



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, JANUARY 13, 2026 @ 7:00 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

5. PRESENTATION & PROCLAMATION

a. City of North Branch Legislative Review for 2025 from Larkin Hoffman Public Affairs - Margaret Vesel, Brandan Strickland, and Andrew Carlson

VERBAL
UPDATE

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 - December 9, 2025, 7:00 PM

ACTION

c. Minutes - City Council Workshop - November 18, 2025

ACTION

d. Minutes - Truth in Taxation - December 03, 2025

ACTION

e. Approve 2026 Tobacco, Massage, and ROW Licenses

ACTION

f. Approval of Resolution R-281-2026 authorizing budget carryovers

ACTION

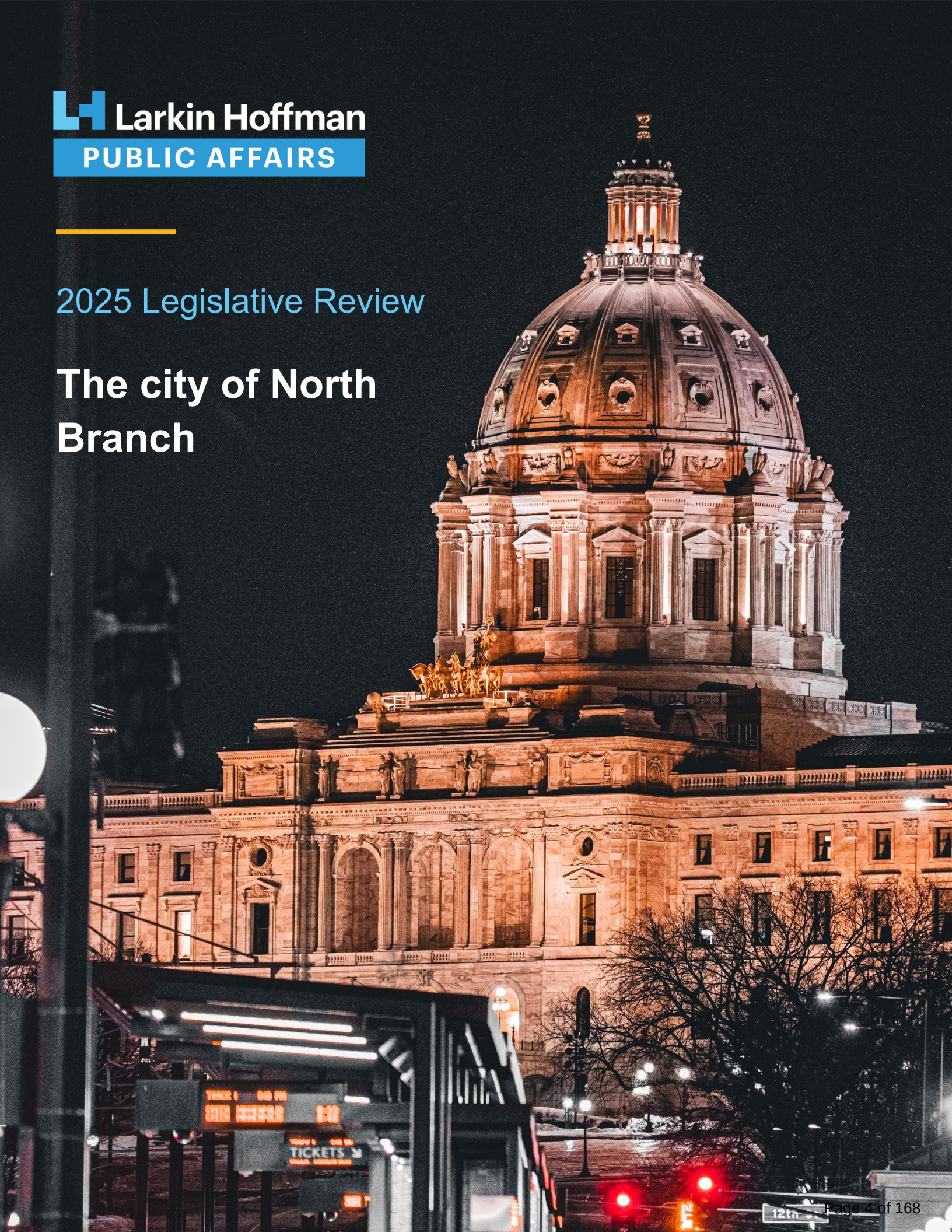
- g. Approval of Resolution R-278-2026 authorizing official signatories and declaring official depositories ACTION
 - h. Approval of Audit Engagement Letter with Abdo for 2025 audit ACTION
 - i. Recieve monthly legal report from City Attorney INFO
 - j. Approval of Resolution R-282-2026 regarding the support of a Minnesota Forward Fund Application ACTION
 - k. Approve Gambling LG220 Permit - Minnesota Deer Hunters Association - Wild River Chapter ACTION
 - l. Approve Gambling LG220 Permit #2 - Minnesota Deer Hunters Association - Wild River Chapter ACTION
 - m. Approval of Commission members for 2026 ACTION
 - n. Approval of election results and officer appointments for the Fire Department in 2026 ACTION
 - o. Consider approval of job description for Building Official ACTION
8. PUBLIC HEARINGS
- a. Public Hearing Continuation for the NW Old Town Street and Utility Project INFO
 - b. Approval of Resolution R-279-2026 Authorizing WSB to prepare plans and specifications for the NW Old Town Project ACTION
9. STAFF REPORTS
- a. Approval of Resolution R-280-2026 accepting the Annual Appointments and Designations ACTION
 - b. Consider approval of Council Meeting calendar for 2026 ACTION
 - c. Finance Update INFO
 - d. Consider Approval of Viking Meadows Preliminary Development MOU ACTION
10. MAYOR/CITY COUNCIL
- a. City concerns for state funding impact to cities/unfunded mandates INFO
 - b. Consider sending a letter to local gas stations related to the consistently higher prices of fuel in the North Branch community. ACTION
 - c. State of the City Address INFO
11. CLOSED SESSION
- a. Closed meeting pursuant to Minn Stat 13D.05, subd. 3, (c) to develop or consider offers or counteroffers for the purchase of real property identified as 38791 Forest Boulevard ACTION
12. ADJOURNMENT

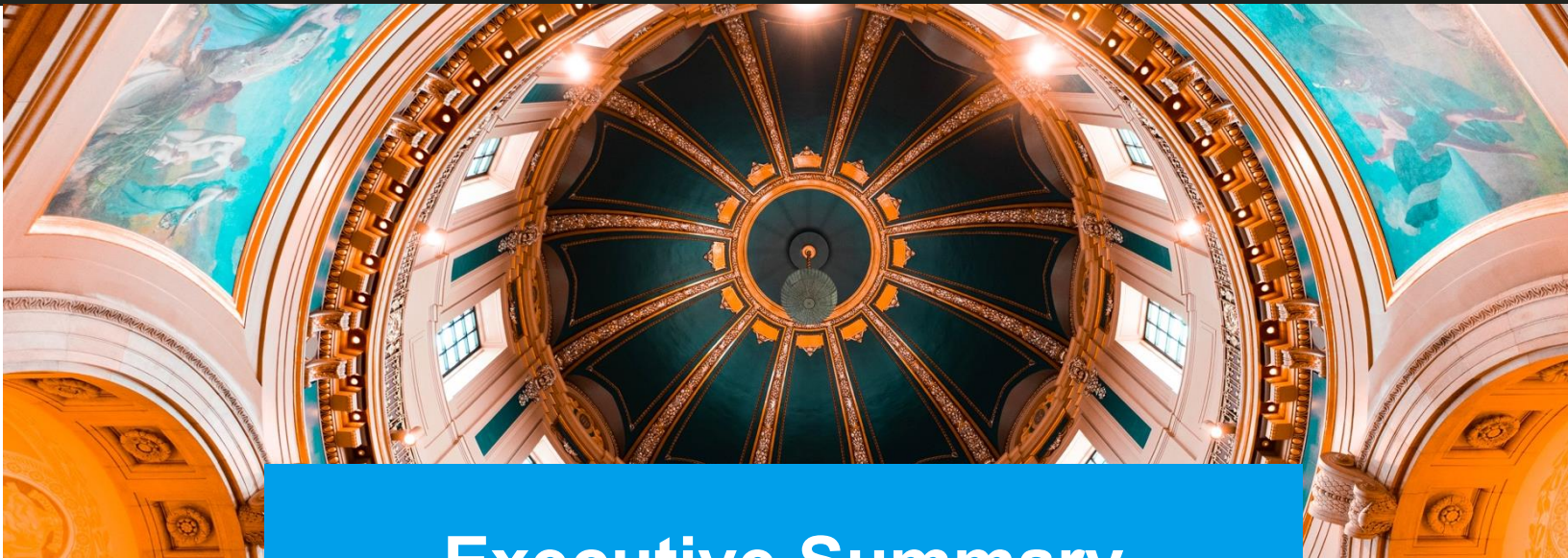
Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided to the City Council on each Agenda item in advance from Staff and appointed Commissions; and decisions are based on this information and past

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.

2025 Legislative Review

The city of North Branch





Executive Summary

The City of North Branch had a highly active and productive year at the Capitol during the 2025 legislative session, focused on advancing its priority infrastructure project and strengthening relationships with key decision-makers. Following the election of two new House Representatives in November 2024, Larkin Hoffman Public Affairs (LHPA) promptly initiated outreach to ensure both legislators were informed and aligned with the city's goals. This early engagement helped establish strong working relationships and ensured North Branch's interests were represented from the outset of the session.

A major milestone was achieved when North Branch secured its first-ever hearing in the House Capital Investment Committee. This accomplishment, made possible through LHPA's strategic advocacy, significantly elevated the city's visibility among legislative leadership and positioned the project for future consideration. In addition, LHPA successfully engaged all three Capital Investment chairs, further reinforcing the city's presence in critical funding discussions.

Recognizing the challenges posed by a non-earmarked capital investment bill, LHPA also identified and presented alternative funding sources to the city. These options provided new pathways for pursuing project support outside of traditional appropriations, helping to maintain momentum despite broader legislative constraints.

Overall, LHPA's proactive approach and targeted engagement efforts laid a strong foundation for future success. Continued relationship-building and strategic advocacy will be essential as North Branch works to secure state support in upcoming sessions.



Legislative Priorities & Other Items of Interest

Capital Investment Special Session – Bill H.F. 18 (Lee-Franson / Pappas)

The 2025 Capital Investment bill (H.F. 18) was the final piece of legislation passed during the special session and was signed into law by Gov. Tim Walz on 6/14/25. The bill was authored by Sen. Sandy Pappas (DFL–St. Paul) in the Senate and Rep. Mary Franson (R–Alexandria) in the House. While the House Capital Investment Committee held extensive public hearings throughout the session, the Senate conducted its deliberations privately. The House DFL initially proposed a \$700 million package focused on asset preservation, while the Senate DFL introduced a \$1.35 billion proposal emphasizing local projects. Concerns over the state's debt capacity and future bonding abilities led to negotiations that ultimately produced a scaled-back bill with bipartisan support—passing 116-15 in the House and 57-10 in the Senate.

Although the final bill did not include earmarks for specific local projects, it did appropriate \$47 million to the Local Road Improvement Program and \$20 million to the Local Bridge Replacement Program.

Throughout the session, Larkin Hoffman Public Affairs (LHPA) played a central role in advocating for North Branch's project. Notably, LHPA secured a hearing for H.F. 1788 (Rymer) in the House Capital Investment Committee on April 10, 2025, and met with key legislative leaders, including both House co-chairs, Senate Chair Sen. Sandy Pappas, and Senate Minority Leader Karin Housley (R–Stillwater). LHPA also arranged a formal meeting between the Mayor, City Administrator, Rep. Fue Lee, the DFL co-chair, to further elevate the city's project.

Following the legislative session, LHPA continued assisting with the city's advocacy efforts at the federal level by supporting City Administrator, Matthew Hill, at his meeting with Congressman Pete Stauber (MN-8). Thanks to Mr. Hill's efforts, after visiting the proposed project locations, Congressman Stauber publicly expressed his support for the initiative.

On October 7th, LHPA secured North Branch's first-ever stop on the House Capital Investment tour. In preparation, LHPA coordinated planning sessions which included Rep. Rymer, developed talking points for presenters, assisted in creating presentation materials, and contributed visual aids to effectively communicate severity of the problem.



Omnibus Supplemental Finance Bills

Transportation Special Session – Bill H.F. 14 2026 Legislative Session

The Legislature also passed the Transportation omnibus bill (H.F. 14) during the special session. Just days before the June 9 special session, transportation committee chairs reached an agreement on a \$9.88 billion transportation budget that met the \$115 million reduction target for fiscal years 2026–2027. Key reductions included \$61.4 million from Metro Transit operations and \$22 million from Greater Minnesota Transit. Furthermore, the bill provided operating budget increases for state roads operations and maintenance, the trunk highway fund, and the Minnesota State Patrol.

LHPA employed a multi-faceted strategy to identify funding sources for North Branch's transportation project. The original House proposal (H.F. 2438) included appropriations of \$15 million for both FY 2026 and FY 2027. However, this funding was not included in the Senate version and was ultimately excluded from the final bill. Through discussions with Rep. Rymer, LHPA learned of the cancellation of the Northern Lights Express rail project, which freed over \$100 million in potential funding. Despite this opportunity, committee chairs chose to use the funds to address other budgetary shortfalls. LHPA will continue to pursue alternative funding sources for the project. The transportation bill passed the House by a vote of 78–55 and the Senate by a vote of 35–32. The bill was signed into law on 6/14/25 by Gov. Tim Walz.ghg

2026 Legislative Session

We expect the 2026 legislative session to be extremely fast paced due to the mid-February start. According to the November forecast the legislature has a surplus of roughly \$2.5 billion for the remainder of the biennium. However, there is a projected budget shortfall of about \$2.96 billion for the following biennium. Additionally, because of the relatively modest size of last year's bonding bill, the state's debt capacity allows for a bill up to \$1.165 billion for 2026.

Republican House Speaker Lisa Demuth (R- Cold Spring) has announced her candidacy for governor, while current governor, Tim Walz, announced his departure from the 2026 governor's race. We expect Republicans to focus on fraud and inflation, while Democrats will focus on gun control and healthcare costs.

In preparation of the 2026 legislative session, Larkin Hoffman Public affairs will schedule a meeting with both Rep. Max Rymer and Sen. Mark Koran. Rep. Jimmy Gordon has a portion of North Branch so we will invite him out of courtesy.

LHPA will then begin securing meetings with all three Capital Investment committee chairs as well as other key committee members. Because LHPA was able to secure a committee hearing in the House of Representatives during the 2025 legislative session, it is unlikely that the committee would grant the city of North Branch another hearing. The Senate did not hold hearings last year, and if the Senate does hold hearings, LHPA will work to secure a hearing in that committee as well.

LHPA will maintain regular communication with the Mayor, City Administrator, and Council members who wish to remain involved. We will also maintain contact with our project's lead authors on an as needed basis to discuss strategy and next steps. Because of the secretive and political nature of the bonding process, the first version of the bonding bill likely will not come out until after third deadline, which is April 17th.

Conclusion

Given the modest size of this year's bill and the fact that all 201 legislators are up for re-election in 2026, a larger capital investment bill with earmarks is anticipated for next year. While the 2025 special session did not result in direct appropriations for the city's targeted projects, significant progress was made in terms of advocacy and relationship-building. Continued engagement with legislative leaders and federal partners is strongly recommended in preparation for the 2026 session, which is expected to offer a more favorable environment for securing project funding.

2025 Legislative Review

4898-2250-2790, v. 2

City of North Branch





Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 12/12/2025

Board & Commission: City Council

Subject: Claims

Claims Summary

Voting Requirements:

Voting Options Simple Majority

City of North Branch

ACH Checks

6013 to 6049 - \$433,065.81

Checks

92672 to 92837 - \$760,454.74

Payroll

12/19/2025 - \$132,557.07

01/02/2026 - \$134,915.28

Accounts Payable

Computer Check Proof List by Vendor

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Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 1	ACH Enabled: False
1F6W-JPQD-PHJK	OPERATING SUPPLIES	41.98	12/12/2025	101-41940-50210	
1FDD-FGCX-KJKT	OPERATING SUPPLIES	54.44	12/12/2025	101-41420-50210	
1JC3-P79C-KCP6	MOTOROLLA ANTENNA	13.99	12/12/2025	101-42110-50237	
	Check Total:	110.41			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 2	ACH Enabled: False
287294265529X12	MOBILE PHONES-CITY EMPLOYEES	1,324.30	12/12/2025	101-41420-50321	
	Check Total:	1,324.30			
Vendor: 1228	GREGORY M. CROWELL			Check Sequence: 3	ACH Enabled: False
20130190	PD WINDSHIELD REPLACE	840.00	12/12/2025	101-42110-50404	
	Check Total:	840.00			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 4	ACH Enabled: False
24116 NOV	GENERAL MUNI/REAL ESTATE	10,101.25	12/12/2025	101-41610-50304	
24116 NOV	GENERAL MUNI PD	666.25	12/12/2025	101-42110-50304	
24116 NOV	GENERAL MUNI - EDA	645.00	12/12/2025	201-46500-50304	
24116 NOV	GENERAL MUNI - MEADOWS RIDGE	107.50	12/12/2025	101-00000-21165	
24190 NOV	GENERAL LABOR/EMP	660.00	12/12/2025	101-41610-50304	
24190 NOV	GENERAL LABOR/EMP-PD	165.00	12/12/2025	101-42110-50304	
	Check Total:	12,345.00			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 5	ACH Enabled: False
1926544	PUBLIC HEARING NOTICE	6.83	12/12/2025	101-41400-50351	
1926545	PUBLIC HEARING NOTICE	13.65	12/12/2025	201-46500-50351	

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1927829	ORDINANCE 400-25	5.85	12/12/2025	101-41400-50351	
1927830	ORDINANCE 401-25	6.83	12/12/2025	101-41400-50351	
	Check Total:	33.16			
Vendor: 1268	IUOE Local #49			Check Sequence: 6	ACH Enabled: False
DEC 2025	UNION DUES DEC 2025	490.00	12/12/2025	101-00000-21708	
	Check Total:	490.00			
Vendor: 1269	IUOE Local 49 Fringe Benefit			Check Sequence: 7	ACH Enabled: False
JAN 2026 CITY	HEALTH FOR CITY EMPLOYEES	56,704.00	12/12/2025	101-00000-15500	
	Check Total:	56,704.00			
Vendor: 1305	c/o Berkley Risk Administrators Company League Of MN Cities Ins. Trust-WC			Check Sequence: 8	ACH Enabled: False
2026 WC INS	2026 W/C INSURANCE PREMIUM	162,346.00	12/12/2025	101-00000-15500	
	Check Total:	162,346.00			
Vendor: 1308	LegalShield			Check Sequence: 9	ACH Enabled: False
FOR DEC 2025	PAYROLL DEDUCTIONS	46.85	12/12/2025	101-00000-21712	
	Check Total:	46.85			
Vendor: 1353	MIDCONTINENT			Check Sequence: 10	ACH Enabled: False
16640100115089	CITYWIDE INTERNET SERVICE	1,081.17	12/12/2025	101-41420-50243	
	Check Total:	1,081.17			
Vendor: 1869	Mike Armstrong Contracting			Check Sequence: 11	ACH Enabled: False
498	WATER LINE REPAIR	2,895.00	12/12/2025	615-49550-50300	
499	WATER LINE REPAIR	4,390.00	12/12/2025	615-49550-50300	
	Check Total:	7,285.00			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 12	ACH Enabled: False
FOR DEC 2025	CORRECTION TO DEC 2025	25.00	12/12/2025	101-00000-21708	
FOR NOV 2025	CORRECTION TO NOV 2025	25.00	12/12/2025	101-00000-21708	
	Check Total:	50.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 13	ACH Enabled: False
NOV 2025	NOV 2025 MOTOR FUELS - FD	621.95	12/12/2025	101-42280-50212	
NOV 2025	NOV 2025 MOTOR FUELS - PD	2,842.22	12/12/2025	101-42110-50212	
NOV 2025	NOV 2025 MOTOR FUELS - PW	418.89	12/12/2025	101-43000-50212	
NOV 2025	NOV 2025 MOTOR FUELS - GEN	43.05	12/12/2025	620-49600-50212	
NOV 2025	NOV 2025 MOTOR FUELS - WW	174.24	12/12/2025	602-49450-50212	
NOV 2025	NOV 2025 MOTOR FUELS - WATER	120.23	12/12/2025	615-49550-50212	
NOV 2025	NOV 2025 MOTOR FUELS - BLDG	56.05	12/12/2025	101-42400-50212	
NOV 2025	NOV 2025 MOTOR FUELS - PARKS	124.07	12/12/2025	101-45000-50212	
	Check Total:	4,400.70			
Vendor: 2293	On-Line Retrievers			Check Sequence: 14	ACH Enabled: False
NOV 2025	NOV ANIMAL CONTROL FEES	614.00	12/12/2025	101-42700-50310	
	Check Total:	614.00			
Vendor: 1482	Post Haste Business Solutions			Check Sequence: 15	ACH Enabled: False
144272	FedEx Priority Overnight- Falcon Apts	47.30	12/12/2025	101-41940-50322	
	Check Total:	47.30			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 16	ACH Enabled: False
310906621	OPERATING	16.14	08/21/2025	609-48000-50210	
855617-09-25	OPERATING SUPPLIES	16.14	11/06/2028	609-48000-50210	
	Check Total:	32.28			
Vendor: 2019	QUADIENT, INC			Check Sequence: 17	ACH Enabled: False
17870131	POSTAGE MACHINE INK	217.70	12/12/2025	101-41940-50210	
30280874	POSTAGE	700.00	12/12/2025	101-41940-50322	
	Check Total:	917.70			
Vendor: 2039	Shermik Tree Farms LLC			Check Sequence: 18	ACH Enabled: False
6115	10 TREES PLANTED-NORTHWOODS	5,250.00	12/12/2025	101-45000-50300	
	Check Total:	5,250.00			
Vendor: 1735	Rebecca Steele			Check Sequence: 19	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
53521SF	BCA TRAINING-HOTEL	315.98	12/12/2025	101-42110-50331	
55450	BCA TRAINING	300.00	12/12/2025	101-42110-50332	
	Check Total:	615.98			
Vendor: 1550	STREICHERS			Check Sequence: 20	ACH Enabled: False
1796801	New Hire Uniform	24.98	12/12/2025	101-42110-50237	
1797023	New Hire Uniform	219.96	12/12/2025	101-42110-50237	
1797320	New Hire Uniform	438.96	12/12/2025	101-42110-50237	
	Check Total:	683.90			
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Accounts Payable

