



# 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, FEBRUARY 25, 2026 @ 6:00 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. Recognition and Appreciation for Years of Dedication and Commitment to the City of North Branch - Gary Schaefer 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. Approval of Minutes - Regular Council Meeting - February 11th, 2026, 6:00 PM ACTION
  - c. Approve 2026 Application for Right-of-Way License for ECE ACTION
  - d. Approval of LG230 Application to Conduct Off-Site Gambling for the Northwest Area Jaycees ACTION

- e. Approval of Resolution # R-291-2026 authorizing the addition of Ash Street to the City of North Branch Municipal State Aid Street System ACTION
  - f. Consider Resolution R-288-2026 Providing for the Issuance and Sale of \$3,280,000 General Obligation Equipment Certificates, Series 2026A ACTION
  - g. Approval of Resolution R-292-2026 approving the Hemingway Meadows Minor Subdivision ACTION
  - h. Approval of Resolution R-293-2026 approving a variance for lot size for PID 16.00482.10 ACTION
  - i. Approval of City Specifications Update ACTION
  - j. Authorize the Mayor to sign GORAIL's Railroad Transportation Reauthorization letter of support ACTION
8. PUBLIC HEARINGS
- a. Consider approval of Resolution R-294-2024 approving the vacation of a portion of Fletcher Ave Street right-of-way and drainage and utility easements for the Essby Business Park 5th Addition plat ACTION
9. STAFF REPORTS
- a. Consider approval of Resolution R-295-2026 approving the Essby Business Park 5th Addition Preliminary and Final Plat ACTION
  - b. Consider approval of Resolution R-296-2026 to approve a Conditional Use Permit for Outdoor Storage for Louisiana Pacific ACTION
  - c. Consideration of support for a TIF Application for the Herzog Apartments (Unique Opportunities LLC) ACTION
  - d. Finance Update INFO
  - e. Consider approval of Resolution # 297-2026 Authorizing Preliminary Design Services contract to Northwest Old Town Street and Utilities Improvement Project ACTION
10. MAYOR/CITY COUNCIL
11. ADJOURNMENT

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*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.*

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**Prepared By:**

**Presenter:**

**Date: 01/06/2026**

**Board & Commission: City Council**

**Subject: Claims**

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Claims Summary

**Voting Requirements:**

**Voting Options      Simple Majority**

# City of North Branch

## ACH Checks

6071 to 6085 - \$634,192.05

## Checks

92994 to 93070 - \$403,944.57

## Payroll

02/13/2026 - \$127,739.52

# Accounts Payable

## Checks by Date - Summary by Check Number

User: TiffaniFolstad  
Printed: 2/19/2026 1:24 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
6071	1033	Associated Bank	01/15/2026	9.60
6072	1630	XCEL Energy	01/16/2026	2,722.60
6073	1365	Minnesota Energy Resources	02/12/2026	8,137.16
6074	1941	WEX, Inc.	01/26/2026	112.25
6075	2170	Pathpoint Merchant Services LLC	01/31/2026	1,588.92
6076	1424	N.B. Fire Relief Association	02/13/2026	726.00
6077	1630	XCEL Energy	02/17/2026	3,710.09
6078	2316	BRINDLEE MOUNTAIN FIRE APPARAT	02/03/2026	500,000.00
6079	2096	Xpress Solutions Inc	02/06/2026	2,245.22
6080	1118	Commissioner Of Revenue (W/H)	02/13/2026	8,932.81
6081	1372	Minnesota State Retirement	02/13/2026	3,037.21
6082	1468	PERA (Payroll W/H)	02/13/2026	35,783.87
6083	1585	United States Treasury	02/13/2026	38,752.32
6084	1362	MINNESOTA REVENUE	02/18/2026	27,389.00
6085	1362	MINNESOTA REVENUE	02/18/2026	1,045.00
Report Total (15 checks):				634,192.05

# Accounts Payable

## Computer Check Proof List by Vendor

User: TiffaniFolstad  
 Printed: 02/13/2026 - 10:23AM  
 Batch: 00003.02.2026 - 02132026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1646 0213 AMER	Ameritas 2/13/2026 PAYROLL	90.00	02/13/2026	Check Sequence: 1 101-00000-21705	ACH Enabled: False
	Check Total:	90.00			
Vendor: 1096 R-287-2026 #8	Chisago County R-287-2026 CITY RESERVES	9,010.91	02/13/2026	Check Sequence: 2 101-43000-50482	ACH Enabled: False
R-287-2026 #8	R-287-2026 CITY	6,719.91	02/13/2026	486-46500-50506	
R-287-2026 #8	R-287-2026 DEVELOPER	2,541.54	02/13/2026	101-43000-50482	
R-287-2026 #8	R-287-2026 CITY	8,456.16	02/13/2026	101-43000-50482	
	Check Total:	26,728.52			
Vendor: 1268 FEB 2025	IUOE Local #49 PW UNION DUES	490.00	02/13/2026	Check Sequence: 3 101-00000-21708	ACH Enabled: False
	Check Total:	490.00			
Vendor: 1963 53195	Marsh USA, Inc Boiler & Machinery Insurance	30,172.00	02/13/2026	Check Sequence: 4 620-49600-50360	ACH Enabled: False
	Check Total:	30,172.00			
Vendor: 2019 30280874	QUADIANT, INC POSTAGE	700.00	02/13/2026	Check Sequence: 5 101-41940-50322	ACH Enabled: False
	Check Total:	700.00			
Vendor: 2298 02112026	REDISKE, REED RT MILEAGE X2 FOR EHLERS	158.20	02/13/2026	Check Sequence: 6 101-41500-50331	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	158.20			
Vendor: 1583	U.S. Bank-CM9690			Check Sequence: 7	ACH Enabled: False
8046276	MN GO IMP REF BONDS 2013A	550.00	02/13/2026	316-47000-50620	
	Check Total:	550.00			
	Total for Check Run:	58,888.72			
	Total of Number of Checks:	7			

# Accounts Payable

## Computer Check Proof List by Vendor

User: TiffaniFolstad  
 Printed: 02/19/2026 - 1:58PM  
 Batch: 00004.02.2026 - 02192026



Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1817	911 TECH INC			Check Sequence: 1	ACH Enabled: False
1874	911 Tech Annual Subscription	1,102.50	02/19/2026	101-42110-50433	
	Check Total:	1,102.50			
Vendor: 2140	ALERT 360 OPCO, INC.			Check Sequence: 2	ACH Enabled: False
16875725	MONITORING	70.45	02/19/2026	101-41420-50300	
16975723	MONITORING	56.16	02/19/2026	101-41420-50300	
	Check Total:	126.61			
Vendor: 2012	Alltrees, LLC			Check Sequence: 3	ACH Enabled: False
2824	ADVANCE VIDEO ALARMS 1 SITE	1,425.00	02/19/2026	620-49600-50300	
	Check Total:	1,425.00			
Vendor: 1662	AMAZON CAPITAL SERVICES			Check Sequence: 4	ACH Enabled: False
113646843705978	WWTP OPERATING SUPPLIES	355.00	02/19/2026	602-49450-50210	
136P-3M74-CJ9M	KEY TAGS/ORGANIZER	28.48	02/19/2026	101-43000-50210	
1374-YF6H-7YKC	SCISSORS/BATTERIES	65.94	02/19/2026	101-42110-50210	
13Y7-PFVY-PQKF	SHOP VAC	128.99	02/19/2026	101-42110-50210	
1GRH-66F6-NLXT	FOLDABLE TABLE/CHAIRS	397.26	02/19/2026	101-42110-50210	
1KH1-VNK7-WF9M	ETHERNET CABLES	81.59	02/19/2026	101-42110-50201	
1KRG-WF1X-N1M3	OFFICE SUPPLIES	11.58	02/19/2026	101-42110-50210	
1LDL-4CJ1-7XXW	PAPER TOWEL	22.86	02/19/2026	101-43000-50210	
1RTQ-L79G-9N1T	BULLETIN BOARD	65.39	02/19/2026	101-43000-50210	
1WVR-GFLX-JYT3	CABLE	6.07	02/19/2026	101-42110-50210	
1XTQ-DRTW-D636	DESK	269.99	02/19/2026	101-43000-50401	
1XTQ-DRTW-D636	DESK	269.99	02/19/2026	101-41940-50401	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	1,703.14			
Vendor: 1031	Aspen Mills			Check Sequence: 5	ACH Enabled: False
368770	FD UNIFORMS	593.90	02/19/2026	101-42280-50237	
370358	FD UNIFORMS	347.31	02/19/2026	101-42280-50237	
	Check Total:	941.21			
Vendor: 1036	AT & T MOBILITY			Check Sequence: 6	ACH Enabled: False
287294265529X02	CITY MOBILE PHONES	1,335.16	02/19/2026	101-41420-50321	
	Check Total:	1,335.16			
Vendor: 2144	AT&T			Check Sequence: 7	ACH Enabled: False
9719871116	BILLING @ HAND ACCT	31.22	02/19/2026	101-41420-50321	
	Check Total:	31.22			
Vendor: 1040	Axon Enterprise, Inc.			Check Sequence: 8	ACH Enabled: False
423234	TASER CERTIFICATION	12,059.80	02/19/2026	101-42110-50201	
	Check Total:	12,059.80			
Vendor: 2207	BEAUDRY OIL & SERVICE, INC			Check Sequence: 9	ACH Enabled: False
3203440	DIESEL	4,860.64	02/19/2026	101-43000-50212	
	Check Total:	4,860.64			
Vendor: 1049	BELLBOY CORPORATION			Check Sequence: 10	ACH Enabled: False
0210414100	LIQUOR	1,162.43	02/19/2026	609-49750-50251	
0210414400	LIQUOR	1,709.55	02/19/2026	609-48000-50251	
	Check Total:	2,871.98			
Vendor: 1052	BERNICKS			Check Sequence: 11	ACH Enabled: False
10455090	THC	90.00	02/19/2026	609-48000-50254	
10455091	N/A SALES	65.90	02/19/2026	609-48000-50250	
10455091	BEER	1,024.30	02/19/2026	609-48000-50252	
10455095	BEER	2,221.45	02/19/2026	609-49750-50252	
10455096	N/A SALES	51.45	02/19/2026	609-49750-50250	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
10457768	BEER	727.60	02/19/2026	609-48000-50252	
10457773	N/A SALES	76.80	02/19/2026	609-49750-50250	
10457773	BEER	3,104.30	02/19/2026	609-49750-50252	
10457774	N/A SALES	52.66	02/19/2026	609-49750-50250	
	Check Total:	7,414.46			
Vendor: 1066	BREAKTHRU BEVERAGE MN WINE & SPIRITS, LLC			Check Sequence: 12	ACH Enabled: False
125616315	LIQUOR	2,641.25	02/19/2026	609-48000-50251	
125616848	LIQUOR	2,578.72	02/19/2026	609-49750-50251	
	Check Total:	5,219.97			
Vendor: 2322	BS&A INTERMEDIATE LLC			Check Sequence: 13	ACH Enabled: False
1469	ERP SOFTWARE & CONVERSION	82,855.00	02/19/2026	245-99999-50492	
	Check Total:	82,855.00			
Vendor: 1082	Capitol Beverage Sales LP			Check Sequence: 14	ACH Enabled: False
3246247	BEER	120.00	02/19/2026	609-48000-50252	
3246247	LIQUOR	44.25	02/19/2026	609-48000-50251	
3246247	N/A	151.05	02/19/2026	609-48000-50250	
	Check Total:	315.30			
Vendor: 2315	CENTRAL-MCGOWAN, INC			Check Sequence: 15	ACH Enabled: False
450551	PW SHOP SUPPLIES	60.25	02/19/2026	101-43000-50210	
	Check Total:	60.25			
Vendor: 1099	Chisago County Chiefs/Police			Check Sequence: 16	ACH Enabled: False
NBPD2026	2026 MEMBERSHIP DUES	50.00	02/19/2026	101-42110-50433	
	Check Total:	50.00			
Vendor: 1109	CINTAS			Check Sequence: 17	ACH Enabled: False
4257800251	WWTP UNIFORMS	29.09	02/19/2026	602-49450-50237	
4257800251	WWTP UNIFORMS	0.72	02/19/2026	612-49700-50237	
4257800251	WWTP UNIFORMS	0.72	02/19/2026	101-43000-50237	
4257800393	PW SHOP SUPPLIES	10.55	02/19/2026	101-43000-50300	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4257800393	PW UNIFORMS	76.68	02/19/2026	101-43000-50237	
4257800393	PW UNIFORMS	2.77	02/19/2026	101-45500-50237	
4257800393	PW UNIFORMS	9.19	02/19/2026	612-49700-50237	
4257800393	PW UNIFORMS	0.40	02/19/2026	101-45000-50237	
4257800393	PW UNIFORMS	1.34	02/19/2026	101-42110-50237	
4257800393	PW UNIFORMS	11.09	02/19/2026	602-49450-50237	
4257800393	PW UNIFORMS	0.40	02/19/2026	609-49750-50237	
4257800393	PW UNIFORMS	2.57	02/19/2026	620-49600-50237	
4257800393	PW UNIFORMS	25.27	02/19/2026	615-49550-50237	
4257800393	UNIFORMS	4.35	02/19/2026	101-41940-50237	
4258530135	MATS @ WWTP	22.62	02/19/2026	602-49450-50210	
4258530135	WWTP UNIFORMS	29.09	02/19/2026	602-49450-50237	
4258530135	WWTP UNIFORMS	0.72	02/19/2026	612-49700-50237	
4258530135	WWTP UNIFORMS	0.72	02/19/2026	101-43000-50237	
4258530170	PW UNIFORMS	2.77	02/19/2026	101-45500-50237	
4258530170	MATS @ GEN BLDG	19.20	02/19/2026	615-49550-50210	
4258530170	PW UNIFORMS	25.75	02/19/2026	615-49550-50237	
4258530170	PW UNIFORMS	9.67	02/19/2026	612-49700-50237	
4258530170	PW MATS/SUPPLIES	28.75	02/19/2026	101-43000-50210	
4258530170	PW UNIFORMS	0.40	02/19/2026	101-45000-50237	
4258530170	PW UNIFORMS	0.40	02/19/2026	609-49750-50237	
4258530170	PW UNIFORMS	1.34	02/19/2026	101-42110-50237	
4258530170	PW UNIFORMS	11.57	02/19/2026	602-49450-50237	
4258530170	PW UNIFORMS	4.35	02/19/2026	101-41940-50237	
4258530170	PW UNIFORMS	2.56	02/19/2026	620-49600-50237	
4258530170	PW UNIFORMS	77.16	02/19/2026	101-43000-50237	
4258543896	LIBRARY MATS/SUPPLIES	27.31	02/19/2026	101-45500-50210	
4258543924	FIRE DEPT MATS/SUPPLIES	14.42	02/19/2026	101-42280-50210	
4258543955	CITY HALL MATS/SUPPLIES	70.91	02/19/2026	101-41910-50210	
4258544001	EAST LIQUOR STORE MATS/MOPS	49.36	02/19/2026	609-49750-50210	
4258544169	WEST LIQUOR STORE MATS/MOPS	48.49	02/19/2026	609-48000-50210	
4258544214	WATER MATS X2	20.00	02/19/2026	615-49550-50210	
4259309536	WWTP UNIFORMS	0.72	02/19/2026	101-43000-50237	
4259309536	WWTP UNIFORMS	29.09	02/19/2026	602-49450-50237	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
4259309536	WWTP MOP	2.05	02/19/2026	602-49450-50210	
4259309536	WWTP UNIFORMS	0.72	02/19/2026	612-49700-50237	
4259309641	PW UNIFORMS	1.34	02/19/2026	101-42110-50237	
4259309641	PW UNIFORMS	2.56	02/19/2026	620-49600-50237	
4259309641	WATER UNIFORMS	50.67	02/19/2026	615-49550-50237	
4259309641	PW UNIFORMS	4.35	02/19/2026	101-41940-50237	
4259309641	PW UNIFORMS	11.57	02/19/2026	602-49450-50237	
4259309641	PW UNIFORMS	78.57	02/19/2026	101-43000-50237	
4259309641	PW SUPPLIES	10.55	02/19/2026	101-43000-50300	
4259309641	PW UNIFORMS	0.40	02/19/2026	101-45000-50237	
4259309641	PW UNIFORMS	0.40	02/19/2026	609-49750-50237	
4259309641	PW UNIFORMS	9.67	02/19/2026	612-49700-50237	
4259309641	PW UNIFORMS	2.77	02/19/2026	101-45500-50237	
	Check Total:	848.13			
Vendor: 2323	CITY OF STACY			Check Sequence: 18	ACH Enabled: False
1124	NFPA/HAZ MAT TRNG	4,050.00	02/19/2026	101-42280-50332	
	Check Total:	4,050.00			
Vendor: 2072	Compass Minerals America Inc			Check Sequence: 19	ACH Enabled: False
1620762	ROAD SAND/SALT	1,974.68	02/19/2026	101-43000-50270	
1621717	ROAD SAND/SALT	39,793.20	02/19/2026	101-43000-50270	
1622666	ROAD SAND/SALT	8,482.60	02/19/2026	101-43000-50270	
	Check Total:	50,250.48			
Vendor: 2206	Core & Main LP			Check Sequence: 20	ACH Enabled: False
Y420346	WWTP EQUIP RM	324.00	02/19/2026	602-49450-50404	
	Check Total:	324.00			
Vendor: 1129	DAHLHEIMER DISTRIBUTING			Check Sequence: 21	ACH Enabled: False
2690411	N/A SALES	18.50	02/19/2026	609-48000-50250	
2690412	THC	55.00	02/19/2026	609-48000-50254	
2690413	LIQUOR	105.20	02/19/2026	609-48000-50251	
2690414	BEER	2,327.90	02/19/2026	609-48000-50252	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
2690415	N/A SALES	26.40	02/19/2026	609-49750-50250	
2690416	LIQUOR	99.60	02/19/2026	609-49750-50251	
2690417	THC	180.00	02/19/2026	609-49750-50254	
2690418	BEER	7,891.65	02/19/2026	609-49750-50252	
2696149	N/A SALES	129.75	02/19/2026	609-49750-50250	
2696150	LIQUOR	643.20	02/19/2026	609-49750-50251	
2696151	THC	1,450.50	02/19/2026	609-49750-50254	
2696152	BEER	4,782.65	02/19/2026	609-49750-50252	
2696462	N/A SALES	28.25	02/19/2026	609-48000-50250	
2696463	THC	65.00	02/19/2026	609-48000-50254	
2696464	LIQUOR	105.20	02/19/2026	609-48000-50251	
2696465	BEER	3,786.45	02/19/2026	609-48000-50252	
	Check Total:	21,695.25			
Vendor: 1133	Dell Marketing, L.P.			Check Sequence: 22	ACH Enabled: False
10861844160	Dell Pro Smart Dock- x8	1,931.92	02/19/2026	101-41420-50210	
	Check Total:	1,931.92			
Vendor: 1143	Dr Pepper Snapple Group			Check Sequence: 23	ACH Enabled: False
4849208129	N/A SALE	161.50	02/19/2026	609-49750-50250	
	Check Total:	161.50			
Vendor: 1175	F.I.R.E.			Check Sequence: 24	ACH Enabled: False
7911	OFFICER LEADERSHIP TRNG	750.00	02/19/2026	101-42280-50332	
	Check Total:	750.00			
Vendor: 1180	Ferguson US Holdings, Inc			Check Sequence: 25	ACH Enabled: False
557290	REMAINING AMT DUE	700.00	02/19/2026	615-49550-50210	
560311	NEPTUNE 360 SUBSCRIPTION	21,497.00	02/19/2026	101-41420-50242	
561123	WATER METER SUPPLIES	22.00	02/19/2026	615-49550-50210	
	Check Total:	22,219.00			
Vendor: 2205	FES, Inc.			Check Sequence: 26	ACH Enabled: False
21767	FIRE COAT/PANT X1	4,263.14	02/19/2026	101-42280-50201	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	4,263.14			
Vendor: 1706	Flaherty & Hood, P.A.			Check Sequence: 27	ACH Enabled: False
24441	GEN MUNI MATTERS JAN 2026	3,278.75	02/19/2026	101-41610-50304	
24441	GEN MUNI MATTERS JAN 2026	1,061.25	02/19/2026	201-46500-50304	
24560	LABOR & EMP MATTERS JAN 2026	287.50	02/19/2026	101-41610-50304	
	Check Total:	4,627.50			
Vendor: 2240	GigFire LLC			Check Sequence: 28	ACH Enabled: False
783179	PARKS WIFI	70.00	02/19/2026	101-41420-50243	
	Check Total:	70.00			
Vendor: 1216	Gopher State One-Call, Inc.			Check Sequence: 29	ACH Enabled: False
5120646	58 BILLABLE LOCATES DEC 2025	25.20	02/19/2026	615-49550-50300	
5120646	58 BILLABLE LOCATES DEC 2025	25.20	02/19/2026	612-49700-50300	
5120646	58 BILLABLE LOCATES DEC 2025	25.20	02/19/2026	602-49450-50300	
6010645	22 BILLABLE LOCATES	26.56	02/19/2026	612-49700-50300	
6010645	22 BILLABLE LOCATES	26.57	02/19/2026	602-49450-50300	
6010645	22 BILLABLE LOCATES	26.57	02/19/2026	615-49550-50300	
	Check Total:	155.30			
Vendor: 1234	Hach Company			Check Sequence: 30	ACH Enabled: False
14847386	ANNUAL CONTRACT	11,208.00	02/19/2026	602-49450-50300	
14847386	ANNUAL CONTRACT	1,627.00	02/19/2026	615-49550-50300	
	Check Total:	12,835.00			
Vendor: 1237	Hasser Garage Doors			Check Sequence: 31	ACH Enabled: False
28180	GARGE DOOR REPAIR FIRE DEPT	225.00	02/19/2026	101-42280-50404	
	Check Total:	225.00			
Vendor: 1239	Hawkins, Inc.			Check Sequence: 32	ACH Enabled: False
7334486	WATER CHEMICALS	20.00	02/19/2026	615-49550-50272	
	Check Total:	20.00			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1998 100001683202	HEWLETT-PACKARD FINANCIAL SERVICES COMPANY NETWORK SWITCHES/FIREWALLS	1,849.78	02/19/2026	Check Sequence: 33 101-41420-50244	ACH Enabled: False
	Check Total:	1,849.78			
Vendor: 1246 902362	HOHENSTEINS, INC. BEER	241.50	02/19/2026	Check Sequence: 34 609-49750-50252	ACH Enabled: False
	Check Total:	241.50			
Vendor: 1265 1937558 1937560	Isanti-Chisago County Star ORDINANCE 406-26 ORDINANCE 408-26	12.49 15.26	02/19/2026 02/19/2026	Check Sequence: 35 101-41110-50351 101-41400-50351	ACH Enabled: False
	Check Total:	27.75			
Vendor: 1857 335554	Jefferson Fire & Safety, Inc. RESCUE TOOL	137.64	02/19/2026	Check Sequence: 36 101-42280-50240	ACH Enabled: False
	Check Total:	137.64			
Vendor: 1279 2985146 2985147 2985149 2985150 2985151 2985152 2989893 2989894 2989895 2989896 2989897 2989898 2989899 2989900	JOHNSON BROTHERS LIQUOR CO LIQUOR WINE LIQUOR LIQUOR WINE LIQUOR LIQUOR LIQUOR THC WINE WINE N/A SALES LIQUOR LIQUOR	2,460.71 1,343.92 6,793.77 1,247.87 1,100.56 1,328.50 762.30 270.34 320.16 93.78 159.68 83.68 301.84 1,067.21	02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026	Check Sequence: 37 609-49750-50251 609-49750-50253 609-49750-50251 609-49750-50251 609-48000-50251 609-48000-50251 609-49750-50251 609-49750-50251 609-49750-50254 609-49750-50253 609-49750-50253 609-49750-50250 609-48000-50251 609-48000-50251	ACH Enabled: False
	Check Total:	17,334.32			

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
Vendor: 1891 13853	Kirvida Fire, Inc. ENG 4301 REPAIRS	444.88	02/19/2026	Check Sequence: 38 101-42280-50404	ACH Enabled: False
	Check Total:	444.88			
Vendor: 1685 002537	Lakes Brewing Company BEER	268.00	02/19/2026	Check Sequence: 39 609-49750-50252	ACH Enabled: False
	Check Total:	268.00			
Vendor: 1295 680	Lakes Region EMS, Inc. OPERATING SUPPLIES	687.04	02/19/2026	Check Sequence: 40 101-42280-50210	ACH Enabled: False
	Check Total:	687.04			
Vendor: 1878 869255 DEC 2025 870776 JAN 2026	Larkin Hoffman Attorneys Legislative Representation DEC 2025 Legislative Representation JAN 2026	2,500.00 2,500.00	02/19/2026 02/19/2026	Check Sequence: 41 101-41800-50300 101-41800-50300	ACH Enabled: False
	Check Total:	5,000.00			
Vendor: 1302 FEB 2026	Law Enforcement Labor Services FEB 2026 PD UNION DUES	949.00	02/19/2025	Check Sequence: 42 101-00000-21708	ACH Enabled: False
	Check Total:	949.00			
Vendor: 1304 441306 442402 442405	League Of Minnesota Cities LMC MEMBERSHIP 2026 2026 MCMA ANN CONF 2026 MCMA ANN CONF GOLF	14,144.00 525.00 40.00	02/19/2026 02/19/2026 02/19/2026	Check Sequence: 43 101-49990-50433 101-41310-50332 101-41310-50332	ACH Enabled: False
	Check Total:	14,709.00			
Vendor: 1308 FEB 2026	LegalShield PAYROLL WITHHOLDING	46.85	02/19/2026	Check Sequence: 44 101-00000-21712	ACH Enabled: False
	Check Total:	46.85			
Vendor: 1580 103011	Loess Hills Holdings Inc WWTP TANK FANS	589.32	02/19/2026	Check Sequence: 45 602-49450-50404	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	589.32			
Vendor: 1176	M Health Fairview			Check Sequence: 46	ACH Enabled: False
15008927484	VISIT 15008927484	151.00	02/19/2026	101-42110-50314	
	Check Total:	151.00			
Vendor: 1643	McDonald Distributing			Check Sequence: 47	ACH Enabled: False
846632	BEER CREDIT	-12.53	02/19/2026	609-48000-50252	
846633	BEER	650.40	02/19/2026	609-48000-50252	
846633	N/A SALES	25.10	02/19/2026	609-48000-50250	
846665	N/A SALES	-21.60	02/19/2026	609-49750-50250	
846665	BEER CREDIT	-58.75	02/19/2026	609-49750-50252	
846666	LIQUOR	107.50	02/19/2026	609-49750-50251	
846667	LIQUOR	35.00	02/19/2026	609-49750-50251	
846667	THC	64.00	02/19/2026	609-49750-50254	
846667	BEER	9,318.00	02/19/2026	609-49750-50252	
846667	N/A SALES	43.20	02/19/2026	609-49750-50250	
847654	LIQUOR	383.70	02/19/2026	609-49750-50251	
847655	BEER	3,349.05	02/19/2026	609-49750-50252	
847655	LIQUOR	108.50	02/19/2026	609-49750-50251	
847672	BEER CREDIT	-95.00	02/19/2026	609-48000-50252	
847725	LIQUOR	248.30	02/19/2026	609-48000-50251	
847725	BEER	991.00	02/19/2026	609-48000-50252	
848034	BEER CREDIT	-31.60	02/19/2026	609-49750-50252	
	Check Total:	15,104.27			
Vendor: 1341	MOBILE HEALTH SERVICES, LLC			Check Sequence: 48	ACH Enabled: False
48950	ANNUAL PHYSICALS FD	5,620.00	02/19/2026	101-42280-50314	
48996	PD PHYSICALS/ANALYSIS X 3	530.00	02/19/2026	101-42110-50314	
	Check Total:	6,150.00			
Vendor: 1432	NCPERS Group Life Ins.			Check Sequence: 49	ACH Enabled: False
MAR 2026	NCPERS LIFE FOR MAR 2026	48.00	02/19/2026	101-00000-21714	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	48.00			
Vendor: 1763 DV26010444	OFFICE OF MNIT SERVICES-ACCOUNTS RECEIVABLE WIDE AREA NETWORK SERVICES	1,150.00	02/19/2026	Check Sequence: 50 101-41420-50243	ACH Enabled: False
	Check Total:	1,150.00			
Vendor: 2293 JAN 2026	On-Line Retrievers JAN ANIMAL CONT RTNER	400.00	02/19/2026	Check Sequence: 51 101-42700-50310	ACH Enabled: False
	Check Total:	400.00			
Vendor: 1465 286734 286737	Paustis Wine Company WINE WINE	1,813.50 1,432.50	02/19/2026 02/19/2026	Check Sequence: 52 609-49750-50253 609-48000-50253	ACH Enabled: False
	Check Total:	3,246.00			
Vendor: 1474 5122848 5122849 5122850 5122851 5122852 5123085 5126534 5126535 5126536 5126537 5126538 5126539 5126540 567856	PHILLIPS WINE & SPIRITS, INC LIQUOR WINE WINE LIQUOR WINE LIQUOR LIQUOR WINE LIQUOR LIQUOR LIQUOR LIQUOR WINE WINE CREDIT	2,293.88 91.68 46.15 2,052.84 389.52 126.00 753.83 138.76 0.46 91.84 0.46 1,525.28 137.84 -85.84	02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026	Check Sequence: 53 609-49750-50251 609-49750-50253 609-48000-50253 609-48000-50251 609-48000-50253 609-49750-50251 609-49750-50251 609-49750-50253 609-48000-50251 609-48000-50251 609-48000-50251 609-48000-50253 609-48000-50253 609-49750-50253	ACH Enabled: False
	Check Total:	7,562.70			
Vendor: 1482 145169	Post Haste Business Solutions OPERATING SUPPLIES	79.00	02/19/2026	Check Sequence: 54 101-42110-50210	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	79.00			
Vendor: 2232 W-115680	Pryes Brewing Company LLC BEER	253.00	02/19/2026	Check Sequence: 55 609-49750-50252	ACH Enabled: False
	Check Total:	253.00			
Vendor: 2066 B021248 B021308 B021310	RMB Environmental Laboratories, Inc. WASTEWATER TESTING WATER TESTING WASTEWATER TESTING	130.20 105.00 130.20	02/19/2026 02/19/2026 02/19/2026	Check Sequence: 56 602-49450-50315 615-49550-50315 602-49450-50315	ACH Enabled: False
	Check Total:	365.40			
Vendor: 1513 320216	Safe-Fast, Inc. HIVIZ JACKETS PW	192.90	02/19/2026	Check Sequence: 57 101-43000-50237	ACH Enabled: False
	Check Total:	192.90			
Vendor: 1527 MN115626 MN115629	SMALL LOT MN WINE WINE	1,124.00 486.00	02/19/2026 02/19/2026	Check Sequence: 58 609-49750-50253 609-48000-50253	ACH Enabled: False
	Check Total:	1,610.00			
Vendor: 1534 2721340 2721340 2721827 2723926 2723926 2724391 2724392	SOUTHERN GLAZERS WINE & SPIRITS OF MINNESOTA WINE LIQUOR LIQUOR WINE LIQUOR LIQUOR WINE	61.47 1,871.38 1,720.66 193.24 782.42 2,246.27 1,308.14	02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026 02/19/2026	Check Sequence: 59 609-48000-50253 609-48000-50251 609-49750-50251 609-48000-50253 609-48000-50251 609-49750-50251 609-49750-50253	ACH Enabled: False
	Check Total:	8,183.58			
Vendor: 1542 7008708144	Staples OFFICE SUPPLIES - CITY HALL	404.28	02/19/2026	Check Sequence: 60 101-41940-50210	ACH Enabled: False

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	404.28			
Vendor: 1753	Summit Fire Protection			Check Sequence: 61	ACH Enabled: False
3853142	ANNUAL SPRINKLER INSPECTION	525.00	02/19/2026	101-42280-50300	
3853142	ANNUAL SPRINKLER INSPECTION	525.00	02/19/2026	602-49450-50300	
3853142	ANNUAL SPRINKLER INSPECTION	525.00	02/19/2026	615-49550-50300	
3853142	ANNUAL SPRINKLER INSPECTION	525.00	02/19/2026	101-41940-50300	
	Check Total:	2,100.00			
Vendor: 1584	U.S. Bank Equipment Finance			Check Sequence: 62	ACH Enabled: False
575448816	COPY MACHINE LEASE	958.08	02/19/2026	101-41420-50219	
	Check Total:	958.08			
Vendor: 1827	Urban Growler Brewing Company, LLC			Check Sequence: 63	ACH Enabled: False
E-42221	BEER	119.00	02/19/2026	609-49750-50252	
E-42222	THC	335.00	02/19/2026	609-48000-50254	
	Check Total:	454.00			
Vendor: 1598	Viking Coca-Cola Bottling Co.			Check Sequence: 64	ACH Enabled: False
3867202	N/A SALES	307.80	02/19/2026	609-49750-50250	
	Check Total:	307.80			
Vendor: 1611	WATSON COMPANY			Check Sequence: 65	ACH Enabled: False
155911	N/A SALES	1,114.27	02/19/2026	609-49750-50250	
	Check Total:	1,114.27			
Vendor: 1622	WINE MERCHANTS			Check Sequence: 66	ACH Enabled: False
7553834	WINE	1,896.06	02/19/2026	609-49750-50253	
7553835	WINE	596.50	02/19/2026	609-48000-50253	
	Check Total:	2,492.56			
Vendor: 1624	Winnick Supply, Inc.			Check Sequence: 67	ACH Enabled: False
88810	GREASE	47.12	02/19/2026	101-43000-50210	
90012	PW BLDG R/M	2,598.35	02/19/2026	101-43000-50401	

Invoice No	Description	Amount	Pmt Date	Acct Number	Reference
	Check Total:	2,645.47			
Vendor: 1637 2288950	Ziegler Cat 2026 ACCESS SUBSCRIPTION	1,000.00	02/19/2026	101-41420-50242	Check Sequence: 68 ACH Enabled: False
	Check Total:	1,000.00			
	Total for Check Run:	345,055.85			
	Total of Number of Checks:	68			



# 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, FEBRUARY 11, 2026 @ 6:00 PM  
CITY HALL, 6408 ELM STREET, NORTH  
BRANCH, MN 55056**

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

### REGULAR MEETING

Wednesday, February 11, 2026

1. CALL TO ORDER

*Acting Mayor Robert Canada called the City Council meeting to order at 6:00 PM.*

2. PLEDGE OF ALLEGIANCE

Acting Mayor Robert Canada led the Pledge of Allegiance.

