North Fletcher Avenue Road and Utility Extension Project

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Introduction:

The Fletcher Avenue Road and Utility Extension Project will include the extension of Fletcher Ave north from its current terminus north of Fletcher Court to the segment of Fletcher Avenue that extends south from 410th Street. The road will be designed to match the existing section and include an 8' bituminous trail on either side. The roadways is planned to be designated as a Municipal State Aid Street and will be designed to MSA Standards.

Utility extensions will include a 20" watermain in Fletcher Avenue and an 18" sanitary sewer line from the current Goodview Avenue terminus at 402nd Street.

The design project will also include the development of plans to extend Goodview Avenue 800' and include two 8' wide bituminous trails on each side of the roadway. A 12" watermain will be included for the length of the road extension. This roadway and watermain is planned to be bid as an alternate. Construction costs for the alternate have not been included in the $4,108,846.35 budget.

Background Information:

This roadway and utility extension provides important infrastructure connections within the industrial Park. It is being proposed at this time to support the LP Siding project that is moving forward concurrently. The proposed scope of services includes all necessary surveying, preliminary and final design, development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the city.

Funding/Financing:

The total project budget is $4,108,846.35. The project will be funded from a $1,050,000 Business Development Infrastructure Program grant from the State of Minnesota, proceeds from the sale of land in the interstate business park and the City's Street Improvement Fund. In the event, the sale of the land does not take place, the project scope for construction would be reduced to the limits of the existing BDPI project.

Next steps:

Council Authorize Plans and Specs, Award Consultant Contract	December 9, 2025
Council Authorizes Bid	December 9, 2025
Completion of Final Design	December 2025 - March 2026
Open Bids	April 2026
Council Awards Bid	April 2026

The first step for this project is to approve the engineering services contract with the City's Engineering Firm, WSB. The contract for services includes the preparation of the project design plans, materials testing, construction observation, bid preparation and publishing, creating the bid tabulation and bid verification with letter of recommendation for award of the project. I have included a copy of the full scope of services for your review. I am asking council to consider approving in the form a motion the following three items.

Staff Recommendation:

Motion to approve the resolution authorizing preparation of plans and specifications for the Fletcher Avenue Street and Utility Extension Project, authorizing advertisement for bids and approving attached engineering proposal with WSB.

Voting Requirements:

Majority vote.

Attachments:

1. WSB Proposal

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-273-2025

Resolution R-273-2025 Approving Engineering Services contract for the Fletcher Avenue Street and Utility Extension Project

WHEREAS, the city has an Industrial Park that requires infrastructure improvements to support development, and

WHEREAS, WSB, the City Engineer, has estimated the cost of the North Fletcher Avenue Road and Utility Extension Project at $4,108,846.35. The fees for WSB to complete the plans and specifications, ad for bid, construction inspection and observation, materials testing is estimated at a fee of $504,301 as noted in the attached report.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA THAT:

The City of North Branch Council approve the North Fletcher Avenue Road and Utility Extension Project Services Contract with WSB as presented, and that the total project budget is estimated at $4,108,846.35 and includes construction costs as well as all survey, engineering, construction administration, inspection, materials testing and contingency costs. The project will be funded from a grant from the State of Minnesota and the City's Street Improvement Fund and with potential proceeds from the sale of land in the interstate business park.

Adopted by the council on this 9th day of December 2025.

_____

Kevin Schieber, Mayor

Attested:

_____

Matthew Hill, City Administrator

SCOPE OF SERVICES

North Fletcher Avenue Road and Utility Extension Project

FOR THE CITY OF NORTH BRANCH

December 9, 2025

Mr. Matthew Hill
City Administrator
City of North Branch
6408 Elm Street
North Branch, MN 55056

Re: North Fletcher Avenue Road and Utility Extension Project
Work Plan – Design & Construction Services

Dear Mr. Hill:

As requested, the following work plan outlines the scope of services and the associated engineering and construction fee necessary to complete the North Fletcher Avenue Road and Utility Extension Project, including survey, design, construction and final project closeout.

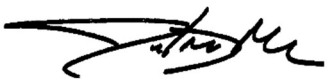
Enclosed you will find a proposal to complete the tasks associated with the referenced project. The proposal includes an hourly breakdown to complete each of the tasks necessary to complete the work.

We appreciate the opportunity to provide you with this proposal and are again looking forward to working with you and your staff toward the completion of this project. Please feel free to contact me directly with any questions or concerns you may have.

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
Director of Municipal Services

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

PROJECT UNDERSTANDING

It is our understanding that the City of North Branch seeks to extend North Fletcher Avenue north from its current terminus on the south end of the North Branch Industrial Park to the segment of Fletcher Avenue that extends south from 410th Street.