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Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 1	ACH Enabled: False
16842059	MONITORING JAN 2026	56.16	12/19/2025	101-00000-15500	
16842061	MONITORING JAN 2026	70.45	12/19/2025	101-00000-15500	
	Check Total:	126.61			
Vendor: 1010	Alex Air Apparatus 2 LLC			Check Sequence: 2	ACH Enabled: False
53419	SMALL TOOLS & MINOR EQUIP	3,530.43	12/19/2025	101-42280-50240	
	Check Total:	3,530.43			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 3	ACH Enabled: False
1JVM-Y17T-JJXX	FLARES & CONTAINER	233.14	12/19/2025	101-42110-50210	
	Check Total:	233.14			
Vendor: 1646	Ameritas			Check Sequence: 4	ACH Enabled: False
1219 AMER	DEFERRED COMP 12/19/2025	90.00	12/19/2025	101-00000-21705	
	Check Total:	90.00			
Vendor: 1031	Aspen Mills			Check Sequence: 5	ACH Enabled: False
367194	UNIFORM - JZ	555.89	12/19/2025	101-42110-50237	
	Check Total:	555.89			
Vendor: 2144	AT&T			Check Sequence: 6	ACH Enabled: False
6730969011	BILLING @ HAND ACCT	31.30	12/19/2025	101-41420-50321	
	Check Total:	31.30			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 7	ACH Enabled: False
3116603	DIESEL	1,741.46	12/19/2025	615-49550-50212	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
3116603	DIESEL	1,483.47	12/19/2025	602-49450-50212	
	Check Total:	3,224.93			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 8	ACH Enabled: False
0110594100	N/A SALES	142.65	12/18/2025	609-49750-50250	
0209797600	LIQUOR	694.73	12/18/2025	609-49750-50251	
0209800200	LIQUOR	2,726.41	12/18/2025	609-49750-50251	
0300521700	THC	409.90	12/18/2025	609-49750-50254	
	Check Total:	3,973.69			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 9	ACH Enabled: False
124586295	LIQUOR	858.70	12/18/2025	609-48000-50251	
124586433	LIQUOR	1,057.10	12/18/2025	609-49750-50251	
124695438	WINE	316.95	12/18/2025	609-48000-50253	
124698272	LIQUOR	211.37	12/18/2025	609-49750-50251	
124698273	WINE	771.55	12/18/2025	609-49750-50253	
414185121	N/A SALES CREDIT	-4.62	12/18/2025	609-49750-50250	
414185122	LIQUOR CREDIT	-10.64	12/18/2025	609-49750-50251	
	Check Total:	3,200.41			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 10	ACH Enabled: False
3224237	N/A SALES	44.00	12/18/2025	609-49750-50250	
3224237	BEER	1,081.50	12/18/2025	609-49750-50252	
3224237	LIQUOR	44.25	12/18/2025	609-49750-50251	
3224249	BEER	425.30	12/18/2025	609-48000-50252	
3224249	LIQUOR	450.00	12/18/2025	609-48000-50251	
	Check Total:	2,045.05			
Vendor: 2209	Wendy Chelberg			Check Sequence: 11	ACH Enabled: False
Q4 PTOS ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/19/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 2309	CHISAGO COUNTY HISTORICAL SOCIETY			Check Sequence: 12	ACH Enabled: False
101	PARK SIGNS	109.28	12/19/2025	486-46500-50506	

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	Check Total:	109.28			
Vendor: 2124	Steve Cich			Check Sequence: 13	ACH Enabled: False
Q4 PC ATT	Q4 2026 COMMISSION ATTENDANCE	50.00	12/19/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 1109	CINTAS			Check Sequence: 14	ACH Enabled: False
4251927019	UNIFORMS	2.77	12/19/2025	101-45500-50237	
4251927019	UNIFORMS	0.40	12/19/2025	609-49750-50237	
4251927019	UNIFORMS	1.34	12/19/2025	101-42110-50237	
4251927019	UNIFORMS	0.40	12/19/2025	101-45000-50237	
4251927019	UNIFORMS	25.27	12/19/2025	615-49550-50237	
4251927019	UNIFORMS	9.19	12/19/2025	612-49700-50237	
4251927019	MATS/SUPPLIES	10.55	12/19/2025	101-43000-50300	
4251927019	UNIFORMS	11.09	12/19/2025	602-49450-50237	
4251927019	UNIFORMS	2.58	12/19/2025	620-49600-50237	
4251927019	UNIFORMS	4.35	12/19/2025	101-41940-50237	
4251927019	UNIFORMS	76.67	12/19/2025	101-43000-50237	
4251927055	SUPPLIES/FLOOR MATS	10.01	12/19/2025	602-49450-50300	
4251927055	UNIFORMS	20.52	12/19/2025	602-49450-50237	
4252565846	SUPPLIES/FLOOR MATS	22.62	12/19/2025	602-49450-50300	
4252565846	UNIFORMS	30.53	12/19/2025	602-49450-50237	
4252579570	SUPPLIES/FLOOR MATS	27.31	12/19/2025	101-45500-50300	
4252579663	FLOOR MATS	14.42	12/19/2025	101-42280-50300	
4252579685	SUPPLIES/FLOOR MATS	70.91	12/19/2025	101-41940-50300	
4252579822	SUPPLIES/FLOOR MATS	49.36	12/19/2025	609-49750-50300	
4252579876	SUPPLIES/FLOOR MATS	48.49	12/19/2025	609-48000-50300	
	Check Total:	438.78			
Vendor: 1114	Coffee Mill Inc			Check Sequence: 15	ACH Enabled: False
276794	PD COFFEE	77.00	12/19/2025	101-42110-50210	
	Check Total:	77.00			
Vendor: 1122	Crystal Springs Ice			Check Sequence: 16	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
02-503290	N/A SALES	103.84	12/18/2025	609-49750-50250	
	Check Total:	103.84			
Vendor: 1688	Custom Fire Apparatus, Inc.			Check Sequence: 17	ACH Enabled: False
24696	TAG/KIT	29.33	12/19/2025	101-42280-50404	
	Check Total:	29.33			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 18	ACH Enabled: False
2640944	THC CREDIT	-10.00	12/18/2025	609-49750-50254	
2640977	LIQUOR	1,086.60	12/18/2025	609-49750-50251	
2640978	N/A SALES	82.18	12/18/2025	609-49750-50250	
2640979	THC	673.00	12/18/2025	609-49750-50254	
2640998	THC	148.00	12/18/2025	609-48000-50254	
2641019	LIQUOR	204.20	12/18/2025	609-48000-50251	
2641023	BEER	2,108.75	12/18/2025	609-48000-50252	
2641024	BEER	8,261.10	12/18/2025	609-49750-50252	
2646849	LIQUOR	105.20	12/18/2025	609-49750-50251	
2646850	THC	663.00	12/18/2025	609-49750-50254	
2646900	LIQUOR	251.80	12/18/2025	609-48000-50251	
2646901	BEER	1,510.85	12/18/2025	609-48000-50252	
2646902	N/A SALES	285.05	12/18/2025	609-49750-50250	
2646903	BEER	9,235.95	12/18/2025	609-49750-50252	
	Check Total:	24,605.68			
Vendor: 1143	Dr Pepper Snapple Group			Check Sequence: 19	ACH Enabled: False
4849207307	N/A SALES	256.50	12/18/2025	609-49750-50250	
	Check Total:	256.50			
Vendor: 2256	NATHAN EHALT			Check Sequence: 20	ACH Enabled: False
Q4 PC ATT	2025 Q4 COMMISSION ATTENDANCE	50.00	12/19/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 1152	EHLERS			Check Sequence: 21	ACH Enabled: False
104072	GENERAL TIF SERVICES	1,045.00	12/19/2025	201-46500-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,045.00			
Vendor: 2240	GigFire LLC			Check Sequence: 22	ACH Enabled: False
751055	PARKS WIFI FOR JAN 2026	70.00	12/19/2025	101-00000-15500	
	Check Total:	70.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 23	ACH Enabled: False
5110646	126 BILLABLE LOCATES	56.70	12/19/2025	612-49700-50300	
5110646	126 BILLABLE LOCATES	56.70	12/19/2025	602-49450-50300	
5110646	126 BILLABLE LOCATES	56.70	12/19/2025	615-49550-50300	
	Check Total:	170.10			
Vendor: 1225	Graybar			Check Sequence: 24	ACH Enabled: False
9351211552	REPAIRS & MAINTENANCE	554.12	12/19/2025	602-49450-50401	
	Check Total:	554.12			
Vendor: 1234	Hach Company			Check Sequence: 25	ACH Enabled: False
14781671	CHEMICALS	1,215.50	12/19/2025	615-49550-50272	
	Check Total:	1,215.50			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 26	ACH Enabled: False
7273639	CHEMICALS	4,635.15	12/19/2025	615-49550-50272	
7280806	CHEMICALS	60.00	12/19/2025	602-49450-50272	
	Check Total:	4,695.15			
Vendor: 1998	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY			Check Sequence: 27	ACH Enabled: False
100001564554	2026 NETWORK SWITCHED/FIREWALLS	1,849.78	12/19/2025	101-00000-15500	
	Check Total:	1,849.78			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 28	ACH Enabled: False
987788	ADVERTISING	70.00	12/18/2025	609-49750-50340	
	Check Total:	70.00			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 29	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
159653	LIQUOR CREDIT	-384.34	12/18/2025	609-49750-50251	
2940065	LIQUOR	3,291.16	12/18/2025	609-49750-50251	
2940066	LIQUOR	5,184.56	12/18/2025	609-49750-50251	
2940067	WINE	93.78	12/18/2025	609-49750-50253	
2940068	LIQUOR	4,600.92	12/18/2025	609-49750-50251	
2940069	WINE	546.72	12/18/2025	609-49750-50253	
2940070	LIQUOR	371.03	12/18/2025	609-48000-50251	
2940071	LIQUOR	2,409.32	12/18/2025	609-48000-50251	
2940072	WINE	73.84	12/18/2025	609-48000-50253	
2940073	LIQUOR	2,782.76	12/18/2025	609-48000-50251	
2945161	LIQUOR	652.83	12/18/2025	609-49750-50251	
2945162	LIQUOR	0.15	12/18/2025	609-48000-50251	
2945163	LIQUOR	118.84	12/18/2025	609-49750-50251	
2945164	WINE	1,076.48	12/18/2025	609-49750-50253	
2945165	THC	662.60	12/18/2025	609-49750-50254	
2945166	N/A SALES	49.84	12/18/2025	609-49750-50250	
2945167	WINE	444.03	12/18/2025	609-49750-50253	
2945168	LIQUOR	495.54	12/18/2025	609-49750-50251	
2945169	LIQUOR	748.02	12/18/2025	609-48000-50251	
2945170	LIQUOR	309.68	12/18/2025	609-48000-50251	
2945171	WINE	566.40	12/18/2025	609-48000-50253	
2945172	WINE	186.62	12/18/2025	609-48000-50253	
2945173	LIQUOR	267.33	12/18/2025	609-48000-50251	
	Check Total:	24,548.11			
Vendor: 1281	Jones Contruction Services Inc			Check Sequence: 30	ACH Enabled: False
5075	ROLL OFF FOR COLD STORAGE	600.00	12/19/2025	101-43000-50387	
	Check Total:	600.00			
Vendor: 2229	Kurita America Inc.			Check Sequence: 31	ACH Enabled: False
931484	GASKET REPLACE	433.30	12/19/2025	615-49550-50404	
	Check Total:	433.30			
Vendor: 1949	Farfum Ladroma			Check Sequence: 32	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Q4 PTOS ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/19/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1685 002473	Lakes Brewing Company BEER	256.00	12/18/2025	Check Sequence: 33 609-49750-50252	ACH Enabled: False
	Check Total:	256.00			
Vendor: 1878 867315	Larkin Hoffman Attorneys Legislative Representation NOV 2025	2,500.00	12/19/2025	Check Sequence: 34 101-41800-50300	ACH Enabled: False
	Check Total:	2,500.00			
Vendor: 1300 223864	Larson Implement RENTAL	5,000.00	12/19/2025	Check Sequence: 35 602-49450-50407	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 1176 15008848109 15008889537	M Health Fairview VISIT 15008848109 ON 12/2/2025 VISIT 15008889527 ON 11/25/2025	269.04 151.00	12/19/2025 12/19/2025	Check Sequence: 36 101-43000-50406 101-42110-50314	ACH Enabled: False
	Check Total:	420.04			
Vendor: 1327 P59652	MACQUEEN EQUIPMENT INC. FACE PIECES/LENSES	1,323.16	12/19/2025	Check Sequence: 37 101-42280-50222	ACH Enabled: False
	Check Total:	1,323.16			
Vendor: 2261 3419	MAERTENS-BRENNY CONSTRUCTION COMPANY TUCK POINTING/DOOR REPLACE-FINAL	15,430.00	12/19/2025	Check Sequence: 38 101-42280-50401	ACH Enabled: False
	Check Total:	15,430.00			
Vendor: 1643 837827 837827 837856 837864 837918	McDonald Distributing N/A SALES BEER LIQUOR BEER CREDIT BEER	21.40 1,045.20 273.50 -223.10 7,277.60	12/18/2025 12/18/2025 12/18/2025 12/18/2025 12/18/2025	Check Sequence: 39 609-48000-50250 609-48000-50252 609-49750-50251 609-49750-50252 609-49750-50252	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
837918	THC	71.76	12/18/2025	609-49750-50254	
837918	N/A SALES	108.90	12/18/2025	609-49750-50250	
837918	LIQUOR	67.20	12/18/2025	609-49750-50251	
838818	BEER CREDIT	-62.55	12/18/2025	609-49750-50252	
838954	LIQUOR	213.20	12/18/2025	609-48000-50251	
838954	THC	143.52	12/18/2025	609-48000-50254	
838954	BEER	1,564.95	12/18/2025	609-48000-50252	
838972	LIQUOR	273.50	12/18/2025	609-49750-50251	
838974	BEER	6,308.20	12/18/2025	609-49750-50252	
838974	N/A SALES	42.80	12/18/2025	609-49750-50250	
8860726	BEER CREDIT	-21.10	12/18/2025	609-48000-50252	
	Check Total:	17,104.98			
Vendor: 1408	Monarch Flooring, LLP			Check Sequence: 40	ACH Enabled: False
1022	LIBRARY FLOORING	5,701.57	12/19/2025	101-45500-50401	
	Check Total:	5,701.57			
Vendor: 1411	Moose Lake Brewing Co. LLC			Check Sequence: 41	ACH Enabled: False
48-011	BEER	93.00	12/18/2025	609-48000-50252	
48-013	BEER	198.00	12/18/2025	609-49750-50252	
	Check Total:	291.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 42	ACH Enabled: False
17254	PD TECH SUPPORT 11/26/2025	187.50	12/19/2025	101-41420-50300	
17341	PD TECH SUPPORT 12/1/2025	187.50	12/19/2025	101-41420-50300	
17351	PREP FOR DOMAIN .GOV 12/2/2025	62.50	12/19/2025	101-41420-50300	
17426	VERKADA CAMERA ISSUES 12/5/2025	62.50	12/19/2025	101-41420-50300	
	Check Total:	500.00			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 43	ACH Enabled: False
JAN 2026	NCPERS GROUP LIFE	48.00	12/19/2025	101-00000-15500	
	Check Total:	48.00			
Vendor: 2118	Nelco Electric LLC			Check Sequence: 44	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
120825-2	ELEC REPAIRS/MAINT FD	1,504.39	12/19/2025	101-42280-50401	
	Check Total:	1,504.39			
Vendor: 1449	Nuss Truck & Equipment			Check Sequence: 45	ACH Enabled: False
PSO255499-1	M9 REPAIR	746.33	12/19/2025	101-43000-50404	
	Check Total:	746.33			
Vendor: 1763	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE			Check Sequence: 46	ACH Enabled: False
DV25110446	WIDE AREA NETWORK - NOV 2025	1,150.00	12/19/2025	101-41420-50243	
	Check Total:	1,150.00			
Vendor: 2310	OTTO, ROSS			Check Sequence: 47	ACH Enabled: False
2025 PC ATT	2025 COMMISSION ATTENDANCE	200.00	12/19/2025	101-41110-50331	
	Check Total:	200.00			
Vendor: 2263	Palmdale Fab, LLC			Check Sequence: 48	ACH Enabled: False
1211202501	FD VEHICLE CUSTOMIZATIONS	3,700.00	12/19/2025	101-42280-50404	
	Check Total:	3,700.00			
Vendor: 1893	Parman Energy Group, LLC			Check Sequence: 49	ACH Enabled: False
364785	OIL	342.01	12/19/2025	101-43000-50404	
	Check Total:	342.01			
Vendor: 1955	Sara Paul			Check Sequence: 50	ACH Enabled: False
Q4 EDA ATT	2025 Q4 COMMISSION ATTENDANCE	50.00	12/19/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 51	ACH Enabled: False
5089727	LIQUOR	560.47	12/18/2025	609-49750-50251	
5089728	LIQUOR	532.90	12/18/2025	609-49750-50251	
5089729	N/A SALES	89.84	12/18/2025	609-49750-50250	
5089730	LIQUOR	1,442.03	12/18/2025	609-48000-50251	
5093543	LIQUOR	2,702.07	12/18/2025	609-49750-50251	
5093544	LIQUOR	267.16	12/18/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
5093544	WINE	1,725.01	12/18/2025	609-49750-50253	
5093545	N/A SALES	63.43	12/18/2025	609-49750-50250	
5093546	THC	181.00	12/18/2025	609-49750-50254	
5093547	WINE	279.52	12/18/2025	609-48000-50253	
5093548	LIQUOR	100.84	12/18/2025	609-48000-50251	
5093549	WINE	862.05	12/18/2025	609-48000-50253	
	Check Total:	8,806.32			
Vendor: 1484	Premium Waters Inc.			Check Sequence: 52	ACH Enabled: False
310906621	OPERATING SUPPLIES	16.14	12/18/2025	609-48000-50210	
855536-11-25	OPERATING SUPPLIES	18.41	12/18/2025	609-49750-50210	
855617-10-25	OPERATING SUPPLIES	16.14	12/18/2025	609-48000-50210	
855617-11-25	OPERATING SUPPLIES	16.14	12/18/2025	609-48000-50210	
	Check Total:	66.83			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 53	ACH Enabled: False
W-111545	BEER	144.17	12/18/2025	609-48000-50252	
	Check Total:	144.17			
Vendor: 2245	Pye-Barker Fire & Safety, LLC			Check Sequence: 54	ACH Enabled: False
358692	FIRE EXT RECHARGE/INSP	547.88	12/19/2025	101-42280-50401	
	Check Total:	547.88			
Vendor: 2019	QUADIENT, INC			Check Sequence: 55	ACH Enabled: False
Q2129479	POSTAGE MACHINE LEASE	184.77	12/19/2025	101-00000-15500	
	Check Total:	184.77			
Vendor: 2068	QUALITY LOCKSMITH, INC.			Check Sequence: 56	ACH Enabled: False
QLS31458	REPAIRS	720.87	12/19/2025	615-49550-50401	
	Check Total:	720.87			
Vendor: 1494	Red Bull Distribution Company			Check Sequence: 57	ACH Enabled: False
2030257889	N/A SALES	114.22	12/18/2025	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	114.22			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 58	ACH Enabled: False
B020694	TESTING	124.60	12/19/2025	615-49550-50315	
B020746	TESTING	217.00	12/19/2025	602-49450-50315	
B020747	TESTING	105.00	12/19/2025	615-49550-50315	
B020813	TESTING	124.60	12/19/2025	602-49450-50315	
	Check Total:	571.20			
Vendor: 1513	Safe-Fast, Inc.			Check Sequence: 59	ACH Enabled: False
317945	UNIFORMS	45.90	12/19/2025	101-43000-50237	
317945	UNIFORMS	8.10	12/19/2025	620-49600-50237	
	Check Total:	54.00			
Vendor: 1515	Safety-Kleen			Check Sequence: 60	ACH Enabled: False
98701339	USED OIL DISPOSAL	321.00	12/19/2025	101-43000-50300	
98701456	USED OIL DISPOSAL	306.12	12/19/2025	101-43000-50300	
	Check Total:	627.12			
Vendor: 2126	Marshall Saunders			Check Sequence: 61	ACH Enabled: False
Q4 EDA ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/19/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1519	Schaefer, Gary			Check Sequence: 62	ACH Enabled: False
Q4 PC ATT	2025 Q4 COMMISSION ATTENDANCE	50.00	12/19/2025	101-41110-50331	
	Check Total:	50.00			
Vendor: 2070	Short-Elliott-Hendrickson, Inc.			Check Sequence: 63	ACH Enabled: False
498707	SPILL PROTECTION PLAN	1,000.00	12/19/2025	101-43000-50300	
498707	SPILL PROTECTION PLAN	2,000.00	12/19/2025	620-49600-50300	
498707	SPILL PROTECTION PLAN	1,000.00	12/19/2025	602-49450-50300	
	Check Total:	4,000.00			
Vendor: 1527	SMALL LOT MN			Check Sequence: 64	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
MN110225	WINE	790.00	12/18/2025	609-49750-50253	
MN110226	WINE	832.00	12/18/2025	609-48000-50253	
	Check Total:	1,622.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 65	ACH Enabled: False
2699953	LIQUOR	3,076.87	12/18/2025	609-49750-50251	
2699954	WINE	226.76	12/18/2025	609-49750-50253	
2702182	WINE	506.91	12/18/2025	609-48000-50253	
2702182	LIQUOR	1,089.86	12/18/2025	609-48000-50251	
2702666	LIQUOR	3,156.00	12/18/2025	609-49750-50251	
2702667	WINE	2,398.98	12/18/2025	609-49750-50253	
	Check Total:	10,455.38			
Vendor: 1735	Rebecca Steele			Check Sequence: 66	ACH Enabled: False
55450	2025 BCA TRAINING REIMBURSE	300.00	12/19/2025	101-42110-50331	
	Check Total:	300.00			
Vendor: 1550	STREICHERS			Check Sequence: 67	ACH Enabled: False
1798308	NEW HIRE VEST	1,908.99	12/19/2025	101-42110-50201	
	Check Total:	1,908.99			
Vendor: 1956	Jessica Thelander			Check Sequence: 68	ACH Enabled: False
Q4 EDA ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/19/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 69	ACH Enabled: False
540841411	COPY MACHINE LEASE	185.00	12/19/2025	101-41420-50219	
	Check Total:	185.00			
Vendor: 1586	Uline			Check Sequence: 70	ACH Enabled: False
44778024	OPERATING SUPPLIES	135.00	12/19/2025	101-41940-50210	
44778024	OPERATING SUPPLIES	225.00	12/19/2025	101-45500-50210	
44778024	OPERATING SUPPLIES	180.00	12/19/2025	101-41940-50210	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	540.00			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 71	ACH Enabled: False
3816280	N/A SALES	210.15	12/18/2025	609-49750-50250	
3816341	N/A SALES	207.20	12/18/2025	609-49750-50250	
	Check Total:	417.35			
Vendor: 1620	Wilson, Lynn			Check Sequence: 72	ACH Enabled: False
Q4 PTOS ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/19/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1622	WINE MERCHANTS			Check Sequence: 73	ACH Enabled: False
7545954	WINE	285.18	12/18/2025	609-49750-50253	
7545955	WINE	588.70	12/18/2025	609-48000-50253	
	Check Total:	873.88			
Vendor: 1624	Winnick Supply, Inc.			Check Sequence: 74	ACH Enabled: False
86491	FIRE HALL REPAIRS	96.66	12/19/2025	101-42280-50401	
	Check Total:	96.66			
	Total for Check Run:	166,912.04			
	Total of Number of Checks:	74			

Accounts Payable

Computer Check Proof List by Vendor *12/30/2025* *Reed Rediske*

User: TiffaniFolstad
Printed: 12/30/2025 - 3:19PM
Batch: 00004.12.2025 - 12302025