3. ROLL CALL

**Present:** Councilmember Jeff Goulet, Councilmember Jim Ibinger, Councilmember Patrick Meacham, Councilmember Robert Canada

**Absent:** Mayor Kevin Schieber

**Remote:**

**Others Present:**

**Notes:**

4. AGENDA APPROVAL

a. Approve Agenda

ACTION

**RESULT:** Passed

**MOVER:** Jeff Goulet

**SECONDER:** Jim Ibinger

**AYES:** Jeff Goulet, Jim Ibinger, Patrick Meacham, Robert Canada

**ABSENT:** Mayor Kevin Schieber

**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.*

John Wagner signed up for Public Comment to talk about a free event, Skills for Disagreeing Better. It will be on Thursday, February 26, 2026, from 5 pm-7 pm at the North Branch Area Library. This is brought to you by the Braver Angels, St. Croix Valley Alliance.

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.*

7i (Approval of Resolution R-288-2026 to authorize the Sale of Equipment Bonds) has been removed from the consent agenda due to not having received adequate information for the City in time for the City Council meeting.

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

- a. Claims ACTION
- b. Approval of Minutes - Regular Council Meeting - January 27, 2026, 7:00 PM ACTION
- c. Approve Gambling LG220 Exempt Permit - NWTF Long Spurs of Sunrise River ACTION
- d. Approval of Resolution R-287-2026 Authorizing Payment For Pay Request #8 for CoRd 30 Street Improvement Project ACTION
- e. Approval of the Financing Agreement with KS State Bank for the Purchase and Upfitting of Four Squad Cars ACTION
- f. Approval of Resolution R-286-2026 Accepting 2025 Donations to the City of North Branch ACTION
- g. Approval of Resolution R-289-2026 to apply for a DNR Local Trail Connections grant for Flink Ave Phase II Trail ACTION
- h. Approval of Resolution R-290-2026 to submit a capital funding request for the Circle of Honor Regional Veterans Memorial ACTION
- i. Approval to utilize interfund loans for purchase of equipment ACTION
- j. Receive Legal Report from City Attorney's office INFO

8. PUBLIC HEARINGS

9. STAFF REPORTS

- a. Consider approval of Ordinance 407-26 allowing the procurement of charitable gambling proceeds for park and trail additions and maintenance funding. ACTION

City Administrator Matthew Hill presented the consideration of approval of Ordinance 407-26, allowing the procurement of charitable gambling proceeds for park and trail additions and maintenance funding. The City has been investigating revenue opportunities to enhance public service while being budget-neutral for the residents. One opportunity that has been implemented in many communities throughout the State is utilizing the ability of collecting 10% of the charitable gambling net income derived from local pull tabs. The City is proposing an ordinance that can ensure the long-term sustainability and enhancement of our city's public green spaces and recreational infrastructure. It establishes a necessary and dedicated funding mechanism by collecting 10% of the charitable gambling net income derived from local pull tabs.

This new revenue stream would be specifically earmarked to fund the following:

- Additions and Expansion: New development and expansion of parks and trails within the city.
- Maintenance: Essential ongoing maintenance and necessary repairs to our existing parks and trails network.

City Administrator Matthew Hill read a letter from Mayor Kevin Schieber regarding other surrounding cities utilizing the opportunity to collect charitable gambling proceeds to support community-wide initiatives. Mayor Schieber stated that he is in full support of the City of North Branch utilizing a percentage of charitable gambling proceeds, as the focus of this type of additional funding will benefit many facets of community interests and activities.

Commissioner Goulet asked if this would just be pull tabs and how we would track this, and City Administrator Hill answered that it would be all charitable gambling. Quarterly reports would be submitted with their financials to substantiate their findings. Commissioner Goulet asked Sharon Wright, the City's Finance Director, if she sees any concerns about tracking all this. She responded that she didn't foresee any issues. Commissioner Meacham asked when this would go into effect. City Administrator Hill responded that it would go into effect upon its passage and publication.

Motion to approve Ordinance 407-26, allowing the procurement of charitable gambling proceeds for park and trail additions and maintenance funding.

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

## 10. MAYOR/CITY COUNCIL

Fire Chief Pat Heinen and Firefighter Becca Ackermann presented that the Fire Department has partnered with the MN State Fire Marshal's office to hand out free carbon monoxide alarms to all homes in need in the City of North Branch, up to 100 that the Fire Department has received. If you would like to request one, please contact [pheinen@northbranchmn.gov](mailto:pheinen@northbranchmn.gov).

## 11. ADJOURNMENT

The City Council Meeting was adjourned at 6:26 PM.

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



**Prepared By: Tonya Kostuch, City Clerk**

**Presenter: Tonya Kostuch, City Clerk**

**Date: 02/10/2026**

**Board & Commission: City Council**

**Subject: Approve 2026 Application for Right-of-Way License for ECE**

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**Background Information:**

Each year, right-of-way licenses are required to be renewed to operate within the city limits of the City of North Branch.

We have received a renewal from East Central Energy. The application was completed properly, along with the appropriate payment.

**Staff Recommendation:**

Approval of the right-of-way license for ECE.

**Voting Requirements:**

**Voting Options          Simple Majority**



**Prepared By: Tonya Kostuch, City Clerk**

**Presenter: Tonya Kostuch, City Clerk**

**Date: 02/10/2026**

**Board & Commission: City Council**

**Subject: Approval of LG230 Application to Conduct Off-Site Gambling for the Northwest Area Jaycees**

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**Background Information:**

The Northwest Area Jaycees will be holding a Bingo event located at Tailgaters Sports Bar and Grill at 6355 Elm Street, North Branch, MN 55056 on April 19, 2026.

The clerk's office reviews and signs off on the application before the applicant sends it to the Minnesota Alcohol and Gambling Enforcement office, which then issues a permit for the event as requested.

**Requested Action:**

Staff recommends council approval of this application for submission to the Minnesota Gambling Control Board by the Northwest Area Jaycees.

**Voting Requirements:**

**Voting Options          Simple Majority**

**LG230 Application to Conduct Off-Site Gambling**

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: Northwest Area Jaycees License Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: Maple Grove, MN Zip: 55311

Chief Executive Officer (CEO) Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Gambling Manager Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4, 19, 26 to 4, 19, 26

Check the type of games that will be conducted:

- Raffle
- Pull-Tabs
- Bingo
- Tipboards
- Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: Tailgaters Sports Bar & Grill

Street address and City (or township): 6355 Elm Street North Branch Zip: 55056 County: Chisago

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes If yes, a lease is not required.
- No If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any.

Lessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Lessor's Name: \_\_\_\_\_

**CONTINUE TO PAGE 2**

**Acknowledgment by Local Unit of Government: Approval by Resolution**

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p><b>Local unit of government must sign.</b></p> </div>	<p><b>TOWNSHIP NAME:</b> _____</p> <p><b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

1.29.26  
Date

Signature of CEO (must be CEO's signature; designee may not sign)

<p><b>Mail or fax to:</b></p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p><b>No attachments required.</b></p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

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



# ***City of North Branch Staff Report***

**Prepared By:** Justin Messner, City Engineer  
Heidi Hamilton, Senior Project Manager

**Date:** February 25, 2026

**Subject:** Addition to Municipal State Aid Street System

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## **Introduction**

City staff and WSB have completed a thorough review of the City's Municipal State Aid Street (MSAS) system to determine if there are needed changes to the State Aid system. Due to additional roads that have been constructed in the city as part of new development, the city has accrued additional mileage that can be used to designate additional local streets as MSA Streets. Designating streets as MSAS allows State Aid funds to be used to construct and maintain those streets.

## **Background Information:**

Ash Street (MSAS 109), between Grand Avenue (MSAS 103) and Hemingway Avenue (MSAS 104), is proposed to be added to the MSAS system. This segment is 0.55 miles long and is identified as a future connector route in the City's Transportation Plan. Designating this future road as an MSA route will permit the city to plan for the use of MSA funds in its future construction.

For each new local street that is constructed within the City, the City gets a small amount of State Aid mileage that can be added to the system. After adding this segment of Ash Street, the city will have 0.10 miles of undesignated MSAS Street allocation remaining.

Adding streets to the MSAS system requires a resolution to be passed by the City Council. The attached resolution complies with that requirement, and if approved, it will

be forwarded to the Commissioner of Transportation for approval. The attached letter from MnDOT-State Aid indicates that the proposed MSAS designation will be approved once the Commissioner receives the resolution.

**Other Pertinent Information:**

➤ ***Advantages***

- Receive more MSA funds

➤ ***Disadvantages***

- None

**Financial/Budget Impacts (If Any):**

➤ ***Funding Sources***

➤ ***Long-Term & Short-Term Costs***

**Requested Action and Staff Recommendation:**

1. Adopt the attached resolution designating certain streets as MSAS.

**Deadline:** May 1, 2026

**Voting Requirements:** Majority

**Attachments:**

1. Resolution
2. Map
3. MnDOT letter

**CITY OF NORTH BRANCH**

**CHISAGO COUNTY, MINNESOTA**

**RESOLUTION NO. R-291-2026**

**A RESOLUTION DESIGNATING ASH STREET BETWEEN GRAND AVENUE AND  
HEMINGWAY AVENUE AS A MUNICIPAL STATE AID ROUTE**

**WHEREAS**, the City of North Branch is a Municipal State Aid City according to the Minnesota Department of Transportation, and

**WHEREAS**, the City of North Branch has 0.65 miles available for designation of Municipal State Aid Streets according to the 2025 Annual Certification of Mileage, and

**WHEREAS**, Ash Street between Grand Avenue and Hemingway Avenue is 0.55 miles in length.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of North Branch requests that Ash Street between Grand Avenue and Hemingway Avenue be designated as a Municipal State Aid Street.

This resolution was adopted by the City Council of the City of North Branch on the 25th day of February 2026.

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Kevin Schieber, Mayor

ATTEST:

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Tanya Kostuch, City Clerk

(seal)

**TO:** Justin Messner  
North Branch City Engineer

**FROM:** William Lanoux  
Manager, Municipal State Aid Needs Unit

**DATE:** February 4, 2026

**SUBJECT:** Municipal State Aid Designation

**The following Municipal State Aid Street designation will be approved when the city council resolution has been received.**

Extension of MSAS 109: *Ash Street* – from Grand Avenue to Hemingway Avenue (0.05 improved & 0.50 non-existing, for a total of **0.55 miles**)

**A Commissioner's Order will follow.**

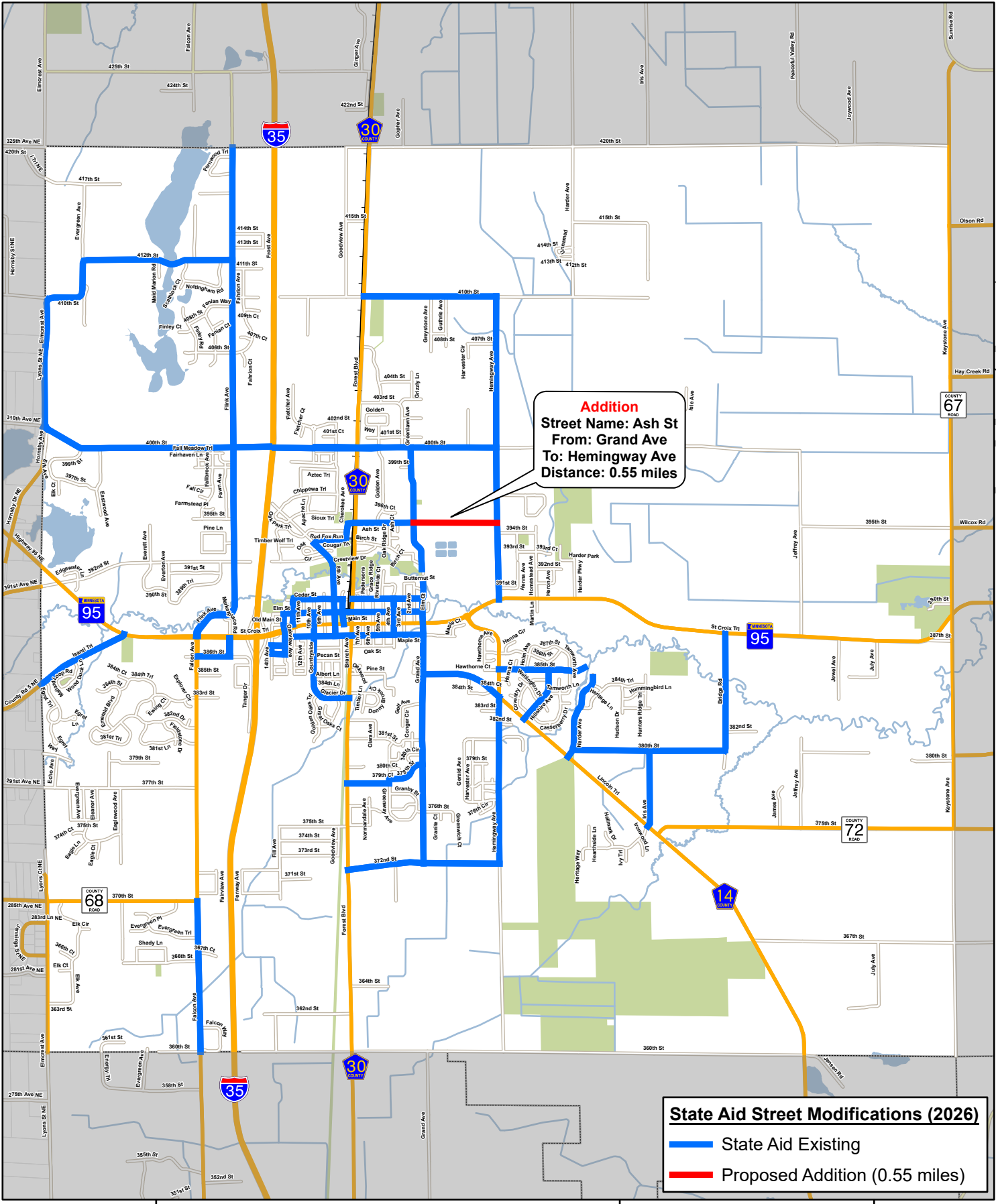
**Needs Update Comments:** Include this designation with your 2026 spring Needs updates.

**Certification of Mileage Update Comments:**

You can include the designation on the *2026 Annual Certification of Mileage* that is due in January 2027.

	Available Mileage	0.65	2025 Certified Mileage
+	Revoked Mileage	0.00	
-	<u>Designated Mileage</u>	<u>0.55</u>	
	Remaining Available Mileage	0.10	

If you have any questions, contact your DSAE or Bill Lanoux at (651) 366-3817 for instructions.

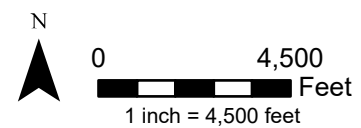


**State Aid Street Modifications (2026)**

- State Aid Existing
- Proposed Addition (0.55 miles)



**Municipal State Aid Street System  
 2026 Street Modifications**  
 City of North Branch, Minnesota





**Prepared By: Sharon Wright, Finance Director**

**Presenter: Sharon Wright, Finance Director**

**Date: 02/12/2026**

**Board & Commission: City Council**

**Subject: Consider Resolution R-288-2026 Providing for the Issuance and Sale of \$3,280,000 General Obligation Equipment Certificates, Series 2026A**

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### **Background Information**

Over the last year, there have been extensive discussions regarding the equipment needs of the City of North Branch. Some of these equipment needs have been addressed through different options, i.e. bank financing, interfund loans. These options were considered in part due to the life of the assets.

The items that remain have useful lives of approximately 20 years. Four of these items were included in a resolution approved prior to year-end due to procurement timing considerations. One of these was a fire department ladder truck. By pursuing the purchase of a used truck, we have reduced the cost significantly. However, this approach also limits the number of available trucks that meet the needs of the City.

The other items included in the prior resolution are three snow plows. These units have an extended lead time of approximately 12-18 months from when the plows are ordered to when they are ready for use in the City.

The items not included in the prior year's resolution includes a Tanker Truck for the fire department, two (2) one-ton plow trucks and a Front End Loader for public works. Each of these four pieces of equipment has an estimated useful life of 20 years. A detailed schedule outlining the equipment, department, life, quantity, and expected cost are provided for your review.

The total equipment cost would be \$3,075,000 plus the fees associated with the issuance of the General Obligation Equipment Certificates will equate to the final amount of the bonds being issued for \$3,280,000. For further details on these associated fees, please refer to the PreSale Report attached.

<b>Description</b>	<b>Department</b>	<b>Life (yrs)</b>	<b>Quantity</b>	<b>Cost</b>
Ladder Truck	Fire	20	1	\$1,000,000
Plow Truck - Tandem Axle	Public Works	20	3	\$1,050,000
<b>Subtotal - Bond Reimbursable Amount</b>				<b>\$2,050,000</b>
Tanker Truck	Fire	20	1	\$565,000
1-Ton 4WD Plow Truck	Public Works	20	2	\$160,000
Front End Loader	Public Works	20	1	\$300,000
<b>Subtotal - Additional Equipment Needs</b>				<b>\$1,025,000</b>
<b>Total Equipment Bond</b>				<b>\$3,075,000</b>

**Voting Requirements:**

**Voting Options      Simple Majority**

**RESOLUTION NO. R-288-2026**

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF \$3,280,000  
GENERAL OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2026A**

A. WHEREAS, the City Council (the "Council") of the City of North Branch, Minnesota (the "City") has heretofore determined that it is necessary and expedient to issue the City's \$3,280,000 General Obligation Equipment Certificates, Series 2026A (the "Bonds"), to finance the purchase of capital equipment for the City; and

B. WHEREAS, the City has retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9).

NOW, THEREFORE, BE IT RESOLVED by the City of North Branch, Minnesota, as follows:

1. Authorization. The Council hereby authorizes Ehlers to assist the City for the sale of the Bonds.

2. Meeting; Proposal Opening. The Council shall meet at 6:00 P.M. on March 25, 2026, for the purpose of considering proposals for and awarding the sale of the Bonds.

3. Official Statement. In connection with said sale, the officers or employees of the City are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

ADOPTED this 25<sup>th</sup> day of February, 2026.

\_\_\_\_\_  
Kevin Scheiber, Mayor

ATTEST:

\_\_\_\_\_  
Tonya Kostuch, City Clerk

February 25, 2026

PRE-SALE REPORT FOR

## City of North Branch, Minnesota

**\$3,280,000 General Obligation Equipment Certificates,  
Series 2026A**



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**Prepared by:**

Ehlers  
3001 Broadway Street, Suite 320  
Minneapolis, MN 55413

**Advisors:**

Rebecca Kurtz, Senior Municipal Advisor  
Schane Rudlang, Municipal Advisor

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**BUILDING COMMUNITIES. IT'S WHAT WE DO.**

# EXECUTIVE SUMMARY OF PROPOSED DEBT

## Proposed Issue:

\$3,280,000 General Obligation Equipment Certificates, Series 2026A

## Purposes:

The General Obligation Equipment Certificates, Series 2026 are being issued to provide financing for various pieces of equipment for the public works department and fire department. Debt service will be paid from ad valorem property taxes.

## Authority:

The Certificates are being issued pursuant to Minnesota Statutes, Chapters:

- 412.301 – Allows for issuance of equipment certificates without a public hearing if the amount issued is less than 0.25% of the estimated market value of taxable property in the City. The estimated market value is \$1,557,791,700, and 0.25% is \$3,894,479, therefore a public hearing is not required.
- 475 – General Bonding Authority

The Certificates count against the Net Debt Limit of 3% of the estimated market value of taxable property in the City.

The Certificates will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

## Term/Call Feature:

The Certificates are being issued for a term of 15 years. Principal on the Certificates will be due on February 1 in the years 2028 through 2042. Interest will be due every six months beginning February 1, 2027. The February 1, 2027, payment will be made with capitalized interest.

The Certificates will be subject to prepayment at the discretion of the City on February 1, 2036 or any date thereafter.

## Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Certificates as “bank qualified” obligations. Bank qualified status broadens the market for the Certificates, which can result in lower interest rates.

## **Rating:**

The City's most recent bond issues were rated by S&P Global Ratings. The current rating on those bonds is "AA"/Stable outlook. The City will request a new rating for the Certificates.

If the winning bidder on the Certificates elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.

## **Basis for Recommendation:**

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Certificates and long-term financial capacity, as well as the tax status considerations related to the Certificates and the structure, timing and other similar matters related to the Certificates, we are recommending the issuance of Certificates as a suitable option.

## **Method of Sale/Placement:**

We are recommending the Certificates be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Certificates from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Certificates are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

## **Premium Pricing:**

In some cases, investors in municipal bonds prefer "premium" pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered "reoffering premium." The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

For this issue of Certificates we have been directed to use the net premium to reduce the size of the issue/increase the net proceeds for the project. The resulting adjustments may slightly change the true interest cost of the issue, either up or down.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Certificates intended to achieve the City's objectives for this financing.

## **Review of Existing Debt:**

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

## **Continuing Disclosure:**

Because the City has less than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

## **Arbitrage Monitoring:**

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations ("Arbitrage Rules") throughout the life of the issue to maintain the tax-exempt status of the Certificates. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City's specific arbitrage responsibilities will be detailed in the Nonarbitrage Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Certificates may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Certificates. The City is currently receiving arbitrage services from Ehlers in relation to the Certificates.

## **Investment of Certificate Proceeds:**

Ehlers can assist the City in developing a strategy to invest your Certificate proceeds until the funds are needed to pay project costs.

## **Other Service Providers:**

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously

required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services, please contact us.

**Bond Counsel:** Taft Stettinius & Hollister LLP

**Paying Agent:** Bond Trust Services Corporation

**Rating Agency:** S&P Global Ratings (S&P)

**Summary:**

The decisions to be made by the City Council are as follows:

- Accept or modify the finance assumptions described in this report
- Adopt the resolution attached to this report.

**PROPOSED DEBT ISSUANCE SCHEDULE**

Pre-Sale Review by City Council:	February 25, 2026
Due Diligence Call to Review Official Statement:	Week of March 2, 2026
Conference with Rating Agency:	Week of March 2, 2026
Distribute Official Statement:	Week of March 9, 2026
City Council Meeting to Award Sale of the Certificates:	March 25, 2026
Estimated Closing Date:	April 16, 2026

**Attachments**

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Resolution Authorizing Ehlers to Proceed with Certificate Sale (provided by Bond Counsel)

## EHLERS' CONTACTS

Rebecca Kurtz, Senior Municipal Advisor	(651) 697-8516
Schane Rudlang, Municipal Advisor	(651) 697-8527
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Alicia Gage, Senior Financial Analyst	(651) 697-8551

# City of North Branch, Minnesota

\$3,280,000 General Obligation Equipment Certificates, Series 2026A  
Assumes Current Market BQ AA Rates plus 50bps

## Sources & Uses

Dated 04/02/2026 | Delivered 04/02/2026

### Sources Of Funds

Par Amount of Bonds	\$3,280,000.00
<b>Total Sources</b>	<b>\$3,280,000.00</b>

### Uses Of Funds

Total Underwriter's Discount (1.200%)	39,360.00
Costs of Issuance	68,000.00
Deposit to Capitalized Interest (CIF) Fund	95,383.08
Deposit to Project Construction Fund	3,075,000.00
Rounding Amount	2,256.92
<b>Total Uses</b>	<b>\$3,280,000.00</b>

# City of North Branch, Minnesota

\$3,280,000 General Obligation Equipment Certificates, Series 2026A

Assumes Current Market BQ AA Rates plus 50bps

## Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/02/2026	-	-	-	-	-
02/01/2027	-	-	95,383.08	95,383.08	95,383.08
08/01/2027	-	-	57,421.25	57,421.25	-
02/01/2028	35,000.00	2.900%	57,421.25	92,421.25	149,842.50
08/01/2028	-	-	56,913.75	56,913.75	-
02/01/2029	75,000.00	2.850%	56,913.75	131,913.75	188,827.50
08/01/2029	-	-	55,845.00	55,845.00	-
02/01/2030	75,000.00	2.850%	55,845.00	130,845.00	186,690.00
08/01/2030	-	-	54,776.25	54,776.25	-
02/01/2031	80,000.00	2.900%	54,776.25	134,776.25	189,552.50
08/01/2031	-	-	53,616.25	53,616.25	-
02/01/2032	85,000.00	2.950%	53,616.25	138,616.25	192,232.50
08/01/2032	-	-	52,362.50	52,362.50	-
02/01/2033	250,000.00	3.050%	52,362.50	302,362.50	354,725.00
08/01/2033	-	-	48,550.00	48,550.00	-
02/01/2034	260,000.00	3.100%	48,550.00	308,550.00	357,100.00
08/01/2034	-	-	44,520.00	44,520.00	-
02/01/2035	270,000.00	3.200%	44,520.00	314,520.00	359,040.00
08/01/2035	-	-	40,200.00	40,200.00	-
02/01/2036	275,000.00	3.300%	40,200.00	315,200.00	355,400.00
08/01/2036	-	-	35,662.50	35,662.50	-
02/01/2037	285,000.00	3.450%	35,662.50	320,662.50	356,325.00
08/01/2037	-	-	30,746.25	30,746.25	-
02/01/2038	295,000.00	3.650%	30,746.25	325,746.25	356,492.50
08/01/2038	-	-	25,362.50	25,362.50	-
02/01/2039	305,000.00	3.800%	25,362.50	330,362.50	355,725.00
08/01/2039	-	-	19,567.50	19,567.50	-
02/01/2040	315,000.00	3.850%	19,567.50	334,567.50	354,135.00
08/01/2040	-	-	13,503.75	13,503.75	-
02/01/2041	330,000.00	3.950%	13,503.75	343,503.75	357,007.50
08/01/2041	-	-	6,986.25	6,986.25	-
02/01/2042	345,000.00	4.050%	6,986.25	351,986.25	358,972.50
<b>Total</b>	<b>\$3,280,000.00</b>	<b>-</b>	<b>\$1,287,450.58</b>	<b>\$4,567,450.58</b>	<b>-</b>

## Yield Statistics

Bond Year Dollars	\$35,479.22
Average Life	10.817 Years
Average Coupon	3.6287452%
Net Interest Cost (NIC)	3.7396834%
True Interest Cost (TIC)	3.7459670%
Bond Yield for Arbitrage Purposes	3.6082223%
All Inclusive Cost (AIC)	3.9890810%

## IRS Form 8038

Net Interest Cost	3.6287452%
Weighted Average Maturity	10.817 Years

# City of North Branch, Minnesota

\$3,280,000 General Obligation Equipment Certificates, Series 2026A

Assumes Current Market BQ AA Rates plus 50bps

## Net Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	CIF	Existing D/S	Net New D/S	Fiscal Total
04/02/2026	-	-	-	-	-	-	-	-
08/01/2026	-	-	-	-	-	10,100.00	10,100.00	-
02/01/2027	-	-	95,383.08	95,383.08	(95,383.08)	195,100.00	195,100.00	205,200.00
08/01/2027	-	-	57,421.25	57,421.25	-	8,250.00	65,671.25	-
02/01/2028	35,000.00	2.900%	57,421.25	92,421.25	-	198,250.00	290,671.25	356,342.50
08/01/2028	-	-	56,913.75	56,913.75	-	6,350.00	63,263.75	-
02/01/2029	75,000.00	2.850%	56,913.75	131,913.75	-	161,350.00	293,263.75	356,527.50
08/01/2029	-	-	55,845.00	55,845.00	-	4,800.00	60,645.00	-
02/01/2030	75,000.00	2.850%	55,845.00	130,845.00	-	164,800.00	295,645.00	356,290.00
08/01/2030	-	-	54,776.25	54,776.25	-	3,200.00	57,976.25	-
02/01/2031	80,000.00	2.900%	54,776.25	134,776.25	-	163,200.00	297,976.25	355,952.50
08/01/2031	-	-	53,616.25	53,616.25	-	1,600.00	55,216.25	-
02/01/2032	85,000.00	2.950%	53,616.25	138,616.25	-	161,600.00	300,216.25	355,432.50
08/01/2032	-	-	52,362.50	52,362.50	-	-	52,362.50	-
02/01/2033	250,000.00	3.050%	52,362.50	302,362.50	-	-	302,362.50	354,725.00
08/01/2033	-	-	48,550.00	48,550.00	-	-	48,550.00	-
02/01/2034	260,000.00	3.100%	48,550.00	308,550.00	-	-	308,550.00	357,100.00
08/01/2034	-	-	44,520.00	44,520.00	-	-	44,520.00	-
02/01/2035	270,000.00	3.200%	44,520.00	314,520.00	-	-	314,520.00	359,040.00
08/01/2035	-	-	40,200.00	40,200.00	-	-	40,200.00	-
02/01/2036	275,000.00	3.300%	40,200.00	315,200.00	-	-	315,200.00	355,400.00
08/01/2036	-	-	35,662.50	35,662.50	-	-	35,662.50	-
02/01/2037	285,000.00	3.450%	35,662.50	320,662.50	-	-	320,662.50	356,325.00
08/01/2037	-	-	30,746.25	30,746.25	-	-	30,746.25	-
02/01/2038	295,000.00	3.650%	30,746.25	325,746.25	-	-	325,746.25	356,492.50
08/01/2038	-	-	25,362.50	25,362.50	-	-	25,362.50	-
02/01/2039	305,000.00	3.800%	25,362.50	330,362.50	-	-	330,362.50	355,725.00
08/01/2039	-	-	19,567.50	19,567.50	-	-	19,567.50	-
02/01/2040	315,000.00	3.850%	19,567.50	334,567.50	-	-	334,567.50	354,135.00
08/01/2040	-	-	13,503.75	13,503.75	-	-	13,503.75	-
02/01/2041	330,000.00	3.950%	13,503.75	343,503.75	-	-	343,503.75	357,007.50
08/01/2041	-	-	6,986.25	6,986.25	-	-	6,986.25	-
02/01/2042	345,000.00	4.050%	6,986.25	351,986.25	-	-	351,986.25	358,972.50
<b>Total</b>	<b>\$3,280,000.00</b>	<b>-</b>	<b>\$1,287,450.58</b>	<b>\$4,567,450.58</b>	<b>(95,383.08)</b>	<b>\$1,078,600.00</b>	<b>\$5,550,667.50</b>	<b>-</b>

## Significant Dates

Dated	4/02/2026
First available call date	



**Prepared By: Ryan Saltis, City Planner**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/18/2026**

**Board & Commission: City Council**

**Subject: Approval of Resolution R-292-2026 approving the Hemingway Meadows Minor Subdivision**

---

### **Requested Action**

Recommend approval of Resolution R-292-2026, approving the Minor Subdivision request for Hemingway Meadows, with the conditions of approval listed in this report.

### **Overview / Background**

Reliable Land and Trust (Applicant) has submitted a request for a Minor Subdivision for a new residential subdivision known as Hemingway Meadows, located generally east of Hemingway Ave and south of 372<sup>nd</sup> St. The undeveloped Subject Property consists of approximately 40.08 acres and is guided and zoned RR "Rural-Residential". The Preliminary Plat proposes the creation of 4 single-family residential lots that are each approximately 9.7 - 9.8 acres in lot size.

The applicant has submitted a complete application, including preliminary plat drawings, wetland delineation, and septic locations.

### **Issue(s) to Consider**

1. Land Use and Zoning
2. Proposed Minor Subdivision Preliminary Plat
3. Plat Standards
4. Engineering

### **Analysis of Issue(s)**

### 1. Land Use & Zoning

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

The Subject Property consists of four large lot, single-family residential parcels, each exceeding the minimum one-acre buildable area requirement of the RR zoning district. The proposed use and density are consistent with both the Comprehensive Plan and zoning district standards.

*Land Use and Zoning standards are satisfied.*

### 2. Proposed Preliminary Plat

The Preliminary Plat for Fairway Field proposes to develop the property into four residential lots arranged linearly east-to-west, with access provided from Hemingway Avenue, a public right-of-way.

Each lot is designed to accommodate a single-family dwelling, private well, and both primary and secondary septic drainfield areas. Drainage and utility easements are shown along lot lines and road frontage. Wetland areas are clearly identified and avoided by building pads, septic systems, and driveways.

The plat layout reflects existing site constraints, including wetlands, topography, and existing easements, while maintaining large lot sizes consistent with the rural character of the area.

### 3. Plat Standards

Lots created by plat are required to meet minimum lot area, width, and depth requirements as established by City Code for the applicable zoning district. The lots created through this platting process are required to meet the following:

Type	Lot Standards		
	Area (sf)	Width	Depth
RR – Rural Residential	1 acre buildable	110'	300'

Based on review of the Preliminary Plat, all proposed lots meet or exceed the minimum lot area, width, and depth requirements of the zoning district.

Lot/Block	Area (Acres)	Minimum Depth	Depth (Proposed)	Minimum Width	Width (Proposed)

Lot 1, Block 1	9.78	300'	1286'	110'	331'
Lot 2, Block 1	9.77	300'	1286'	110'	331'
Lot 3, Block 1	9.77	300'	1286'	110'	331'
Lot 4, Block 1	9.76	300'	1286'	110'	331'

#### 4. Engineering

##### Utilities

Lots will be served by private well and septic as the parcel boundary is located outside of the city's designated Urban Service Area. Primary and secondary septic areas are shown for each lot.