It is understood that the existing 36-foot roadway width will be matched, and the road will be designed to Municipal State Aid Standards including curb and gutter and stormwater drainage to the regional pond, and 8-foot wide bituminous trails on both sides of the roadway. A 20-inch watermain will be extended in Fletcher Avenue. An 18-inch trunk sanitary sewer will be extended north approximately 1,230 feet from the end of Goodview Avenue, west to approximately 1,000 feet to Fletcher Avenue, and then north 2,050 feet to the existing segment of Fletcher Avenue that extends south from 410th Street. See attached map titled Fletcher Avenue Extension Project.

In addition to Fletcher Avenue, the city desires a plan for the 800' extension of Goodview Avenue, including a 12-inch watermain extension. Goodview Avenue will be designed to match the existing road section, as a 32-foot wide local street with 8-foot wide bituminous trails on both sides. This will be included as an alternate in the bid documents and constructed if favorable bids are received and these improvements fall within the project budget.

The proposed scope of services will include all necessary surveying, preliminary and final design, development of construction documents including final plans and project specifications and bidding assistance. This work also includes construction administration, construction inspection and materials testing as required by the city.

PROJECT APPROACH/SCOPE OF SERVICES

The following approach will describe the professional services necessary to complete the requested scope of services.

Task 1 | Data Collection

WSB will collect existing information necessary to complete the design for this project. Scope of work for this task includes:

- Gopher State One Call - WSB will submit a Gopher State One Call Ticket for the project areas to assemble utility information which will be shown on the plans.
- Topographic Survey – WSB has completed topographic survey and drone survey as part of a separate project. WSB will perform additional site survey as needed to complete the road design.

Task 2 | Design and Bidding

WSB will provide design and complete the contract documents necessary to construct the project as described:

Subtask 1.1 – Preliminary and Final Design
WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- WSB will attend two meetings with city staff and project representatives if desired to review possible roadway alignments and utility requirements.

- Perform four soil borings once road corridor is defined. Provide soil boring report with improvement recommendations.
- Prepare a short memo that outlines the following natural resources considerations and ties-together the previous AUAR review. The memo will also revisit the relevant mitigation measures/commitments from the AUAR.
    - Wetland Conservation Act & U.S. Army Corps of Engineers wetland review. Should be a no-loss. Based on the cursory review, it does not appear there are any wetlands, also noted in the previous AUAR.
    - DNR-Minnesota Conservation Explorer (MCE)/Natural Heritage Information System (NHIS) data request.
    - USFWS – Information Planning and Consultation (IPaC) data request. This is outside of the rusty patched bumble bee zone.
    - Cultural – We have a letter on file from SHPO from the previous AUAR process, documenting clearance for this area. Per that letter, we understand no cultural resources review is required.
- Prepare 60% plan set for review by city staff.
- Coordinate with MnDOT State Aid office for project review and approval.
- Prepare and submit applications for the necessary permitting agencies. It is assumed the following permits will be needed for the project:
    - NPDES Storm Water Permit (MPCA)
    - MN Department of Health Watermain Plan Review
    - Sanitary Sewer Extension Permit (MPCA)
- Coordinate with private utility companies who may plan to locate in the improvement corridor. This coordination will include providing drawings to any affected utility companies and answering questions about the project.
- Prepare 100% plan set for review by city staff. The City Engineer will be integrally involved in the review of the project through the final design process to ensure the quality of the final plans and specifications.
- Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

Subtask 1.2 – Bidding

WSB will complete the project design and contract documents for this project. Scope of work for this task includes:

- Prepare and upload bidding documents to QuestCDN.
- WSB will field bidder's questions and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for the award of the project.

Task 3 | Construction Contract Administration, Observation

WSB will provide construction observation services for the project. It is assumed that construction will require full-time inspection of 16 weeks. This work includes the following:

Subtask 3.1 – Construction Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is completed as intended. It is assumed weekly construction meetings will be coordinated with WSB office hours.
- Communicate as needed with interested stakeholders to keep them informed regarding the impact of construction in the area.
- Review, document and file contractor permits, submittals, test reports, and certificates of compliance.
- Accurately verify contract pay items.
- Prepare all pay vouchers in accordance with project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

Subtask 3.2 – Construction Observation

WSB will provide Construction observation services through construction of the project and final project closeout. This will include:

- Construction survey and staking.
- Record all construction activities daily, making a complete and accurate record of all events.
- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance with applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the “Authority and Duties of the Inspector” as necessary

Task 4 | Material Testing

WSB will provide material testing services for construction based on the testing rates as defined in the City Standard Specifications for Construction.