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 1	ACH Enabled: False
1NR9-C3X6-CY1N	OFFICE SUPPLIES PD	173.78	12/30/2025	101-42110-50210	
	Check Total:	173.78			
Vendor: 1646	Ameritas			Check Sequence: 2	ACH Enabled: False
0102 AMER	DEF COMP 1/2/2026	90.00	12/30/2025	101-00000-15500	
	Check Total:	90.00			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 3	ACH Enabled: False
0110648500	N/A SALES	104.63	12/30/2025	609-49750-50250	
0110648500	OPERATING SUPPLIES	277.87	12/30/2025	609-49750-50210	
0110648600	N/A SALES	26.79	12/30/2025	609-48000-50250	
0110648600	OPERATING SUPPLIES	100.29	12/30/2025	609-48000-50210	
0209942700	LIQUOR	2,732.16	12/30/2025	609-49750-50251	
0209942700	WINE	492.64	12/30/2025	609-49750-50253	
0209946800	LIQUOR	989.75	12/30/2025	609-48000-50251	
0210008800	LIQUOR	1,670.15	12/30/2025	609-49750-50251	
0210009100	LIQUOR	1,276.25	12/30/2025	609-48000-50251	
	Check Total:	7,670.53			
Vendor: 1052	BERNICKS			Check Sequence: 4	ACH Enabled: False
10433252	BEER	2,190.10	12/30/2025	609-48000-50252	
10433258	N/A SALES	61.50	12/30/2025	609-49750-50250	
10433258	BEER	3,448.95	12/30/2025	609-49750-50252	
10433259	N/A SALES	18.48	12/30/2025	609-49750-50250	
10433260	BEER CREDIT	-40.94	12/30/2025	609-49750-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10435829	BEER	610.20	12/30/2025	609-48000-50252	
10435834	BEER	2,900.20	12/30/2025	609-49750-50252	
10435835	BEER CREDIT	-5.97	12/30/2025	609-49750-50252	
10438391	N/A SALES	128.00	12/30/2025	609-48000-50250	
10438391	BEER	1,601.25	12/30/2025	609-48000-50252	
10438392	BEER CREDIT	-12.36	12/30/2025	609-48000-50252	
10438399	THC	154.50	12/30/2025	609-49750-50254	
10438400	N/A SALES	255.80	12/30/2025	609-49750-50250	
10438400	BEER	3,943.30	12/30/2025	609-49750-50252	
10438401	N/A SALES	20.00	12/30/2025	609-49750-50250	
10438402	BEER CREDIT	-16.80	12/30/2025	609-49750-50252	
10440353	BEER	1,176.40	12/30/2025	609-48000-50252	
10440358	BEER	1,611.50	12/30/2025	609-49750-50252	
10440359	N/A SALES	24.90	12/30/2025	609-49750-50250	
10440360	BEER CREDIT	-19.60	12/30/2025	609-49750-50252	
	Check Total:	18,049.41			
Vendor: 1066	Breakthru Beverage MN			Check Sequence: 5	ACH Enabled: False
124807809	LIQUOR	114.49	12/30/2025	609-48000-50251	
124809147	LIQUOR	243.97	12/30/2025	609-49750-50251	
124812011	LIQUOR	100.00	12/30/2025	609-48000-50251	
124814102	LIQUOR	264.43	12/30/2025	609-48000-50251	
124814103	WINE	113.65	12/30/2025	609-48000-50253	
124814104	N/A SALES	25.65	12/30/2025	609-48000-50250	
124814247	LIQUOR	1,513.95	12/30/2025	609-49750-50251	
124814248	WINE	527.55	12/30/2025	609-49750-50253	
124814249	N/A SALES	25.65	12/30/2025	609-49750-50250	
124893431	WINE	259.30	12/30/2025	609-48000-50253	
124893432	LIQUOR	987.71	12/30/2025	609-48000-50251	
124893433	WINE	1.65	12/30/2025	609-48000-50253	
124893434	LIQUOR	75.00	12/30/2025	609-48000-50251	
124893717	LIQUOR	7,859.48	12/30/2025	609-49750-50251	
124893718	WINE	702.60	12/30/2025	609-49750-50253	
124893719	WINE	1.65	12/30/2025	609-49750-50253	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
124894457	LIQUOR	75.00	12/30/2025	609-49750-50251	
414324901	WINE CREDIT	-225.65	12/30/2025	609-49750-50253	
	Check Total:	12,666.08			
Vendor: 1098	CHISAGO COUNTY AUDITOR-TREASURER			Check Sequence: 6	ACH Enabled: False
11.01070.54	PID 11.01070.54	6.72	12/30/2025	612-49700-50455	
11.01070.55	PID 11.01070.55	11.20	12/30/2025	612-49700-50455	
11.01071.21	PID 11.01071.21	8.96	12/30/2025	612-49700-50455	
11.01071.24	PID 11.01071.24	8.96	12/30/2025	612-49700-50455	
11.01073.20	PID 11.01073.20	6.72	12/30/2025	612-49700-50455	
11.01073.21	PID 11.01073.21	44.80	12/30/2025	612-49700-50455	
11.01073.48	PID 11.01073.48	320.45	12/30/2025	612-49700-50455	
11.01073.50	PID 11.01073.50	29.12	12/30/2025	612-49700-50455	
	Check Total:	436.93			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 7	ACH Enabled: False
1836-00056	KEG DEPOSIT CREDIT	-30.00	12/30/2025	609-00000-11560	
2649162	BEER	9,592.95	12/30/2025	609-49750-50252	
2652183	LIQUOR	152.20	12/30/2025	609-48000-50251	
2652214	THC	304.50	12/30/2025	609-48000-50254	
2652220	BEER	4,780.50	12/30/2025	609-48000-50252	
2652221	THC	379.00	12/30/2025	609-49750-50254	
2652222	N/A SALES	238.38	12/30/2025	609-49750-50250	
2652274	LIQUOR	610.20	12/30/2025	609-49750-50251	
2652667	THC CREDIT	-72.00	12/30/2025	609-49750-50254	
2657143	THC	304.50	12/30/2025	609-49750-50254	
2657190	N/A SALES	28.25	12/30/2025	609-48000-50250	
2657191	LIQUOR	412.40	12/30/2025	609-48000-50251	
2657192	BEER	2,819.25	12/30/2025	609-48000-50252	
2657193	LIQUOR	267.20	12/30/2025	609-49750-50251	
2657194	N/A SALES	176.00	12/30/2025	609-49750-50250	
2657195	BEER	5,207.92	12/30/2025	609-49750-50252	
2657461	THC CREDIT	-176.00	12/30/2025	609-49750-50254	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	24,995.25			
Vendor: 2132	Data-Smart Computers, Inc.			Check Sequence: 8	ACH Enabled: False
96354	IT SUPPORT 12/5 TO 12/15/2025	471.25	12/30/2025	101-41420-50300	
	Check Total:	471.25			
Vendor: 2292	DEE'S MECHANICAL LLC			Check Sequence: 9	ACH Enabled: False
ESTIMATE 240	CONTROLS REPLACEMENT	19,040.00	12/30/2025	602-49450-50401	
	Check Total:	19,040.00			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 10	ACH Enabled: False
10853824500	NEW PW LAPTOP DOCK	223.12	12/30/2025	101-41420-50207	
10854191792	NEW PW LAPTOP	1,498.60	12/30/2025	101-41420-50207	
10854191821	PW ADOBE NEW USER	89.80	12/30/2025	101-41420-50242	
	Check Total:	1,811.52			
Vendor: UB*00106	WYLIE & SONDR GARRETT			Check Sequence: 11	ACH Enabled: False
	Refund Check 013427-000, 7669 386TH ST	5.58	12/29/2025	615-00000-20200	
	Refund Check 013427-000, 7669 386TH ST	0.86	12/29/2025	602-00000-20200	
	Refund Check 013427-000, 7669 386TH ST	0.56	12/29/2025	615-00000-20200	
	Refund Check 013427-000, 7669 386TH ST	0.22	12/29/2025	615-00000-20200	
	Refund Check 013427-000, 7669 386TH ST	1.74	12/29/2025	612-00000-20200	
	Refund Check 013427-000, 7669 386TH ST	4.06	12/29/2025	602-00000-20200	
	Check Total:	13.02			
Vendor: UB*00104	TAYLOR HEILLE			Check Sequence: 12	ACH Enabled: False
	Refund Check 005016-000, 37816 HAWTHOR	0.12	12/29/2025	615-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	4.25	12/29/2025	615-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	6.57	12/29/2025	602-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	3.16	12/29/2025	615-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	0.13	12/29/2025	615-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	0.98	12/29/2025	612-00000-20200	
	Refund Check 005016-000, 37816 HAWTHOR	2.28	12/29/2025	602-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	17.49			
Vendor: 1246	HOHENSTEINS, INC.			Check Sequence: 13	ACH Enabled: False
885962	BEER	291.40	12/30/2025	609-49750-50252	
	Check Total:	291.40			
Vendor: 1279	JOHNSON BROTHERS LIQUOR CO			Check Sequence: 14	ACH Enabled: False
2950536	LIQUOR	1,198.40	12/30/2025	609-49750-50251	
2950537	LIQUOR	1,661.44	12/30/2025	609-49750-50251	
2950538	WINE	45.84	12/30/2025	609-49750-50253	
2950539	N/A SALES	57.84	12/30/2025	609-49750-50250	
2950540	LIQUOR	4,103.16	12/30/2025	609-49750-50251	
2950541	WINE	334.94	12/30/2025	609-49750-50253	
2950542	WINE	269.52	12/30/2025	609-49750-50253	
2950543	WINE	179.68	12/30/2025	609-48000-50253	
2950544	LIQUOR	473.36	12/30/2025	609-48000-50251	
2950545	WINE	555.04	12/30/2025	609-48000-50253	
2950546	LIQUOR	1,582.36	12/30/2025	609-48000-50251	
2950547	WINE	300.48	12/30/2025	609-48000-50253	
2950548	LIQUOR	1,847.60	12/30/2025	609-48000-50251	
	Check Total:	12,609.66			
Vendor: 2311	KEOCHER, CASSANDRA			Check Sequence: 15	ACH Enabled: False
Q4 EDA ATT	2025 Q4 COMMISSION ATTENDANCE	75.00	12/30/2025	101-41110-50331	
	Check Total:	75.00			
Vendor: 1658	Kramer Mechanical Plumbing & Heating, Inc.			Check Sequence: 16	ACH Enabled: False
34355	R&R Furnace & AC	10,100.00	12/30/2025	609-49750-50401	
	Check Total:	10,100.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 17	ACH Enabled: False
839836	LIQUOR	180.90	12/30/2025	609-48000-50251	
839836	BEER	2,986.25	12/30/2025	609-48000-50252	
839915	LIQUOR	287.50	12/30/2025	609-49750-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
839937	BEER	6,804.80	12/30/2025	609-49750-50252	
840211	BEER CREDIT	-106.20	12/30/2025	609-49750-50252	
840230	BEER	60.20	12/30/2025	609-49750-50252	
840717	THC	80.00	12/30/2025	609-48000-50254	
840717	LIQUOR	152.90	12/30/2025	609-48000-50251	
840717	BEER	306.35	12/30/2025	609-48000-50252	
840721	BEER CREDIT	-74.10	12/30/2025	609-49750-50252	
840826	LIQUOR	301.50	12/30/2025	609-49750-50251	
840827	LIQUOR	33.60	12/30/2025	609-49750-50251	
840827	BEER	2,785.35	12/30/2025	609-49750-50252	
840827	N/A SALES	85.60	12/30/2025	609-49750-50250	
	Check Total:	13,884.65			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 18	ACH Enabled: False
2966502	COPY MACHINE LEASE 2026	1,524.29	12/30/2025	101-00000-15500	
2966502	COPY MACHINE LEASE 2025	761.00	12/30/2025	101-41420-50219	
	Check Total:	2,285.29			
Vendor: 1376	MMUA			Check Sequence: 19	ACH Enabled: False
67731	2026 MEMBER DUES	675.00	12/30/2025	620-00000-15500	
	Check Total:	675.00			
Vendor: 1423	N.B. Area Public Schools-Fuel			Check Sequence: 20	ACH Enabled: False
2026-020	SEPT FUELS	560.85	12/30/2025	101-43000-50212	
2026-020	SEPT FUELS	88.50	12/30/2025	602-49450-50212	
2026-020	SEPT FUELS	542.00	12/30/2025	101-42280-50212	
2026-020	SEPT FUELS	2,964.17	12/30/2025	101-42110-50212	
2026-020	SEPT FUELS	351.17	12/30/2025	615-49550-50212	
2026-020	SEPT FUELS	175.35	12/30/2025	101-42400-50212	
2026-020	SEPT FUELS	23.00	12/30/2025	620-49600-50212	
	Check Total:	4,705.04			
Vendor: UB*00105	JEAN NADEAU & JEFF ANDERSON			Check Sequence: 21	ACH Enabled: False
	Refund Check 005169-000, 38470 GLACIER D	3.20	12/29/2025	615-00000-20200	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Refund Check 005169-000, 38470 GLACIER D	5.98	12/29/2025	615-00000-20200	
	Refund Check 005169-000, 38470 GLACIER D	0.99	12/29/2025	612-00000-20200	
	Refund Check 005169-000, 38470 GLACIER D	2.31	12/29/2025	602-00000-20200	
	Refund Check 005169-000, 38470 GLACIER D	9.23	12/29/2025	602-00000-20200	
	Refund Check 005169-000, 38470 GLACIER D	0.13	12/29/2025	615-00000-20200	
	Refund Check 005169-000, 38470 GLACIER D	0.67	12/29/2025	615-00000-20200	
	Check Total:	22.51			
Vendor: 1465	Paustis Wine Company			Check Sequence: 22	ACH Enabled: False
282964	WINE	855.00	12/30/2025	609-48000-50253	
282966	WINE	688.50	12/30/2025	609-49750-50253	
	Check Total:	1,543.50			
Vendor: 1474	PHILLIPS WINE & SPIRITS, INC			Check Sequence: 23	ACH Enabled: False
5097538	LIQUOR	6,560.27	12/30/2025	609-49750-50251	
5097539	LIQUOR	321.12	12/30/2025	609-49750-50251	
5097540	LIQUOR	2,487.79	12/30/2025	609-48000-50251	
5097541	WINE	449.20	12/30/2025	609-48000-50253	
	Check Total:	9,818.38			
Vendor: 1884	SUSO 4 North Branch, LP Pine Tree Commercial Realty			Check Sequence: 24	ACH Enabled: False
	STORE 2 JANUARY RENT	6,574.33	12/30/2025	609-48000-50412	
	Check Total:	6,574.33			
Vendor: 2232	Pryes Brewing Company LLC			Check Sequence: 25	ACH Enabled: False
W-112493	BEER	147.00	12/30/2025	609-49750-50252	
	Check Total:	147.00			
Vendor: 2116	Amy Schweigert			Check Sequence: 26	ACH Enabled: False
1240	NBPD THERAPY	180.00	12/30/2025	101-42110-50300	
	Check Total:	180.00			
Vendor: 1534	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA			Check Sequence: 27	ACH Enabled: False
2699454	LIQUOR	3,418.78	12/30/2025	609-48000-50251	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2699454	WINE	165.49	12/30/2025	609-48000-50253	
2704937	LIQUOR	2,610.33	12/30/2025	609-48000-50251	
2704937	WINE	134.96	12/30/2025	609-48000-50253	
2705427	LIQUOR	8,244.16	12/30/2025	609-49750-50251	
2705428	WINE	595.10	12/30/2025	609-49750-50253	
	Check Total:	15,168.82			
Vendor: 1550	STREICHERS			Check Sequence: 28	ACH Enabled: False
1799566	PD UNIFORMS	76.00	12/30/2025	101-42110-50237	
1799602	PD UNIFORMS	23.98	12/30/2025	101-42110-50237	
	Check Total:	99.98			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 29	ACH Enabled: False
571018753	COPY MACHINE LEASE	958.08	12/30/2025	101-41420-50219	
	Check Total:	958.08			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 30	ACH Enabled: False
3816396	N/A SALES	468.55	12/30/2025	609-49750-50250	
3816397	N/A SALES	324.90	12/30/2025	609-48000-50250	
	Check Total:	793.45			
Vendor: 1611	WATSON COMPANY			Check Sequence: 31	ACH Enabled: False
154711	OPERATIONS SUPPLIES	198.36	12/30/2025	609-49750-50210	
154711	N/A SALES	1,208.04	12/30/2025	609-49750-50250	
	Check Total:	1,406.40			
Vendor: 1622	WINE MERCHANTS			Check Sequence: 32	ACH Enabled: False
7547029	WINE	1,076.80	12/30/2025	609-48000-50253	
	Check Total:	1,076.80			
Vendor: 1628	WSB & Associates, Inc.			Check Sequence: 33	ACH Enabled: False
NOV 2025	R-032250-000-2 NW OLD TOWN	2,827.83	12/30/2025	612-49700-50303	
NOV 2025	R-028099-000-7 TRANSPORT STUDY	2,675.00	12/30/2025	101-00000-21165	
NOV 2025	R-027113-000-11 2025 COMP SAN SEW	377.25	12/30/2025	602-49450-50303	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
NOV 2025	R-019771-000-34 MS4	666.00	12/30/2025	612-49700-50303	
NOV 2025	R-032627-000-1 FAIRWAY FIELD	1,326.50	12/30/2025	101-00000-21187	
NOV 2025	R-027398-000-7 2024 PAVEMENT	4,389.50	12/30/2025	101-43000-50300	
NOV 2025	R-021646-000-19 SRTS	536.00	12/30/2025	486-46500-50303	
NOV 2025	R-032117-000-2 BRIDGE SAFETY	1,090.00	12/30/2025	612-49700-50303	
NOV 2025	R-030615-000-8 SPEED LIMIT	1,522.50	12/30/2025	101-43000-50482	
NOV 2025	R-027792-000-11 2025 ENGINEERING	7,826.50	12/30/2025	101-41700-50303	
NOV 2025	R-027636-000-12 FOX RUN PHASE 2	5,417.25	12/30/2025	101-00000-21179	
NOV 2025	R-021286-000-27 FOX RUN DEV	1,635.75	12/30/2025	101-00000-21140	
NOV 2025	R-027752-000-2 NB MARKETPLACE	140.00	12/30/2025	101-00000-21186	
NOV 2025	R-032250-000-2 NW OLD TOWN	6,308.22	12/30/2025	602-49450-50303	
NOV 2025	R-024317-000-17 MEADOWS RDG	350.00	12/30/2025	101-00000-21165	
NOV 2025	R-032250-000-2 NW OLD TOWN	12,616.45	12/30/2025	615-49550-50303	
	Check Total:	49,704.75			
Vendor: UB*00103	BRIANNA ZUPKO			Check Sequence: 34	ACH Enabled: False
	Refund Check 005649-000, 6130 ALBERT LN	1.22	12/29/2025	612-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	0.16	12/29/2025	615-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	0.01	12/29/2025	615-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	2.84	12/29/2025	602-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	3.93	12/29/2025	615-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	9.09	12/29/2025	602-00000-20200	
	Refund Check 005649-000, 6130 ALBERT LN	5.88	12/29/2025	615-00000-20200	
	Check Total:	23.13			
	Total for Check Run:	217,578.43			
	Total of Number of Checks:	34			