##### Wetlands

Wetlands have been delineated on the Preliminary Plat and are primarily located within the southern and eastern portions of the site. All building pads, septic systems, and driveways are located outside of required wetland setbacks.

The Wetland Permit Application and Wetland Delineation Report have been submitted to Chisago County for their review. At this time, Chisago County has deemed the application incomplete due to site conditions (snow) and recommended that the applicant apply for the permit on April 1<sup>st</sup>, 2026. This has been added to the conditions of approval for the overall development in this report.

The proposed layout minimizes impacts to sensitive environmental features while allowing reasonable use of the property.

##### Grading

Grading will be required for the driveway work, the area immediately around proposed driveways, residences, and septic fields. Each lot will be individually graded upon development of each unit. The Applicant or the future builder will be required to provide grading and erosion control plans and obtain all necessary permits, prior to building on the new lots.

##### **Parks, Trails & Open Space Recommendation**

The PTOS Commission considered the request on February 2, 2026, and recommended the acceptance of cash for park dedication based on the increased demands from additional residents placed on the park, trail and open space system.

##### **Planning Commission Recommendation**

The Planning Commission held a public hearing on February 3, 2026, and there was no public comment received. The Planning Commission recommended approval to City Council, approving the Minor Subdivision for Hemingway Meadows, with the following conditions:

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

**Voting Requirements:**

**Voting Options          Simple Majority**

**STATE OF MINNESOTA**

**COUNTY OF CHISAGO**

**CITY OF NORTH BRANCH**

**CITY COUNCIL RESOLUTION NO. R-292-2026**

**A RESOLUTION APPROVING THE HEMINGWAY MEADOWS MINOR SUBDIVISION**

**WHEREAS**, the City of North Branch has received an application from Reliable Land and Trust for a Minor Subdivision for a proposed residential development known as Hemingway Meadows, located generally east of Hemingway Ave and south of 372<sup>nd</sup> Street, within the City of North Branch; and

**WHEREAS**, the subject property consists of approximately 40.08 acres and is guided LURR – Land Use Rural Residential in the Comprehensive Plan and zoned RR – Rural Residential; and

**WHEREAS**, the proposed Minor Subdivision would create four (4) single-family residential lots, each approximately 9.7 to 9.8 acres in size, which exceed the minimum lot area, width, and depth requirements of the RR zoning district; and

**WHEREAS**, the Planning Commission reviewed the request and held a public meeting on February 3<sup>rd</sup>, 2026, analyzing land use, zoning compliance, plat standards, and engineering considerations; and

**WHEREAS**, the Planning Commission recommended approval of the Minor Subdivision subject to conditions; and

**WHEREAS**, the City Council has reviewed the application, staff report, and recommendation of the Planning Commission and the evidence presented at the public hearing on February 3<sup>rd</sup>, 2026 and finds that the proposed Minor Subdivision is consistent with the Comprehensive Plan, City Code, and applicable subdivision regulations;

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

That the application request for the approval of the Minor Subdivision for Hemingway Meadows is hereby APPROVED, subject to the following conditions:

Conditions of Approval

1. Chisago County approval of the Wetland Permit Application and Wetland Delineation Report is required prior to construction on the lots.
2. The application shall provide the required Park dedication in the form of land or fees prior to the release of the Final Plat for recording.
3. The Applicant or the future owner of the lots shall obtain all necessary approvals, including submittal and approval of a site grading plan, and pay all applicable fees prior to commencing construction on the lots.
4. All fees and financial obligations shall be received by the City prior to releasing the

approval documents related to this project for recording.

Passed by the City Council of North Branch, Minnesota this 25th day of February 2026.

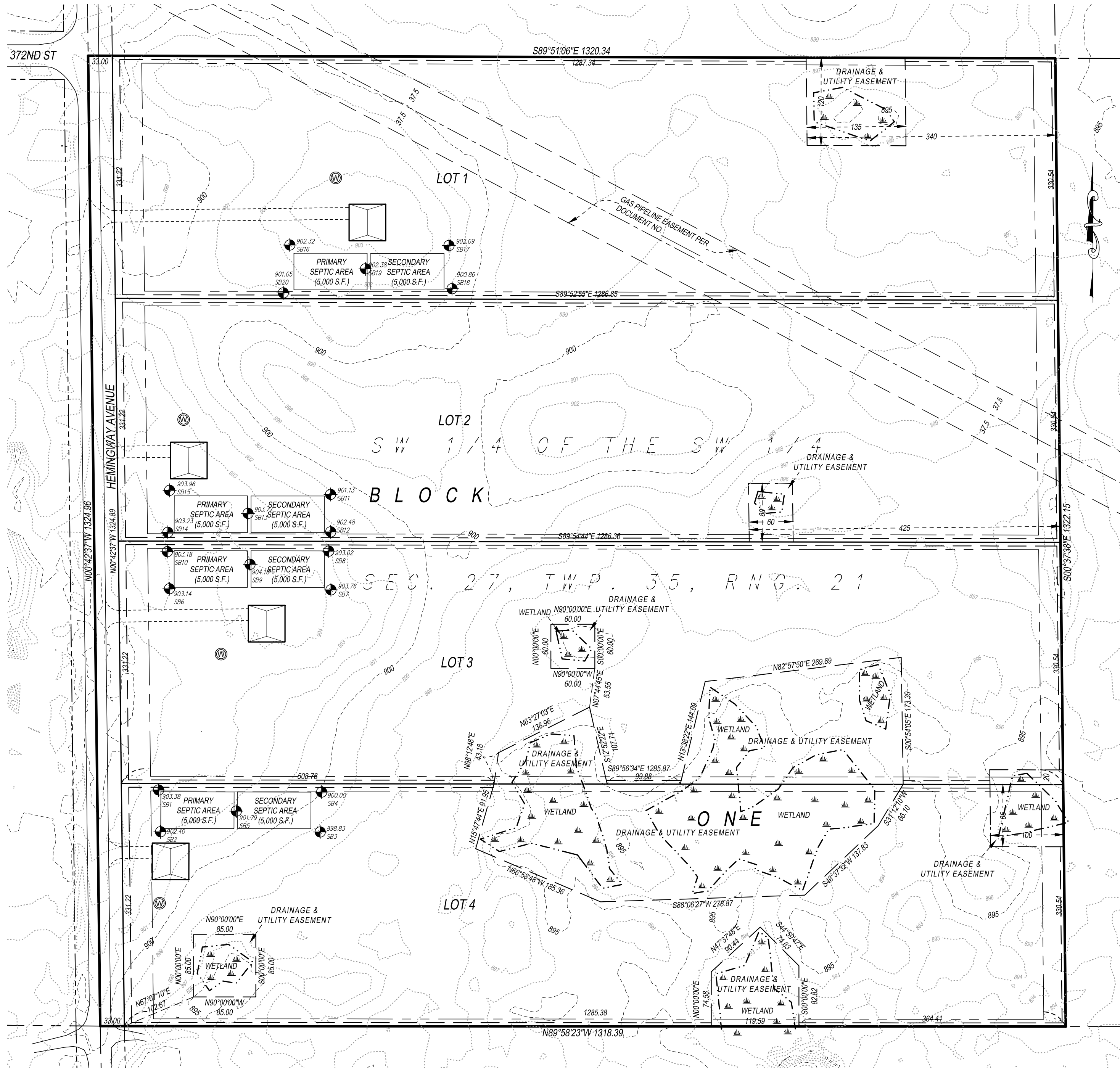
\_\_\_\_\_  
Kevin Schieber, Mayor

Attested:

\_\_\_\_\_  
Tonya Kostuch, City Clerk

# Preliminary Plat of: Hemingway Meadows

COUNTY OF CHISAGO  
CITY OF NORTH BRANCH  
SEC. 27, T. 35, R. 21



### OWNER / DEVELOPER

RELIABLE LAND & TRUST  
PO BOX 32  
CAMBRIDGE, MN 55008

### PROPERTY DESCRIPTION

The Southwest Quarter of the Southwest Quarter of Section 27, Township 35, Range 21, Chisago County, Minnesota

### ZONING INFORMATION

ZONING DISTRICT - RURAL RESIDENTIAL

BUILDING SETBACKS  
FRONT YARD SETBACK 40 FEET  
REAR YARD SETBACK 30 FEET  
SIDE YARD SETBACK 10 FEET  
WETLAND SETBACK 40 FEET

MINIMUM LOT WIDTH 110 FEET  
MINIMUM LOT DEPTH 300 FEET

### LOT AREAS

LOT 1, BLOCK 1	9.78 ACRES
LOT 2, BLOCK 1	9.77 ACRES
LOT 3, BLOCK 1	9.77 ACRES
LOT 4, BLOCK 1	9.76 ACRES
RIGHT OF WAY	1.00 ACRE
TOTAL AREA	40.08 ACRES
NET AREA*	33.39 ACRES

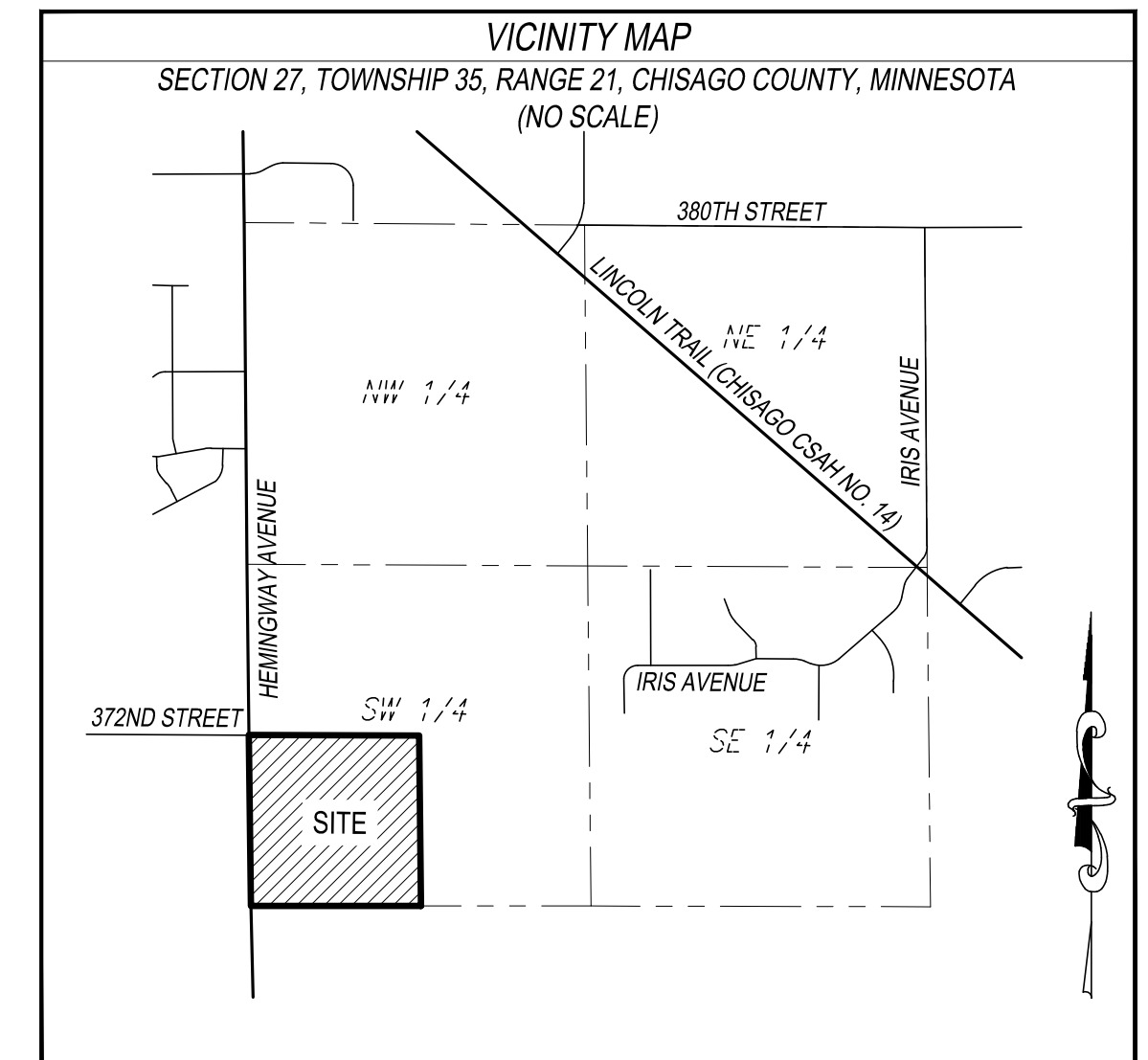
\* NET AREA IS TOTAL AREA LESS AREA WITHIN RIGHT OF WAY OR DRAINAGE & UTILITY EASEMENTS

### FLOOD ZONE

THIS SITE IS INCLUDED ON FLOOD INSURANCE RATE MAP-COMMUNITY PANEL NUMBER 27025C0255D AND IS SHOWN TO BE WITHIN FLOOD ZONE X. THIS FLOOD ZONE IS DEFINED AS AN AREA DETERMINED TO BE OUTSIDE THE 500-YEAR ANNUAL CHANCE FLOODPLAIN.

### GENERAL NOTES

- EXISTING TOPOGRAPHY IS PER PUBLICLY AVAILABLE LIDAR DATA (NAVD88 DATUM)
- PROPOSED BUILDING, DRIVEWAY, WELL, AND SEPTIC LOCATIONS SHOWN HEREON ARE FOR PLAT APPROVAL PURPOSES ONLY. THE FINAL LOCATION OF THE BUILDING AND SEPTIC SYSTEM TO BE DETERMINED BY THE OWNER/BUILDER FOR EACH LOT, SUBJECT TO APPROVAL BY THE CITY OF NORTH BRANCH
- DELINEATED WETLANDS ARE SHOWN PER LOCATION POINTS PROVIDED BY KEN MEEK WITH EARTH SCIENCE ASSOCIATES 11/22/25.
- SOIL BORING LOCATIONS AND ELEVATIONS PER COORDINATE DATA PROVIDED BY L & R SEPTIC, LLC.



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

Kyle J. Reddy, MN PLS 42627

Signature: *Kyle J. Reddy* Date: 12/01/2025



324 Garfield St. South | Cambridge, MN 55008  
763.219.1235 | LHBcorp.com





**Prepared By: Ryan Saltis, City Planner**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/18/2026**

**Board & Commission: City Council**

**Subject: Approval of Resolution R-293-2026 approving a variance for lot size for PID 16.00482.10**

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### **Requested Action**

To recommend approval of Resolution R-293-2025 for a Variance from the minimum lot width requirement to allow a lot width of 120 feet where 150 is required for PID 16.00482.10.

### **Overview / Background**

Dennis Christ (Applicant) has requested approval for a Variance from the City of North Branch Zoning Code Sec 66-210 minimum lot width requirement for an R-2 zoned parcel with 3-6 attached units. The subject property is legally described as PID 16.00482.10 and is generally located West of Oakview Ave and South of Pecan St. The parcel is currently 120 feet in width, while the zoning ordinance requires a minimum lot width of 150 feet for the proposed development. The variance is requested to allow construction of a four-unit residential building consistent in size, scale, and orientation with the existing adjacent multi-family building immediately to the north.

The subject property and the adjacent parcel were historically under common ownership and were developed at a time when zoning standards permitted the existing configuration. The lot has remained vacant for several years and all necessary public utilities (water and sewer) are already installed and sized to accommodate a four-unit building.

### **Planning Commission Action:**

The Planning Commission held a public hearing on February 3, 2026, and received no public comments. The Planning Commission recommended approval of the request with the findings of fact and conditions listed in the resolution.

**Voting Requirements:**

**Voting Options      Simple Majority**

**STATE OF MINNESOTA**

**COUNTY OF CHISAGO**

**CITY OF NORTH BRANCH**

**CITY COUNCIL RESOLUTION NO. R-293-2026**

**A RESOLUTION APPROVING A VARIANCE FROM MINIMUM LOT WIDTH REQUIREMENTS FOR PROPERTY LOCATED AT PID 16.00482.10**

**WHEREAS**, Dennis Christ (the applicant) has submitted an application requesting a variance from the minimum lot width requirement set forth in Section 66-210 of the City of North Branch Zoning Code for property legally described as PID 16.00482.10, located west of Oakview Avenue and south of Pecan Street; and

**WHEREAS**, the subject property is zoned R-2 Medium Density Residential, and guided for Medium Density Residential development under the City’s Comprehensive Plan; and

**WHEREAS**, the applicant is requesting a variance to allow a lot width of 120 feet where a minimum lot width of 150 feet is required, in order to construct a four-unit residential building consistent in size, scale, and orientation with the existing adjacent development; and

**WHEREAS**, the Planning Commission held a public meeting on February 3<sup>rd</sup>, 2026 to consider the requested variance and reviewed the Planning Commission staff report; and

**WHEREAS**, the Planning Commission evaluated the request against the Findings of Fact contained in Section 66-64 of the City Code and the Conditions on Approval contained in Section 66-65 of the City Code, as outlined in the staff report; and

**WHEREAS**, the Planning Commission reviewed the application, staff report, and applicable City Code standards, and recommended approval of the variance subject to conditions;

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

That the request for a variance from the minimum lot width requirement to allow a lot width of 120 feet where 150 feet is required for property identified as PID 16.00482.10 is hereby **APPROVED**, subject to the following Findings and Conditions of Approval:

Findings

1. The variance request is consistent with the City of North Branch Comprehensive Plan, which supports infill residential development, efficient use of existing infrastructure, and additional housing opportunities within established neighborhoods.
2. The subject property is located within an established residential area and is surrounded by similar residential uses, including an adjacent four-unit residential building developed under similar conditions.
3. The lot was created and public utilities were installed prior to changes in zoning standards, resulting in a circumstance unique to the property that was not created by the applicant.
4. The proposed variance will not alter the essential character of the surrounding

- neighborhood and will maintain consistency with existing development patterns.
5. Public water and sanitary sewer infrastructure is already installed and sized to accommodate a four-unit residential building, and the variance will not create additional public infrastructure demands.
  6. The variance will not unreasonably increase traffic, impair public safety, or negatively impact adjacent properties.
  7. The request meets the practical difficulties criteria outlined in Section 66-65 of the City Code and is consistent with the spirit and intent of the zoning ordinance.

Conditions

1. The development shall substantially conform to the plans submitted with the variance application for a 4-unit townhome development.
2. All other applicable City Code requirements shall be met unless otherwise modified by this variance.
3. Any future expansion or reconfiguration of the lot shall comply with current zoning standards.

Passed by the City Council of North Branch, Minnesota this 25<sup>th</sup> day of February, 2026.

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Kevin Schieber, Mayor

Attested:

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Tonya Kostuch, City Clerk

### **Planning Commission Action**

Motion to recommend/deny approval to the City Council, for a Variance from the minimum lot width requirement to allow a lot width of 120 feet where 150 is required for PID 16.00482.10.

### **Overview / Background**

Dennis Christ (Applicant) has requested approval for a Variance from the City of North Branch Zoning Code Sec 66-210 minimum lot width requirement for an R-2 zoned parcel with 3-6 attached units. The subject property is legally described as PID 16.00482.10 and is generally located West of Oakview Ave and South of Pecan St. The parcel is currently 120 feet in width, while the zoning ordinance requires a minimum lot width of 150 feet for the proposed development. The variance is requested to allow construction of a four-unit residential building consistent in size, scale, and orientation with the existing adjacent multi-family building immediately to the north.

The subject property and the adjacent parcel were historically under common ownership and were developed at a time when zoning standards permitted the existing configuration. The lot has remained vacant for several years and all necessary public utilities (water and sewer) are already installed and sized to accommodate a four-unit building.

### **Issue(s) to Consider**

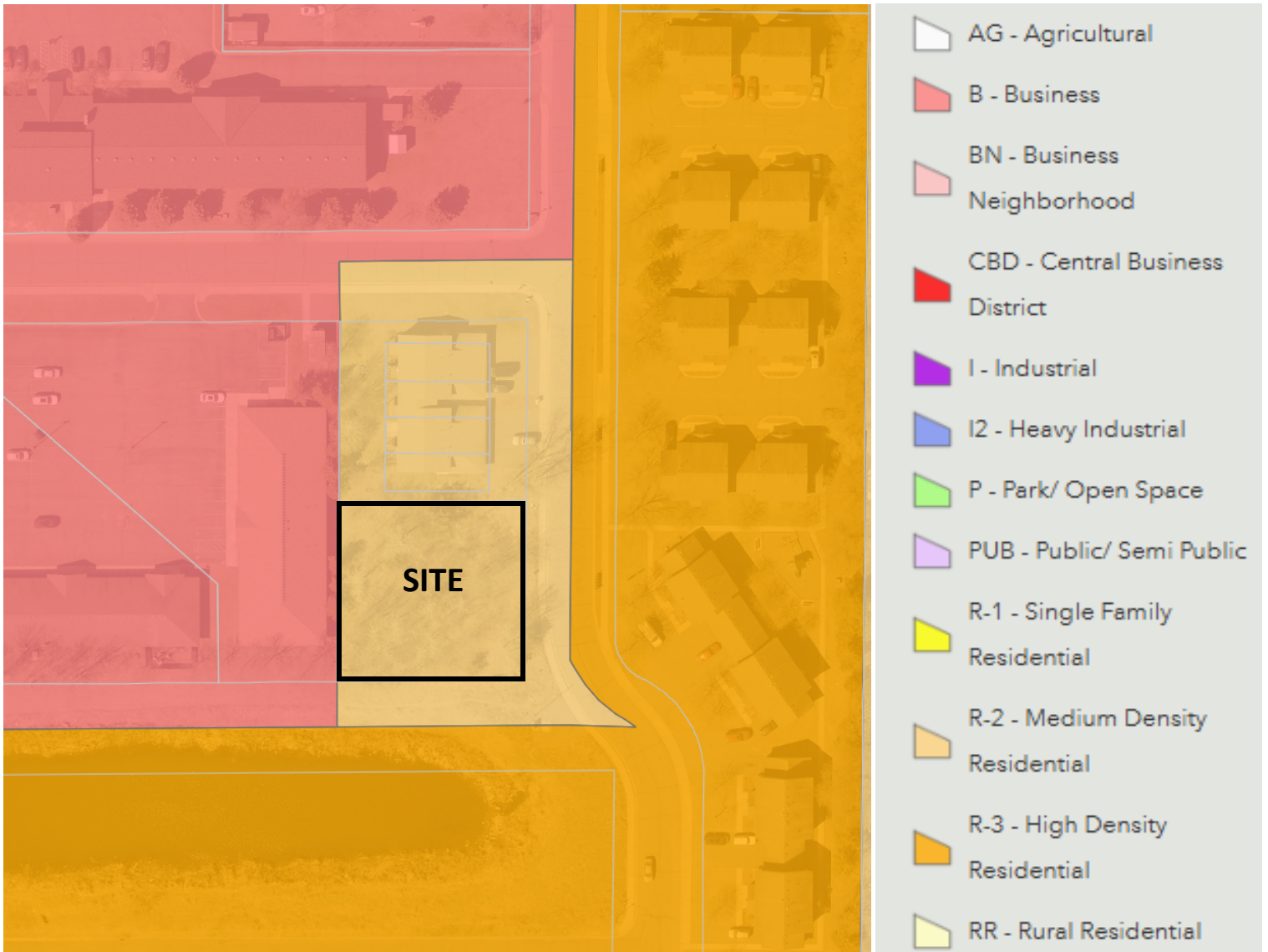
1. Land Use/Zoning and Surrounding Uses
2. Variance from Lot Width Requirements

### **Analysis of Issue(s)**

#### **1. Land Use/Zoning and Surrounding Uses**

The Subject Property is zoned **R2 – Medium Density Residential** and guided **LUR-2 - Land Use Medium Density Residential**, per the Comprehensive Plan. The subject site is surrounded by similar zoned R-2 townhomes to the north, B-Business zoned parcels to the west, and R-3 High Density Residential developments to the east. The proposed use is permitted within the zoning district, and the variance request relates solely to lot width, not use or density beyond what already exists in the immediate area.

## Zoning Map:



## 2. Variance from Lot Width Requirements

The applicant is requesting a variance from the minimum lot width requirement of 150 feet, proposing a lot width of 120 feet. The variance is required in order to construct a four-unit residential building consistent with the adjacent development to the north.

Variations must follow certain criteria listed in City Code Chapter 66 Division 2 Variations, Appeals, Amendments, and Conditional Use Permits. These Sections are described below, with responses by City Staff provided in **Bold**:

### **Sec 66-64 Findings of Fact**

In considering all requests for variations, appeals, amendments or conditional use permits, the planning agency and the city council shall make a finding of fact. Its judgment shall be based upon, but not limited to, the following factors:

1. Relationship to the city's comprehensive plan;

**The Comprehensive Plan supports infill residential development, efficient use of existing infrastructure, and the provision of additional housing options within established neighborhoods. The proposed four-unit building aligns with these goals by utilizing an existing vacant lot with installed utilities and matching the scale of nearby development.**

2. The geographical area involved;

**The subject site is a residential lot within an established neighborhood. No unique natural features, topography, or environmental constraints are present that would be impacted by the requested variance.**

3. The character of the surrounding area;

**The surrounding area contains similar residential uses, including an adjacent four-unit building constructed on a lot with similar dimensions. Allowing the reduced lot width would not alter the established neighborhood character and would maintain consistency with existing development patterns.**

4. The availability and design capacities of existing or proposed utilities;

**Public water and sanitary sewer infrastructure is already installed on the site and sized for a four-unit residential building. The proposed variance does not affect utility capacity or service availability.**

5. Whether such a request will tend to or actually depreciate the surrounding area;

**The proposed development is designed to match the adjacent building in scale and appearance. Staff does not anticipate depreciation of surrounding properties as a result of the reduced lot width, particularly given the consistency with existing development.**

6. Whether the request will place an undue financial burden on the city;

**The variance request will not place an undue financial burden on the city. All infrastructure is already in place, and no additional public improvements are required.**

7. Whether the request will impair an adequate supply of light and air to adjacent property;

**The variance for reduced lot widths will not directly impact light and air to the adjacent property. The proposed development will need to meet all other zoning standards such as setbacks and building height for adequate light and air of adjacent properties to be maintained. These zoning standards will be acknowledged during the site plan review process or at the time of building permit review.**

8. Whether the request will unreasonably increase the congestion in the public right-of-way;

**The proposed four-unit residential building is not expected to generate traffic beyond what is typical for similar residential developments in the area.**

9. Whether the request will increase the danger of fire or endanger the public safety;

**The development will be subject to building and fire code review at the time of permitting. The variance does not increase any known public safety concerns.**

10. Whether the request is consistent with the spirit and intent of this division.

**The request is consistent with the intent of the zoning code to create a developable lot for the intended use of the property.**

Additional to the Findings of Fact section, the variance request will also have to meet Sec 66-65 Conditions on Approval. This section has been analyzed below, with City Staff comments being provided in **Bold**.

**Sec 66-65 Conditions On Approval**

1. The planning commission and the city council may not permit as a variance any use that is not permitted under the division for property in the zone where the affected person's land is located. A variance is a modification or variation of the provisions of this zoning code as applied to a specific piece of property. Variances shall only be permitted:

1. When they are in harmony with the general purposes and intent of the ordinance; and

**The intent of the lot width requirement is to ensure orderly development and neighborhood compatibility. Given the historical context of the lot, existing adjacent development, and installed infrastructure, staff finds the request consistent with the spirit and intent of the ordinance.**

2. When the variances are consistent with the comprehensive plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance.

"Practical difficulties," as used in connection with the granting of a variance, means that:

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;

**The proposed four-unit residential building is a permitted use within the zoning district.**

2. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and

**The lot was created and utilities installed prior to changes in zoning standards. The current lot width requirement was adopted after the original parcel configuration, creating a unique circumstance for this property.**

3. The variance, if granted, will not alter the essential character of the locality.

**The proposed development mirrors the adjacent four-unit building and maintains the existing neighborhood character.**

Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.

**The variance is not being requested for the sole purpose of economic gain. Staff would support the variance to create a developable lot for a use that is permitted in the zoning district and fits well with the existing neighborhood.**

3. The board of adjustment and appeals, the city council acting as the board of adjustment and appeals, may impose conditions in granting the variance to ensure compliance and to protect adjacent properties.

**The Planning Commission and City Council have the ability to put conditions of approval on the variance request in order to protect adjacent properties. Conditions of approval are restrictions placed on properties to minimize potential negative impacts.**

### **Recommended Planning Commission Action**

Motion to recommend approval to the City Council for a Variance from the minimum lot width requirement to allow a lot width of 120 feet where 150 feet is required, for property located at PID 16.00482.10 subject to the following conditions:

1. The development shall substantially conform to the plans submitted with the variance application for a 4-unit townhome development.
2. All other applicable City Code requirements shall be met unless otherwise modified by this variance.
3. Any future expansion or reconfiguration of the lot shall comply with current zoning standards.



# ZONING & LAND USE APPLICATION

NORTH BRANCH

VARIANCE

PROPERTY INFORMATION	
Property Address	38XXX Oakview Ave
Parcel ID Number	16.00482.10

APPLICANT INFORMATION	
Name	Dennis Christ (Summer Address:10984 228th St N, Scandia, MN 55073)
Address	10609 W Welk Dr, Sun City, AZ 85373 (winter address)
Phone	612-718-5302
Email	dchristbriggs@aol.com

OWNER INFORMATION	
Name	Daniel and Laura Scholl <input type="checkbox"/> Same as applicant.
Address	23170 Itasca Ave Cir N, Forest Lake, MN
Phone	
Email	

VARIANCE REQUEST					
	From	To		From	To
Setback: Front Yard	30 ft	30 ft	Lot: Width/Depth	ft	ft
Setback: Rear Yard	15 ft	15 ft	Lot: Area	sf	sf
Setback: Side Yard	20 ft	12 ft	Height: Building/Fence	ft	ft
Other:	Allow a four unit multi-family residential building like the adjacent building to the north.				

APPLICATION FEES			
Application	\$300	Escrow	\$0

## ACKNOWLEDGEMENT

### APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of North Branch should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

*Dennis Christ*

Applicant Signature

12/17/25

Date

### OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments, and other debts or obligations due to the City of North Branch by me or for this property are paid in full. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter(s). (If corporation or partnership, a resolution authorizing this action from the board or partnership must be attached.)

Applicant Signature

Date

PROJECT NAME	
Project Name	<i>Official Use Only.</i>

APPLICATION	
Project Description	
Application Type	<i>Variance</i>
Site Address or PIN	<i>16.00482.10</i>

APPLICANT INFORMATION	
Name	<i>Dennis Christ</i>
Address	<i>10609 W. Welk Dr. Sun City, AZ 85373</i>
Phone	<i>612-718-5302</i>
Email	<i>dchristbriggs@aol.com</i>

**APPLICANT STATEMENT**

By signing this, I understand the City of North Branch shall only return any unspent escrow funds to the Applicant listed above, unless otherwise authorized by the Applicant in writing. I also understand the Applicant listed above is solely responsible for providing additional escrow funds, if required by the City, related to the review of my Zoning & Land Use Application. Furthermore, I understand it shall be my responsibility to request, in writing to the attention of the Community Development Director, return of unspent escrow funds.

*Dennis Christ* *12/17/25*  
*Applicant Signature* *Date*

APPLICANT INFORMATION			
Date Received	Check Amount	\$	Check Number

\_\_\_\_\_  
*City Staff Signature* *Date*

PROJECT TRACKING			
Project Number		Submittal Date	
Application Fee	Initial Escrow	Escrow Deposit	Escrow Deposit
Date	Date	Date	Date
\$	\$	\$	\$
15 Day Review	60 Day Review	60 Day Extension	120 Day Review
Date	Date	Date	Date
Planning Commission	Date	City Council	Date
Development Agreement	Development Fees	Security	Mylars Recorded
Date	Date	Date	Date

### VARIANCE CONSIDERATION

State law enables cities to grant variances from zoning standards, if the request meets these requirements:

1. The proposed variance is in harmony with the general purpose and intent of zoning ordinances.
2. The proposed variance is consistent with the Comprehensive Plan.
3. An applicant establishes practical difficulties exist where compliance with zoning standards are not possible, resulting in the variance request. Practical difficulties means:
  - the proposed use is reasonable
  - the need is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions
  - the proposed use would not alter the essential character of the surrounding area(s).

As part of the Written Statement, applicants requesting a Variance from City zoning standards shall respond to each question individually, analyzing and describing in detail the purpose and reasonableness of the request and associated practical difficulties to be considered. Questions must be included with each response.

1. Describe how the request is in harmony with the general purpose and intent of zoning for the property.
2. Describe how the request is consistent with the Comprehensive Plan.
3. Describe why the proposed use is reasonable.
4. Describe the following: *circumstances unique to the property, why the need for the variance was not created by the property owner, and why the need is not solely based on economic considerations.*
5. Describe why the variance would not alter the essential character of the neighborhood.

### SUBMITTAL REQUIREMENTS

Application Fee(s)	Non-refundable application fee and escrow.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Boundary Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, platted and recorded easements and rights of way, existing and proposed structures or additions or other site improvements with dimensions to show size and location, structure setbacks from property lines, natural features, driveways and utilities.
Written Statement	This narrative shall describe the requested Variance approval and the intended use of the property, compatibility to the surrounding land uses, and a detailed justification as to why the City should consider and approve the request.
Variance Analysis	The Written Statement shall answer each question referenced above, analyzing and detailing the practical difficulties related to the Variance request.
Vicinity Map	Aerial map showing the location of the property in relation to the City as a whole.
Site Plan	The Site Plan must be drawn with a straight edge and to a standard engineering scale. It must include the following: north arrow, lot lines with dimensions, streets and trails, driveway locations, natural features (wetlands, lakes, creeks, woodlands, etc.), existing and proposed structures or additions with property line setbacks, and easements, rights of way and public land dedications, if required.
Building Plans	Scaled floor plans and four (4) sided architectural elevations and color renderings for each and legend showing the type and location of materials to be used.
Other Items	Depending on the proposed development, and if deemed necessary, City staff reserve the right to require additional materials to allow a full review of the application.
Mailing Labels	Mailing list, tables and map of names and addresses of property owners located within 350 feet of the subject property. Labels are available through Chisago County at: <a href="https://gis.chisagocountymn.gov/Link/jsfe/index.aspx">https://gis.chisagocountymn.gov/Link/jsfe/index.aspx</a>
Submittal Format	One (1) Paper copy of application; three (3) full-size copies of plans and documents. Electronic copy (PDF and CAD) of application and documents.

