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

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, January 13, 2026

1. CALL TO ORDER

Mayor Kevin Schieber called the North Branch City Council Meeting 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

Motion to move 7F, Approval of Resolution R-281-2026 authorizing budget carryovers to Staff Reports, 9A.

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

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

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

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

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.

Paul Willard and Ben Hedberg signed up for Public Comment.

7. CONSENT AGENDA

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

Consent agenda 7F has been moved to 9A under Staff Reports.

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

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

Finance Director Sharon Wright presented Resolution R-281-2026 authorizing budget carryovers.

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 that 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.

The 2025 budget carryovers to be approved.

General Fund - Fire Station Roof Repairs $50,000
General Fund - Fire Public Safety Money $57,700
General Fund - Park Trails Maintenance $175,000
General Fund - Building Official Training $5,000
Water Fund - Water Tower #2 Cleaning $10,000

Motion for Resolution R-281-2026 authorizing revised budget carryovers.

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

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

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 presented the project information for the Council and residents.

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.

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

The proposed improvement cost is estimated to be $5,547,400 , which includes 10% contingency and 20% indirect costs.
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.

Public Hearing was reopened at 7:51 PM from the December 9th, 2025 meeting.

Kathy Blomquist, Bob Streater, Char Plattner, Josh Graham, Jordan Gobely, and Janelle Moore addressed the City Council at the Public Hearing.

Public Hearing was closed at 8:46 PM.

b. Approval of Resolution R-279-2026 Authorizing WSB to prepare plans and specifications for the NW Old Town Project — ACTION

Motion was made to table Resolution R-279-2026 to the 1st regular City Council meeting in February 2026.

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

9. STAFF REPORTS

a. Approval of Resolution R-280-2026 accepting the Annual Appointments and Designations ACTION

Motion to approve Resolution R-280-2026 accepting the Annual Appointments and Designations.

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

b. Consider approval of Council Meeting calendar for 2026 ACTION

City Administrator Matthew Hill presented the consideration of approval of the City Council Meeting calendar for 2026. Changing the date and time requires an ordinance change. Consensus of the City Council to change the time to 6:00 PM on Wednesday evenings. City Administrator Matthew Hill will draft an ordinance amendment for the next City Council meeting.

c. Finance Update INFO

Finance Director Sharon Wright presented the 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.

d. Consider Approval of Viking Meadows Preliminary Development MOU ACTION

Community Development Director Nate Sondrol presented the Viking Meadows Preliminary Development MOU. 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. 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.

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 the 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.

Motion to approve the preliminary development memorandum of understanding. MOU between the City of North Branch and Due North Homes, LLC, which is the developer, and dated January 13, 2026.

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

10. MAYOR/CITY COUNCIL

a. City concerns for state funding impact to cities/unfunded mandates INFO

Mayor Kevin Schieber presented the letter of concern created by one of the Minneota Mayors, in which concerns have been expressed for problems with past and ongoing state budget, allegations 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 by 98 mayors, and the last reported number is up to 241. The Mayor brought it to the City Council to get some feedback regarding the letter. Consensus among the City Council was for the Mayor not to sign the letter.

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

Mayor Kevin Schieber instructed the City Administrator to draft a letter to the local gas stations regarding the seemingly high fuel prices in our City. The consensus was to try to figure out who the contacts are with the three gas station brands in town and invite them to have a conversation about the higher gas prices.

c. State of the City Address INFO

City Administrator Matthew Hill gave a brief overview of the State of the City Address that was presented at the Chamber of Commerce meeting. The overview covered all the improvements that have happened in 2025.

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

The meeting went into closed session pursuant to Minnesota statute section 13D.05 subd 3c, for the City Council to consider offers or counteroffers for the purchase of real property identified as 38791 Forest Blvd at 10:47 PM.

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

ABSENT:
NOTES:

Motion to go back into open session at 11:03 PM

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

Motion to accept the purchase agreement for the City-owned property at 38791 Forest Blvd, North Branch, pending review by the Planning Commission for consistency with the comprehensive plan.

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

12. ADJOURNMENT

The City Council meeting was adjourned at 11:03 PM.

RESULT:	**Passed**
MOVER:	**Kevin Schieber**
SECONDER:	**Jim Ibinger**
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
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 Barging 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 for LELS 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 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 amap 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 rehabilitation project 2026 ACTION

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 for East Central Energy ACTION

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 Minnesota Energy Resources — ACTION

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 Northern States Power (Xcel) electric — ACTION

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 Northern States Power (Xcel) Natural Gas — ACTION

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 Develpment 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:	

l. 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 came 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 roadways is planned to be designated as a Municipal State Aid Street and will be designed to MSA Standards.

Utility extensions will include a 20" watermain in Fletcher Avenue and an 18" sanitary sewer line from the current Goodview Avenue terminus at 402nd Street.

The design project will also include the development of plans to extend Goodview Avenue 800' and include two 8' wide bituminous trails on each side of the roadway. A 12" watermain will be included for the length of the road extension. This roadway and watermain is planned to be bid as an alternate. Construction costs for the alternate have not been included in the $4,108,846.35 budget. 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.

<u>Next steps:</u>

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 Resolultion 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 passe3d in 2017. The EDA also accepted a grocery market study, which shoed 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 Policy, Section 40 - Grievance Procedure — INFO

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:	

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 <u>one</u> 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 <u>both</u> 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

LG220 Application for Exempt Permit

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

How You May 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).

How You May Not Spend Gambling Funds

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 Corpo-ration 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.

MINNESOTA GAMBLING CONTROL BOARD

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)