Accounts Payable

Computer Check Proof List by Vendor

User: TiffaniFolstad
Printed: 01/08/2026 - 3:46PM
Batch: 00001.01.2026 - 01082026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 2059	Abdo LLP			Check Sequence: 1	ACH Enabled: False
516223	2025 PRELIM AUDIT	2,974.44	01/08/2026	615-49550-50301	
516223	2025 PRELIM AUDIT	297.45	01/08/2026	620-49600-50301	
516223	2025 PRELIM AUDIT	1,586.37	01/08/2026	602-49450-50301	
516223	2025 PRELIM AUDIT	5,948.91	01/08/2026	101-41500-50301	
516223	2025 PRELIM AUDIT	198.30	01/08/2026	201-46500-50301	
516223	2025 PRELIM AUDIT	545.32	01/08/2026	612-49700-50301	
516223	2025 PRELIM AUDIT	79.32	01/08/2026	609-48000-50301	
516223	2025 PRELIM AUDIT	594.89	01/08/2026	609-49750-50301	
	Check Total:	12,225.00			
Vendor: 1005	ACE SOLID WASTE			Check Sequence: 2	ACH Enabled: False
12748348T067	JAN 2026 TRASH SERVICE	261.52	01/08/2026	602-49450-50387	
12748348T067	JAN 2026 TRASH SERVICE	128.79	01/08/2026	615-49550-50387	
12748348T067	JAN 2026 TRASH SERVICE	335.64	01/08/2026	101-43000-50387	
12748348T067	JAN 2026 TRASH SERVICE	69.43	01/08/2026	101-42280-50387	
12748348T067	JAN 2026 TRASH SERVICE	155.25	01/08/2026	609-49750-50387	
12748348T067	JAN 2026 TRASH SERVICE	244.22	01/08/2026	101-41940-50387	
12748348T067	JAN 2026 TRASH SERVICE	111.22	01/08/2026	101-45500-50387	
12748348T067	JAN 2026 TRASH SERVICE	63.36	01/08/2026	615-49550-50387	
	Check Total:	1,369.43			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 3	ACH Enabled: False
287294264933X01	DEC 2025 PUBLIC SAFTEY PHONES	2,113.53	01/08/2026	101-41420-50321	
287294265529X01	DEC 2025 CITY PHONES	1,609.63	01/08/2026	101-41420-50321	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	3,723.16			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 4	ACH Enabled: False
3130210	DIESEL	6,209.05	01/08/2026	101-43000-50212	
3161054	DIESEL	648.02	01/08/2026	101-43000-50212	
	Check Total:	6,857.07			
Vendor: 1092	CENTRAL PENSION FUND			Check Sequence: 5	ACH Enabled: False
CPF DEC 2025	CENTRAL PENSION FUND DEC 2025	5,384.68	01/08/2026	101-00000-21705	
	Check Total:	5,384.68			
Vendor: 1103	Chisago County Recorder			Check Sequence: 6	ACH Enabled: False
20250000240	DOCUMENT A688978 & A688979	92.00	01/08/2026	101-41400-50443	
	Check Total:	92.00			
Vendor: 1109	CINTAS			Check Sequence: 7	ACH Enabled: False
4253346389	UNIFORMS	30.53	01/08/2026	602-49450-50237	
4253346389	MOP	2.05	01/08/2026	602-49450-50300	
4253346539	UNIFORMS	0.39	01/08/2026	609-49750-50237	
4253346539	UNIFORMS	2.77	01/08/2026	101-45500-50237	
4253346539	UNIFORMS	0.40	01/08/2026	101-45000-50237	
4253346539	UNIFORMS	10.55	01/08/2026	101-43000-50300	
4253346539	UNIFORMS	25.27	01/08/2026	615-49550-50237	
4253346539	UNIFORMS	1.34	01/08/2026	101-42110-50237	
4253346539	UNIFORMS	2.58	01/08/2026	620-49600-50237	
4253346539	UNIFORMS	9.19	01/08/2026	612-49700-50237	
4253346539	UNIFORMS	11.09	01/08/2026	602-49450-50237	
4253346539	UNIFORMS	76.68	01/08/2026	101-43000-50237	
4253346539	UNIFORMS	4.35	01/08/2026	101-41940-50237	
4254076521	SUPPLIES	48.49	01/08/2026	609-49750-50300	
4254076613	SUPPLIES	49.36	01/08/2026	609-49750-50300	
4254212600	SUPPLIES	30.53	01/08/2026	602-49450-50237	
4254212748	UNIFORMS	2.77	01/08/2026	101-45500-50237	
4254212748	UNIFORMS	1.34	01/08/2026	101-42110-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4254212748	UNIFORMS	0.40	01/08/2026	101-45000-50237	
4254212748	UNIFORMS	76.68	01/08/2026	101-43000-50237	
4254212748	UNIFORMS	0.40	01/08/2026	609-49750-50237	
4254212748	UNIFORMS	2.57	01/08/2026	620-49600-50237	
4254212748	UNIFORMS	10.55	01/08/2026	101-43000-50300	
4254212748	UNIFORMS	11.09	01/08/2026	602-49450-50237	
4254212748	UNIFORMS	9.19	01/08/2026	612-49700-50237	
4254212748	UNIFORMS	25.27	01/08/2026	615-49550-50237	
4254212748	UNIFORMS	4.35	01/08/2026	101-41940-50237	
4254920273	UNIFORMS	30.53	01/08/2026	602-49450-50237	
4254920284	UNIFORMS	1.34	01/08/2026	101-42110-50237	
4254920284	UNIFORMS	11.09	01/08/2026	602-49450-50237	
4254920284	SHOP SUPPLIES	10.55	01/08/2026	101-43000-50300	
4254920284	UNIFORMS	25.27	01/08/2026	615-49550-50237	
4254920284	UNIFORMS	0.40	01/08/2026	101-45000-50237	
4254920284	UNIFORMS	2.57	01/08/2026	620-49600-50237	
4254920284	UNIFORMS	4.35	01/08/2026	101-41940-50237	
4254920284	UNIFORMS	2.77	01/08/2026	101-45500-50237	
4254920284	SHOP SUPPLIES	76.68	01/08/2026	101-43000-50237	
4254920284	UNIFORMS	9.19	01/08/2026	612-49700-50237	
4254920284	UNIFORMS	0.40	01/08/2026	609-49750-50237	
Check Total:		625.32			
Vendor: 1152	EHLERS			Check Sequence: 8	ACH Enabled: False
100672	ARBITRAGE REPORT	1,500.00	01/08/2026	316-47000-50620	
101021	GEN TIF SERVICES	711.25	01/08/2026	201-46500-50300	
101333	GEN TIF SERVICES	1,780.00	01/08/2026	201-46500-50300	
101603	GEN TIF SERVICES	221.25	01/08/2026	201-46500-50300	
102086	TIF ADMINISTRATION	147.50	01/08/2026	289-46500-50306	
102570	TIF ADMINISTRATION	147.50	01/08/2026	291-46500-50306	
Check Total:		4,507.50			
Vendor: 1154	Electric Pump, Inc.			Check Sequence: 9	ACH Enabled: False
35666	WASTEWATER VFD REPAIR	6,849.82	01/08/2026	602-49450-50407	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	6,849.82			
Vendor: 1265	Isanti-Chisago County Star			Check Sequence: 10	ACH Enabled: False
1930089-90	VERT BRIDGE/BEACH	17.55	01/08/2026	101-41910-50351	
1930091-94	ORD 405-25, 404-25, 403-25, 402-25	169.17	01/08/2026	101-41910-50351	
	Check Total:	186.72			
Vendor: 1823	KS State Bank			Check Sequence: 11	ACH Enabled: False
63737-2-2026	INTEREST 2025 INTERCEPTORS	13,142.59	01/08/2026	101-42110-50610	
63737-2-2026	PRINCIPAL 2025 INTERCEPTORS	39,670.24	01/08/2026	101-42110-50600	
	Check Total:	52,812.83			
Vendor: 1302	Law Enforcement Labor Services			Check Sequence: 12	ACH Enabled: False
JAN 2026	PD UNION DUES JAN 2026	949.00	01/08/2026	101-00000-21708	
	Check Total:	949.00			
Vendor: 1316	Little Falls Machine			Check Sequence: 13	ACH Enabled: False
375177	PW REPAIR PARTS	1,747.23	01/08/2026	101-43000-50404	
	Check Total:	1,747.23			
Vendor: 1348	Metro Sales Inc.			Check Sequence: 14	ACH Enabled: False
2977259	Contract Base Rate Charge JAN 2026	259.00	01/08/2026	101-41420-50219	
	Check Total:	259.00			
Vendor: 1353	MIDCONTINENT			Check Sequence: 15	ACH Enabled: False
16640100115145	INTERNET	1,081.17	01/08/2026	101-41420-50243	
	Check Total:	1,081.17			
Vendor: 2314	MID-STATES ORGANIZED CRIME INFORMATION CENTER			Check Sequence: 16	ACH Enabled: False
2601267	MOCIC Membership 2026	150.00	01/08/2026	101-42110-50433	
	Check Total:	150.00			
Vendor: 2312	MINNESOTA COUNTY/CITY MANAGERS ASSOCIATION			Check Sequence: 17	ACH Enabled: False
2026 DUES	2026 MEMBERSHIP DUES	192.00	01/08/2026	101-41310-50433	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	192.00			
Vendor: 1364	Minnesota Elevator, Inc.			Check Sequence: 18	ACH Enabled: False
1164970	JANUARY MONTHLY SERVICE	140.00	01/08/2026	101-41940-50300	
	Check Total:	140.00			
Vendor: 1385	MN Dept Of Health-E			Check Sequence: 19	ACH Enabled: False
Q4 2025 FEE	WATER SUPPLY CONN FEE Q4 2025	6,352.00	01/08/2026	615-49550-50315	
	Check Total:	6,352.00			
Vendor: 1391	MN Dept Of Public Safety-DVS-Renewal			Check Sequence: 20	ACH Enabled: False
00-010542097	2014 FORD F15 968128	20.25	01/08/2026	620-49600-50236	
00-011141483	2007 FORD SRW 924533	20.25	01/08/2026	615-49550-50236	
00-011885521	2017 FORD TST 959146	20.25	01/08/2026	101-43000-50236	
00-011970591	2002 STRG STE 942107	20.25	01/08/2026	101-43000-50236	
00-011992063	2004 STRG 931103	20.25	01/08/2026	101-43000-50236	
00-015856814	2013 CHEV SLV 958275	20.25	01/08/2026	615-49550-50236	
00-016338815	2002 FORD SRW 909612	20.25	01/08/2026	101-43000-50236	
00-016815967	2007 STRG STE 922667	20.25	01/08/2026	101-43000-50236	
00-016849717	2016 FORD SRW 953167	20.25	01/08/2026	101-43000-50236	
00-017271928	2009 CHEV C45 931682	20.25	01/08/2026	602-49450-50236	
00-017902953	2002 DOGE RPC 902395	20.25	01/08/2026	101-43000-50236	
00-018333408	2007 STRG STE 927408	20.25	01/08/2026	101-43000-50236	
00-018615516	1997 TOWR TRL 972281	20.25	01/08/2026	101-43000-50236	
00-018878013	2015 FORD COF 949810	20.25	01/08/2026	101-43000-50236	
00-019125915	2009 MACK 999 959652	20.25	01/08/2026	101-43000-50236	
00-019771912	2004 MACK CV713 955774	20.25	01/08/2026	101-43000-50236	
00-024934216	1992 FORD COL 119047	20.25	01/08/2026	602-49450-50236	
00-025256422	1997 FRGT 138540	20.25	01/08/2026	101-43000-50236	
00-028337168	2019 FORD F35 954810	20.25	01/08/2026	602-49450-50236	
00-028399262	2019 FORD F35 954838	20.25	01/08/2026	101-45000-50236	
00-029439478	2019 FORD F350 964263	20.25	01/08/2026	101-43000-50236	
00-029820666	2019 FORD F350 964264	20.25	01/08/2026	101-43000-50236	
00-030048144	2001 FORD F75 974928	20.25	01/08/2026	602-49450-50236	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
00-030304616	2002 BILL TRL 185690	20.25	01/08/2026	101-43000-50236	
00-030348864	2004 HAUL TRL 189616	20.25	01/08/2026	101-45000-50236	
00-030961090	1989 LYLE 182177	20.25	01/08/2026	101-45000-50236	
00-030964007	1985 HAUL TRL 187849	20.25	01/08/2026	101-43000-50236	
00-031523530	2014 FRHT 999 972280	20.25	01/08/2026	101-43000-50236	
00-031670176	1986 PARI 192945	20.25	01/08/2026	101-43000-50236	
00-031676006	2020 FORD F15 972282	20.25	01/08/2026	101-42400-50236	
00-031785531	1998 DODGE RPC 179028	20.25	01/08/2026	101-43000-50236	
00-032113636	2019 EZRE TRL 201062	20.25	01/08/2026	101-43000-50236	
00-032125554	2005 CARR 186786	20.25	01/08/2026	101-43000-50236	
00-041399545	2020 PJTM TRL 969589	20.25	01/08/2026	101-43000-50236	
00-043043123	2023 FORD F150 969998	20.25	01/08/2026	101-42400-50236	
00-043365770	2023 FORD F150 969999	20.25	01/08/2026	101-43000-50236	
00-044073960	2023 FORD F350 977947	20.25	01/08/2026	615-49550-50236	
00-044163616	2023 FORD MAV 800244	20.25	01/08/2026	101-41940-50210	
00-044733855	2023 FORD F150 974363	20.25	01/08/2026	101-43000-50236	
00-047013438	2025 MACK GRANITE 802317	20.25	01/08/2026	101-43000-50236	
00-047046206	2025 MACK GRANITE 802318	20.25	01/08/2026	101-43000-50236	
00-048156678	2015 RICE TRL 802813	20.25	01/08/2026	101-43000-50236	
Check Total:		850.50			
Vendor: 1393	MN Fire Service Certification			Check Sequence: 21	ACH Enabled: False
15033	2026 CERTIFICATION	895.50	01/08/2026	101-42280-50332	
Check Total:		895.50			
Vendor: 1404	MN TEAMSTERS #320			Check Sequence: 22	ACH Enabled: False
JAN 2026	UNION DUES	1,682.00	01/08/2026	101-00000-21708	
Check Total:		1,682.00			
Vendor: 2203	Morris Electronics, Inc.			Check Sequence: 23	ACH Enabled: False
17652	2026 AFTER HOURS PROGRAM	1,331.20	01/08/2026	101-41420-50300	
Check Total:		1,331.20			
Vendor: 1930	Northland Custom Ironworks, Inc.			Check Sequence: 24	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2660	GALVANIZE RAIL REPLACE	3,000.00	01/08/2026	101-45000-50401	
	Check Total:	3,000.00			
Vendor: 1893	Parman Energy Group, LLC			Check Sequence: 25	ACH Enabled: False
367275	WASHER FLUID	152.15	01/08/2026	101-43000-50210	
367275A	DEF	162.52	01/08/2026	101-43000-50212	
	Check Total:	314.67			
Vendor: 1470	Peterson, Dennis R.			Check Sequence: 26	ACH Enabled: False
887380	HAULING SALT/SAND	400.00	01/08/2026	101-43000-50270	
	Check Total:	400.00			
Vendor: 2066	RMB Environmental Laboratories, Inc.			Check Sequence: 27	ACH Enabled: False
B020889	WKLY WATER TEST	124.60	01/08/2026	602-49450-50315	
B020893	WKLY WATER TEST	105.00	01/08/2026	615-49550-50315	
B020965	WKLY WATER TEST	124.60	01/08/2026	602-49450-50315	
B021010	WKLY WASTE WATER TEST	124.60	01/08/2026	602-49450-50315	
	Check Total:	478.80			
Vendor: 2257	Row Sewer Service			Check Sequence: 28	ACH Enabled: False
24	PARKS BATHROOM RENTALS	540.00	01/08/2026	101-45000-50415	
	Check Total:	540.00			
Vendor: 2116	Amy Schweigert			Check Sequence: 29	ACH Enabled: False
1230	OCTOBER 2025	900.00	01/08/2026	101-42110-50300	
	Check Total:	900.00			
Vendor: 1820	SESAC			Check Sequence: 30	ACH Enabled: False
2026 LICENSE	2026 MUSIC LICENSE	320.50	01/08/2026	609-48000-50300	
2026 LICENSE	2026 MUSIC LICENSE	320.50	01/08/2026	609-49750-50300	
	Check Total:	641.00			
Vendor: 2070	Short-Elliott-Hendrickson, Inc.			Check Sequence: 31	ACH Enabled: False
187860	SPCC Plan Update	500.00	01/08/2026	101-43000-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
187860	SPCC Plan Update	1,000.00	01/08/2026	620-49600-50300	
187860	SPCC Plan Update	500.00	01/08/2026	602-49450-50300	
	Check Total:	2,000.00			
Vendor: 2288	SNAP-ON CREDIT LLC			Check Sequence: 32	ACH Enabled: False
12232025	TRITON-D10 SUBSCRIPTION	94.00	01/08/2026	101-43000-50404	
	Check Total:	94.00			
Vendor: 1542	Staples			Check Sequence: 33	ACH Enabled: False
7008114478	OPERATING SUPPLIES	139.25	01/08/2026	101-41940-50210	
	Check Total:	139.25			
Vendor: 1586	Uline			Check Sequence: 34	ACH Enabled: False
43828739	SHOP SUPPLIES	210.00	01/08/2026	615-49550-50210	
43828739	SHOP SUPPLIES	420.00	01/08/2026	620-49600-50210	
43828739	SHOP SUPPLIES	210.00	01/08/2026	101-43000-50210	
43828739	SHOP SUPPLIES	420.00	01/08/2026	602-49450-50210	
	Check Total:	1,260.00			
Vendor: 2182	WESTERN STATES ENVELOPE COMPANY			Check Sequence: 35	ACH Enabled: False
348363	UB ENVELOPES	131.85	01/08/2026	615-49550-50210	
348363	UB ENVELOPES	131.84	01/08/2026	602-49450-50210	
348363	UB ENVELOPES	131.85	01/08/2026	612-49700-50210	
	Check Total:	395.54			
Vendor: 1621	Windstream			Check Sequence: 36	ACH Enabled: False
011734875-01/26	CITY FAX LINES/ELEVATOR PHONE	320.13	01/08/2026	101-41420-50243	
	Check Total:	320.13			
	Total for Check Run:	120,746.52			
	Total of Number of Checks:	36			

Accounts Payable

Checks by Date - Summary by Check Number

User: TiffaniFolstad
Printed: 1/8/2026 4:05 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6013	1630	XCEL Energy	12/04/2025	882.58
6014	1941	WEX, Inc.	11/14/2025	5,137.81
6015	1941	WEX, Inc.	11/26/2025	5,137.81
6016	1424	N.B. Fire Relief Association	12/05/2025	728.25
6017	1362	MINNESOTA REVENUE	12/05/2025	1,089.00
6018	1118	Commissioner Of Revenue (W/H)	12/05/2025	8,945.78
6019	1468	PERA (Payroll W/H)	12/05/2025	38,625.73
6020	1372	Minnesota State Retirement	12/05/2025	2,872.19
6021	1585	United States Treasury	12/05/2025	38,234.43
6022	1899	BlueCross/Blue Shield Minnesota	12/18/2025	42,489.03
6023	2096	Xpress Solutions Inc	12/05/2025	2,205.11
6024	1941	WEX, Inc.	11/25/2025	124.50
6026	1941	WEX, Inc.	12/12/2025	5,554.48
6027	2170	Pathpoint Merchant Services LLC	12/08/2025	1,954.45
6028	1424	N.B. Fire Relief Association	12/23/2025	754.50
6029	1941	WEX, Inc.	12/23/2025	124.50
6030	2146	Bremer Bank	12/19/2025	178.30
6031	1592	US Postal Service	12/29/2025	1,197.46
6032	1941	WEX, Inc.	12/26/2025	7,402.81
6033	1424	N.B. Fire Relief Association	01/05/2026	688.50
6034	2107	US BANK - CREDIT CARDS	12/07/2025	45,497.13
6035	1585	United States Treasury	12/19/2025	39,858.94
6036	1468	PERA (Payroll W/H)	12/19/2025	37,845.09
6037	1372	Minnesota State Retirement	12/19/2025	2,590.96
6038	1585	United States Treasury	01/02/2026	40,925.78
6039	1118	Commissioner Of Revenue (W/H)	01/02/2026	9,475.25
6040	1372	Minnesota State Retirement	01/02/2026	2,910.35
6041	1468	PERA (Payroll W/H)	01/02/2026	39,075.46
6042	1365	Minnesota Energy Resources	12/17/2025	389.32
6043	1365	Minnesota Energy Resources	12/09/2025	2,766.16
6044	1118	Commissioner Of Revenue (W/H)	12/19/2025	8,997.80
6045	1362	MINNESOTA REVENUE	12/18/2026	33,051.00
6046	1630	XCEL Energy	12/18/2025	2,032.75
6047	1362	MINNESOTA REVENUE	01/07/2026	955.00
6048	2096	Xpress Solutions Inc	01/06/2026	2,265.80
6049	1033	Associated Bank	12/12/2025	101.80

Report Total (36 checks):

433,065.81



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**

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, December 9, 2025

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Kevin Schieber led the Pledge of Allegiance.

3. ROLL CALL

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

Absent:

Remote:

Others Present:

Notes:

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

Motion to move 7j and 7k in the consent agenda to 9a and 9b in staff reports.

RESULT: Passed
MOVER: Patrick Meacham
SECONDER: Robert Canada

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

5. PRESENTATION & PROCLAMATION

6. PUBLIC COMMENT

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

7. CONSENT AGENDA

All matters listed under Consent Agenda are considered routine and/or non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

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

- | | |
|---|--------|
| a. Claims | ACTION |
| b. Minutes - City Council Meeting - 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 |

This item has been moved to Staff Reports 9a.

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

Motion to approve the four MOU's for all four Bargaining Agreements.

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

k. Approval of Memorandums of Agreement for Insurance Premiums ACTION

This item has been moved to Staff Reports 9b.

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

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's 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 Bargaining Agreements, a memorandum of agreement with Teamsters 320 City Employee Unit is being presented.

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

Motion to approve Resolution R-273-2025 change of Health Insurance Premiums for City Employee Bargaining Unit.

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

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

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's 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 Bargaining Agreements, a memorandum of agreement with Teamsters 320 Essential Supervisors Unit, is being presented.

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

Motion to approve Resolution R-274-2025, change in Health Insurance Premiums for Essential Supervisors.

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

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

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 Bargaining Agreements, a memorandum of agreement with Law Enforcement Labor Services, is being presented.

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.

Motion to approve Resolution R-275-2025 change in Health Insurance Premiums for LELS.

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

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

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 Bargaining Agreements, a memorandum of agreement with the International Union of Operating Engineers, is being presented.

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.

Motion to approve Resolution R-276-2025 change in Health Insurance Premiums for the International Union of Operating Engineers.

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

- 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

Heidi Hamilton from WSB presented the North West Old Town Street and Utility Improvement Project Hearing.

Motion to open Public Hearing at 7:13 PM.

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

NOTES:

Josh Graham, resident in the City of North Branch, addressed the City Council at the Public Hearing.

Motion was made to continue the public hearing to the next City Council meeting to give residents the opportunity to ask more questions and make statements on January 13th, 2026.

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

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

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.

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

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

Motion was made to continue the public hearing to the next City Council meeting to give residents the opportunity to ask more questions and make statements on January 13th, 2026.

9. STAFF REPORTS

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

Justin Messner, City Engineer from WSB, presented Resolution R-269-2025 to approve the Engineering Services contract for the 2026 Pavement Improvement Project.

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.

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.

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

Motion to approve R-269-2025 approving engineering services contract for the 2026 Pavement Improvement Project.

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

b. Recieve Pavement Management Plan

INFO

Justin Messner, City Engineer from WSB, and Sam Lunquist, Materials Area Manager, presented on the Pavement Management Plan. 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, and information about pavement conditions on different roadway segments that can be used to guide capital improvement and maintenance plans. 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.

The City Council received the Pavement Management Plan.

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

Justin Messner, City Engineer, from WSB presented the approval of Resolution R-256-2025 authorizing the North Branch Speed Policy.

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.

Motion to approve R-256-2025 authorizing the North Branch Speed Policy.

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

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

Justin Messner, City Engineer, from WSB presented the approval of Resolution R-257-2025 accepting the Transportation Study for future development needs.

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.

Motion to approve Resolution R-257-2025 accepting the Transportation Study for future development needs.

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

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

City Administrator Matthew Hill presented the consideration of approval of the school logo placement on the water tower as part of the rehabilitation project 2026. 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. We would work with the school to get an appropriate logo created and painted on the tower next summer.

Motion to approve the North Branch school logo placement on Water Tower #3 near the North Branch School as part of the rehabilitation project for 2026.

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

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

City Administrator Matthew Hill presented Ordinance 402-25-Ordinance 405-25 as they are all related. The franchise fees are charged to utility providers to pay the City for the rights to use and occupy the public right-of-way.

Motion to approve the four ordinances 402-25 through 405-25.

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

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

City Administrator Matthew Hill presented Ordinance 402-25-Ordinance 405-25 as they are all related. The franchise fees are charged to utility providers to pay the City for the rights to use and occupy the public right-of-way.

Motion to approve the four ordinances 402-25 through 405-25.

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

- h. Consider approval of Ordinance 404-25 authorizing change in Franchise Fee for ACTION
Northern States Power (Xcel) electric

City Administrator Matthew Hill presented Ordinance 402-25-Ordinance 405-25 as they are all related. The franchise fees are charged to utility providers to pay the City for the rights to use and occupy the public right-of-way.

Motion to approve the four ordinances 402-25 through 405-25.

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

- i. Consider approval of Ordinance 405-25 authorizing a change in Franchise Fee for ACTION
Northern States Power (Xcel) Natural Gas

City Administrator Matthew Hill presented Ordinance 402-25-Ordinance 405-25 as they are all related. The franchise fees are charged to utility providers to pay the City for the rights to use and occupy the public right-of-way.

Motion to approve the four ordinances 402-25 through 405-25.

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

- j. Consider approval of Resolution R-261-2025 Adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority ACTION

Finance Director Sharon Wright presented the approval of Resolution R-261-2025 adopting the Final 2026 EDA Tax Levy for the North Branch Economic Development Authority. 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 the 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.

Motion to approve Resolution R-261-2025 adopting the final 2026 EDA Tax Levy for the North Branch Economic Development Authority.

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

- k. Consider approval of Resolution R-262-2025 Adopting the Final 2026 HRA Tax Levy for the North Branch Economic Development Authority ACTION

Finance Director Sharon Wright presented the approval of Resolution R-262-2025 adopting the final 2026 HRA Tax Levy for the North Branch Economic Development Authority. 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.

Motion to approve Resolution R-262-2025 adopting the Final 2026 HRA Tax Levy for the North Branch Economic Development Authority.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Jim Ibinger

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

ABSENT:

NOTES:

1. Consider approval of Resolution R-263-2025 Adopting the 2026 Property Tax Levy ACTION

Finance Director Sharon Wright presented the approval of Resolution R-263-2025, Adopting the 2026 Property Tax Levy. 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.