*All documents are public information and may be used in written reports and distributed to the public.*

**PROCESS**

MONTH 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MONTH 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MONTH 3						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Application deadline

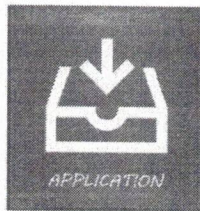
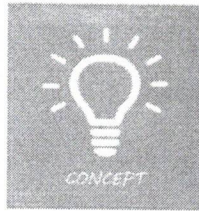
End of 15-day review

Planning Commission

Post & mail notices

City Council

**NOTICE TO APPLICANT**



Proposed developments in North Branch follow the same project management process from the initial idea and concept plan through the application phase to approvals and ultimately construction. All projects are reviewed individually and are evaluated based on their own merit(s). Applicants are required to meet with City staff prior to submitting their Land Use & Zoning application to discuss their proposed land use in an effort to reduce delays during the review and approval period. Concept Plans are generally required prior to formal application submittal. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

Variations are only considered based on the practical difficulties associated with the property, irrespective of previous variance approvals or past City practices or assumed precedence. Variations are generally approved subject to established conditions, which must be satisfied before the City may issue any applicable permits.

The City has 15 business days from the date of submittal to determine whether the application is complete. Once complete, the City has 60 to 120 days to approve or deny the request. Applicants may be required to submit additional information. City staff reserve the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are published in the newspaper and, if applicable, mailed to all property owners within 350 feet of the subject property. Any person has the option of providing comment in writing or in person at the public hearing. Public comments may be submitted in writing or verbally at the public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Expenses include, but are not limited to: City staff and consultant time, legal review, notice publication and mailings, etc. The City may require additional escrow to cover expense(s) in excess of escrow fees paid at the time of application.

12/18/2025

To: North Branch Planning Commission

From: Dennis Christ

Re: 38xxx Oakview Ave, parcel # 16.00482.10; Variance Application

This parcel is owned by Daniel and Laura Scholl. They owned this parcel and the identical one adjacent to it for many years. They built the existing four-unit building on the northern lot. They chose not to build on the above lot for unknown reasons and have put it up for sale.

I have an agreement to buy the property pending City of North Branch approval to construct a four-unit apartment like the building next door. Both lots have the same dimensions, 120ft wide by 125ft deep. The northern building footprint is about 100 ft wide by 69 ft deep. I am seeking a variance to allow a four unit building within the same footprint on an identical parcel. If approved, I will proceed with the lot purchase and commence construction soon, adding four more housing units to serve the North Branch community. I intend to build a quality building yet affordable to residents in the area.

The reasons this variance should be approved are:

(1) The infrastructure is already installed for a four-unit building – four sewer and water taps.

(2) The vacant lot was intended to have a four-unit building evidenced by the 4 sewer and water taps. At one time not too long ago, the plan for this neighborhood was to allow a four unit structure. This is an opportunity to get more return on the City's past infrastructure investment.

(3) The lot has been vacant for years and should be utilized as it was intended to allow more residents to share the good quality of life as existing North Branch residents. New residents in this high-quality neighborhood will add to the living experience of existing residents as well. Additional housing will add to the tax base providing additional resources to North Branch.

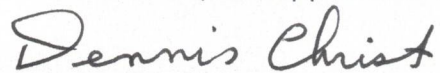
(4) It will allow us to build four more affordable rental or owner-occupied units with close access to the freeway. There is evidence that North Branch is a growing community and has shortage of housing. The City of North Branch participated in facilitating 2 multi-million-dollar housing developments recently. There is still need for more.

(5) The circumstance unique to this property requiring the variance is due to the change in the zoning ordinance after the existing owner acquired it. The property owner did nothing to

create the need for a variance. After the owner bought it, the City changed the zoning, perhaps without checking if parcels already created were still vacant. Usually, such lots are Grandfathered to the zoning in effect at the time of development.

(6) Allowing this property to be improved as it was intended is reasonable. Now that the ordinance has changed, building a similar building to an existing adjacent building will not change the essential character of the neighborhood. This lot is less ideal for a single-family home due to its location among multi-family residences. Requiring a duplex instead of a four-plex will only increase the cost per unit making them less affordable.

Therefore, I request approval of this variance.

A handwritten signature in cursive script that reads "Dennis Christ".

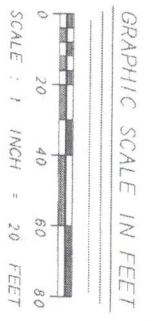
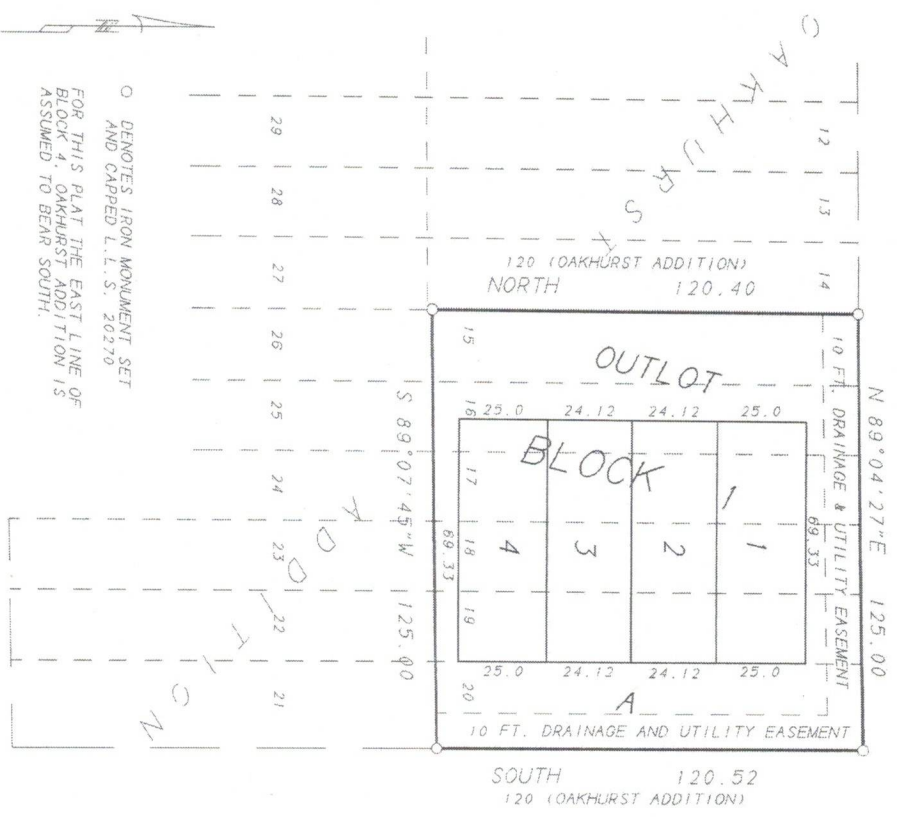
Dennis Christ



Survey of adjacent Lot To The North

PECAN STREET '6TH STREET

OAKVIEW TOWNSHIP



7TH STREET

OAKVIEW AVENUE

OAKVIEW TERRACE

KNOW ALL PERSONS BY THESE PRESENTS, that Daniel J. Schell and Laura F. Schell, husband and wife, owner and proprietor of the following described property, situated in the County of Chicago, State of Minnesota, to wit:

Lots 15, 16, 17, 18, 19 and 20, Block 4, OAKHURST ADDITION, Chicago County, Minnesota.

have caused the same to be surveyed and platted as OAKVIEW TOWNSHIP, and do hereby donate and dedicate to the use of public use forever, the drainage and utility easements, as shown on the plat.

In witness whereof, said Daniel J. Schell and Laura F. Schell, husband and wife, have hereunto set their hands and seals, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Daniel J. Schell  
 Laura F. Schell  
 STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_  
 The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ by Daniel J. Schell and Laura F. Schell, husband and wife.

Notary Public, \_\_\_\_\_ County, Minnesota  
 My Commission Expires January 31, 2010

I, Ronny L. Kurlik, do hereby certify that I have surveyed and platted the property described on this plat as OAKVIEW TOWNSHIP, that this plat is a correct representation of said survey, that all distances are correctly shown in hundredths of a foot, that all monuments have been correctly placed on the ground as shown on the plat, that all are correctly shown on the plat, and that there are no wet lands or public highways to be designated other than as shown on the plat.

Ronny L. Kurlik, Minnesota Licensed Land Surveyor No. 20270  
 STATE OF MINNESOTA  
 COUNTY OF ANOKA  
 The foregoing Surveyors certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ by Ronny L. Kurlik, Land Surveyor.

Notary Public, Anoka County, Minnesota  
 My Commission Expires January 31, 2010

This plat was approved and accepted by the City of North Branch, Chicago County, Minnesota at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ and the conditions of Minnesota Statutes 305.03, Subd. 1 have been fulfilled.

By: \_\_\_\_\_ Mayor  
 OR: \_\_\_\_\_ Clerk

This plat was approved as to form and execution on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

City Attorney, North Branch, Minnesota  
 I hereby certify that the taxes for the year 19\_\_ for the land described on this plat as OAKVIEW TOWNSHIP have been paid and no delinquent taxes due and transfer entered on this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

County Treasurer, Auditor, Chicago County, Minnesota  
 I hereby certify that the plat of OAKVIEW TOWNSHIP was filed in the office for record on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. as recorded in No. \_\_\_\_\_

County Recorder, Chicago County, Minnesota

*Proposed:  
Footprint of a 96' x 40' building  
See potential Plan 963-01075*

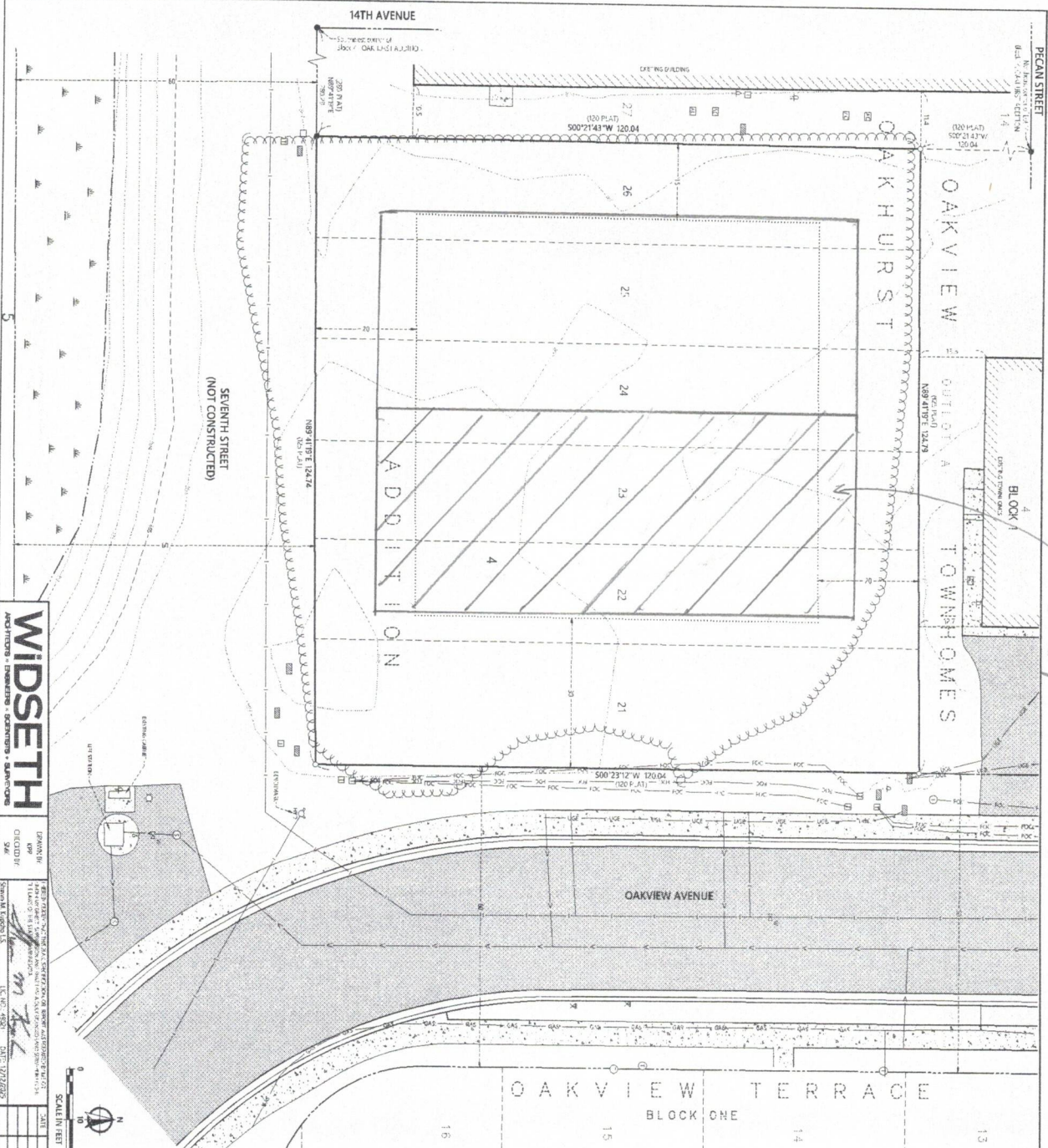
**CERTIFICATE OF SURVEY**  
 LOTS 21-26, BLOCK 4, OAKHURST ADDITION  
 SEC. 20, TWP. 35, RNG. 21  
 CHICAGO COUNTY, MINNESOTA

**PROPERTY DESCRIPTION:** (Per Warranty Deed No. 2917289)  
 Lots 21-26, Block 4, Addition in Block Four (4) in Oakhurst Addition in the Village of North Branch, Minnesota, according to the map or plat thereof on file of record in the Office of the County Recorder in and for Chicago County, Minnesota.

**SURVEY NOTES:**

1. Orientation of this bearing system is based on the Chicago County coordinate database (NAD83).
2. Local benchmark "MINOT BENCHMARK 'WISNET RESET'" is the southeast corner of Central Park, northwest of intersection of Branch Avenue and Main Street in City of North Branch, Block 48, Bldg 108. Station = 892.05 NAD83 datum. State benchmark: Top of highest near southeast corner of property. Elevation = 699.22 NAD83 datum.
3. No address has been assigned to the subject property. PID No. 16-02042-10
4. Total Property Area: 15,007 sq. ft. or 0.34 acres.
5. Contours shown are 1-foot intervals from field data collected during our initial site visit on NAD83 datum.
6. The property is zoned R3 High Density Residential according to the City of North Branch zoning map. Building setbacks per North Branch Ordinance 8 Design Standards Table.

7. This survey was completed without the benefit of a title commitment or opinion. There may be easements or other limiting rights not shown on this survey which affect the subject property.  
 B. The underground utilities shown on this survey are according to evidence together with utilities marked according to Google One, 10/18/2025, for the completeness and accuracy of these locations, further locations and verifications are recommended before any construction or excavation.  
 9. The fieldwork was performed on November 6th, 2025.



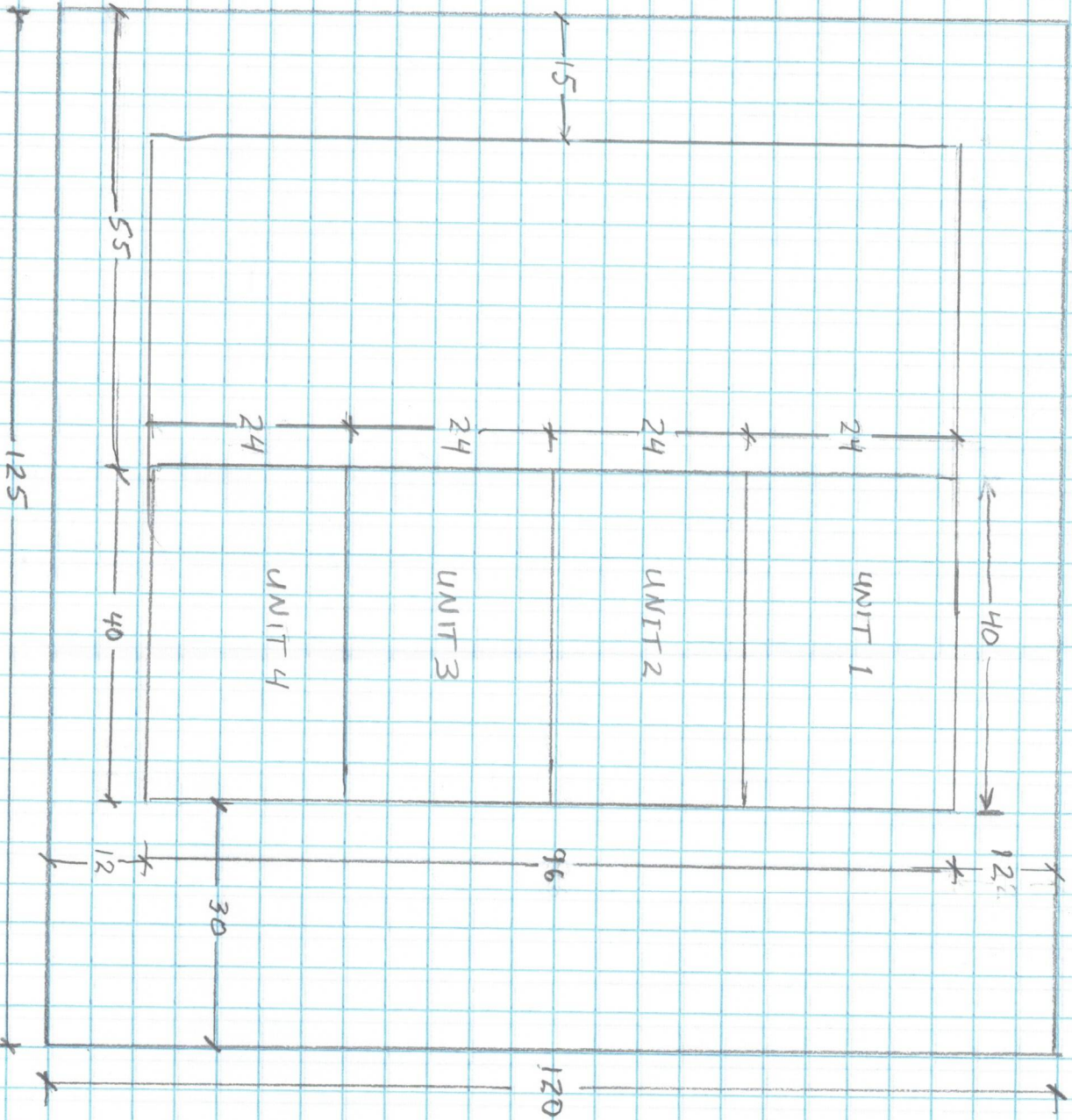
**LEGEND**

—○— NATURAL GAS LINE	○ SANITARY MANHOLE
—○— NATURAL GAS METER	—○— SANITARY GRABBY MAN
■ ATUWANDS SURFACE	○ TELECOM MANHOLE
■ CONCRETE SURFACE	■ TELECOM RESTRAL
■ CURB & GUTTER	—○— UNDERGROUND FIBER OPTIC LINE
■ BUILDING	■ FIRE HYDRANT
—○— RIGHT-OF-WAY LINE	■ WATER MAIN VALVE
—○— EASEMENT LINE	—○— WATER MAIN LINE
—○— PLATTED LOT LINE	—○— AC UNIT
—○— BOUNDARY LINE	○ LIGHT POLE
—○— SERVICE LINE	○ ELECTRIC METER
—○— MAJOR CONTOURS	■ TRANSFORMER
—○— MINOR CONTOURS	—○— UNDERGROUND ELECTRIC LINE
△ WETLAND	× MANHOLE
—○— EDGE OF WOODS	○ SET 1/2" IRON PIPE MONUMENT SET AND MARKED WITH CAP LABELED 15 69021
—○— EDGE OF WETLAND	○ DUCKED POINT 1/2" IRON PIPE MONUMENT LABELED 15 69021
	○ MINOR IRON PIPE MONUMENT LABELED 15 69021

**ADDITIONAL INFORMATION:**

**WIDSETH**  
 CHICAGO COUNTY  
 SPECIAL LICENSE  
 TUCUITO REAL ESTATE  
 PROJECT # 2025-11861

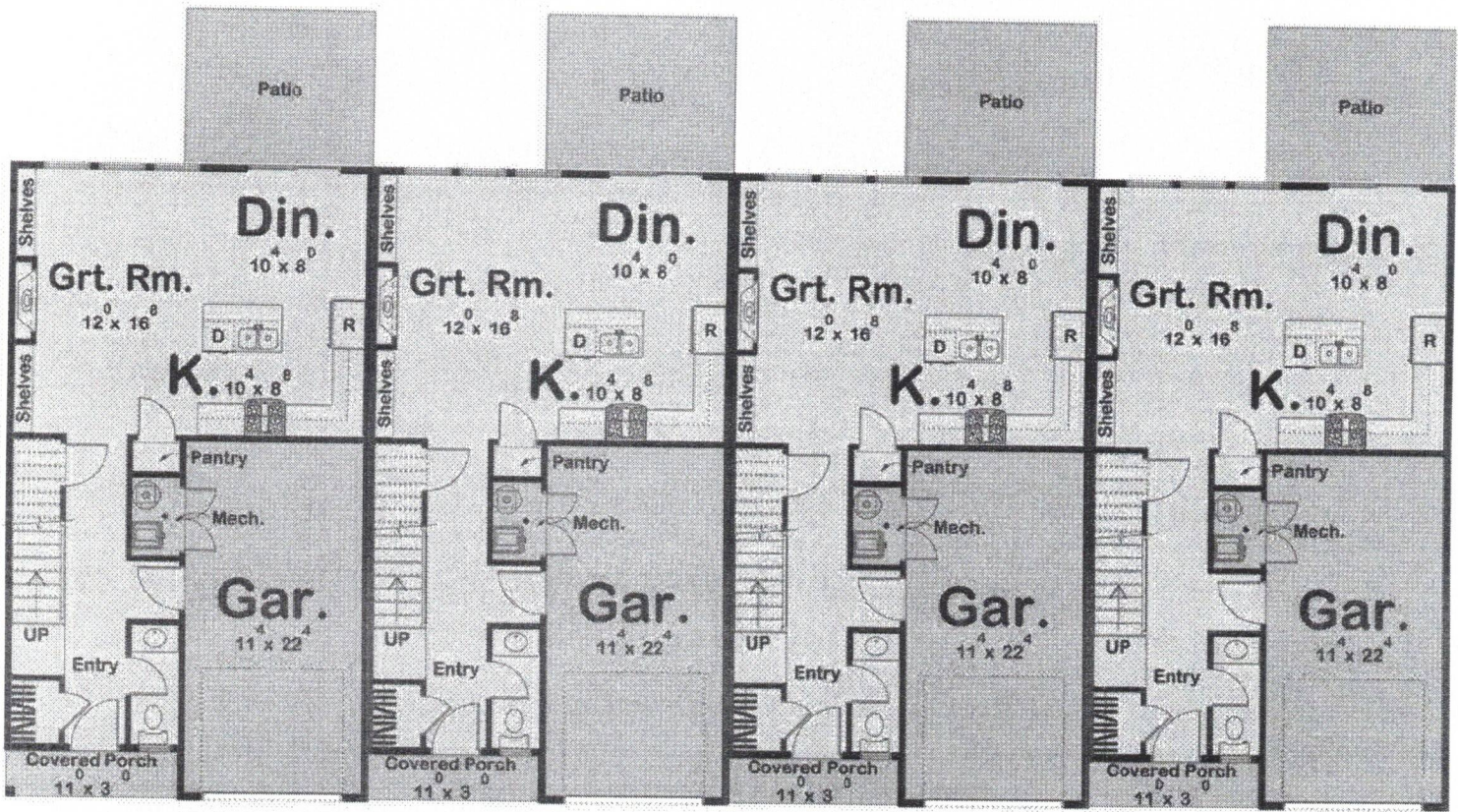
Layout of potential  
96x40 building



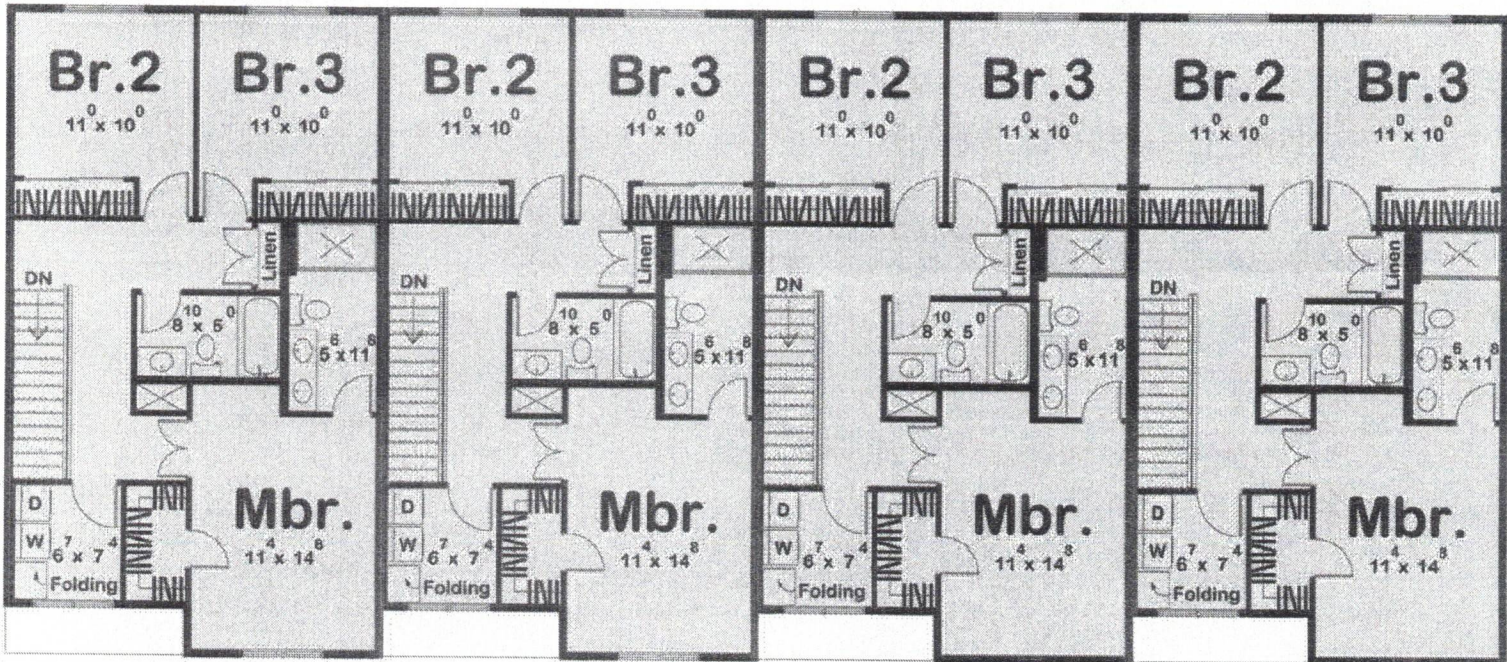
Plan 963-01075

Note:  
One of several potential buildings  
being considered.





SECOND FLOOR



Images copyrighted by the designer.



# ***City of North Branch Staff Report***

**Prepared By:** Justin Messner, City Engineer  
Heidi Hamilton, Senior Project Manager

**Date:** February 25, 2026

**Subject:** City Specifications Update

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## **Introduction**

Most Minnesota cities have standard general specifications and details that are to be followed when constructing public improvements and developments. The City of North Branch has been using standard general specifications and details for decades. The last update of these documents was in February 2025.

From time-to-time standard general specifications and details need to be updated to stay current with industry standards and city procedures.

## **Background Information:**

The City specifications refer to the Minnesota Department of Transportation Standard Specifications for Construction, which were updated in 2025. The new city specification is being brought up to date to reference the 2025 Edition of the Department of Transportation Standard Specifications for Construction. The only other changes made were to update the year throughout the document.

The City's standard general specifications and details is currently 350 pages long, and too large to be included in the Council packet. The information can be found at:

<https://www.northbranchmn.gov/DocumentCenter/View/641/General-Specifications-and-Standard-Detail-Plates-for-Street-and-Utility-Construction--PDF?bidId=>

Council is being asked to approve the February 2026 City Standard General Specifications and Details as outlined in this report. After approval of revisions, the updates will be linked for access from the City's web site.

**Requested Action and Staff Recommendation:**

1. Adopt the February 2026 City Standard General Specifications and Details

**Voting Requirements:**

Simple Majority

**Attachments:**

None



**Prepared By:**

**Presenter:**

**Date: 02/20/2026**

**Board & Commission: City Council**

**Subject: Authorize the Mayor to sign GORAIL's Railroad Transportation Reauthorization letter of support**

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**BACKGROUND:**

GORAIL's State Director Emily Traiforos has requested Mayor Kevin Schieber's email confirmation to be added as a signer on the letter advocating for freight rail policies.

The City of North Branch EDA owns land adjacent to the local rail at the ESSBY industrial park. We currently have a purchase agreement with a developer who plan on utilizing rail spur to support their business. The rail will be important to the new development, and there is still available rail on the south side of the park for potential rail use.

**FROM EMILY TRAIFOROS:**

Hi Mayor Schieber,

Freight rail plays a central role in Minnesota's economic strength, moving hundreds of millions of tons of goods each year, connecting local manufacturers, agriculture, energy producers, and ports to national and global markets. Smart federal policy will be critical to ensuring this system continues to operate safely, efficiently, and cost-effectively for the communities we serve.

As Congress works to finalize language in the pending surface transportation reauthorization, GoRail is inviting leaders in MN-8 to highlight the importance of freight rail to our communities and advocate for data-driven policies that will keep this crucial portion of the supply chain moving.

We are seeing policy proposals that would impact rail operations, drive up costs, and undercut 45 years of efficiency and safety data that proves the current legislative and regulatory framework works.

We are collecting signatures on a group letter to Rep. Stauber (Transportation Committee) and Senators Klobuchar and Smith. Would you like to be included as a signer on the attached letter? If so, all I would need is an e-mail confirmation that you would like to be added as a signer. I'll send a copy when it's complete.

Thank you for your consideration, let me know if you have any questions.

-Emily

**Emily Traiforos**  
**GORAIL**  
State Director  
**cell: 602-330-6460**  
[www.gorail.org](http://www.gorail.org)

**REQUESTED ACTION:**

Motion and Second to authorize the Mayor to sign the letter on behalf of the City Council

**Voting Requirements:**

**Voting Options**      **Simple Majority**

March 4, 2026

The Honorable Pete Stauber  
U.S. House of Representatives  
145 Cannon House Office Building  
Washington, DC 20515

As local elected officials, business leaders, labor partners, and community stakeholders from across Minnesota's 8th Congressional District, we write to urge your continued leadership in supporting freight rail priorities in the upcoming Surface Transportation Reauthorization. Freight rail remains essential to the economic vitality of Northeast Minnesota, sustaining the region's industrial base, supporting family-wage jobs, and connecting Minnesota producers to domestic and international markets.

Minnesota's 8th District is one of the most rail-intensive regions in the Upper Midwest. Rail lines linking the Iron Range, the Duluth-Superior port complex, and major industrial facilities across the district move critical commodities such as iron ore, forest products, energy resources, agricultural goods, and manufactured materials. Rail corridors in the district also connect directly into the Minneapolis–Saint Paul metropolitan rail hub—one of the nation's key inland freight centers—while providing essential international rail gateways to Canada through crossings such as International Falls. Together, these connections position the 8th District as a strategic transportation bridge between the Upper Midwest, the Great Lakes, and global export markets.

For communities across Northeast Minnesota, freight rail is not only an economic engine but also a cornerstone of long-standing working-class traditions built around resource development, manufacturing, and transportation employment. Policies that maintain a strong, competitive rail network help sustain high-quality jobs while ensuring that regional industries remain globally competitive. Rail also plays a critical role in reducing highway congestion, lowering transportation costs for local businesses, and strengthening supply chain reliability for households across the district.

As Congress develops the next Surface Transportation Reauthorization, we respectfully encourage your leadership on the following priorities:

**1. Sustain and Strengthen Rail Infrastructure Investment Programs**

Federal programs such as the Consolidated Rail Infrastructure and Safety Improvements (CRISI) and Railroad Crossing Elimination (RCE) grants help communities across Northern Minnesota improve safety, modernize infrastructure, and support industrial growth. Continued robust funding for these programs will enable critical corridor upgrades, grade separations, and intermodal improvements that benefit both freight mobility and community safety.

**2. Support Balanced, Performance-Based Rail Policy**

Rail safety and workforce stability are shared priorities across Minnesota’s transportation and labor communities. Federal policy should focus on data-driven, performance-based safety standards that preserve operational flexibility while supporting continued investment in infrastructure, workforce training, and advanced safety technologies. Such an approach protects both rail workers and the regional industries that depend on efficient freight service.

**3. Encourage Innovation and Cross-Border Freight Connectivity**

Given the district’s critical international rail connections into Canada and its role in serving Great Lakes export markets, federal policy should continue to promote technological innovation, corridor modernization, and streamlined cross-border freight movement. These policies will help ensure that the 8th District remains a competitive logistics gateway for North American trade.