SCHEDULE

It is understood that the grant funding received for this project requires the project to be completed during the 2026 summer construction season. To meet the desired project completion date, we propose the following schedule:

Authorization to begin Design ..... December 9, 2025
Survey ..... December 2025
Design ..... December 2025 - March 2026
Bid opening ..... April 2026
Begin construction ..... May 2026

Project closeout..... November 2026

PROPOSED FEE

WSB will provide the services as outlined in Project Approach / Scope of Services. Our budget was developed based on our understanding of the scope and experience with similar types of projects. The following is a summary of the costs for each phase of the project:

Task	Description	Fee
1	Plans/Specifications/Bidding	$245,024
2	Platting (As Needed)	See Statement Below
2	Construction Survey/Administration/Observation	$230,332
3	Material Testing	$28,945
	Total	**$504,301**

Based on the proposed task hour budget, WSB will complete the scope of services previously discussed on an hourly basis for an estimated fee of **$504,301**. Platting services for the North Branch Industrial Park will be carried out as required, according to the existing contract with the North Branch EDA for ALTA/NSPS Surveys and Preliminary Plat Services.

If additional work outside of the above-described scope is determined to be necessary, it will proceed only after City approval. This additional work would be billed on an hourly basis in accordance with the WSB 2026 Fee Schedule.

ACCEPTANCE

This letter represents our entire understanding of the project scope. All work under this letter proposal will be governed by the Professional Services Agreement entered into between the City of North Branch and WSB on January 4, 2022. If the scope and fee appear to be appropriate, please sign on the space provided and return one copy to our office. We are available to begin work once we receive signed authorization.

ACCEPTED BY:

City of North Branch:

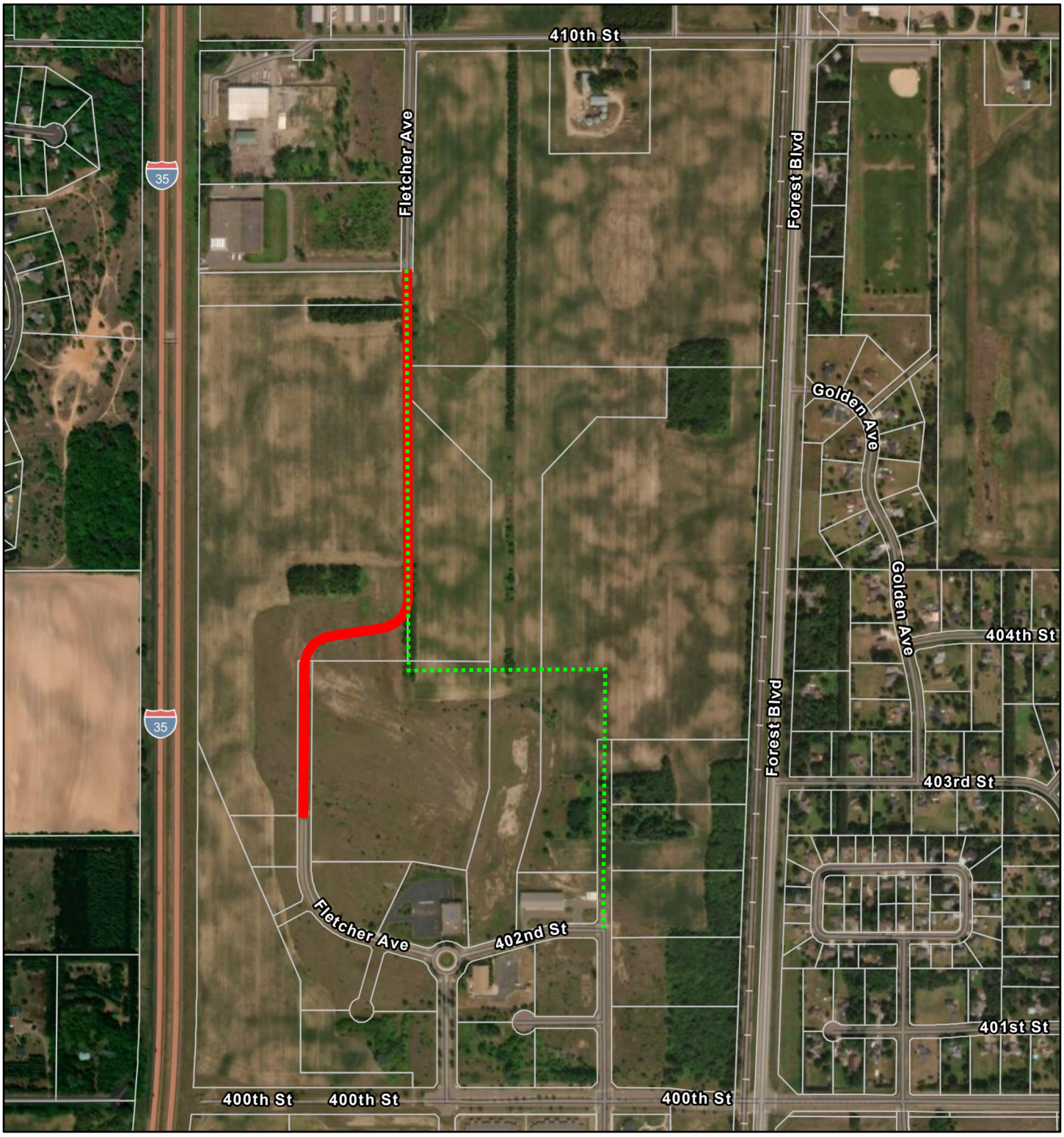
I hereby authorize WSB to proceed with the above-referenced work under the terms and conditions of the Professional Services Agreement entered into between City of North Branch and WSB on January 4, 2022.