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.

Motion to approve the tax levy at 6.9 million, excluding the \$100,000 in the capital equipment fund.

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

m. Consider approval of Resolution R-264-2025 Adopting the City of North Branch 2026 Budget ACTION

Finance Director Sharon Wright presented the approval of Resolution R-264-2025, Adopting the City of North Branch 2026 Budget.

Motion for approval of Resolution R-264-2025 Adopting the City of North Branch 2026 Budget at 6.9 Million.

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

n. Consider Approval Resolution R-270-2025 approving the Meadows Ridge Planned Unit Development and Subdivision Agreement ACTION

Community Development Director Nate Sondrol presented the approval of Resolution R-270-2025 approving the Meadows Ridge Planned Unit Development and Subdivision Agreement.

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 come to agreement for approval.

Motion to approve Resolution R-270-2025 approving the Meadows Ridge 1st Addition Planned Unit Development and Subdivision Agreement

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

NOTES:

- o. Consider Approval of Planning Commission Appointment — Kelly Maurer ACTION

Motion to consider approval of Planning Commission Appointment - Kelly Maurer.

RESULT: Passed

MOVER: Kevin Schieber

SECONDER: Robert Canada

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

ABSENT:

NOTES:

- p. Consider Approval of Resolution R-273-2025 approving engineering service contract with WSB for the Fletcher Ave Street and Utility Extension Project ACTION

Community Development Director Nate Sondrol brought the consideration of approval of Resolution R-273-2025 approving engineering service contract with WSB for the Fletcher Avenue Street and Utility Extension Project. 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 roadway 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. 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 a letter of recommendation for award of the project.

Motion to approve the Resolution R-273-2025 approving engineering serve contract with WSB for the Fletcher Avenue Street and Utility Extension Project.

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

10. MAYOR/CITY COUNCIL

a. Commission Updates

VERBAL
UPDATE

Commissioner Meacham gave an EDA update, that February 10th will be a capital projects levy which is a renewal of the one that was initially passed in 2017. The EDA also accepted a grocery market study, which showed that a smaller market store is likely the best option then a larger box store. The EDA approved an up to \$7,500 grant to help with a retail extension. Nancy Hoffman, the executive director at the HRA EDA was named Executive Director of the year at the MC conference, Congrats to Nancy Hoffman.

Mayor Kevin Schieber discussed the company, Louisiana Pacific that we recently signed a purchase agreement with that will bring higher quality jobs to the community which is very exciting for the City of North Branch.

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

Firefighter Allen Johnson gave an employee presentation of Step 3 Grievance under the City of North Branch Personnel Policy, Section 40 - Grievance Procedure.

Motion to deny Mr. Johnson's grievance under Section 40 of North Branch personnel policy and statement be denied in its entirety for the reasons stated in City Administrator Hills correspondence to all of us. November 18, 2025, which includes was not limited to the following reasons, bear with me. The promotion process, including the officer selection Committee's review and the fire chief, subsequent announcement of the officer slate was conducted in strict adherence to the procedures and requirements established in the current department bylaws. All appointments are made in good faith, and all appointed officers are qualified to meet their ongoing duties, including call quotas as defined and tracked by internal mechanisms established in the bylaws. The bylaws dictate the standards, the timeframes for qualification, and the internal process for verification, which are currently being followed. Any changes to the manner in which prior service is recognized would require a formal amendment to the bylaws.

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

11. ADJOURNMENT

Mayor Kevin Schieber adjourned the meeting at 10:33 PM.

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



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
WORKSHOP AGENDA
TUESDAY, NOVEMBER 18, 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

WORKSHOP MEETING

Tuesday, November 18, 2025

1. CALL TO ORDER

Mayor Kevin Schieber called the City Council Work Session 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: Robert Canada

SECONDER: Jeff Goulet

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

ABSENT:

NOTES:

5. 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.

Gloria Karsky and Jeff Tentinger signed up for public comment.

6. STAFF REPORTS

a. Speed Study review

INFO

Justin Messner, City Engineer and Heidi Hamilton, Senior Project Manager, both from WSB presented on the speed limit study. 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 vehicles and Pedestrian safety, especially in developing areas, and to address community concerns about speeding. Staff provided public notice and invited participation in an interactive online comment map to help identify further areas of concern. Feedback received was taken into account during the development of the recommendations.

Based on engineering analysis, statutory authority, and community input, the following speed limit changes are recommended for city-owned roadways:

- 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.

There was a consensus among the City Council to move forward with this at a future City Council Meeting.

b. Flink/400th Transportation Impact Study

INFO

Justin Messner, City Engineer from WSB, presented the Flink/400th Transportation Impact Study. The study explains how area charges and assessment rates for future development agreements are set. 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.

The next steps would be to accept the Transportation Impact Study as the authoritative reference for calculating transportation-related fees within development agreements.

There was a consensus among the City Council to move forward with accepting the report.

c. Comprehensive Plan/Zoning discussion - Flink Ave Corridor

INFO

City Planner Ryan Saltis presented the Comprehensive Plan/Zoning discussion - Flink Avenue Corridor. While the city is in the process of updating the Comprehensive Plan, it is important to identify areas for potential development and consider surrounding uses to ensure that the uses make sense where they are located. There have been inquiries from both residents and business owners questioning whether certain uses along the east side of Flink Ave (fronting I-35) are better suited for Industrial or Commercial purposes. The idea of having this area as a flex zone has been brought to the attention of city staff. This corridor in question is currently zoned B-Business and is similarly guided as LUB-Land Use Business in the Comprehensive Plan. The corridor has been guided and zoned commercial dating back to 1978, with the exception of a 6-acre parcel located approximately 350’ north of 392nd St. This parcel was zoned and guided Industrial until 2009, when the land use designation was amended to commercial. The zoning remained Industrial and was amended to “B” Business in 2022. These parcels were rezoned to B-Business from B-3 Regional Business in 2018 as part of the previous Comprehensive Plan Amendment. Several businesses in this corridor are industrial in purpose when considering the current definitions and uses. These businesses have obtained Conditional Use Permits for outdoor storage/parking, and overall operations were acceptable at the time of approval under previous zoning designations.

Pros to Flex Zones:

A flex zone would offer a range of economic and planning benefits that support adaptability, growth, and efficient land use.

Key advantages of flex zones are provided below:

1. Encourages Business Flexibility and Growth
2. Attracts a Diverse Range of Employers
3. Promotes Efficient Use of Land and Infrastructure
4. Supports Redevelopment and Adaptive Reuse
5. Expands the City’s Tax Base

6. Enhances Local Employment Opportunities
7. Encourages Innovation

A Flex Zone provides an area where both industrial and commercial uses can coexist, offering adaptability and long-term economic benefits. By allowing a wider range of business types, Flex Zones help communities respond to changing market demands, attract diverse employers, and promote redevelopment of underused properties. This mix of uses makes more efficient use of public infrastructure, supports job creation across various industries, and strengthens the city's tax base. Overall, a Flex Zone encourages growth, innovation, and flexibility—creating a thriving, future-ready business environment.

Disadvantages to flex zones are provided below:

1. Land Use Conflicts
2. Infrastructure Strain
3. Uncertain Development Patterns
4. Design and Aesthetic Challenges
5. Market Imbalance
6. Regulatory Complexity

While Flex Zones offer versatility and economic opportunity, they can also create planning and operational challenges. Allowing both industrial and commercial uses in the same area may lead to conflicts between heavier industrial activities and customer-oriented businesses, such as noise, traffic, or aesthetic concerns. The broad range of permitted uses can make it difficult to predict development patterns or ensure consistent design quality. Additionally, differing infrastructure demands and the potential for one use type to dominate may limit the intended diversity and balance of the area. Without clear performance and design standards, Flex Zones can become difficult to manage and may not achieve their full potential as vibrant, mixed-use employment areas.

Specific to this corridor along Flink Ave in particular, challenges exist, including compatibility of uses and surrounding area development. High-density development to the west of Flink Ave (Meadows North Neighborhood) brings an increase in traffic and more residences in general to the area. By having more housing in the immediate area, the city must be mindful of how surrounding uses are guided in order to mitigate issues of noise, odor, traffic, design standards and other nuisances. The City's Use Chart is attached to this report to identify permitted and conditional uses in each zoning district. This chart is essential when examining the possibilities of how land can be developed in the future. The City conducted a rental housing study in 2024 and one of the recommendations of the study included the consideration of mixed-use zoning for housing and commercial uses within this corridor. See attached. The City does not currently have a specific flex or mixed-use zoning district, however the city does allow for Planned Unit Developments.

d. Budget Discussion

INFO

Finance Director Sharon Wright presented the 2026 budgets for the Enterprise Funds (Water, Sewer, Stormwater, Generation and the Liquor Stores. Sharon then followed up on the 2026 General Fund Budget.

7. ADJOURNMENT

Mayor Kevin Schieber adjourned the meeting at 9:19 PM.

RESULT: Passed

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



NORTH BRANCH —Minnesota—

Kevin Schieber
Mayor

Robert Canada
Councilmember/Acting Mayor

Jeff Goulet
Councilmember

Jim Ibinger
Councilmember

Patrick Meacham
Councilmember

**CITY COUNCIL
REGULAR AGENDA
WEDNESDAY, DECEMBER 3, 2025 @ 6:30 PM
CITY HALL, 6408 ELM STREET, NORTH
BRANCH, MN 55056**

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

REGULAR MEETING

Wednesday, December 3, 2025

1. CALL TO ORDER

Mayor Kevin Schieber called the meeting to order at 6:30 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. PUBLIC HEARINGS

a. Truth in Taxation Hearing

INFO

Finance Director Sharon Wright presented the Truth in Taxation Presentation for 2026, highlighting a 5.93% increase in property tax revenue. The purpose of the Truth in Taxation meeting is to get an overview of the City's budget development process, provide more detail on the proposed 2026 levy, estimate the city's property tax impact, and answer any questions.

The Truth in Taxation Hearing opened at 6:48 PM.

There were no public comments.

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

The Truth in Taxation Hearing closed at 6:49 PM.

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

The City Council discussed the need to prioritize projects and suggested reallocating funds to ensure critical projects are funded. Conversations included the 2026 franchise fees, the retirement of the City of North Branch's Rich Meyer, the importance of maintaining the capital equipment fund, and the potential impact of financing the police cars. The council agreed to finalize the budget and to discuss any remaining questions or concerns at the next City Council Meeting.

5. ADJOURNMENT

Mayor Kevin Schieber adjourned the meeting at 7:46 PM.

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



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 12/16/2025

Board & Commission: City Council

Subject: Approve 2026 Tobacco, Massage, and ROW Licenses

Background Information:

Each year, 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 the 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:

- AM Tobacco, LLC - Tobacco License
- Leeb Underground - ROW License
- Northern Natural Gas Company - ROW License
- Nyx of the Light, LLC - Massage Business License
- Nicole Larsen - Nyx of the Light, LLC - Massage Therapist License
- Family Dollar - Tobacco License

- ITG Communications - ROW License

Voting Requirements:

Voting Options Simple Majority



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 12/15/2025

Board & Commission: City Council

Subject: Approval of Resolution R-281-2026 authorizing budget carryovers

Overview/Background

During the 2025 fiscal year, certain circumstances arose that prevented departments from expending their budgets as originally planned. This information was not available at the time the 2025 budget was developed. Accordingly, we are requesting City Council approval to carry forward a portion of these funds into fiscal year 2026 to ensure that the associated projects can be completed.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-281-2026

Resolution R-281-2026 approving carryovers from Fiscal Year 2025 & Authorizing Amendments to the Fiscal Year 2026 Budgets

Whereas, several budgeted and/or authorized items where appropriations were made for goods and/or services in Fiscal Year 2025 that were not received and/or completed by December 31, 2025; and,

Whereas, the City Council recognizes it is prudent to carry forward the 2025 budget to account for the receipt of those goods and services and the related expenditures in the new year; and

Whereas, the expenditures related to the receipt of goods and services tied to the 2025 budget carryovers shall be coded against the fund/reserve balances of the applicable funds.

Now, Therefore Be It Resolved by the City Council of the City of North Branch, Minnesota, the following 2025 budget carryovers are hereby approved:

General Fund - Fire Station Roof Repairs	\$50,000
General Fund - Park Trails Maintenance	\$175,000
General Fund - Building Official Training	\$5,000

Be It Further Resolved, the City Council authorizes amendments to the applicable Fiscal Year 2026 budget to account for said 2025 budget carryovers.

Be It Further Resolved, the City Council formally designates the following fund/reserve balances necessary to cover the aforementioned budget carryover as "Committed" in the respective Fund.

General Fund Committed Fund Balance	\$230,000
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Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/15/2025

Board & Commission: City Council

Subject: Approval of Resolution R-278-2026 authorizing official signatories and declaring official depositories

Overview / Background:

Minnesota State Statute requires Minnesota municipalities to annually designate individuals authorized to sign financial documents (i.e. checks, drafts and withdrawal orders) on behalf of the City, and official depositories and investment brokers/dealers.

The current financial institutions have changed some since the 2024 approval. The Stearns Bank accounts have all been closed as of 1/31/2025. Also, Bremer has merged with Old National Bank. While we are still working with the same people, the name of the institution has changed to Old National Bank, as noted in the attached resolution.

Staff Recommendation:

City staff recommend approval of the resolution.

Recommended City Council Action Motion:

Approve Resolution No. R-278-2026, authorizing the official signers and depositories for the City of North Branch for Fiscal Year 2026.

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-278-2026

Resolution R-278-2026 Authorizing Official Signatories and Declaring Official Depositories for the City of North Branch, MN

Whereas, Minnesota State Statute 118A and the Investment Policy for the City of North Branch ("City") require the City to designate authorized signers, official depositories, and Brokers/Dealers; and,

Whereas, the listed financial institutions have agreed to follow the City of North Branch Investment Policy and have provided adequate collateralization for City funds; and,

Whereas, current City policy requires two (2) signatures for checks, drafts, and withdrawal orders, and that the Mayor, City Administrator, Finance Director, and Chief of Police shall be authorized as Official Signatories of the City.

Now, therefore be it resolved by the City Council of the City of North Branch, Minnesota, the following individuals are hereby designated as Official Signatories for the City of North Branch:

Kevin Schieber, Mayor
Matthew Hill, City Administrator
Sharon Wright, Finance Director
Dan Meyer, Police Chief

Be it further resolved, the following financial institutions be designated as the Official Depositories for the City of North Branch:

Associated Bank
Old National Bank (formerly Bremer Bank)

Be it further resolved, the following institutions be designated as the Official Brokers/Dealers for the investments of the City funds:

Moreton Capital Investments (Broker)
Associated Bank
Old National Bank
Neighborhood National Bank
US Bank

Be it further resolved, the aforementioned authorizations and designations shall remain in effect until changed by a subsequent resolution of the City Council.

Passed by the City Council of North Branch, Minnesota this 13th day of January, 2026.

Kevin Schieber, Mayor

Date

Attest:

Tonya Kostuch, City Clerk



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/15/2025

Board & Commission: City Council

Subject: Approval of Audit Engagement Letter with Abdo for 2025 audit

BACKGROUND INFORMATION:

Annually, the City is required to undertake an audit of its financial records and practices. Presented at the meeting tonight is an Engagement Letter for the 2025 Audit. The Engagement Letter details the services to be provided and the cost for the fiscal year 2025. The prior year cost for the audit was \$46,750 and the 2025 cost is \$48,900 per the original Request for Proposal (RFP) submitted by Abdo in August 2024.

REQUESTED CITY COUNCIL ACTION:

Approve the contract with Abdo to conduct the 2025 audit of the City's financial records and the Engagement Letter.

Voting Requirements:

Voting Options Simple Majority



December 02, 2025

Management, Honorable Mayor and City Council
City of North Branch
North Branch, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of North Branch (the City) for the year ended December 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Funding Progress, Employer's Share of Net Pension Liability and Employer's Contributions, and Changes in Net Pension Liability (Asset) and Related Ratios
- Budget to Actual Statements
- Schedule of Changes in OPEB Liability, Related Ratios, and City Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Introductory Section

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of certain assets, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.



We may, from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.



Management is responsible for making drafts of financial statements, all financial records and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Abdo, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist with entries to convert from the modified accrual basis of accounting to the full accrual basis of accounting for long-term assets, long-term liabilities, and related deferred inflows of resources, deferred outflows of resources, revenues and expenses from information provided by management. We will also assist with year end accrual entries from information provided by management.

These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide electronic copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Justin Nilson, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in April 2026, and to issue our reports no later than June 30, 2026.



Our fee for these services will be as follows:

Audit	<u>\$48,900.00</u>
Total	<u><u>\$48,900.00</u></u>

Our invoices for these fees will be rendered as follows: 25% at engagement letter signing, 50% once fieldwork is complete and 25% at Report Delivery.

There have been several new accounting standards issued in recent years which will begin taking effect in the current and following years. These new standards may require substantial changes to your financial statements. We will review with you during the planning stage and if changes are substantial and you would like our firm to complete this work we will agree at that time to a separate fee and engagement to complete that work.

To assist with the post-implementation accounting for GASB statement numbers 87 - Leases and 96 - Subscription Based Information Technology Agreements (SBITA's), Abdo has partnered with an accounting software known as Crunchafi (formerly known as LeaseCrunch) to ensure you are in compliance with the standards. The cost of this service is a discounted price of \$81.90 per lease/SBITA that is in the Crunchafi system and is billed directly to Abdo from Crunchafi on an annual basis. Abdo will bill you the same amount charged from Crunchafi based on the number of leases/SBITA's in your account. Abdo plans to utilize this software as part of our procedures and Abdo can either enter information into the system for you to review or we can give you access to the system to input your own data for which we will review and ensure it is correct. We will discuss this with you as part of our planning procedures.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc. if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.



Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will utilize a portal which is a collaborative, virtual workspace in a protected, online environment. The portal permits real-time collaboration across geographic boundaries and time zones and allows us and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use the portal, you may be required by the provider of the portal to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of the portal and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of the portal.

We are not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by us.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.



We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Management, Honorable Mayor and City Council of the City. We cannot provide assurance that an unmodified opinion will be rendered. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement. You agree to include our audit report in any document containing financial statements that indicate that such financial statements have been audited by us and, prior to inclusion of our audit report, to ask our permission to do so.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,



Abdo



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 6, 2023

To the Partners of
Abdo, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, LLP in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, LLP has received a peer review rating of *pass*.



Brady Martz and Associates, P.C.
Grand Forks, North Dakota



RESPONSE:

This letter correctly sets forth the understanding of the City of North Branch.

Signature and Title: *Matthew Hill*



Abdo Engagement Letter

Final Audit Report

December 02, 2025

Created:

December 02, 2025

By:

engagements@abdosolutions.com(engagements@abdosolutions.com)

Status:

ESigned

Transaction ID:

WLD3L4JKKNE4J6QTARPLGC6EVW

Documents:

300604---GO_2025A_130_2102.pdf

"Abdo Engagement Letter" History

-  Document emailed to (sharonw@ci.north-branch.mn.us) for signature
12/2/2025 08:49:38 AM Central Standard Time
-  Document viewed by (sharonw@ci.north-branch.mn.us)
12/2/2025 09:19:03 AM Central Standard Time - IP address: 156.98.3.193
-  Document delegated by (sharonw@ci.north-branch.mn.us)
12/2/2025 09:24:31 AM Central Standard Time - IP Address 156.98.3.193
-  Document viewed by Matthew Hill(matthewh@ci.north-branch.mn.us)
12/2/2025 09:25:10 AM Central Standard Time - IP address: 156.98.3.193
-  Document e-signed by Matthew Hill(matthewh@ci.north-branch.mn.us)
Signature Date: 12/2/2025 09:26:02 AM Central Standard Time - IP address: 156.98.3.193
-  Document Signed
12/2/2025 09:26:02 AM Central Standard Time

MEMORANDUM

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

VIA EMAIL ONLY

cc: Matthew Hill, City Administrator

From: Christopher M. Hood

Date: January 5, 2026

Re: Legal Staff Report for January 13, 2026 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 December 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, a memorandum of understanding and a memorandum of agreement.

2. **Municipal Matters**

Attorneys researched, reviewed, analyzed, and advised on a septic system matter.

3. **Land Use and Real Estate Matters**

Attorneys researched, reviewed, advised and drafted a development agreement. Attorneys researched, reviewed, and advised on a right-of-way location matter. Attorneys reviewed, advised and drafted a purchase agreement.

4. **Staff Communications**

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

CMH/sc



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/07/2026

Board & Commission: City Council

Subject: Approval of Resolution R-282-2026 regarding the support of a Minnesota Forward Fund Application

Background Info

The North Branch EDA approved a purchase agreement with Louisiana Pacific for the sale of 120 acres of land in the northeast corner of the Interstate Business Park on December 9, 2025. The terms of the purchase agreement included a 180 day due diligence period along with several conditions precedent prior to closing including financing for the project. As part of the financing for the project, Louisiana Pacific has requested that the city provide a resolution of support for the Minnesota Forward Fund Application.

Requested Action

Approve Resolution R-282-2026 adopting a resolution regarding support of Louisiana Pacific's Minnesota Forward Fund Application

Voting Requirements:

Voting Options Simple Majority

STATE OF MINNESOTA

COUNTY OF CHISAGO

CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-282-2026

RESOLUTION REGARDING THE SUPPORT OF A MINNESOTA FORWARD FUND APPLICATION IN CONNECTION WITH LOUISIANA PACIFIC

WHEREAS, the City of North Branch, Minnesota (the “City”), desires to assist Louisiana Pacific, a manufacturer of high performance engineered wood products, which is proposing to construct a manufacturing and transload facility in the City and purchase machinery and equipment; and,

WHEREAS, the City of North Branch understands that Louisiana Pacific, through and with the support of the City, intends to submit or has submitted to the Minnesota Department of Employment and Economic Development an application for an award from the Minnesota Forward Fund program; and,

WHEREAS, the City of North Branch held a city council meeting on January 13, 2026, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, that, after due consideration, the Mayor and City Council of the City of North Branch, Minnesota, hereby adopts the following findings of fact related to the project proposed by Louisiana Pacific and its application for an award and/or rebate from the Minnesota Forward Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Minnesota Forward Fund program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base
 - a. Louisiana Pacific will create a significant amount of jobs for the region.
 - b. Louisiana Pacific will make a significant investment in the community.
2. Finding that the proposed project, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.
 - a. Louisiana Pacific has made a concerted effort to raise capital need of the project.
3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole.
 - a. The development will help attain the city’s goal of developing and attracting a qualified and varied workforce.
4. Finding that the proposed project will afford maximum opportunity, consistent with the sound

needs of the City as a whole, for the development of the project by private enterprise.

a. Louisiana Pacific will create an attainable amount of new job opportunities in the community in the manufacturing sector.

b. Louisiana Pacific will make a large capital investment in the community, increasing tax capacity and opportunities for future expansion.

Passed by the City Council of North Branch, Minnesota this 13th day of January 2026.

Kevin Schieber, Mayor

Attest:

Tonya Kostuch, City Clerk



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 01/07/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Permit - Minnesota Deer Hunters Association - Wild River Chapter

Background Information

Minnesota Deer Hunters Association - Wild River Chapter would like to hold Bingo and a Raffle event at Tailgaters Sports Bar & Grill at 6355 Elm Street, North Branch, on February 15, 2026. The Clerk's office signs off on the application before they can send it to the Minnesota Gambling Control Board.