From the historic rail corridors serving the Iron Range to today’s modern freight routes linking Duluth, the Twin Cities, and Canadian markets, freight rail continues to power economic opportunity across Minnesota’s 8th Congressional District. Decisions made in the upcoming reauthorization will shape the region’s ability to maintain strong industries, sustain family-supporting jobs, and keep supply chains moving efficiently across the Upper Midwest.

We appreciate your leadership and respectfully urge your continued support for policies that strengthen freight rail infrastructure, promote balanced regulatory approaches, and ensure that Minnesota’s 8th District remains a vital transportation hub for generations to come.

Sincerely,

**CC: Senator Amy Klobuchar, Senator Tina Smith**

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I authorize GoRail to include my name and organization on this group letter, which will be delivered to Rep. Pete Stauber and the Minnesota Senators in advance of its mark-up of an infrastructure bill.

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Name / Title / Organization

---

Signature

Date



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/09/2026**

**Board & Commission: City Council**

**Subject: Consider approval of Resolution R-294-2024 approving the vacation of a portion of Fletcher Ave Street right-of-way and drainage and utility easements for the Essby Business Park 5th Addition plat**

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### **Requested City Council Action**

Motion to approve resolution R-294-2024, vacating an existing public right of way and drainage and utility easements specific North Branch Industrial Park and Essby Business Park 2<sup>nd</sup> and 3<sup>rd</sup> Additions as described and depicted in the attached exhibits and with conditions as stated in the attached resolution.

### **Overview / Background**

The North Branch Economic Development Authority (EDA), has submitted a request for a Preliminary Plat for Essby Business Park 5<sup>th</sup> Addition. The site is located within the City's established industrial park area, generally west of CSAH 30, east of I-35, and south of 410<sup>th</sup> Street.

The purpose of the proposed plat is to consolidate and reconfigure existing lots, outlots, and public right-of-way areas to allow for the development of a large-scale manufacturing facility. The Preliminary Plat proposes the creation of a 120-acre lot intended to accommodate a future LP Siding manufacturing facility, along with additional industrial lots, outlots, drainage and utility easements, and associated right-of-way adjustments. The subject property consists of approximately 220.14 total acres and is zoned I-Industrial.

The proposed action includes the vacation of the existing ROW and property boundary Drainage and Utility Easements (Easements) within the existing platted North Branch Industrial Park and Essby Business Park 2<sup>nd</sup> and 3<sup>rd</sup> Additions. The proposed replatting of the lots would allow for

dedicating new Right of Way and drainage and utility in alignment with the new lot lines. This is a cleaner approach from a title perspective.

The required Public Hearing notices were published and mailed as required by State Statute and City Code. No comments were received for or against said ROW and Easement vacations.

**Staff Recommendation**

City staff recommend approval of the easement vacation.

Attached is the resolution including the legal descriptions and exhibits.

**Voting Requirements:**

**Voting Options          Simple Majority**

**STATE OF MINNESOTA**

**COUNTY OF CHISAGO**

**CITY OF NORTH BRANCH**

**CITY COUNCIL RESOLUTION NO. R-294-2026**

**A RESOLUTION VACATING PORTIONS PUBLIC RIGHT OF WAY AND DRAINAGE AND UTILITY EASEMENTS AS PREVIOUSLY DEDICATED WITHIN THE NORTH BRANCH INDUSTRIAL PARK AND ESSBY BUSINESS PARK 2<sup>ND</sup> & 3<sup>RD</sup> ADDITIONS**

**WHEREAS**, the North Branch EDA (“Owner”) have requested the vacation of existing public Right of Way and Drainage and Utility Easements (“Easements”) on the property owned by the Owner within the North Branch Industrial Park and Essby Business Park 2<sup>nd</sup> and 3<sup>rd</sup> Additions (Plats)as legally described in Exhibit A-D and depicted in Exhibit E; and,

**WHEREAS**, said Plats were approved on July 28, 2003; February 11, 2008; and September 27, 2016, which included the dedication of Drainage and Utility Easements; and,

**WHEREAS**, the Owner applied for the vacation of said Easements and Right-of-Way as stated herein, and the City Engineer and Public Works Director have reviewed said request and have determined said Easements and Right of Way no longer serves any public purpose and may be vacated; and,

**WHEREAS**, pursuant to Minnesota Statute §412.851 (“State Statute”) the City Council held a Public Hearing (“Hearing”) on February 25, 2026 to consider and receive public comment regarding the proposed Easements to be vacated; and,

**WHEREAS**, notice of the Hearing was posted, published in the City’s official newspaper, and mailed to any and all owners of affected properties, as required by State Statute; and,

**WHEREAS**, no verbal or written comments were received; and,

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

**WHEREAS**, the City Council of the City of North Branch, on February 25, 2025, considered the easement vacation and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

**NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF NORTH BRANCH, MINNESOTA**, all pending, Drainage and Utility Easements, as legally described in Exhibit A-D and depicted in Exhibit E, are hereby declared vacated.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

EXHIBIT A

**Description of Right of Way to be vacated:**

All of Fletcher Avenue, originally dedicated on ESSBY BUSINESS PARK 3RD ADDITION, according to the recorded plat thereof, Chisago County, Minnesota, and now to be vacated.

## EXHIBIT B

### **Description of Drainage and Utility Easement area to be vacated:**

Those Drainage & Utility Easements, originally dedicated on NORTH BRANCH INDUSTRIAL PARK, according to the recorded plat thereof, Chisago County, Minnesota, and now to be vacated, which lie within Lot 1, Block 2, NORTH BRANCH INDUSTRIAL PARK, according to the recorded plat thereof, Chisago County, Minnesota.

## EXHIBIT C

### **Description of Drainage and Utility Easement area to be vacated:**

Those Drainage & Utility Easements, originally dedicated on ESSBY BUSINESS PARK 2ND ADDITION, according to the recorded plat thereof, Chisago County, Minnesota, and now to be vacated, which lie within Outlot A, ESSBY BUSINESS PARK 2ND ADDITION, according to the recorded plat thereof, Chisago County, Minnesota.

## EXHIBIT D

### **Description of Drainage and Utility Easement area to be vacated:**

Those Drainage & Utility Easements, originally dedicated on ESSBY BUSINESS PARK 3RD ADDITION, according to the recorded plat thereof, Chisago County, Minnesota, and now to be vacated, which lie within Lot 1, Block 1 and Outlot A and Outlot B, ESSBY BUSINESS PARK 3RD ADDITION, according to the recorded plat thereof, Chisago County, Minnesota.

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jeremy R. Honga  
 DATE: 02/11/2026 LIC. NO: 58013

**PROPERTY DESCRIPTION**

Lot 1, Block 2, North Branch Industrial Park, Chisago County, Minnesota. (Tract 1)  
 and  
 Outlot C, Essby Business Park, Chisago County, Minnesota. (Tract 2)  
 and  
 Outlot F, Essby Business Park, Chisago County, Minnesota. (Tract 3)  
 and  
 Outlot A, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 4)  
 and  
 Outlot B, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 5)  
 and  
 Lot 1, Block 1, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 6)  
 and  
 Outlot A, Essby Business Park 4th Addition, Chisago County, Minnesota. (Tract 7)  
 and  
 Fletcher Avenue, as dedicated on the plat of Essby Business Park 3rd Addition, Chisago County, Minnesota, and later vacated per document no. \_\_\_\_\_.

**PROPERTY SUMMARY**

- Subject property's addresses are:
  - Tract 1: 6247 410th St
  - Tract 2: Unassigned
  - Tract 3: Unassigned
  - Tract 4: Unassigned
  - Tract 5: Unassigned
  - Tract 6: 40275 Fletcher Ave
  - Tract 7: Unassigned
- Subject property's property identification numbers are:
  - Tract 1: 11.01072.02
  - Tract 2: 11.01072.10
  - Tract 3: 11.01072.13
  - Tract 4: 11.01072.25
  - Tract 5: 11.01072.26
  - Tract 6: 11.01072.24
  - Tract 7: 11.01072.33
- The subject property is zoned I - Industrial, per the City of North Branch Zoning Map, dated August 2025.

**SURVEYOR NOTES**

- The bearing system is based on the recorded plats of North Branch Industrial Park, Essby Business Park, and Essby Business 4th Addition, having an assumed bearing of S02°09'58"W for the East line of said plats.
- Due to substantial snow cover, some features may not have been visible at the time of survey and may not be shown on this survey. Undersigned is not responsible for failing to show items buried under snow and to which he was not made aware of.
- Location, sizes and types of underground utilities shown are a combination of observed evidence and plan information, together with field markings by those utility locators that responded to Gopher State One Call Ticket Nos. 253110319 and 253170435. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. WSB makes no guarantee that the utilities shown comprise all of the utilities in the area. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary. Pursuant to MS 216.D contact Gopher State One Call at 651-454-0002 prior to any excavation.
- Field work was completed on 12/19/2025.

**PLAT AREAS**

Proposed Plat areas are as follows:

Lot 1, Block 1 = 266,318 Square Feet or 6.114 acres  
 Lot 2, Block 1 = 5,252,029 Square Feet or 120.570 acres  
 Lot 3, Block 1 = 87,251 Square Feet or 2.003 acres  
 Lot 4, Block 1 = 89,430 Square Feet or 2.053 acres  
 Lot 5, Block 1 = 54,485 Square Feet or 1.251 acres  
 Lot 6, Block 1 = 87,600 Square Feet or 2.011 acres  
 Lot 7, Block 1 = 869,198 Square Feet or 19.954 acres

Lot 1, Block 2 = 1,757,645 Square Feet or 40.350 acres  
 Lot 2, Block 2 = 439,193 Square Feet or 10.082 acres

Outlot A = 348,634 Square Feet or 8.004 acres  
 Outlot B = 94,046 Square Feet or 2.159 acres

410th Street ROW = 5,000 Square Feet or 0.115 acres  
 Goodview Avenue ROW = 30,369 Square Feet or 0.697 acres  
 Fletcher Avenue ROW = 208,035 Square Feet or 4.776 acres  
 Total Area = 9,589,233 Square Feet or 220.139 acres

**ADDRESSES**

Owner: As shown on graphic.

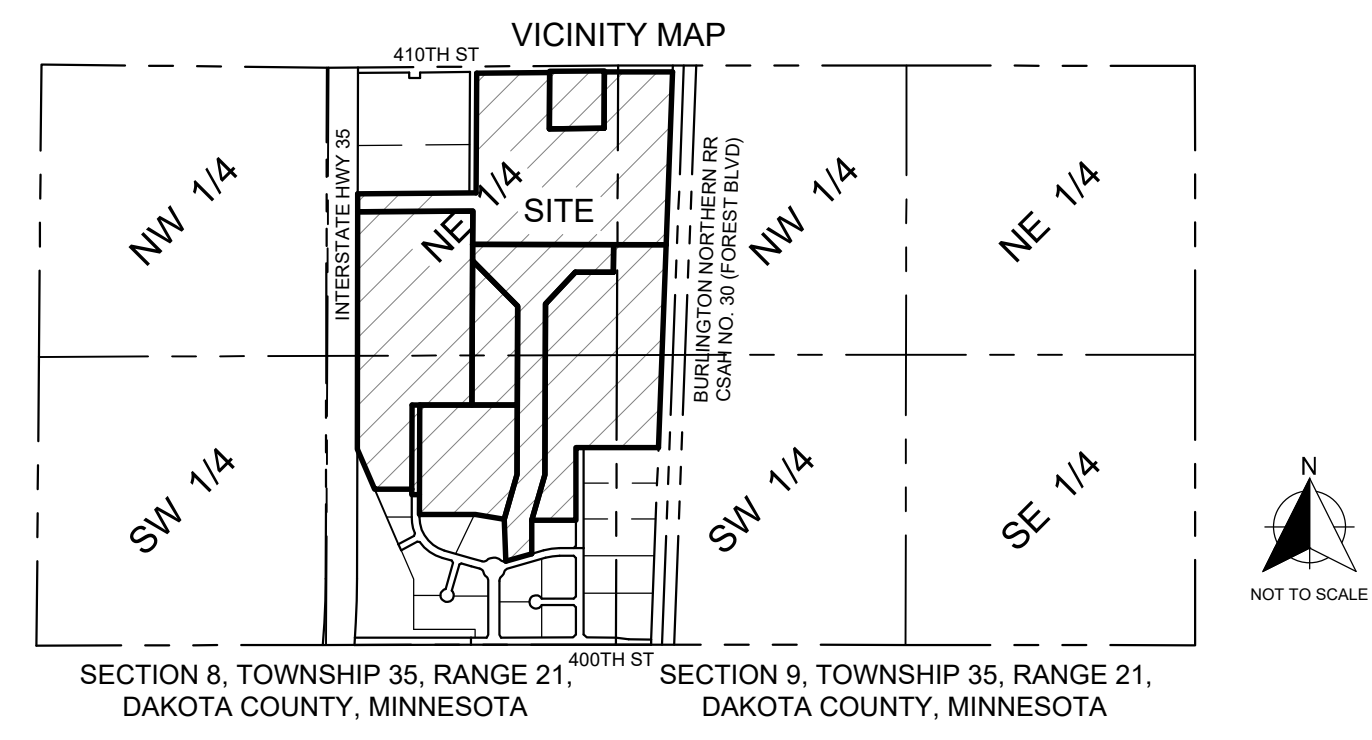
Surveyor: WSB  
 701 Xenia Avenue South, Suite 300  
 Minneapolis, MN 55416

**NOTES**

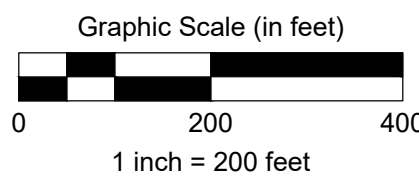
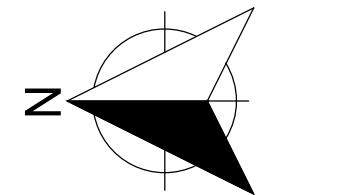
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**Preliminary Plat**

Essby Business Park 5th Addition  
 PID No. 11.01072.02, 11.01072.10, 11.01072.13  
 11.01072.25, 11.01072.26, 11.01072.24, 11.01072.33  
 City of North Branch, Minnesota



DRAFT - 2026-02-11



**LEGEND**

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- SET MONUMENT
- SECTION CORNER
- PLAT BOUNDARY
- PROPOSED LOT LINE
- PROPOSED RIGHT OF WAY
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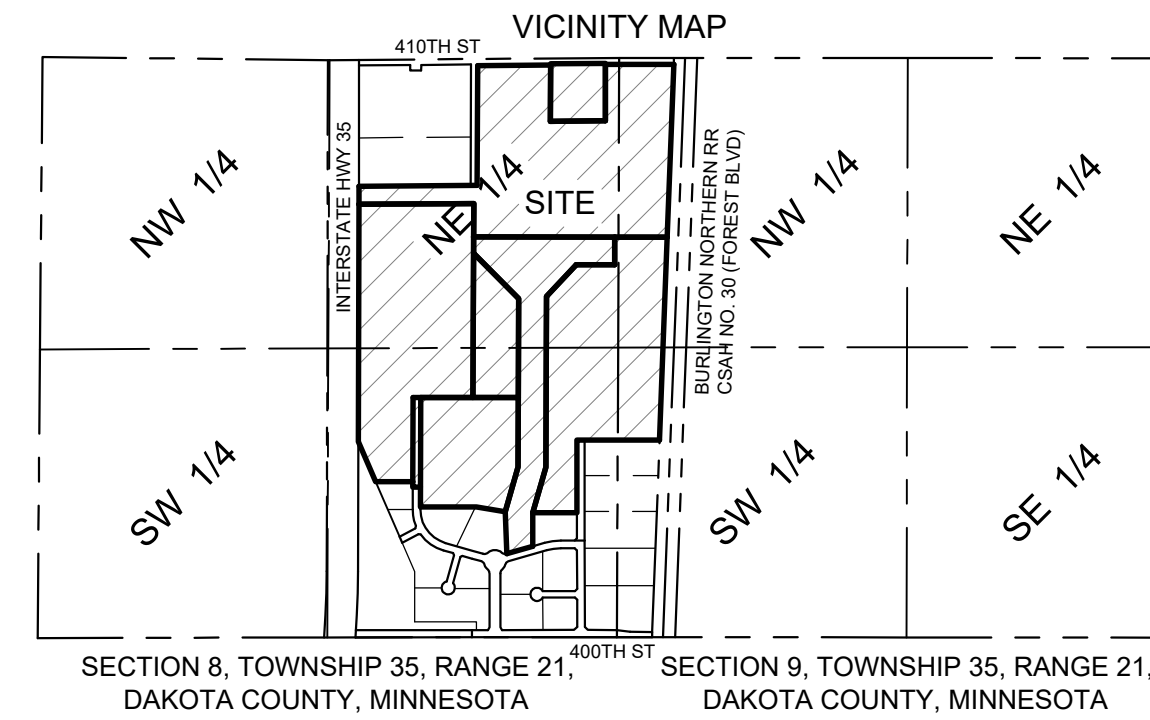
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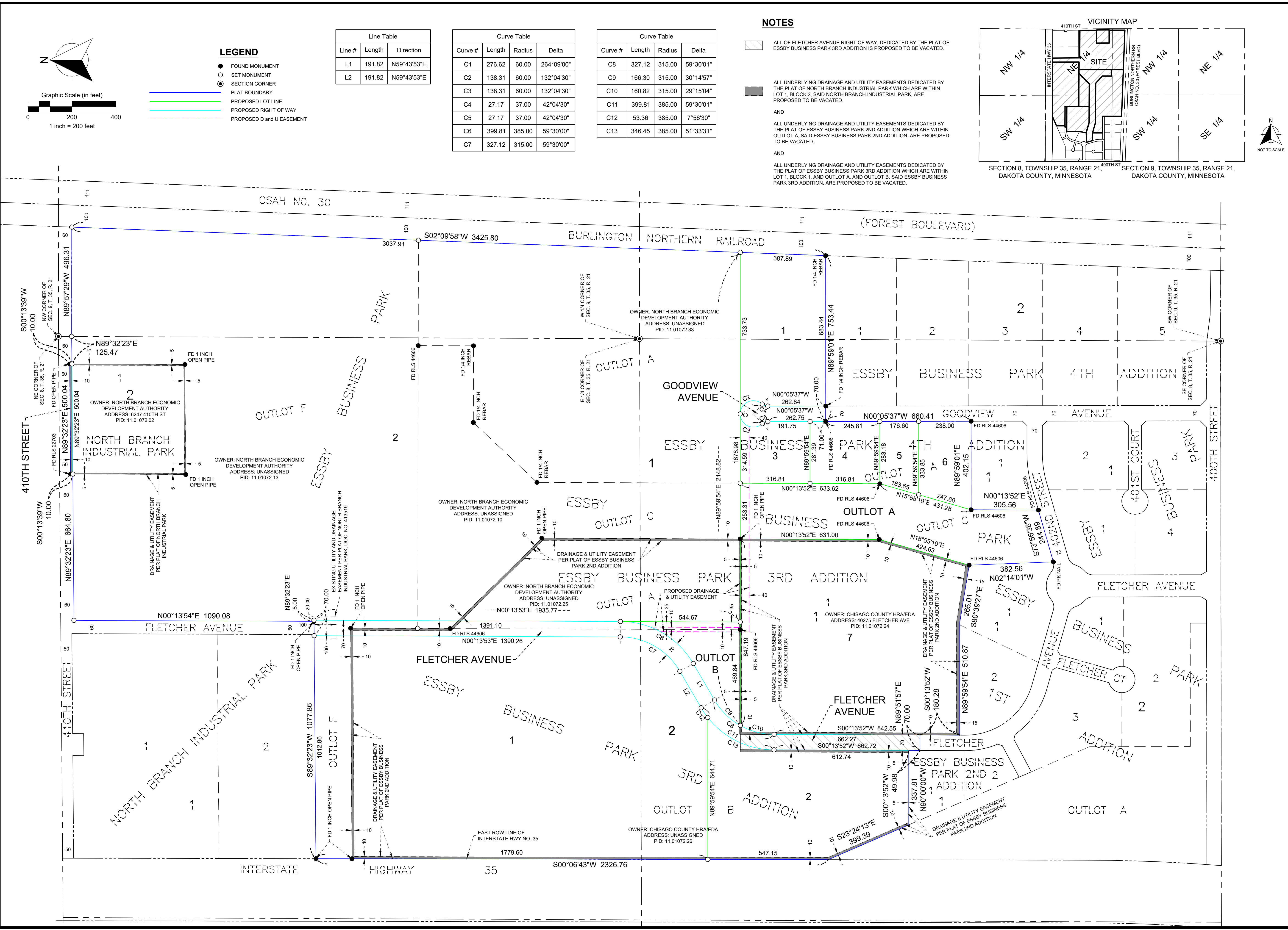
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REVISIONS	
NO.	DESCRIPTION

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Jeremy R. Honga  
 DATE: 02/11/2026 LIC. NO.: 58013

DRAFT - 2026-02-11



**Preliminary Plat**

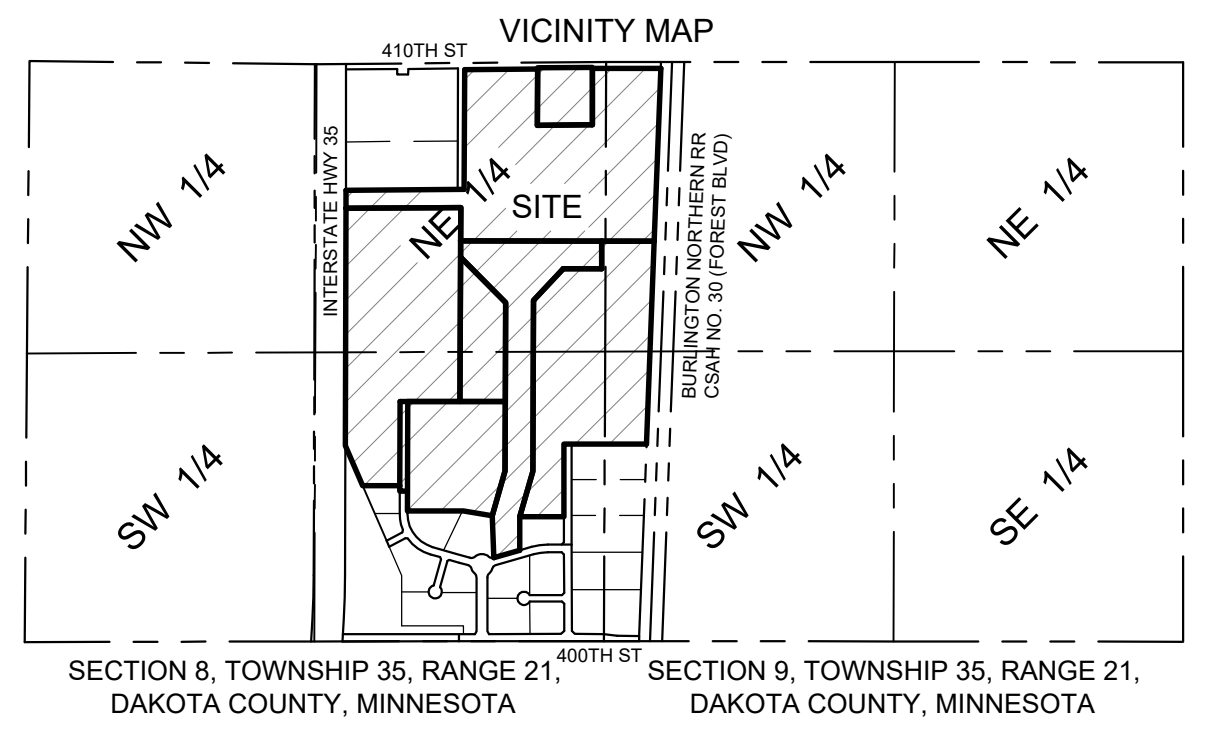
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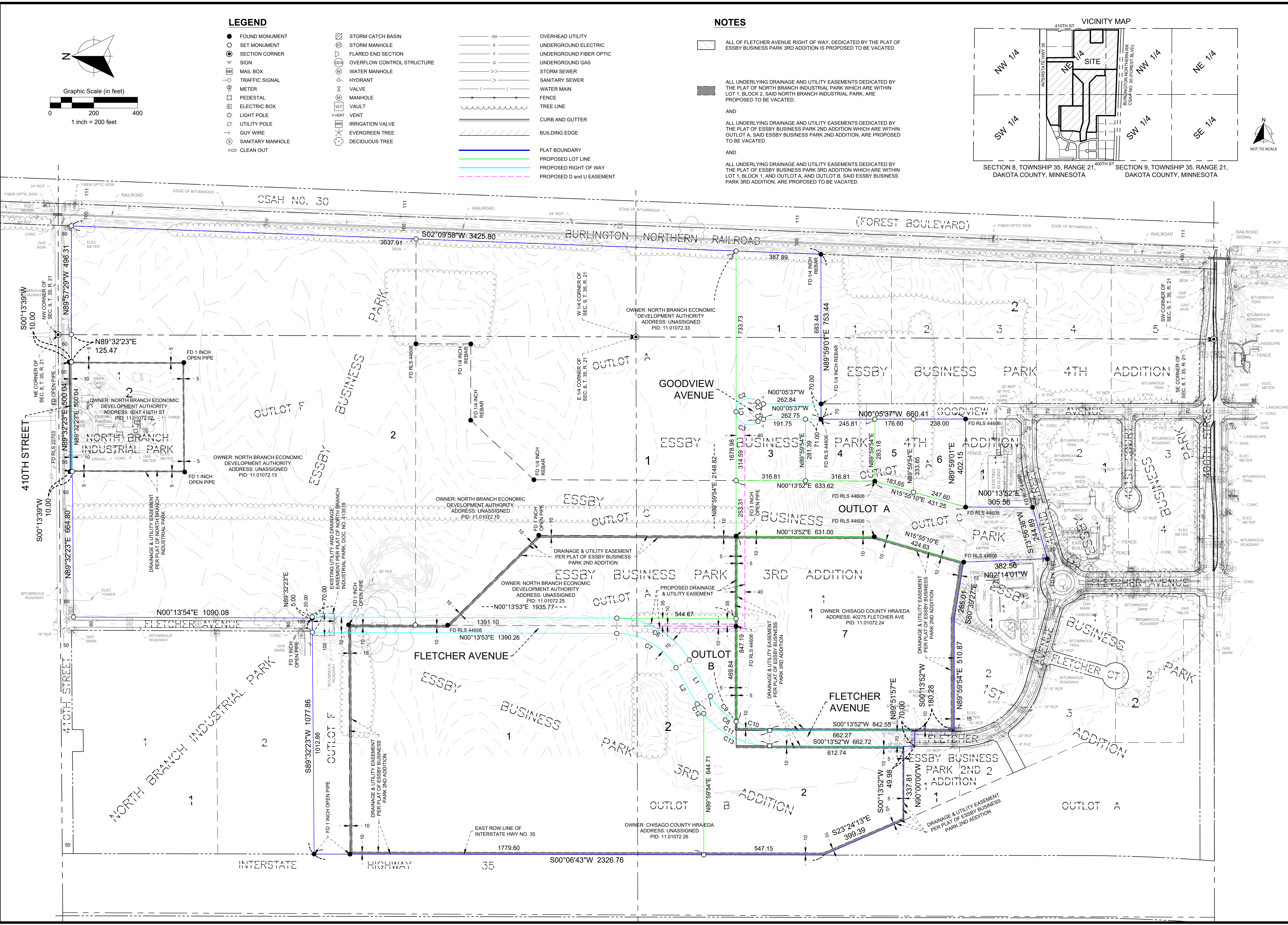
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- ELECTRIC BOX
- LIGHT POLE
- UTILITY POLE
- GUY WIRE
- SANITARY MANHOLE
- CLEAN OUT
- STORM CATCH BASIN
- STORM MANHOLE
- FLARED END SECTION
- OVERFLOW CONTROL STRUCTURE
- WATER MANHOLE
- HYDRANT
- VALVE
- MANHOLE
- VAULT
- IRRIGATION VALVE
- EVERGREEN TREE
- DECIDUOUS TREE
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- E — UNDERGROUND ELECTRIC
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**Preliminary Plat**

**Esby Business Park 5th Addition**  
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 11.01072.25, 11.01072.26, 11.01072.24, 11.01072.33  
 City of North Branch, Minnesota

WSB PROJECT NO.  
 033098-000



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

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/03/2026**

**Board & Commission: City Council**

**Subject: Consider approval of Resolution R-295-2026 approving the Essby Business Park 5th Addition Preliminary and Final Plat**

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### **Requested Action**

To Recommend approval of Resolution R-295-2026, approving the Preliminary and Final Plat request for Essby Business Park 5<sup>th</sup> Addition, with the conditions of approval

### **Overview / Background**

The North Branch Economic Development Authority (EDA), has submitted a request for a Preliminary Plat for Essby Business Park 5<sup>th</sup> Addition. The site is located within the City's established industrial park area, generally west of CSAH 30, east of I-35, and south of 410<sup>th</sup> Street.

The purpose of the proposed plat is to consolidate and reconfigure existing lots, outlots, and public right-of-way areas to allow for the development of a large-scale manufacturing facility. The Preliminary Plat proposes the creation of a 120-acre lot intended to accommodate a future LP Siding manufacturing facility, along with additional industrial lots, outlots, drainage and utility easements, and associated right-of-way adjustments. The subject property consists of approximately 220.14 total acres and is zoned I-Industrial.

### **Planning Commission Action**

The Planning Commission held a public hearing on February 3, 2026 and there was no public comment. The Planning Commission recommended approval of the request with the findings of fact and conditions listed in the resolution.

Attached is the resolution along with the staff report and preliminary and final plat.

**Voting Requirements:**

**Voting Options      Simple Majority**

**STATE OF MINNESOTA**

**COUNTY OF CHISAGO**

**CITY OF NORTH BRANCH**

**CITY COUNCIL RESOLUTION NO. R-295-2026**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR ESSBY BUSINESS PARK 5<sup>TH</sup> ADDITION**

**WHEREAS**, the City of North Branch has received an application from the North Branch Economic Development Authority (EDA) for approval of a Preliminary and Final Plat for Essby Business Park 5<sup>th</sup> Addition, generally located west of CSAH, east of I-35, and south of 400<sup>th</sup> Street, within the City of North Branch; and

**WHEREAS**, the proposed Preliminary and Final Plat are intended to consolidate and reconfigure existing lots, outlots, and public right-of-way areas to allow for the development of a large-scale manufacturing facility, including the creation of a 120+ acre lot for a future LP manufacturing facility, additional industrial lots, outlots, drainage and utility easements, and associated right-of-way adjustments; and

**WHEREAS**, the subject property consists of approximately 220.14 acres and is guided for Industrial use under the City of North Branch Comprehensive Plan and zoned I - Industrial; and

**WHEREAS**, manufacturing and related industrial uses are permitted within the I-Industrial zoning district; and

**WHEREAS**, the Planning Commission reviewed the Preliminary Plat and held a public meeting on February 3<sup>rd</sup>, 2026; and

**WHEREAS**, the Planning Commission recommended approval of the Preliminary Plat subject to conditions; and

**WHEREAS**, the City Council has reviewed the application, Planning Commission staff report, and recommendation of the Planning Commission and the evidence presented at the public hearing on February 3<sup>rd</sup>, 2026;

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

That the application request for the approval of the Preliminary Plat for Essby Business Park 5<sup>th</sup> Addition is hereby **APPROVED**, subject to the following findings and conditions:

Findings

1. The Preliminary and Final Plat are consistent with the City of North Branch Comprehensive Plan and the I – Industrial zoning district.
2. The proposed lot configuration, size, and layout are appropriate for large-scale industrial development and are compatible with the established industrial character of the surrounding area.
3. The Preliminary and Final Plat meets applicable City Code requirements for subdivision design, lot standards, and zoning regulations.

4. The proposed street, access, utility, drainage, and stormwater framework provides for safe and orderly development and will be further reviewed at the time of Final Plat and site plan submittal.

Passed by the City Council of North Branch, Minnesota this 25<sup>th</sup> day of February 2026.

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Kevin Schieber, Mayor

Attested:

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Tonya Kostuch, City Clerk

## Recommended Planning Commission Action

Motion to recommend approval to the City Council, approving the Preliminary Plat request for Essby Business Park 5<sup>th</sup> Addition, with the conditions of approval listed in this report.

## Overview / Background

The North Branch Economic Development Authority (EDA), has submitted a request for a Preliminary Plat for Essby Business Park 5<sup>th</sup> Addition. The site is located within the City's established industrial park area, generally west of CSAH 30, east of I-35, and south of 410<sup>th</sup> Street.

The purpose of the proposed plat is to consolidate and reconfigure existing lots, outlots, and public right-of-way areas to allow for the development of a large-scale manufacturing facility. The Preliminary Plat proposes the creation of a 120-acre lot intended to accommodate a future LP Siding manufacturing facility, along with additional industrial lots, outlots, drainage and utility easements, and associated right-of-way adjustments. The subject property consists of approximately 220.14 total acres and is zoned I-Industrial.

## Issue(s) to Consider

1. Land Use and Zoning
2. Proposed Preliminary Plat
3. Plat Standards
4. Engineering and Infrastructure

## Analysis of Issue(s)

### 1. Land Use & Zoning

The Subject Property is guided **LUI**, per the Comprehensive Plan, and zoned **I – Industrial**.

Industrial uses, including manufacturing and associated facilities, are permitted within the zoning district.

The proposed preliminary plat is intended to support the development of a large-scale manufacturing facility and related industrial parcels, which is consistent with the City's long-term land use planning goals, economic development objectives, and the established industrial character of the surrounding area.

Staff finds the proposed plat to be consistent with the Comprehensive Plan and zoning district standards.

### 2. Proposed Preliminary Plat

The Preliminary Plat for Essby Business Park 5<sup>th</sup> Addition proposes to reconfigure portions of the existing North Branch Industrial Park and prior Essby Business Park additions to create a cohesive plat layout capable of supporting a large manufacturing operation.