Signature: _____

Name/Title: _____

Date: _____

Fletcher Avenue Extension Project



December 5, 2025

City Boundary

Parcels

Street Extension

Proposed Sanitary Sewer

1:12,000

0 385 770 1,540 ft

0 115 230 460 m

Vantor, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

Estimate of Cost
City of North Branch, MN
Professional Engineering Services
Fletcher Avenue Extension Project
Final Design and Construction Services

Task	Description	Estimated Hours													Total Hours	Cost
		Heidi Hamilton	Project Manager *Emily Brown*	Graduate Engineer *Lucas Gross*	Engineering Technician	Water Resource Manager	Water Resource Engineer	Water/Waste Water Manager	Water Resource Engineer	Construction Observer	Environmental Scientist	Onsite Survey *2-Person Crew*	Office Survey	Admin		
															0	
1	**Final Design**														**0**	
	1.1 Project Management	60	180												**240**	$59,580
	1.2 Design			460	120	20	80	16	40			40	8		**784**	$129,816
	1.3 Cost Estimates		14	30											**44**	$7,562
	1.4 Specifications		18	16										6	**40**	$7,392
	1.5 QA/QC	8	20												**28**	$6,992
	1.6 Meetings	6	6												**12**	$3,102
	1.7 Bidding		6											6	**12**	$2,280
	1.8 Soil Borings							Lump Sum							**LS**	$25,000
	1.9 Natural Resources							Lump Sum							**LS**	$3,300
	Task 1 Total Estimated Hours and Fee	**74**	**244**	**506**	**120**	**20**	**80**	**16**	**40**	**0**	**0**	**40**	**8**	**12**	**1160**	**$245,024**
2	**Construction Services**														**0**	
	2.1 Construction Administration	40	160												**200**	$49,240
	2.2 Construction Observation									768	64				**832**	$108,672
	2.3 Field Staking											200	20		**220**	$58,240
	2.4 Final Review of the Project		10		10										**20**	$4,760
	2.5 Final Acceptance and Final Pay Request		6											6	**12**	$2,280
	2.6 Record Drawings				30										**30**	$7,140
	Task 2 Total Estimated Hours and Fee	**40**	**176**	**0**	**40**	**0**	**0**	**0**	**0**	**768**	**64**	**200**	**20**	**6**	**1314**	**$230,332**
3	**Material Testing**														**0**	
	3.1 Material Testing							Lump Sum							**LS**	$28,945
	Task 3 Total Estimated Hours and Fee		**0**	**0**		**0**	**0**			**0**	**0**	**0**	**0**	**0**	**0**	**$28,945**
Total Estimated Hours		**114**	**420**	**506**	**160**	**20**	**80**	**16**	**40**	**768**	**64**	**240**	**28**	**18**	**2474**	
Hourly Billing Rate		$279	$238	$141	$238	$213	$153	$225	$100	$129	$150	$275	$162	$142		
Total Fee by Labor Classification		$31,806	$99,960	$71,346	$38,080	$4,260	$12,240	$3,600	$4,000	$99,072	$9,600	$66,000	$4,536	$2,556		**$447,056**
Total Lump Sump Fee			$99,960	$71,346												**$53,945**
TOTAL PROJECT COST																**$504,301**

City of North Branch
Staff Report

Prepared By:

Presenter:

Date: 12/04/2025

Board & Commission: City Council

Subject: Commission Updates

Commission Updates

Voting Requirements:

Voting Options **Simple Majority**

City of North Branch
Staff Report

Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 11/25/2025

Board & Commission: City Council

Subject: Employee Presentation of Step 3 Grievance under City of North Branch Personnel Policy, Section 40 - Grievance Procedure

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1. Allow FF Johnson an opportunity to present his grievance to the City Council
2. City Council ask FF Johnson any clarifying questions on his grievance
3. Allow FF Johnson to answer any questions posed to him
4. City Council thank FF Johnson for his time and advise him that the City Council will make a determination on the merits of his grievance at its next City Council meeting

Voting Requirements:

Voting Options **Simple Majority**