Staff Recommendation & Requested City Council Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the Minnesota Deer Hunters Association - Wild River Chapter.

Voting Requirements:

Voting Options **Simple Majority**

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Minnesota Deer Hunters Association-Wild River Chapter Previous Gambling Permit Number: X-

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

Mailing Address: P.O. Box 125

City: Harris State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO):

CEO Daytime Phone: CEO Email:
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Tailgaters Sports Bar & Grill

Physical Address (do not use P.O. box): 6355 Elm Street Suite c

Check one:
☒ City: North Branch Zip: 55056 County: Chisago
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): February 15 2026

Check each type of gambling activity that your organization will conduct:

- ☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 1-4-26
(Signature must be CEO's signature; designee may not sign)

Print Name: Noel Virkus

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

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

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, [“Conduct of Raffles”](#); and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Prepared By: Tonya Kostuch, City Clerk

Presenter: Tonya Kostuch, City Clerk

Date: 01/07/2026

Board & Commission: City Council

Subject: Approve Gambling LG220 Permit #2 - Minnesota Deer Hunters Association - Wild River Chapter

Background Information

Minnesota Deer Hunters Association - Wild River Chapter would like to hold a Raffle event at Tailgaters Sports Bar & Grill at 6355 Elm Street, North Branch, on March 21, 2026. The Clerk's office signs off on the application before they can send it to the Minnesota Gambling Control Board.

Staff Recommendation & Requested City Council Action:

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the Minnesota Deer Hunters Association - Wild River Chapter.

Voting Requirements:

Voting Options Simple Majority

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Minnesota Deer Hunters Association-Wild River Chapter Previous Gambling Permit Number: X _____

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

Mailing Address: P.O. Box 125

City: Harris State: MN Zip: 55056 County: Chisago

Name of Chief Executive Officer (CEO) _____

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Tailgaters Sports Bar & Grill

Physical Address (do not use P.O. box): 6355 Elm Street Suite c

Check one:

☒ City: North Branch Zip: 55056 County: Chisago

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 21 2026

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 1-4-20
(Signature must be CEO's signature; designee may not sign)

Print Name: Noel Virkus

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

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

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/07/2026

Board & Commission: City Council

Subject: Approval of Commission members for 2026

BACKGROUND:

The City Council is required to make appointments for the open positions on the 3 Commissions at the City of North Branch.

PTOS - (1) - 3 year term

The Park Trail and Open Space Commission received 2 applications for one open position: Charley Klopp and Megan Nyssa.

PTOS Commission recommended Charley Klopp. He has been on the PTOS Commission since 2020.

Planning - (1) - 3 year term

The Planning Commission received 1 application for one open position: Steve Cich

Planning Commission recommended Steve Cich.

EDA (1) - 6 year term *(EDA has not met for any review)*

The EDA has received two applications for one open position: Cassandra Keocher & Thomas Wawersich. Cassandra Keocher was appointed to an open EDA Commissioner position by the City Council at the September 23, 2025 City Council meeting. The Mayor would like to re-appoint Ms. Keocher to the Commission and request approval from the City Council.

RECOMMENDED ACTION:

Motion and Second to approve Charley Klopp to the PTOS Commission, Steve Cich to the Planning Commission, and Cassandra Koecher to the EDA Commission.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Patrick Heinen, Fire Chief

Presenter: Patrick Heinen, Fire Chief

Date: 01/08/2026

Board & Commission: City Council

Subject: Approval of election results and officer appointments for the Fire Department in 2026

BACKGROUND:

The Fire Department Officers are elected by their membership and submitted to the City Council for approval. If there are open positions, the Chief can make an appointment for Council consideration. The following positions are presented to the Council for their consideration for the 2026 calendar year.

Name	Recommended Position	Position last year	
Pat Heinen	Chief	Chief	unopposed
Wayne Blodgett	1 st Asst Chief	1st Asst Chief	unopposed
Ryan Wanless	2 nd Asst Chief	Captain Eng.	By election
Jason Russell	Captain Safety	2nd Asst Chief	By election
Bobby Morelli	Captain Training	Captain Training	unopposed
Thomas Gustafson	Captain Engineer	Lieutenant Asst Eng	appointed
Chad Van Dyke	Lieutenant Secretary	Lieutenant Secretary	unopposed
Billy Burnett	Lieutenant Asst Engineer	Lieutenant Asst Training	appointed
Becca Ackermann	Lieutenant Pub Ed	FF	By election

The Chief of the Fire Department and the Election Committee recommend that the Council approve the Officer placements for 2026 as presented above.

Voting Requirements:

Voting Options Simple Majority



Prepared By: Travis Miles, Human Resources Generalist

Presenter: Travis Miles, Human Resources Generalist

Date: 01/08/2026

Board & Commission: City Council

Subject: Consider approval of job description for Building Official

Overview / Background:

Human Resources worked with Building Official Rich Meyer to develop an updated job description for the Building Official position. This role oversees the Building Department, including the Building Inspector/Code Enforcement Officer and the Building Permit Technician. The job description has been formatted using the City's current job description template.

Staff Recommendation:

City Staff recommends the Council approves the job description for the Building Official.

Action Requested:

Council approval of the job description for the Building Official.

Voting Requirements:

Voting Options Simple Majority



Building Official Job Description

Department:
Building Inspection

Reports To:
City Administrator

Supervisees:
Building Inspector/Code
Enforcement Officer, Building
Permit Technician

Employment Status:
Full Time

FLSA Status:
Exempt

Union Representation:
Teamsters Supervisors

Date Approved:
Pending

Position Summary: The purpose of this position is to serve as the designated Building Official for the City, and to manage the functions of the Building Inspections Department, including budgeting, staffing, supervision, leadership and ensuring compliance with State and City regulatory codes and authorities.

Essential Duties: The list below is intended to be illustrative of the responsibilities of the position and not all-encompassing. This position oversees all functions of the department including building inspections, coded enforcement, and issuing building permits

Major areas of accountability

1. Serves as Certified Municipal Building Official for the City of North Branch to ensure the effective implementation and enforcement of codes, ordinances, and laws to protect the safety and welfare of the community.
2. Conducts plan reviews and inspections to ensure compliance with Minnesota State Building Code, International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), International Property Maintenance Code (IPMC), and issues Certificates of Occupancy.

3. Develop and maintain an operating plan and budget that projects capital expenditures, revenues, expenses.
4. Communicate with staff as needed.
5. Develop and implement department objectives, policies and procedures.
6. Present with clear and concise communication in open and closed meetings. As the subject matter expert, meet the audience at their level ranging from the layperson to experts from other partner agencies.
7. Maintain good relations with residents, local businesses, civic groups, and other governmental agencies.
8. Maintain current department policy and procedure manual. Submit all new policies to City Council for approval prior to implementation.
9. Continue to increase and maintain knowledge and management skills by attending seminars and conventions to stay current with new and changing techniques.
10. Oversee the recruitment and hiring of all Building Inspection personnel; assess employee performance; evaluate effectiveness of employee orientation and training programs.
11. Supervise the continual training of all Building Inspection personnel.
12. Determine work procedures, schedules, and workflow while improving efficiency
13. Ensures the records of the department activities are maintained completed and timely. Also ensure all records are maintained within data retention requirements.
14. Prepares fee and permit analysis, recommends fee adjustments and other program and operational changes to implement best practices.
15. Monitors Building Inspection Department expenditures, prepare reports and analysis as needed.
16. Perform other duties as apparent or assigned.

Personnel

1. Provides leadership and oversight of Inspections staff, including the work of Building Inspector/Code Enforcement Technician and Building Permit Technician.
2. Participate in conducting interviews with all Building Inspection employees and make recommendations for hire to City Administrator.
3. Coordinate all new hire paperwork with Human Resources.
4. Conduct or coordinate initial on-boarding and start-up training for all new staff.
5. Assist in providing employee orientation through discussion on equipment and vehicle knowledge by providing training and guidance on all policies and procedures.
6. Assist in training staff in proper customer relations skills, building inspection and permit knowledge and maintaining a high quality of service to the public.

7. Supervise all Building Inspection staff including prioritization and assignment of job duties as necessary, ensuring employees adhere to City and department policies and procedures, and directing the maintenance of a healthy and safe working environment.
8. Stay up to date on all personnel issues and address as they arise.
9. Review, approve and submit for processing of all building and inspection department payroll records on a bi-weekly basis.
10. Observes all safety rules and practice safe work habits.
11. Perform other duties as apparent or assigned.

Communication, Public Education, and Outreach

1. Work with property owners and managers on compliance issues; as well as code enforcement.
2. Meet with architects, engineers, developers, builders, and property owners to educate and advise on code requirements related to construction design, materials and practices.
3. Responds to complaints and inquiries from property owners, developers, builders, and the public. Resolves conflicts as appropriate. Consults with other city staff as appropriate.
4. Presents information to the leadership team and/or Council, as necessary.
5. Resolves complex and sensitive customer service issues via proper communication type (direct, phone, written)

Job Qualifications:

Knowledge, Skills and Abilities:

- Detail oriented and skilled in reviewing commercial and residential building and construction plans and inspecting projects on-site for compliance with applicable codes.
- Ability to establish and maintain courteous and effective working relationships with city personnel and the general public; maintains professional demeanor, tone, and conversations in all public areas of the city
- Able to interpret and apply complex codes and policies.
- Able to use engineer and architect scales to measure dimensions and other instruments to measure dimensions in the field.
- Maintains a high level of confidentiality and comply with all legal requirements of the job.

- Ensures compliance with pertinent Federal, State and local codes, laws and regulations including the Minnesota Data Practices Act, Occupational Safety and Health Act and complies with all City and departmental policies and procedures.
- Oversee proper use of assigned City vehicles, equipment, or property and practices safe work habits complying with all current laws, regulations and safety requirements.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as ordinances, statutes, development plans, and policies.
- Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights and measures.
- Strong customer service orientation and problem-solving skills.
- Strong computer experience including knowledge in word processing and spreadsheet software.

Education and Experience:

Requirements

- Associate Degree in Building Inspection Technology, or a related field with five years' commercial and residential plan review and building inspection experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.
- Five years of construction experience or five years building Inspection experience
- Minnesota Certified Building Official.
- Valid Minnesota Driver's License.

Preferred

- MPCA Subsurface Sewage Treatment Certification.
- Minnesota Delegation Agreement
- Certifications as Building Official, Building Inspector, or Plans Examiner by the International Code Council (ICC) or equivalent

Physical Requirements and Work Environment:

Positions in this class require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to medium weight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials and tasks. Task will also involve work in a field environment in various environmental conditions.

Speaking or hearing and using hands to handle or feel and occasionally requires standing, walking, climbing, reaching with hands and arms, smelling, pushing or pulling and repetitive motions; Work has standard vision requirements; This work requires the occasional exertion of up to 40 pounds of force, and/or up to 10 lbs. of force constantly; Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; Work requires preparing and analyzing written or computer data and observing general surroundings. The environment is a combination of controlled office space, outside in all environments, and driving in vehicles. Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dust, gases, poor ventilation, oils, and limited workspace. Position also requires travel as needed. Reasonable accommodation may be requested.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.



Prepared By:

Presenter:

Date: 12/16/2025

Board & Commission: City Council

Subject: Public Hearing Continuation for the NW Old Town Street and Utility Project

Due to the snow event on December 9, the City Council made the decision to continue the Public Hearing for the NW Old Town Improvement Project to the January 13, 2026 Council meeting.

Heidi Hamilton of WSB will present the project information for the Council and residents, and Mayor Schieber will open the public hearing for comments from residents.

Voting Requirements:

Voting Options **Simple Majority**



Northwest Old Town Street and Utility Improvement Project

City Council Meeting – Improvement Hearing Continued

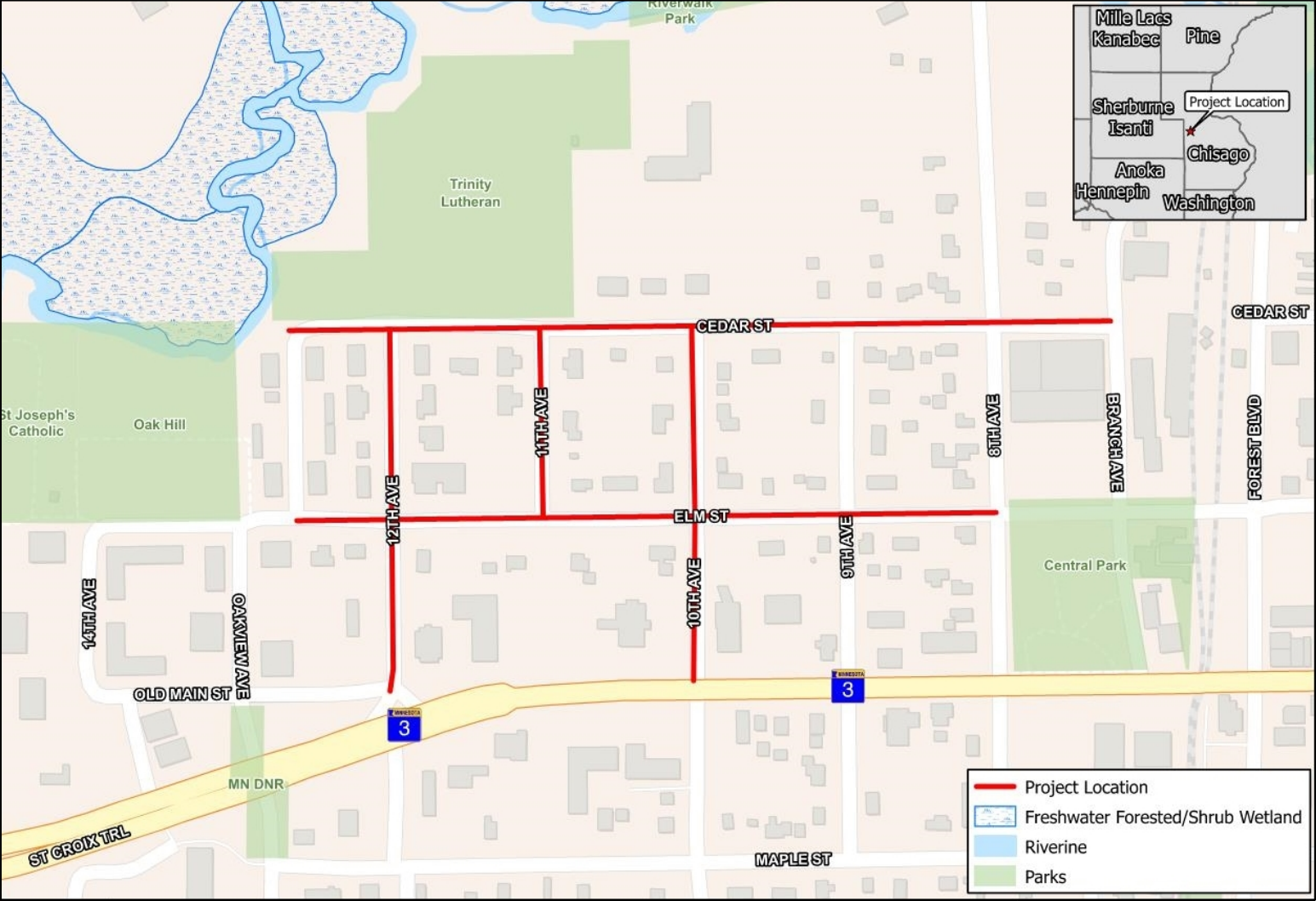
January 13, 2026



CITY OF
NORTH BRANCH

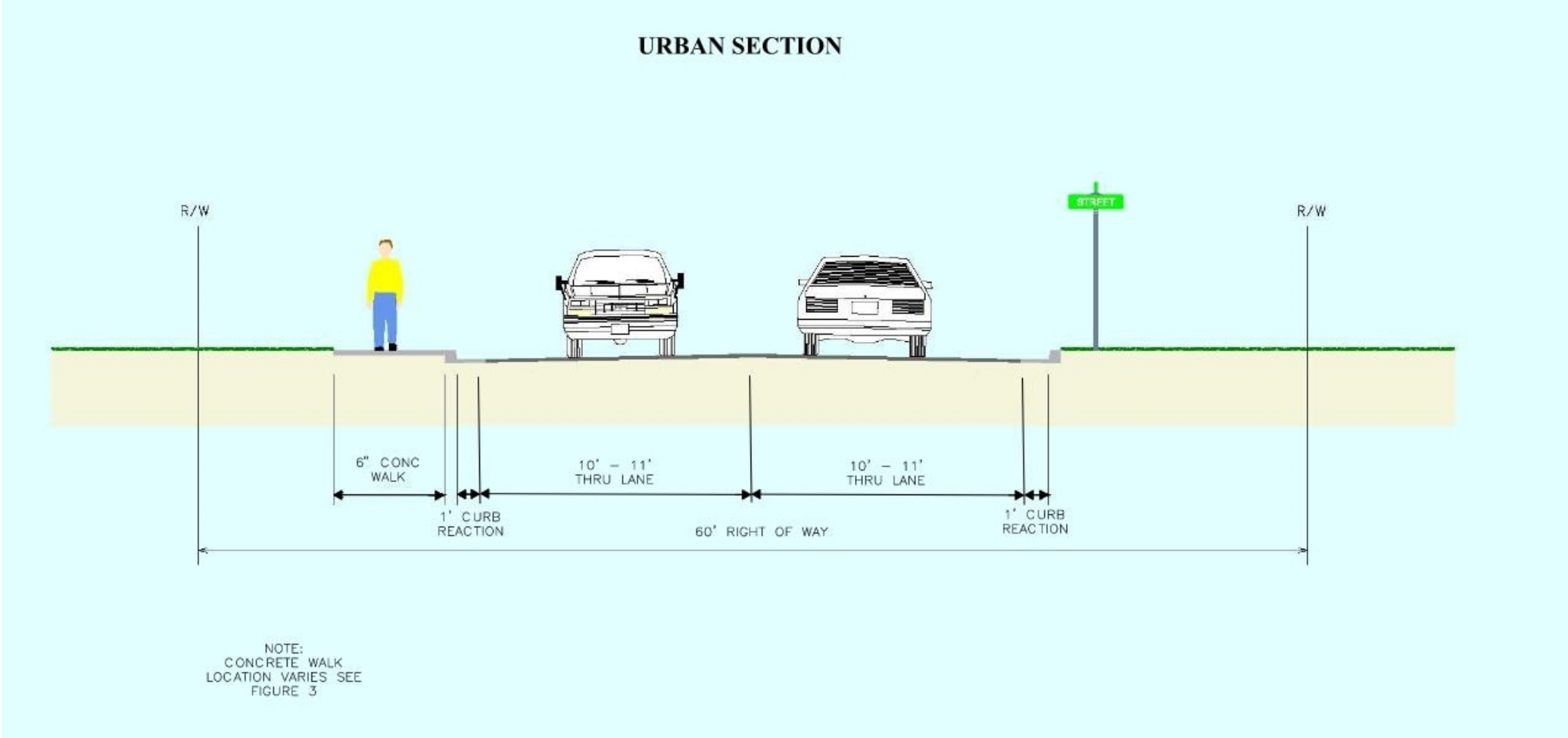


Proposed Improvements

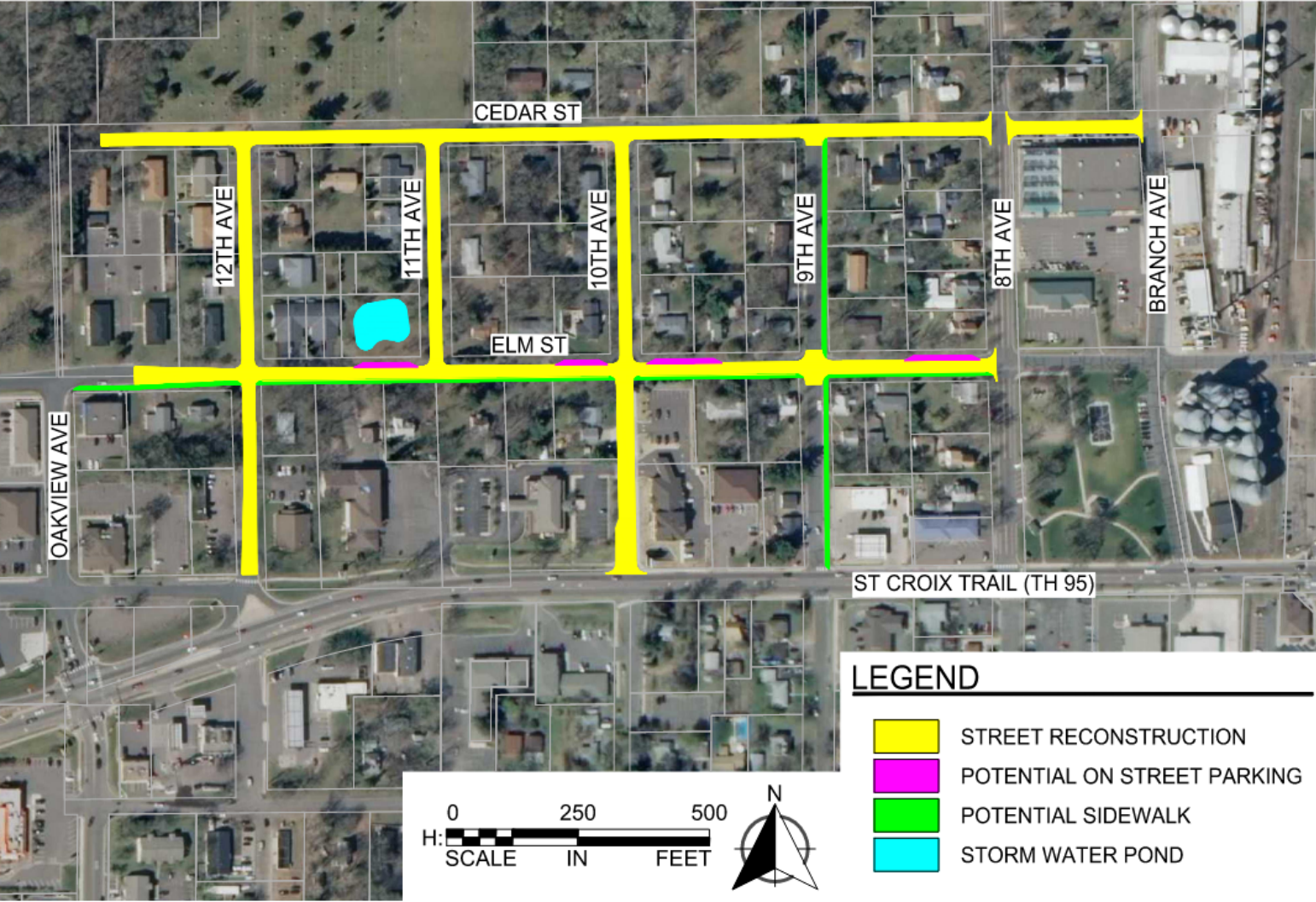


- Project Location
 - Cedar Street
Elmwood Terrace Apartments to Branch Avenue
 - Elm Street
Oakview Avenue to 8th Avenue
 - 12th Avenue
Cedar Street to Main Street
 - 11th Avenue
Cedar Street to Elm Street
 - 10th Avenue
Cedar Street to Main Street