Key components of the proposed plat include:

- Creation of Lot 2, Block 1, totaling approximately 120.57 acres, intended for the future LP Siding manufacturing facility
- Additional industrial lots ranging in size to accommodate future development
- Designation of Outlots A and B for drainage, utility, and stormwater management purposes

- Proposed vacation of underlying drainage and utility easements and portions of Fletcher Ave right-of-way that are no longer necessary due to the revised lot configuration
- Dedication of new drainage and utility easements as shown on the Preliminary Plat

The proposed layout provides logical lot boundaries, efficient access to existing and planned public streets, and flexibility for phased industrial development while maintaining compliance with City Code requirements.

### 3. Plat Standards

Lots created by plat are required to meet minimum lot area, width, and depth requirements as established by City Code for the applicable zoning district. The I-Industrial zoning district does not impose maximum lot size limitations and is intended to accommodate large format industrial uses.

The lots created through this platting process are required to meet the following:

Type	Lot Standards		
	Area (sf)	Width	Depth
I – Industrial	10,000 sf	100'	100'

### PLAT AREAS

Proposed Plat areas are as follows:

- Lot 1, Block 1 = 266,318 Square Feet or 6.114 acres
- Lot 2, Block 1 = 5,252,029 Square Feet or 120.570 acres
- Lot 3, Block 1 = 87,251 Square Feet or 2.003 acres
- Lot 4, Block 1 = 89,430 Square Feet or 2.053 acres
- Lot 5, Block 1 = 54,485 Square Feet or 1.251 acres
- Lot 6, Block 1 = 87,600 Square Feet or 2.011 acres
- Lot 7, Block 1 = 869,198 Square Feet or 19.954 acres

- Lot 1, Block 2 = 1,757,645 Square Feet or 40.350 acres
- Lot 2, Block 2 = 439,193 Square Feet or 10.082 acres

- Outlot A = 348,634 Square Feet or 8.004 acres
- Outlot B = 94,046 Square Feet or 2.159 acres

- 410th Street ROW = 5,000 Square Feet or 0.115 acres
- Goodview Avenue ROW = 30,369 Square Feet or 0.697 acres
- Fletcher Avenue ROW = 208,035 Square Feet or 4.776 acres
- Total Area = 9,589,233 Square Feet or 220.139 acres

Based on review of the Preliminary Plat, all proposed lots meet or exceed the minimum lot area, width, and depth requirements of the zoning district.

### 4. Engineering and Infrastructure

#### Streets & Access

The plat relies on existing and proposed public streets, including Fletcher Ave, Goodview Ave, and access connections to 410<sup>th</sup> Street and CSAH 30. The proposed vacation of a portion of Fletcher Ave right-of-way reflects the revised circulation pattern.

#### Utilities

The Subject Property is located within the City's Urban Service Area and is intended to be served by municipal water, sanitary sewer, stormwater infrastructure, and other public utilities. Existing and proposed drainage and utility easements are shown on the Preliminary Plat.

Final utility design, sizing, and service connections will be reviewed and approved as part of future site plan, final plat, and engineering plan submittals.

#### Stormwater & Drainage

Stormwater management will be addressed through designated outlots and drainage easements. Detailed stormwater plans, grading, and erosion control measures will be required and reviewed at the time of final plat and/or site plan approval.

#### **Staff Recommendation**

City staff recommends approval of the Preliminary Plat request for Essby Business Park 5<sup>th</sup> Addition with conditions as stated.

#### **Recommended Planning Commission Action**

Motion to recommend approval to City Council, approving the Preliminary Plat for Hemingway Meadows, with the following conditions:

1. The applicant shall submit and obtain approval of a Final Plat that is consistent with the approved Preliminary Plat, City Code, and Minnesota Statutes.
2. The applicant shall submit detailed engineering, utility, stormwater, grading, and erosion control plans for review and approval.
3. All required permits, fees, development agreements and financial obligations shall be satisfied prior to the recording of the Final Plat.

REVISIONS

NO.	DATE	DESCRIPTION

**PROPERTY DESCRIPTION**

Lot 1, Block 2, North Branch Industrial Park, Chisago County, Minnesota. (Tract 1)  
 and  
 Outlot C, Essby Business Park, Chisago County, Minnesota. (Tract 2)  
 and  
 Outlot F, Essby Business Park, Chisago County, Minnesota. (Tract 3)  
 and  
 Outlot A, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 4)  
 and  
 Outlot B, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 5)  
 and  
 Lot 1, Block 1, Essby Business Park 3rd Addition, Chisago County, Minnesota. (Tract 6)  
 and  
 Outlot A, Essby Business Park 4th Addition, Chisago County, Minnesota. (Tract 7)  
 and

Fletcher Avenue, as dedicated on the plat of Essby Business Park 3rd Addition, Chisago County, Minnesota, and later vacated per document no. \_\_\_\_\_.

**PROPERTY SUMMARY**

- Subject property's addresses are:
  - Tract 1: 6247 410th St
  - Tract 2: Unassigned
  - Tract 3: Unassigned
  - Tract 4: Unassigned
  - Tract 5: Unassigned
  - Tract 6: 40275 Fletcher Ave
  - Tract 7: Unassigned
- Subject property's property identification numbers are:
  - Tract 1: 11.01072.02
  - Tract 2: 11.01072.10
  - Tract 3: 11.01072.13
  - Tract 4: 11.01072.25
  - Tract 5: 11.01072.26
  - Tract 6: 11.01072.24
  - Tract 7: 11.01072.33
- The subject property is zoned I - Industrial, per the City of North Branch Zoning Map, dated August 2025.

**SURVEYOR NOTES**

- The bearing system is based on the recorded plats of North Branch Industrial Park, Essby Business Park, and Essby Business 4th Addition, having an assumed bearing of S02°09'58"W for the East line of said plats.
- Due to substantial snow cover, some features may not have been visible at the time of survey and may not be shown on this survey. Undersigned is not responsible for failing to show items buried under snow and to which he was not made aware of.
- Location, sizes and types of underground utilities shown are a combination of observed evidence and plan information, together with field markings by those utility locators that responded to Gopher State One Call Ticket Nos. 253110319 and 253170435. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. WSB makes no guarantee that the utilities shown comprise all of the utilities in the area. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary. Pursuant to MS 216.D contact Gopher State One Call at 651-454-0002 prior to any excavation.
- Field work was completed on 12/19/2025.

**PLAT AREAS**

Proposed Plat areas are as follows:

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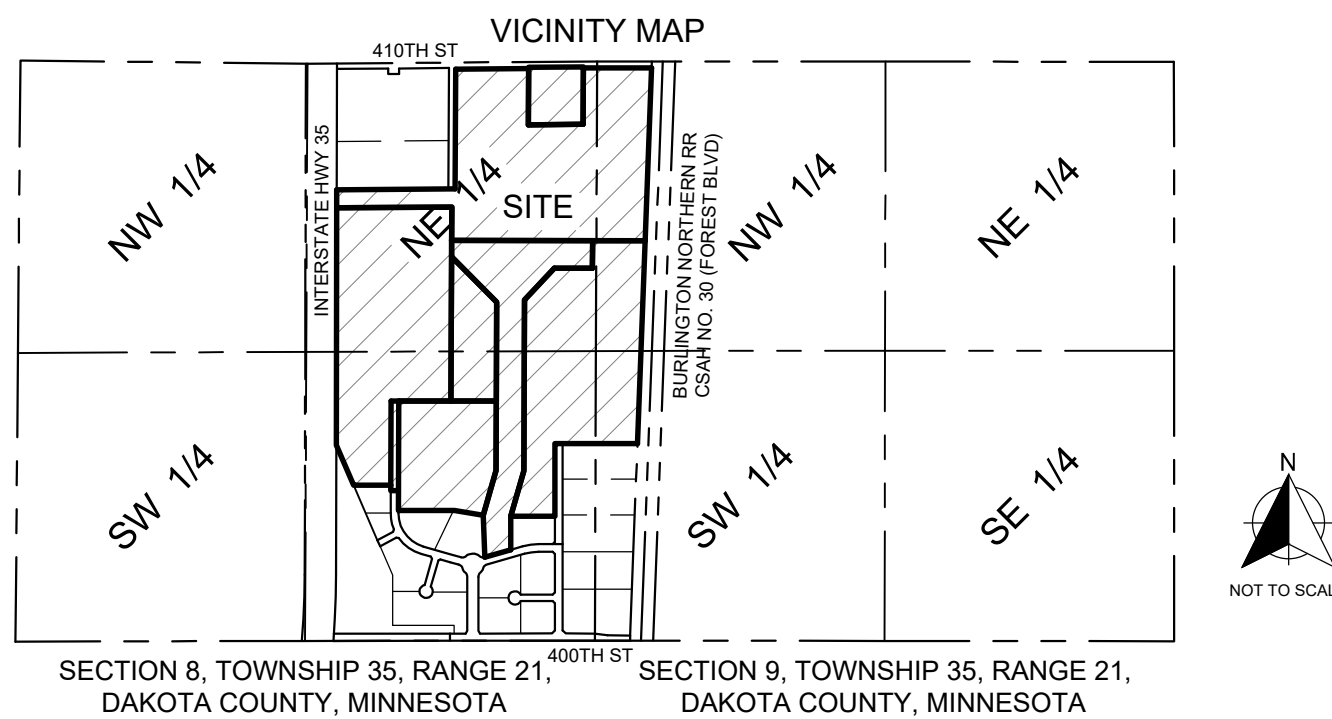
**ADDRESSES**

Owner: As shown on graphic.

Surveyor: WSB  
 701 Xenia Avenue South, Suite 300  
 Minneapolis, MN 55416

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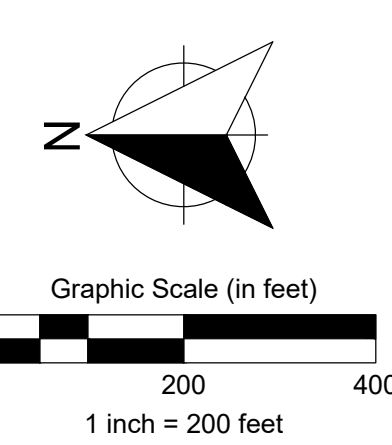
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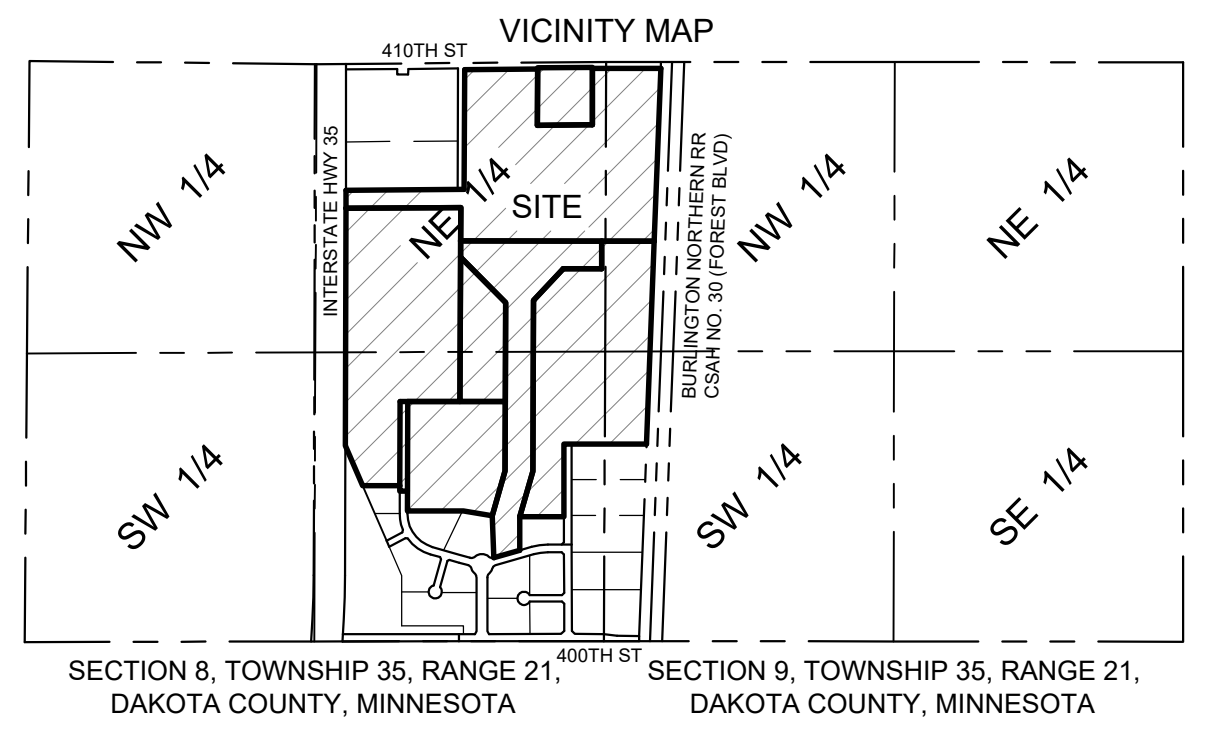
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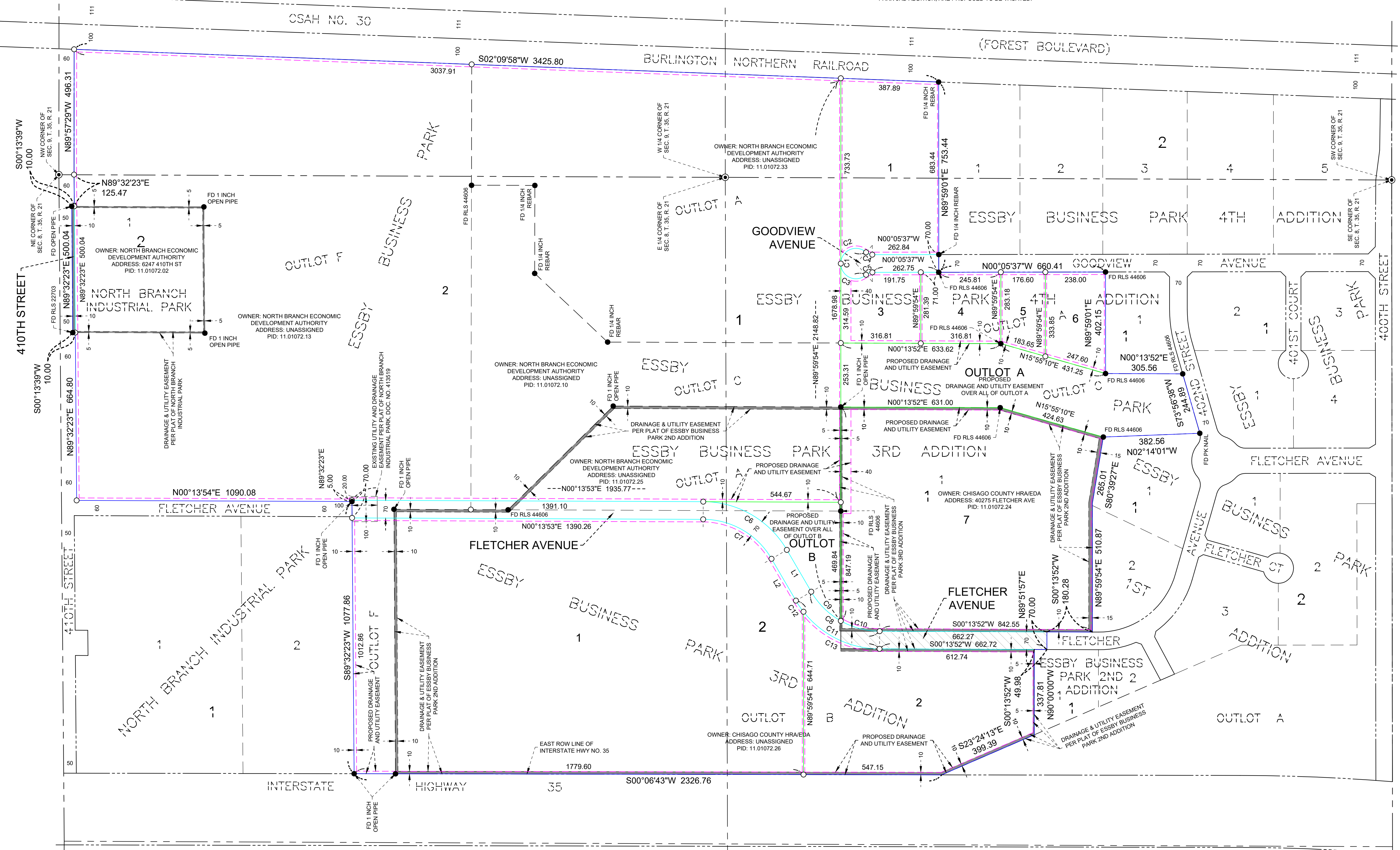
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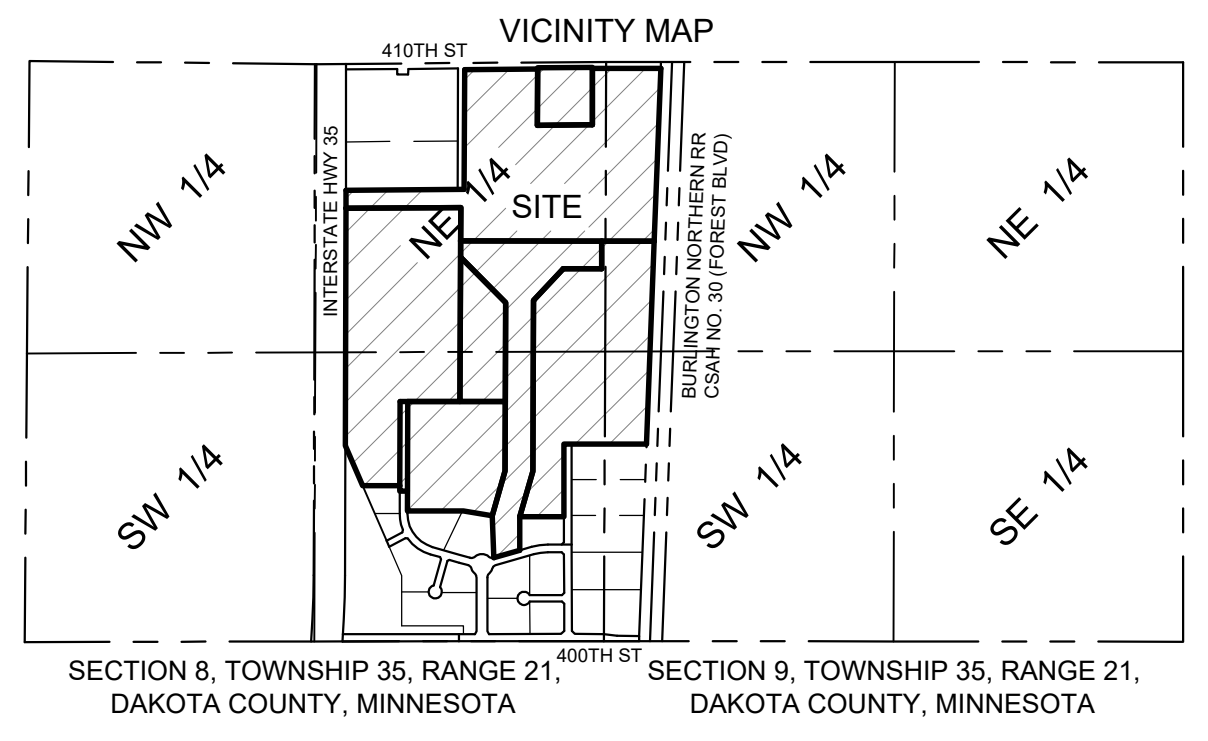


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- SECTION CORNER
- ⊕ SIGN
- ⊕ MAIL BOX
- ⊕ TRAFFIC SIGNAL
- ⊕ METER
- ⊕ PEDESTAL
- ⊕ ELECTRIC BOX
- ⊕ LIGHT POLE
- ⊕ UTILITY POLE
- ⊕ GUY WIRE
- ⊕ SANITARY MANHOLE
- ⊕ CLEAN OUT
- ⊕ STORM CATCH BASIN
- ⊕ STORM MANHOLE
- ⊕ FLARED END SECTION
- ⊕ OVERFLOW CONTROL STRUCTURE
- ⊕ WATER MANHOLE
- ⊕ HYDRANT
- ⊕ VALVE
- ⊕ MANHOLE
- ⊕ VAULT
- ⊕ IRRIGATION VALVE
- ⊕ EVERGREEN TREE
- ⊕ DECIDUOUS TREE
- OH — OVERHEAD UTILITY
- E — UNDERGROUND ELECTRIC
- F — UNDERGROUND FIBER OPTIC
- G — UNDERGROUND GAS
- S — STORM SEWER
- W — WATER MAIN
- F — FENCE
- T — TREE LINE
- C — CURB AND GUTTER
- B — BUILDING EDGE
- P — PLAT BOUNDARY
- L — PROPOSED LOT LINE
- R — PROPOSED RIGHT OF WAY
- D — PROPOSED D AND U EASEMENT

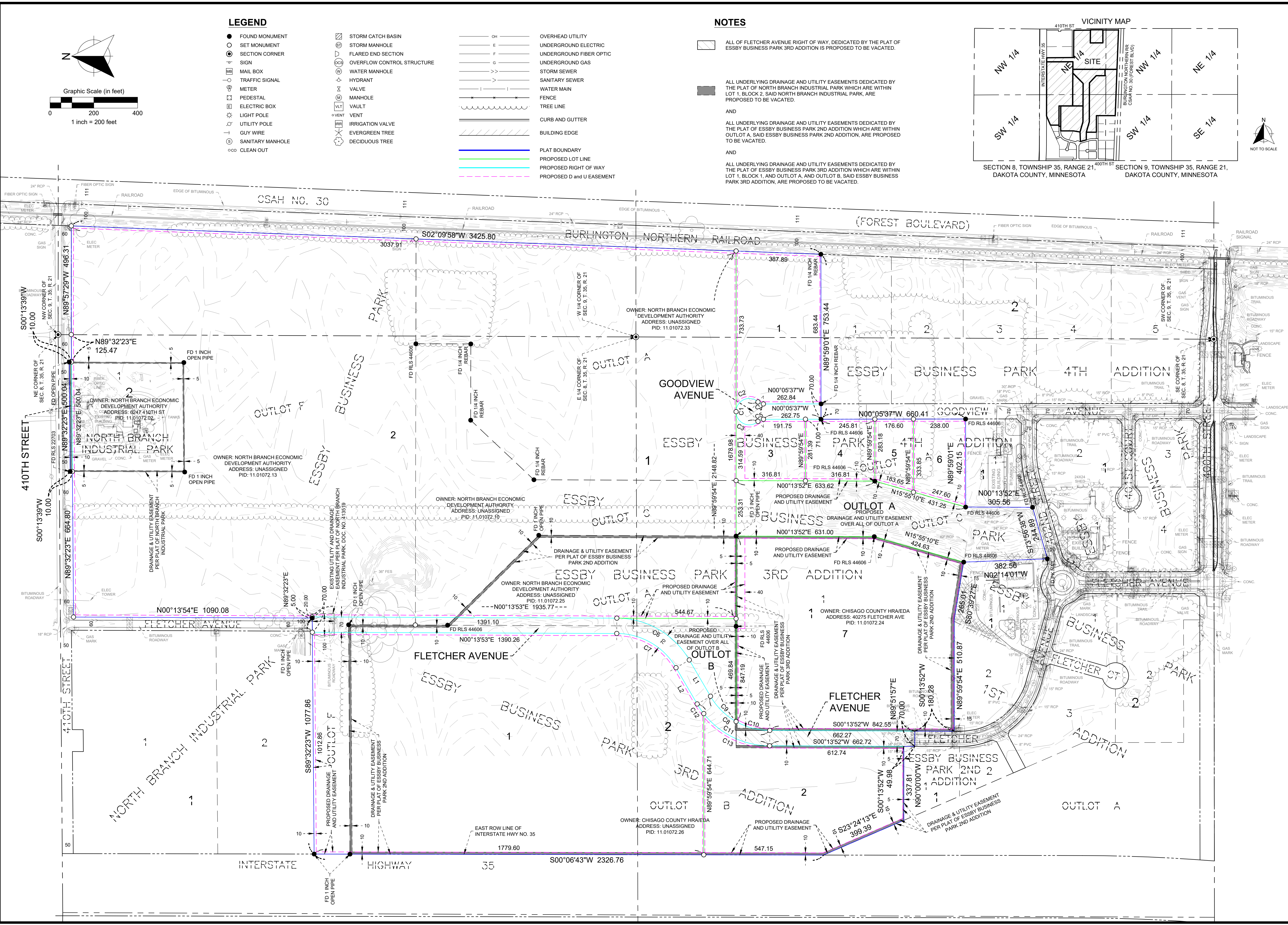
**NOTES**

- ALL OF FLETCHER AVENUE RIGHT OF WAY, DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 3RD ADDITION IS PROPOSED TO BE VACATED.
- ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF NORTH BRANCH INDUSTRIAL PARK WHICH ARE WITHIN LOT 1, BLOCK 2, SAID NORTH BRANCH INDUSTRIAL PARK, ARE PROPOSED TO BE VACATED.
- AND
- ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 2ND ADDITION WHICH ARE WITHIN OUTLOT A, SAID ESSBY BUSINESS PARK 2ND ADDITION, ARE PROPOSED TO BE VACATED.
- AND
- ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 3RD ADDITION WHICH ARE WITHIN LOT 1, BLOCK 1, AND OUTLOT A, AND OUTLOT B, SAID ESSBY BUSINESS PARK 3RD ADDITION, ARE PROPOSED TO BE VACATED.



SECTION 8, TOWNSHIP 35, RANGE 21, DAKOTA COUNTY, MINNESOTA  
 SECTION 9, TOWNSHIP 35, RANGE 21, DAKOTA COUNTY, MINNESOTA

DRAFT - 2026-02-13



**REVISIONS**

NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS SURVEY PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Jeremy R. Honga  
 DATE: 02/13/2026 LIC. NO.: 58013

**Preliminary Plat**

**Esby Business Park 5th Addition**  
 PID No. 11.01072.02, 11.01072.10, 11.01072.13  
 11.01072.25, 11.01072.26, 11.01072.24, 11.01072.33  
 City of North Branch, Minnesota

# ESSBY BUSINESS PARK 5TH ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That North Branch Economic Development Authority, a Minnesota political subdivision, fee owner, of the following described property situated in the County of Chisago, State of Minnesota, to wit:

Lot 1, Block 2, North Branch Industrial Park, Chisago County, Minnesota.

and

Outlot C, Essby Business Park, Chisago County, Minnesota.

and

Outlot F, Essby Business Park, Chisago County, Minnesota.

and

Outlot A, Essby Business Park 3rd Addition, Chisago County, Minnesota.

and

Outlot B, Essby Business Park 3rd Addition, Chisago County, Minnesota.

and

Lot 1, Block 1, Essby Business Park 3rd Addition, Chisago County, Minnesota.

and

Outlot A, Essby Business Park 4th Addition, Chisago County, Minnesota.

and

Fletcher Avenue, as dedicated on the plat of Essby Business Park 3rd Addition, Chisago County, Minnesota, and later vacated per document no. \_\_\_\_\_.

Has caused the same to be surveyed and platted as ESSBY BUSINESS PARK 5TH ADDITION, and does hereby donate and dedicate to the public for public use forever the public way, and does also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said North Branch Economic Development Authority, a Minnesota political subdivision, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED: North Branch Economic Development Authority

By: \_\_\_\_\_, as \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ of North Branch Economic Development Authority, a Minnesota political subdivision, under the laws of the State of Minnesota.

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_ Notary Printed Name  
My Commission Expires \_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Jeremy R. Honga, Licensed Land Surveyor,  
Minnesota License No. 58013

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Jeremy R. Honga, a Licensed Land Surveyor.

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_ Notary Printed Name  
My Commission Expires \_\_\_\_\_

## NORTH BRANCH, MINNESOTA

This plat of ESSBY BUSINESS PARK 5TH ADDITION was approved and accepted by the City Council of North Branch, Minnesota, at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. If applicable, the written comments and recommendations of the Commissioner of Transportation and the County Highway Engineer have been received by the City or the prescribed 30-day period has elapsed without receipt of such comments and recommendations, as provided by Minnesota Statutes, Section 505.03, Subdivision 2.

City Council, North Branch, Minnesota

By: \_\_\_\_\_ Mayor By: \_\_\_\_\_ Clerk

## COUNTY SURVEYOR, Chisago County, Minnesota

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

By: \_\_\_\_\_  
Chisago County Surveyor

## COUNTY AUDITOR, Chisago County, Minnesota

No delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Chisago County Auditor

## COUNTY TREASURER, Chisago County, Minnesota

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

By: \_\_\_\_\_  
Chisago County Treasurer

## COUNTY RECORDER, Chisago County, Minnesota

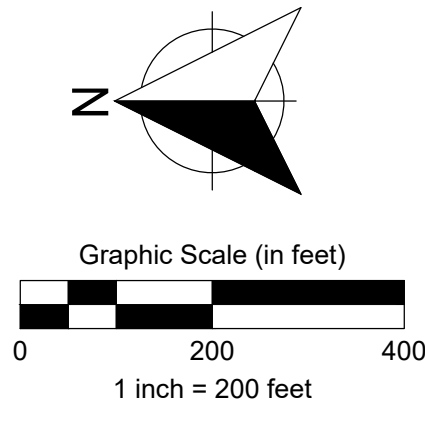
Document No. \_\_\_\_\_

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

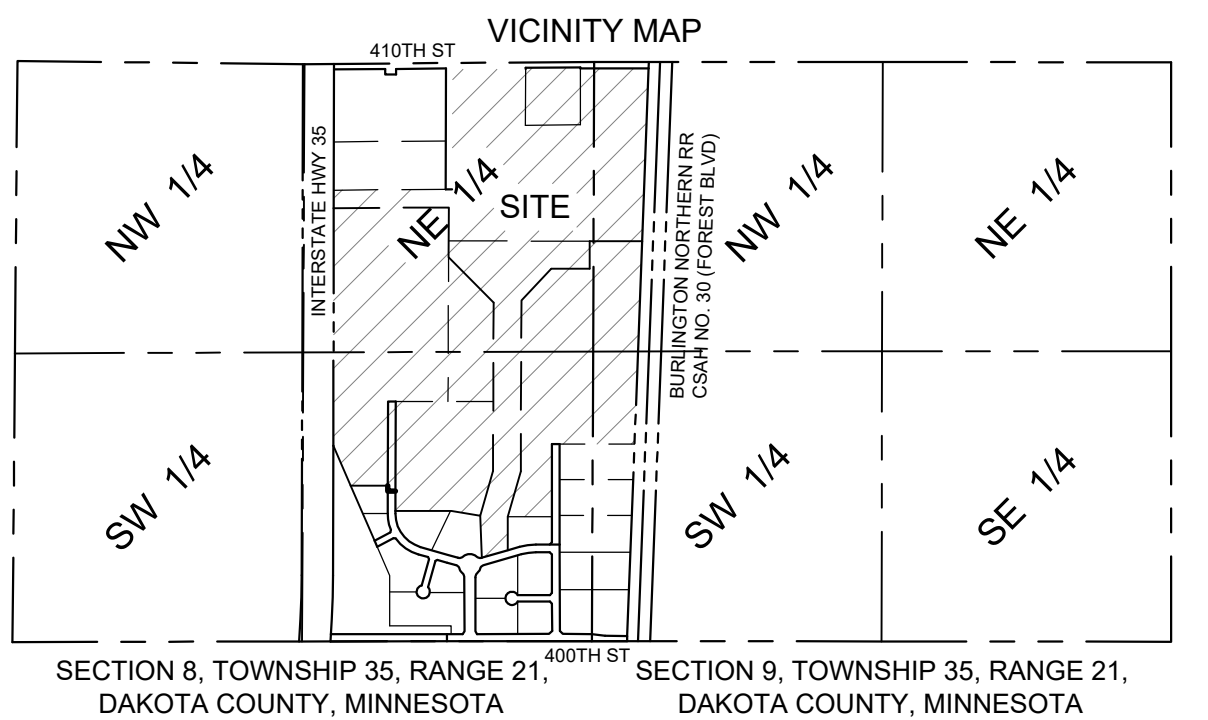
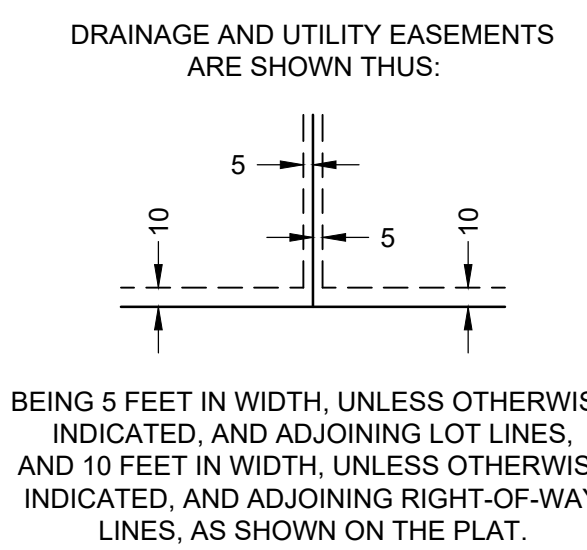
By: \_\_\_\_\_  
Chisago County Recorder

FINAL PLAT - DRAFT - 2026-02-13

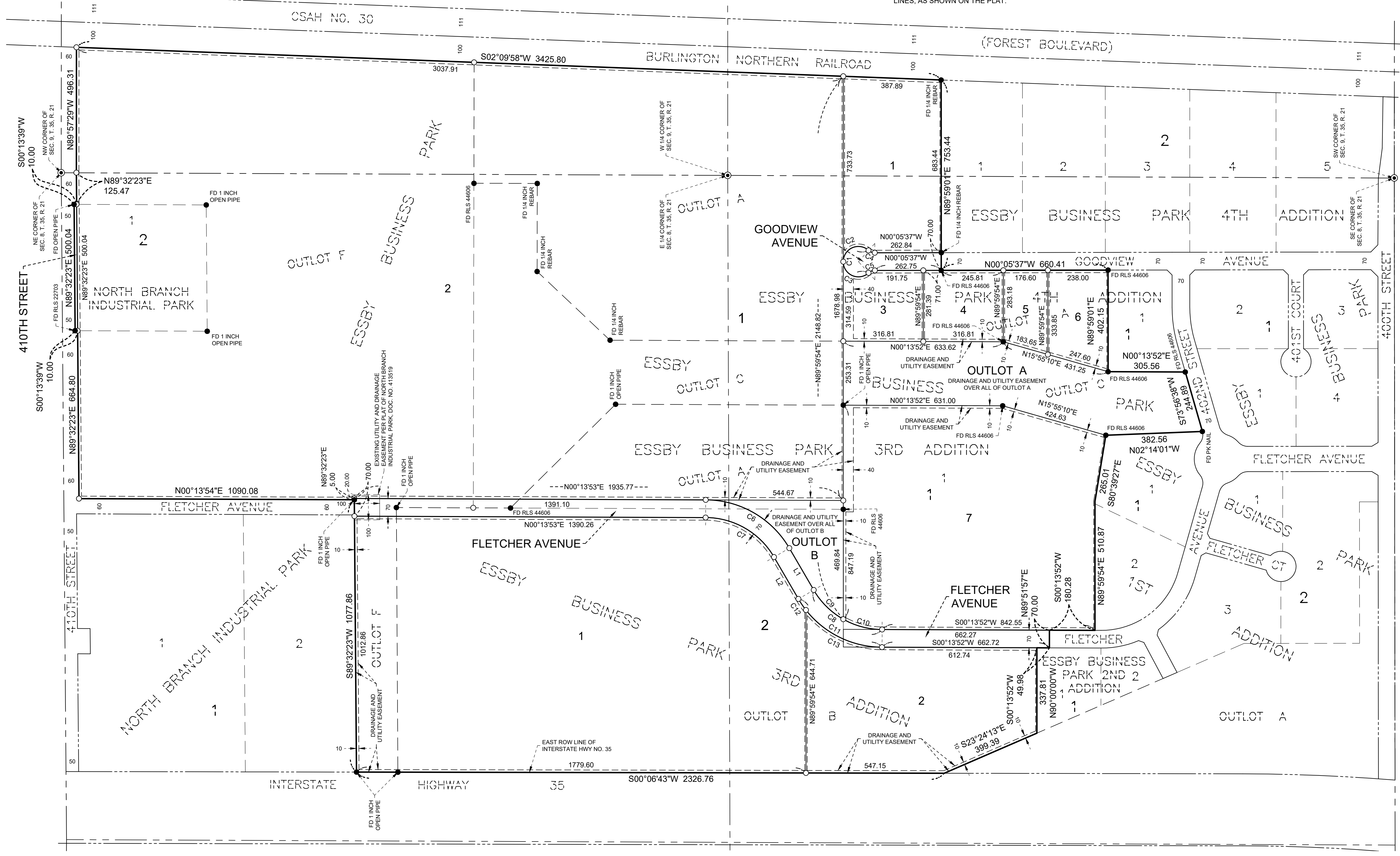
# ESSBY BUSINESS PARK 5TH ADDITION



- DENOTES 1/2 INCH X 14 INCH IRON MONUMENT SET AND MARKED BY LICENSE NO. 58013.
  - DENOTES FOUND MONUMENT, AS SHOWN.
  - ⊙ DENOTES FOUND CHISAGO COUNTY SECTION MONUMENT, AS SHOWN.
- THE EAST LINE OF NORTH BRANCH INDUSTRIAL PARK, ESSBY BUSINESS PARK, AND ESSBY BUSINESS 4TH ADDITION, IS ASSUMED TO HAVE A BEARING OF S02°09'58"W.



FINAL PLAT - DRAFT - 2026-02-13



NOTE: ALL OF FLETCHER AVENUE RIGHT OF WAY, DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 3RD ADDITION, HAS BEEN VACATED PER DOC. NO.

NOTE: ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF NORTH BRANCH INDUSTRIAL PARK WHICH ARE WITHIN LOT 1, BLOCK 2, SAID NORTH BRANCH INDUSTRIAL PARK, HAVE BEEN VACATED PER DOC. NO.

NOTE: ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 2ND ADDITION WHICH ARE WITHIN OUTLOT A, SAID ESSBY BUSINESS PARK 2ND ADDITION, HAVE BEEN VACATED PER DOC. NO.

NOTE: ALL UNDERLYING DRAINAGE AND UTILITY EASEMENTS DEDICATED BY THE PLAT OF ESSBY BUSINESS PARK 3RD ADDITION WHICH ARE WITHIN LOT 1, BLOCK 1, AND OUTLOT A, AND OUTLOT B, SAID ESSBY BUSINESS PARK 3RD ADDITION, HAVE BEEN VACATED PER DOC. NO.

Line Table		
Line #	Length	Direction
L1	191.82	N59°43'53"E
L2	191.82	N59°43'53"E

Curve Table			
Curve #	Length	Radius	Delta
C1	276.62	60.00	264°09'00"
C2	138.31	60.00	132°04'30"
C3	138.31	60.00	132°04'30"
C4	27.17	37.00	42°04'30"
C5	27.17	37.00	42°04'30"
C6	399.81	385.00	59°30'00"
C7	327.12	315.00	59°30'00"
C8	327.12	315.00	59°30'01"
C9	166.30	315.00	30°14'57"
C10	160.82	315.00	29°15'04"
C11	399.81	385.00	59°30'01"
C12	53.36	385.00	7°56'30"
C13	346.45	385.00	51°33'31"



**Prepared By: Ryan Saltis, City Planner**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/03/2026**

**Board & Commission: City Council**

**Subject: Consider approval of Resolution R-296-2026 to approve a Conditional Use Permit for Outdoor Storage for Louisiana Pacific**

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### **Requested Action**

Motion to approve Resolution R-296-2026 approving a Conditional Use Permit for Outdoor Storage associated with a proposed manufacturing facility for Louisiana Pacific.

### **Overview / Background**

Louisiana-Pacific Corporation (LP) has submitted an application for a Conditional Use Permit to allow outdoor storage of raw materials and finished products associated with a proposed 120-acre industrial site within the City of North Branch.

The proposed facility will receive unpainted OSB-based siding products by truck and rail, which will be temporarily stored outdoors prior to being processed inside the building. Finished products will also be stored outdoors in designated storage areas prior to shipment. Outdoor storage is a required operational component of LP's ExpertFinish facilities and is necessary due to the volume, variety, and logistics of the materials involved.

The proposed outdoor storage areas are shown on the submitted site plan and will consist of large paved storage yards, internal forklift aisles, and truck circulation routes. Product stacks will generally be approximately 16 feet in height for inbound materials and less than 12 feet in height for finished product. Other outdoor storage will include pallets, empty paint totes, and related materials. Trash compactors and dumpsters will be located outdoors but under roof.

The site is planned to operate 24 hours per day, though shipping activities are currently anticipated to occur primarily during weekday day shifts.

### **Planning Commission Action**

The Planning Commission held a public hearing on February 3, 2026 for the request and there was no public comment. The Planning Commission recommended approval of the request with the findings and conditions in the attached resolution.

Attached is the staff report and narrative for the conditional use permit.

**Voting Requirements:**

**Voting Options          Simple Majority**

**STATE OF MINNESOTA**

**COUNTY OF CHISAGO**

**CITY OF NORTH BRANCH**

**CITY COUNCIL RESOLUTION NO. R-296-2026**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR OUTDOOR STORAGE**

**WHEREAS**, the City of North Branch has received an application from Louisiana Pacific Corporation for a Conditional Use Permit to allow outdoor storage associated with a manufacturing facility located within the City of North Branch; and

**WHEREAS**, the subject property is located within an Industrial zoning district and outdoor storage is allowed only with approval of a Conditional Use Permit pursuant to the City of North Branch Zoning Code; and

**WHEREAS**, the Planning Commission reviewed the Conditional Use Permit application and staff report and held a public hearing on February 3<sup>rd</sup>, 2026 and

**WHEREAS**, the Planning Commission recommended approval of the Conditional Use Permit subject to conditions; and

**WHEREAS**, the City Council has reviewed the Conditional Use Permit application, the Planning Commission staff report, and the recommendation of the Planning Commission;

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

That the Conditional Use Permit request for outdoor storage is hereby APPROVED based upon the following findings and subject to the following conditions of approval:

FINDINGS:

1. The proposed outdoor storage use is consistent with the City of North Branch Comprehensive Plan, which supports industrial growth while ensuring compatible land use and site design.
2. The subject property is zoned Industrial, and the proposed outdoor storage is accessory to the primary manufacturing use and compatible with surrounding land uses.
3. The proposed outdoor storage area meets the applicable standards of the City Code, including setbacks, screening, and operational requirements, as conditioned.
4. Adequate access, circulation, and infrastructure exist to serve the proposed use without creating undue traffic, safety, or maintenance concerns.
5. With the conditions imposed, the proposed use will not be injurious to the use and enjoyment of other property in the immediate vicinity and will not be detrimental to the public health, safety, or welfare.

CONDITIONS OF APPROVAL:

1. The applicant shall comply with all applicable city, state, and federal regulations, including but not limited to building, fire, and environmental requirements.
2. Outdoor storage materials to be stored shall be limited to the areas shown on the approved site plan unless amended by the City.

- 3. Outdoor storage materials to be stored shall be consistent with applicant’s narrative unless otherwise approved by the City.
- 4. Maximum storage heights shall be consistent with the applicant’s narrative unless otherwise approved by the City.
- 5. Any substantial expansion of outdoor storage areas beyond what is approved shall require an amended Conditional Use Permit.
- 6. All conditions of approval are subject to modification by the City if necessary to protect public safety, health, and welfare or to meet future code requirements.

Passed by the City Council of North Branch, Minnesota this 25<sup>th</sup> day of February, 2026.

\_\_\_\_\_  
Kevin Schieber, Mayor

Attested:

\_\_\_\_\_  
Tonya Kostuch, City Clerk

## Planning Commission Action

Motion to recommend/deny approval to the City Council, for the following request:

- Conditional Use Permit for Outdoor Storage associated with a proposed manufacturing facility for Louisiana Pacific.

## Overview / Background

Louisiana-Pacific Corporation (LP) has submitted an application for a Conditional Use Permit to allow outdoor storage of raw materials and finished products associated with a proposed 120-acre industrial site within the City of North Branch.

The proposed facility will receive unpainted OSB-based siding products by truck and rail, which will be temporarily stored outdoors prior to being processed inside the building. Finished products will also be stored outdoors in designated storage areas prior to shipment. Outdoor storage is a required operational component of LP's ExpertFinish facilities and is necessary due to the volume, variety, and logistics of the materials involved.

The proposed outdoor storage areas are shown on the submitted site plan and will consist of large paved storage yards, internal forklift aisles, and truck circulation routes. Product stacks will generally be approximately 16 feet in height for inbound materials and less than 12 feet in height for finished product. Other outdoor storage will include pallets, empty paint totes, and related materials. Trash compactors and dumpsters will be located outdoors but under roof.

The site is planned to operate 24 hours per day, though shipping activities are currently anticipated to occur primarily during weekday day shifts.

## Issue(s) to Consider

1. Land Use/Zoning and Surrounding Uses
2. Site Improvements and Outdoor Storage Operations
3. Consistency with City Code Requirements

## Analysis of Issue(s)

### 1. Land Use/Zoning and Surrounding Uses

The Subject Property is zoned **I - Industrial** and guided **LUI - Land Use Industrial**, per the Comprehensive Plan. Manufacturing uses are allowed in this zoning district while outdoor storage as an accessory use requires approval of a Conditional Use Permit due to its potential visual, operational, and safety impacts.

The surrounding area consists primarily of industrially zoned land, transportation corridors, and undeveloped acreage. There are residentially zoned properties located to the east of the project site however the houses do not directly abut the site and are separated by County Rd 30 (Forest Blvd).

Existing and planned industrial uses in the area are consistent with the scale and intensity of development proposed by LP. The large size of the parcel allows outdoor storage activities to be located internally on the site and setback from public streets and neighboring properties.

### 2. Site Improvements and Outdoor Storage Operations

The project includes construction of a large manufacturing building, internal roadways, rail access, stormwater ponds, and more than 30 acres of impervious surface dedicated to outdoor product storage. Outdoor storage areas are clearly defined on the site plan and are integrated into the overall circulation and logistics design of the facility.

Materials will be delivered by truck and rail, moved internally by forklifts, and stacked in organized storage rows by product type and color. Existing tree lines along Forest Boulevard will be largely maintained to help screen views into the site where possible. The scale and layout of the storage areas reflect typical operations at LP's existing ExpertFinish facilities in other locations.

Fire protection infrastructure, including hydrants and a dedicated firewater system is planned throughout the site due to the combustible nature of the wood-based materials being stored.

### **3. Consistency with City Code Requirements**

The proposed Conditional Use Permit for Outdoor Storage is evaluated against the City's Conditional Use Permit criteria. City Staff comments are provided below in **Bold**.

#### **Sec 66-64 Findings of Fact**

In considering all requests for variances, appeals, amendments or conditional use permits, the planning agency and the city council shall make a finding of fact. Its judgment shall be based upon, but not limited to, the following factors:

- a. Relationship to the city's comprehensive plan;

**The 2018 Comprehensive Plan identifies industrial development and job creation as key economic goals, particularly in areas planned for employment and manufacturing uses. The plan supports large-scale industrial operations that strengthen the local tax base while being designed to minimize impacts on surrounding land uses. The proposed outdoor storage is an integral component of the LP facility and supports the intended industrial use of the site, making it consistent with the comp plan.**

- b. The geographical area involved;

**The project site is located within a designated industrial growth area of the city and is served by major transportation infrastructure, including rail and arterial roadways. The size and configuration of the parcel allow outdoor storage activities to occur without encroaching on residential neighborhoods or incompatible land uses.**

- c. The character of the surrounding area;

**The surrounding area is characterized by industrial, transportation, and undeveloped land. Outdoor storage of materials is a common and expected feature of large industrial facilities in such areas. The proposed storage will not introduce a use that is inconsistent with the existing or planned character of the area.**

- d. The availability and design capacities of existing or proposed utilities;

**The site is planned to be served by municipal water and sanitary sewer, along with private utility extensions. Fire suppression infrastructure has been specifically planned to support the outdoor storage of combustible materials. Existing and proposed utilities are capable of accommodating the use.**

- e. Whether such a request will tend to or actually depreciate the surrounding area;

**Given the industrial zoning of the area and the fact that outdoor storage is accessory to a permitted manufacturing use, staff does not anticipate the proposed outdoor storage will depreciate surrounding property values. The use is consistent with other industrial operations and is located on a large site that minimizes off-site impacts.**

- f. Whether the request will place an undue financial burden on the city;

**The project will be privately developed and maintained by LP. Required infrastructure improvements, including utilities, stormwater facilities, and internal roadways, will primarily be funded by the applicant. The request does not create an undue financial burden on the City.**

- g. Whether the request will impair an adequate supply of light and air to adjacent property;

**Outdoor storage will consist of stacked materials rather than buildings and will be located internally on the site. Given the parcel size and setbacks, the storage areas will not impair light or air to adjacent properties.**

- h. Whether the request will unreasonably increase the congestion in the public right-of-way;

**Truck and some rail traffic is anticipated as part of normal industrial operations. The site has been designed with internal circulation, loading areas, and rail access to efficiently manage traffic. While the facility will generate truck traffic, it is consistent with the industrial nature of the area and is not expected to create unreasonable congestion.**

- i. Whether the request will increase the danger of fire or endanger the public safety;

**The applicant has acknowledged the combustible nature of stored materials and has planned a comprehensive fire suppression system, including hydrants and firewater infrastructure. Outdoor storage areas are organized and managed as part of a controlled industrial operation. With compliance with fire code and permitting requirements, the use is not expected to endanger public safety.**

- j. Whether the request is consistent with the spirit and intent of this division.

**The Conditional Use Permit process is intended to allow flexibility for uses that are appropriate in certain locations but require additional oversight. The proposed outdoor storage is clearly accessory to a permitted industrial use and is designed to operate in a safe, orderly, and efficient manner. Staff finds the request consistent with the intent of the City Code.**

Additional to the Findings of Fact section, the Conditional Use Permit request will also have to meet Sec 66-66 Conditions on Approval, when applicable. Responses from City Staff are provided below in **Bold**, where the request for a Communications Tower is applicable.

#### **Sec 66-66 Conditions on Approval**

1. In approving requests for variances, appeals, amendments or conditional use permits, the planning agency and the city council may require certain conditions upon approval of the request. Such conditions for approval may include the following, when applicable:

1. The land area and setback requirements of the property containing such a use or activity shall be the minimum established for the district;

**The subject property consists of approximately 120 acres, which provides ample land area to accommodate outdoor storage operations while maintaining appropriate internal setbacks from property lines, roadways, and adjacent parcels. Outdoor storage areas are located internally on the site and are separated from public streets by building placement, circulation areas, and existing vegetation. Staff finds that the land area and site layout meet and exceed the minimum standards of the zoning district and allow the use to function without encroaching on neighboring properties.**

2. When abutting a residential use in a residential district, the property shall be screened and landscaped in compliance with section 66-970 et seq.;

**The proposed outdoor storage areas do not abut property zoned for residential use. The surrounding area is industrial and transportation oriented in character. Existing tree lines along Forest Blvd are planned to be largely preserved, which will provide visual buffering from the public right-of-way. Should residential zoning be established adjacent to the site in the future, additional screening or landscaping may be evaluated at the time through future development review.**

3. Where applicable, all city, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured;

**Outdoor storage associated with the proposed manufacturing facility will be subject to city zoning requirements, Minnesota State Building Code, Minnesota Fire Code, environmental regulations, and applicable stormwater and utility standards. The applicant will be required to obtain all necessary permits prior to construction and operation. Compliance will be verified through the City's permitting, inspection, and site plan review processes.**

4. All signs shall be in compliance with section 66-821 et seq. and shall not adversely impact adjoining or surrounding residential uses;

**Any signage associated with outdoor storage areas is expected to be limited to safety, operational, and regulatory signage (material identification, safety warnings). No advertising signage is proposed within outdoor storage areas. All signage will be reviewed for compliance with the City's sign ordinance and shall not create visual clutter or nuisance conditions.**

5. Adequate off-street parking and loading shall be provided in accordance with section 66-848 et seq. Such parking and loading shall be screened and landscaped from abutting residential uses in compliance with section 66-970 et seq.;

**The proposed outdoor storage areas are served by an internal network of paved truck routes, forklift aisles, and loading zones designed to accommodate the scale of industrial operations anticipated. Loading and staging activities will occur entirely on-site and will not rely on public streets. Because the site does not abut residential districts, additional screening for parking and loading areas is not required at this time.**

6. The proposed water, sewer and other utilities shall be capable of accommodating the proposed use;

**The outdoor storage component of the project does not require sanitary sewer service and has minimal water demand outside of fire protection needs. The site plan includes a dedicated firewater and hydrant system designed to serve outdoor storage areas containing combustible wood-based materials. Utilities have been planned to adequately support the proposed use without exceeding available capacity.**

7. The street serving the use or activity is of sufficient design to accommodate the proposed use or activity, and such use or activity shall not generate such additional traffic to create a nuisance or hazard to existing traffic or to surrounding land uses;

**The site is served by roadways designed for industrial traffic volumes and by direct rail access. The future I-35 interchange planned at 400<sup>th</sup> Street will help alleviate truck traffic through town and will provide businesses in the industrial park direct connectivity to the freeway. Truck traffic associated with outdoor storage and shipping is typical of large manufacturing operations and is expected to be distributed throughout the day, primarily during weekday daytime hours. Internal circulation and staging areas are designed to prevent queuing or backup onto public streets. Staff finds that the serving streets are adequate to accommodate the proposed use.**

8. All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage;

**All outdoor storage areas, internal drive aisles, and loading zones associated with the proposed use are planned to be paved, providing effective dust control and drainage. This is particularly important given the scale of the site and the volume of truck and forklift traffic anticipated. Stormwater management facilities are provided to manage runoff from these impervious surfaces.**

9. All open and outdoor storage, sales and service areas shall be screened from view from the public streets and from abutting residential uses or districts;

**Outdoor storage areas are located internally on the site and set back from Forest Blvd and other public streets. Existing tree lines will be maintained where feasible to reduce visibility from the public right-of-way. Given the industrial context of the area, complete visual screening is not required; however, the site design minimizes direct views of the storage areas and maintains an orderly, planned appearance consistent with industrial development standards.**

10. All lighting shall be designed as to have no direct source of light visible from adjacent residential areas or from the public streets;

**Outdoor storage lighting, if installed, will be designed as part of the site plan review process. Lighting shall be downcast, shielded, and limited to levels necessary for safety and operations. The intent is to prevent glare, light trespass, and spillover onto adjacent properties and public roadways.**

11. The use or activity shall be properly drained to control surface water runoff;

**The project includes stormwater ponds and drainage infrastructure designed to manage runoff from extensive outdoor storage and paved areas. Drainage will be reviewed in detail during engineering review to ensure compliance with city requirements and to prevent impacts to neighboring properties.**

12. The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence;

**Outdoor storage is a functional necessity for the proposed manufacturing operation and is designed in an organized, delineated manner consistent with modern industrial facilities. Storage areas are clearly defined, paved, and integrated into the overall site plan. Staff does not find the proposed outdoor storage to constitute a blighting influence given the industrial zoning and surrounding land uses.**

13. Where structures combine residential and nonresidential uses, such uses shall be separated and provided with individual outside access, and the uses shall not conflict in any manner.

**This condition is not applicable, as the proposal does not include residential uses.**

2. All conditions pertaining to a specific request are subject to change when the planning agency or city council, upon investigation, finds that the community safety, health, welfare and public betterment can be served as well or better by modifying the conditions.

### **Planning Commission Action**

Motion to recommend approval/denial to City Council, for a Conditional Use Permit for Outdoor Storage associated with a proposed manufacturing facility for Louisiana Pacific with the following conditions of approval:

1. The applicant shall comply with all applicable city, state, and federal regulations, including but not limited to building, fire, and environmental requirements.
2. Outdoor storage materials to be stored shall be limited to the areas shown on the approved site plan unless amended by the City.
3. Outdoor storage materials to be stored shall be consistent with applicant's narrative unless otherwise approved by the City.
4. Maximum storage heights shall be consistent with the applicant's narrative unless otherwise approved by the City.
5. Any substantial expansion of outdoor storage areas beyond what is approved shall require an amended Conditional Use Permit.
6. All conditions of approval are subject to modification by the City if necessary to protect public safety, health, and welfare or to meet future code requirements.



1610 West End Ave., Suite 200  
Nashville, TN 37203  
615.986.5600  
LP Corp.com

January 19<sup>th</sup>, 2026

Nathan Sondrol  
Community Development Director  
City of North Branch  
nsondrol@northbranchmn.gov

Hello Nathan Sondrol,

Upon completion of the 120 acre North Branch industrial site purchase and capital approval by the LP board in the summer of 2026, LP Plans to build an ExpertFinish facility on this greenfield site. To operate successfully, LP requires a conditional use permit that allows the storage of LP product and raw materials outside of the planned building. The storage process is as follows.

In bound trucks and rail cars from places like Hayward, WI and Two Harbors, MN deliver unpainted OSB based siding board units to the site. These units, which are approximately 4'x2.5'x16' will be carried via forklift and stacked into closely packed "stacks" by product type. These stacks will be approximately 16ft in height but can vary in height and density. Once ready, operations will transfer units inside the building where the boards within the units will be automatically unstacked, painted one of 16 colors, and repackaged. This facility will paint panel boards, lap siding boards, trim boards, shake, and corners. This variability in product type and color creates a wide range of final packaging configurations which require dedicated outdoor product storage by type and color in predefined areas to effectively manage the complex inventory that this process creates. The final product stacks will be less than approximately 12ft in height. From the predefined outdoor areas, the product is staged for shipment, loaded on truck or rail, and then shipped offsite to customers.

Some information for consideration:

- This site will operate 24/7, however, shipping is currently only planned for day shifts, M-F.
- The wood-based material is flammable. However, a comprehensive fire suppression hydrant system is planned for the site.
- The current project is planning for more than 30 acres of impervious surface that will be used for product storage. If manufacturing additions are added in the future, additional impervious surface would also be needed.
- Existing tree lines will be maintained to block sight lines from Forest Boulevard where possible.
- Other raw materials will be stored outside such as pallets, empty paint totes, and misc.
- Our trash compactor and dumpsters will be outside but under roof.
- Pictures from New York and Green Bay are included for reference.

Outdoor storage is required at every ExpertFinish as the alternative requires prohibitively large and costly facilities that would prevent operation at each site. If you require further clarification on any point of the outdoor plan, please don't hesitate to contact me directly.

Best Regards,  
Nathan Roach, PE  
ExpertFinish Regional Engineering Manager



1610 West End Ave., Suite 200  
Nashville, TN 37203  
615.986.5600  
LPCorp.com



Picture 1 – Bath NY outgoing truck loading station.



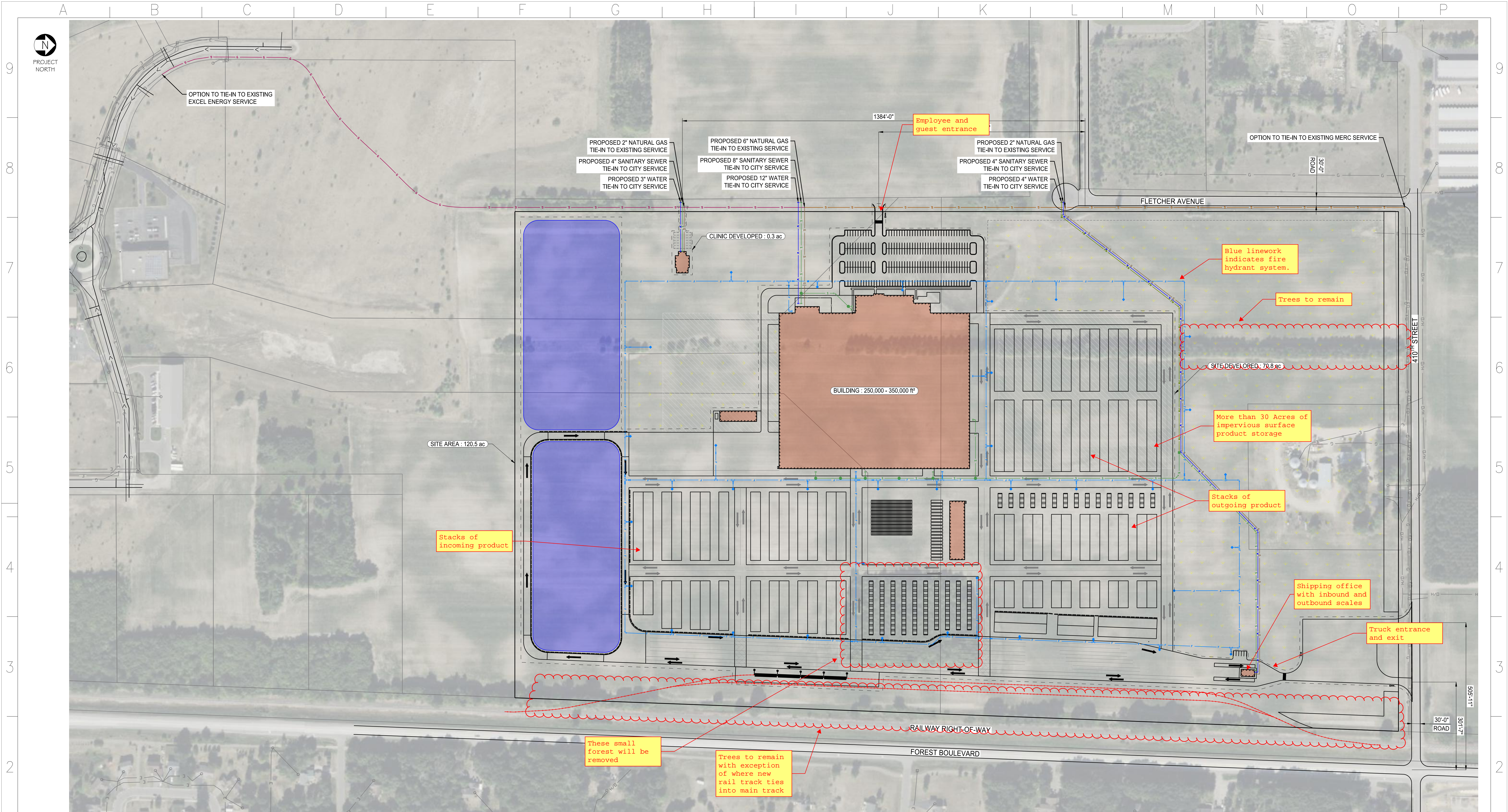
Picture 2 – Bath NY product storage yard



1610 West End Ave., Suite 200  
Nashville, TN 37203  
615.986.5600  
LP Corp.com



Picture 3 – Green Bay WI product storage yard and truck loading.



**LEGEND:**

BUILDING		STORM WATER POND		GAS SERVICE		WATERMAIN		EXISTING GAS	
DEDICATED CROSSING ZONE		TRUCK TRAFFIC DIRECTION ARROW		SANITARY FORCEMAIN		FIREWATER		EXISTING ELECTRICAL	
FUTURE PRODUCT STORAGE		FORK LIFT AISLE DIRECTION ARROW		SANITARY SEWER		HYDRANT		EXISTING FIBRE OPTIC	
				SANITARY MANHOLE		POST INDICATOR VALVE (PIV)		EXISTING OVERHEAD ELECTRICAL	
				SANITARY GRINDER PUMP		GATE VALVE c/w ROAD BOX			

**PRELIMINARY**

**NOT FOR CONSTRUCTION**

DRAWING WORK PACKAGE  
N/A

NO.	ISSUE	DR.	DATE	APP.	ZONE	NO.	REVISION	DR.	DATE	APP.	ZONE	DRAWING NO.	REFERENCE DRAWING
C	ISSUED FOR INFORMATION	EL	2026.01.16										
B	ISSUED FOR INFORMATION	EL	2025.12.15										
A	ISSUED FOR INFORMATION	EL	2025.11.26										

VENDOR INFORMATION:

PROJECT: 2502665

TOLERANCES

UNLESS OTHERWISE SPECIFIED

FRACTIONS ± 1/64

DECIMALS .XX ± 0.010

XXX ± 0.005

ANGLES ± 9° 5'

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Louisiana-Pacific Corporation

<http://www.lpcorp.com/>

SCALE: 1" = 150'-0"	Title: EXPERT FINISH MILL 4	Project Number	Drawing Number	Sheet	Rev
DRAWN: SP	DATE: 2025.11.26	PFN-2024021	01-C06-1000	1 of 1	C
CHECKED: EL	DATE: 2025.11.26				
APPROVED:	DATE:				



**Prepared By: Nathan Sondrol, Community Development Director**

**Presenter: Nathan Sondrol, Community Development Director**

**Date: 02/18/2026**

**Board & Commission: City Council**

**Subject: Consideration of support for a TIF Application for the Herzog Apartments (Unique Opportunities LLC)**

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#### **Overview / Background**

The City has received an application request for Tax Increment Financing (TIF) assistance from Unique Opportunities LLC for the construction of a 236-unit multifamily residential development in North Branch. The site would include (2) 88 unit buildings and (1) 60 unit building. The proposed project is planned for the area located on the East side of the intersection of Falcon Avenue and 382<sup>nd</sup> Drive and is immediately south of the Ecumen site. The property in consideration is approximately 10 acres and is currently utilized as vacant land that is zoned and guided as High Density Residential.

The proposed project would be required to provide public purpose and meet policy considerations. The project may advance existing city goals.

#### **Housing Supply Expansion**

The addition of 236 units would significantly increase rental housing inventory and diversify housing options within the community. A recent housing study conducted.

#### **Economic Development Support**

Additional housing may support local employers and future commercial growth.

**Tax Base Growth** Significant long-term tax base increase following decertification of the TIF district

#### **Infrastructure Improvements**

Public improvements completed as part of the project may benefit surrounding properties.

The impact on the taxing jurisdictions would include the creation of a TIF district which would temporarily redirect tax increment from overlapping taxing jurisdictions (County and School District) to eligible project costs.

However, taxes generated from the current base value would continue to flow to all jurisdictions and upon decertification, the full improved value would return to the tax rolls.

Ehlers, the city’s financial advisor, along with city staff will provide additional background relating to the project, TIF districts and preliminary findings at the meeting.

Enclosed is a memo from Ehlers, along with the applicants narrative and site plan concept for the site.

**Requested Action**

The developer is looking for initial City Council review and direction on the TIF application.

**Voting Requirements:**

**Voting Options          Simple Majority**

**Unique Opportunities LLC**

3155 Pioneer Rd SE  
Alexandria, MN 56308  
Phone: 218-205-3573  
Email: samuel@herzogapartments.com

**January 9, 2026**

**City of North Branch**

Attn: City Administrator and City Council  
North Branch, Minnesota

**Re: Proposed 236 Unit Multifamily Housing Development and Request for Tax Increment Financing Assistance**

Dear Members of the City Council and City Staff,

My name is Samuel Herzog, and I am writing on behalf of Unique Opportunities LLC regarding our proposed multifamily housing development in the City of North Branch. We appreciate the opportunity to submit this narrative in support of our application and to further explain the community need and financial structure of the project.