Proposed Improvements



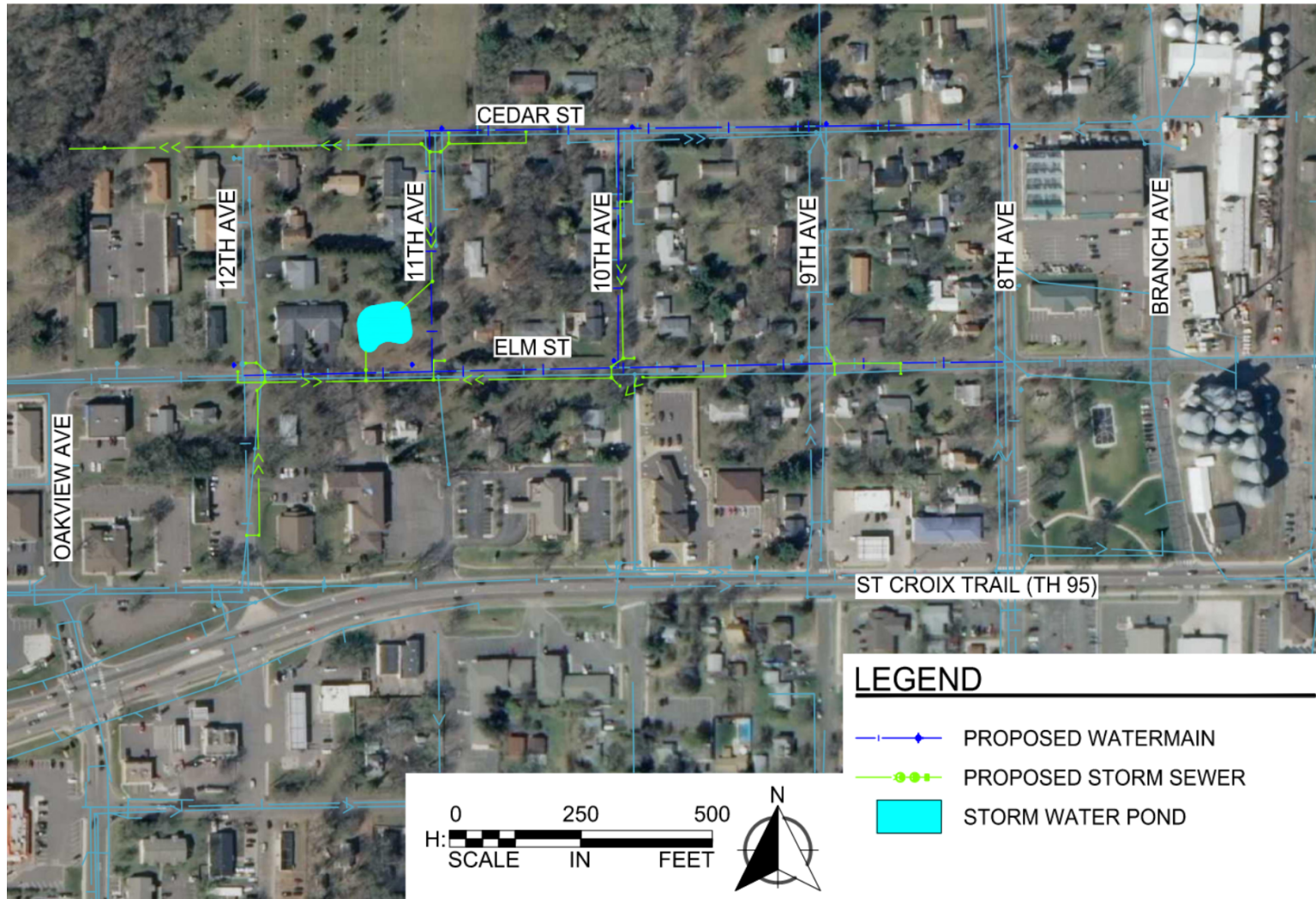
Proposed Improvements



- 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

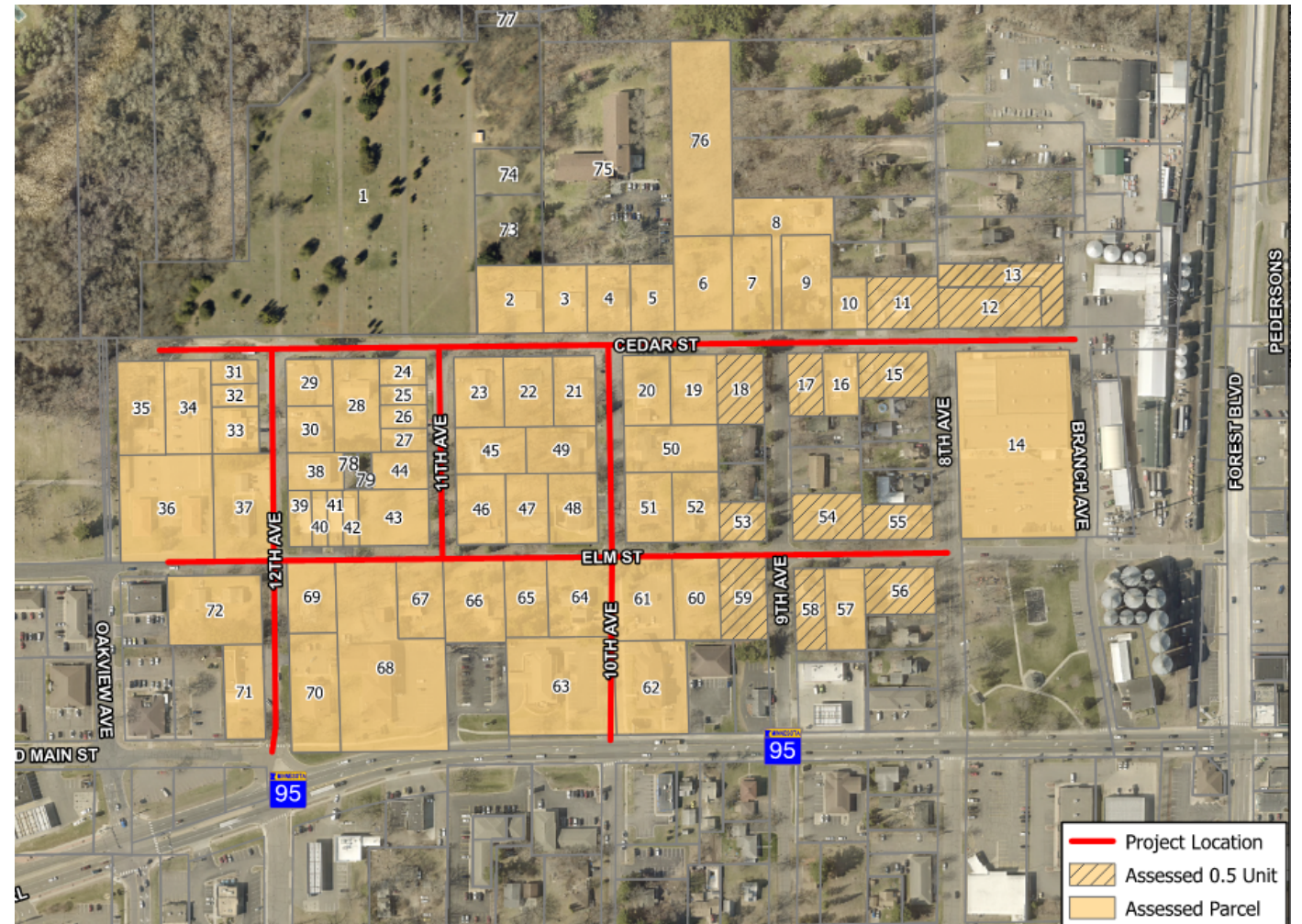
City of North Branch Assessment Policy



- 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: swright@northbranchmn.gov 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	December 9, 2025
Public Hearing Continued/Authorize Preparation of Plans and Specifications	January 13, 2026
2nd Public Information Meeting	February 2026
Approve Plans and Specifications/Authorize Advertisement for Bid	March 24, 2026
Receive Bids	April 2026
Public Hearing/Award Contract	May/June 2026
3rd Public Information Meeting	June 2026
Begin Construction	July 2026
Final Completion	Summer 2027

Questions and Comments

Heidi Hamilton
612.508.9498
heidi.hamilton@wsbeng.com



NORTH BRANCH
32250 -City of North Branch
Staff Report

Prepared By: Heidi Hamilton, Senior Project Manager

Presenter: Heidi Hamilton, Senior Project Manager

Date: January 13, 2026

Board & Commission: City Council

Subject: Resolution R-279-2026 Ordering the Northwest Old Town Street and Utilities Improvement Project and Directing the 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 December 9, 2025 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. Due to the snowstorm that occurred on the day of the Public Hearing, the Hearing was continued to January 13, 2026.

A notice of the January 13 continued public hearing was sent to all residents and property owners on December 18, 2025, and notice was published in the official newspaper on January 1 and January 8, 2026. A project information sheet was included with the mailing and a website has been created (<https://nwoldtown-wsbeng.hub.argis.com>) to share information about the project more widely.

The revised project schedule proposes to begin construction in July 2026 and complete the work in the summer 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 Resolution R-279-2026 which allows 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-279-2026

Resolution R-279-2026 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 the 13th day of January, 2026, 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 and January 13, 2026, 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 13th day of January 2026.
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 13th day of January 2026.

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



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	<u>\$55,712</u>
	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														Total 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			
		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															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 Minimum Damage Acquisition Report												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															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 Sum Fee																\$72,012	
TOTAL PROJECT COST																\$579,039	



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/15/2025

Board & Commission: City Council

Subject: Approval of Resolution R-280-2026 accepting the Annual Appointments and Designations

Background:

Minnesota State Statute requires Minnesota municipalities, at their first meeting of the year, to annually appointment its members as liaisons to certain commissions and committees, and make other designations, including, but not limited to: City Attorney, City Auditor and City Newspaper. The City is statutorily required to designate an official newspaper for publication of public hearings and other required legal notices. The 2025 Council member liaison appointments are attached for review.

Recommended City Council Action:

Motion to approve Resolution No. R-280-2026, approving certain appointments and designations for Fiscal Year 2026.

Voting Requirements:

Voting Options Simple Majority

**CITY OF NORTH BRANCH
RESOLUTION NO. R-280-2026**

**A RESOLUTION APPROVING THE ANNUAL APPOINTMENTS & DESIGNATIONS
FOR FISCAL YEAR 2026 FOR THE CITY OF NORTH BRANCH**

WHEREAS, the City of North Branch ("City") is a municipal corporation organized and existing under the laws of the State of Minnesota ("State"); and,

WHEREAS, State law requires that municipalities annually declare certain appointments and designations at its first meeting of each year.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA, the City Council does hereby make the following appointments and designations, effective upon passage of this resolution through December 31, 2026, as attached in Exhibit A.

Whereupon said resolution was declared duly passed and adopted, and was signed by the Mayor and attested by the City Clerk dated this 13th day of January, 2026.

Kevin Schieber, Mayor

ATTEST

Tonya Kostuch, City Clerk

EXHIBIT A**FISCAL YEAR 2026
APPOINTMENTS & DESIGNATIONS**

Council Appointments		Primary Liaison	Alternate Liaison
1	Acting Mayor	Canada	
2	Public Works Advisory Committee (2)	Ibinger/Goulet	
3	Finance Advisory Committee (2)	Ibinger/Goulet	
4	Personnel Advisory Committee (2)	Schieber/Canada	
5	Public Safety (PD, Fire, Fire Relief) (2)	Schieber/Canada	
6	Parks, Trails & Open Space (1)	Schieber	Canada
7	Economic Development Authority (2)	Meacham/Schieber	
8	Planning (1)	Meacham	Canada
9	Liquor Advisory Committee (2)	Ibinger & Goulet	
10	ARPA Advisory Team	Eliminate	

Community Appointments		Primary Liaison	Alternate Liaison
11	Cable TV Board / ECCC	Meacham	
12	Community Education/ School Liaison	Meacham	
13	ECRDC Region 7E (1)	Schieber	
14	Rushline	Canada	Schieber

Contract Services		Designations
15	Insurance Agent	Marsh & McLennan Agency LLC
16	City Attorney	Flaherty & Hood
17	City Engineer	WSB & Associates
18	City Auditor	Abdo
19	City Newspaper	Isanti-Chisago County Star

**FISCAL YEAR 2025
APPOINTMENTS & DESIGNATIONS**

Council Appointments		Primary Liaison	Alternate Liaison
1	Acting Mayor	Canada	
2	Public Works Advisory Committee	Goulet/Ibinger	
3	Finance Advisory Committee	Goulet/Ibinger	
4	Personnel Advisory Committee	Schieber/Canada	
5	Public Safety Advisory Committee	Schieber/Canada	
6	Parks, Trails & Open Space	Schieber	Canada
7	Economic Development Authority (2)	Schieber/Meacham	
8	Planning	Meacham	Canada
9	Liquor Advisory Committee	Goulet/Ibinger	
10	ARPA Advisory Team	Goulet	

Council Appointments		Primary Liaison	Alternate Liaison
11	Cable TV Board / ECCC	Meacham	
12	Community Education/ School Liaison	Meacham	
13	ECRDC Region 7E (1)	Schieber	
14	Rushline	Canada	Schieber

Contract Services		Designations
15	Insurance Agent	Marsh & McLennan Agency LLC
16	City Attorney	Flaherty & Hood
17	City Engineer	WSB & Associates
18	City Auditor	ABDO
19	City Newspaper	Isanti-Chisago County Star



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 12/15/2025

Board & Commission: City Council

Subject: Consider approval of Council Meeting calendar for 2026

Sec 2-72 City Council Meetings

The city council shall have its regular business sessions on the second and fourth Tuesday of each month at 7:00 p.m., and, if such Tuesday shall fall on a holiday, shall have its regular business session at any other time the city council may deem proper. Worksessions may be held on third Tuesday of each month at 6:30pm when deemed necessary or advisable by the Mayor or City Administrator and no action shall be taken during worksession. During the month of December the city council will only meet on the second Tuesday of the month. All meetings shall be held in the City Hall as designated by the city council.

If City Council chooses, it can change the meetings to a different day and/or time via an ordinance amendment.

Wednesdays are an option. The only conflict would be Veterans Day on Wednesday, Nov 11, where it could be moved to Tuesday, November 10 that week.

The standard calendar following the City Code is as follows:

January

- Tuesday, January 13, 7:00pm
- Tuesday, January 20, 6:30pm - Workshop if needed
- Tuesday, January 27, 7:00pm

February

- Tuesday, February 10, 7:00pm
- Tuesday, February 17, 6:30pm - Workshop if needed
- Tuesday, February 24, 7:00pm

March

- Tuesday, March 10, 7:00pm
- Tuesday, March 17, 6:30pm - Workshop if needed
- Tuesday, March 24, 7:00pm

April

- Tuesday, April 14, 7:00pm
- Tuesday, April 21, 6:30pm - Workshop if needed
- Tuesday, April 28, 7:00pm

May

- Tuesday, May 12, 7:00pm
- Tuesday, May 19, 6:30pm - Workshop if needed
- Tuesday, May 26, 7:00pm

June

- Tuesday, June 9, 7:00pm
- Tuesday, June 16, 6:30pm - Workshop if needed
- Tuesday, June 23, 7:00pm

July

- Tuesday, July 14, 7:00pm
- Tuesday, July 21, 6:30pm - Workshop if needed
- Tuesday, July 28, 7:00pm

August

- Tuesday, August 11, 7:00pm
- Tuesday, August 18, 6:30pm - Workshop if needed
- Tuesday, August 25, 7:00pm

September

- Tuesday, September 8, 7:00pm
- Tuesday, September 15, 6:30pm - Workshop if needed

- Tuesday, September 22, 7:00pm

October

- Tuesday, October 13, 7:00pm
- Tuesday, October 20, 6:30pm - Workshop if needed
- Tuesday, October 27, 7:00pm

November

- Tuesday, November 10, 7:00pm
- Tuesday, November 17, 6:30pm - Workshop if needed
- Tuesday, November 24, 7:00pm

December

- Tuesday, December 8, 7:00pm
- Tuesday, December 15, 6:30pm - Workshop if needed

Voting Requirements:

Voting Options **Simple Majority**



Prepared By: Sharon Wright, Finance Director

Presenter: Sharon Wright, Finance Director

Date: 01/07/2026

Board & Commission: City Council

Subject: Finance Update

Cash and Investments

The City currently holds approximately **\$5.2 million** in checking accounts and money market funds that are readily convertible to cash. These funds support day-to-day operations. Our target balance is closer to **\$6.0 million** to avoid penalties associated with larger invoices or pay applications. While balances were slightly below this level at the end of November, the second installment of property taxes is typically received during the first week of December.

In addition, the City holds **\$17.5 million** in investments, including Agencies, U.S. Treasuries, Certificates of Deposit, and Bonds. The average earnings rate for these investments in November was **3.836%**, generating approximately **\$50,000 per month** in interest income.

Liquor Store Report

Liquor store revenue continues to trend slightly below prior periods; however, expenses have also declined. Net income before transfers remains strong at approximately **10.6%**. Gross margin is averaging **30.3%** across both stores, which exceeds the statewide average of approximately **27%**.

November Finance Update

We are nearing final year-end figures and have begun preparing accruals for both revenues and expenses. Invoices related to 2025 expenditures are often received through February and will be recorded in the appropriate fiscal year.

All funds are currently projected to exceed their **2025 budgeted revenue amounts**, and expenses remain below budget as we approach year-end.

Finance staff will continue monitoring actual results throughout the audit process, which is scheduled to begin in **mid-April**.

Voting Requirements:

Bank Account Balances

11/30/2025

	EOM Balance	Interest Rate
Old National - Checking (0753)	419,008.52	0.0%
Old National - MM (2886)	2,958,551.92	3.71%
Associated - Checking (4089)	96,583.04	0.0%
Associated - MM (3859)	1,597,667.05	4.25%
Xpress Cash Balance	163,733.81	0.00%
Total Checking/Savings	\$ 5,235,544.34	

Investments

US Bank	15,560,139.65	Varies *
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,063,281.96	Varies *
Total Investments	\$ 17,623,421.61	

Total Cash & Investments	\$ 22,858,965.95
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US Bank and Wells Fargo investments have multiple types of investments with different interest rates that fluctuate from 2% to 5.05% with an average of 3.836%.

Monthly Report for Liquor Store - Council Report

November 2025

Percent of Year: 92%

Sales by Month and Year-to-Date

Month	2025 Sales	3 Year Avg Sales	2024 Sales	2023 Sales	2022 Sales	2021 Sales
January	\$ 291,927	\$ 258,152	\$ 249,337	\$ 260,869	\$ 264,251	\$ 294,006
February	271,922	259,711	260,707	258,033	260,393	266,208
March	312,449	284,347	295,583	287,435	270,023	304,564
April	320,504	291,390	288,819	294,541	290,810	327,239
May	390,851	353,492	359,929	360,263	340,284	366,090
June	362,784	369,694	356,157	396,703	356,222	370,136
July	406,984	386,768	387,761	384,874	387,670	406,355
August	402,160	377,153	416,855	374,215	340,390	337,323
September	347,318	358,098	367,288	364,930	342,075	329,748
October	340,438	320,305	348,507	320,341	292,066	332,607
November	328,592	324,683	360,918	315,225	297,905	310,290
December	-	407,670	435,391	392,734	394,885	375,740
Total	\$ 3,775,930	\$ 3,991,463	\$ 4,127,252	\$ 4,010,162	\$ 3,836,975	4,020,305

YTD Sales compared to 3 Year Avg	\$ 192,137
YTD Sales compared to 2024 Sales	\$ 84,068

YTD Sales compared to 3 Year Avg	105.36%
YTD Sales compared to 2024 Sales	102.28%

Expenses by Month and Year-to-Date

Month	2025 Expenses	3 Year Avg Expenses	2024 Expenses	2023 Expenses	2022 Expenses	2021 Expenses
January	278,943	\$ 246,181	175,638	255,794	307,113	293,718
February	262,001	279,673	331,652	272,608	234,760	282,744
March	281,533	334,265	324,884	326,195	351,716	382,787
April	306,612	303,311	287,748	309,284	312,900	317,321
May	382,917	358,198	389,397	327,960	357,236	325,980
June	301,144	327,872	275,479	306,429	401,707	361,741
July	311,880	353,050	378,477	364,310	316,364	365,403
August	389,614	354,394	365,253	364,211	333,718	338,110
September	303,075	327,614	346,710	330,720	305,413	329,361
October	288,136	272,960	237,750	306,036	275,092	279,299
November	256,422	366,419	378,443	378,576	342,238	279,323
December	-	482,953	660,224	487,602	301,033	392,250
Total	\$ 3,362,277	\$ 4,006,889	\$ 4,151,654	\$ 4,029,724	\$ 3,839,288	3,948,037

YTD Expenses compared to 3 Year Avg	\$ (161,659)
YTD Expenses compared to 2024 Exps	\$ (129,153)

YTD Expenses compared to 3 Year Avg	95.41%
YTD Expenses compared to 2024 Exps	96.30%

	2025	3 Year Avg	2024	2023	2022	2021
YTD Net Income (Before Transfers)	\$ 413,653	\$ 76,093	\$ 55,598	\$ 80,438	\$ 92,243	\$ 172,269
Net Income Percentage	10.95%	1.92%	1.35%	2.01%	2.40%	4.28%

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

Monthly Report for Liquor Store - Council Report

November 2025

Percent of Year: 92%

	2025 Annual Budget	Actual 2025 YTD	Actual East	Actual West
Sales	\$ 4,259,583	\$ 3,770,308	\$ 2,685,901	\$ 1,084,406
Cost of Sales	3,106,843	2,626,170	1,888,295	737,875
Gross Margin	\$ 1,152,740 27.1%	\$ 1,144,138 30.3%	\$ 797,607 29.7%	\$ 346,531 32.0%

	2025 Annual Budget	Actual 2025 YTD	East Actual	West Actual
Gross Margin by Category - Budget vs Actual				
Liquor	\$ 418,468	\$ 438,775	\$ 306,979	\$ 131,796
Beer	556,299	465,048	343,862	121,186
Wine	123,638	156,182	85,328	70,854
Non-Alcoholic	37,335	42,006	33,368	8,638
THC	17,000	42,128	28,070	14,058
Other	-	-	-	-
	<u>\$ 1,152,740</u>	<u>\$ 1,144,138</u>	<u>\$ 797,607</u>	<u>\$ 346,531</u>

2025 Sales By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	291,017	108,447	134,588	29,854	8,527	9,601
February	270,498	102,744	122,439	29,206	7,886	8,224
March	311,711	115,750	145,909	32,016	8,543	9,492
April	319,634	117,478	151,667	31,388	9,222	9,879
May	389,862	143,857	191,703	31,187	9,203	13,912
June	362,784	131,376	179,596	29,633	8,187	13,992
July	406,984	145,869	203,349	30,037	10,836	16,893
August	402,160	149,728	191,844	33,503	11,339	15,745
September	346,718	131,695	164,430	29,057	8,428	13,108
October	340,388	132,943	155,783	32,034	8,702	10,927
November	328,552	127,703	143,254	38,757	9,155	9,683
December	-	-	-	-	-	-
Total	<u>3,770,307</u>	<u>1,407,589</u>	<u>1,784,564</u>	<u>346,670</u>	<u>100,028</u>	<u>131,457</u>