Unique Opportunities LLC is proposing to construct an approximately 236 unit multifamily development consisting of three residential buildings arranged around a centrally located shared community space. This design is intended to promote walkability, connectivity, and a strong sense of community while integrating thoughtfully with the surrounding neighborhood.

Based on our feasibility analysis and market research within North Branch, there is a clear and growing demand for additional housing, particularly within the multifamily sector. Our research indicates an unmet need for a broader mix of unit types than has traditionally been delivered. Historically, new multifamily construction in the area has focused primarily on one and two bedroom units. While those unit types remain important, current demand demonstrates a shortage of smaller studio units as well as larger three and four bedroom units that can accommodate families and multi generational households.

Affordability is also a significant housing challenge in North Branch. As part of this project, 20 percent of the proposed units, or 48 apartments, will be set aside for households earning up to 50 percent of area median income. We strongly support this mixed income structure, where the majority of units remain market rate while a meaningful portion is reserved for lower income residents. In our experience, this model fosters stronger and more resilient communities by encouraging a diversity of household types and income levels within a single development.

To make this project financially viable, Unique Opportunities LLC is requesting assistance from the City in the form of Tax Increment Financing. Without TIF support, this development cannot proceed. The combination of continued elevated construction costs and higher interest rates has created a financing gap that makes the project infeasible under current market conditions. Even with TIF, the project remains financially challenging, which is why we have provided complete and transparent project financials for the City's review.

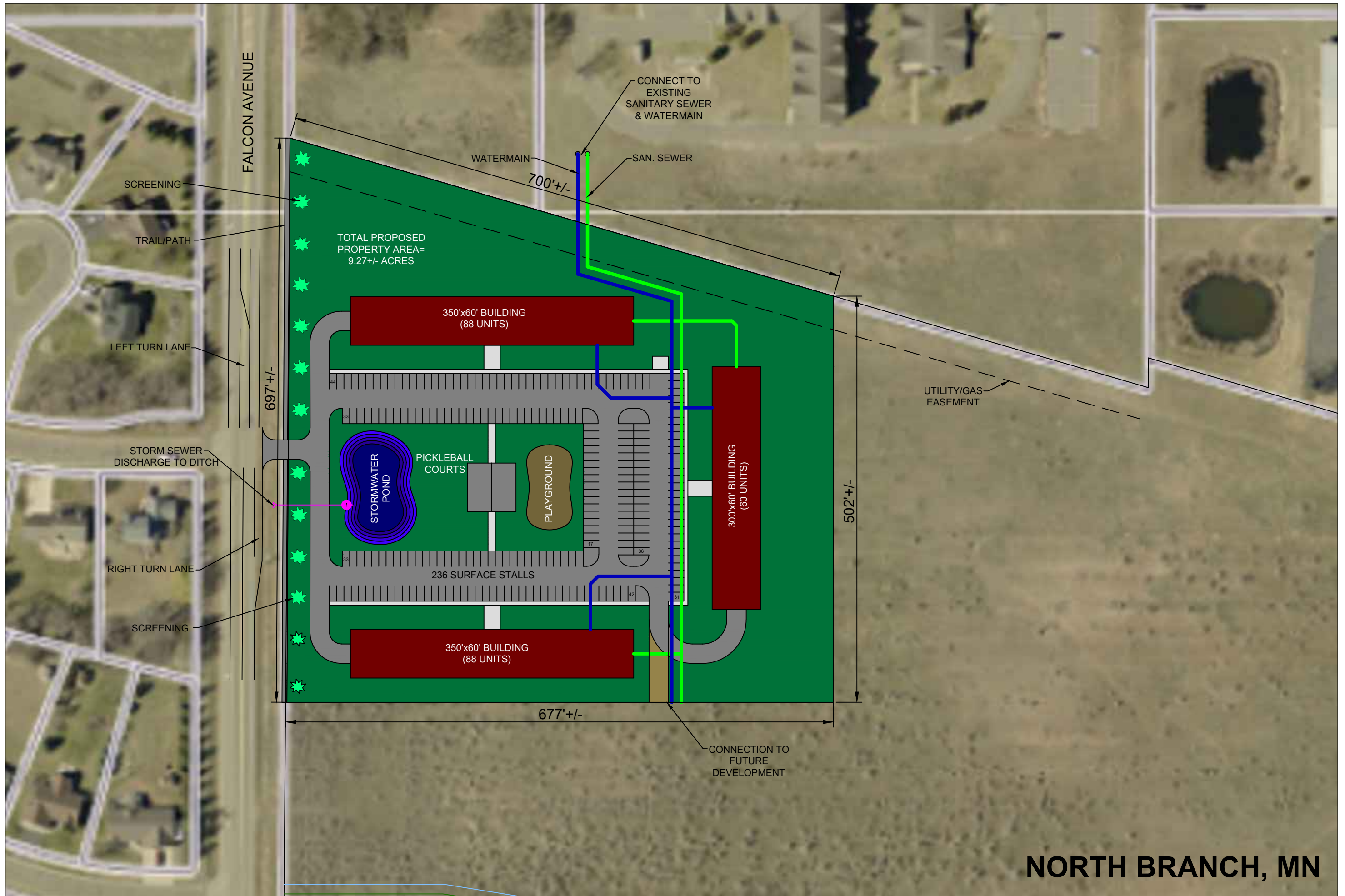
Importantly, the requested TIF assistance is also what enables the affordability component of the development. The TIF support directly facilitates the creation of 48 income restricted units that would not otherwise be achievable. In this way, the proposed assistance delivers tangible public benefits by expanding housing supply, increasing affordability, and supporting a diverse and inclusive community.

We value the City of North Branch as a long term partner and are committed to delivering a high quality development that aligns with the City's housing goals and broader vision for responsible growth. We appreciate your time and thoughtful consideration of this request and welcome the opportunity to answer any questions or provide additional information as needed.

Respectfully submitted,

**Samuel Herzog**

Unique Opportunities LLC



**NORTH BRANCH, MN**

## MEMORANDUM

**TO:** Nathan Sondrol – Community Development Director  
**FROM:** Schane Rudlang and Rebecca Kurtz – Ehlers  
**DATE:** February 20, 2026  
**SUBJECT:** Herzog Housing Development – Preliminary Financial Review

The City of North Branch received a tax increment request from Unique Opportunities LLC (“Developer”) for their proposed development at PID 110041305 (“Project”). The Developer is requesting 90% of the Tax Increment (“TIF”) generated from the Project over 26 years to fill their financing gap.

### Project Background

The Developer currently proposes to construct two 88-unit and one 60-unit apartment buildings totaling 236 units over the three buildings. The buildings are planned to be built over a three-year period. The unit mix is as shown in the tables below.

Unit Type	Rent	Unit Count	Size Sq. Ft.	Unit Type	Rent	Unit Count	Size Sq. Ft.
Studio	\$ 995	12	350	Studio	\$ 995	12	378
1BR Alcove	\$ 1,150	16	450	1BR Alcove	\$ 1,150	3	485
1BR L	\$ 1,295	20	550	1BR	\$ 1,195	12	540
2BR	\$ 1,595	24	900	1BR L	\$ 1,295	3	675
3BR	\$ 1,795	8	1,100	2BR	\$ 1,595	18	930
4BR	\$ 1,895	8	1,300	3BR	\$ 1,795	6	1,270
		<b>88</b>		4BR	\$ 1,895	6	1,360
						<b>60</b>	

### TIF District

TIF represents the new tax base created by a development that would not occur without the public investment provided through TIF (the “but for” test). Minnesota Statutes allow a Housing TIF District to be created to provide financial assistance when certain conditions are met. This Project would qualify because the Developer plans to restrict incomes on at least 20 percent of the units to households earning 50 percent of Area Median Income or less.

The statutory restriction applies to tenant income and not rent levels. Tenants must meet income qualifications, but the Developer is not required to restrict rents. Some communities choose to negotiate rent restrictions as part of the TIF agreement. A Housing TIF District can last for up to 26 years.

### Financial Review Process

The Developer submitted financial information (“Proforma”) to the City. Ehlers inputs this information into its financial model and evaluates the assumptions and results against comparable projects and relevant market data. Ehlers then adjusts the Proforma to test whether the requested TIF amount is warranted. Ehlers also calculates the amount of TIF the Project would generate using assessor data.

Projects should perform well enough to secure financing and provide a reasonable market return on equity. Public assistance should not result in above-market profits. Based on the review, the Project will likely require the full 26-year duration of a Housing TIF District to be financially feasible.

### **Policy Questions**

At the February 25 meeting, City staff and Ehlers will present background on the Project, background on TIF Districts, and the preliminary findings of the financial review. The Council will be asked to provide input on the level of subsidy and whether additional rent restrictions should be included in the Project beyond the statutory income requirements.



**Prepared By: Sharon Wright, Finance Director**

**Presenter: Sharon Wright, Finance Director**

**Date: 02/12/2026**

**Board & Commission: City Council**

**Subject: Finance Update**

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### **Cash and Investments**

The City maintains a strong liquidity position to support daily operations and financial stability.

- **Operating Cash:** Approximately **\$8.3 million** is held in checking and money market accounts.
- **Target Balance:** \$6.0 million to ensure adequate liquidity while minimizing exposure to penalties associated with large invoices or pay applications.
- **Variance:** Year-end cash exceeded the target due to the timing of the second installment of property tax collections received in early December.

In addition, the City holds **\$17.6 million** in diversified investments, including U.S. Agencies, U.S. Treasuries, Certificates of Deposit, and Bonds.

- **Average Earnings Rate (December):** 3.9%
- **Monthly Interest Income:** Approximately \$50,000

The investment portfolio continues to generate stable returns while maintaining a conservative approach focused on safety and liquidity.

### **Liquor Store Fund Performance**

The Liquor Store Fund showed significant financial improvement compared to the prior year.

- **Revenue:** Increased 0.8% over 2024; \$109,000 below 2025 budget.
- **Expenses:** Decreased 6.7% from prior year; approximately \$341,000 under budget.
- **Net Income Percentage:**
  - 2025: **6.86%**
  - 2024: 1.35%

Improved performance is largely attributable to expense control and wage savings resulting from a vacant position during the latter half of the year.

Year-end figures include accruals for depreciation, wages, and compensated absences in preparation for the annual audit. Additional adjustments may occur prior to issuance of final 2025 financial statements.

### **General Financial Update**

The preliminary year-end figures reflect the same accrual methodology used for the Liquor Store with the key distinction that General Fund does *not* record depreciation.

The December 31, 2025 financial results are preliminary. Additional accruals and audit adjustments remain in process, and final figures will be presented following completion of the annual audit in April.

### **Overall Financial Position**

- Liquidity remains strong and above target levels.
- Investment earnings continue to provide steady supplemental revenue.
- Liquor Store operations demonstrated improved profitability due to expense control and wage savings.
- All figures remain preliminary pending audit completion.

### **Voting Requirements:**

## Bank Account Balances 12/31/2025

	<b>EOM Balance</b>	<b>Interest Rate</b>
Old National - Checking (0753)	1,098,510.61	0.0%
Old National - MM (2886)	5,369,163.10	3.60%
Associated - Checking (4089)	35,756.79	0.0%
Associated - MM (3859)	1,723,462.51	4.25%
Xpress Cash Balance	153,553.81	0.00%
<b>Total Checking/Savings</b>	<b><u>\$ 8,380,446.82</u></b>	

## Investments

US Bank	15,609,680.90	Varies *
Neighborhood National CD	1,000,000.00	1.8%
Wells Fargo	1,065,365.96	Varies *
<b>Total Investments</b>	<b><u>\$ 17,675,046.86</u></b>	

<b>Total Cash &amp; Investments</b>	<b><u><u>\$ 26,055,493.68</u></u></b>
-------------------------------------	---------------------------------------

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 Liquor Store Council Report

December 2025

Percent of Year: 100%

Sales by Month	3 Year Avg					
	2025 Sales	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	390,914	353,492	359,929	360,263	340,284	366,090
June	363,395	369,694	356,157	396,703	356,222	370,136
July	407,811	386,768	387,761	384,874	387,670	406,355
August	403,319	377,153	416,855	374,215	340,390	337,323
September	349,113	358,098	367,288	364,930	342,075	329,748
October	341,819	320,305	348,507	320,341	292,066	332,607
November	329,442	324,683	360,918	315,225	297,905	310,290
December	376,764	407,670	435,391	392,734	394,885	375,740
<b>Total Year to Date (YTD)</b>	<b>\$ 4,159,379</b>	<b>\$ 3,991,463</b>	<b>\$ 4,127,252</b>	<b>\$ 4,010,162</b>	<b>\$ 3,836,975</b>	<b>4,020,305</b>

YTD Sales compared to 3 Year Avg	\$ 167,916
YTD Sales compared to 2024 Sales	\$ 32,127

YTD Sales compared to 3 Year Avg	104.21%
YTD Sales compared to 2024 Sales	100.78%

Expenses by Month	2025	3 Year Avg	2024	2023	2022	2021
	Expenses	Expenses	Expenses	Expenses	Expenses	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	511,686	482,953	660,224	487,602	301,033	392,250
<b>Total</b>	<b>\$ 3,873,964</b>	<b>\$ 4,006,889</b>	<b>\$ 4,151,654</b>	<b>\$ 4,029,724</b>	<b>\$ 3,839,288</b>	<b>3,948,037</b>

YTD Expenses compared to 3 Year Avg	\$ (132,925)
YTD Expenses compared to 2024 Exps	\$ (277,691)

YTD Expenses compared to 3 Year Avg	96.68%
YTD Expenses compared to 2024 Exps	93.31%

	2025	3 Year Avg	2024	2023	2022	2021
YTD Net Income (Before Transfers)	\$ 285,415	\$ 76,093	\$ 55,598	\$ 80,438	\$ 92,243	\$ 172,269
Net Income Percentage	6.86%	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

	2025 Annual Budget	Actual 2025 YTD	Actual East	Actual West
Sales	\$ 4,259,583	\$ 4,145,580	\$ 2,949,554	\$ 1,196,025
Cost of Sales	3,106,843	2,975,850	2,139,343	836,507
Gross Margin	\$ 1,152,740 27.1%	\$ 1,169,730 28.2%	\$ 810,211 27.5%	\$ 359,518 30.1%

# Monthly Liquor Store Council Report

December 2025

Percent of Year: 100%

	2025 Annual Budget	Actual 2025 YTD	East Actual	West Actual
<b>Gross Margin by Category - Budget vs Actual</b>				
Liquor	\$ 418,468	\$ 457,151	\$ 320,848	\$ 136,303
Beer	556,299	450,386	329,302	121,084
Wine	123,638	172,276	95,331	76,945
Non-Alcoholic	37,335	44,031	34,601	9,430
THC	17,000	45,886	30,129	15,756
Other	-	-	-	-
	<b>\$ 1,152,740</b>	<b>\$ 1,169,730</b>	<b>\$ 810,211</b>	<b>\$ 359,518</b>

**2025 Sales By Category**

<u>Month</u>	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	340,438	132,943	155,783	32,034	8,702	10,977
November	328,592	127,703	143,254	38,757	9,155	9,723
December	375,183	158,683	146,320	49,730	10,179	10,270
<b>Total</b>	<b>4,145,580</b>	<b>1,566,272</b>	<b>1,930,884</b>	<b>396,400</b>	<b>110,207</b>	<b>141,817</b>
<b>Budget Total by Category</b>	<b>4,264,983</b>	<b>1,538,997</b>	<b>2,074,599</b>	<b>446,826</b>	<b>61,000</b>	<b>143,561</b>

**2025 Cost of Goods Sold By Category**

<u>Month</u>	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	349,680	140,307	160,982	33,636	6,421	8,335
<b>Total</b>	<b>2,975,850</b>	<b>1,109,121</b>	<b>1,480,498</b>	<b>224,124</b>	<b>64,321</b>	<b>97,787</b>
<b>Budget Total by Category</b>	<b>3,106,843</b>	<b>1,120,529</b>	<b>1,515,300</b>	<b>320,788</b>	<b>44,000</b>	<b>106,226</b>

# Monthly Liquor Store Council Report

December 2025

Percent of Year: 100%

## 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
<b>Total</b>	<b>4,110,689</b>	<b>1,499,920</b>	<b>2,015,754</b>	<b>427,645</b>	<b>24,720</b>	<b>142,651</b>

### 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
<b>Total</b>	<b>2,977,372</b>	<b>1,022,631</b>	<b>1,544,694</b>	<b>286,026</b>	<b>13,470</b>	<b>110,552</b>

# City of North Branch

## December 2025 Update

Percent of Year

100%

### General Fund

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance - General Fund	\$ 5,333,430	\$ 5,369,812	\$ (36,382)		
Revenues:					
Taxes	\$ 6,290,233	\$ 5,426,450	\$ 863,783	\$ 6,290,233	\$ 6,246,315
Licenses & Permits	366,396	437,683	(71,288)	\$ 366,396	347,800
Intergovernmental	1,717,034	1,726,554	(9,520)	\$ 1,717,034	1,570,822
Charges for Services	88,206	122,081	(33,874)	\$ 88,206	104,300
Fines & Forfeits	26,412	24,796	1,616	\$ 26,412	17,000
Other Revenue	276,589	240,149	36,440	\$ 276,589	150,400
Other Financing Sources	375,894	154,753	221,141	\$ 375,894	315,300
Total Revenues	<u>\$ 9,140,764</u>	<u>\$ 8,132,466</u>	<u>\$ 1,008,298</u>	<u>\$ 9,140,764</u>	<u>\$ 8,751,937</u>
Expenditures:					
City Council	\$ 28,651	\$ 41,090	\$ (12,439)	\$ 28,651	\$ 32,382
City Administrator	239,307	100,862	138,445	239,307	261,168
City Clerk	88,372	166,229	(77,857)	88,372	132,406
Elections	-	15,357	(15,357)	-	-
Technology	493,218	123	493,095	493,218	481,100
Finance	363,804	332,143	31,661	363,804	404,753
City Attorney	95,337	154,016	(58,679)	95,337	50,000
City Engineer	59,979	41,079	18,901	59,979	40,000
Legislative	30,112	27,500	2,612	30,112	31,500
Planning & Zoning	102,018	197,432	(95,413)	102,018	153,239
City Facilities	130,529	208,773	(78,244)	130,529	172,189
Police	2,832,222	2,869,950	(37,728)	2,832,222	2,777,895
Fire	727,264	534,144	193,120	727,264	809,257
Building Inspection	350,165	347,763	2,402	350,165	352,169
Civil Defense	7,249	60,130	(52,881)	7,249	4,200
Animal Control	5,975	4,550	1,425	5,975	4,500
Street Lights	60,515	65,533	(5,018)	60,515	109,000
Public Works	3,060,658	1,922,365	1,138,293	3,060,658	3,216,340
Parks	209,270	315,927	(106,657)	209,270	482,074
Library	100,209	81,574	18,635	100,209	116,202
Non-Dept Exps	467,950	768,384	(300,434)	467,950	301,100
Total Expenditures	<u>\$ 9,452,803</u>	<u>\$ 8,254,922</u>	<u>\$ 1,197,881</u>	<u>9,452,803</u>	<u>\$ 9,931,474</u>
Net Postion increase/(decrease)	<u>\$ (312,039)</u>	<u>\$ (122,456)</u>	<u>\$ (189,583)</u>	<u>\$ (312,039)</u>	<u>\$ (1,179,537)</u>

## EDA (201)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 215,421	\$ (50,526)	\$ 265,947		
Revenues:					
Taxes	\$ 562,538	\$ 566,767	(4,229)	562,538	\$ 561,045
Intergovernmental	1,060	1,185	(125)	1,060	-
Other Revenue	88,892	7,536	81,356	88,892	3,600
Other Financing Sources	185,968	185,000	185,000	185,968	185,000
Total Revenues	<u>\$ 838,457</u>	<u>\$ 760,488</u>	<u>\$ 262,002</u>	<u>\$ 838,457</u>	<u>\$ 753,711</u>
Expenditures:					
Operating Expenditures	\$ 493,816	\$ 494,539	(723)	493,816	\$ 605,579
Total Expenditures	<u>\$ 493,816</u>	<u>\$ 494,539</u>	<u>\$ (723)</u>	<u>\$ 493,816</u>	<u>\$ 605,579</u>
Net Postion increase/(decrease)	<u>\$ 344,641</u>	<u>\$ 265,949</u>	<u>\$ 262,725</u>	<u>\$ 344,641</u>	<u>\$ 148,132</u>

## Sewer Fund (602)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 14,101,651	\$ 12,051,829	\$ 2,049,822		
Revenues:					
Charges for Services	\$ 425,888	\$ 576,894	\$ (151,006)	425,888	\$ 355,000
Utility Charges	1,847,353	2,019,423	(172,070)	1,847,353	1,803,000
Other Revenue	151,655	97,020	54,635	151,655	5,000
Other Financing Sources	-	332,736	(332,736)	-	-
Total Revenues	<u>\$ 2,424,895</u>	<u>\$ 3,026,073</u>	<u>\$ (601,178)</u>	<u>\$ 2,424,895</u>	<u>\$ 2,163,000</u>
Expenditures:					
Sanitary Sewer	\$ 2,127,725	\$ 170,972	1,956,753	2,127,725	\$ 2,325,610
Total Expenditures	<u>\$ 2,127,725</u>	<u>\$ 170,972</u>	<u>\$ 1,956,753</u>	<u>\$ 2,127,725</u>	<u>\$ 2,325,610</u>
Net Postion increase/(decrease)	<u>\$ 297,170</u>	<u>\$ 2,855,101</u>	<u>\$ (2,557,931)</u>	<u>\$ 297,170</u>	<u>\$ (162,610)</u>

## Liquor Store Fund (609)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 523,504	\$ 547,907	\$ (24,403)		
Revenues:					
Liquor Store - East	\$ 2,949,554	\$ 2,920,222	\$ 29,332	\$ 2,949,554	\$ 3,013,672
Liquor Store - West	1,196,025	1,191,299	4,726	1,196,025	1,245,911
Cost of Liquor Sold - East	(2,139,343)	(2,133,544)	(5,799)	(2,139,343)	(2,258,504)
Cost of Liquor Sold - West	(836,507)	(843,828)	7,321	(836,507)	(848,339)
Other Revenue	13,799	15,731	(1,932)	13,799	9,600
Total Revenues	\$ 1,183,529	\$ 1,149,880	\$ 33,649	\$ 1,183,529	\$ 1,162,340
Operating Expenses:					
Liquor Store - East	\$ 568,401	\$ 661,800	(93,398)	\$ 568,401	\$ 643,666
Liquor Store - West	329,713	432,482	(102,770)	329,713	393,998
Transfers	120,000	80,000	40,000	120,000	120,000
Total Operating Expenses	\$ 1,018,114	\$ 1,174,282	\$ (156,168)	\$ 1,018,114	\$ 1,157,664
Net Postion increase/(decrease)	\$ 165,415	\$ (24,402)	\$ 189,818	\$ 165,415	\$ 4,676
Net Profit Percentage (Before Transfer)	6.86%	1.35%		6.86%	

## Stormwater Fund (612)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 6,467,061	\$ 6,314,657	\$ 152,404		
Revenues:					
Utility Charges	\$ 488,308	\$ 486,247	2,060	488,308	\$ 475,500
Other Revenue	38,393	37,617	776	38,393	300
Other Financing Sources	-	228,210	228,210	-	-
Total Revenues	\$ 526,701	\$ 752,074	\$ 231,046	\$ 526,701	\$ 475,800
Expenditures:					
Storm Sewer	\$ 629,829	\$ 599,671	30,159	629,829	\$ 563,413
Total Expenditures	\$ 629,829	\$ 599,671	\$ 30,159	\$ 629,829	\$ 563,413
Net Postion increase/(decrease)	\$ (103,129)	\$ 152,403	\$ 200,887	\$ (103,129)	\$ (87,613)

## Water Fund (615)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 17,004,602	\$ 15,652,062	\$ 1,352,540		
Revenues:					
Charges for Services	\$ 314,280	\$ 657,425	\$ (343,145)	314,280	\$ 135,000
Water Charges	2,145,369	2,025,338	120,031	2,145,369	1,969,468
Other Revenue	107,608	165,387	(57,779)	107,608	50,000
Other Financing Sources	-	473,215	473,215	-	-
Total Revenues	\$ 2,567,257	\$ 3,321,365	\$ 192,322	\$ 2,567,257	\$ 2,154,468
Expenditures:					
Water	\$ 2,134,775	\$ 4,245,529	(2,110,755)	2,134,775	\$ 2,700,682
Total Expenditures	\$ 2,134,775	\$ 4,245,529	\$ (2,110,755)	\$ 2,134,775	\$ 2,700,682
Net Postion increase/(decrease)	\$ 432,482	\$ (924,164)	\$ 2,303,076	\$ 432,482	\$ (546,214)

## Generation Fund (620)

	<u>12/31/2025</u>	<u>12/31/2024</u>	<u>Current vs Prior</u>	<u>Projected</u>	<u>2025</u>
	<u>Actual</u>	<u>Actual</u>	<u>Inc/(Dec)</u>	<u>2025</u>	<u>Budget</u>
Fund Balance	\$ 11,974,349	\$ 11,685,231	\$ 289,118		
Revenues:					
Utility Charges	\$ 360,000	\$ 360,759	\$ (759)	360,000	360,000
Other Revenue	354,994	280,030	74,964	354,994	-
Total Revenues	\$ 714,994	\$ 640,789	\$ 74,205	\$ 714,994	\$ 360,000
Expenditures:					
Generation	\$ 484,028	\$ 351,675	132,353	484,028	\$ 361,151
Total Expenditures	\$ 484,028	\$ 351,675	\$ 132,353	\$ 484,028	\$ 361,151
Net Postion increase/(decrease)	\$ 230,966	\$ 289,114	\$ (58,148)	\$ 230,966	\$ (1,151)



**NORTH BRANCH**  
**City of North Branch**  
**Staff Report**

**Prepared By: Heidi Hamilton, Senior Project Manager**

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

**Date: February 25, 2026**

**Board & Commission: City Council**

**Subject: Resolution R-297-2026 Approving Preliminary Design Services contract for Northwest Old Town Street and Utilities Improvement Project**

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**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)
- 10<sup>th</sup> Avenue (TH 95 to Cedar Street)
- 11<sup>th</sup> Avenue (Elm Street to Cedar Street)
- 12<sup>th</sup> 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. Public Hearings on the project were held at the City Council meetings on December 9, 2025 and continued to January 13, 2026.

Notices of the public hearings were sent to residents and property owners and notice was published in the official newspaper as required by Minnesota Statute 429. A project information sheet was included with the most recent mailing and a website has been created (<https://nwoldtown-wsbeng.arcgis.com>) to share information about the project more widely.

At the January 13 Council meeting, the Council delayed project construction until 2027 and directed staff to gather additional public input and address questions that were raised at the public hearing.

### **Preliminary Engineering Services:**

The next step for this project to move forward is to complete additional engineering design to address questions and meet with community members to provide additional opportunity for input prior to asking the Council to consider moving forward with final design. The city's engineering firm, WSB, has prepared a scope of work to complete the next necessary steps.

The proposed scope of work includes:

- Review of the trunk watermain needs in Cedar Street
- Review of MSA designation on Cedar Street and 12<sup>th</sup> Avenue
- Review of alternative stormwater management options
- Two public meetings; in March and in May
- Two mailings to notify residents of the meetings
- Project website updates
- Preparation of ownership and encumbrance reports to determine right-of-way acquisition needs for the project
- Preparation of a project benefits appraisal to determine the value of the proposed improvement to adjacent properties.
- Returning to Council in mid-summer with a design update and opportunity for the Council to direct the preparation of Final Plans and Specifications. If approved at that time, the project could be bid in December 2026 for 2027 construction.

A copy of the full scope of services is attached for your review. The estimated costs for this work is \$70,787.

### **Recommended Action:**

We are asking for the Council to consider approving resolution R-297-2026 Authorizing the preparation of preliminary plans and additional communications for the Northwest Old Town Street and Utility Improvements and Authorizing approval of the engineering services contract with WSB.

### **Voting Requirements:**

Simple Majority

**Attachment:**

Northwest Old Town Street and Utility Improvements Preliminary Engineering Services  
Proposal

STATE OF MINNESOTA  
COUNTY OF CHISAGO  
CITY OF NORTH BRANCH

CITY COUNCIL RESOLUTION NO. R-297-2026

**Resolution R-297-2026 Directing Preliminary Engineering for the Northwest Old Town Street and Utilities Improvement Project**

**WHEREAS**, 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)
- 10<sup>th</sup> Avenue (TH 95 to Cedar Street)
- 11<sup>th</sup> Avenue (Elm Street to Cedar Street)
- 12<sup>th</sup> Avenue (TH 95 to Cedar Street), and

**WHEREAS**, public hearings to consider the project were held on December 9, 2025, and January 13, 2026; and

**WHEREAS**, the City Council tabled the proposed action to authorize engineering for the project so that additional information could be provided and additional communications with the neighborhood could occur, and

**WHEREAS**, the city's engineering consultant, WSB, has prepared a scope of services to complete preliminary engineering to address the questions and hold additional neighborhood meetings to gather community input.

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

WSB is hereby directed to proceed with preliminary engineering for the Northwest Old Town Street and Utilities Improvement Project as described in the proposal dated February 19, 2026.

Adopted by the Council this 25th day of February 2026.

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Kevin Schieber, Mayor

Attested:

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Tonya Kostuch, City Clerk





SCOPE OF SERVICES

# Northwest Old Town Street and Utility Improvement Project Preliminary Design

FOR THE CITY OF NORTH BRANCH



February 19, 2026

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 – Preliminary Design Services

Dear Mr. Hill:

As requested, the following work plan outlines the scope of services and the associated engineering fee necessary to advance the Northwest Old Town Street and Utility Improvement Project Preliminary Design.

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](mailto: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.

Multiple questions have been asked and suggestions have been made regarding the scope of the project. Addressing these questions to confirm the desired project scope is the intent of this community engagement and preliminary design work.

## PROJECT APPROACH/SCOPE OF SERVICES

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

### Task 1 | Preliminary Design

WSB will provide community engagement and design services to address questions raised during the public hearing process.

#### Subtask 1.1 –Preliminary Design

WSB will complete additional design work to answer key questions related to project scope prior to moving forward to final design. Scope of work for this task includes:

- Perform initial Gopher State One Call and identify potential utility impacts.
- Review MSA system designation on Cedar Street and 12<sup>th</sup> Avenue to determine if it is advisable to remove these road segments from MSA and whether material project cost savings could be realized if the MSA designation were removed.
- Review stormwater management options to identify the most cost-effective approach.
- Review Water System model to confirm the size of watermain to be used to replace the 4" line within Cedar Street between 8<sup>th</sup> Ave and 11<sup>th</sup> Ave.
- Perform eight soil borings on the road and one boring in pond area. Provide soil boring report with improvement recommendations.
- Review sanity sewer televising to identify necessary improvements.
- Conduct two neighborhood meetings for residents. One letter mailing will be made to property owners and residents prior to each meeting.
- Maintain project website with up-to-date project information and respond to questions.
- Provide design recommendations based on input gathered in neighborhood meetings and other resident input.
- Update the project cost estimate to reflect recommended project scope.

### Task 2 | Right of Way Investigation

It is anticipated that additional right-of-way or temporary easements may be needed from 17 parcels on this project. WSB will prepare ownership and encumbrance reports to determine land ownership. This will permit a more accurate cost estimate and schedule to be provided in the final design proposal.



### Task 3 | Special Benefit Appraisal

Complete a special benefit appraisal to determine value of the planned improvement to the properties that are proposed to be assessed.

#### SCHEDULE

Public Meeting 1.....	March 2026
Public meeting 2.....	May 2026
City Council to Consider Authorizing Project.....	June 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:

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Preliminary Design	\$47,412
2	Right of Way Investigation	\$6,375
3	Special Benefit Appraisal	\$17,000
	<b>Total</b>	<b>\$70,787</b>

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 **\$70,787**. 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**  
**Preliminary Design Continued Services**

Task Description	Estimated Hours										Total Hours	Cost
	Senior PM	Project Manager	Graduate Engineer	Water Resource Manager	Water Resource Engineer	Water System Engineer	Community Engagement Manager	Admin	#parcels	Cost/parcel		
	Heidi Hamilton	Emily Brown	Lucas Gross			John Bradford						
<b>1 Preliminary Design</b>												
1.1 Project Management	10	16									26	\$6,616
1.2 Design			8	6	16	20					50	\$10,222
1.3 Parcel Staking												
1.4 Cost Estimates		6	8								14	\$2,622
1.6 QA/QC												
1.7 Meetings	8	8									20	\$4,564
1.7 Community Engagement							28	4			32	\$5,888
1.9 Soil Borings												
<b>Task 1 Total Estimated Hours and Fee</b>	<b>18</b>	<b>30</b>	<b>16</b>	<b>6</b>	<b>16</b>	<b>20</b>	<b>28</b>	<b>8</b>			<b>142</b>	<b>\$47,412</b>
<b>2 Right of Way Acquisition</b>												
2.1 O&E Reports										17		\$6,375
<b>Task 2 Total Estimated Hours and Fee</b>												<b>\$6,375</b>
<b>3 Special Benefits Appraisal</b>												
3.1 Special Benefit Appraisal												\$17,000
<b>Task 3 Total Estimated Hours and Fee</b>												<b>\$17,000</b>
<b>Total Estimated Hours</b>	<b>18</b>	<b>30</b>	<b>16</b>	<b>6</b>	<b>16</b>	<b>20</b>	<b>28</b>	<b>8</b>			<b>142</b>	
<b>Hourly Billing Rate</b>	\$276	\$241	\$147	\$215	\$156	\$263	\$195	\$107				
<b>Total Fee by Labor Classification</b>	\$4,968	\$7,230	\$2,352	\$1,290	\$2,496	\$5,260	\$5,460	\$856				<b>\$29,912</b>
<b>Total Lump Sump Fee</b>												<b>\$34,500</b>
<b>TOTAL PROJECT COST</b>												<b>\$70,787</b>