2025 Cost of Goods Sold By Category

Month	Total	Liquor	Beer	Wine	THC	Non-Alcoholic
January	189,931	98,706	65,812	14,628	6,730	4,055
February	197,271	70,807	92,673	22,267	5,747	5,776
March	215,775	88,594	91,132	23,825	4,551	7,672
April	248,250	94,221	127,565	14,754	5,188	6,523
May	302,502	112,929	148,341	25,240	5,761	10,231
June	243,217	86,363	138,001	7,370	3,131	8,352
July	250,491	80,559	137,287	18,564	4,993	9,089
August	307,288	102,590	168,665	16,725	8,494	10,814
September	245,121	87,019	128,277	14,864	5,138	9,824
October	230,120	77,950	120,831	15,798	4,963	10,577
November	196,203	69,075	100,932	16,453	3,204	6,539
December	-	-	-	-	-	-
Total	<u>2,626,170</u>	<u>968,814</u>	<u>1,319,516</u>	<u>190,488</u>	<u>57,900</u>	<u>89,451</u>

Monthly Report for Liquor Store - Council Report

November 2025

Percent of Year: 92%

2024 Sales to Cost of Goods Sold Comparison

2024 Sales By Category

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

2024 Cost of Goods Sold By Category

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

City of North Branch

November 2025 Update

Percent of Year

0.92%

General Fund

	11/30/2025 Actual	11/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Fund Balance - General Fund	\$ 5,333,430	\$ 5,369,812	\$ (36,382)		
Revenues:					
Taxes	\$ 3,417,287	\$ 2,940,327	\$ 476,960	\$ 6,214,916	\$ 6,246,315
Licenses & Permits	357,912	429,081	(71,169)	366,395	347,800
Intergovernmental	1,165,527	1,146,923	18,604	1,584,020	1,570,822
Charges for Services	113,089	120,302	(7,213)	115,145	104,300
Fines & Forfeits	24,426	22,898	1,528	26,412	17,000
Other Revenue	313,409	720,037	(406,628)	315,698	150,400
Other Financing Sources	14,701	8,600	6,101	330,001	315,300
Total Revenues	\$ 5,406,351	\$ 5,388,169	\$ 18,183	\$ 8,952,588	\$ 8,751,937
Expenditures:					
City Council	\$ 21,918	\$ 34,233	\$ (12,315)	28,651	\$ 32,382
City Administrator	207,994	83,438	124,557	229,034	261,168
City Clerk	75,516	124,935	(49,419)	84,268	132,406
Elections	-	14,485	(14,485)	-	-
Technology	468,445	-	468,445	481,417	481,100
Finance	318,983	289,533	29,449	345,957	404,753
City Attorney	80,831	136,556	(55,725)	91,592	50,000
City Engineer	31,987	29,810	2,177	49,720	40,000
Legislative	27,612	20,000	7,612	30,112	31,500
Planning & Zoning	87,751	157,310	(69,559)	95,856	153,239
City Facilities	118,248	183,545	(65,297)	125,594	172,189
Police	2,497,333	2,530,534	(33,201)	2,720,566	2,777,895
Fire	679,648	464,131	215,518	722,755	809,257
Building Inspection	310,266	306,274	3,992	336,885	352,169
Civil Defense	6,954	58,797	(51,843)	6,954	4,200
Animal Control	4,701	3,500	1,201	5,315	4,500
Street Lights	57,151	54,397	2,754	62,951	109,000
Public Works	2,908,278	1,123,496	1,784,783	2,994,688	3,176,340
Parks	190,246	281,226	(90,980)	199,268	382,074
Library	85,278	71,998	13,280	94,794	116,202
Non-Dept Exps	347,771	156,671	191,099	466,171	301,100
Total Expenditures	\$ 8,526,912	\$ 6,124,870	\$ 2,402,042	9,172,549	\$ 9,791,474
Net Postion increase/(decrease)	\$ (3,120,561)	\$ (736,701)	\$ (2,383,859)	\$ (219,961)	\$ (1,039,537)

EDA (201)

	11/30/2025 Actual	11/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Fund Balance	\$ 215,421	\$ (50,526)	\$ 265,947		
Revenues:					
Taxes	\$ 306,928	\$ 301,479	5,449	558,518	\$ 561,045
Intergovernmental	530	593	(63)	530	-
Other Revenue	68,848	3,600	65,248	75,848	3,600
Other Financing Sources	101,415	97,970	97,970	184,075	185,000
Total Revenues	\$ 477,721	\$ 403,642	\$ 168,605	\$ 818,971	\$ 753,711
Expenditures:					
Operating Expenditures	\$ 125,537	\$ 124,666	872	486,088	\$ 605,579
Total Expenditures	\$ 125,537	\$ 124,666	\$ 872	\$ 486,088	\$ 605,579
Net Postion increase/(decrease)	\$ 352,184	\$ 278,976	\$ 167,733	\$ 332,883	\$ 148,132

Sewer Fund (602)

	11/30/2025 Actual	11/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Fund Balance	\$ 14,101,651	\$ 12,051,829	\$ 2,049,822		
Revenues:					
Charges for Services	\$ 416,852	\$ 436,273	\$ (19,421)	425,888	\$ 355,000
Utility Charges	1,691,460	1,469,494	221,966	1,847,137	1,803,000
Other Revenue	66,851	406	66,445	66,851	5,000
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 2,175,163	\$ 1,906,173	\$ 268,991	\$ 2,339,876	\$ 2,163,000
Expenditures:					
Sanitary Sewer	\$ 1,319,713	\$ 1,076,143	243,570	2,014,687	\$ 2,325,610
Total Expenditures	\$ 1,319,713	\$ 1,076,143	\$ 243,570	\$ 2,014,687	\$ 2,325,610
Net Postion increase/(decrease)	\$ 855,451	\$ 830,030	\$ 25,421	\$ 325,189	\$ (162,610)

Liquor Store Fund (609)

	11/30/2025 Actual	11/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Fund Balance	\$ 523,504	\$ 547,907	\$ (24,403)		
Revenues:					
Liquor Store - East	\$ 2,685,901	\$ 2,626,204	\$ 59,697	\$ 2,905,778	\$ 3,013,672
Liquor Store - West	1,084,406	1,063,778	20,628	1,245,334	1,245,911
Cost of Liquor Sold - East	(1,888,295)	(1,909,097)	20,803	(2,106,689)	(2,258,504)
Cost of Liquor Sold - West	(737,875)	(756,424)	18,549	(871,734)	(848,339)
Other Revenue	5,622	1,879	3,743	7,799	9,600
Total Revenues	\$ 1,149,760	\$ 1,026,341	\$ 123,420	\$ 1,180,488	\$ 1,162,340
Operating Expenses:					
Liquor Store - East	\$ 463,997	\$ 471,759	(7,762)	\$ 652,633	\$ 763,666
Liquor Store - West	272,111	354,150	(82,040)	250,125	393,998
Total Operating Expenses	\$ 736,108	\$ 825,910	\$ (89,802)	\$ 902,758	\$ 1,157,664
Net Postion increase/(decrease)	\$ 413,653	\$ 200,431	\$ 213,222	\$ 277,730	\$ 4,676
Net Profit Percentage	10.95%	5.43%		6.68%	

Stormwater Fund (612)

	11/30/2025 Actual	11/30/2024 Actual	Current vs Prior Inc/(Dec)	Projected 2025	2025 Budget
Fund Balance	\$ 6,467,061	\$ 6,314,657	\$ 152,404		
Revenues:					
Utility Charges	\$ 438,318	\$ 445,444	(7,126)	487,337	\$ 475,500
Other Revenue	20,156	14	20,141	20,156	300
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 458,474	\$ 445,458	\$ 13,016	\$ 507,493	\$ 475,800
Expenditures:					
Storm Sewer	\$ 280,642	\$ 284,773	(4,130)	324,856	\$ 563,413
Total Expenditures	\$ 280,642	\$ 284,773	\$ (4,130)	\$ 324,856	\$ 563,413
Net Postion increase/(decrease)	\$ 177,831	\$ 160,686	\$ 17,146	\$ 182,637	\$ (87,613)

Water Fund (615)

	11/30/2025	11/30/2024	Current vs Prior	Projected	2025
	Actual	Actual	Inc/(Dec)	2025	Budget
Fund Balance	\$ 17,004,602	\$ 15,652,062	\$ 1,352,540		
Revenues:					
Charges for Services	\$ 314,280	\$ 585,408	\$ (271,128)	314,280	\$ 135,000
Water Charges	1,999,332	1,680,615	318,718	2,145,065	1,969,468
Other Revenue	65,231	68,396	(3,165)	68,178	50,000
Other Financing Sources	-	26,904	26,904	-	-
Total Revenues	\$ 2,378,844	\$ 2,361,323	\$ 71,329	\$ 2,527,523	\$ 2,154,468
Expenditures:					
Water	\$ 1,110,074	\$ 4,282,401	(3,172,327)	1,260,388	\$ 2,700,682
Total Expenditures	\$ 1,110,074	\$ 4,282,401	\$ (3,172,327)	\$ 1,260,388	\$ 2,700,682
Net Postion increase/(decrease)	\$ 1,268,769	\$ (1,921,078)	\$ 3,243,656	\$ 1,267,135	\$ (546,214)

Generation Fund (620)

	11/30/2025	11/30/2024	Current vs Prior	Projected	2025
	Actual	Actual	Inc/(Dec)	2025	Budget
Fund Balance	\$ 11,974,349	\$ 11,685,231	\$ 289,118		
Revenues:					
Charges for Services	\$ -	\$ 15,898	\$ (15,898)	-	\$ -
Utility Charges	330,000	301,415	28,585	360,000	360,000
Other Revenue	188,485	58,456	130,029	188,485	-
Other Financing Sources	-	-	-	-	-
Total Revenues	\$ 518,485	\$ 375,769	\$ 142,716	\$ 548,485	\$ 360,000
Expenditures:					
Generation	\$ 207,230	\$ 218,825	(11,596)	261,287	\$ 361,151
Total Expenditures	\$ 207,230	\$ 218,825	\$ (11,596)	\$ 261,287	\$ 361,151
Net Postion increase/(decrease)	\$ 311,256	\$ 156,944	\$ 154,312	\$ 287,198	\$ (1,151)



Prepared By: Nathan Sondrol, Community Development Director

Presenter: Nathan Sondrol, Community Development Director

Date: 01/07/2026

Board & Commission: City Council

Subject: Consider Approval of Viking Meadows Preliminary Development MOU

Background Information

Due North Homes LLC (“Developer”) requests City Council approval of a Preliminary Development Memorandum of Understanding (MOU) for the proposed Viking Meadows, Edition 1 residential subdivision. The proposed Viking Meadows development is located directly east of the wastewater treatment facility on Ash Street and west of Hemingway Avenue. (PID: 11.00343.00) The MOU establishes a non-binding framework outlining the parties’ mutual expectations related to land use entitlements, infrastructure coordination, special assessments, utility extensions, and key terms to be incorporated into a future binding Development Agreement. Approval of the MOU provides procedural clarity and predictability for both parties while preserving the City’s authority during subsequent formal approvals.

Project Overview

The proposed development consists of approximately 27.75 acres planned for residential use, including a minimum of 101 units comprised of 35 single-family homes and 66 twin-home units. Development density will be calculated based on net developable acreage. The project will proceed through standard entitlement processes, including preliminary and final plat approvals. Below is an overview of the proposed MOU.

Entitlement Process

The City agrees to process preliminary and final plat applications in accordance with adopted ordinances and statutory timelines, without imposing unreasonable or ad hoc conditions.

Special Assessments

The parties agree in principle to utilize Minnesota Statute § 429 to assess up to \$850,000 in eligible on-site infrastructure improvements, with assessments rebated to the Developer over a seven-year period, subject to final terms in a Development Agreement at no expense to the city.

Utility Extensions

The City agrees to extend municipal water, sewer, roadway, and related utilities to the development boundary from Ash St. Utility capacity or improvements exceeding project needs

to serve future growth would be funded by the City.

The engineers estimated total cost for the extension of the municipal water, sewer, roadway, and related utilities is \$1,525,832.96. Below is a breakdown of the costs.

Total \$1,525,832.55

Sanitary \$453,186.72

Water \$279,565.29

Storm \$203,285.70

Street \$589,794.84

The funding for the sewer and water would be through trunk fees collected from the development and the water and sewer funds.

The funds for the roadway and fifty percent of the drainage improvements would be through the city's municipal state aid street account and possible assessments to the property to the north.

The remaining fifty percent of the drainage improvements would come from the stormwater fund.

Engineering Coordination

The parties will evaluate use of WSB as project engineer, with cost responsibilities to be defined in the Development Agreement.

Park Dedication and ROW

The City will evaluate potential park dedication fee credits in exchange for dedication of right-of-way along the western boundary for a future north/south roadway corridor as identified in the city's comprehensive plan.

Developer Protections

The MOU identifies vested rights, limitations on future exactions, phasing flexibility, dispute resolution, and assignment rights to be addressed in the binding Development Agreement.

Requested Action

To Approve the Preliminary Development Memorandum of Understanding (MOU) between the City of North Branch and Due North Homes LLC for the proposed Viking Meadows, Edition 1 residential development, and authorize the City Administrator and Mayor to execute the MOU.

Voting Requirements:

Voting Options Simple Majority

Preliminary Development Memorandum of Understanding (MOU)

Between

The City of North Branch ("City")

and

Due North Homes LLC ("Developer")

Date: January 13, 2026

1. Purpose and Intent

This Preliminary Development Memorandum of Understanding ("MOU") establishes the foundational terms, obligations, expectations, and procedural steps that will guide the drafting of a formal Pre-Development Agreement and subsequent Development Agreement between the City and the Developer for the Development known as Viking Meadows, Edition 1.

The intent of this MOU is to define preliminary commitments by both parties, protect the Developer's present and future financial investments during all phases of the project, establish a clear procedural pathway for entitlements, permitting, financing mechanisms, and infrastructure coordination and ensure predictable development conditions before execution of binding agreements.

Except where explicitly stated as binding, this MOU remains non-binding and serves as a good-faith framework for future legally enforceable agreements.

2. Project Description and Entitlement Pathway

The Developer has under contract, to become the fee owner of approximately 27.75 acres of land proposed for residential development. The development will consist of a minimum of 35 single-family homes, and 33 twin-home structures (66 units), for a minimum of 101 residential units. Unit density shall be based upon net developable acres of the stated development site.

The parties acknowledge that the project will require the following formal approvals and processes:

2.1 Preliminary Plat Approval (City Binding Requirement)

The Developer shall submit a preliminary plat consistent with City ordinances. The City agrees to process the preliminary plat application in accordance with statutory timelines and to not impose unreasonable or ad hoc conditions not based on adopted ordinances or engineering requirements.

2.2 Planning Commission Review

The parties acknowledge the North Branch Planning Commission must review the preliminary plat and provide recommendations to the City Council. City shall provide staff reports and recommendations consistent with the terms of this MOU.

2.3 Final Plat Approval

The City agrees to process the final plat in a timely manner following satisfaction of preliminary plat conditions and that no additional or materially different conditions shall be imposed at the final plat stage of approval except as required to comply with law or mutually agreed modifications.

3. Special Assessments Under Minnesota Statute § 429 (Binding Intent)

The parties agree in principle to utilize the Minnesota Statute § 429 special assessment process to offset eligible on-site infrastructure improvements.

Preliminary terms include: 1. Eligible improvement to be assessed shall be up to \$850,000. 2. The City shall levy special assessments in accordance with § 429. 3. Special assessments collected through the tax process shall be rebated annually to the Developer on a per-lot basis. 4. Rebates shall occur over seven (7) years unless modified by mutual written agreement. 5. The City shall structure the assessment in a manner that supports the Developer's financing of project improvements and ensures a predictable reimbursement schedule. 6. Assessment terms shall be finalized in the binding Development Agreement. All upfront eligible improvements shall be paid for by the Developer.

4. Municipal Utility Extension/Utility Capacity and Future Growth(Binding Intent)

The City agrees to extend municipal water, sewer, roadway, and any other required utilities from Ash Street, located along the northern edge of the City's Wastewater Treatment Plant, to the boundary of the Developer's property.

To protect project feasibility the City shall schedule, design, and construct utility extensions in a manner that does not materially delay Developer activities. If City-caused delays occur, the Development Agreement shall provide remedies, extensions of Developer obligations, or financial adjustments.

Any utility capacity increases or system improvements exceeding the capacity required to serve the Development, including those identified by the City to accommodate future growth or serve other properties, shall be funded entirely by the City.

5. Engineering Services and Coordination

The parties agree to evaluate the utilization of WSB as onsite project engineer during construction phase. Developer shall pay engineering costs related to private improvements. Public improvement engineering costs shall be assigned in the Development Agreement.

6. Park Dedication and Right-of-Way (ROW) Consideration

The Developer proposes, and the City agrees to evaluate in good faith, a reduction or credit of park dedication fees in exchange for the dedication of 50 feet of right-of-way (ROW) along the entire western property boundary for a future Highway 95 realignment.

7. Ash Street Connection to Hemingway Avenue

The City and the Developer agree to work together as it relates to discussion and acquisition of land from private land owners to secure necessary ROW for Ash Street to connect to Hemingway Avenue.

8. Developer Protections and Vested Rights

To protect the Developer's investment and ensure predictability, the City agrees that the Development Agreement include provisions addressing the following:

8.1 Vesting of Rights

Upon execution of the Development Agreement: - Zoning, fee schedules, ordinances, and policies in effect at that time shall apply for the duration of the project. No future ordinance or policy change shall retroactively apply to the project without Developer consent.

8.2 Limitation on Additional Exactions

The City shall not require additional fees, land dedications, off-site improvements, unless specifically identified during plat review and approval or mutually agreed to in writing.

8.3 Phasing Flexibility

The Developer shall retain discretion to determine construction phasing, lot release schedule, and unit sequencing subject to reasonable City coordination.

8.4 Dispute Resolution

The Development Agreement shall include a structured process for disputes including; written notice of claimed breach, cure periods, and mediation prior to litigation.

8.5 Assignment of Rights

Developer retains all legal rights to assign any part, or in whole, interests, obligations and agreed upon commitments within the Development Agreement to builders, lenders, or investment partners.

9. Additional Items to Be Included in the Final Development Agreement

The parties acknowledge that the following items will require finalization and inclusion in the binding Development Agreement(not an exhaustive list):

- Detailed infrastructure cost-sharing schedule
- Construction inspection procedures
- Warranty, maintenance, and acceptance standards for public improvements
- Stormwater management requirements and long-term maintenance documents
- Performance securities and letter-of-credit provisions
- Landscaping, lighting, and roadway cross-sections
- Timing of public improvement installation
- Preparation and recording requirements, specifically the ROW necessary for connection to Hemingway Avenue

10. Non-Binding Commitment

Except for Sections expressly stated as binding or as required by law, this MOU is non-binding and is intended solely to guide preparation of a formal Pre-Development Agreement and Development Agreement. The binding agreements, once adopted by the City Council, shall supersede this MOU.

11. Signatures

City of North Branch

By: _____

Name: _____

Title: _____

Date: _____

Developer

By: _____

Name: _____

Title: _____
Date: _____

VIKING MEADOWS CONCEPT LAYOUT NORTH BRANCH, MINNESOTA





Prepared By: Kevin Schieber, Mayor

Presenter: Kevin Schieber, Mayor

Date: 01/07/2026

Board & Commission: City Council

Subject: City concerns for state funding impact to cities/unfunded mandates

Background:

There was a letter of concern created by one of the Minnesota Mayors, in which concerns have been expressed for problems with the past and ongoing state budget, allegation of massive fraud of taxpayers dollars, and anticipated state budget deficit in 2028/2029. There is also a generalized statement of unfunded state mandates and the negative impact to city budgets that these types of state requirements will cause. This letter was initially signed on by 98 mayors, and the last reported number is up to 241. I initially offered to sign my name on this letter, but after reviewing the letter with more detail, I became concerned that some of the statements were misleading for the actual impact to cities and did not represent the current budget environment for the city of North Branch. I also realized I would essentially be signing a proclamation and felt this type of support needed to be discussed and approved by the full council. I withdrew my name from the letter due to the reasons stated, as well as gaining more knowledge about funding mechanisms such as LGA (local government aid). Happy to share my knowledge and perspective with the council.

Proactively, I have reached out to the other mayors in Chisago County and we have scheduled a meeting in January to discuss any funding concerns (such as the ones listed in the mayor's letter), as well as other topics. I have also reached out to Representative Max Rymer and he expressed he would like to meet with our mayors group on a regular basis to listen and understand how he can best advocate for and support our cities. I have also recently been in contact with two of our LMC legislative consultants to ask questions and better understand potential direction of the 2027 state funding actions. I am happy to share that feedback with the council.

Possible action: Is the city council concerned about the welfare of the state budget and its potential impact on our city budget? Is there concern about unfunded state mandates and the added financial pressures it could bring to the city? A couple of questions if there are concerns and a proactive approach is desired:

1. Does the council want to proactively support the mayor's letter of concern that is being submitted to state elected officials?
2. Is there a different proactive approach the council feels would be more effective, such as working directly with our state elected officials who represent North Branch?
3. Would the council like to discuss and better understand potential unfunded mandates and the financial impact it could have on the city?

Voting Requirements:

Voting Options Simple Majority



Prepared By: Matthew Hill, City Administrator

Presenter: Matthew Hill, City Administrator

Date: 01/07/2026

Board & Commission: City Council

Subject: Consider sending a letter to local gas stations related to the consistently higher prices of fuel in the North Branch community.

The Mayor has instructed the City Administrator to draft a letter to the local gas stations regarding the seemingly higher fuel prices in our City. The draft is attached for discussion.

Voting Requirements:

Voting Options Simple Majority

DRAFT - for Council consideration

To the Owners and Management of North Branch Gas Stations,

We are writing to you today as concerned elected officials, residents and members of the North Branch community. We appreciate the services you provide; however, we must bring to your attention a significant and persistent issue regarding the pricing of fuel in our city.

It has been widely observed that gas prices in North Branch are consistently higher—often substantially so—compared to our surrounding communities, including Stacy, Cambridge, Isanti, and Forest Lake. This price discrepancy places an undue burden on our residents and businesses, who often find it necessary to drive to neighboring towns to purchase fuel, taking their business and other related spending out of North Branch.

This situation negatively impacts the local economy and creates a sense of frustration among those who live and work here. We believe that competitive pricing is essential for retaining local customers and attracting drivers passing through our area.

We respectfully request that you review your current pricing strategies and take all possible steps to become more competitive with the gas stations in the surrounding communities mentioned above. We understand that various factors influence fuel costs, but we urge you to prioritize finding a way to bring your prices in line with the regional average.

A commitment to competitive pricing would be a significant benefit to your customers and a welcome investment in the economic health of North Branch.

We respectfully request a direct response to our letter and welcome additional conversation. Thank you for your time and consideration of this important matter. We look forward to seeing more competitive pricing at your North Branch gas pumps in the near future.

Sincerely,

North Branch City Council Members:

Mayor Kevin Schieber _____

Council Member Bob Canada _____

Council Member Jeff Goulet _____

Council Member Patrick Meacham _____

Council Member Jim Ibinger _____